AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
MONDAY, JANUARY 7, 2019 – 7:00 P.M.
CITY HALL

OATH OF OFFICE

Mayor – Jeffrey Johnson
Council Member – Paul Bergley
Council Member – Dan Collison

I. Citizens Input

II. Agenda

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards

Employee Recognition- Years of Service

F. Approve City Council Minutes
1. December 18, 2018 -Regular Meeting of the City Council
2. November 20, 2018- Closed Session Minutes

G. Announcements

1. City Council Meeting	Tuesday, January 15, 2019 at 7:00 p.m.
2. Planning Commission Meeting	Tuesday, January 15, 2019 *(Immediately following the City Council Meeting)*
3. **CITY OFFICES CLOSED**	Monday, January 21, 2019 *(In Observance of Martin Luther King Jr. Day)*
4. Park, Recreation, & Culture Board Meeting	Tuesday, January 22, 2019 at 6:00 p.m.
5. City Council Goal Setting Session	Monday, January 28, 2019 at 8:00 a.m.

H. Council Committee Reports

I. Public Hearings
1. Public Hearing for Abatement of the property located at 820 Dogwood St SW currently in violation of City Code 216-2 affecting health and safety and Ordinance No. 445 Zoning

J. Business Items
1. Interview Applicants for the Vacant Term Seats for the Park, Recreation and Culture Board (*Mayor Johnson*)
   a. Resolution Designating Committees and Representatives for City Commissions and Advisory Boards for 2019

City Administrator Don Lorsung

2. Consider Designating an Official Newspaper and Appointing Depositories and Professional Services for Year 2019

- **a.** Open Bids for the Designation of the City's Official Newspaper
- **b.** Resolution 2019-XXX Designating an Official Newspaper, Appointing Depositories and Professional Services and Setting City Council Meetings for Year 2019

3. Resolution 2019-XXX Authorizing Signatures for the Purpose of Accessing and Maintaining City Funds and Investments

4. Resolution 2019-XXX Affirming the Transition Plan for the City Administrator Position

5. Resolution 2019-XXX Approving a Contract for Interim Community Development Consulting Services with Ryan Kernosky

6. Police officer Hiring Eligibility

- **a.** Resolution 2019-XXX Offering the Position of Full-Time Police Officer to Joshua Anderson
- **b.** Resolution 2019-XXX Offering the Position of Full-Time Police Officer to Brandon Anderson
- **c.** Resolution 2019-XXX Offering the Position of Full-Time Police Officer to Timothy Josephson
- **d.** Resolution 2019-XXX Offering the Position of Part-Time Police Officer to Kevin Stahl

City Attorney Clark Joslin

7. Review Conflict of Interest Policy

- a. Resolution 2019-XXX Approving the City of Isanti Conflicts of Interest Policy

Police Chief Gene Hill

8. Resolution 2019-XXX Approving the Purchase of New Car and to Equip Such Vehicle

K. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $622,050.15 and Payroll in the Amount of $90,777.85 and Fourth Quarter Payroll for Council/Boards/Commissions in the Amount of $9528.69
2. Resolution 2019-XXX Approving Isantian Ad Rates and Sponsorship Packages
3. Resolution 2019-XXX Approving 2019 Community Garden Handbook and Registration Form
4. Resolution 2019-XXX Authorizing a Reduction in the letter of Credit for Legacy Pines Subdivision Phase one
5. Resolution 2019-XXX Authorizing Victor Fanth to Carry Over Excess Vacation Hours
6. Resolution 2019-XXX Authorizing Chief Gene Hill to Carry Over Excess Vacation Hours
7. Resolution 2019-XXX Authorizing Adam Gau to Carry Over Excess Vacation Hours
8. Resolution 2019-XXX Authorizing John Jacobi to Carry Over Excess Vacation Hours
9. Resolution 2019-XXX Authorizing Katie Everett to Carry Over Excess Vacation Hours
10. Resolution 2019-XXX Local Board of Review Transfer Agreement

L. Other Communications

Adjournment

F.1.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, DECEMBER 18, 2018 – 7:00 P.M.
CITY HALL

I. Citizens Input
None.

II. Agenda
Mayor Wimmer called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor George Wimmer, Councilors: Paul Bergley, Steve Lundeen, Ross Lorinser, and Dan Collison

Members Absent: None

Staff Present: City Administrator Don Lorsung, Human Resources/ City Clerk Katie Brooks, City Attorney Clark Joslin, Finance Director Mike Betker, Public Services Director/ Assistant City Administrator Josi Wood, Police Chief Gene Hill, Community Development Director Ryan Kernosky, Receptionist/ Data Entry Clerk Anna Wegwerth, Liquor Store Clerk Angie Kersting, Police Officer Michael Vogel, Lieutenant Travis Muyres, Public Works Foreman Matt Sylvester, Police Officer Adam Gau, and Assistant City Engineer Jason Cook

Others Present: Mayor-Elect Jeff Johnson, Lisa Johnson, George Hemen, Jo Ann Golden, Gerald Golden, Rebecca Waller, Mark Reller, Jill Reller, Carla Lydon, Rachel Howell, Moriah Wood, Rick Wegwerth, and Rachel Vick

D. Adopt Agenda
Addendum:
Add J.3 Resolution 2018-282 Amending Final 2018 Tax Levy Collectible 2019
Add K.8 Resolution 2018- 293 Resignation of Full time Police Officer Valerie Zeman
Add K.9 Resolution 2018- 294 Resignation of Full time Police Officer Tanner Hagen
Motion by Lorinser, second by Bergley to approve the agenda modifications listed above. Motion carried.

E. Proclamations/Commendations/Certificate Awards
Friends of Youth Leadership Award- Hall of Fame- Officer Adam Gau
Mayor Wimmer shared that School Resource Police Officer Adam Gau has been nominated by Cory Spencer for going above and beyond for his sincere care for Youth. Mayor Wimmer continued to share that many get nominated but Adam Gau stood out and is now included in the Youth Intervention Hall of Fame. Mayor Wimmer further shared that this is about the 48th award that Adam Gau has received in the last few years.
Employee Recognition – Years of Service
Mayor Wimmer recognized those who have served 5 years, 10 years, and 15 years starting with Lieutenant Travis Muyers; 5 years, Liquor Store Clerk Angela Kersting; 5 years, Public Services Director/ Assistant City Administrator Josi Wood; 5 years, Receptionist/ Data Entry Clerk Anna Wegwerth; 10 years, Police Officer Mike Vogel; 10 years, and Public Works Foreman Matt Sylvester; 15 years.

F. Approve City Council Minutes
1. December 4th, 2018 – Regular Meeting of the City Council

Motion to by Lundeen, second by Lorinser to approve minutes as presented. Motion carried.

G. Announcements

1. **CITY OFFICES CLOSED** — Monday, December 24, 2018 *(12p.m.-4:30 p.m.)*; Tuesday, December 25, 2018 (All day) *(In observance of the Christmas holiday)*; Tuesday, January 1, 2018 *(In observance of New Year's Day)*
2. City Council Meeting — Monday, January 7th, 2019 at 7:00 p.m.
3. EDA Meeting — Monday, January 7th, 2019 *(Immediately following City Council Meeting)*

H. Council Committee Reports

None.

I. Public Hearings

None.

J. Business Items

1. Resolution 2018-281 Approving Partnership Agreements Between the City of Isanti and the East Central Regional Library and the Isanti Area Friends of the Library *(Carla Lydon)*
   Carla Lydon; Executive Director at East Central Library shared that this is the 9th year that outreach Services have been available at City Hall. Carla Lydon continued to share that the purpose of the Outreach Program is to bring services one day a week to those who are unable to travel to the library branches and that the Outreach Program shows that it has been consistently used throughout the year.
   Motion by Lundeen, second by Bergley to approve the resolution as presented. Motion carried.

2. Approval to Establish an Eligibility List for Hiring Police Officers *(Ross Lorinser)- Discussion Only*
   Councilor Ross Lorinser shared 5 potential Part-Time and Full-Time Police Officers have been interviewed and that getting a list together of possible hires is beneficial to have done sooner rather than later. The process is helpful for future vacancies as well.
   Motion by Lundeen, second by Collison to approve Establishing a Police Officer Eligibility List. Motion carried.

3. Resolution 2018-282 Amending Final 2018 Tax Levy Collectible 2019 *(Ross Lorinser)*
   Councilor Ross Lorinser shared that upon discussion with Finance Director Mike Betker it was brought to attention that there was another $235,261.00 that can be reduced from the Levy. Finance Director Mike Betker shared that there are two known amounts from the 2018 budget. Mike Betker continued to share that there was a budgeted surplus of $170,000.00, and budget amendments that are on the Consent Agenda would free up $64,000.00 in the Police Department budget. Those two amounts together total about $235,000.00. Mike Betker continued to share that if Council decides not to take action at this time, current City policy would require that money to reduce the Levy budget in 2020 instead of 2019.
   Councilor Ross Lorinser added that this would bring the tax rate down 21% to 62.9%. Ross Lorinser further stated that the tax rate in 2004 before the recession was 73.85% and that the 2019 tax rate would fall well below what it was in 2004.
   Motion by Lorinser, second by Collison to approve Resolution as presented. Motion carried.

4. **<u>City Administrator Don Lorsung</u>**
   Ordinance-697 City Code Change to Committee of the Whole
   Mayor Wimmer shared that this was previously discussed by Council where items to be discussed will be placed on the agenda moving forward.
   Motion by Lundeen, second by Lorinser to approve Ordinance. Motion carried.

5. **Finance Director Mike Betker**

a. Ordinance-698 Amending the Code of the City of Isanti Chapter 160 Fees
Motion by Lorinser, second by Collison to approve Ordinance. Motion carried.

b. Resolution 2018-283 Adopting Fees within the City of Isanti
Motion by Lorinser, second by Collison to approve resolution as presented. Motion carried.

6. **Community Development Director Ryan Kernosky**

Resolution 2018-284 Planned Unit Development for Heritage Estates Subdivision
Community Development Director Ryan Kernosky shared that this is a 50 Unit subdivision by the Isanti Intermediate School. He further shared that a PUD is a creative zoning district that allows a higher concentration and less setbacks for the development. Ryan Kernosky continued to share that the Planning Commission has reviewed this twice and has held a Public Hearing as well.
Motion by Lundeen, second by Bergley to approve resolution as presented with the recommended conditions. Motion carried.

7. **Parks, Recreation and Culture Manager Katie Everett**

a. Resolution 2018-285 Extending Site Use Agreement Between the City of Isanti and Catholic Charities
Mayor Wimmer shared that this resolution is for Senior Dining to continue to operate out of the Community Center in 2019.
Motion by Lundeen, second by Lorinser to approve resolution as presented. Motion carried.

b. Resolution 2018-286 Accepting Quote for Publication of the City of Isanti Newsletter for Years 2019-2020.
Motion by Lundeen, second by Bergley to approve resolution as presented. Motion carried.

8. **Chief of Police Gene Hill**

Resolution 2018-287 Authorizing Staff to Purchase a New Squad Vehicle and to Outfit that Vehicle by Transferring Existing Unspent 2018 Police Department Funds
The Council discussed whether action should be taken to purchase new vehicle for the Police Department or wait to discuss with Committee of a Whole. After this discussion a motion was made by Lorinser to approve the auctioning of Dodge Charger and have the proposed new squad vehicle purchase discussed at Committee of the Whole meeting with Councilor Collison seconding the motion. Motion carried.

K. Approve Consent Agenda

1. Consider Accounts Payable in the amount of $303,084.88 and Payroll in the amount of $128,866.64
2. Final Meeting Minutes for the November 7th, 2018 Economic Development Authority Meeting
3. Resolution 2018-288 A Resolution Designating Polling Places in City of Isanti
4. Resolution 2018-289 Approving a Check be Written to Girl Scout Troop 16607 for Volunteering at the Community Movie Night
5. Resolution 2018-290 Approving Permanent Hire of Maintenance Technician I Jordan Rapp
6. Resolution 2018-291 Closing Construction Funds
7. Resolution 2018-292 Approving Amendments to the 2018 Budget
8. Resolution 2018-293 Resignation of Full Time Police Officer Valerie Zeman
9. Resolution 2018-294 Resignation of Full Time Police Officer Tanner Hagen

Motion by Lorinser, second by Bergley to approve Consent Agenda as presented. Motion carried.

L. Other Communications

1. Draft Minutes of the December 4th, 2018 Economic Development Authority Meeting
2. Draft Minutes of the December 4th, 2018 Special Planning Commission Meeting
3. November Police Department Report

4. November Code Enforcement Report
5. November Building Inspector Report
6. December Engineering Report

Adjournment
Motion to adjourn by Lorinser, second by Bergley. Motion carried. The meeting was adjourned at 7:23 p.m.

Respectfully Submitted,

Jaden Moore

Deputy City Clerk/Human Resources

A Community For Generations.
Isanti

Public Hearing

To: Mayor Johnson
Members of the City Council

From: Matt Lindholm, Planner

Date: January 7, 2019

Subject: Public Hearing for Abatement of the property located at 820 Dogwood St SW currently in violation of City Code 216-2 affecting health and safety and Ordinance No. 445 Zoning.

Background

On November 29, 2018, Matt Lindholm, Planner issued a notification letter citing "Outdoor storage of a vehicle not in street operable condition." The letter indicated that the vehicle needed to be in street operable condition, be stored in the garage or removed from the property. At this time, the City requested that these issues be taken care of by December 13, 2018 if the owner was unable to make the corrections in the required time, they were invited to contact the City. In the meantime, the City received no correspondence or contact from the owner or occupants

On December 14 and December 18, 2018; Lindholm conducted followed up inspections to ensure that the vehicle complied with City Code. However, the vehicle remained in the driveway, in its previously cited state. Rather than pursuing an Administrative Citation, then abatement proceedings, Lindholm initiated abatement proceedings per City Code 216-6 to ensure a timely clean-up of the vehicle and to avoid excessive fines.

A public hearing notice was sent to the property owner on December 19, 2018 via certified mail with a public hearing date of January 7, 2019. Notice was also published in the Isanti County News on December 27, 2018.

On the day this memo was completed for the Council packet the property remained in violation with no apparent progress being made. The property will be reinspected on January 7, 2019 just prior to the City Council meeting and an update will be provided to the City Council.

Staff Request

City staff is requesting action on this item.

Attachments

- Photos of property
- Public notice newspaper ad
- Citation issued
- Copies of correspondence to date regarding the City Code Violations

11/29/2018 – rear window missing and apparently shattered. Heavy cracking in windshield. Broken tail light. Possibly object used, sitting on top of vehicle (rock).

12/14/2018 – Deadline. No changes are evident.

12/18/2018 – No changes.

CITY OF ISANTI
MINNESOTA
PUBLIC NOTICE
PUBLIC NUISANCE ABATEMENT
PUBLIC HEARING ON JANUARY 7, 2019

Notice is hereby given that on Monday, January 7, 2019, at 7:00 P.M. or shortly thereafter, at the Isanti City Hall located at 110 First Avenue NW, Isanti, Minnesota; the City Council will hold a Public Hearing on public nuisances on the following item(s):

PUBLIC NUISANCE ABATEMENT AT 820 DOGWOOD ST SW IN THE CITY OF ISANTI

BY ORDER OF THE CITY OF ISANTI, MINNESOTA.

Matt Lindholm
Planner

Published in the
Isanti County News
December 27, 2018
891284

SENDER: *COMPLETE THIS SECTION*

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

PennyMac Loan Services LLC
3043 Townsgate Rd #200
Westlake Village, CA 91361-5860

9590 9402 1417 5329 8839 22

2. Article Number *(Transfer from service label)*

7015 0640 0006 2071 8234

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X [signature] ☐ Agent ☐ Addressee

B. Received by *(Printed Name)* A. LOPEZ C. Date of Delivery 12/28/18

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type

- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☐ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ [illegible] Mail
- ☐ [illegible] Mail Restricted Delivery
- ☐ [illegible]00)
- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☐ Return Receipt for Merchandise
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

PS Form 3811, July 2015 PSN 7530-02-000-9053 Domestic Return Receipt

NOTICE OF PUBLIC HEARING FOR PROPERTY ABATEMENT

The Isanti City Council will hold a public hearing at their regularly scheduled meeting on **Monday, January 7th, 2019** to review the violations of City Code that have occurred on this property. Based upon the evidence that will be provided, the City Council will consider authorizing the nuisance abatement for the property at your expense.

Based upon that authorization, your property shall be re-inspected and if the property is found to be non-compliant, the property will be abated immediately. Items will be removed by the City at that time; and you will be liable for all costs incurred by the City for the abatement, including administrative costs. Upon the provision of City Code 216-7 (Recovery of Cost), Staff has been directed to submit to Council a list of the total unpaid charges along with all other charges as well as other charges for current services to be assessed under Minnesota Statutes, Section 429-101.

If you have any questions or concerns please contact me as soon as possible. I can be reached at (763) 444-5512 or via e-mail at mlindholm@cityofisanti.us

Matt Lindholm
Planner
By Order Of: the City of Isanti

November 29, 2018

Pennymac Loan Services LLC
3043 Townsgate Rd #200
Westlake Village CA 91361-5860

OR

Current resident
820 Dogwood St SW
Isanti, MN 55040

Greetings,

A City Code violation was noted at your property.

Violation description: **Outdoor storage of a vehicle not in street operable condition**

We understand that no one enjoys receiving a city code violation and that most residents aren't aware that these codes exist. Please read the details below carefully and make the necessary corrections prior to the due date. City codes help keep our community safe, friendly, and beautiful. I am here to help you remove this violation on your property, located at 820 Dogwood St SW in Isanti.

Your due date to come into compliance is on or before December 13, 2018. In order to be in compliance, the vehicle currently parked/stored on the driveway, must be in street operable condition, be stored in the garage or removed from the property.

Please note that in the event of a repeat violation of the same or similar nature, which was previously cleared, occurring within a twelve, (12) month period from date of this letter, on this property, owned by the same property owner, the violation will be immediately issued an Administrative Citation. See ordinance details below.

If you feel that there has been an error or you are unable to make the corrections in the required time or need help understanding how to return your property into compliance, please contact me. My office hours are 8:00am to 12:00 noon, Monday through Friday. **Please contact Matt at (763) 444-5512** or email to **codeandzoning@cityofisanti.us**

Respectfully,

Matt Lindholm

Matt Lindholm
Planner

By Order of:

THE CITY OF ISANTI
Cc: Property File

Enclosed: General Legislation, Chapter 216
Photo(s) of Property

Reference number: 18-11-12

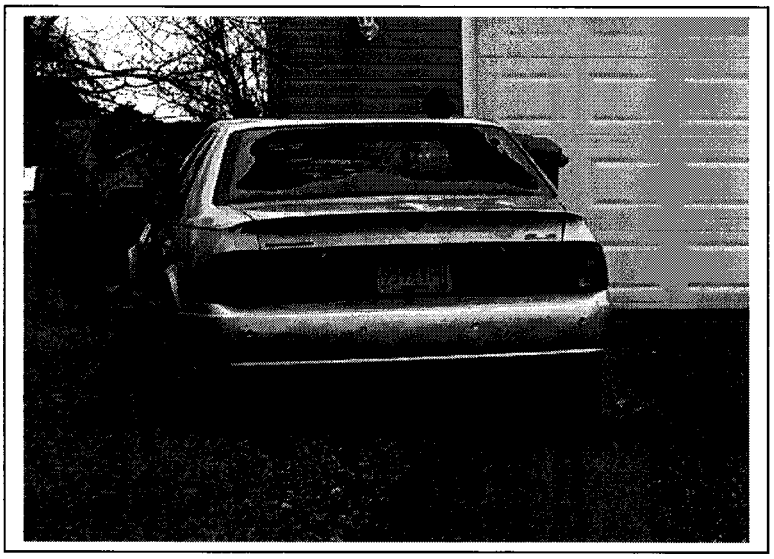
Violation: **NUISANCES**
Ordinance: General Legislation Chapter 216
Description: §216-2 The following are hereby declared to be nuisances affecting health:

L. Any outside storage of rubbish, salvage materials, junk, vehicles without current license plates, **not in street operable condition**, or not currently insured; or miscellaneous refuse when the same is construed by the City Council to be a menace or a nuisance to the public health, safety, or general welfare and to have a depressing influence on property values in the area.

To view this code on the web, please visit http://ecode360.com/9545294

§ 216-6 Abatement.

A. Process for general nuisance abatement.[Amended 6-17-2014 by Ord. No. 580]
   (1) Whenever the officer charged with enforcement determines that a public nuisance is being maintained or exists on premises in the City, the officer shall notify, in writing, the owner or occupant of the premises of such fact and order that such nuisance be terminated and abated. The notice shall be served in person or by certified or registered mail. If the premises is not occupied and the owner is unknown, the notice may be served by posting it on the premises. The notice shall specify the steps to be taken to abate the nuisance and the time, not exceeding 30 days, within which the nuisance is to be abated. If the notice is not complied with within the time specified, the enforcing officer shall report that fact forthwith to the Council.
   (2) Thereafter, the Council may, after notice to the owner or occupant and an opportunity to be heard, provide for abating the nuisance by the City. The notice shall be serviced in the same manner as notice by the enforcing officer is served and shall be given at least 10 days before the date stated in the notice when the Council will consider the matter. If notice is given by posting, at least 14 days shall elapse between the day of posting and the hearing. In the event a nuisance is abated to the satisfaction of the City but recurs within 180 days after such abatement, such recurrence shall be deemed to be a continuation of the same nuisance, and the council may proceed without additional notice or hearing to provide for abatement of said nuisance by the City. In such event, the City shall be entitled to recovery costs in the same manner as for the original abatement, as proved for in § 216-7 of this chapter.



Action must be taken on or before December 13, 2018. Failure to come into compliance prior to the due date will result in an administrative citation from the City of Isanti, which carries a fine of up to $200 per day that the violation continues to exist. A 10% late fee will also be assessed after 10 days of non-payment or non-compliance. City code violations that are not resolved may also be referred to the City Council for abatement which will be done at the homeowner's expense and may result in a lien upon the property. Additionally, the City of Isanti may turn over non-compliant property owners to the Police Department for criminal prosecution. Property owners wishing to appeal an administrative citation may elect to moderate the violation with a neutral 3rd party if they notify the City within 10 calendar days of the issuance of an administrative citation.

RESOLUTION NO. 2019-XXX

RESOLUTION TO AUTHORIZE NUISANCE ABATEMENT FOR PROPERTY LOCATED AT 820 Dogwood St SW

WHEREAS, the property owner of 820 Dogwood St SW is in violation of City Code 216-2 affecting health and safety; City Code 227-8 Storage and Parking Restrictions; City Code 273-7 Public Nuisances Affecting Health; and Ordinance No. 445 Zoning; and,

WHEREAS, the process was followed under City Code §216-6 (Abatement) whereas the City served notice to the property owners regarding the violation; and

WHEREAS, City Code §216-6 provides for calling a public hearing to hear on the matter and notice shall be provided to the property owner of the hearing date; and

WHEREAS, City Code §216-6 after subject hearing the Council may abate the property and direct the City provide the services to allow compliance of the Nuisance Code

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. The property owner and/or occupant shall be given until the end of Monday, January 14, 2019 to come into compliance.
2. The Planner shall inspect the property on Tuesday, January 15, 2019 and if the property is found not to be in compliance, the property located at 820 Dogwood St SW shall be hereby abated.
3. Upon provision of City Code §216-6. Staff is hereby directed to submit to Council a list of the total unpaid charges along with all other such charges as well as other charges for current services to be assessed under Minnesota Statutes, Section 429.I01.

This Resolution hereby approved by the Isanti City Council this 7th day of January, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
City Clerk/Human Resources

A Community For Generations.
Isanti

TO: Mayor Johnson and City Council

FROM: Don Lorsung, City Administrator

DATE: January 3, 2019

RE: Appointments to Committees and Boards

Appointments must be made for year 2019 for Advisory Committees, Commissions, and Boards. For City Council appointments on the first page, the resolution contains an Asterisk* next to those who appointed last year. On the second page, a Council Representative will need to be named to the Park, Recreation and Culture Board.

Park, Recreation and Culture Board

Two Board seats are open. The Student Representative position is also open. Advertisements were placed to seek interested candidates. An application from current Board member James Witte was received for the open Board position. The Board seat is for a 3 year term to December 31, 2021. The Student Representative is a 1 year term. Attached are interview questions for applicants and the application.

EDA

There is one seat open for an appointed member. The term for the open seat extends to December 31, 2024. No applications were received for the open seat.

Planning Commission

The is one open seat for an appointed member. The term for the open seat extends to 2021. No applications were received for the open seat.

Action:
Interview subject candidate that applied for open seats, and consider appointment for Park, Recreation and Culture Board. Make appointments for members and representatives for City Commission and Advisory Boards for year 2019.

RESOLUTION 2019-xxx

RESOLUTION DESIGNATING COMMITTEES AND REPRESENTATIVES FOR CITY COMMISSIONS AND ADVISORY BOARDS FOR YEAR 2019

WHEREAS, the City is required to make certain official appointments at the beginning of each year; and,

WHEREAS, the City Council must appoint City Council members to represent the City on various City and County-wide organizations on an annual basis:

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. That the City Council appoints the following individuals to represent the City on the following commissions, boards and advisory committees for 2019:

Committee of the Whole	Mayor and City Council
Economic Development Authority	Mayor and City Council
Parks, Recreation & Culture Board	Mayor*
Planning Commission	Mayor and City Council
Rum River BMX Association Board	Collison *
Community Education	Mayor*
Cable TV Liaison	Lundeen*
Civil Defense Director	Mayor
Fire District	Lundeen(alternate-Bergley) *
ICICLE	Bergley*
School Liaison	Mayor, Lundeen*
Chamber of Commerce Liaison	Mayor *
Bike Isanti County Committee	Mayor *
C-I Bike/Walk Trail	Mayor*
Public Works Labor Management Committee	Mayor - Guest Representative*
Weed Inspector	Mayor

*These were 2018 appointments of Mayor and City Councilors to Committees/Board. The Mayor and City Council will need to make new designations. Both the Civil Defense Director and Weed Inspector are Mayor designations.

2. That the City Council appoints the following to act as Mayor Pro-tem in the absence of the Mayor: Councilor _____.

3. That the Planning Commission, Economic Development Authority Board, and Park, Recreation and Culture Board shall meet on the date and times as designated as outlined on the attached schedule and posted at Isanti City Hall.

4. That the City Council designates the following individuals to the Park, Recreation and Culture Board for 2019:

Jenny Garvey	*(term expiration 12-31-2020)*
Aaron Zdon	*(term expiration 12-31-2019)*
_____	*(term expiration 12-31-2021)*
_____	*(term expiration 12-31-2021)*
_____	Council Representative (*term expiration 12-31-2019*
_____	Student Representative *(term expiration 12-31-2019)*

5. That the City Council designates the following individuals to the Planning Commission for year 2019:

Mayor and City Council:	
Jeffrey Johnson	(*term expiration 12-31-2019)*
Dan Collison	(*term expiration 12-31-2019*)
Ross Lorinser	*(term expiration 12-31-2019*)
Paul Bergley	(*term expiration 12-31-2019*)
Steve Lundeen	*(term expiration 12-31-2019*)
Appointed Members:	
_____	*(term expiration 12-31-2021)*
Arissya Simon	*(term expiration 12-31-2019)*

6. That the City Council Economic Development Authority Board membership terms are as follows for year 2019:

Mayor and City Council:	
Jeffrey Johnson	*(term expiration 12-31-2019)*
Dan Collison	*(term expiration 12-31-2019)*
Ross Lorinser	*(term expiration 12-31-2019)*
Paul Bergley	*(term expiration 12-31-2019)*
Steve Lundeen	*(term expiration 12-31-2019)*
Appointed Members:	
_____	*(term expiration 12-31-2024)*
Jill Reller	*(term expiration 12-31-2020)*

This Resolution is hereby approved by the Isanti City Council this 7th day of January, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

J.2.b.

A Community For Generations.

Isanti

MEMO

To: **Mayor Johnson and City Council**

From: Don Lorsung, City Administrator

Date: December 31, 2018

Subject: Resolution Designating Official Newspaper, Appointing Depositories, Professional Services, and Setting City Council Meetings for Year 2019

Newspaper Bids, Appointment of Depositories and Professional Services

Bids for the 2019 official city newspaper have been received from the Isanti-Chisago County Star and Isanti County News. Bids will be opened and read out loud at the Council meeting.

Attached is a Resolution designating the official City Newspaper, designation of depositories and appointment of professional services for the year 2019.

Regular City Council Meetings

The Resolution also sets City Council meetings per the attached schedule. Regular Meetings are typically held at 7:00 p.m. on the first and third Tuesdays of the month. Regarding the regular meeting schedule, a Wednesday meeting will be held this year due to the National Night Out (8/6/18).

Council Workshops

City Council Workshops are set at the direction of the City Council by City Council resolution. They are called at first regular City Council Meeting of the month and would be scheduled for 5:45 p.m. prior to the second regular City Council meeting of the month. They would be held in lieu of the Committee of the Whole Meeting for that month.

Committee of the Whole

City staff is recommending scheduling the Committee of the Whole Meetings before the second regular City Council Meeting of each month, from 5:45 to 6:45 p.m.

RESOLUTION NO. 2019-XXX

RESOLUTION DESIGNATING AN OFFICIAL CITY NEWSPAPER, DEPOSITORIES, APPOINTMENT OF CITY ATTORNEY, CITY ENGINEER, CITY AUDITOR, PROFESSIONAL SERVICES AND SETTING CITY COUNCIL MEETINGS FOR YEAR 2019

WHEREAS, the City is required to make certain official appointments at the beginning of each year; and,

WHEREAS, the City requested and received bids for the designation as the official city newspaper for 2019; and,

WHEREAS, the following bids and distribution numbers were received by the City:

Isanti County News	$ _____ per column inch (____lines/inch) _____ distributions in _____
Isanti-Chisago County Star	$ _____ per column inch; (____ lines/inch) _____ distributions in _____

WHEREAS, the City Council has determined that to best serve the City needs, two regular monthly meetings are required per month; and

WHEREAS, Minn. Stat. No. 412.191, subd. 2 allows for the City to have as many meetings as required to complete City business; and

Now therefore be it resolved by the City Council of the City of Isanti, Minnesota as follows:

1. That the City accepts and designates the _____ as the official newspaper for 2019 at a rate of $ _____ per column inch, at ____ lines/inch, ___ point type (minimum 6 point body, 7 point for title/header).

2. That the following institutions and organizations are designated as follows:

Depositories:	Falcon National Bank Minnco Credit Union Morgan Stanley Smith Barney LLC
.....	RBC Wealth Management
City Attorney	Joslin & Moore Law Offices, P.A.
City Engineer	Bolton & Menk, Inc.
City Auditor	Abdo, Eick & Meyers, LLP
Financial Advisor.....	Northland Securities, Inc.
Bond Counsel.....	Briggs & Morgan

3. The regular meetings and annual Goal Setting Meeting of the City Council are set forth for the year 2019 as attached. Other Special meetings and work sessions will be announced.

4. Committee of the Whole Meetings are scheduled for 5:45 – 6:45 p.m. prior to the second regular meetings of the City Council.

This resolution was duly adopted by the Isanti City Council this 7th day of January, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

CITY OF ISANTI
MEETING SCHEDULES
All meetings held at City Hall

2019 City Council
Regular Meeting Schedule

**All Regular meetings are scheduled for the 1st and 3rd Tuesdays of each month at 7:00 p.m.
unless otherwise listed below and posted.**

City Council Goal Setting Session held on the fourth Monday in January.

Work Sessions are held as called at 5:45 p.m. prior to the second regular City Council meeting of the month. Work Sessions will be called and announced by the City Council at the first regular City Council meeting of the month.

January 7(Mon) January 15 January 28(Mon) **	July 2 July 16 **
February 5 February 19 **	August 7 (Wed) August 20 **
March 5 March 19 **	September 3 September 17 **
April 2 April 16 **	October 1 October 15 **
May 7 May 21 **	November 5 November 19 **
June 4 June 18 **	December 3 December 17 **

J.3.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and City Council

From: Don Lorsung, City Administrator

Date: December 31, 2018

Subject: Resolution Authorizing Signatures for the Purpose of Accessing and Maintaining City Funds and Investments

---

Attached is the annual Resolution authorizing signors for the purpose of maintaining the City's finances for investments, transfer of funds and signing checks.

RESOLUTION 2019-XXX

A RESOLUTION AMENDING AUTHORIZING SIGNATORIES FOR THE PURPOSE OF ACCESSING AND MAINTAINING CITY FUNDS AND INVESTMENTS, ADDING AUTHORIZATION FOR USE OF THE CITY CREDIT CARD

WHEREAS, the City of Isanti must account for receipts and payables as a part of maintaining accurate accounting procedures; and,

WHEREAS, City funds are maintained in financial institutions as designated by resolution and authorized by Council; and,

WHEREAS, it has been identified that these investments and funds must be accessed and maintained by authorized personnel; and,

WHEREAS, due to potential change in staff or appointments on the City Council, the City finds it is in the best interest of the City to redefine authorized personnel to place their signatures on investment and financial documents on an annual basis.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows: Effective January 7, 2019, the following are hereby authorized to place their signatures on such documents that are required to provide for the investments, transferring of funds and signing of checks for the purpose of maintaining city finances.

1. At Flagship Bank Minnesota, the following shall be listed as signatories:

Mayor	Jeff Johnson
Mayor Pro-Tem	_____
Finance Director	Mike Betker
City Administrator	Donald C. Lorsung

2. At Community Pride Bank, the following shall be listed as signatories:

Mayor	Jeff Johnson
Mayor Pro-Tem	_____
Finance Director	Mike Betker
City Administrator	Donald C. Lorsung
HR/City Clerk	Katie Brooks
Asst. City Administrator	Josi Wood

3. At Minnco Credit Union, the following shall be listed as signatories:

Mayor	Jeff Johnson
Mayor Pro-Tem	_____
Finance Director	Mike Betker
City Administrator	Donald C. Lorsung

3a. At Minnco Credit Union, the following are authorized to use the City Credit Card in conformance with City policies. The City Administrator, Finance Director and Assistant Finance Director are authorized to access information on the account;

a. City Administrator Don Lorsung
b. Public Services Director/Assistant City Administrator Josi Wood
c. Police Chief Gene Hill
d. Liquor Store Manager John Jacobi
e. Finance Director Mike Betker
f. Assistant Finance Director Shayna Forster
g. Human Resources/City Clerk Katie Brooks
h. Economic Development Director
i. Community Development Director
j. Community Events and Parks Coordinator Katie Everett

4. At Morgan Stanley Wealth Management, the following shall be listed as signatories:

Finance Director	Mike Betker
City Administrator	Donald C. Lorsung

5. At RBC Wealth Management, the following shall be listed as signatories:

Finance Director	Mike Betker
City Administrator	Donald C. Lorsung

6. Mayor Pro-Tem signature is only required in absence of the Mayor.

7. The Assistant City Administrator's Signature is only required in the absence of the City Administrator, Human Resources/City Clerk or Finance Director.

8. This resolution shall supersede any past resolutions.

This Resolution is hereby approved by the Isanti City Council this 7th day of January, 2019.

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

J.4.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and City Council

From: Katie Brooks, Human Resources / City Clerk

Date: January 2, 2019

Subject: City Administrator Transition Plan

This matter has been placed on hold until the new City Council convenes in 2019. Attached for your information is City Council Resolution 2018-063 regarding the Transition Plan for the City Administrator position and related staff memo.

The next step for consideration by the City Council (and per the adopted resolution), is to have draft contracts presented for consideration and have the job description for the new position approved. Attached for your consideration is a resolution for those next steps.

RESOLUTION NO. 2019-xxx

RESOLUTION APPROVING THE TRANSITION PLAN FOR THE CITY ADMINISTRATOR POSITION

WHEREAS, the City Council adopted Resolution 2018-063, approving the transition plan for the City Administrator position; and,

WHEREAS, the transition requirements of that resolution have been meet, including the development of a job description for the Assistant City Administrator / Special Projects position:

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1) That contracts for the City Administrator position with Ms. Josi Wood and the Assistant City Administrator / Special Projects position with Mr. Don Lorsung, reviewed by the City Attorney, be presented to the City Council for consideration at the January 15, 2019 City Council regular meeting.

2) That the attached position description for the Assistant City Administrator / Special Projects position is approved.

This resolution was duly adopted by the Isanti City Council this 7th day of January, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

Attachment A

CITY OF ISANTI
JOB DESCRIPTION

JOB TITLE:	Assistant City Administrator / Special Projects
DEPARTMENT:	Administration – Special Projects
SUPERVISION:	City Administrator
EFFECTIVE DATE:	1-16-2019
FLSA STATUS:	Exempt
HOURS WORKED:	40 hrs/wk plus

DEFINITION:

To perform executive level project work on a variety of projects as directed. To work in conjunction with executive staff on City projects as assigned. To provide coaching and guidance to executive staff as requested.

Serves as Assistant City Administrator in his/her absence.

SUPERVISION RECEIVED:

Works under the general supervision of the City Administrator.

SUPERVISORY FUNCTIONS:

In absence of the City Administrator, provides direction and assistance to City Department Heads.

EQUIPMENT/JOB LOCATION:

Works from an office at City Hall. Outside field work as required. On location for City meetings as required. Equipment used includes, but is not limited to, personal computer, printer, fax machine, and copy machine, driving and use of city vehicles and light equipment.

ESSENTIAL FUNCTIONS PERFORMED:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

ADMINISTRATION FUNCTIONS

- In absence of the City Administrator, performs responsible managerial and supervisory work coordinating and directing City government operations under the

direction of the City Council. Provides direction to Department Heads as needed. Responds to questions and concerns from the Mayor, City Councilors, citizens, outside agencies and the general public.

- Attends City Council Meetings as directed. Attends City Committee meetings as necessary to remain informed on City projects and On-going City Operations.

- As directed, provides assistance to Department Heads as needed.

SPECIAL PROJECT FUNCTIONS

- Works with Community Development Director on City Comprehensive Plan Update. Assists with plan preparation, including research, preparing draft documents, field work, meetings and related duties.
- Performs assigned project work. Researches, provides options/review as appropriate and completes project work.
- As directed, reviews City Codes and Policies for consistency, needed updates and desired amendments. Prepares code amendments and new legislation. Prepares resolutions as requested. Works with City Administrator, Department Heads and City Attorney.
- As directed, coaches and mentors staff, to assist in their professional development and improved service to the City.
- As directed, researches and evaluates potential projects, programs and services to determine feasibility and community impact.
- As directed, researches and prepares recommendations on City issues to improve the health, safety and welfare of the City.
- As assigned, performs temporary administrative work or supervision in situations where a department head or staff position is vacant.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as assigned or apparent.

KNOWLEDGE / SKILLS / ABILITIES

- Knowledge of city planning theory, community development practices, and comprehensive land use planning.
- Extensive knowledge of local government administration, management and supervisory principles
- Extensive knowledge of the city code and city policies
- Knowledge of state statutes, regulations, policies and procedures regarding local government.
- Communication and interpersonal skills as applied to interaction with coworkers and supervisor to give advice, coach and provide direction as requested.
- Ability to maintain records and files.
- Must possess excellent written and oral communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, Council, legal counsel etc. sufficient to exchange or convey information and to receive work direction..

- Possess general computer skills and applicable software applications; and possess superior organizational skills.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Ability to push, pull, bend, stretch, kneel, squat, walk, and lift during the workday.
- Walking on all types of surfaces, sometimes over slippery and/or uneven and rough terrain.
- The employee is required to sit, talk, hear, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.
- Considerable ability to use large motor skills which include standing, walking, and climbing ladders and stairs during the workday.
- Ability to twist and turn getting in and out of vehicles throughout the day as required for the position.
- Considerable ability to use fine motor skills to manipulate objects requiring manual dexterity.
- The employee will lift and/or move up to 50 pounds for tasks as required for the position.
- Specific vision abilities required by this position include close vision, distance vision, peripheral vision and ability to focus as it relates to such tasks as reading, processing paperwork, overseeing public activities, etc.

MINIMUM REQUIREMENTS:

- Master's degree in Public Administration, Urban Studies, Business Administration or a related field.
- Three years of experience in a supervisory capacity.

PREFERRED QUALIFICATIONS:

- Five years of experience in a senior management position

NON-DISCRIMINATION STATEMENT

The City of Isanti will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation status with regard to public assistance, or any other legally protected class or status.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer and requirements of the position change. The City of Isanti reserves the right to change and/or eliminate any and all job duties if needed).

RESOLUTION 2018-063

RESOLUTION APPROVING THE TRANSITION PLAN FOR THE CITY ADMINISTRATOR POSITION

WHEREAS, City Administrator Don Lorsung, after many years of working for the City, has announced his pending retirement in the year 2020; and,

WHEREAS, The Isanti City Council, through their 2018 Goal Setting, have deemed it in the best interest of the City to have a Transition Plan in place for the position of City Administrator; and,

WHEREAS, The Transition Plan will allow for mentoring and support in 2018 and subsequent years for a new City Administrator by Mr. Lorsung. Upon appointment of a new City Administrator, Mr. Lorsung will continue to serve the City in a subordinate and support position until his retirement; and,

WHEREAS, The City Council, upon recommendation by the Personnel Committee and continued successful performance, desire to appoint Ms. Josi Wood, current Public Services Director / Assistant City Administrator, as City Administrator effective January 1, 2019. In light of this and continued training and the undertaking of new responsibilities; a progressive salary scale is recommended for City Council consideration;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1) The salary of the Public Services Director / Assistant City Administrator is increased as follows:

4/1/18	$96,534.47
7/1/18	$100,850.91
7/11/18	$104,261.33
10/1/18	$108,723.74
1/1/19	$116,581.73

AND FURTHERMORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota the following:

1) Upon successful review of the Public Services Director / Assistant City Administrator by October 31, 2018, the Personnel Committee will develop and recommend a contract with Ms. Wood for the City Administrator position, which would be effective January 1, 2019.
2) Current City Administrator Lorsung will take on the position of Assistant City Administrator, Assistant City Clerk, and Special Projects, effective January 1, 2019. A job description and contract for this position will be developed and forwarded to the City Council for consideration by October 31, 2018.

This Resolution is hereby approved by the Isanti City Council this 20th day of March, 2018.

Attest:

Katie Brooks
Human Resources/City Clerk

Mayor George A. Wimmer

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and City Council

From: Katie Brooks, Human Resources / City Clerk

Date: January 2, 2019

Subject: City Administrator Transition Plan

This matter has been placed on hold until the new City Council convenes in 2019. Attached is the staff memo and City Council Resolution 2018-063 regarding the Transition Plan for the City Administrator position. Also attached is the draft job description for the proposed Special Projects / Assistant City Administrator position.

The next step for consideration by the City Council (and per the adopted resolution), is to have draft contracts presented for consideration. Staff recommends that the draft contracts (reviewed by the City Attorney) be presented at the next City Council meeting for City Council consideration.

J.5.

A Community For Generations.

Isanti

To: Mayor Johnson & City Council

From: Katie Brooks, Human Resources/City Clerk

MEMO

Date: January 2, 2019

Subject: Interim Community Development Services

With the recent resignation of the City's Community Development Director (CDD), the City is in need of assistance with Community Development and Planning/Zoning services. During this interim period, staff is proposing both a re-allocation of current staff and consideration of a contract with former CDD Kernosky to assist as needed. In anticipation of his new duties under Special Projects, Don Lorsung will serve as the day to day contact and temporary CDD, performing duties as required. Mr. Kernosky will assist as needed with existing projects and consulting on both community development and economic development matters until a new CDD is in place. This is a similar arrangement that we had with former CDD Roxanne Achman. At that time too we had a second contract for a Planner from Bolton and Menk to assist with the day to day planning and zoning duties.

The interim services with Mr. Kernosky would be charged at $75.00 per hour plus mileage. Attached is a resolution and contract proposal for your consideration.

RESOLUTION NO. 2019-XXX

RESOLUTION APPROVING A CONTRACT FOR INTERIM COMMUNITY DEVELOPMENT CONSULTING SERVICES WITH RYAN KERNOSKY

WHEREAS, Community Development Director Ryan Kernosky gave notice of resignation as an employee of the City of Isanti, with his last work day January 4, 2019; and

WHEREAS, it is recognized that community development and economic development tasks and services must be provided in the interim of filling the position; and

WHEREAS, as with past Community Development Director transitions, it would be of great assistance to have Mr. Kernosky's services with these tasks and staff recommends contracting with him during this interim time period:

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1. Hereby enters into the attached contract between the City of Isanti and Ryan Kernosky, Municipal Group LLC, for interim community development services.

2. Approves and authorizes staff to sign the contract between the City of Isanti and Kernosky.

This Resolution hereby approved by the Isanti City Council this 7th day of January 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

municipalgroup.org

Ryan J. Kernosky, MPA
Municipal Consultant

ryan@municipalgroup.org
715-212-0416

December 15, 2018

City of Isanti, MN
Don Lorsung, City Administrator
110 1st Ave NW
Isanti, MN 55040

RE: REQUEST FOR PROPOSAL FOR INTERIM COMMUNITY DEVELOPMENT SERVICES

Mr. Lorsung,

Municipal Group, LLC is pleased to provide the following proposal for interim community development services. We understand that the scope of the services is limited in duration, and may include:

- Provide guidance to staff on professional planning, zoning, and economic development work occurring within the City of Isanti
- Provide subdivision and zoning administration assistance
- Review development proposals and agreements as needed
- Provide support to professional staff in reviewing preliminary and final plats
- Offer recommendations on planning matters, and prepare consulting reports as necessary

We believe that we can offer all of those services for the duration of our working relationship.

Municipal Group, LLC will offer our interim community development services for the following costs:

- Flat rate of $75.00 per hour, billed to the 1/10th of the hour
- Mileage costs based on the 2019 federal mileage rate
    - Travel time based on ½ of flat hourly basis

Attached you will find a basic contract outlining the duties for these consulting services. I am looking forward to hearing from you regarding your community's decision. I can be easily reached at 715-212-0416 or ryan@municipalgroup.org .

Ryan J. Kernosky, MPA
Municipal Consultant

CONTRACT FOR COMMUNITY DEVELOPMENT CONSULTING SERVICES

This agreement is hereby entered into between the City of Isanti (hereinafter "City") and Municipal Group, LLC (hereinafter "Consultant") for provision of community development consulting services related to City Community Development matters.

It is understood that Consultant is acting as an independent contractor and the relationship between the parties is merely contractual. Consultant will not be deemed an employee of the City of Isanti.

Consultant hereby agrees to provide the services as Community Development Consultant to the City of Isanti as set forth in 'Exhibit A' attached hereto and part hereof.

City agrees to compensate Consultant at a rate of $75.00 per hour of services provided by the Consultant to the City pursuant to the provisions of this contract.

Either party shall have the right to terminate this contract, with or without cause upon not less than 30 days written notice specifying the effective date of termination. This contract shall commence as of the date all parties have signed this contract and shall extend until a mutual termination date has been determined by both parties, or if either party terminates this contract consistent with this paragraph.

This contract for community development consulting services is hereby entered into on the _____ day of _____, 201___, between Municipal Group, LLC and the City of Isanti.

_____	_____
Municipal Group, LLC Ryan J. Kernosky, Owner	City of Isanti, MN Don Lorsung, City Administrator
_____	_____
Date	Date

Exhibit A

SERVICES TO BE PROVIDED BY COMMUNITY DEVELOPMENT CONSULTANT TO THE CITY OF ISANTI PURSUANT TO CONTRACT DATED _____ _____, _____

Community Development

- Provide guidance to staff on professional planning and zoning work occurring within the City of Isanti
- May perform subdivision and zoning administration assistance
- May perform economic development assistance
- Assist in providing the review of development proposals and agreements
- Available to answer questions regarding building permit processes and code enforcement
- Supports staff in the review of preliminary and final plats
- Provide direction on items being discussed at Planning Commission and Economic Development Authority meetings
- Give recommendations on planning matters
- Provide mapping and GIS services/analysis as requested
- Consultant will update City Administrator on important matters/recommendations related to the Community Development Department

Miscellaneous

- City will provide access to Consultant with access to pertinent files and emails required to perform the duties of this contract
- City will receive monthly invoices from Consultant providing detailed hourly billings

A Community For Generations.
Isanti

City Council Memo

To: Mayor Johnson
Members of the City Council
From: Katie Brooks
Human Resources/ City Clerk
Date: January 7, 2019
Subject: Police Officer Hiring Eligibility

City Council motioned on December 18, 2018, to move forward with an eligibility hiring list for the opening of three full-time police officers and one part-time police officer who were interviewed the beginning of November 2018. The candidates are in the process of testing to successfully pass the following contingencies:

- Background Investigation
- Medical Examination
- Drug Test
- Psychological Examination
- Reference Checks

Upon successful completion of the above-mentioned contingencies, the following offers have been made to Brandon Anderson, Joshua Anderson, Timothy Josephson, and Kevin Stahl. Approval of these hires will allow them start as soon as the City has obtained clearance as early as January 8th, 2019 or later.

RESOLUTION 2019-XXX

RESOLUTION OFFERING THE POSITION OF FULL-TIME POLICE OFFICER TO JOSHUA ANDERSON

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and

WHEREAS, the City Council approved to establish an eligibility list; and accept applications to fill a Full-Time Police Officer position; and

WHEREAS, the Interviewing Panel selected Joshua Anderson as the most qualified candidate for the open Full-Time Police Officer position; and

WHEREAS, the hiring will be contingent upon a successful background check, medical exam, reference checks, and any other new hire testing/exams necessary or applicable to the position

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1. That Human Resources is hereby directed to offer the Full-Time Police Officer position to Joshua Anderson for the City of Isanti and that he shall be eligible to start in that position on or after January 7th, 2019.
2. That Joshua Anderson shall start at Step 1 of the Wage Scale at $28.33 per hour.
3. That Joshua Anderson shall be on probationary status per the Personnel Policy in the position of the Full-Time Police Officer position effective January 7th, 2019, or his start date, whichever is later.
4. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
5. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 7th day of January, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2019-XXX

RESOLUTION OFFERING THE POSITION OF FULL-TIME POLICE OFFICER BRANDON ANDERSON

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and

WHEREAS, the City Council approved to establish an eligibility list; and accept applications to fill a Full-Time Police Officer position; and

WHEREAS, the Interviewing Panel selected Brandon Anderson as the most qualified candidate for the open Full-Time Police Officer position; and

WHEREAS, the hiring will be contingent upon a successful background check, medical exam, reference checks, and any other new hire testing/exams necessary or applicable to the position

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1. That Human Resources is hereby directed to offer the Full-Time Police Officer position to Brandon Anderson for the City of Isanti and that he shall be eligible to start in that position on or after January 7th, 2019.
2. That Brandon Anderson shall start at Step 1 of the Wage Scale at $28.33 per hour.
3. That Brandon Anderson shall be on probationary status per the Personnel Policy in the position of the Full-Time Police Officer position effective January 7th, 2019, or his start date, whichever is later.
4. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
5. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 7th day of January, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2019-XXX

RESOLUTION OFFERING THE POSITION OF FULL-TIME POLICE OFFICER TIMOTHY JOSEPHSON

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and

WHEREAS, the City Council approved to establish an eligibility list; and accept applications to fill a Full-Time Police Officer position; and

WHEREAS, the Interviewing Panel selected Timothy Josephson as the most qualified candidate for the open Full-Time Police Officer position; and

WHEREAS, the hiring will be contingent upon a successful background check, medical exam, reference checks, and any other new hire testing/exams necessary or applicable to the position

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1. That Human Resources is hereby directed to offer the Full-Time Police Officer position to Timothy Josephson for the City of Isanti and that he shall be eligible to start in that position on or after January 7th, 2019.
2. That Timothy Josephson shall start at Step 1 of the Wage Scale at $28.33 per hour.
3. That Timothy Josephson shall be on probationary status per the Personnel Policy in the position of the Full-Time Police Officer position effective January 7th, 2019, or his start date, whichever is later.
4. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
5. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 7th day of January, 2019.

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2019-XXX

RESOLUTION OFFERING THE POSITION OF PART-TIME POLICE OFFICER TO KEVIN STAHL

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and

WHEREAS, the City Council approved to establish an eligibility list; and accept applications to fill a Part-Time Police Officer position; and

WHEREAS, the Interviewing Panel selected Kevin Stahl as the most qualified candidate for the open Part-Time Police Officer position; and

WHEREAS, the hiring will be contingent upon a successful background check, medical exam, reference checks, and any other new hire testing/exams necessary or applicable to the position

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1. That Human Resources is hereby directed to offer the Part-Time Police Officer position to Kevin Stahl for the City of Isanti and that he shall be eligible to start in that position on or after January 7th, 2019.
2. That Kevin Stahl shall start at Step 1 of the Wage Scale at $27.83 per hour.
3. That Kevin Stahl shall be on probationary status per the Personnel Policy in the position of the Part-Time Police Officer position effective January 7th, 2019, or his start date, whichever is later.
4. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
5. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 7th day of January, 2019.

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

J.7.

A Community For Generations.

Isanti

MEMO

To: **Mayor Johnson and City Council**

From: Don Lorsung, City Administrator

Date: December 31, 2018

Subject: Review Conflict of Interest Policy

City Attorney Clark Joslin will do the annual review of the Conflict of Interest Policy with the City Council.

The Conflict of Interest Policy (Resolution) is attached for your review and consideration.

Disclosure forms (also attached) should be completed by the City Council and returned to the City Administrator.

RESOLUTION NO. 2019-XXX

CITY OF ISANTI
CONFLICTS OF INTEREST POLICY

Purpose

The City Council of the City of Isanti confirms its determination that ethical standards among the Mayor and Council Members and members of the various Boards and Commissions and employees of the City (Public Officials) are essential to the proper conduct of City affairs. By eliminating conflicts of interest and providing a guide for conduct in City matters, the City Council strives to promote the faith and confidence of the citizens of the City in their government. The following standards of conduct are intended to serve as a guideline for Public Officials in carrying out their responsibilities. This Policy is in addition to any statutory requirements, Attorney General Opinions or court rulings, which prescribe allowable actions for Public Officials.

Definition

Public Officials shall be defined as follows:

Mayor
City Council
Planning Commission
Economic Development Authority
Parks, Recreation, and Culture Board
City Administrator
Human Resources / City Clerk
Finance Director / Treasurer
Economic Development Director
Community Development Director
Public Services Director / Assistant City Administrator
Chief of Police
Liquor Store Manager
Building Official
City Attorney
City Engineer
Other employees of the City of Isanti

Standards of Conduct

1. Public Officials, City employees, and Police Reserve members:

   a) Shall not use their positions to secure special privileges or exemptions for themselves or others to intentionally jeopardize the position of employment of others;

   b) Shall not engage in, solicit, negotiate for, or promise to accept private employment nor shall they render services for private interests or conduct a private business when

such employment, service, or business creates a conflict with or impairs the proper discharge of their official duties;

c) Shall not participate in deliberations in any matter before the Council, Board or Commission, which affects that Public Official's, Public Official's spouse or minor child's financial interests directly or indirectly or those of a business, profession or occupation with which the Public Official is associated. Whenever such conflict is recognized, the affected Public Officials shall disclose in writing such interest prior to any discussion or vote and disqualify themselves from any further involvement pertaining to the issue;

d) Shall not act as agent or attorney for another in any matter before the Council or any Board or Commission or before any court or administrative board in any matter in which the City is a party;

e) Shall not directly or indirectly receive, or agree to receive, any compensation, gift or reward or gratuity as an inducement to support or influence any matter or proceeding connected with, or related to, the duties of the office; The following types of gifts are permitted under exceptions to the law:

   1) Lawful campaign contributions.

   2) Services to assist an official in the performance of official duties.

   3) Services of insignificant monetary value.

   4) A plaque or similar item.

   5) A trinket or item of insignificant monetary value.

   6) Informational material of unexceptional value.

   7) Food or beverage given at a reception, meal, or meeting by an organization before whom the recipient makes a speech or answers questions as part of a program (this exception is only available if the location of the reception, meal, or meeting is away from the recipient's place of work).

   8) Gifts given because of the recipient's membership in a group.

   9) Gifts between family members.

f) Shall not disclose to others or use to further their personal interest confidential information acquired by them in the course of their official duties.

2. Any Public Official who is an officer, director, partner, agent, proprietor or employee of any firm or has a proprietary interest of 10 percent (10%) or more in any company, business, enterprise or corporation, partnership, labor union or association doing business

with the City shall make known that interest in writing as provided in the disclosure section of this Policy.

3. No Public Official nor business entity that the Public Official has a financial interest in, in excess of 10 percent (10%), shall enter into any contract with the City unless otherwise authorized by law.

4. Public Officials shall disclose to the governing body any relationship to another person or entity in any instance where there is a conflict of interest or could be the appearance of a conflict of interest.

5. Public Officials shall not have a personal financial interest in any sales, lease, or contract that they are authorized to make in their official capacities.

6. A Public Official shall not hold two positions if the positions' functions are incompatible with one another.

Disclosures

Public Officials, elected or appointed and employees serving as Department Heads or Supervisors, shall, no later than thirty (30) days following election or appointment to office and each year thereafter by February 1, complete the Disclosure Form and return it to the City Administrator. All subsequent applicants for appointment on Boards and Commissions shall file a completed Disclosure Form together with the application form. Within thirty (30) days after the acquisition or sale of any property, each Public Official shall file as a public record with the City Administrator, a list of all real property in the City owned by such person, that person's spouse, or minor child, or in which the Public Official has a beneficial interest, disclosing each individual item held, and by whom. Homestead shall be excluded from the above disclosure. Each Public Official shall disclose all positions as officer, director, partner, agent, proprietor or employee of any firm in which such Public Official has a proprietary interest of ten percent (10%) or more in any company, business, enterprise, corporation, partnership, labor union or association doing business with the City, and indicate with respect to each such relationship whether services are gratuitous or for compensation.

Disclosure Form

The disclosure information required by this Policy shall be set forth on a form which shall be made available by the City Administrator and is part of this Policy.

Discipline

Upon a signed written complaint of any person questioning adherence to this Policy or on the Council's own volition, the Council shall refer the matter to the City Attorney for investigation and the City Attorney shall report the results of the investigation to the Council within forty-five (45) days thereafter. A copy of such report shall be furnished to the person complained against. Such person may request a hearing on this matter before the Council which request shall be filed with the City Administrator not later than ten (10) days following receipt by such person of the City Attorney's report.

Upon receipt of the City Attorney's report and at the conclusion of any hearing on the matter, the Council by majority vote may dismiss the complaint as having no merit, may adopt a resolution of censure, or with respect to members of Boards and Commissions, the Council may remove a member from such Board or Commission. In the event the complaint is against a member of the Council, such member shall not participate in the Council's deliberations or vote on the issue.

Violations

Any Public Official who violates the Conflict of Interest Law can be found guilty of a gross misdemeanor, be fined up to $3,000, and imprisoned for up to one year. Any contract that has been made illegally is void.

This Resolution is hereby approved by the Isanti City Council this 7th day of January, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

(SEAL)

DISCLOSURE FORM

Public Officials of the City of Isanti are required to complete and file this Disclosure Form with the City Administrator in accordance with the provisions of the Conflicts of Interest Policy.

1. **Affiliations with Agencies Doing Business with the City**
   Identify all positions as officer, director, partner, proprietor or employee of any firm or proprietary interest of ten percent (10%) or more in any company, business, enterprise, corporation, partnership, labor union or association doing business with the City.

Name of Organization	Position Held	Compensation Involved
_____	_____	Yes _____ No _____
_____	_____	Yes _____ No _____
_____	_____	Yes _____ No _____

2. **Real Property Owned in the City of Isanti**
   Identify real property items owned or being purchased by a Public Official, spouse, or child, or in which the Official has a beneficial interest. The actual value of any item is not required.

   (Exclude homestead property.)

Property Item	Address	PID #
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Assets

Identify all ownership or beneficial interests in any company, business, enterprise, corporation, partnership, labor union or association doing business with the City where such interest exceeds ten percent (10%) of the total ownership.

Name of Organization

_____

_____

_____

****

Public Official and/or Applicant:

_____ _____

Print Name Signature

Date: _____

Please provide the following information:
(Please Print)

_____
Current Address and Post Office Box Number

_____
City, State, Zip Code

_____
Home Phone Number

_____
Work Phone Number

_____
Cell Phone Number

Received by the City Administrator/designee on: _____

J.8.

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and City Council Members**
From: Chief Gene C. Hill
Date: January 2, 2019 **MEMO**
Subject: Squad Car Purchase – 2019 Dodge Durango AWD Pursuit – V6 Pentastar engine

Background:

The City Council passed the budget for 2019 to include the purchase of a new vehicle for the Police Department. The vehicle that is being replaced is a 2006 Chevrolet Silverado 4x4 that was forfeited from a drunk driver. The 2006 Chevrolet would be sold at auction and the proceeds from that sale would be required to be deposited into the Isanti PD Forfeiture Fund per §169A.63. Additionally, we are down a second patrol vehicle with the 2011 Dodge Charger having a bad engine due to camshaft failure.

Ford has stopped production of the Taurus Police interceptor. Ford is retooling the Interceptor Utility (SUV) plant and Ford is reporting that the earliest an Interceptor Utility will be available to order is end of May 2019. Then they have to build them and delivery would be at least 120 days after the order. That puts a new squad out until early September 2019.

There is a 2019 Chevrolet Tahoe 4x4 pursuit white in color on the ground for $36,600.00, this is state contract pricing. The build prices are comparable to the pricing below. Looking at capital return up selling, the extra expense for the Tahoe is recaptured up selling the vehicle. Additionally, in speaking with Cambridge PD and Braham PD who have Tahoe's in service, their expenses in repairs are cheaper for the Tahoe than their other vehicles.

I called around to the contracted dealers and there are no known 2019 Ford Utility Interceptors white in color available; there are two potential black utility interceptors available in mid-February for a price of $29,429.00 each.

The following option are available to meet the vehicle needs of the patrol fleet:

Option 1: [redacted]

• 2019 Dodge Durango AWD Pursuit		$29,110.00
Graffix Shopee – car decals		950.00
Emergency Automotive		10,178.37
	Total	$40,238.37

Option 2: [redacted]

• 2019 Chevrolet Tahoe 4x4 Pursuit		$36,600.00
• Graffix Shopee – car decals		950.00
• Emergency Automotive		10,078.37
	Total	$47,628.37

Action:

Please review attached information for consideration in replacing an aged police car and the needed expenditures to complete the build. To declare the 2006 Chevrolet Silverado 1500 Crew Cab Truck surplus property and to sell the vehicle at public auction at Wayne Pike Auction Services in Princeton, Mn. as council has approved in the past. The sale proceeds will be deposited into the Isanti Police Forfeiture Fund.

Thank you for your consideration,
Chief Gene C. Hill

RESOLUTION 2019- XXXX

RESOLUTION APPROVING THE PURCHASE OF NEW SQUAD CAR AND TO EQUIP SUCH VEHICLE

WHEREAS, the police department has budgeted for the purchase of a replacement squad car for 2019 as notated in the Cities capital replacement plan; and

WHEREAS, the funds to purchase the vehicle will be from the police capital replacement fund; and

WHEREAS, to declare the 2006 Chevrolet Silverado 1500 Crew Cab Truck as surplus property, to sell the vehicle at public auction (Wayne Pikes Auction Services (Princeton, Mn.), and

WHEREAS, deposit the funds from the sale of the vehicle back into the Isanti Police Forfeiture Fund from where they originated in accordance with Minnesota §169A.63.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve.

1. To authorize the Chief of Police to purchase a 2019 vehicle as directed.
2. To declare the 2006 Chevrolet Silverado as surplus property to be sold at Wayne Pikes Auction and that the proceeds be deposited into the Isanti Forfeiture Fund.

This Resolution is approved by the City of Isanti City Council this 7th Day of January, 2019.

_____
Mayor Jeffrey Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 12/21/2018 - 12/21/2018 | Dec 21, 2018 01:10PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/18	12/21/2018	50284	26	AMERICAN PLANNING ASSOCIATION	101-20200	25.00
12/18	12/21/2018	50285	9	BERNICKS PEPSI-COLA	609-20200	652.85
12/18	12/21/2018	50286	1500	BOLTON & MENK INC	444-20200	45,256.00
12/18	12/21/2018	50287	2319	BREAKTHRU BEVERAGE	609-20200	9,632.49
12/18	12/21/2018	50288	2221	C & L DISTRIBUTING	609-20200	61.20
12/18	12/21/2018	50289	1198	CENTER POINT ENERGY	601-20200	2,847.12
12/18	12/21/2018	50290	1241	CENTRAL WOOD PRODUCTS	603-20200	120.00
12/18	12/21/2018	50291	1815	CENTURYLINK	609-20200	866.25
12/18	12/21/2018	50292	1937	CHILSON JEWELERS	101-20200	32.00
12/18	12/21/2018	50293	1459	COAST TO COAST SOLUTIONS	101-20200	403.89
12/18	12/21/2018	50294	8	DAHLHEIMER DISTRIBUTING CO	609-20200	9,405.00
12/18	12/21/2018	50295	2478	EAST CENTRAL ENERGY	101-20200	43.50
12/18	12/21/2018	50296	55	ECM PUBLISHERS INC	609-20200	361.08
12/18	12/21/2018	50297	1866	EDINA REALTY TITLE	601-20200	25.76
12/18	12/21/2018	50298	16	ELECTRO WATCHMAN INC	609-20200	272.53
12/18	12/21/2018	50299	2686	ERHART, WILLIAM & ELIZABETH	601-20200	53.10
12/18	12/21/2018	50300	1682	FERGUSON WATERWORKS	601-20200	54.61
12/18	12/21/2018	50301	2028	FURTHER	603-20200	32.45
12/18	12/21/2018	50302	2028	FURTHER	861-20200	22.61
12/18	12/21/2018	50303	2110	INDIAN ISLAND WINERY	609-20200	129.12
12/18	12/21/2018	50304	322	INTOXIMETERS	101-20200	111.50
12/18	12/21/2018	50305	114	ISANTI COUNTY RECORDER	101-20200	194.00
12/18	12/21/2018	50306	114	ISANTI COUNTY RECORDER	101-20200	46.00
12/18	12/21/2018	50307	162	ISANTI RENTAL	226-20200	290.00
12/18	12/21/2018	50308	7	JOHNSON BROTHERS LIQUOR CO	609-20200	5,915.40
12/18	12/21/2018	50309	5	KAWALEK TRUCKING	609-20200	199.40
12/18	12/21/2018	50310	2687	LETG, LLC	101-20200	7,625.33
12/18	12/21/2018	50311	434	LITTLE FALLS MACHINE	101-20200	839.53
12/18	12/21/2018	50312	17	MCDONALD DISTRIBUTING CO	609-20200	5,495.15
12/18	12/21/2018	50313	616	MENARDS - CAMBRIDGE	601-20200	75.67
12/18	12/21/2018	50314	1536	MINNESOTA DEED	219-20200	833.33
12/18	12/21/2018	50315	1846	MJL CONTRACTING	603-20200	375.00
12/18	12/21/2018	50316	2080	MVTL LABORATORIES INC	602-20200	159.58
12/18	12/21/2018	50317	617	PAUSTIS & SONS	609-20200	731.00
12/18	12/21/2018	50318	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,340.80
12/18	12/21/2018	50319	2341	RED BULL DISTRIBUTION	609-20200	369.50
12/18	12/21/2018	50320	2031	RESOURCE TRAINING	101-20200	138.00
12/18	12/21/2018	50321	2031	RESOURCE TRAINING	861-20200	36,867.00
12/18	12/21/2018	50322	1401	ROAD MACHINERY &	101-20200	279.83
12/18	12/21/2018	50323	2673	ROSS, WILLIAM	101-20200	8.00
12/18	12/21/2018	50324	315	ST.PAUL STAMP WORKS	101-20200	95.99
12/18	12/21/2018	50325	1361	STAPLES ADVANTAGE	101-20200	50.09
12/18	12/21/2018	50326	2156	SUMMIT COMPANIES	101-20200	144.50
12/18	12/21/2018	50327	1290	THE AMBLE GROUP	101-20200	60.86
12/18	12/21/2018	50328	2251	TITLE SMART INC	601-20200	96.91
12/18	12/21/2018	50329	1740	TOSHIBA FINANCIAL SERVICES	108-20200	226.36
12/18	12/21/2018	50330	42	VIKING COCA-COLA BOTTLING CO	609-20200	241.37
12/18	12/21/2018	50331	1286	VINOCOPIA INC	609-20200	541.90
12/18	12/21/2018	50332	4	WATSON CO INC	609-20200	2,692.22
Grand Totals:						136,340.78

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/18	12/28/2018	50336	2545	AQUARIUS HOME SERVICES	609-20200	815.00
12/18	12/28/2018	50337	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	516.90
12/18	12/28/2018	50338	2335	BCBSM	101-20200	20.46
12/18	12/28/2018	50339	53	BELLBOY CORPORATION	609-20200	6,288.33
12/18	12/28/2018	50340	9	BERNICKS PEPSI-COLA	609-20200	288.61
12/18	12/28/2018	50341	2321	C EMERY NELSON INC	602-20200	702.05
12/18	12/28/2018	50342	8	DAHLHEIMER DISTRIBUTING CO	609-20200	28,195.93
12/18	12/28/2018	50343	55	ECM PUBLISHERS INC	609-20200	251.17
12/18	12/28/2018	50344	2028	FURTHER	861-20200	30.00
12/18	12/28/2018	50345	1563	ISANTI ELECTRIC INC	601-20200	1,046.46
12/18	12/28/2018	50346	1534	J. J. TAYLOR	609-20200	1,365.60
12/18	12/28/2018	50347	7	JOHNSON BROTHERS LIQUOR CO	609-20200	8,205.95
12/18	12/28/2018	50348	5	KAWALEK TRUCKING	609-20200	226.40
12/18	12/28/2018	50349	17	MCDONALD DISTRIBUTING CO	609-20200	4,804.45
12/18	12/28/2018	50350	616	MENARDS - CAMBRIDGE	602-20200	82.21
12/18	12/28/2018	50351	110	METAL COATING & MFG CO	101-20200	1,953.43
12/18	12/28/2018	50352	1165	NORTHLAND TRUST	602-20200	421,681.25
12/18	12/28/2018	50353	617	PAUSTIS & SONS	609-20200	910.00
12/18	12/28/2018	50354	44	PHILLIPS WINE & SPIRITS INC	609-20200	6,233.05
12/18	12/28/2018	50355	1113	RJM DISTRIBUTING INC	609-20200	109.90
12/18	12/28/2018	50356	2396	SOUTHERN GLAZERS OF MN	609-20200	1,350.30
12/18	12/28/2018	50357	1361	STAPLES ADVANTAGE	101-20200	603.17
12/18	12/28/2018	50358	1290	THE AMBLE GROUP	602-20200	28.75
Grand Totals:						485,709.37

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

City of Isanti

Gross Payroll	78,456.31
Social Security & Medicare	4,361.22
Public Employees Retirement	7,960.32
Total City Expense	90,777.85

Pay Date 12/28/2018

Pay Period 26 (12/09-22/18)

City of Isanti

Gross Payroll	8,798.52
Social Security & Medicare	730.17
Total City Expense	9,528.69

Pay Date 12/28/2018

Pay Period: Q4CCPay18 (10/1-12/31/18)

K.2.

Memo

To: **Mayor Johnson and Members of the City Council**

From: Katie Everett, Parks, Recreation and Culture Manager

Date: January 7, 2019

Subject: **Resolution Approving Isantian Ad Rates and Sponsorship Packages**

Background:

The City of Isanti offsets some of the expense of printing the quarterly Isantian newsletter by selling advertising space. There are 2.75" x 1.5" standard ads and one half-page ad available. The City also offers sponsorship packages for City programs including the Farmers' Market, Community Garden, and Street Dances. Community Partnership Packages have been developed for local businesses to easily support all of these initiatives. Pricing is as follows:

- Standard Ad: $400/year (runs 4 times)
- Half Page Ad: $1200/year (runs 4 times)
- Tier 1: $650
- Tier 2: $1100
- Tier 3: $1350

Package details are listed in "Exhibit A" of the attached resolution.

Staff Request:

Staff requests City Council approval of the Isantian ad and sponsorship package rates.

Attachment:

- Resolution 2018- XXX
    - Isantian Ad Rate Sheet and Contract

RESOLUTION NO. 2018-XXX

A RESOLUTION APPROVING ISANTIAN AD RATES AND SPONSORSHIP PACKAGES

WHEREAS, in 2017, the City of Isanti began handling the advertisements in the Isantian newsletter in-house; and,

WHEREAS, revenue from advertisements supports the cost of publishing the newsletter; and,

WHEREAS, the standard size ad rate will be $400 with twelve (12) ad spaces available, and the half page rate will be $1200 (one available).

WHEREAS, the City of Isanti also seeks local businesses and organizations each year to participate in sponsorship programs for the Street Dances and Farmers' Market/Community Garden (the Cultivate Wellness program); and,

WHEREAS, to encourage business involvement in the community, the City of Isanti will be offering limited time discounted sponsorship packages with purchase of a standard ad in the Isantian newsletter as follows:

- Tier 1: $650
- Tier 2: $1100
- Tier 3: $1350

WHEREAS, participating businesses will be required to submit an order form and contract, attached to this Resolution as "Exhibit A,"

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the Isantian ad rates and sponsorship packages, effective January 8, 2019.

AND FURTHERMORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to authorize City staff to sign participant contracts as they are submitted.

This resolution was duly adopted by the Isanti City Council this 7th day of January, 2019.

_____
Mayor Jeff Johnson

ATTEST:

_____
Katie Brooks
Human Resources/City Clerk

Exhibit A

ISANTIAN AD RATES

There are many great ways for Isanti businesses to support our community. For a limited time, businesses may select a discounted sponsorship package with purchase of a standard ad in the Isantian. All ads will run 4 times - in the Spring, Summer, Fall, and Winter editions of the newsletter. Isantians are delivered to over 2000 homes and businesses in Isanti.

Ad commitments and content must be submitted by **DATE** Sponsorship pricing not guaranteed after the deadline.

STANDARD ISANTIAN AD: $400
1.5"X2.75" - FULL COLOR
12 AD SPACES AVAILABLE

HALF PAGE ISANTIAN AD: $1200
5" X 7.5" - FULL COLOR
1 AD SPACE AVAILABLE

COMMUNITY PARTNERSHIP PACKAGES

	Tier 1	Tier 2	Tier 3
Cultivate Wellness (Farmers Market & Community Garden)	$50	$100	$200
Street Dances	$250	$700	$1000
Standard Isantian Ad	$400	$400	$400
Total Value	$700	$1200	$1600
Savings	$50	$100	$250
Your Price	$650	$1100	$1350
Benefits	Business name and link on cityofisanti.us Community Garden and Street Dance pages, isantifamilyfarmersmarket.org, and social media post	Business cards on information table at Farmers Market, able to distribute promos at Street Dances, name and logo on Street Dance posters Plus lower level benefits	Full color logo on Street Dance marketing materials and stage banner, name announced by Street Dance bands, Full color logo on Farmers' Market reusable bags Plus lower level benefits

To purchase a standard ad or community partnership package, complete the attached form. Contact Katie Everett, the Parks, Recreation, and Culture Manager at isantiparks@cityofisanti.us or 763-444-5512 with any questions.

A Community For Generations.

Isanti

Advertisement Agreement and Order Form

For Isantian Newsletter

Company: _____ Contact Name: _____

Address: _____

Phone: _____ Email: _____ Website: _____

This agreement (the "Agreement") for advertising in the Isantian is made as of

_____, 201X by and between _____ (the "Client") and the
(date) (Your name or company name)

City of Isanti, 110 1st Avenue NW, PO Box 428, Isanti, MN 55040.

1. Services: Subject to the terms and conditions of this Agreement, the City agrees to provide advertisement in the form and quantity marked below and print (the "Advertisement) to be distributed to the residents and businesses of the City of Isanti in 20XX. The Isantian is distributed to Isanti residents and businesses 4 times per year.
2. **Ad content needs to be emailed to isantiparks@cityofisanti.us . Ad content shall be provided in high resolution with .PDF or .EPS preferred formatting. Subject line needs to say "City of Isanti Advertising." The print ready and ad copy sized correctly ad needs to be received by DATE. Additional design work or proofs will result in additional charges as agreed upon by the Client and City or its designee before work is performed. The City of Isanti reserves the right not to run the ad if the quality and content of the ad is not of high quality and content. Call 763.444.5512 or email for ad size requirements.**
3. Payment and Terms: Client will pay to the City of Isanti the sum of _____, for the Advertisement in the Isantian Newsletter and / or Community Partnership Package in the type and quantities as marked below. Payment for this advertising is due upon signing this Agreement. Payment must be cash or check.
4. Release and Waiver: Client further agrees to release, indemnify, and hold harmless the EDA and the City of Isanti, its employees, agents, contractors or suppliers against any and all losses, expenses, and claims resulting in whole or part, directly or indirectly, from the Advertisement. Client agrees that in no event shall the City of Isanti, its employees, agents, contractors or suppliers total and aggregate liability under this agreement exceed the amount of fees paid by Client. Client agrees that the City of Isanti does not and cannot guarantee success or any particular result. The City of Isanti can make no warranty or guarantee expressed or implied as to the success of your Advertisement.

   This Agreement contains the entire Agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written. This Agreement shall be governed by the laws of the State of Minnesota.

Sample Size of 2.75" X 1.5" Ad

Advertising Type and Rates

Advertisement Type (s)	Cost
☐ 2.75" X 1.5" Ad in Isantian (4 ads/year)	$400
☐ ½ Page ad on back of Isantian (4 ads/year)	$1200
☐ Tier 1 Community Partnership Package	$650
☐ Tier 2 Community Partnership Package	$1200
☐ Tier 3 Community Partnership Package	$1350

Signatures:

You should read and understand this agreement. It is a legal and binding contract.

Client Signature: _____ City Staff Signature: _____

Printed Name: _____ Date: _____ Printed Name: _____ Date: _____

K.3.

Request for City Council Action

To: **Mayor Johnson and Members of City Council**

From: Katie Everett, Parks, Recreation, and Culture Manager

Date: January 7, 2018

Subject: Approval of 2019 Community Garden Handbook and Registration

---

Background:
Staff has updated the Community Garden Handbook to reflect 2019 registration and garden season dates. There were two changes to rules as follows:

Change: Ground Plots – 10'x10': $15/100 ft^2 reserve up to 3 per household
Add: Harvesting of any kind from others' plots is prohibited without permission from primary plot renter.

Staff is not recommending any changes to rental fees for 2019.

Registrations dates will be:
February 4-8, 2019 – Returning gardeners reserving the same plots
February 11-15, 2019 – Returning gardeners reserving new plots
February 19 – May 31, 2019 – Open registration.

Other important dates for the 2019 garden season:
May 9, 2019 – Kick-Off Party
May 11, 2019 – First Day to Garden
August 22, 2019 – Harvest Pot Luck
October 13, 2019 – Last Day of the Season

Upon approval of the attached documents, staff will update the website to make the new documents available for download. Registration forms and handbooks will also be available at City Hall.

Staff Request:
Staff is requesting the 2019 Community Garden Handbook and registration form be approved.

Attachments:
- Resolution 2018 – XXX
- 2019 Community Garden Handbook
- 2019 Community Garden Registration Form

RESOLUTION NO. 2019-XXX

A RESOLUTION APPROVING 2019 COMMUNITY GARDEN HANDBOOK AND REGISTRATION FORM

WHEREAS, a community garden was constructed in Spring 2016; and,

WHEREAS, members of the community are allowed to rent ground plots or raised bed spaces; and,

WHEREAS, a handbook is available for the garden including rules, fees, and dates, and staff have updated the information listed in the handbook for the 2019 garden season; and,

WHEREAS, there will be separate reservation periods for returning gardeners and new gardeners as follows:

- Returning gardeners reserving the *same* plots may begin registering February 4-8, 2019
- Returning gardeners reserving *new* plots may begin registering February 11-15, 2019
- Open registration beginning February 19 and closing May 31, 2019.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the 2019 Community Garden handbook and registration form.

Adopted by the Isanti City Council this 7th day of January, 2019.

_____
Mayor Jeff Johnson

ATTEST:

_____
Katie Brooks
Human Resources/City Clerk

2019 Plot Rental

Ground Plots - 10' x 10':
$15/100 ft^2
reserve up to 3 per household

Raised Beds (4'Wx8'Lx19"H)*:
$20
*Contact us about wheelchair accessible options

Note: Registration priority will be given to City of Isanti residents. Priority for raised/ elevated beds will be given to those with mobility needs.

Important Dates

Registration Open
Feb. 4 - 8: Returning gardeners reserving the same plots
Feb. 11 - 15: Returning gardeners reserving new plots
Feb. 19 - May 31: Open Registration
Season Kick-Off Party
May 9, 2019
6:00 pm
First Day to Garden
May 11, 2019
Harvest Pot Luck
August 22, 2019
6:00 pm
Last Day of Season
October 13, 2019
(Plots need to be completely cleared no later than this day)

For questions regarding the Isanti Community Garden, please contact the Parks, Recreation, and Culture Manager at
763-444-5512 or
isantiparks@cityofisanti.us

Garden Safety Tips:
- Garden in pairs and/or bring a cell phone.
- Bring a water bottle and drink lots of water while you're working.
- Wear protective clothing (hats and lightweight long sleeves) and sunscreen.

Is there a problem in the garden?
- Report theft, vandalism and unusual activities to City of Isanti Staff.
- If you feel an immediate risk or need emergency assistance, call 911.

Isanti Community Garden

Isanti PARKS

2019 Handbook

Community Garden Rules

It is the goal of the City of Isanti to offer a high quality, safe, and accessible space for the public to enjoy the benefits of gardening. In order to achieve this, cooperation is required from all participants to contribute to a positive experience for themselves and other gardeners.

1. The City of Isanti will

- Till the garden plots in the spring and fall.
- Provide access to water through spigots distributed around the garden.
- Stake out and number plots.
- Provide basic gardening tools, e.g. hoses, hand tools, and shovels, for use inside the community garden.

2. Community gardeners will

- Complete a plot reservation form and pay required fees.
- Administer adequate plot maintenance including: weeding, watering, and harvesting in a timely manner keeping the plot tidy and visually appealing.
- Maintain their plots through the end of the season and arrange for care of plots during vacation or other extended absence. In the event that a plot can no longer be maintained, gardeners will notify the City of Isanti as soon as possible.
- Abide by all Rules of Use of the Isanti Community Garden.
- Contribute to a positive experience with fellow gardeners.

Rules of Use

- Plot reservations will be taken February 4, 2019 through May 31, 2019. (See "Important Dates" section for details). No refunds will be issued after May 1, 2019.
- The gardening season will begin May 11, 2019 and end October 13, 2019. (Dates are subject to change due to weather conditions.) All gardening must occur between dawn and dusk.
- Gardeners may allow others to garden at their plot, but the ultimate responsibility of plot maintenance and fees belong to the renter.
- Harvesting of any kind from others' plots is prohibited without permission from primary plot renter.
- Pets are not allowed inside the community garden. Service animals are allowed as needed.
- Children (under 15) in the community garden will be supervised at all times.
- Community garden plots are intended for personal use only. No commercial gardening is allowed.
- Garden plots may not be used to grow illegal plants, controlled substances, shrubs, or trees.
- All plants and temporary structures (ex: trellises) must be contained within the plot boundaries.
- The garden cannot technically be considered organic, but the use of commercial pesticides is not allowed. For a list of acceptable products, contact City of Isanti Staff.
- Garden debris should be placed in the provided compost bins and never in another plot or outside the garden area.
- When provided equipment is used, it must be returned in good condition to the shed. Gardeners should report any lost or damaged tools to City of Isanti staff immediately.
- If a plot is deemed abandoned, it will be reassigned at the discretion of the City of Isanti. A plot will be considered abandoned if any of the following occur:
  - The garden is not planted by June 9, 2019
  - No signs of maintenance
  - Weeds have gone to seed
  - Harvest rotting on vine
  - Gardener has not responded to inquiries from City of Isanti staff.
  - Gardener has not addressed issues within 7 days of being notified by City of Isanti

Notices:

The City of Isanti reserves the right to full access of all plots at all times to ensure that rules are being followed, and if necessary may terminate a plot rental for the safety and welfare of city property.

The City of Isanti assumes no liability for injury, damage, theft, or loss of property belonging to garden users before, during, or after rental.

2019 Community Garden Registration

Mail Completed Forms to:
City of Isanti
Attn: PRC Manager
PO Box 428
Isanti, MN 55040

Email Completed Forms to:
isantiparks@cityofisanti.us

Drop Off Completed Forms at City Hall during business hours 8:00-4:30 Mon-Fri.

Open Registration: Feb 19 - May 31

Early Registration (returning gardeners only): Feb 4-15

Registrant Information

First Name _____ Last Name _____

Address _____ City, State _____

Phone _____ Email Address _____

Are you returning to the community garden? ☐ Yes ☐ No, I'm new

Plot Preference

Note: Registration priority will be given to City of Isanti residents.

Staked Plot (Ground level)
$15 each - 10' x 10'

Quantity of Plots (Up to 3 per household) ☐

Plot #Desired (List up to 3)

_____

Raised Beds $20 each

Note: Limited bed availability - priority given to those with mobility needs. One raised bed per household.

Raised Bed (4'Wx8'Lx19"H) ☐

(Indicate bed # preference above)

Amount Due:

I have read and understand the Community Garden Rules ☐

I understand that the City of Isanti reserves the right to full access of all plots at all times to ensure that rules are being followed, and if necessary may terminate a plot rental for the safety and welfare of City property.

X

I understand that The City of Isanti assumes no liability for injury, damage, theft, or loss of property belonging to garden users before, during, or after rental. I hereby assume the risk of accidental injury to myself or users of my plot, and I hereby waive any liability from accidental injury resulting from participation in program or garden activities and waive any liability claims against the City of Isanti, program supervisors or volunteers or any other persons or entities assisting in the community garden in any way.

X

Office Use Only: Date Received: _____ Amount Paid: _____ Plot #: _____

7/703 101-34110 Land Rent

K.4.

A Community For Generations.
Isanti

MEMORANDUM

TO: Mayor Jeff Johnson
Members of the Isanti City Council

FROM: Ryan Kernosky, Consulting City Planner

DATE: January 7, 2019

SUBJECT: **CONSIDERATION OF: REDUCTION IN LETTER OF CREDIT – LEGACY PINES SUBDIVISION**

Request: A reduction in the letter of credit for Legacy Pines Subdivision.

Background: Legacy Pines Subdivision is a 49-lot subdivision currently under construction near Legacy Park. Odyssey Homes, Inc (developer) has requested that the City reduce the letter of credit from $2,113,889.51 to $1,572,497.14 (a reduction of $541,392.37).

The developer has successfully installed the water and sewer mains and laterals from Bellaire Blvd NW to Whiskey Rd NW, and the first phase of Moline Loop.

Other Considerations: The development agreement between the City of Isanti and Odyssey Homes, Inc (approved November 7, 2018) allows the developer to request a reduction in the letter of credit, provided that the total letter of credit does not fall below 20 percent of the estimated cost of the developer installed municipal improvements. The requested letter of credit reduction reduces the letter of credit from 100 percent to 70.63 percent, well above the 20 percent rule within the development agreement.

The developer must still install other municipal improvements such as curb, gutter, sidewalk, and bituminous lifts.

Staff Recommendation: City staff, along with our engineers, have reviewed the request and recommend **APPROVAL** as presented.

Attachments:
- Resolution No. 2019-XXX
- City Engineer's Report
- Supporting Documentation

RESOLUTION NO. 2019-XXX

A RESOLUTION AUTHORIZING A REDUCTION IN THE LETTER OF CREDIT FOR LEGACY PINES SUBDIVISION PHASE ONE

WHEREAS, Odyssey Homes, Inc (developer) has submitted a written request for a reduction in the letter of credit as described in the development agreement between the developer and the City of Isanti; and,

WHEREAS, the developer has requested a reduction in the letter of credit from $2,113,889.51 to $1,572,497.14, a reduction of $541,392.37; and,

WHEREAS, the developer has successfully installed municipal water and sewer improvements; and,

WHEREAS, the Community Development Director and City Engineer have reviewed the request and recommended approval.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that the requested reduction in the letter of credit be hereby **APPROVED** as requested, **BE IT FURTHER RESOLVED** that the City Council of the City of Isanti authorizes City Staff to execute said reduction.

This Resolution is adopted this 7th day of January, 2019.

ATTEST:

_____
Mayor Jeff Johnson

_____
Katie Brooks
City Clerk/Human Resources

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: December 20, 2018

To: Ryan Kernosky, Community Development Director

From: Bradley C. DeWolf, P.E.
City Engineer

Jason W. Cook, P.E.
Assistant City Engineer

Subject: Legacy Pines – Developer Requested Letter of Credit Reduction
City of Isanti, MN
Project No.: R13.117438

Odyssey Homes, the developer of Legacy Pines, has requested a reduction of $541,392.37 to the Letter of Credit for the Legacy Pines development.

They have paid Kuekle Underground $541,392.37 for work completed to date, including the installation of all sewer and water services and mains planned for Phase 1 of this development.

The work has been found to be in compliance with City standards and all tests have passed to date. The watermain is currently in service including the required watermain loop from Bellaire Boulevard NW to Whiskey Road NW.

We recommend approving the reduction of the Letter of Credit in the amount of $541,392.37 for work completed to date.

The remaining balance of the Letter of Credit is anticipated to be sufficient to complete the project as proposed while covering all incurred overhead costs including testing, inspection, and contract administration.

Attached is the request for the reduction as well and the invoice paid and the lien waiver from Kuekle Underground for work completed to date.

Please contact us if you have any questions.

Bolton & Menk is an equal opportunity employer.

Odyssey Homes, Inc.
15390 Germanium St. NW
Ramsey, MN 55303

Mr. Ryan Kernosky
Director of Community Development
City of Isanti
110 1st Ave. NW
PO Box 428
Isanti, MN 55040

RE: Legacy Pines Subdivision
Letter of Credit Reduction Request

Dear Ryan:

Given the completion of certain improvements in the Legacy Pines Subdivision, at this time I am requesting a reduction in the amount of Irrevocable Letter of Credit No. 2400 that was provided to the City of Isanti in connection with this development. The reduction requested is $541,392.37.

I have attached the amount paid and approved by Hakanson Anderson and the applicable lien waiver from Kuechle Underground, Inc. for the amount requested and paid.

I would like to request that the City process this request as soon as possible.

If you have any questions or need any further information, please don't hesitate to contact me. Thank you for your assistance in processing this request.

Sincerely,

ODYSSEY HOMES, INC.

Robert J. Machacek

Hakanson Anderson

Main Office:
3601 Thurston Avenue, Anoka, MN 55303
Phone: 763/427-5860 Fax: 763/427-0520
www.haa-inc.com

40 YEARS

November 20, 2018

Jason Bebeau
Odyssey Homes, Inc.
15390 Germanium Street NW
Ramsey, MN 55303

RE: Legacy Pines

Dear Jason,

Attached is Pay Estimate No. 1 for the above referenced project. The pay estimate includes all work completed through November 16, 2018 less a 5% retainage. We recommend payment of $541,392.37.

If you have any questions please call me at 763-852-0485.

Sincerely,
Hakanson Anderson

Craig J. Jochum, P.E.
President

PAY ESTIMATE #1
ODYSSEY HOMES
Legacy Pines

Date: November 20, 2018

Legacy Pines
Contractor: Kuechle Underground, Inc.
Contract Amount: $1,691,606.96

The following work has been completed on the above-referenced project by Kuechle Underground, Inc.:

Base Bid

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	MOBILIZATION	1	LUMP SUM	$ 41,000.00	$ 41,000.00	0.5	$ 20,500.00
2	CLEARING	5.5	ACRES	$ 1,725.00	$ 9,487.50	5.5	$ 9,487.50
3	DEWATERING	5.5	ACRES	$ 1,725.00	$ 9,487.50	5.5	$ 9,487.50
4	REMOVE CONCRETE CURB	16	LIN FT	$ 14.30	$ 228.80	-	$ -
5	REMOVE WATERMAIN	10	LIN FT	$ 10.00	$ 100.00	-	$ -
6	REMOVE BITUMINOUS PAVEMENT	682	SQ YD	$ 5.45	$ 3,716.90	-	$ -
7	REMOVE HYDRANT AND VALVE AND BOX	2	EACH	$ 250.00	$ 500.00	1	$ 250.00
8	SAW BITUMINOUS PAVEMENT OR CONCRETE CURB AND GUTTER	62	LIN FT	$ 4.00	$ 248.00	-	$ -
9	COMMON EXCAVATION (EV)	130,441	CU YD	$ 1.95	$ 254,359.95	78,000	$ 152,100.00
10	SUBGRADE CORRECTION (EV) - RIGHT-OF-WAY	19,400	CU YD	$ 2.80	$ 54,320.00	3500	$ 9,800.00
11	SUBGRADE CORRECTION (EV) - LOT PADS	59,000	CU YD	$ 2.80	$ 165,200.00	10500	$ 29,400.00
12	DEWATERING	1	LUMP SUM	$ 0.01	$ 0.01	-	$ -
13	SUBGRADE PREPARATION	17.7	ROAD STA	$ 200.00	$ 3,540.00	-	$ -
14	AGGREGATE BASE CLASS 5 - STREET AND CUL-DE-SAC (CV) (P)	1,422	CU YD	$ 24.50	$ 34,839.00	-	$ -
15	AGGREGATE BASE CLASS 5 - SIDEWALK (CV) (P)	109	CU YD	$ 55.00	$ 5,995.00	-	$ -
16	MILL BITUMINOUS SURFACE (1.5")	5.9	SQ YD	$ 50.00	$ 295.00	-	$ -
17	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 1.5" THICK	5,211	SQ YD	$ 7.50	$ 39,082.50	-	$ -
18	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B) 2.0" THICK	5,205	SQ YD	$ 7.50	$ 39,037.50	-	$ -
19	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B) 3.0" THICK	684	SQ YD	$ 18.50	$ 12,654.00	-	$ -
20	30" RC PIPE APRON	1	EACH	$ 1,100.00	$ 1,100.00	-	$ -
21	TRASH GUARD FOR 30" PIPE APRON	1	EACH	$ 1,500.00	$ 1,500.00	-	$ -
22	12" RC PIPE SEWER DESING 3006 CLASS V	128	LIN FT	$ 44.00	$ 5,632.00	-	$ -
23	30" RC PIPE SEWER DESING 3006 CLASS III	220	LIN FT	$ 80.00	$ 17,600.00	-	$ -
24	CONNECT TO EXISTING STORM SEWER MANHOLE	1	EACH	$ 2,200.00	$ 2,200.00	-	$ -
25	CONNECT TO EXISTING SANITARY SEWER MANHOLE	1	EACH	$ 3,100.00	$ 3,100.00	1	$ 3,100.00
26	CONNECT TO EXISTING SANITARY SEWER	2	EACH	$ 2,300.00	$ 4,600.00	1	$ 2,300.00
27	4" PVC PIPE CAP	86	EACH	$ 25.00	$ 2,150.00	-	$ -
28	8" PVC PIPE CAP	2	EACH	$ 65.00	$ 130.00	-	$ -
29	10" PVC PIPE CAP	1	EACH	$ 165.00	$ 165.00	-	$ -
30	8" X 4" PVC WYE SDR 26	83	EACH	$ 300.00	$ 24,900.00	60	$ 18,000.00
31	10" X 4" PVC WYE SDR 26	3	EACH	$ 400.00	$ 1,200.00	-	$ -
32	4" PVC SANTARY SEWER SERVICE SDR 26	3,200	LIN FT	$ 10.30	$ 32,960.00	859	$ 8,847.70
33	8" PVC SANITARY SEWER PIPE SDR 35	3,231	LIN FT	$ 33.50	$ 108,238.50	2281	$ 76,413.50
34	10" PVC SANITARY SEWER PIPE SDR 35	261	LIN FT	$ 35.60	$ 9,291.60	-	$ -
35	CLEAN AND VIDEO TAPE PIPE SEWER	3,492	LIN FT	$ 1.50	$ 5,238.00	-	$ -
36	CONNECT TO EXISTING WATERMAIN	3	EACH	$ 2,250.00	$ 6,750.00	2	$ 4,500.00
37	HYDRANT AND 6" GATE VALVE AND BOX	7	EACH	$ 5,260.00	$ 36,820.00	3	$ 15,780.00
38	1" COPRORATION STOP	86	EACH	$ 200.00	$ 17,200.00	22	$ 4,400.00
39	1" CURB STOP AND BOX	86	EACH	$ 215.00	$ 18,490.00	22	$ 4,730.00
40	8" GATE VALVE AND BOX	4	EACH	$ 1,650.00	$ 6,600.00	4	$ 6,600.00
41	12" GATE VALVE AND BOX	1	EACH	$ 2,800.00	$ 2,800.00	-	$ -
42	ADJUST GATE VALVE AND BOX	1	EACH	$ 525.00	$ 525.00	-	$ -
43	1" TYPE K COPPER PIPE	3,200	LIN FT	$ 13.00	$ 41,600.00	862	$ 11,466.00
44	6" DUCTILE IRON WATERMAIN CL52	142	LIN FT	$ 32.00	$ 4,544.00	67	$ 2,144.00
45	8" DUCTILE IRON WATERMAIN CL52	3,262	LIN FT	$ 40.00	$ 131,280.00	1553	$ 62,120.00
46	12" DUCTILE IRON WATERMAIN CL52	255	LIN FT	$ 59.00	$ 15,045.00	-	$ -
47	HYDRANT RISER	4	LIN FT	$ 480.00	$ 1,920.00	-	$ -

PAY ESTIMATE #1
ODYSSEY HOMES
Legacy Pines

48	DUCTILE IRON FITTINGS	2,155	POUND	$ 9.00	$ 19,395.00	708	$	6,372.00
49	CONSTRUCT DRAINAGE STRUCTURE DESIGN N	4	LIN FT	$ 405.18	$ 1,620.72	-	$	-
50	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	7.2	LIN FT	$ 612.65	$ 4,412.52	-	$	-
51	INFILTRATION BASIN PP-1 OUTLET	1	EACH	$ 8,360.00	$ 8,360.00	-	$	-
52	INFILTRATION BASIN EP-3 OUTLET MODIFICATION	1	LUMP SUM	$ 3,230.00	$ 3,230.00	-	$	-
53	INFILTRATION BASIN EP-3 POND CONSTRUCTION	1	LUMP SUM	$ 10,000.00	$ 10,000.00	-	$	-
54	CONSTRUCTION SANITARY STRUCTURE DESIGN 48-4007	256.2	LIN FT	$ 300.00	$ 76,850.00	177.26	$	53,184.00
55	CASTING ASSEMBLY	27	EACH	$ 550.00	$ 14,850.00	-	$	-
56	ADJUST DRAINAGE STRUCTURE	5	EACH	$ 3,000.00	$ 15,000.00	4	$	12,000.00
57	RANDOM RIPRAP CLASS IV	55.1	CU YD	$ 60.00	$ 3,306.00	-	$	-
58	5" CONCRETE WALK	8,000	SQ FT	$ 5.00	$ 40,000.00	-	$	-
59	CONCRETE CURB & GUTTER DESIGN SURMOUNTABLE	3,540	LIN FT	$ 15.00	$ 53,100.00	-	$	-
60	BITUMINOUS CURB	400	LIN FT	$ 17.00	$ 6,800.00	-	$	-
61	TYPE III BARRICADE	4	EACH	$ 650.00	$ 2,600.00	-	$	-
62	TRAFFIC CONTROL	1	LUMP SUM	$ 2,500.00	$ 2,500.00	-	$	-
63	FURNISH SIGN PANELS TYPE C	36	SQ FT	$ 85.00	$ 3,060.00	-	$	-
64	SILT FENCE, TYPE MACHINE SLICED	13,300	LIN FT	$ 1.55	$ 20,615.00	11,050	$	17,127.50
65	STORM DRAIN INLET PROTECTION	12	EACH	$ 250.00	$ 3,000.00	-	$	-
66	STABILIZED CONSTRUCTION EXIT	1	LUMP SUM	$ 2,000.00	$ 2,000.00	-	$	-
67	EROSION CONTROL BLANKETS CATEGORY 3	1,689	SQ YD	$ 1.15	$ 1,942.35	-	$	-
68	TURF ESTABLISHMENT	48.8	ACRES	$ 600.00	$ 29,280.00	-	$	-
	Total Base Bid				$ 1,499,602.36		$	540,109.70

Alternate Bid - Third Street Add-On

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY		UNIT PRICE			EXTENSION
69	SAW BITUMINOUS PAVEMENT OR CONCRETE CURB AND GUTTER	80	LIN FT	$ 4.00	$320.00	-	$ -
70	SUBGRADE PREPARATION	5.3	ROAD STA	$ 200.00	$1,060.00	-	$ -
71	AGGREGATE BASE CLASS 5 - STREET (CV) (P)	431	CU YD	$ 24.50	$10,559.50	-	$ -
72	AGGREGATE BASE CLASS 5 - SIDEWALK (CV) (P)	35	CU YD	$ 55.00	$1,925.00	-	$ -
73	MILL BITUMINOUS SURFACE (1.5")	8.9	SQ YD	$ 50.00	$445.00	-	$ -
74	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 1.5" THICK	1,549	SQ YD	$ 7.50	$11,618.75	-	$ -
75	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B) 2.0" THICK	1,540	SQ YD	$ 7.50	$11,550.00	-	$ -
76	15" RC PIPE APRON	1	EACH	$ 600.00	$600.00	-	$ -
77	TRASH GUARD FOR 15" PIPE APRON	1	EACH	$ 600.00	$600.00	-	$ -
78	12" RC PIPE SEWER DESIGN 3006 CLASS V	52	LIN FT	$ 44.00	$2,288.00	-	$ -
79	15" RC PIPE SEWER DESIGN 3006 CLASS V	167	LIN FT	$ 47.00	$7,849.00	-	$ -
80	18" RC PIPE SEWER DESIGN 3006 CLASS III	397	LIN FT	$ 50.00	$19,850.00	-	$ -
81	24" RC PIPE SEWER DESIGN 3006 CLASS III	137	LIN FT	$ 61.00	$8,357.00	-	$ -
82	12" RC PIPE BULKHEAD	1	EACH	$ 375.00	$375.00	-	$ -
83	24" RC PIPE BULKHEAD	1	EACH	$ 500.00	$500.00	-	$ -
84	4" PVC PIPE CAP	2	EACH	$ 25.00	$50.00	-	$ -
85	8" PVC PIPE CAP	1	EACH	$ 65.00	$65.00	-	$ -
86	8" X 4" PVC WYE SDR 26	2	EACH	$ 300.00	$600.00	-	$ -
87	4" PVC SANTARY SEWER SERVICE SDR 26	67	LIN FT	$ 10.30	$690.10	-	$ -
88	8" PVC SANITARY SEWER PIPE SDR 35	244	LIN FT	$ 33.50	$8,174.00	242	$ 8,107.00
89	CLEAN AND VIDEO TAPE PIPE SEWER	244	LIN FT	$ 1.50	$366.00	-	$ -
90	HYDRANT AND 6" GATE VALVE AND BOX	1	EACH	$ 5,280.00	$5,280.00	1	$ 5,280.00
91	1" COPRORATION STOP	2	EACH	$ 200.00	$400.00	-	$ -
92	1" CURB STOP AND BOX	2	EACH	$ 215.00	$430.00	-	$ -
93	8" GATE VALVE AND BOX	2	EACH	$ 1,650.00	$3,300.00	-	$ -
94	1" TYPE K COPPER PIPE	90	LIN FT	$ 13.00	$1,170.00	-	$ -
95	6" DUCTILE IRON WATERMAIN CL52	30	LIN FT	$ 32.00	$960.00	12	$ 384.00
96	8" DUCTILE IRON WATERMAIN CL52	521	LIN FT	$ 40.00	$20,840.00	273	$ 10,920.00
97	HYDRANT RISER	1	LIN FT	$ 480.00	$480.00	-	$ -
98	DUCTILE IRON FITTINGS	277	POUND	$ 9.00	$2,493.00	280	$ 2,520.00

PAY ESTIMATE #1
ODYSSEY HOMES
Legacy Pines

99	CONSTRUCT DRAINAGE STRUCTURE DESIGN N	2.5	LIN FT	$ 405.18	$1,012.95	-	$ -
100	CONSTRUCT DRAINAGE STRUCTURE DESIGN 2' BY 3'	3.6	LIN FT	$ 430.00	$1,548.00	-	$ -
101	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	19.0	LIN FT	$ 520.00	$9,880.00	-	$ -
102	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	6.6	LIN FT	$ 612.85	$4,044.81	-	$ -
103	CONSTRUCTION SANITARY STRUCTURE DESIGN 48-4007	17.3	LIN FT	$ 300.00	$5,190.00	8.62	$ 2,586.00
104	CASTING ASSEMBLY	12	EACH	$ 550.00	$6,600.00	-	$ -
105	5" CONCRETE WALK	2,075	SQ FT	$ 5.00	$10,375.00	-	$ -
106	6" CONCRETE WALK	475	SQ FT	$ 14.00	$6,650.00	-	$ -
107	TRUNCATED DOMES	50	SQ FT	$ 65.00	$3,250.00	-	$ -
108	CONCRETE CURB & GUTTER DESIGN SURMOUNTABLE	851	LIN FT	$ 15.00	$12,765.00	-	$ -
109	TYPE III BARRICADE	2	EACH	$ 650.00	$1,300.00	-	$ -
110	FURNISH SIGN PANELS TYPE C	30.3	SQ FT	$ 85.00	$2,575.50	-	$ -
111	STORM DRAIN INLET PROTECTION	10	EACH	$ 250.00	$2,500.00	-	$ -
	Total Alternate Bid				$192,004.61		$ 29,777.00

TOTAL WORK COMPLETED TO DATE	$ 569,886.70
LESS 5% RETAINAGE:	$ 28,494.34
WE RECOMMEND PAYMENT OF:	$ 541,392.37

APPROVALS:

CONTRACTOR: KUECHLE UNDERGROUND, INC.

Certification by Contractor: I certify that all items and amounts are correct for the work completed to date.

Signed: _____

Title: Project manager Date 20 November, 2018

ENGINEER: HAKANSON ANDERSON

Certification by Engineer: We recommend payment for work and quantities as shown.

Signed: _____

Title: Project Engineer Date 11/20/2018

OWNER: ODYSSEY HOMES

Signed: _____

Title: Pres. Date 12/5/18

CCM FINANCE, LLC
DRAW REQUEST

This Draw Request must be an original signed by both the Borrower & Subcontractor to receive payment.

CCM Finance, LLC – 7801 E. Bush Lake Road, Suite 430, Edina, MN 55439

Date: 12/5/18

Builder/Borrower: Odyssey Homes
Pay to the Order of: Kuechle Underground
Address: PO Box 509 10998 State Hwy 55
City/State/Zip: Kimball MN 55353
Telephone: 320-493-1340
Email: dbaker.kuechle@frontiernet.net
Loan No:

Payment Options – Check One:
- ☐ Check
- ☒ ACH
  - Bank Name SEE ATTACHED
  - Routing #
  - Account #

AMOUNT: 541,392.37

For the following work: Isanti underground work + utilities
Completed at: Lot ____ Block ____ City: ISANTI
Street Address:

ALL WORK HAS PASSED INSPECTION UNDER LOCAL AND STATE BUILDING CODES. I HEREBY AUTHORIZE THIS PAYMENT AND CERTIFY THAT THE WORKMANSHIP AND MATERIAL ARE SATISFACTORY.

BUILDER/BORROWER: Odyssey Homes

BY: Jason Bebeau

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

DATED: 05 DECEMBER, 2018

THE UNDERSIGNED HEREBY ACKNOWLEDGES RECEIPT OF THE SUM OF $ 541,392.37/100 UPON RECEIPT

CHECK ONLY ONE:

1) ☒ As partial payment for labor, skill and material furnished – PAY EST #1 - HANSON ANDERSON
2) ☐ As payment for all labor, skill and material furnished or to be furnished (except the sum of $_____ retainage or holdback)
3) ☐ As full and final payment for all labor, skill and material furnished or to be furnished to the following described real property (legal description, street address or project name):

Property Description: LEGACY PINES – ISANTI MINNESOTA

AND FOR VALUE RECEIVED HEREBY WAIVES ALL RIGHTS ACQUIRED BY THE UNDERSIGNED TO FILE OR RECORD MECHANIC'S LIENS AGAINST SAID REAL PROPERTY FOR LABOR, SKILL OR MATERIAL FURNISHED TO SAID REAL PROPERTY (ONLY FOR THE AMOUNT PAID IF BOX 1 IS CHECKED, AND EXCEPT FOR RETAINAGE SHOWN IF BOX 2 IS CHECKED). THE UNDERSIGNED AFFIRMS THAT ALL MATERIAL FURNISHED BY THE UNDERSIGNED HAS BEEN PAID FOR, AND ALL SUBCONTRACTORS EMPLOYED BY THE UNDERSIGNED HAVE BEEN PAID IN FULL, EXCEPT:

- ☒ CORPORATION
- ☐ INDIVIDUAL
- ☐ SOLE PROPRIETER
- ☐ PARTNERSHIP
- ☐ LIMITED LIABILITY CORPORATION
- ☐ LIMITED LIABILITY PARTNERSHIP

ID NUMBER: _____
SSN #: ___-___-___

☐ CHECK BOX IF YOU ARE SUBJECT TO WITHOLDING UNDER THE PROVISION OF SECTION 3406(a)(1)© OF THE INTERNAL REVENUE CODE

KUECHLE UNDERGROUND INC
(COMPANY NAME)

(SIGNATURE)

JEREMY J. KUECHLE
(PRINTED NAME OF INDIVIDUAL)

VICE PRESIDENT
(TITLE)

PO BOX 509 KIMBALL MN 55353
(ADDRESS/CITY/STATE/ZIP)

320-398-8888
(TELEPHONE NO./EMAIL ADDRESS)

K.5.

RESOLUTION 2019-XXX
AUTHORIZING VICTOR FANTH TO CARRY OVER EXCESS VACATION HOURS

WHEREAS, the City has a vacation use policy where employees must use their vacation, as provided, and on the employee's anniversary date employees are allowed to only carry over a maximum of their annual accrual rate plus forty-eight hours - all other hours in excess of the allowed amount is forfeited by the employee - unless City Council approval is obtained to carry over the excess amount; and,

WHEREAS, On August 25, 2019 Victor Fanth will reach his anniversary date and will lose hours of vacation since he is unable to take vacation before his anniversary date; and,

WHEREAS, it is recommended to allow Mr. Fanth to carry over his vacation for an additional six months effective January 7, 2019 and is expected to use his excess vacation hours by July 7, 2019; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. Victor Fanth shall be allowed to carry over his excess vacation hours until July 7, 2019. After July 7, 2019 date, vacation hours over the maximum accrual will be forfeited.

This Resolution is hereby approved by the Isanti City Council this 7th day of January, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2019-XXX
AUTHORIZING CHIEF GENE HILL TO CARRY OVER EXCESS VACATION HOURS

WHEREAS, the City has a vacation use policy where employees must use their vacation, as provided, and on the employee's anniversary date employees are allowed to only carry over a maximum of their annual accrual rate plus forty-eight hours - all other hours in excess of the allowed amount is forfeited by the employee - unless City Council approval is obtained to carry over the excess amount; and,

WHEREAS, On June 1, 2019 Chief Gene Hill will reach his anniversary date and will lose hours of vacation since he is unable to take vacation before his anniversary date; and,

WHEREAS, it is recommended to allow Mr. Hill to carry over his vacation for an additional six months effective January 7, 2019 and is expected to use his excess vacation hours by July 7, 2019; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. Chief Gene Hill shall be allowed to carry over his excess vacation hours until July 7, 2019. After July 7, 2019 date, vacation hours over the maximum accrual will be forfeited.

This Resolution is hereby approved by the Isanti City Council this 7th day of January, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

K.7.

RESOLUTION 2019-XXX
AUTHORIZING ADAM GAU TO CARRY OVER EXCESS VACATION HOURS

WHEREAS, the City has a vacation use policy where employees must use their vacation, as provided, and on the employee's anniversary date employees are allowed to only carry over a maximum of their annual accrual rate plus forty-eight hours - all other hours in excess of the allowed amount is forfeited by the employee - unless City Council approval is obtained to carry over the excess amount; and,

WHEREAS, On February 13, 2019 Adam Gau will reach his anniversary date and will lose hours of vacation since he is unable to take vacation before his anniversary date; and,

WHEREAS, it is recommended to allow Mr. Gau to carry over his vacation for an additional six months effective January 7, 2019 and is expected to use his excess vacation hours by July 7, 2019; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. Adam Gau shall be allowed to carry over his excess vacation hours of until July 7, 2019. After July 7, 2019 date, vacation hours over the maximum accrual will be forfeited.

This Resolution is hereby approved by the Isanti City Council this 7th day of January, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

K.8.

RESOLUTION 2019-XXX
AUTHORIZING JOHN JACOBI TO CARRY OVER EXCESS VACATION HOURS

WHEREAS, the City has a vacation use policy where employees must use their vacation, as provided, and on the employee's anniversary date employees are allowed to only carry over a maximum of their annual accrual rate plus forty-eight hours - all other hours in excess of the allowed amount is forfeited by the employee - unless City Council approval is obtained to carry over the excess amount; and,

WHEREAS, On March 7, 2019 John Jacobi will reach his anniversary date and will lose hours of vacation since he is unable to take vacation before his anniversary date; and,

WHEREAS, it is recommended to allow Mr. Jacobi to carry over his vacation for an additional six months effective January 7, 2019 and is expected to use his excess vacation hours by July 7, 2019; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. John Jacobi shall be allowed to carry over his excess vacation hours until July 7, 2019. After July 7, 2019 date, vacation hours over the maximum accrual will be forfeited.

This Resolution is hereby approved by the Isanti City Council this 7th day of January, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2019-XXX
AUTHORIZING KATIE EVERETT TO CARRY OVER EXCESS VACATION HOURS

WHEREAS, the City has a vacation use policy where employees must use their vacation, as provided, and on the employee's anniversary date employees are allowed to only carry over a maximum of their annual accrual rate plus forty-eight hours - all other hours in excess of the allowed amount is forfeited by the employee - unless City Council approval is obtained to carry over the excess amount; and,

WHEREAS, On April 6, 2019 Katie Everett will reach her anniversary date and will lose hours of vacation since she is unable to take vacation before her anniversary date; and,

WHEREAS, it is recommended to allow Ms. Everett to carry over her vacation for an additional six months effective January 7, 2019 and is expected to use her excess vacation hours by July 7, 2019; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. Katie Everett shall be allowed to carry over her excess vacation hours until July 7, 2019. After July 7, 2019 date, vacation hours over the maximum accrual will be forfeited.

This Resolution is hereby approved by the Isanti City Council this 7th day of January, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and City Council

From: Don Lorsung, City Administrator

Date: December 31, 2018

Subject: Resolution Regarding Local Board of Review Transfer Agreement

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Attached for your consideration is a Resolution that would renew the Local Board of Review Transfer Agreement that the City of Isanti has had with the Isanti County Assessor's Office. The County Assessor's Office has acted as the Local Board of Review for the City of Isanti for several years. As with past agreements, the proposed renewal would extend this transfer of duties for another six years. Also attached is a letter regarding this from County Assessor Michelle Moen, the past Agreement, and a tentative 2019 calendar with Open Book and County Board of Appeal and Equalization Meeting dates.

RESOLUTION NO. 2019-XXX

LOCAL BOARD OF REVIEW TRANSFER AGREEMENT

NOTICE IS HEREBY GIVEN that the City of Isanti in Isanti County, Minnesota has opted to transfer its powers and duties to the County and no longer chooses to perform the function of a local board of review. This agreement to transfer said duties is effective for the following assessment year and shall be **for a period of six (6) years (2019 through 2024).**

As a condition of this transfer, the county shall make available to those taxpayers with the City of Isanti a procedure for a review of their assessments, including but not limited to, an open book meeting. The County Assessor will notify taxpayers of the dates, places, and times for this review through notices of assessment. The County Assessor will be allowed to makes changes during the alternative review option time until the adjournment of the County Board of Equalization.

FURTHERMORE, the City of Isanti requests the County Assessor provide the annual report of valuations of properties in the City of Isanti; and an annual report of action taken during the Board of Review process.

The City of Isanti may renew its option to transfer if this agreement is not permanent.

Given under my hand this 7th day of January, 2019, agreement is not permanent.

Approved by the City Council of the City of Isanti this 7th day of January, 2019.

Attested:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

Office of the Assessor
555 18th Ave S.W.
Cambridge, MN 55008
(763) 689-2752

ISANTI COUNTY
EST. 1857

Michelle Moen	Assessor
Elisha Long	Deputy Assessor
Peter Blomquist	Appraiser
Scott Soderman	Appraiser
Joshua Anderson	Appraiser
Kristina Hamilton	Appraiser/Admin
Elizabeth Genadek	Admin Assistant

December 20, 2018

City of Isanti
110 1st Avenue North
P.O. Box 428
Isanti, MN 55040

RE: RENEWAL OF TRANSFER DUTIES

Six years ago, you agreed to transfer your Board of Review duties to the County. This change of duties has worked extremely well and we are asking that you continue to transfer those duties in the future.

We have enclosed a copy of the agreement you signed three years ago and a new agreement for you to sign for the future. By state law, the agreement must be for a minimum of three years, but can be for any number of years more than three.

Please consider continuing the agreement and return the signed document to our office by February 1, 2019. We have also included a tentative calendar for our Boards of Review. This is for your information only, and no action is required on your part.

Thank you for your attention to this matter.

Respectfully,

Michelle Moen

Michelle Moen
Isanti County Assessor

Enclosures

RESOLUTION NO. 2013-006

LOCAL BOARD OF REVIEW TRANSFER AGREEMENT

NOTICE IS HEREBY GIVEN that the City of Isanti in Isanti County, Minnesota has opted to transfer its powers and duties to the County and no longer chooses to perform the function of a local board of review. This agreement to transfer said duties is effective for the following assessment year and shall be **for a period of six (6) years (2013 through 2018).**

As a condition of this transfer, the county shall make available to those taxpayers with the City of Isanti a procedure for a review of their assessments, including but not limited to, an open book meeting. The County Assessor will notify taxpayers of the dates, places, and times for this review through notices of assessment. The County Assessor will be allowed to makes changes during the alternative review option time until the adjournment of the County Board of Equalization.

FURTHERMORE, the City of Isanti requests the County Assessor provide the annual report of valuations of properties in the City of Isanti; and an annual report of action taken during the Board of Review process.

The City of Isanti may renew its option to transfer if this agreement is not permanent.

Given under my hand this 7th day of January, 2013, agreement is not permanent.

CITY OF ISANTI

Mayor George A. Wimmer

Attested:

Donald C. Lorsung
City Administrator/City Clerk

(SEAL)

APRIL 2019 Tentative

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 Athens 7:00 p.m. Stanchfield 7:00 p.m.	16 Springvale 7:00 p.m. Bradford 7:00 p.m.	17 North Branch 7:00 p.m. Wyanett 7:00 p.m.	18 Maple Ridge 7:00 p.m. Cambridge Twn 7:00 p.m.	19	20
21	22	23	24	25	26	27
28	29	30	County Board of Appeal and Equalization June 19, 2019		**Townships/Cities-Board of Review meetings held at County Courthouse Township meeting at townhall Open Book All other townships & cities**	All other Townships/Cities are open book week of 15-19th

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JANUARY 15, 2019 – 7:00 P.M.
CITY HALL

I. Citizens Input

II. Agenda

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Minutes
1. January 7, 2019 – Regular Meeting of the City Council

G. Announcements

1.	**CITY OFFICES CLOSED**	Monday, January 21, 2019 *(In Observance of Martin Luther King Jr. Day)*
2.	Park, Recreation, & Culture Board Meeting	Tuesday, January 22, 2019 at 6:00 p.m.
3.	City Council Goal Setting Session	Tuesday, January 29, 2019 at 5:00 p.m.
4.	City Council Meeting	Tuesday, February 5, 2019 at 7:00 p.m.
5.	EDA Meeting	Tuesday, February 5, 2019 *(Immediately following the City Council Meeting)*

H. Council Committee Reports

I. Public Hearings

J. Business Items

<u>City Administrator Don Lorsung</u>

1. City Administrator Transition
   - **a.** Resolution 2019-XXX Approving Contract for City Administrator Position
   - **b.** Resolution 2019-XXX Approving Contract for Assistant City Administrator/ Special Projects Position
2. Appointments to Committees and Boards- Tabled Appointments
3. 2019 City Council Goal Setting Meeting- Request Review of Date
4. Resolution 2019-XXX Approving a Special Event Request for the 2019 Downtown Street Dances

K. Approve Consent Agenda
1. Consider Accounts Payable in the Amount of $181,087.08 and Payroll in the Amount of $129,645.83
2. Resolution 2019-XXX Approving Training Request for Mayor Johnson to Attend the 2019 League of Minnesota Cities Newly Elected Officials Leadership Conference

3. Resolution 2019-XXX Ending Probationary Period and Promotion to Full-Time Permanent Employee Status for Public Works Maintenance Technician William (Billy) Ross III
4. Resolution 2019-XXX to Declare Certain Property as Surplus and Authorize its Sale by Public Auction
5. Resolution 2019-XXX Approving Staff to Submit Applications for Grants Pertaining to Activities in Parks, Recreation, and Culture Department for 2019
6. Resolution 2019- XXX Approving 2019 Sublease with Full Tilt Bike Company LLC

L. Other Communications

1. Draft Minutes of the January 7, 2019 Economic Development Authority Meeting
2. December and Annual 2018 Police Department Reports
3. December Code Enforcement Officer Report
4. December Building Inspector Report
5. January Engineering Project Status Report

Adjournment

F.1.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
MONDAY, JANUARY 7, 2019 – 7:00 P.M.
CITY HALL

Human Resources/ City Clerk Katie Brooks administered the Oath of Office to the following elected officials at 7 p.m.:

Mayor – Jeff Johnson
Council Member – Paul Bergley
Council Member – Dan Collison

The meeting was then turned over to the Mayor.

I. Citizens Input

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Paul Bergley, and Steve Lundeen

Members Absent: Councilors: Ross Lorinser, and Dan Collison

Staff Present: City Administrator Don Lorsung, Human Resources/ City Clerk Katie Brooks, City Attorney Clark Joslin, Finance Director Mike Betker, Public Services Director Josi Wood, Police Chief Gene Hill, Lieutenant Travis Muyres, Assistant City Engineer Jason Cook, Police Officer Valerie Zeman, and Deputy City Clerk/ Human Resources Jaden Moore

A. Adopt Agenda

Addendum:

Delete I.1 Public Hearing for Abatement of the property located at 820 Dogwood St SW currently in violation of City Code 216-2 affecting health and safety and Ordinance No. 445 Zoning
Delete J.8 Resolution Approving the Purchase of New Car and to Equip Such Vehicle

B. Proclamations/Commendations/Certificate Awards

Employee Recognition- Years of Service

Mayor Jeff Johnson recognized those who have served 10 years, 15 years, and 25 years starting with Police Officer Valerie Zeman; 15 years, Police Department's Administrative Assistant Linda Goldben; 10 years, Public Works Technician Victor Fanth; 10 years, Police Department's Administrative Assistant Penny Anderson; 25 years.

F. Approve City Council Minutes

1. December 18, 2018 -Regular Meeting of the City Council

Motion by Bergley, second by Lundeen to approve minutes as presented. Motion carried.

2. November 20, 2018- Closed Session Minutes

Motion by Lundeen, second by Bergley to approve closed session minutes. Motion carried.

G. Announcements

1.	City Council Meeting	Tuesday, January 15, 2019 at 7:00 p.m.
2.	Planning Commission Meeting	Tuesday, January 15, 2019 *(Immediately following the City Council Meeting)*
3.	**CITY OFFICES CLOSED**	Monday, January 21, 2019 *(In Observance of Martin Luther King Jr. Day)*
4.	Park, Recreation, & Culture Board Meeting	Tuesday, January 22, 2019 at 6:00 p.m.
5.	City Council Goal Setting Session	Monday, January 28, 2019 at 8:00 a.m.

H. Council Committee Reports

None.

I. Public Hearings

~~1. Public Hearing for Abatement of the property located at 820 Dogwood St SW currently in violation of City Code 216-2 affecting health and safety and Ordinance No. 445 Zoning~~

J. Business Items

1. Interview Applicants for the Vacant Term Seats for the Park, Recreation and Culture Board (*Mayor Johnson*)

There was one applicant for the open Park, Recreation, and Culture Board. The applicant was James Witte. Mr. Witte stated his name and was then asked questions specific to the Board.
Motion by Lundeen, second by Bergley to re-appoint James Witte to the open Park, Recreation, and Culture Board seat. Motion carried.

a. Resolution 2019-001 Designating Committees and Representatives for City Commissions and Advisory Boards for 2019

City Administrator Don Lorsung shared that Ross Lorinser would like to be considered for appointment on Bike-Isanti County Committee, C-I Bike/Walk Trail Committee, and Public Works/ Labor Management Committee. A discussion amongst council whether committees should remain the same as 2018 or change. Mayor Johnson recommended committees remain the same except he would like to be considered as an alternate for Fire board and Councilor Steve Lundeen was selected as Mayor Pro-Tem in absence of Mayor Johnson.

Councilor Bergley questioned if the committees such as ICICLE and TH 65 that were dissolved in the past be reviewed. The Council discussed this matter with staff.
A motion was made by Bergley for committees to remain the same as 2018 with the conditions to table ICICLE and second appointee for Fire Board committee for further review, seconded by Lundeen. Motion carried.

City Administrator Don Lorsung

2. Consider Designating an Official Newspaper and Appointing Depositories and Professional Services for Year 2019

a. Open Bids for the Designation of the City's Official Newspaper

City Administrator Lorsung informed the Council that the City received two bids. One was from ECM Isanti County News and the other from Isanti-Chisago County Star. He then proceeded to open those bids.

Isanti County News	$1.99 per column inch (11 lines/inch) 1780 distributions in 55040
Isanti-Chisago County Star	$2.00 per column inch; (9 lines/inch) 1710 distributions in City of Isanti

b. Resolution 2019-002 Designating an Official Newspaper, Appointing Depositories and Professional Services and Setting City Council Meetings for Year 2019

Designating Isanti County News as the City's Official Newspaper after opening the two sealed bids received.
Motion by Lundeen to approve the Isanti County News, second by Bergley. Motion carried.
Motion by Lundeen to approve designated depositories from Falcon National Bank, Minnco Credit Union, Morgan Stanley Smith Barney LLC, and RBC Wealth Management, second by Begley. Motion carried.

3. Resolution 2019-003 Authorizing Signatures for the Purpose of Accessing and Maintaining City Funds and Investments

Motion by Lundeen, second by Bergley to approve resolution. Motion carried.

4. Resolution 2019-004 Affirming the Transition Plan for the City Administrator Position

Motion by Bergley, second by Lundeen to approve resolution. Motion carried.

5. Resolution 2019-005 Approving a Contract for Interim Community Development Consulting Services with Ryan Kernosky

Motion by Bergley, second by Lundeen to approve resolution. Motion carried.

6. Police officer Hiring Eligibility

a. Resolution 2019-006 Offering the Position of Full-Time Police Officer to Joshua Anderson
b. Resolution 2019-007 Offering the Position of Full-Time Police Officer to Brandon Anderson
c. Resolution 2019-008 Offering the Position of Full-Time Police Officer to Timothy Josephson
d. Resolution 2019-009 Offering the Position of Part-Time Police Officer to Kevin Stahl

Motion by Lundeen, second by Bergley to approve offering Full-Time Police Officer positions to Joshua Anderson, Brandon Anderson, Timothy Josephson, and Part-Time Police Officer position to Kevin Stahl. Motion carried.

City Attorney Clark Joslin

7. Review Conflict of Interest Policy

a. Resolution 2019-010 Approving the City of Isanti Conflicts of Interest Policy

City Attorney Clark Joslin addressed the Council regarding the annual review of the City of Isanti's Conflict of Interest Policy. Mr. Joslin explained the Conflict of Interest Policy was adopted several years ago and is readopted each year. The purpose of the policy is to avoid the appearance of impropriety, conflicts of interest, or that the City Council's decisions are based on anything other than the Council's best judgements and actions for the betterment of the City and the benefit of the residents and taxpayers of the City. To that end, the policy provides that members are to avoid and decline to participate in any business transactions in which they, a spouse, or an immediate family member would have a direct financial interest. Mr. Joslin continued to provide examples of what would constitute as a conflict.

Mr. Joslin also reminded the council on the Open Meeting Law by saying the League of Minnesota Cities requires meetings to be open unless there is an exception under Minnesota Law and that if there is an exception an announcement needs to be made.
Motion to approve resolution as presented by Lundeen, second by Bergley. Motion carried.

Police Chief Gene Hill

~~**8.** Resolution 2019-XXX Approving the Purchase of New Car and to Equip Such Vehicle~~

K. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $622,050.15 and Payroll in the Amount of $90,777.85 and Fourth Quarter Payroll for Council/Boards/Commissions in the Amount of $9528.69
2. Resolution 2019-011 Approving Isantian Ad Rates and Sponsorship Packages
3. Resolution 2019-012 Approving 2019 Community Garden Handbook and Registration Form

4. Resolution 2019-013 Authorizing a Reduction in the letter of Credit for Legacy Pines Subdivision Phase one
5. Resolution 2019-014 Authorizing Victor Fanth to Carry Over Excess Vacation Hours
6. Resolution 2019-015 Authorizing Chief Gene Hill to Carry Over Excess Vacation Hours
7. Resolution 2019-016 Authorizing Adam Gau to Carry Over Excess Vacation Hours
8. Resolution 2019-017 Authorizing John Jacobi to Carry Over Excess Vacation Hours
9. Resolution 2019-018 Authorizing Katie Everett to Carry Over Excess Vacation Hours
10. Resolution 2019-019 Local Board of Review Transfer Agreement

Motion by Lundeen, second by Bergley to approve Consent Agenda as presented. Motion carried.

Motion to change date and time of Goal setting Meeting by Bergley, second by Lundeen. Motion carried.

L. Other Communications

Council discussed changing Goal Setting Meeting to January 29th, 2019 at 5:00 p.m. due to Council member schedule.

Adjournment

Motion to adjourn by Bergley, second by Lundeen. Motion carried. The meeting was adjourned at 7:35 p.m.

Respectfully Submitted,

Jaden Moore

Deputy City Clerk/ Human Resources

J.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and City Council

From: Katie Brooks, Human Resources / City Clerk

Date: January 10, 2019

Subject: City Administrator Transition Plan

Attached as per direction of the City Council are draft contracts for Ms. Josi Wood and Mr. Don Lorsung to take on their new respective roles as City Administrator and Special Projects/Assistant City Administrator. These contracts have been reviewed with City Attorney Clark Joslin.

In the interim until a Public Works transition plan is approved, Ms. Wood will assist as needed. Mr. Lorsung will continue to provide the interim day to day contact for the Community Development Department until a new Community Development Director is on board and assist as needed with administrative items in the management transition.

Resolutions for each contract are attached for your consideration.

J.1.a.

RESOLUTION NO. 2019-xxx

RESOLUTION APPROVING CONTRACT FOR CITY ADMINISTRATOR POSITION

WHEREAS, the City Council of the City of Isanti is required to approve all employment contracts; and

WHEREAS, the City Council had approved City Resolution 2018-063 and 2019-004, affirming the transition plan for the City Administrator position; and

WHEREAS, as per that transition plan, a contract has been prepared and accepted by Ms. Josephine MB. Wood for the City Administrator position:

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA AS FOLLOWS:

1. The appointment of Ms. Josephine MB. Wood to the City Administrator's position is effective on January 16, 2019.
2. That the Mayor and Human Resources/City Clerk are authorized to sign the attached contract with Ms. Wood as approved by the City Council.
3. That the contract with Ms. Wood as Public Services Director / Assistant City Administrator is terminated as per contract provisions effective January 16, 2019.
4. That the Human Resources/City Clerk is directed to forward an executed copy of this resolution and signed Contract to the employee and place a copy in the employee's personnel file for future reference.

This resolution was duly adopted by the Isanti City Council this 15th day of January, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
City Clerk/Human Resources

Attachment A

EMPLOYMENT AGREEMENT

THIS AGREEMENT made and entered as of January 15, 2019, retroactively effective as of the 15th day of January, 2019, by and between the City of Isanti, Minnesota, a municipal corporation, herein called EMPLOYER, and Josephine MB. Wood, herein called EMPLOYEE.

EMPLOYER desires to employ the services of Josephine MB. Wood as City Administrator of the City of Isanti as provided by applicable Minnesota law and applicable ordinances of the City of Isanti, Minnesota.

It is the desire of the EMPLOYER to employ the EMPLOYEE and it is the EMPLOYEE's desire to accept employment from the EMPLOYER on the terms and conditions as set forth herein.

NOW THEREFORE IN CONSIDERATION OF THE MUTUAL COVENANTS HEREIN CONTAINED, THE EMPLOYER AND EMPLOYEE AGREE AS FOLLOWS:

1. Duties. As authorized pursuant to the provisions of Minnesota Statutes Section §412.111, the EMPLOYER hereby agrees to employ EMPLOYEE as City Administrator of the City of Isanti to perform the functions and duties as specified in Chapter 33, Article 1 of the Code of the City of Isanti as the same may be amended from time to time, and as supplemented pursuant to the job description for the position of City Administrator as the same may be amended from time to time.

2. Term. The EMPLOYEE's employment shall be for an indefinite term at the will of the EMPLOYER. The terms of this contract shall be applicable from January 15th, 2019.

3. Employment at Will. The EMPLOYEE is employed at the will of the EMPLOYER, and therefore may be terminated at any time with or without cause. The EMPLOYEE may resign her position at any time, and shall give at least 30 days' written notice to the EMPLOYER unless otherwise agreed by the parties.

4. Severance Benefit. Upon termination of the EMPLOYEE's employment by the EMPLOYER, the EMPLOYER shall pay the EMPLOYEE a severance benefit equal to six (6) months' gross salary together with continuation of employee and dependent health benefits for the six (6) month period following termination, except that such benefit shall not be paid on the following occurrences:

A. When EMPLOYEE voluntarily resigns;

B. When termination is for EMPLOYEE misconduct, as defined below;

C. When termination is made upon 180 days' written notice by EMPLOYER TO EMPLOYEE prior to the end of the fiscal year; and/or

D. When termination of employment results from death of the EMPLOYEE.

For the purpose of this agreement, EMPLOYEE misconduct shall include the following:

A. Conduct by the EMPLOYEE resulting in criminal charges against the EMPLOYEE (except for petty misdemeanor traffic violations); or

B. EMPLOYEE's violation of professional ethics resulting in public censure by the International City/County Management Association or resulting in an ethics charge under any applicable laws; or

C. EMPLOYEE's refusal to obey a lawful directive of the EMPLOYER; or

D. Acts by the EMPLOYEE intended to cause injury to the EMPLOYER.

5. Salary. The EMPLOYER agrees to pay EMPLOYEE for her services rendered pursuant to this contract on an annual base salary of $120,395.15 payable in pro-rated installments at the same time as other payroll employees of the EMPLOYER are paid.

6. Vacation, Sick Leave and Insurance Benefits. The EMPLOYEE shall accrue vacation from the effective date of this contract at the rate of 8.31 hours per pay period. Sick leave shall be provided as prescribed by the EMPLOYER's personnel policy, Insurance and other employee benefits shall be provided as prescribed by the EMPLOYER's personnel policy.

7. Performance Appraisal.

(a) The City Council and Mayor shall review and evaluate the performance of EMPLOYEE at least once annually preferably prior to November 30th. Said review and evaluation shall be in accordance with specific criteria developed

jointly by the EMPLOYER and EMPLOYEE. Said criteria may be added to or deleted from as the City Council and Mayor may from time to time determine, in consultation with EMPLOYEE. Further, the Mayor shall provide EMPLOYEE with a summary written statement of the findings of the City Council and Mayor at least 10 days prior to any meeting in which said findings will be discussed or reviewed, and shall provide an adequate opportunity for EMPLOYEE to discuss the evaluation with them.

(b) Annually the City Council, Mayor, and EMPLOYEE shall, in writing, define such goals and performance objectives which they determine necessary for the proper operation of the EMPLOYER and to attain the Governing Body's policy objectives. Further, relative priority shall be established among those various goals and objectives. They shall generally be achievable within the time limitations specified and the annual operating and capital budgets and appropriations provided.

(c) The salary and benefits of the EMPLOYEE shall be subject to an annual review in conjunction with the review and evaluation of performance described in subparagraph (a) above.

8. Car Allowance. EMPLOYEE's duties require that she has a need to use her personal automobile from time to time in the course of her employment on behalf of EMPLOYER. Accordingly, the EMPLOYER agrees to pay to EMPLOYEE the sum of $350.00 per month as and for allowance toward automobile expenses incurred by EMPLOYEE in the course of EMPLOYEE's work for EMPLOYER. EMPLOYEE shall be solely responsible for the maintenance, repair, replacement, taxes, gasoline, oil, tires and other operating expenses associated with EMPLOYEE's use of said automobile on City business. Use of her personal automobile for job related travel outside of the City shall be at the EMPLOYEE's discretion.

9. Scheduling. The EMPLOYEE shall abide by City Hall core hours as defined per the Personnel Policy and be able to respond via phone or email outside of those hours in a reasonable time-frame. The EMPLOYEE shall receive flexible scheduling hours prior to and after core hours, not to conflict with City Policy, during the months of September through May.

10. Retirement Benefit. The EMPLOYEE shall be entitled to participate in the accrual of retirement benefit contributions as prescribed for public employees under PERA and /or under any other retirement program, such as ICMA-RC, which may now or hereafter be available pursuant to and consistent with any applicable state or federal laws and EMPLOYER's personnel policy.

11. Outside Employment. The employment offered to EMPLOYEE by the EMPLOYER shall be the EMPLOYEE's exclusive employment, and the EMPLOYEE shall devote her full energies and efforts to the performance of her duties; provided, however, that upon prior consent of the City Council, the EMPLOYEE shall be entitled to accept occasional teaching, counseling or speaking engagements for compensation which do not conflict with the performance of her duties.

12. Personnel Policy. Except where specifically abridged or modified by this Agreement, the EMPLOYEE shall be subject to all terms and provisions of the EMPLOYER's personnel policies as set forth in the EMPLOYER's personnel policy manual. If any provision of this manual conflicts with a provision in this contract, then the contractual provision shall prevail.

13. Dues and Subscriptions and Professional Development.

(a) The EMPLOYER agrees, subject to annual budget approval, to pay the professional dues and subscriptions of EMPLOYEE to national, regional, state and local associations hereinafter described necessary and desirable for his continued professional participation, growth and advancement, and for the good of the EMPLOYER.

In Addition, the EMPLOYER agrees, subject to annual budget approval, to pay the travel and subsistence expenses of EMPLOYEE for attendance at regularly scheduled annual meetings of such professional organizations.

The professional organizations to which the EMPLOYER agrees to pay professional dues and subscriptions, as well as travel, and subsistence expenses for attendance at meetings, are: (1) The International City/County Management Association; (2) Minnesota City/County Management Association (Spring and Mid-winter professional development conferences); (3) The League of Minnesota Cities; (4) American Public Works Association; and the (5) Minnesota Rural

Water Association. The above list of such organizations may, from time to time, be expanded or contracted upon agreement of EMPLOYEE and the governing body.

(b) EMPLOYER agrees, subject to annual budget approval, to pay for the travel and subsistence expenses of EMPLOYEE for short courses, institutes and seminars that are necessary for professional development of EMPLOYEE.

(c) EMPLOYER agrees, subject to annual budget approval, to pay for the requirements, including dues and annual training, and related expenses to maintain Operator Certifications in both Water and Wastewater.

14. Indemnification and Bonding. The EMPLOYER shall defend, save harmless and indemnify EMPLOYEE against any tort, professional liability claim or demand or other legal action, whether meritorious or not, whether groundless or otherwise, arising out of any alleged act or omission occurring in the performance of EMPLOYEE's duties as Administrator. The EMPLOYER shall defend, compromise and settle any such claim or suit and pay the amount of any settlement or judgment.

It is understood and agreed that the obligation of the EMPLOYER to save EMPLOYEE harmless and to indemnify him does not extend to acts of EMPLOYEE which constitute gross and wanton negligence, are criminal in nature or were not directly related to the performance of EMPLOYEE's duties.

The EMPLOYER shall also bear the full cost of any fidelity or other bonds required of EMPLOYEE under any federal, state or local law or ordinance.

15. Severability. Should any provision of this agreement be held unlawful by a Court of competent jurisdiction, all other provisions of this agreement shall remain in force for the duration of the agreement.

16. Notices. Notices pursuant to this agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, and addressed as follows:

EMPLOYER	EMPLOYEE
Mayor of City of Isanti	Josephine MB Wood
City Hall	

P.O. Box 428
Isanti, MN 55040

Alternatively, notices required pursuant to this agreement may be personally served as prescribed by the Minnesota Rules of Civil Procedure. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the United States mail.

17. Council Approval. This Employment Agreement is subject to approval by the City Council of the City of Isanti, Minnesota.

IN WITNESS WHEREOF, the EMPLOYER has caused this agreement to be signed and executed on its behalf by the Mayor and HR/ City Clerk, and the EMPLOYEE has signed and executed this agreement as of the day and year first above written.

EMPLOYER
City of Isanti, Minnesota

By: _____
Jeff Johnson
Its Mayor

By: _____
Katie Brooks
Its HR/Deputy City Clerk

EMPLOYEE

_____
Josephine MB Wood

RESOLUTION NO. 2019-xxx

RESOLUTION APPROVING CONTRACT FOR ASSISTANT CITY ADMINISTRATOR / SPECIAL PROJECTS POSITION

WHEREAS, the City Council of the City of Isanti is required to approve all employment contracts; and

WHEREAS, the City Council had approved City Resolution 2018-063 and 2019-004, affirming the transition plan for the Assistant City Administrator / Special Projects position; and

WHEREAS, as per that transition plan, a contract has been prepared and accepted by Mr. Donald C. Lorsung for the Assistant City Administrator / Special Projects position:

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA AS FOLLOWS:

1. The appointment of Mr. Donald C. Lorsung to the Assistant City Administrator / Special Projects position is effective on January 16, 2019.
2. That the Mayor and Human Resources/City Clerk are authorized to sign the attached contract with Mr. Lorsung as approved by the City Council.
3. That the contract with Mr. Donald C. Lorsung as City Administrator is terminated as per contract provisions effective January 16, 2019.
4. That the Human Resources/City Clerk is directed to forward an executed copy of this resolution and signed Contract to the employee and place a copy in the employee's personnel file for future reference.

This resolution was duly adopted by the Isanti City Council this 15th day of January, 2019.

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
City Clerk/Human Resources

Attachment A

EMPLOYMENT AGREEMENT

THIS AGREEMENT made and entered into on January 15, 2019, by and between the City of Isanti, Minnesota, a municipal corporation, herein called EMPLOYER, and Donald C. Lorsung, herein called EMPLOYEE.

EMPLOYER desires to employ the services of Donald C. Lorsung as Assistant City Administrator / Special Projects of the City of Isanti as provided by applicable Minnesota law and applicable ordinances of the City of Isanti, Minnesota.

It is the desire of the EMPLOYER to employ the EMPLOYEE and it is the EMPLOYEE's desire to accept employment from the EMPLOYER on the terms and conditions as set forth herein.

NOW THEREFORE IN CONSIDERATION OF THE MUTUAL COVENANTS HEREIN CONTAINED, THE EMPLOYER AND EMPLOYEE AGREE AS FOLLOWS:

1. Duties. As authorized pursuant to the provisions of Minnesota Statutes Section §412.111, the EMPLOYER hereby agrees to employ EMPLOYEE as Assistant City Administrator / Special Projects to perform the functions and duties as specified in the approved job description of the City of Isanti, as the same may be amended from time to time.

2. Term. The EMPLOYEE's employment shall be at the will of the EMPLOYER. It is anticipated that the terms of this contract shall be applicable from January 16, 2019 through December 31, 2020, unless extended by mutual agreement of the EMPLOYER and EMPLOYEE or sooner if terminated as herein provided.

3. Employment at Will. The EMPLOYEE is employed at the will of the EMPLOYER, and therefore may be terminated at any time with or without cause. The EMPLOYEE may resign his position at any time, and shall give at least 30 days' written notice to the EMPLOYER unless otherwise agreed by the parties.

4. Severance Benefit. Upon termination of the EMPLOYEE's employment prior to December 31, 2020, by the EMPLOYER, the EMPLOYER shall pay the EMPLOYEE a severance benefit equal to six (6) months' gross salary together with continuation of the employee and dependent health insurance benefits for the six (6) month time period following termination, except that such benefit shall not be paid on the following occurrences:

A. When EMPLOYEE voluntarily resigns;

B. When termination is for EMPLOYEE misconduct, as defined below;

C. When termination is made upon 180 days' written notice by EMPLOYER TO EMPLOYEE prior to the end of the fiscal year; and/or

D. When termination of employment results from death of the EMPLOYEE.

For the purpose of this agreement, EMPLOYEE misconduct shall include the following:

A. Conduct by the EMPLOYEE resulting in criminal charges against the EMPLOYEE (except for petty misdemeanor traffic violations); or

B. EMPLOYEE's violation of professional ethics resulting in public censure by the International City/County Management Association or resulting in an ethics charge under any applicable laws; or

C. EMPLOYEE's refusal to obey a lawful directive of the EMPLOYER; or

D. Acts by the EMPLOYEE intended to cause injury to the EMPLOYER.

5. Salary. The EMPLOYER agrees to pay EMPLOYEE for his services rendered pursuant to this contract on an annual base salary of $120,395.15 payable in prorated installments at the same time as other payroll employees of the EMPLOYER are paid.

6. Vacation, Sick Leave and Insurance Benefits. The EMPLOYEE shall receive vacation as prescribed by the employers personnel policy based upon his total accrued tenure with the City. The EMPLOYEE'S current rate is 7.38 hours per pay period.

Sick leave shall be provided as prescribed by the EMPLOYER's personnel policy, with minimum Sick Leave accrual and payouts as per the City Personnel Policy in place at the start date of this contract.

Insurance benefits shall be provided as prescribed by the EMPLOYEE's employment policy. In the event the EMPLOYEE is working less than the prescribed minimum full-time hours, the EMPLOYEE and his dependents shall be able to stay enrolled in the EMPLOYER's insurance policy as an eligible employee, so long as the EMPLOYEE continues in good standing as an EMPLOYEE under this employment agreement.

7. Performance Appraisal. The City Administrator, or in absence of the City Administrator, the Mayor and Council shall review and evaluate the performance of EMPLOYEE at least once annually, preferably prior to November 1st of each year. Following completion of each such performance appraisal the EMPLOYEE shall be given a summary thereof.

8. Retirement Benefit. The EMPLOYEE is a participant in PERA and the ICMA-RC retirement plan for the City of Isanti.

9. Outside Employment. The employment offered to EMPLOYEE by the EMPLOYER shall be the EMPLOYEE's exclusive employment, and the EMPLOYEE shall devote his full energies and efforts to the performance of his duties; provided, however, that upon prior consent of the City Council, the EMPLOYEE shall be entitled to accept occasional teaching, counseling or speaking engagements for compensation which do not conflict with the performance of his duties.

10. Personnel Policy. Except where specifically abridged or modified by this Agreement, the EMPLOYEE shall be subject to all terms and provisions of the EMPLOYER's personnel policies as set forth in the EMPLOYER's personnel policy manual. If any provision of this manual conflicts with a provision in this contract, then the contractual provision shall prevail. Benefits shall be based on the EMPLOYEE'S service to the City, which began on November 14, 2005.

12. Dues and Subscriptions and Professional Development.

(a) The EMPLOYER agrees, subject to annual budget approval, to pay the professional dues and subscriptions of EMPLOYEE to national, regional, state and local associations hereinafter described necessary and desirable for his continued professional participation, growth and advancement, and for the good of the EMPLOYER.

In Addition, the EMPLOYER agrees, subject to annual budget approval, to pay the travel and subsistence expenses of EMPLOYEE for attendance at regularly scheduled annual meetings of such professional organizations.

The professional organizations to which the EMPLOYER agrees to pay professional dues and subscriptions, as well as travel, and subsistence expenses for attendance at meetings, are: (1) The International City/County Management Association; (2) Minnesota City/County Management Association (Spring and Mid-winter professional development conferences); (3) The League of Minnesota Cities; (4) the Minnesota City/County Management Association; and (5) the American Planning Association. The above list of such organizations may, from time to time, be expanded or contracted upon agreement of EMPLOYEE and the governing body.

(b) EMPLOYER agrees, subject to annual budget approval, to pay for the travel and subsistence expenses of EMPLOYEE for short courses, institutes and seminars that are necessary for professional development of EMPLOYEE.

(c) EMPLOYER agrees, subject to annual budget approval, to pay for the dues/reasonable related expenses to participate in one (1) service club serving the City of Isanti.

13. Indemnification and Bonding. The EMPLOYER shall defend, save harmless and indemnify EMPLOYEE against any tort, professional liability claim or demand or other legal action, whether meritorious or not, whether groundless or otherwise, arising out of any alleged act or omission occurring in the performance of EMPLOYEE's duties as Administrator. The EMPLOYER shall defend, compromise and settle any such claim or suit and pay the amount of any settlement or judgment.

It is understood and agreed that the obligation of the EMPLOYER to save EMPLOYEE harmless and to indemnify him does not extend to acts of EMPLOYEE which constitute gross and wanton negligence, are criminal in nature or were not directly related to the performance of EMPLOYEE's duties.

The EMPLOYER shall also bear the full cost of any fidelity or other bonds required of EMPLOYEE under any federal, state or local law or ordinance.

14. Severability. Should any provision of this agreement be held unlawful by a Court of competent jurisdiction, all other provisions of this agreement shall remain in force for the duration of the agreement.

15. Notices. Notices pursuant to this agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, and addressed as follows:

EMPLOYER	EMPLOYEE
Mayor of City of Isanti City Hall	Donald Lorsung

P.O. Box 428
Isanti, MN 55040

Alternatively, notices required pursuant to this agreement may be personally served as prescribed by the Minnesota Rules of Civil Procedure. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the United States mail.

16. Council Approval. This Employment Agreement is subject to approval by the City Council of the City of Isanti, Minnesota.

IN WITNESS WHEREOF, the EMPLOYER has caused this agreement to be signed and executed on its behalf by the Mayor and HR/City Clerk, and the EMPLOYEE has signed and executed this agreement as of the day and year first above written.

EMPLOYER

City of Isanti, Minnesota

By: _____
Jeff Johnson
Its Mayor

By: _____
Katie Brooks
Its HR/City Clerk

EMPLOYEE

_____
Donald C. Lorsung

J.2.

TO: Mayor Johnson and City Council

FROM: Don Lorsung, City Administrator

DATE: January 10, 2019

RE: Appointments to Committees and Boards – Tabled Appointments

At the last City Council Meeting, the City Council tabled appointments for a second Councilmember to the Fire Board and appointment of a Councilmember to ICICLE. These tabled items are placed back on this agenda for your consideration. Attached is the resolution from the last City Council meeting for your reference.

Regarding ICICLE, I did contact Cambridge City Administrator Lynda Woulfe and ICICLE has 4 meetings scheduled for 2019. The meetings are scheduled on Mondays, on January 28, April 8, July 8 and October 14, 2019 at 12 noon. The location varies.

RESOLUTION NO. 2019-001

RESOLUTION DESIGNATING COMMITTEES AND REPRESENTATIVES FOR CITY COMMISSIONS AND ADVISORY BOARDS FOR YEAR 2019

WHEREAS, the City is required to make certain official appointments at the beginning of each year; and,

WHEREAS, the City Council must appoint City Council members to represent the City on various City and County-wide organizations on an annual basis:

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. That the City Council appoints the following individuals to represent the City on the following commissions, boards and advisory committees for 2019:

Committee of the Whole	Mayor and City Council
Economic Development Authority	Mayor and City Council
Parks, Recreation & Culture Board	Mayor
Planning Commission	Mayor and City Council
Rum River BMX Association Board	Collison
Community Education	Mayor
Cable TV Liaison	Lundeen
Civil Defense Director	Mayor
Fire District	Lundeen
ICICLE	
School Liaison	Mayor, Lundeen
Chamber of Commerce Liaison	Mayor
Bike Isanti County Committee	Mayor
C-I Bike/Walk Trail	Mayor
Public Works Labor Management Committee	Mayor - Guest Representative
Weed Inspector	Mayor

2. That the City Council appoints the following to act as Mayor Pro-tem in the absence of the Mayor: Councilor Steve Lundeen.

3. That the Planning Commission, Economic Development Authority Board, and Park, Recreation and Culture Board shall meet on the date and times as designated as outlined on the attached schedule and posted at Isanti City Hall.

4. That the City Council designates the following individuals to the Park, Recreation and Culture Board for 2019:

Jenny Garvey	*(term expiration 12-31-2020)*
Aaron Zdon	*(term expiration 12-31-2019)*
James Witte	*(term expiration 12-31-2021)*
_____	*(term expiration 12-31-2021)*
Jeff Johnson	Council Representative (*term expiration 12-31-2019*
_____	Student Representative *(term expiration 12-31-2019)*

5. That the City Council designates the following individuals to the Planning Commission for year 2019:

Mayor and City Council:	
Jeffrey Johnson	(*term expiration 12-31-2019)*
Dan Collison	(*term expiration 12-31-2019*)
Ross Lorinser	*(term expiration 12-31-2019*)
Paul Bergley	(*term expiration 12-31-2019*)
Steve Lundeen	*(term expiration 12-31-2019*)
Appointed Members:	
_____	*(term expiration 12-31-2021)*
Arissya Simon	*(term expiration 12-31-2019)*

6. That the City Council Economic Development Authority Board membership terms are as follows for year 2019:

Mayor and City Council:	
Jeffrey Johnson	*(term expiration 12-31-2019)*
Dan Collison	*(term expiration 12-31-2019)*
Ross Lorinser	*(term expiration 12-31-2019)*
Paul Bergley	*(term expiration 12-31-2019)*
Steve Lundeen	*(term expiration 12-31-2019)*
Appointed Members:	
_____	*(term expiration 12-31-2024)*
Jill Reller	*(term expiration 12-31-2020)*

This Resolution is hereby approved by the Isanti City Council this 7th day of January, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

J.3.

TO: Mayor Johnson and City Council

FROM: Don Lorsung, City Administrator

DATE: January 10, 2019

RE: 2019 City Council Goal Setting Meeting

At the last City Council Meeting, the City Council set the Goal Setting Meeting for 5:00 p.m., Tuesday, January 29, 2018. In further reviewing this with staff, Public Services Director / Assistant City Administrator Josi Wood has a scheduling conflict and is not able to attend. Staff is able to attend meetings on Monday or Wednesday night that week.

Staff respectfully requests consideration of changing the Goal Setting Meeting date.

Request for City Council Action - MEMO

To: **Mayor Johnson and Members of the City Council**

From: Katie Everett, Parks, Recreation, and Culture Manager

Date: January 15, 2019

Subject: A Resolution Approving a Special Event Request for the 2019 Downtown Street Dances

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Background

City staff has submitted a special event permit application to host three downtown street dances. The first street dance will be held Saturday, June 22 from 7:00 p.m. to 11:00 p.m. featuring *Hitchville*. The second is on Saturday, July 20 from 7:00 p.m. to 11:00 p.m. featuring *Audio Circus*. The third dance is on Saturday, August 17 from 7:00 p.m. to 11:00 p.m. featuring *Good for Gary,* and will be the closing event for Celebrate Isanti.

The dances will be held at the intersection of 1st Avenue and Main Street. The estimated number of people to be in attendance is 500 - 1000 people per dance. A beer wagon, food vendors, and non-food vendors will be present at each dance. Alcohol sales will be monitored through the use of wristbands and law enforcement presence. The event will be free to the public. A 15' x 35' stage will be set-up in the right-of-way between Isanti Retail Meats and the Creamery. Parking for the event will be located at City Hall, the Community Center, the public lot behind Isanti Custom Meats/Isanti Post Office, and some street parking.

Given that the events are street dances, some roadways will be closed for the event. Main Street from the Railroad tracks to 2nd Ave NW as well as 1st Ave NW from City Hall to the alley behind Custom Meats and the Post office will be closed for the event. Absolute Portable Restrooms will provide restroom facilities for the event. Portables will be placed on 1st Ave south of Main Street and on the grass lot east of Retail Meats (pending approval from Retail Meats). Additional trash and recycling receptacles will be brought in for the events; City staff will clean up after the event. There will be a public addressing system and sound amplification provided outside by the band on stage. Both Public Works and the Police Department will be providing assistance with the event.

Should the weather not cooperate for any of the events, the event will be cancelled. Any cancellations will be posted to the City's website and the Isanti Events and Community Center Facebook page as early as possible.

The attached site plan shows the location of components for the event on Main Street. Copies of letters that will be sent to surrounding property owners have also been attached for Council review. The complete application as well as departmental review are attached.

Staff Request

City staff is requesting approval of the Street Dance Special Event Permit application and attachments.

Attachments

- Resolution No. 2019-XXX
- Special Event Application – Downtown Street Dances
    - Application Form
    - Site Plan – Isanti Street Dance / Downtown
    - Draft Vendor Applications
    - Sample Letter to Business Owners
    - Sample Letter to Residents

RESOLUTION NO. 2019-XXX

A RESOLUTION APPROVING THE SPECIAL EVENT APPLICATION FOR THE 2019 DOWNTOWN STREET DANCES

WHEREAS, the City of Isanti will be hosting Downtown Street Dances to be held at the intersection of 1st Avenue and Main Street within downtown Isanti on Saturday, June 22, 2019 from 7:00 p.m. to 11:00 p.m., Saturday, July 14, 2018 Jonah and the Whales from 7:00 p.m. to 11:00 p.m., and Saturday, August 11, 2018 (the closing event for Celebrate Isanti) from 7:00 p.m. to 11:00 p.m.; and

WHEREAS, the events are free and open to the public; and,

WHEREAS, the City of Isanti will require assistance from both the Police Department and Public Works Department for the events; and,

WHEREAS, City staff are requesting that the $100.00 clean up deposit fee be waived for this event;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby waive the $100.00 deposit and approve assistance and authority in the areas as provided below for the Street Dances to be held on Saturday, June 22, Saturday, July 20, and Saturday, August 17, 2019:

1. Assistance from both Public Works and the Police Department for the event when necessary.
2. Closure of a portion of Main Street W beginning at the Railroad tracks to 2nd Ave NW. Closure of 1st Ave NW/SW from City Hall to the alley behind Custom Meats and the Post Office.
3. Placement of a stage within City right-of-way located between Isanti Retail Meats and the Creamery.
4. Parking to be provided at City Hall, the Community Center, public parking areas behind Isanti Custom Meats and the Post Office, and on City streets.
5. Ability to serve alcohol from a beer wagon and have designated food and non-food vendors present and located as shown on the site plan.
6. Allow a public address system and sound amplification for the bands
7. No back up locations will be booked.
8. Placement of temporary directional signs on City property and private property (with property owner permission) to direct individuals to the event and parking areas.

AND FURTHERMORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that this Resolution is hereby the 'Permit' for the above stated Special Events.

This Resolution hereby approved by the Isanti City Council this 15th day of January, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: January 4, 2019

APPLICANT INFORMATION

Sponsoring Entity (if applicable): City of Isanti

Contact Person: Katie Everett

Address: 110 1st Ave NW, PO Box 428

City: Isanti State: MN Zip: 55040

Phone: 763-444-5512 Fax: 763-444-5560 Cell: 763-772-5856

E-mail: isantiparks@cityofisanti.us

Secondary Contact Person: Josi Wood

Address: 110 1st Ave NW, PO Box 428

City: Isanti State: MN Zip: 55040

Phone: 763-444-5512 Cell: ___-___-___ E-mail: jwood@cityofisanti.us

EVENT INFORMATION

Event Name: Downtown Isanti Street Dances

Date(s) of Event: June 22, July 20, and August 17, 2019

Hours of Event: 7:00 - 11:00 pm

Type of Event: [✓] Open to the Public [ ] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
Street dances to be held on 1st Ave and Main Street with food and non-food vendors and a beer wagon. Live music will be played from 7-11 pm on an outdoor stage.

Proposed Location of the Event (be specific, site map also required):
Downtown Isanti: the stage will be located on 1st Ave & Main Street between Isanti Retail Meats and the Creamery Crossing. (Street closures as described below)

Estimated Number of People in Attendance (includes staff, participants, and spectators):
500-1000 per event

Parking Impact – Describe in detail:
Parking available at City Hall, Isanti Community Center, and the public lot behind Isanti Custom Meats/Isanti Post Office. Some street parking available.

Tents, equipment, amusement rides, etc.
Type: Stage and pop up tent
Size: Stage: 15'x35', tent: 10'x10'
Location: Between Retail Meats and Creamery on 1st Ave

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
N/A

Are you requesting any street closures? If yes, list streets:
Main St from railroad tracks to 2nd Ave N and 1st Ave from City Hall to alley behind Custom Meats/Post Office.

Restrooms (Portable) – Name or entity providing these services; and number of facilities to be provided. When other restroom facilities are not provided on-site or are limited; the applicant will need to pay for additional restroom facilities. For those events exceeding 75 persons, one (1) additional restroom shall be provided; for events exceeding 150 persons, two (2) additional restrooms shall be provided. For events exceeding 250; the Planning for Special Events-Usage Chart shall be used.

Absolute Portables will provide additional restrooms; the number will be assessed by staff prior to each event.

Security Plans – Name or entity providing these services. (A Police Officer is required if alcohol is being served or at the discretion of the Police Chief).
Alcohol sales will be monitored with use of wristbands and law enforcement presence.

Clean-up Plans – Describe in detail:
Public Works and City Staff will clean up after the event - collect trash, move picnic tables out of the way, remove stage, and reopen streets.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Live entertainment – Describe in detail:
Live bands will play at each date between 7 and 11 pm
June 22 - Hitchville; July 20 - Audio Circus; August 17 - Good for Gary

Will any other public addressing system or sound amplification be used? If so, describe:
Yes - the bands will be using amplifiers at levels allowed within City code.

If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?
1) Free event 2)No donations collected 3)Vendor fees and beer sales help offset costs of Street Dance.

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature:

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

OFFICE USE ONLY

Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief
__X__ Approved _____ Denied _____ N/A Signature: Email Approval (attached

Police Chief
__X__ Approved _____ Denied _____ N/A Signature: Email Approval (attached)

Public Services Director
__X__ Approved _____ Denied _____ N/A Signature: Jon Wood

Parks, Recreation, and Culture Manager
__X__ Approved _____ Denied _____ N/A Signature: Katie Event

Community Development Director
__X__ Approved _____ Denied _____ N/A Signature:

City Administrator
__X__ Approved _____ Denied _____ N/A Signature:

City Council
_____ Approved _____ Denied

Date of Review: _____

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Josi Wood

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Monday, January 07, 2019 8:09 AM
To: Isanti Parks
Cc: Josi Wood; Chief Gene Hill
Subject: RE: Street Dance Special Event Permit

Katie/Josi,

Isanti Fire approves the 2019 street dance special event permit application as submitted.

Thanks!

Al

ALAN JANKOVICH | FIRE CHIEF
ISANTI FIRE DISTRICT
401 1ST AVE NW, PO BOX 490 | ISANTI MN 55040
763.444.8019 | aljankovich@isantifiredistrict.org | www.isantifiredistrict.org

From: Isanti Parks <IsantiParks@cityofisanti.us>
Sent: Friday, January 4, 2019 10:38 AM
To: Chief Gene Hill <ChiefHill@cityofisanti.us>; Al Jankovich <aljankovich@isantifiredistrict.org>
Subject: Street Dance Special Event Permit

Good morning!

I have attached the special event permit for the 2019 Street Dances. Our events will be June 22, July 20, and August 17 this year. Please also make a note on your calendars that August 17 will be the Celebrate Isanti event (separate permit coming soon). We are not expecting any changes to the event details from the past several years.

Please respond with your approval or comments by **Wednesday, January 9** and cc jwood@cityofisanti.us as I will be out of the office.

Thank you,

Katie Everett
Parks, Recreation, and Culture Manager
City of Isanti
110 1st Ave NW

Isanti Parks

From: Chief Gene Hill
Sent: Friday, January 04, 2019 11:00 AM
To: Al Jankovich; Isanti Parks; Josi Wood
Subject: Re: Street Dance Special Event Permit

Approved

Get Outlook for Android

From: Isanti Parks
Sent: Friday, January 4, 2019 10:38:02 AM
To: Chief Gene Hill; Al Jankovich
Subject: Street Dance Special Event Permit

Good morning!

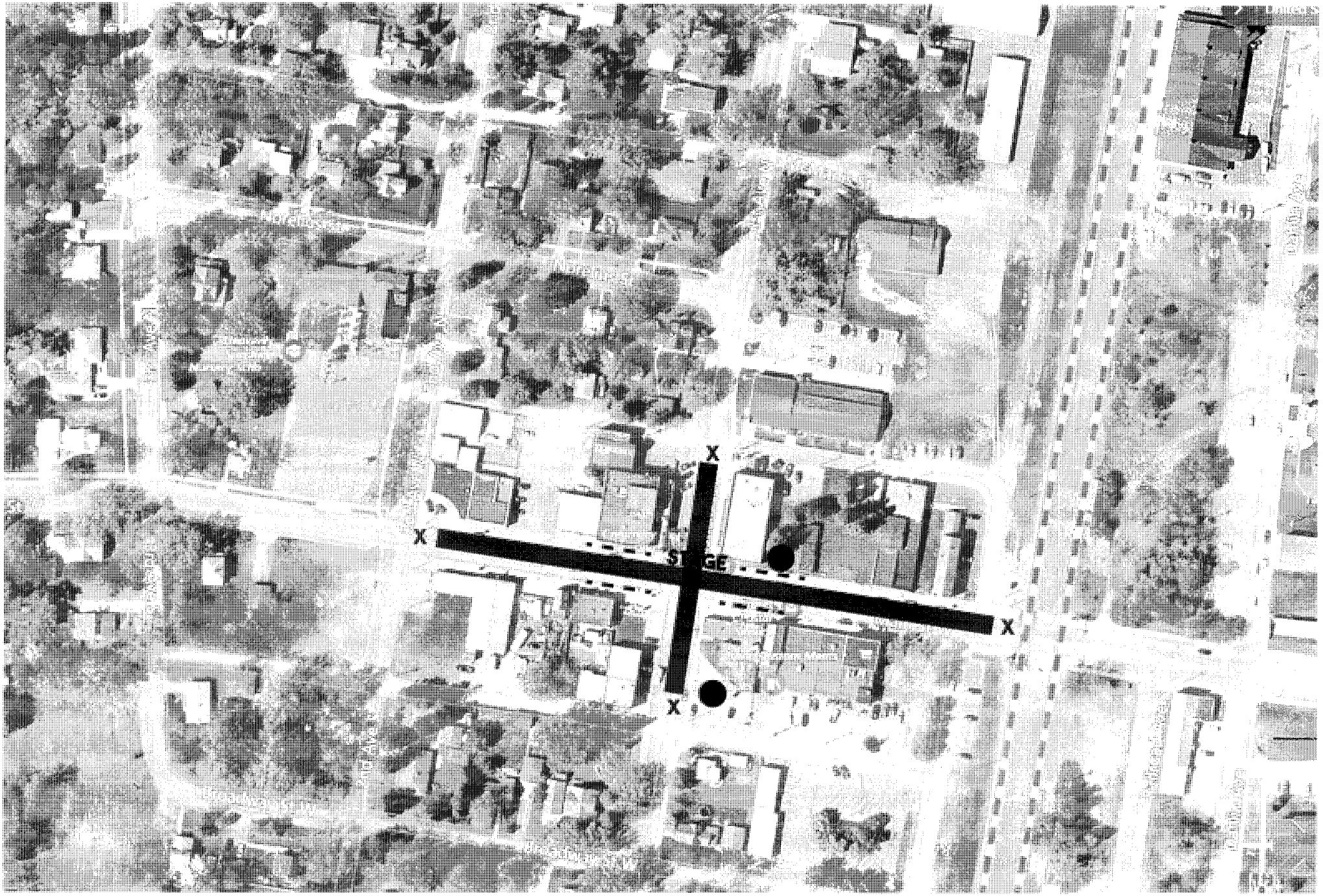
I have attached the special event permit for the 2019 Street Dances. Our events will be June 22, July 20, and August 17 this year. Please also make a note on your calendars that August 17 will be the Celebrate Isanti event (separate permit coming soon). We are not expecting any changes to the event details from the past several years.

Please respond with your approval or comments by **Wednesday, January 9** and cc jwood@cityofisanti.us as I will be out of the office.

Thank you,

Katie Everett
Parks, Recreation, and Culture Manager
City of Isanti
110 1st Ave NW
P.O. Box 428
Isanti, MN 55040

Office: 763-444-5512
Cell: 763-772-5856
Fax: 763-444-5560


X
X
X
X
- - - - VENDORS
X STREET CLOSURE
RESTROOMS

DOWNTOWN ISANTI STREET DANCES

2019 Food Vendor Application

June 22, July 20, August 17*
7:00 – 11:00 pm
*Celebrate Isanti – Full Day event

City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560
www.cityofisanti.us

NAME OF BUSINESS _____

CONTACT NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

BUSINESS PHONE _____ CELL _____

EMAIL _____

WEBSITE _____

LIST OF FOOD BEING SOLD _____

_____

_____

FOOD VENDOR FEE

DATES APPLYING	FEE
☐ June 22, 2019	$50
☐ July 20, 2019	$50
☐ August 17, 2019	$50
☐ Car Show (optional)	

Amount Enclosed

$_____

Preference will be given to vendors applying for all dates.
Make check payable to City of Isanti. *Please note, August 17 is the Celebrate Isanti event including a car show on Main Street. Vendors wishing to participate in the full day must be parked by 9:00 am.*

Waiver of Liability Responsibility Indemnification—to the extent permitted by law, participant hereby agrees to protect, indemnify, defend and hold harmless the City of Isanti, City employees, agencies, insurers and volunteers against all claims, losses or damages to persons or property and costs arising out of or connected with the event associated with the Downtown Isanti Street Dances, including, but not limited to: set-up, removal, maintenance, occupancy or use of the property, the City of Isanti and its affiliates.

Authorized Signer _____

Title _____ Date _____

- Waiver of Liability must be signed (on this form)
- Cancellations on or before 1 month prior to event for refund. Within 1 month all fees forfeited.
- Band plays 7:00 – 11:00 pm. Set up no earlier than 4:00 pm, unless with prior approval.
- All vendors must comply with loading/unloading and parking regulations/restrictions. This info will come 2 weeks before event.
- There will not be competing food types among vendors. Coordinator reserves the right to limit the types of food you offer.
- All sales taxes and filings are the sole responsibility of the vendor.
- An ST-19 tax form must be submitted with this application for our records.
- A copy of your Liability Insurance and State Health Permit must accompany your application.
- This is an outdoor event. We are not responsible for the weather. In case of inclement weather, vendors will be notified of cancellation. No refunds will be granted.

Vendor spaces are limited. *The City of Isanti reserves the right to accept and deny vendors. Checks will be returned to vendors not chosen.*

Questions? Contact Katie Everett, Parks, Recreation, and Culture Manager: 763-444-5512 or isantiparks@cityofisanti.us.

DOWNTOWN ISANTI STREET DANCES

2019 Non-Food Vendor Application

June 22, July 20, August 17*
7:00 – 11:00 pm
*Celebrate Isanti – Full Day event

City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560
www.cityofisanti.us

NAME OF BUSINESS _____

CONTACT NAME _____

ADDRESS _____

CITY_____ STATE _____ ZIP_____

BUSINESS PHONE_____ CELL_____

EMAIL _____

WEBSITE_____

LIST OF FOOD BEING SOLD _____

_____

_____

FOOD VENDOR FEE

DATES APPLYING	FEE
☐ June 22, 2019	$25
☐ July 20, 2019	$25
☐ August 17, 2019	$25

Amount Enclosed

$_____

Preference will be given to vendors applying for all dates. **Make check payable to City of Isanti.** *Please note, August 17 is the Celebrate Isanti event including a car show on Main Street. Access to Main Street for set up may be slightly delayed.*

Waiver of Liability Responsibility Indemnification—to the extent permitted by law, participant hereby agrees to protect, indemnify, defend and hold harmless the City of Isanti, City employees, agencies, insurers and volunteers against all claims, losses or damages to persons or property and costs arising out of or connected with the event associated with the Downtown Isanti Street Dances, including, but not limited to: set-up, removal, maintenance, occupancy or use of the property, the City of Isanti and its affiliates.

Authorized Signer _____

Title_____ Date_____

- Waiver of Liability must be signed (on this form)
- Cancellations on or before 1 month prior to event for refund. Within 1 month all fees forfeited.
- Band plays 7:00 – 11:00 pm. Set up no earlier than 4:00 pm, unless with prior approval.
- All vendors must comply with loading/unloading and parking regulations/restrictions. This info will come 2 weeks before event.
- There will not be competing food types among vendors. Coordinator reserves the right to limit the types of food you offer.
- All sales taxes and filings are the sole responsibility of the vendor.
- An ST-19 tax form must be submitted with this application for our records.
- A copy of your Liability Insurance and State Health Permit must accompany your application.
- This is an outdoor event. We are not responsible for the weather. In case of inclement weather, vendors will be notified of cancellation. No refunds will be granted.

Vendor spaces are limited. *The City of Isanti reserves the right to accept and deny vendors. Checks will be returned to vendors not chosen.*

Questions? Contact Katie Everett, Parks, Recreation, and Culture Manager: 763-444-5512 or isantiparks@cityofisanti.us.

A Community For Generations.

Isanti

December 27, 2018

Dear Isanti Business Owner:

The City of Isanti will be hosting street dances throughout Summer 2019 on Saturday **June 22**, (*Band 1*), Saturday **July 20** (*Band 2*), and Saturday **August 17** (*Band 3*). Bands will begin playing at 7:00 pm and finish at 11:00 pm. The featured band will perform on an outdoor stage at the corner of 1st Avenue and Main Street, between Isanti Retail Meats and the Creamery Crossing.

These events will require street closures for participant safety. Main Street will be closed from just west of the railroad tracks to 3rd Avenue. 1st Avenue will be closed from the alley south of Main Street to the alley north of Main Street. The road closures will begin at approximately 1:00 pm the day of each event. Please make plans for this in advance of the event. **No Parking will be allowed on the closed portion of Main Street from 2:00 pm the day of the event – 12:00 am the next day.** The municipal parking lots at City Hall and south of Main Street behind Isanti Custom Meats will be accessible at all times. We appreciate your cooperation.

We hope you will take advantage of the heightened foot traffic that will be in the Downtown Isanti area during the time of these events. You are welcome to hand out information to promote your business such as coupons to redeem at a later date or a discount offered for event day. We hope that these events prove advantageous for your business.

If you have any questions, please call me at 763-444-5512 or email me at isantiparks@cityofisanti.us.

Sincerely,

Katie Everett

Katie Everett
Parks, Recreation, and Culture Manager

A Community For Generations.

Isanti

December 27, 2018

Dear Isanti Resident:

The City of Isanti will be hosting street dances throughout Summer 2019 on Saturday **June 22**, (*Band 1*), Saturday **July 20** (*Band 2*), and Saturday **August 17** (*Band 3*). Bands will begin playing at 7:00 pm and finish at 11:00 pm. The featured band will perform on an outdoor stage at the corner of 1st Avenue and Main Street, between Isanti Retail Meats and the Creamery Crossing.

If you live close to the intersection of Main Street and 1st Avenue you may be able to hear the music from your home. The band will be playing from 7:00 -11:00 pm with sound check beginning as early as 4:00 pm. Please be advised that music will be played at levels within City approved regulations.

The street dance will require street closures for participant safety. Main Street will be closed from just west of the railroad tracks to 2nd Avenue. 1st Avenue will be closed from the alley south of Main Street to the alley north of Main Street before City Hall. The road closures will begin between 1:00 and 2:00 pm on June 22 and July 20. Please make plans for this in advance of the event. **No Parking will be allowed on the closed portion of Main Street from 2:00 pm the day of the event until 12:00 am the next day.** *Main Street will be closed the majority of the day August 17 for Celebrate Isanti activities.* These road closures will not affect accessibility to your home. We appreciate your cooperation.

We hope you will attend the street dance event and enjoy the concert, beer wagon, and food vendors that will be present.

If you have any questions or concerns, please contact Katie Everett at 763-444-5512 or isantiparks@cityofisanti.us.

Sincerely,

Katie Everett

Katie Everett
Parks, Recreation, and Culture Manager

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 1/11/2019 - 1/11/2019 | Jan 11, 2019 10:07AM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/19	01/11/2019	50365	2689	ADVANCED POWER SERVICES INC	602-20200	169.00
01/19	01/11/2019	50366	2545	AQUARIUS HOME SERVICES	601-20200	140.00
01/19	01/11/2019	50367	2577	ASCAP	609-20200	357.00
01/19	01/11/2019	50368	2213	AUTO CITY CLASSIC INC	101-20200	250.00
01/19	01/11/2019	50369	53	BELLBOY CORPORATION	609-20200	4,913.50
01/19	01/11/2019	50370	9	BERNICKS PEPSI-COLA	609-20200	1,224.65
01/19	01/11/2019	50371	2221	C & L DISTRIBUTING	609-20200	82.50
01/19	01/11/2019	50372	1522	CERTIFIED LABORATORIES	101-20200	148.57
01/19	01/11/2019	50373	1736	COMM OF MMB, TREAS DIV	101-20200	1,240.00
01/19	01/11/2019	50374	2685	COX, BRENNAN	101-20200	3.04
01/19	01/11/2019	50375	1472	CRAWFORDS EQUIPMENT INC	101-20200	370.20
01/19	01/11/2019	50376	187	CRYSTEEL TRUCK EQUIPMENT	101-20200	4,585.50
01/19	01/11/2019	50377	8	DAHLHEIMER DISTRIBUTING CO	609-20200	20,499.42
01/19	01/11/2019	50378	55	ECM PUBLISHERS INC	101-20200	53.75
01/19	01/11/2019	50379	912	FASTENAL COMPANY	101-20200	146.94
01/19	01/11/2019	50380	1851	FLAHERTYS HAPPY TYME COMPANY	609-20200	228.00
01/19	01/11/2019	50381	2118	FRANSEN, LINDA	101-20200	760.00
01/19	01/11/2019	50382	2690	G&G LAND DEVELOPMENT	603-20200	11.95
01/19	01/11/2019	50383	1400	GENERAL CODE	101-20200	995.00
01/19	01/11/2019	50384	134	GOPHER STATE ONE-CALL INC	601-20200	24.30
01/19	01/11/2019	50385	921	GRANITE ELECTRONICS	101-20200	157.00
01/19	01/11/2019	50386	160	HAWKINS INC	601-20200	1,351.62
01/19	01/11/2019	50387	188	ISANTI COUNTY SHERIFF	101-20200	500.00
01/19	01/11/2019	50388	1563	ISANTI ELECTRIC INC	226-20200	1,859.21
01/19	01/11/2019	50389	162	ISANTI RENTAL	603-20200	289.34
01/19	01/11/2019	50390	1435	ISANTI TOWNSHIP	101-20200	880.08
01/19	01/11/2019	50391	7	JOHNSON BROTHERS LIQUOR CO	609-20200	16,744.43
01/19	01/11/2019	50392	1857	JOSLIN & MOORE	101-20200	5,717.20
01/19	01/11/2019	50393	5	KAWALEK TRUCKING	609-20200	413.00
01/19	01/11/2019	50394	136	LEAGUE OF MN CITIES	101-20200	855.00
01/19	01/11/2019	50395	131	MACQUEEN EQUIPMENT INC	101-20200	381.45
01/19	01/11/2019	50396	17	MCDONALD DISTRIBUTING CO	609-20200	11,173.70
01/19	01/11/2019	50397	616	MENARDS - CAMBRIDGE	101-20200	360.05
01/19	01/11/2019	50398	281	MINNCO CREDIT UNION	101-20200	4,210.88
01/19	01/11/2019	50399	1044	MINNEAPOLIS FINANCE	101-20200	115.20
01/19	01/11/2019	50400	1536	MINNESOTA DEED	219-20200	833.33
01/19	01/11/2019	50401	2208	MINNESOTA EQUIPMENT	101-20200	264.44
01/19	01/11/2019	50402	1180	MLB PRINTING INC	101-20200	265.00
01/19	01/11/2019	50403	33	MN CHIEFS OF POLICE	101-20200	450.00
01/19	01/11/2019	50404	1445	MN PUBLIC FACILITIES AUTHORITY	601-20200	54,627.10
01/19	01/11/2019	50405	2597	MNSPECT, LLC.	101-20200	7,030.05
01/19	01/11/2019	50406	2080	MVTL LABORATORIES INC	602-20200	159.58
01/19	01/11/2019	50407	2691	NASRO	101-20200	40.00
01/19	01/11/2019	50408	2553	O'REILLY	101-20200	14.99
01/19	01/11/2019	50409	44	PHILLIPS WINE & SPIRITS INC	609-20200	6,388.00
01/19	01/11/2019	50410	2551	POLLARD WATER	602-20200	178.75
01/19	01/11/2019	50411	12	POSTMASTER	603-20200	5,170.00
01/19	01/11/2019	50412	2473	RITEWAY BUSINESS FORMS	108-20200	158.65
01/19	01/11/2019	50413	1401	ROAD MACHINERY &	101-20200	282.83
01/19	01/11/2019	50414	2692	SANFORD HEALTH OCCUPATIONAL MEDICINE	101-20200	251.00
01/19	01/11/2019	50415	2396	SOUTHERN GLAZERS OF MN	609-20200	9,019.65
01/19	01/11/2019	50416	2693	SPRIGGS PLUMBING & HEATING INC	226-20200	773.15
01/19	01/11/2019	50417	2694	STAR 95 CAR WASH & DETAILING	101-20200	399.80

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/19	01/11/2019	50418	96	STREICHERS	101-20200	647.46
01/19	01/11/2019	50419	2156	SUMMIT COMPANIES	226-20200	850.00
01/19	01/11/2019	50420	1290	THE AMBLE GROUP	101-20200	76.33
01/19	01/11/2019	50421	2362	TITLE WERKS, LLC	601-20200	28.92
01/19	01/11/2019	50422	1820	URBANS HARDWARE	101-20200	77.44
01/19	01/11/2019	50423	686	VERIZON WIRELESS	609-20200	810.21
01/19	01/11/2019	50424	686	VERIZON WIRELESS	101-20200	629.60
01/19	01/11/2019	50425	42	VIKING COCA-COLA BOTTLING CO	609-20200	400.70
01/19	01/11/2019	50426	1286	VINOCOPIA INC	609-20200	42.50
01/19	01/11/2019	50427	361	VINTAGE LOCK	602-20200	1,620.00
01/19	01/11/2019	50428	4	WATSON CO INC	609-20200	1,699.72
01/19	01/11/2019	50429	1922	WEX BANK	101-20200	2,516.40
01/19	01/11/2019	50430	2475	White Bear IT Solutions, LLC	101-20200	2,310.00
01/19	01/11/2019	50431	780	WINE MERCHANTS	609-20200	360.00
01/19	01/11/2019	50432	2688	24 SEVEN EVENTS & MARKETING	101-20200	1,500.00
Grand Totals:						181,087.08

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

M = Manual Check, V = Void Check

City of Isanti

Gross Payroll	115,264.51
Social Security & Medicare	5,173.37
Public Employees Retirement	9,207.95
Total City Expense	129,645.83

Pay Date 1/11/2019

Pay Period 1 (12/23/18-1/5/19)

RESOLUTION NO. 2019-xxx

RESOLUTION APPROVING TRAINING REQUEST FOR MAYOR JOHNSON TO ATTEND THE 2019 LEAGUE OF MINNESOTA CITIES NEWLY ELECTED OFFICIALS LEADERSHIP CONFERENCE

WHEREAS, Mayor Johnson has requested to attend the annual League of Minnesota Cities Newly Elected Officials Leadership Conference; and,

WHEREAS, the conference will focus on training for those newly elected to Mayor and City Council positions; and,

WHEREAS, the training conference will be held on February 1-2, in Plymouth, MN; and,

WHEREAS, the cost of the conference and mileage are estimated at $ 329.00 .

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL of the City of Isanti, Minnesota that the training request received from Mayor Johnson is hereby approved to attend the LMC Newly Elected Officials Leadership Conference with the associated estimated cost for registration and mileage of $ 329.00.

This resolution was duly adopted by the Isanti City Council this 15th day of January, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION No. 2019-XXX

RESOLUTION ENDING PROBATIONARY PERIOD AND PROMOTION TO FULL TIME PERMANENT EMPLOYEE STATUS FOR PUBLIC WORKS MAINTENANCE TECHNICIAN WILLIAM (BILLY) ROSS III

WHEREAS, the City offered employment to Mr. William (Billy) Ross III as a Public Works Maintenance Technician II for the City of Isanti with a start date of July 11th, 2018; and,

WHEREAS, the City of Isanti's Personnel Policy requires a six-month probationary period for new employees of the City; and,

WHEREAS, Mr. Ross has successfully completed his probationary period and is recommended by her Supervisor, Public Services Director/ Asst. City Administrator Josi Wood, to place him as a permanent full-time employee for the City of Isanti;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. That Mr. William (Billy) Ross III, effective from January 11th, 2019 obtains permanent status as a full-time employee of the City of Isanti with all responsibilities and benefits of that position.

2. That the City Administrator is directed to forward an executed copy of this resolution to the employee and place a copy in the respective personnel files for future reference.

This Resolution is hereby approved by the Isanti City Council this 15th day of January, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

RESOLUTION NO. 2019-

A RESOLUTION TO DECLARE CERTAIN PROPERTY AS SURPLUS AND AUTHORIZE ITS SALE BY PUBLIC AUCTION

WHEREAS, on occasion the City of Isanti incurs supplies and equipment that is no longer of use for departments within the City; and,

WHEREAS, it has been determined that the Public Works Department has a 2003 ProTech Sno Pusher that is of no use to the City and is considered surplus property; and,

WHEREAS, Resolution No. 2003-014 provides guidelines for the disposal of surplus property; and,

WHEREAS, the item listed above will be placed on an upcoming public auction at Wayne Pike Auction in Princeton, Mn;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota hereby authorizes the following:

1. To declare the above item from the Public Works Facility as surplus and post public notice that the items will go to public auction.
2. The Public Services Director shall have the authority to sign all necessary paperwork to allow for the process for auction of the surplus items identified per this Resolution.

This resolution was duly adopted by the Isanti City Council the 15th day of January, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources / City Clerk

RESOLUTION 2019 -

A RESOLUTION APPROVING STAFF TO SUBMIT APPLICATIONS FOR GRANTS PERTAINING TO ACTIVITIES IN PARKS, RECREATION AND CULTURE DEPARTMENT FOR 2019

WHEREAS, City staff has been notified of eligible grant opportunities; and,

WHEREAS, the City of Isanti has been awarded grants for Parks, Recreation, and Culture projects in the past; and,

WHEREAS, each year, there are grants available specific to the types of activities conducted by the Parks, Recreation, and Culture department through organizations like Partners in Healthy Living, the Minnesota Department of Natural Resources, and the Initiative Foundation; and,

WHEREAS, City staff has approval for submission of applications to grants listed above and to future grant opportunities that pertain to the Parks, Recreation and Culture department. Submittal of grants that fit within the described areas will be based upon City staff's discretion and their ability to complete the background work to submit the application; and,

WHEREAS, if awarded funding through grant opportunities as outlined in this resolution, funds would be accepted through City Council and distributed through the Parks, Recreation and Culture fund;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve City staff to apply for grant opportunities that pertain to Parks, Recreation, and Culture in 2019.

This Resolution hereby approved by the Isanti City Council this 15th day of January 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2019-XXX

RESOLUTION APPROVING 2019 SUBLEASE WITH FULL TILT BIKE COMPANY LLC.

WHEREAS, the Isanti City Council amended the Rum River BMX Association lease agreement to allow a sublease with Full Tilt Bike Company, LLC via Resolution 2017-006; and,

WHEREAS, the sublease is to be submitted to the City of Isanti for annual review; and,

WHEREAS, the 2019 sublease has been submitted and reviewed by City staff; and,

WHEREAS, City staff have not reported any issues with Full Tilt's use of the Isanti Indoor Arena and recommend approval of the terms of the sublease;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approved the 2019 sublease with Full Tilt Bike Company, LLC as attached to this resolution as 'Exhibit A.'

This resolution was duly adopted by the Isanti City Council this 15th day of January, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

Exhibit A

Rum River BMX / Full Tilt Bike Co. Sublease Agreement

Full Tilt Bike Co. will sublease a portion of the Isanti Indoor Arena for the purpose of operating a BMX racing bike shop. This agreement between **Rum River BMX** and **Full Tilt Bike Co.** will be in effect through 12/31/2020. However, this agreement is subject to annual review and approval by the **City of Isanti.**

Rum River BMX will provide a 40' x 35' area on the south end of the arena. This area will be the space 40' directly east of the concrete walkway that surround the restroom and 35' directly north of the south wall of the arena. **Full Tilt Bike Co.** will also have access to the **Rum River BMX** dumpster with the expectation that all boxes are broken down and that when large dumpsters are provided for special events those will be used first. Per this agreement **Full Tilt Bike Co.** will be the exclusive BMX bike shop of the Isanti Indoor Arena and **Rum River BMX**. Competing sales of BMX racing-related bike parts will not be allowed within the Isanti Indoor Arena, with the exception of private party sales of used parts. **Rum River BMX** may, at their discretion, bring in event-specific vendors that are *not* BMX racing bike shops. These event-specific vendors will not infringe upon the area subleased by **Full Tilt Bike Co.** *This agreement does not apply during USA BMX National or Gold Cup events.*

Full Tilt Bike Co. must maintain appropriate vendor licenses and insurances. **Full Tilt Bike Co.** is also responsible for all collection and payment of sales taxes on goods sold. **Full Tilt Bike Co.** may not enter into any agreement holding the **City of Isanti** or **Rum River BMX** in any way liable or responsible for fulfillment. Full Tilt Bike Co. agrees to maintain this area; maintaining a clean and professional appearance. The hours of operation will be within the normal business hours of **Rum River BMX**. Those hours of operation are subject to change seasonally, and as **Rum River BMX** sees fit to modify the operating schedule.

In exchange for this space, **Full Tilt Bike Co.** will:

- Pay **Rum River BMX** the amount of $800 per month (this amount and payment schedule subject to annual review by both parties).
- Provide maintenance at no cost and parts at 10% over invoice-cost for **Rum River BMX** rental bikes
- Provide or reimburse reasonable cost for **Full Tilt Bike Co.** and **Rum River BMX** branded drawstring bag or similar rider retention awards. **Full Tilt Bike Co.** may, at their discretion, include promotional materials in these rider awards.

Rum River BMX will be responsible for all property taxes that are a result of for-profit use of this portion of the Isanti Indoor Arena.

We enter into this agreement on this 1st day of January 2019.

Full Tilt Bike Co. Representative

Daniel Voigt
Written name

Owner
Title

Signed name

Rum River BMX Representative

SEAN WILSON
Written name

PRESIDENT, ASSOC BOARD
Title

Signed name

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
January 7, 2019
Isanti City Hall

1. Call To Order

The meeting was called to order by Mayor Jeff Johnson at 7:26 p.m.

a. Pledge of Allegiance

b. Roll Call

Members Present:	Jeff Johnson, Steve Lundeen, and Paul Bergley
Members Absent:	Dan Collison and Ross Lorinser
Staff Present:	City Administrator Don Lorsung, HR/City Clerk Katie Brooks and City Attorney Clark Joslin

c. Agenda Modifications

Lorsung presented an Addendum to the Agenda as a new Item 3. Open Meeting Law and Conflict of Interest Policy.

2. Organization of Advisory Bodies as per Ordinance 181

a) Oath of Office
The Oath was administered to Jeff Johnson and Paul Bergley.

b) Motion by Bergley, seconded by Lundeen to have Jeff Johnson be EDA President for 2019. Motion passed unanimously.

c) Motion by Bergley, seconded by Johnson, to have Steve Lundeen serve as EDA Vice President for 2019. Motion passed unanimously.

d) EDA President Pro-tem. No action needed, none appointed.

e) Motion by Lundeen, seconded by Bergley to temporarily appoint City Administrator Don Lorsung as 2019 EDA Secretary. Motion passed unanimously.

f) Motion by Lundeen, seconded by Bergley to appoint Finance Director Mike Betker as 2019 EDA Treasurer. Motion passed unanimously.

g) Adoption of Bylaws – No changes needed, no action taken.

h) Motion by Lundeen, seconded by Bergley to adopt the 2019 Meeting Schedule. Motion passed unanimously.

3. Open Meeting Law and Conflict of Interest Policy

Clark Joslin reviewed these matters with the Commission.

4. Approve Minutes of December 4, 2018 Regular Economic Development Meeting

Motion by Lundeen, seconded by Bergley to approve the December 4, 2018 meeting minutes as presented. Motion carried unanimously.

4. Project Business / Updates

Lorsung presented the Staff Memo.

5. Adjournment

Motion by Lundeen, seconded by Bergley to adjourn at 7:52 pm. Motion carried unanimously.

Respectively Submitted,

Don Lorsung,
City Administrator

A Community For Generations.
Isanti

Isanti Police Department Monthly Report

December 2018

Reported Crime	Month to Date	Year to Date
Theft	4	160
Assault	3	44
Vandalism/Damage to Property	4	57
Narcotics	2	52
Burglary	1	13
Domestics	10	94
Crim Sex	0	10
Robbery	0	1
Loud Party/Disturbance	9	127
Medical	33	363
Permit to Purchase (Eff 3/1/2016)	8	77
Extra Patrol	9	238
Security Check	159	1,888

Traffic Offenses	Month to Date	Year to Date
No Insurance	10	190
DUI	2	24
Accidents	16	116
Hit & Run	4	18
Warrant P/U	1	38
Speed	32	309
DAR/DAS	4	77
Administrative Citations (Including Speed)	32	310

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	69,880	1,507	15,278
Dodge 222 (Out of Service)	139,719	1,354	11,765
Ford Explorer 224	52,901	3,183	20,795
Ford F150 225	16,188	2,160	12,160
Chevy Silverado 220	107,702	167	1,017
Chevy Impala 223	89,923	724	4,490

ISANTI POLICE DEPARTMENT ANNUAL REPORT

Reported Crime

	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	% Change
Theft	86	142	158	213	134	137	195	204	208	187	156	133	135	141	163	120	188	152	145	160	10.34%
Assault	40	50	31	59	54	43	73	78	39	33	44	37	41	37	43	37	34	41	40	44	10.00%
Vandelism	61	85	98	118	117	72	89	112	75	63	102	92	81	94	49	59	80	91	62	57	-8.06%
Narcotics	27	13	24	23	47	49	61	48	40	26	24	24	38	46	26	27	22	42	38	52	36.84%
Burglary	11	21	23	23	19	22	28	33	25	31	15	14	25	20	17	20	17	25	12	13	8.33%
Domestics	41	36	41	61	70	49	52	52	64	74	104	80	60	79	78	83	103	83	85	94	10.59%
Crim Sex	5	14	11	11	9	7	6	7	10	13	11	11	12	10	11	7	9	5	9	10	11.11%
Robbery							1	0	0	1	0	0	0	0	0	0	0	0	0	1	100.00%
Loud party								62	49	76	108	106	97	151	125	119	132	124	151	127	-15.89%
Medical																	304	265	313	363	15.97%

Traffic Offenses

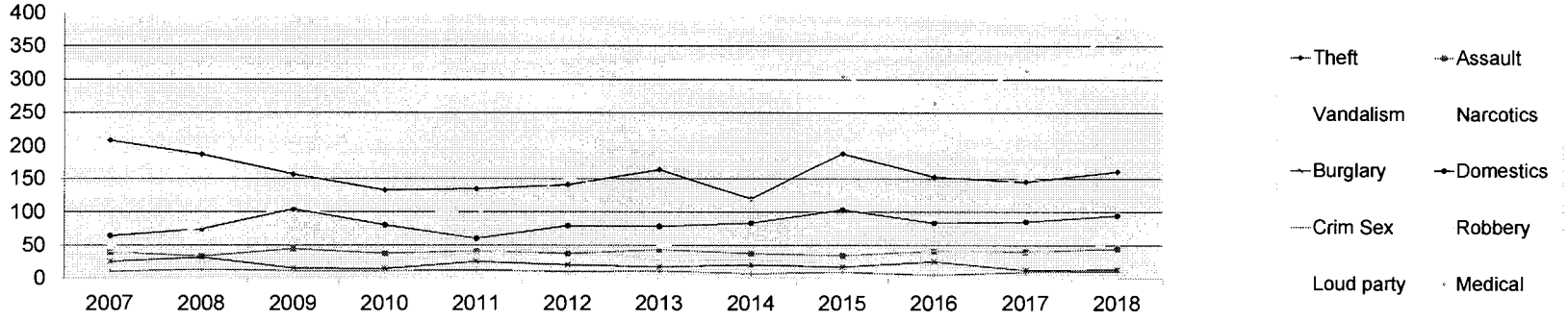
	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	
No Ins	20	26	42	30	73	87	89	83	129	95	109	110	90	46	89	90	89	90	82	190	131.71%
D.U.I.	42	33	24	38	36	62	80	77	80	49	46	27	35	34	18	23	33	27	20	24	20.00%
Accidents	45	41	46	71	64	67	85	71	75	53	68	66	74	67	96	76	68	79	82	116	41.46%
Hit & Run	6	5	12	14	14	12	9	16	11	6	6	5	5	9	11	5	6	3	10	18	80.00%
Warrant P/U	20	21	36	43	44	33	54	47	45	45	67	47	42	45	61	50	31	52	53	38	-28.30%
Speeding	113	167	151	163	237	183	257	247	318	259	125	331	194	126	125	123	189	222	257	309	20.23%
DAR/DAS									101	75	55	44	46	44	49	33	34	46	58	77	32.76%

Squad Mileage

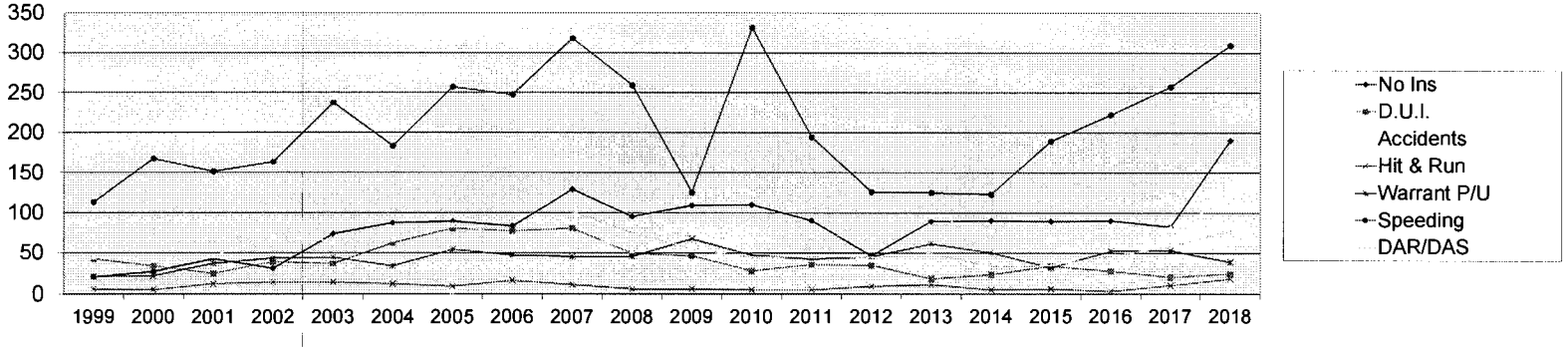
06 Dodge 221								23,744	56,868	84,399	110,354	130,210	140,020								
06 Dodge 222								16,512	54,305	82,891	112,234	124,078									
08 Dodge 223										14,037	38,044	53,346	69,041	83,656	97,615						
2004 Ford						15,923	73,399	105,656	126,189	137,755											
98 Blazer					66,700	71,052	75,977	82,751	90,024	96,953	103,107										
10 Dodge 225												18,625	48,406	75,221	98,492	120,322	26,353	12,846	409		
Chev Silverado 224											70,529	82,736	91,712	97,785	105,488	109,579	2,655	738			
Chev Silverado 220												71,264	77,971	82,517	88,986	94,445	3,211	4,210	5,962	1,017	
Dodge 222 (Out of Service 12/2018)													4,693	27,285	50,053	72,381	22,628	20,385	19,205	11,765	
Ford Explorer 221																5,017	16,255	17,682	15,648	15,278	
Chevrolet Impala																	5,460	5,413	5,381	4,490	
Ford Explorer 224																		18,847	19,769	20,795	
Ford F150 225																			4,900	12,160	

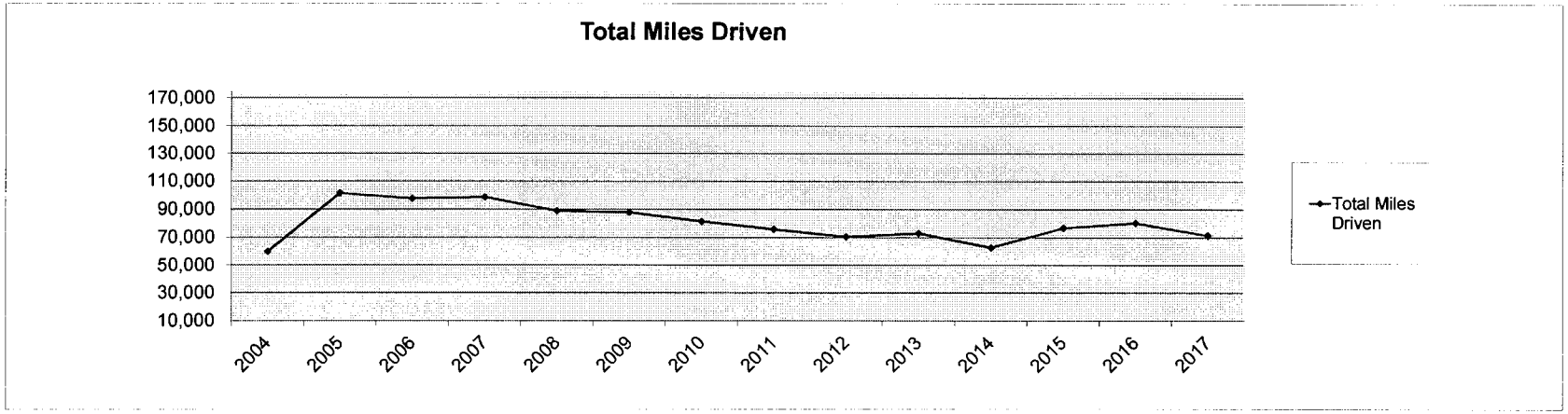
	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Total Miles Driven	59,529	101,350	97,631	98,723	88,649	87,489	81,146	75,662	70,357	72,834	62,675	76,562	80,121	71,274	65,505

Reported Crimes



Traffic Offenses




Total Miles Driven
170,000
150,000
130,000
110,000
90,000
70,000
50,000
30,000
10,000
2004
2005
2006
2007
2008
2009
2010
2011
2012
2013
2014
2015
2016
2017
Total Miles Driven

Hours Worked by Reserve Officers - 2017

Badge / Reserve Officer	January	February	March	April	May	June	July	August	September	October	November	December	Total
5885 / Keith Peterson (LOA)													
5897 / Taylor Jappe					1.50	2.00	4.50	3.50	1.00	1.00	0.00	0.00	13.50
5887 / Joe Dupay	4.25	10.50	10.00	6.50	1.50	10.00	15.50	11.50	7.00	5.00	5.00		86.75
5888 / Anissa Bekka	6.00	6.00	6.00	1.50	1.50								21.00
5890 / Tom Broeckert	8.50	12.50	10.75	0.00	7.75	16.25	30.25	3.00	15.00	10.00	14.50	10.00	138.50
5891 / Dan Richardson	7.50	0.00	6.00	6.00	1.00	9.00	20.00	5.00	0.00	6.00	1.00		61.50
5892 / Andrew Sammis	4.25	7.50	13.00	3.50	7.75	5.00	24.50	0.00	1.00	0.00	0.00	0.00	66.50
5894 / Fred Trosvik	15.50	10.25	4.75	1.50	1.50	4.00	25.50	8.25	8.50	5.00	9.50		94.25
5895 / Jed Lethaby	32.00	31.50	47.75	51.25	31.25	62.25	61.75	53.75	44.50	65.25	62.50	40.00	583.75
Totals	78.00	78.25	98.25	70.25	53.75	108.50	182.00	85.00	77.00	92.25	92.50	50.00	1,065.75

CEZT REPORT

CATEGORY	*CURRENT*	*LAST MO*	*2 MOS*	*3 MOS*	*4 MOS*	*5 MOS*	*6 MOS*
TOTAL CASES YTD	**697**	**668**	**648**	**599**	**539**	**458**	**378**
TOTAL OPEN CASES	**33**	**15**	**24**	**75**	**79**	**106**	**81**
VIOLATIONS CLOSED THIS PERIOD	**16**	**9**	**51**	**78**	**70**	**74**	**128**
NEW ISSUES THIS PERIOD	**29**	**20**	**49**	**60**	**81**	**80**	**89**
CAN-Proh Animals	0	0	0	0	0	13	0
CCV-Comm Vehicle Storage	0	0	0	0	0	0	0
CDO--Dogs	0	0	37	0	0	0	0
CPA-Park & Store	10	15	7	3	7	8	4
CSN-Snow Removal	0	1	0	0	0	0	0
CSP-Admin Permits/Solicitors/Peddlers	0	0	0	0	0	0	0
CST--Fish Houses, PODS, Rolloffs	0	0	0	0	0	0	0
GAR - Garage Sales	0	0	0	0	0	0	0
H2O-Water restrictions	0	0	0	0	0	0	0
NEX-Exterior Structure, Paint/Repair	0	0	0	0	0	0	0
NGA-Garbage Service & Storage	0	0	0	0	0	0	0
NGR--Grass Length	0	0	0	49	58	31	72
NJU--Junk/Brush	18	2	1	0	6	5	2
NOX-Noxious Weeds	0	0	0	0	0	0	0
NUV-Unlicensed vehicle or missing plates	0	2	0	0	0	0	0
RNT-Unlicensed rental	1	0	1	0	0	1	1
SGN-Signs	0	0	2	3	1	2	2
UNP-Unpermitted work	0	0	1	5	8	20	6
ZAC-Accessory Building	0	0	0	0	0	0	0
ZFE-Fence	0	0	0	0	0	0	2
ZTD--Temporary Dwelling	0	0	0	0	0	0	0
Compliance Letters Mailed this period	32	24	50	103	87	85	94
Administrative Citations Issues/period	1	2	0	0	1	1	0
Criminal Citations Issued/period	0	0	0	0	0	0	0
Abated Properties/Period	0	0	0	9	7	10	28
Admin Hearings Requested	0	0	0	0	0	1	0
Admin Hearings Held w positive judgement	0	0	0	0	1	0	0
Criminal trials w positive judgement	0	0	0	0	0	0	0
AVERAGE TIME TO COMPLIANCE	**32**	**20**	**12**	**17**	**20**	**15**	**11**

CODE ENFORCEMENT ZONING REPORT
REPORT PERIOD: DECEMBER 2018 YEAR END SUMMARY

CATEGORY	*Jan*	*Feb*	*Mar*	*Apr*	*May*	*Jun*	*Jul*	*Aug*	*Sep*	*Oct*	*Nov*	*Dec*	*Year End Totals*
TOTAL CASES YTD	**31**	**81**	**116**	**151**	**289**	**378**	**458**	**539**	**599**	**648**	**668**	**697**	**697**
TOTAL OPEN CASES		**30**	**37**	**42**	**115**	**81**	**106**	**79**	**75**	**24**	**15**	**33**	**637**
VIOLATIONS CLOSED THIS PERIOD	**21**	**41**	**26**	**36**	**37**	**128**	**64**	**70**	**78**	**51**	**9**	**16**	**577**
NEW ISSUES THIS PERIOD	**31**	**50**	**35**	**35**	**138**	**89**	**80**	**81**	**60**	**49**	**20**	**29**	**697**
CAN-Proh Animals	0	0	0	0	0	0	13	0	0	0	0	0	13
CCV-Comm Vehicle Storage	0	0	0	0	0	0	0	0	0	0	0	0	0
CDO--Dogs	0	0	0	0	0	0	0	0	0	37	0	0	37
CPA-Park & Store	14	12	9	14	16	4	8	7	3	7	15	10	119
CSN-Snow Removal	1	0	0	1	0	0	0	0	0	0	1	0	3
CSP-Admin Permits/Solicitors/Peddlers	1	0	1	0	0	0	0	0	0	0	0	0	2
CST--Fish Houses, PODS, Rolloffs	0	0	0	0	0	0	0	0	0	0	0	0	0
GAR - Garage Sales	0	0	0	0	0	0	0	0	0	0	0	0	0
H2O-Water restrictions	0	0	0	0	0	0	0	0	0	0	0	0	0
NEX-Exterior Structure, Paint/Repair	0	0	5	0	5	0	0	0	0	0	0	0	10
NGA-Garbage Service & Storage	0	0	0	0	0	0	0	0	0	0	0	0	0
NGR--Grass Length	0	0	0	0	94	72	31	58	49	0	0	0	304
NJU--Junk/Brush	2	2	2	8	12	2	5	6	0	1	2	18	60
NOX-Noxious Weeds	0	0	0	0	0	0	0	0	0	0	0	0	0
NUV-Unlicensed vehicle or missing plates	0	34	14	10	0	0	0	0	0	0	2	0	60
RNT-Unlicensed rental	10	0	1	0	13	1	1	0	0	1	0	1	28
SGN-Signs	3	2	1	1	1	2	2	1	3	2	0	0	18
UNP-Unpermitted work	0	0	0	0	2	6	20	8	5	1	0	0	42
ZAC-Accessory Building	0	0	1	0	0	0	0	0	0	0	0	0	1
ZFE-Fence	0	0	1	1	5	2	0	0	0	0	0	0	9
ZTD--Temporary Dwelling	0	0	0	0	0	0	0	0	0	0	0	0	0
Compliance Letters Mailed this period	38	53	41	40	146	94	85	87	103	50	24	32	793
Administrative Citations Issues/period	0	2	4	4	2	0	1	1	0	0	2	1	17
Criminal Citations Issued/period	0	0	1	0	0	0	0	0	0	0	0	0	1
Abated Properties/Period	0	0		0	0	28	10	7	9	0	0	0	54
Admin Hearings Requested	1	1	1	1	0	0	1	0	0	0	0	0	5
Admin Hearings Held w positive judgement	3	0		1	0	0	0	1	0	0	0	0	5
Criminal trials w positive judgement				0	0	0	0	0	0	0	0	0	0
AVERAGE TIME TO COMPLIANCE	**44**	**26**	**19**	**19**	**11**	**15**	**20**	**20**	**17**	**12**	**20**	**32**	

CITY OF ISANTI MONTHLY REPORT

December 2018

Residential	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
Category	Month	YTD	Month	YTD	Month	Quarter	Month	YTD	Month	YTD
Fence	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Roofing/Siding	0	46	$0.00	$0.00	$0.00	$6.00	$0.00	$3,680.00		
Decks	0	24	$0.00	$166,910.51	$0.00	$0.00	$0.00	$6,170.55		
Basement Finish	0	15	$0.00	$221,139.32	$0.00	$7.50	$0.00	$6,697.85		
Addtns. Remodel	0	1	$0.00	$5,047.78	$0.00	$0.00	$0.00	$227.70		
Garages	1	4	$0.00	$44,248.00	$1.00	$1.00	$50.00	$1,459.10		
Miscellaneous	7	162	$13,194.00	$172,551.00	$8.25	$32.75	$742.95	$22,075.57		
Single dwellings	5	82	$933,868.06	$15,223,293.88	$479.36	$903.91	$13,658.70	$209,150.01		
Multi dwellings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Mechanical	4	124			$4.00	$21.00	$300.00	$9,279.00		
Plumbing	4	133			$4.00	$12.00	$336.00	$11,215.00		
									$22,888.00	
Resid. Totals	**21**	**591**	**$947,062.06**	**$15,833,190.49**	**$496.61**	**$984.16**	**$15,087.65**	**$269,954.78**	**$22,888.00**	**$ 425,928.00**
Commercial										
New Buildings	1	3	$1,000,000.00	$3,844,666.00	$500.00	$500.00	$9,900.00	$35,277.00		
Addtns./Remodel	0	1	$0.00	$4,800.00	$0.00	$0.00	$0.00	$202.95		
Plumbing	0	4	$0.00	$346,700.00	$0.00	$51.85	$0.00	$3,641.90		
Mechanical	1	5	$4,560.00	$251,039.00	$2.80	$57.80	$112.86	$5,583.81		
Roofing	0	2	$0.00	$97,544.00	$0.00	$15.66	$0.00	$2,207.70		
Miscellaneous	4	32	$0.00	$1,728,127.00	$4.00	$30.00	$250.00	$25,436.60		
Comm. Totals	**6**	**47**	**$1,004,560.00**	**$6,272,876.00**	**$506.80**	**$655.31**	**$10,262.86**	**$72,349.96**	**$0.00**	**$40,054.00**
Resid. Plus Comm. Totals	**27**	**638**	**$1,951,622.06**	**$22,106,066.49**	**$1,003.41**	**$1,639.47**	**$25,350.51**	**$342,304.74**	**$22,888.00**	**$ 465,982.00**

YEARLY BUILDING PERMIT COMPARISONS

YTD December 2018

Year	# permits	Single units	Multi units	Commercial	Permit Value	Total permit income	Wac & Sac Fees
2013	297	14	0	1	$3,527,875.36	$65,267.22	$119,497.00
2014	494	38	0	2	$15,302,469.35	$188,024.63	$303,301.17
2015	468	41	0	0	$8,715,351.28	$162,718.62	$311,337.00
2016	553	64	0	5	$20,937,725.44	$306,109.58	$717,037.88
2017	686	91	0	3	$16,975,316.00	$287,573.83	$719,864.80
2018	638	82	0	3	$22,106,075.49	$342,304.74	$465,982.00

Total permit fees do not include Sac / Wac or State Surcharge fees

MONTH TO MONTH COMPARISONS FOR THE YEAR

Month	# of permits	Permits total value	Total permit fee income: Does not include WAC, SAC, or State Surcharge
January	33	$510,011.00	$10,341.45
February	39	$230,639.00	$6,461.95
March	59	$2,126,225.00	$34,115.97
April	51	$2,102,087.00	$33,616.93
May	80	$2,296,921.45	$38,856.98
June	79	$3,633,463.85	$51,690.90
July	72	$4,356,768.49	$52,054.50
August	79	$2,238,257.07	$41,980.40
September	49	$1,505,943.85	$24,051.75
October	40	$1,099,801.72	$19,880.25
November	30	$54,326.00	$3,903.15
December	27	$1,951,631.06	$25,350.51
Totals	638	$22,106,075.49	$342,304.74

L.5.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: January 9, 2019

To: Honorable Mayor Johnson and Members of the City Council

From: Bradley C. DeWolf, P.E.
City Engineer

Jason W. Cook, P.E.
Assistant City Engineer

Subject: Project Status Report
Isanti, MN
Project No.: R13.117985

Please find listed below a status report of the current projects in the City of Isanti:

1) MS4 Implementation

We will continue to assist the City MS4 technician as requested.

2) Cajima Street/TH 65 Signal Study

We will complete the 90% Plan Set this month for submittal to MnDOT for review.

3) 2018 Street & Utility Improvements

This project is complete. The final pay request is anticipated to be processed this month.

4) 2019 Storm System Maintenance Project

We will notify residents impacted by the proposed work this month.

5) 2019 Pavement Management Project

We will begin creating the plan set this month.

6) Legacy Pines Subdivision

The Contractor plans to return in the spring to complete the remaining site grading, and street improvements.

7) Clarifier Rehab Project

This project is scheduled to be completed this month.

In addition to the current projects listed above we have completed and accepted 50 private developments and 65 city contracts since being selected as your City Engineer in 2008.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

AGENDA
CITY OF ISANTI
CITY COUNCIL GOAL SETTING WORK SESSION
TUESDAY, JANUARY 29, 2019
5:00 PM
CITY HALL

Facilitator Clark Joslin, City Attorney

5:00 – 5:30 p.m. 1. Welcome to 2019 Goal Setting / Overview of the Previous 5-years of Goal Setting – Clark Joslin

Attachments

a. Council Resolution Approving Goals for year 2018
b. 2018 City Council Goal Setting Session Minutes
c. 2017 City Council Goal Setting Session Minutes
d. 2016 City Council Goal Setting Session Minutes
e. 2015 City Council Goal Setting Session Minutes
f. 2014 City Council Goal Setting Session Minutes

5:30 – 5:45 p.m. 2. Review of Long-Term Financial Plan – Mike Betker, Finance Director

Attachment

a. Capital Improvement Plan 2018-2029 – Bolton and Menk, Inc.

5:45 – 6:15 p.m. 3. PowerPoint Presentation – 2018 Highlights and 2019 Budgeted Projects – Staff

6:15 – 7:00 p.m. 4. Discussion Items - Clark Joslin

a. Memo Attached – Josi Wood, City Administrator

- 20 -Year Capital Improvement Plan
- 2019 Street & Utility Project Summary

b. Memo Attached – Bolton and Menk, Inc.

- CDD/EDD Staffing Plan
- City Website
- City's Debt History
- Committee Structure
- Comprehensive Plan

c. Memo Attached – Don Lorsung, Asst. City Administrator/Special Projects

- Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base
- Emergency Management – Plan Update & Generators
- Social Media – Facebook
- Legacy Park Access
- Lodging Tax & Tourism Bureau
- Liquor Store Facility Improvements

- Maintain City and Development Standards
- Policy Updating
- Traffic Issues with Heritage Boulevard

7:00 – 7:10 p.m. 5. Break

7:10 – 7:30 p.m. 6. Council Goal Setting – Clark Joslin
- New Goals – Council Input
- Establish 2019 Goals
- Schedule 2019 Review of Goals

Adjournment

RESOLUTION NO. 2018-028

RESOLUTION APPROVING GOALS FOR YEAR 2018

WHEREAS, annually the City Council sets goals for the current year; and

WHEREAS, City Council met on January 22, 2018 to establish goals for year 2018; and

WHEREAS, goals for year 2018 were established which include the following items:

1. City Website
2. Equipment for City Council Communications
3. 20 Year Capital Improvement Plan
4. Administrator Transition
5. Emergency Generators
6. Multi-use Skating Rink
7. Street Extensions – Richard Avenue SE & 5th Avenue NE
8. Traffic Issues on Heritage Boulevard
9. Sliding Hill
10. City Facility Water Bottle Refill Stations
11. 2018 Pavement Management Program
12. Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base
13. Maintain City and Development Standards

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to:

1. Approve year 2018 goals and assign the 2018 goals; as per Attachment A.

This resolution was duly adopted by the Isanti City Council this 7th day of February, 2018

Mayor George A. Wimmer

Attest:

Katie Brooks
Human Resources/City Clerk

ATTACHMENT A

2018 Isanti City Council Goals

1. City Website
   a. City Council, DOAC (Staff – Economic Development Director Sullivan, Community Development Director Kernosky, City Administrator Don Lorsung)

2. Equipment for City Council Communications
   a. City Council, Finance Committee (Staff – Human Resources/City Clerk Brooks, Finance Director Betker, City Administrator Lorsung) Timeline: In-process

3. 20 Year Capital Improvement Program
   a. City Council, Finance Committee (Staff – Finance Director Betker, Public Services Director/Assistant City Administrator Wood, City Engineer DeWolf, Department Heads, City Administrator Lorsung) Timeline: In-process

4. Administrator Transition
   a. City Council, Finance & Personnel Committee (Staff – Human Resources/City Clerk Brooks, Finance Director Betker, City Administrator Lorsung, Public Services Director/Assistant City Administrator Woods. Timeline: 2019 Budget

5. Emergency Generators
   a. City Council, Finance Committee (Staff – Police Chief Hill, Public Services Director/Assistant City Administrator Wood, Finance Director Betker, and City Administrator Don Lorsung) Timeline: On-going

6. Multi-use Skating Rink
   a. City Council, Parks, Recreation & Culture Board (Staff – Community Events & Parks Coordinator Everett, and Public Services Director/Assistant City Administrator Wood)

7. Street Extensions – Richard Avenue SE & 5th Avenue NE
   a. City Council/Finance Committee (Staff – City Engineer DeWolf, Public Services Director/Assistant City Administrator Wood, Finance Director Betker, and City Administrator Don Lorsung) Timeline: Engineering Study In-process and Improvements are Project related

8. Traffic Issues on Heritage Boulevard
   a. City Council, Public Works Committee (Staff – City Engineer DeWolf, Public Services Director/Assistant City Administrator Wood, and City Administrator Lorsung) Timeline: On-going

9. Sliding Hill
   a. City Council, Parks, Recreation & Culture Board (Staff – Community Events & Parks Coordinator Everett, and Public Services Director/Assistant City Administrator Wood)

10. City Facility Water Bottle Refill Stations
    a. City Council, Finance Committee (Staff – Public Services Director Wood, Community Events and Parks Coordinator Everett, Police Chief Hill, Finance Director Betker, and City Administrator Don Lorsung) Timeline: 2019 Budget

11. 2018 Pavement Management Program
    a. City Council, Finance Committee (City Engineer DeWolf, Public Services Director/Assistant City Administrator Wood, Finance Director Betker and City Administrator Lorsung) Timeline: Complete Fall 2018

12. Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base
    a. City Council and EDA (Staff - Economic Development Director Sullivan) Timeline: On-going

13. Maintain City and Development Standards
    a. City Council, DOAC Committee (Community Development Director Kernosky) Timeline: On-going

MINUTES OF THE CITY COUNCIL
GOAL SETTING SESSION
CITY OF ISANTI
January 22, 2018

The meeting was called to order at 8:00 a.m.

Members Present: Mayor George Wimmer, Councilmembers Dan Collison, Ross Lorinser, and Paul Bergley

Members Absent: Councilor Steve Lundeen

Staff Present: City Attorney Clark Joslin as Facilitator, City Administrator Don Lorsung, Human Resources/City Clerk Katie Brooks, Finance Director Mike Betker, Liquor Store Manager John Jacobi, Economic Development Director Sean Sullivan, Community Development Director Ryan Kernosky, Public Services Director/Assistant City Administrator Josi Wood, Community Events/Parks Coordinator Katie Everett, and Police Chief Gene Hill

Others Present: Glenn Farrell

City Attorney Joslin welcomed the City Council and staff to the Goal Setting meeting and gave a brief introduction regarding the Goal Setting Session Agenda.

Overview of Prior Years Goals
Joslin reviewed the top goals from 2017 and briefly reviewed the status of each of them. The 2017 goals were as follows:

2017

- Annexation of Surrounded Properties
- Dog Park
- Outdoor Hockey Rink
- Park Dedication Fund Use
- City Comprehensive Plan Update
- 2017 Pavement Management Program
- Palomino Road Reconstruction
- Railroad Avenue Sidewalk/Trail
- 2017 Liquor Store Tasting Event
- Setting a Future Target Date for Discussion of a New Liquor Store Project.
- Public Works and Police Department Storage

Earlier years Goals were listed in the handouts and briefly reviewed. The earlier years' Goals were as follows:

2016

- 5th Street NE Extension – Develop Funding Options

- 2016 Elections – Implement Polling Places
- Adopt New EDA Marketing Plan
- Hotel Project Options
- New City Councilmember Orientation
- City Comprehensive Planning Update
- 2016 Collective Bargaining
- Department Head Salary Review
- City Staffing Plan
- Purchasing Discretion
- Isanti Liquor Tastings Event
- Railroad Avenue Sidewalk
- Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base
- Maintain City and Development Standards

2015

- Adopt a Long-Range Revenue Plan
- Adopt Pavement Management and Utility Improvement Plans
- Complete a Utility Rate Study
- Create Joint Planning Advisory Board with City of Cambridge and Isanti Township - Comprehensive Planning
- Work on Sidewalk Infill on CSAH 23 and Heritage Boulevard
- Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base
- Maintain City and Development Standards

2014

- Police Chief Search - Internal Posting Process
- Change Sidewalk Snow Removal Policy
    - Formal Policy Change for Council Consideration
    - Purchase of new equipment
    - Hiring of one new full-time maintenance technician
    - Discontinue charging citizens for un-cleared sidewalks
- Create Joint Planning Meetings with Cambridge and Isanti Township - Compatible Land Usage/ Common Control Boundaries
- County Road 5 (Heritage Blvd) Traffic Study - Traffic Control/ Improvement
- Street Light Infill - Phased Plan for Budget Consideration
- Community Center Improvements / Parking Lot Improvements
    - Tie in Downtown Accessibly to City Hall/ Community Center through Downtown Parking Improvements, Access East of City Hall
    - Community Center Improvements
- Complete Implementation of City Website Improvements
- Continue Economic Development Efforts to Diversify and Increase the Tax Base
- Maintain City Standards

2013

- Community Center - Finalize Process/ Make it Financially Viable

- HRA Option - Evaluate
- CSAH 5 Aesthetic Standards / Traffic Flow Evaluation
- City Website Update
- Maintain City Standards
- Utility Billing - Pursue In-House Billing
- Continue Economic Development Efforts to Diversify and Increase the Tax Base

Mayor Wimmer felt the budget is on track per prior budget projections.

Review of 2018 Projects/Goals

a. City Website

Economic Development Director Sean Sullivan reviewed the history of the City website planning. Mayor Wimmer pointed out that in term of marketing the City, it is important to have a good site. Councilmember Lorinser thought that while there is a lot of information on the website, it isn't always easily attainable. Discussion about the importance of having a robust City web-site and the importance it plays for the residents and continued economic development growth continued among the Council and City staff. In terms of neighboring cities, the City's website is lagging behind and is not user friendly. Councilmember Collison asked about the availability of a mobile app for the City. Mr. Sullivan responded that he has briefly looked into it and there are options available. Discussion consensus was that the City's technology needs to be updated.

b. Equipment for City Council Communications

The Mayor mentioned that the current system is not efficient and needs to be updated. The current system is from 2005 and requires frequent tech upkeep. Audio file retrieval is slow and outdated. In the interest of going paperless, the use of emails for Councilmembers for City communication and moving to the use of tablets was discussed. This would eliminate the use of paper and staff resources to put packets together while also streamlining the process. Councilmember Lorinser added that he would like to see about getting cameras in the Council Chamber to stream meetings. Mayor Wimmer agreed since video streaming is much easier now than in the past. However, policy would need to be discussed to ensure that the recorded meetings reflect the set Council Agenda items.

c. 20 Year Capital Improvement

Financial Director Mike Betker pointed out that it is good to understand that although you can't say with certainty where you will be in 20 years, you will have a ball-park idea so incremental changes can gradually be made over time. Discussion of the capital improvement plan briefly included the need for additional storage space for the City in the future due to growth, but Mayor Wimmer noted that there was nothing new that wasn't in the plan already and hadn't already been previously discussed. This project is needed and initial work has started.

d. Administrator Transition

The Mayor informed the Council that throughout 2018, City Administrator Don Lorsung will begin transitioning duties to the Assistant City Administrator Josi Wood as part of the long-term staffing plan. By 2019 Ms. Wood would begin working as the City Administrator with Mr. Lorsung taking on Assistant City Administrator and Assistant City Clerk duties along with special projects that the City would otherwise need to pay an outside source for. Part of the staffing plan also includes bringing in a two-year Tech Engineer position to help supervise projects that are currently contracted out. It would not be an increase of dollars but rather a reallocation of currently

contracted engineering costs which would also provide additional staff capacity. This position would possibly take duties of the Public Services Director.

e. Emergency Generators

This is a serious need in case of a major power outage. Public Services Director/Assistant City Administrator Josi Wood said there is a generator at the water treatment plant and the main lift but that is all. This will keep most of the sanitary sewer services working temporarily but the lift stations will quickly fill up. There are two other critical lift stations but only one large portable generator available. Two more generators are needed, an additional one for the lift stations and another to supply a building facility with power if needed, either City Hall or the Police Department.

Police Chief Gene Hill said they have received quotes from Cummins and CAT, with the cheapest generator starting at $26,000 but that doesn't include transfer switches, automatic starts, or installation. Another option would be purchasing units through the Wildfire Land Services with the MN DNR. The generators are used units from the Federal government and are tested and operational before they leave the DNR for approximately $750.00 each. Transfer switches and installation would be an additional $5,000 and can be done through a City contracted electrician.

Discussion included the different power supply capacities the City would require and what is available from the DNR. Chief Hill noted the DNR generators are mil-spec and so are designed to sit outside and be easily moved with a forklift. He then suggested the best solution for the City would be to get the generators through the DNR and have an electrician wire them in. Discussion continued about making sure any available generators had the correct power adapters to so they could be safely used in an emergency.

Councilman Collison asked if a generator at City Hall could also power the Community Center. City Administrator Lorsung responded that issue had been discussed as there is a need for emergency shelter for people and there are very limited resources in the City as the schools do not have back-up generators and cannot be a resource for shelter.

Councilman Collison pointed out that maintenance would need to be considered for the units also. There is a recommended weekly and twice a year comprehensive maintenance protocol that needs to be taken into consideration also.

f. Multi-use Skating Rink

Mayor Wimmer suggested a model similar to North Branch for an outdoor recreational park with a flat, multi-use surface next to the BMX building. Public Services Director Wood said lights and water would be the most significant cost. Discussion among the City Council and staff included options for lighting and filling the skating rink, types of uses including pleasure skating and sport-related, and the likely need for re-grading of the area due to the current slope of the area. Mayor Wimmer said there is cost to it but it seems it would be beneficial.

Glenn Farrell, 200 1st Avenue NW, asked if the Fire Department had a water tanker that could be used to fill the skating rink. Mayor Wimmer agreed but added that the City would be billed for the use of the Fire Department's equipment. Mr. Farrell then suggested the option of buying a water tank with a skid that could be loaded onto a truck bed. Mayor Wimmer thanked Mr. Farrell for his suggestions.

g. Street Extensions – Richard Avenue SE & 5th Avenue NE

There is a study that has been done for 5th Avenue NE and one will be done for Richard Avenue SE to determine the total cost. Currently the Richard Avenue improvement would be on hold until the hotel project moves forward. Penny Lane has already been vacated. Ideally the street extensions and the hotel project construction would happen simultaneously.

h. Liquor Store Tastings (off-site)

Liquor Store Manager John Jacobi discussed the possibility of local businesses hosting off-site liquor tastings. He said it is not possible for the liquor store to provide this service due to liquor liability laws according to the director of the Minnesota Municipal Beverage Association. However, if a business wanted to pay for the hiring of a caterer with the correct licenses and provide insurance, the caterer's license would then allow the liquor store to come in and provide the service. Mayor Wimmer questioned if it would generate enough revenues for the liquor store to recoup expense of doing this. Mr. Jacobi was uncertain but he did not believe it would. It was also discussed that recent liquor store tastings held inside of the liquor store itself had generated more revenue and repeat sales than tastings held off-site.

i. Traffic Issues with Heritage Boulevard

In anticipation of Kwik-Trip coming into Isanti, the traffic situation on Heritage Boulevard was discussed. Heritage Boulevard is an Isanti County road and the City will have to work with both the county and MN DOT to make any changes to Heritage Boulevard. Community Development Director Ryan Kernosky outlined a brief summary of options that have been brought to the county. Additional discussion continued between City Council and staff about alternatives ideas that may optimize traffic flow on Heritage Boulevard.

j. Sledding Hill at Bluebird Park

Councilman Collison would like a sledding hill as he feels it would be a nice amenity for the City. He offered a potential location as Bluebird Park. Councilmembers and City staff discussed where the best location would be with other City locations offered as potential possibilities. Discussions continued regarding safety concerns, such as lighting and City liability issues, how a sledding hill could potentially be engineered, landscaping and topography, and maintenance of both a potential sledding hill and surrounding properties. All agreed that a sledding hill would be a nice addition to the City. It was decided that the Park, Recreation, and Culture Board should discuss the issue to see whether they feel it is feasible to pursue as a possible project, and if so where the best location would be.

k. Fluoride Information Added to Water Bill

Councilman Bergley put forth adding information to the monthly City water bills that fluoride is added to the City water supply. He referred to water bills in Austin, Texas that offer the same information since it is the only chemical added to the water for a medical treatment. He felt it would inform residents of why fluoride is added to the water. Mayor Wimmer felt that addition would cause unwarranted concern to residents as to why the City felt it was necessary to include that information on the water bills. It was mentioned that the information of what chemicals are added to the water are posted in the Consumer Confidence Report on the City website and annually in the official City newspaper.

l. City Hall Water Bottle Refill Station

Mayor Wimmer feels that adding a water bottle refill station would be a good step for the City as it would be greener, would get rid of so many disposable plastic bottle, and would help with our

Greenstep's best practices. The water bottle refill stations would be available to the public at City Hall also. Chief Hill suggested additional sites of the Community Center and both the Police and Fire Departments as well. Councilman Lorinser thought the BMX track would be another good site and added that he believes the refill stations would be utilized by many. Discussions included that there would be initial installation costs and routine cleaning and maintenance required as well.

m. 2018 Pavement Management Program

City Administrator Lorsung commented that planned sealcoating will be proceeding in the Northwest part of the City and could be expanded upon depending on the budget.

n. Continue Marketing Plan and Economic Development Efforts to Diversify and Increase Tax Base

Mayor Wimmer said the Marketing and Development efforts will continue moving forward.

o. Maintain City and Development Standards

Mayor Wimmer noted dramatic progress in median household income over the period of 2000-2016. The City of Isanti has gone from the lowest per capita income levels to the highest in that time period. This allows the City to attract a whole different set of businesses and the ability for the City to grow, offer more services, and be less dependent upon outside financial assistance. These overall changing trends helps for continued future growth in the economic well-being of the City and its residents. The Mayor believes this helps everyone with increased property values and opens the door to many other community amenities. Councilmember Lorinser agreed that this type of planning is beneficial and it should continue.

Mayor Wimmer summarized what had been discussed during the Goal Setting Session. Goals will be assigned to the appropriate Committees and Boards to move forward for Council's consideration.

Adjournment

Motion by Lorinser, second by Collison to adjourn. The meeting was adjourned at 9:57 a.m.

Respectfully submitted,

Clark A. Joslin, Facilitator
Isanti City Attorney

MINUTES OF THE CITY COUNCIL
GOAL SETTING SESSION
CITY OF ISANTI
January 23, 2017

The meeting was called to order at 8:00 a.m.

Members Present: Mayor George Wimmer, Councilors Dan Collison and Paul Bergley

Members Absent: Councilors Ross Lorinser and Steve Lundeen

Staff Present: City Attorney Clark Joslin as Facilitator, City Administrator Don Lorsung, Human Resources/City Clerk Lindsey Giese, Finance Director Jackie Fisher, Liquor Store Manager John Jacobi, Economic Development Director Sean Sullivan, Community Development Director Roxanne Achman, Public Services Director/Assistant City Administrator Josi Wood, Community Events/Parks Coordinator Katie Everett, Police Chief Gene Hill, and City Engineer Brad DeWolf

City Attorney Joslin welcomed the City Council and staff to the Goal Setting meeting.

City Attorney Joslin gave a brief introduction regarding the Goal Setting Session Agenda.

Overview of Prior Years Goals
Joslin reviewed the top goals from 2016 and briefly reviewed the status of each of them. The 2016 goals were as follows:

2016

- 5th Street NE Extension – Develop Funding Options
- 2016 Elections – Implement Polling Places
- Adopt New EDA Marketing Plan
- Hotel Project Options
- New City Councilmember Orientation
- City Comprehensive Planning Update
- 2016 Collective Bargaining
- Department Head Salary Review
- City Staffing Plan
- Purchasing Discretion
- Isanti Liquor Tastings Event
- Railroad Avenue Sidewalk
- Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base
- Maintain City and Development Standards

Earlier years Goals were listed in the handouts and briefly reviewed. The earlier years' Goals were as follows:

2015

- Adopt a Long-Range Revenue Plan
- Adopt Pavement Management and Utility Improvement Plans
- Complete a Utility Rate Study
- Create Joint Planning Advisory Board with City of Cambridge and Isanti Township - Comprehensive Planning
- Work on Sidewalk Infill on CSAH 23 and Heritage Boulevard
- Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base
- Maintain City and Development Standards

2014

- Police Chief Search - Internal Posting Process
- Change Sidewalk Snow Removal Policy
    - Formal Policy Change for Council Consideration
    - Purchase of new equipment
    - Hiring of one new full-time maintenance technician
    - Discontinue charging citizens for un-cleared sidewalks
- Create Joint Planning Meetings with Cambridge and Isanti Township - Compatible Land Usage/ Common Control Boundaries
- County Road 5 (Heritage Blvd) Traffic Study - Traffic Control/ Improvement
- Street Light Infill - Phased Plan for Budget Consideration
- Community Center Improvements / Parking Lot Improvements
    - Tie in Downtown Accessibly to City Hall/ Community Center through Downtown Parking Improvements, Access East of City Hall
    - Community Center Improvements
- Complete Implementation of City Website Improvements
- Continue Economic Development Efforts to Diversify and Increase the Tax Base
- Maintain City Standards

2013

- Community Center - Finalize Process/ Make it Financially Viable
- HRA Option - Evaluate
- CSAH 5 Aesthetic Standards / Traffic Flow Evaluation
- City Website Update
- Maintain City Standards
- Utility Billing - Pursue In-House Billing
- Continue Economic Development Efforts to Diversify and Increase the Tax Base

2012

- Community Center Review – Citizen Task Force
- Capital Replacement Fund – Review Reserves
- Utility Billing Review and Recommendation
- CSAH 5 – Traffic and Congestion Issues
- Main Street Traffic Issues
- Continue Economic Development – Diversify and Increase Tax Base

Mayor Wimmer stressed that all of the decisions made by Staff and Council, whether straight dollars and sense, or planning type decisions, impact our bottom line as a city.

City Engineer Brad DeWolf discussed the asset management and pavement plans. We have a very pro-active plan and stressed that maintenance is always more cost effective than restructure. The Mayor added we have a dedicated funding source and the intention of that is that we stay on schedule. Councilor Collison questioned how long we will be able continue to use the wastewater pond system. DeWolf answered the pond systems are working quite effectively, and stated that we will have to re-evaluate when the State starts requesting nitrate and chloride removal. In his opinion, he felt this City would have about a decade.

Review of 2017 Projects/Goals

a. Annexation of Surrounded Properties

Joslin explained that the city of Cambridge annexed a number of properties that it surrounded that were formerly in Isanti Township. Surrounding properties benefit from City services and facilities while not contributing any payment for their operation or maintenance. The City of Isanti also has a number of 'donut holes'. In 2011, possibilities of annexation of the 'donut holes' was discussed but it was decided not to consider further action at that time. Joslin elaborated that there were discussions with Isanti township to develop a policy about payments in lieu of taxes for services provided. We were looking to create a mutually acceptable agreement for the services but that was never an agreement that was able to be finalized.

The Mayor stated that a lot of these properties are not receiving any benefits from the township but are paying their taxes to the township. The Mayor stated that we have to make a decision as a City. As the City continues to grow, that these properties need to be annexed to the City. All but one is already under our planning jurisdiction, and they benefit from our growth as a community as well as our police protection. These property owners have a lot of benefits they are receiving directly.

The Mayor shared that he understands residents are concerned about increase in taxes, as they would be paying City tax rate instead of township tax rate. Currently our City tax payers are subsidizing their tax rates right now. He further explained that the City will get a lot of pushback. The Mayor mentioned those potentially being annexed may ask about the connection to city water and sewer, and he wanted to make it clear that those are two separate items. That not all properties within the City of Isanti are connected to water and sewer. If someone has a good working system, the City would not force them to connect to the city services.

Councilor Bergley asked if all these properties are all residential? The Mayor explained a few are residential properties that are currently non-conforming in commercial zoned areas, the Golf Course, and the rest are residential. Bergley asked if it's different for residential or business on how the City would treat the annexation and expectations. Mayor confirmed that those are residential properties in the B2 district, but that expectations for a business would be the same as residential. Administrator Lorsung mentioned that if there are properties that have utilities going by them, they would then be charged an access/availability fee. Currently, because they are not in the city they don't receive that fee, but if utilities are running in front of their property and they are annexed that fee would be applicable.

The Mayor stated that with no other questions or concerns being mentioned, that with this goal setting process items are discussed at this meeting and are brought for approval at the next Council meeting. Therefore, he will bring this goal forward to the next Council meeting.

b. Dog Park

The Mayor mentioned that this is a topic that has been brought up a lot. The decisions that will need to be made are do we want to have a dog park, do we want to have it located in the area currently specified and do we want to pay for it? The current discussed location is currently about an acre, with potential to grow. The estimated cost is between $18,000 and $19,000. There was discussion in regards to the usage, the area, and handling of waste. It was discussed that this should proceed as a goal to be brought to the next Council meeting.

c. Outdoor Hockey Rink

The previous outdoor rink was taken down for safety reasons. Without paying an overwhelming amount of money for a refrigerator rink, it's hard to guarantee ice. The plan would be to move the rink to the grassy area just south of the BMX building. It would be temporary, so the space could still be used in the summer. The cost of this would be between $61,500 – $92,500. We could potentially budget for this for 2018, if the Council wanted to pursue this. Councilor Bergley stated he believes it is hard for a city to staff warming houses, and as a hockey rink user, to consider this issue when looking at these costs for the usage the rink would receive. Josi Wood, Public Services Director also added that there is a lot entailed in the maintenance, much more than the pleasure rink. Further discussion ensued. It was brought up to relocate the Pleasure Rink so it would be closer to the warming house and bathrooms. Wood indicated that there would be some challenges and costs associated with it, but it would be an option. This item will be addressed by the Park, Recreation and Culture Board.

d. Park Dedication Fund Use

The Mayor informed the Council that we have always used our park dedication funds for new items. However, state statute allows us to use these funds to replace some items. If our policy was changed, it would impact any new development going forward. The funds would likely not be there. The Mayor was not in favor of changing it but wanted to bring it before Council so a conscious decision was made. Brief discussion took place. Attorney Joslin clarified the state statute states we cannot dedicate some of the funds for ongoing operational maintenance but they could be used to replace funds that we were going to use for development from our budget from funds from the dedication fees. The Council came to a consensus that they are comfortable with the language as is.

e. City Comprehensive Plan Update

Mayor Wimmer indicated that our comprehensive plan was developed a number of years ago, and much has changed in that time. He then asked if we are still on the right path of where we want to go? And does the plan reflect that? He believes we need a serious update to our plan. Roxanne Achman, Community Development Director, agreed, at the very least, we need to update the plan. She indicated with the upcoming potential annexations, the new property that was just annexed using a zoning district that we have not used before (even though it was in our previous comp plan) and the new overlay district, updating the plan is important. The Mayor also mentioned that road plans and improvements need to be included in this as well. Brad DeWolf added that by using technology and social media venues we are able to get more public input versus coming to an open house meeting. An estimate of the cost to update or provide a new comprehensive plan could range from $50,000 to $100,000. This is not currently in the budget for 2017.

f. 2017 Pavement Management Program

City Engineer stated that the Pavement Management program is currently under design and will be bringing it before Council. He stated that we focused on getting seal coats on some of our very highly traveled roads and will also be doing some crack sealing. A preliminary budget will be brought before Council.

g. Palomino Road Reconstruction

This currently has no funding source, and would need bonding. The actual amount will be determined from cost estimates.

h. Railroad Avenue Sidewalk/Trail

This currently has no funding source, and would need bonding. The actual amount will be determined from cost estimates.

i. 2017 Liquor Store Tasting Event

Liquor Store Manager John Jacobi explained that last year the tastings event was held in the Community Center. We did not get the numbers as anticipated. In order for this event to be successful, we would need to have approximately 60 people just to break even. The Liquor Store Committee discussed that this year the plan would be to hold tastings at the Liquor Store and have different vendors come in one day a week for the month of October to provide different samples to store guests.

j. Setting a Future Target Date for Discussion of a New Liquor Store Project

There was discussion in regards to the prior projects done on the store. The Mayor stated that currently we are in a situation where it is under great management and we are getting great revenue out of it. Mayor Wimmer questioned what kind of sales we would need to generate in order to continue to bring the same amount of money to the bottom line of the City while also paying the capital costs of the new store. John Jacobi, Liquor Store Manager, addressed Council and discussed the possibility of Sunday sales and new conditions. He also pointed out our record year last year. The Liquor Committee would like to have goals in place such as a certain year in which they will look again at the plans as a possibility of expanding the store. Jacobi stated that the lack of space is the greatest issue. Further discussion took place about what it would take to

repay the cost of building a new store, or expanding the current store. The Mayor stated he would like to see this item go to Finance Committee to come up with some numbers to evaluate, and at that time we would have a better idea of when the City could look at a target date for the store.

k. Public Works and Police Department Storage

The Mayor identified that there is storage located all over the City, however, it is not efficient. Public Services Director/Assistant City Administrator, Josi Wood, spoke to Council informing them of the needs of Public Works. Chief of Police Gene Hill also spoke in regards to his department needs for storage, and the expense of items that are currently gaining wear and tear due to the storage constraints. The item was directed to Finance Committee to research to budget for 2018.

Mayor Wimmer explained these goals will be brought before Council to be assigned to Committees for consideration. He also thanked and praised Staff for their work.

Adjournment

Motion by Bergley, second by Collison to adjourn. The meeting was adjourned at 10:27 a.m.

Respectfully submitted,

Clark A. Joslin, Facilitator
Isanti City Attorney

MINUTES OF THE CITY COUNCIL
GOAL SETTING SESSION
CITY OF ISANTI
January 25, 2016

The meeting was called to order at 8:30 a.m.

Members Present: Mayor George Wimmer, Councilors Dan Collison, Steve Lundeen, Adam Johnson and Paul Bergley.

Members Absent: None.

Staff Present: City Attorney Clark Joslin as Facilitator, City Administrator Don Lorsung, Human Resources/City Clerk Karissa Henning, Finance Director Brenda Frechette, Liquor Store Manager John Jacobi, Economic Development Director Sean Sullivan, Community Development Director Roxanne Achman, Public Services Director Josi Wood, Police Chief Gene Hill, and City Engineer Brad DeWolf.

City Attorney Joslin welcomed the City Council and staff to the Goal Setting meeting.

City Attorney Joslin gave a brief introduction regarding the Goal Setting Session Agenda.

Overview of Prior Year Goals
Joslin reviewed the top goals from previous years and they were as follows:

2015

- Adopt a Long Range Revenue Plan
- Adopt Pavement Management and Utility Improvement Plans
- Complete a Utility Rate Study
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- Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base
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2014

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- Community Center - Finalize Process/ Make it Financially Viable
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- City Website Update
- Maintain City Standards
- Utility Billing - Pursue In House Billing
- Continue Economic Development Efforts to Diversify and Increase the Tax Base

2012

- Community Center Review – Citizen Task Force
- Capital Replacement Fund – Review Reserves
- Utility Billing Review and Recommendation
- CSAH 5 – Traffic and Congestion Issues
- Main Street Traffic Issues
- Continue Economic Development – Diversify and Increase Tax Base

Mayor Wimmer did note that the 2011 community meeting minutes and staff memo is also within the goal setting agenda packet. Mayor Wimmer indicated there were two community meetings held in 2015 to review the pavement and utility management plans; however, there were no citizens present at either meeting.

Mayor Wimmer reported that the City is on track from a financial standpoint. The City is building its fund reserve back up. It is recommended by the City's auditors that that City maintain minimally a 50% fund balance. Maintaining a 50% fund balance helps the City receive better bond ratings. Mayor Wimmer emphasized the importance of maintaining a 50% fund balance as the City will need to bond for upcoming street improvement projects.

Mayor Wimmer shared with the Council that he anticipates seeing savings in utilities as a result of the 2016 utility rate study.

Mayor Wimmer explained the City's financial plan has been reviewed at other City Council meetings and that once the numbers have been finalized from the 2015 audit, the financial plan will be updated.

There was discussion from the Council on bringing in the 108 unit apartment building to the northeast corner of Isanti; this should attract developers.

There was discussion on the asset management and pavement plans.

The Mayor indicated that he is going to try to hold more informal meetings with the public and business community. He will be trying to start up 'Coffee with the Mayor' for those interested in discussing City matters and providing him with their input. This is in attempt to receive a wider range of input from all citizens and business owners.

Review of 2016 Projects/ Goals

a. 2016 Elections – Dual Polling Locations

Mayor Wimmer indicated that as required by the County, the City is splitting into two polling precincts.

Lorsung explained that the City's two precincts would be divided by a line on the centerline of Heritage Boulevard that extends from the City's western boundary to its intersection with Hwy. 65. From there, the line extends south on the centerline of Highway 65. Precinct one would be at City Hall and serving those to the south of heritage, west of 65; precinct two would be at the Isanti Community Center, serving those to the north of heritage, east of 65.

b. EDA Marketing Plan

The City Council briefly reviewed the EDA marketing plan. More information will be provided once Sullivan is able to get final numbers. There was discussion on the more the City can do at the City level for businesses, the more likely the City is to bring businesses in. Credit was given to the development team for their great work in 2015.

c. Hotel Project

In review of past studies, having a hotel in Isanti is viable. However, the success of being able to bring a hotel to the City of Isanti may be contingent upon the City's level of involvement in a hotel project. There are three different ways the City could be involved in a hotel project: 1) wholly fund a hotel 2) partial ownership in a hotel 3) providing as many financial incentives as possible for a business interested in doing a hotel project. The Mayor noted that he believes a hotel will come in the next three to five years - into the area - however, 'area' does not necessarily mean a hotel will come to Isanti. The Mayor asked the Council if they would like to consider having any ownership stake in a hotel.

Bergley mentioned he would be willing to look at partial ownership with intent to sell to a private business.

Johnson concurred that he would be in favor of a hotel and some level of City involvement.

Lundeen noted he does not believe a City should own any business.

Collison made comment that he would be in favor of looking into a hotel and potential levels of City involvement, but would also want to see an end to the City's involvement; a hotel should not remain under City ownership.

Mayor Wimmer informed the Council that from a dollars and cents standpoint, it looks better to have whole ownership of a hotel versus partial. The Mayor continued to state though that he understands it is a big question as to whether or not a government entity should be involved in a hotel, and that is what the Council will need to decide.

Sullivan reviewed some tax advantages of having a hotel in the City of Isanti.

There was direction for Sullivan to gather more information regarding a hotel in Isanti and review with the EDA.

d. Hockey Rink Capital Improvements

Mayor Wimmer reported that the Youth Hockey Association is no longer able to maintain or assist in maintaining the hockey rink. The current rink is in bad shape. There was discussion on moving the hockey rink and pleasure rink to the south of the BMX building, and putting cement slabs down and using wooden boards. This way, citizens using the rinks can be closer to the BMX warming house, and the wooden boards can be taken down in the summer. Doing this would be a lot less expensive than reserving funds to build a new hockey rink. A new hockey rink could cost between $30,000 and $50,000 dollars.

There was discussion in regards to citizens using the rink and concerns regarding parking lot space for BMX.

There was discussion in regards to more storage being needed for public works and the police department. Having wooden boards on the rinks would mean another thing public works would need to store in the off-season.

Mayor Wimmer stated he wanted the Council to be aware of this as it is something the Park, Recreation, and Culture Board will be looking at.

e. 5th Street NE Road Extension

There was discussion on finding outside funding options for this extension.

f. New City Councilmember Orientation

Staff will be preparing a new City Councilmember orientation process and packet for new members. Councilmembers are to reach out to staff if they have any suggestions on how to make the onboarding process for new Councilmembers better. An orientation packet will come back to the Council for review.

g. City Comprehensive Plan Update

The Mayor indicated doing a comprehensive plan could easily cost $50,000. There was discussion with staff on the best process for doing a comprehensive plan. Staff requested Council consideration of a facilitator to assist staff through the process and gathering data. Staff is to

bring back to City Council timelines for 2017 GIS needs and for a 2018 comprehensive plan update.

h. 2016 Collective Bargaining

Staff reported that preparation for collective bargaining will happen in late summer. It is anticipated that notices to bargain will be received in early to mid-fall and negotiations will take place in mid to late fall.

i. Department Head Salary Review

Mayor Wimmer stated that the City pays considerably less than other cities for department head positions. He would like to see a $5,000 increase for all department head positions. Mayor Wimmer added that City staff is incredibly efficient; overall the City's administrative costs are 30-40% less than peer groups. There was discussion amongst Council about staff members wearing many hats and being great at what they do.

j. City Staffing Plan

Mayor Wimmer noted he would like to have a City staffing plan laid out and approved by Council so staff members can see how the Council foresees positions and departments growing. The Council agreed with this and felt doing so would empower staff and create commitment from staff members - as they can know that their positions or departments will grow overtime.

k. Purchasing Discretion – Finance Committee

Mayor Wimmer and Lorsung explained that a purchasing timeline for staff can at times take multiple weeks due to needing Council approval. The Mayor would like the Finance Committee to have the ability to allow smaller budget items be approved at the Committee level versus bringing it back to Council to save staff time.

l. Isanti Liquor Tastings Event - ICC

There was consensus among the Council that Isanti Liquor should hold its tastings in Isanti. Last year the annual liquor tasting event (hosted by the Chamber of Commerce) was held in Cambridge. The Council discussed the idea of holding an Isanti Liquor Store tasting and was in favor of it. The Liquor Committee will be working on this.

With the City Council's guidance, staff will direct all goals and action items discussed to the appropriate Committees for consideration.

Adjournment

Meeting adjourned at 10:55 a.m.

Respectfully submitted,

Clark A. Joslin, Facilitator
Isanti City Attorney

1.e.

MINUTES OF THE CITY COUNCIL
GOAL SETTING SESSION
CITY OF ISANTI
January 26, 2015

The meeting was called to order at 8:30 a.m.

Members Present: Mayor George Wimmer, Councilors Dan Collison, Steve Lundeen, Adam Johnson and Paul Bergley.

Members Absent: None.

Staff Present: City Attorney Clark Joslin as Facilitator, City Administrator/City Clerk Don Lorsung, Human Resources/Deputy City Clerk Karissa Henning, Finance Director Sarah Cotton, Liquor Store Manager John Jacobi, Economic Development Director Sean Sullivan, Community Development Director Roxanne Achman, Community Events Manager/ Parks Coordinator Josi Wood, Police Chief Gene Hill, City Engineer Brad DeWolf, and Public Works Director Nick Fleischhacker.

City Attorney Joslin welcomed the City Council and staff to the Goal Setting meeting.

City Attorney Joslin gave a brief introduction regarding the Goal Setting Session Agenda.

Overview of 2011 - 2013 Top Goals
Joslin reviewed the top goals from previous years and they were as follows:

2011
- Restructure City Government – Joslin discussed Community Meetings/Outcome

2012
- Community Center Review – Citizen Task Force
- Capital Replacement Fund – Review Reserves
- Utility Billing Review and Recommendation
- CSAH 5 – Traffic and Congestion Issues
- Main Street Traffic Issues
- Continue Economic Development – Diversify and Increase Tax Base

2013
- Community Center - Finalize Process/ Make it Financially Viable
- HRA Option - Evaluate
- CSAH 5 Aesthetic Standards / Traffic Flow Evaluation
- City Website Update
- Maintain City Standards
- Utility Billing - Pursue In House Billing
- Continue Economic Development Efforts to Diversify and Increase the Tax Base

2014

- Police Chief Search - Internal Posting Process
- Change Sidewalk Snow Removal Policy
    - Formal Policy Change for Council Consideration
    - Purchase of new equipment
    - Hiring of one new full-time maintenance technician
    - Discontinue charging citizens for un-cleared sidewalks
- Create Joint Planning Meetings with Cambridge and Isanti Township - Compatible Land Usage/ Common Control Boundaries
- County Road 5 (Heritage Blvd) Traffic Study - Traffic Control/ Improvement
- Street Light Infill - Phased Plan for Budget Consideration
- Community Center Improvements / Parking Lot Improvements
    - Tie in Downtown Accessibly to City Hall/ Community Center through Downtown Parking Improvements, Access East of City Hall
    - Community Center Improvements
- Complete Implementation of City Website Improvements
- Continue Economic Development Efforts to Diversify and Increase the Tax Base
- Maintain City Standards

Mayor Wimmer explained that he would like to hold community meetings again like the City did in 2011 for input on the pavement and asset management plans, the assessment policy and funding strategy. Mayor Wimmer indicated he would like to hold one daytime session and one evening session so all member of the community have a chance to provide input.

City staff gave reports on their departments, work plans, projects, and work load.

Chief Hill gave a report on the Police Department a few key topics Hill addressed were:

- Strengths/weaknesses of the Police Department
- Opportunities/Threats
- Need to continue training/mentoring for employees to move up within the Department
- Community Policing - Key Foundation to the Police Department
- Looking into grant funding for automated external defibrillators (A.E.D's) for all City Buildings
- Looking into grant funding for thermal imaging cameras
- Need for new technology/equipment in the investigation room such as cameras
- Gas prices are currently down, but ammunition prices have gone up

Public Works Director Nick Fleischhacker reported on the following:

- Water and long term planning
- Water process testing is done 1,300 times per year
- Sewer and long term maintenance needs
- Sewer process testing done 1,000 times per year
- Reporting for water/sewer and new legislation
- Streets - straight salt versus dirt makes an ease for clean-up in spring for streets
- Looking into paint that lasts for a longer term - currently re-paint yearly

- Streets are in pretty good shape if start to repair and maintain now - this will lead to a decrease in costs for road maintenance/reconstruction long term
- Parks and summer maintenance

Liquor Store Manager John Jacobi reported on the Liquor Store:

- 4.4% increase in sales over year prior
- Development in wines
- Great employees and ideas
- Backroom always over stacked/ over crowded
- EMV pay chip and pin credit cards
- Parking lot deterioration
- Plans for the future
- Hope for a new Liquor Store in future plans

Mayor Wimmer and the Council discussed that they do not foresee planning for a new Liquor Store for at least five more years.

Community Development Director Roxanne Achman reported on the following:

- Several potential commercial projects
- Code Updates
- Numerous calls on platting and adding on to homes/ businesses
- 2016 Comprehensive Plan
- Creation of a Joint Planning Board for the Comprehensive Plan with the City of Cambridge and Isanti Township
- Potential change to the make-up of the Planning Commission
- Need for GIS and Mapping software
- Succession Planning - Building Official position
- Code Enforcement/ Zoning Technician obtaining permit technician certification

Economic Development Director Sean Sullivan reported on the following:

- The Economy is improving from where is has been from the last 5 years. Isanti has an opportunity to grow again - we need to stick to our message
- Currently over 150 businesses in Isanti that employ over 1500 workers
- 38 permits for single family residential homes were pulled in 2014
- East Central MN Housing Study and Tourism Impact Hotel Feasibility Study were completed in 2014 and will be used to market to specific end users
- Demand for senior and residential housing for Isanti identified in East Central MN Housing Study
- Future Development Needed: Working on Hotel and Clinic and other CEDS Priorities
- Upgraded City Website 2014
- Need to consider potentially to recruiting businesses from the North
- Continued development of City owned lots in Industrial Park
- Need for quality development along highway 65, beginning to see some push for development that doesn't maximize land on 65 and could be detrimental for future of Isanti (Do we want used car lots?)

- Monument Sign or Billboard on Hwy 65 for Isanti would be a great way to market community

Lundeen stated that a monument sign with an electronic billboard would be a great attraction.

Community Events Manager/ Parks Coordinator Josi Wood reporting on the following:

- Community Center - increase in rentals since 2014 improvements
- Numerous Community Center showings and renting
- Creation of new parks brochure
- Summer planning - farmers market and street dances
- Custodian position filled for cleaning the Community Center and Indoor Arena (home of Isanti BMX)
- Need for Community Center capital improvement replacement plan
- Family programming
- Playground audit
- Looking for grant opportunities
- Some DNR land issues with newly acquired park land - will need to clean-up/ work on

Mayor Wimmer talked about holding off on some of the improvements on the City Hall and Community Center parking lot project for the upcoming year.

Human Resources/ Deputy Clerk Karissa Henning reported on the following:

- Need to look into electronic records management system and future planning for such a system
- Creation of formal data practices policy
- Administrative Intern - tasks/ projects assigned
- Investigator and Building Inspector Search/ Building Official succession planning
- Personnel Policy updates (2014 law changes)
- Job Audit on office positions - 1st quarter of 2015
- Phone system research and replacement for 2015
- Licensing/ Pawn renewals and potential of the new strong beer and wine license for City Center Market's 'The Green Table'
- Safety Consultant Contract expires November 2015 - potential RFP for services
- OSHA Simulated inspections and OSHA Reporting
- Pay Equity Reporting
- Benefits Consultants contract up December 2015 - potential RFP for services
- Compliance with ACA requirements
- Monitor aggregate plan value in anticipation of Cadillac Tax (2018)
- Establish Look Back Policy - determine benefit eligibility and avoid future penalties
- Benefit renewals and commercial insurance renewals - Fall 2015
- Monitor claims and look for ways to decrease claim rating

City Engineer Brad DeWolf reported on the following:

- 2014 was a planning year in terms of improvements

- Asset Management Plan - invest for the future
- The City is ahead of many other cities in terms of planning and capital improvement replacement schedules
- Reviewed requirements for public works departments
- Wastewater requirements will continue to become more stringent
- The main lift station has exceeded it's useful life and the City needs to look at the replacement of this
- 2014 good work on traffic sign policies and sign retro-reflectivity
- Storm water pond maintenance
- Annual pavement maintenance and storm sewer and well head maintenance
- Re-alignment of credit union drive

Mayor Wimmer, the City Council, and Lorsung hosted a discussion on the difficulties that may be faced with the re-alignment of credit union drive and Lorsung noted that with the building of Family Dollar, this will alter how things will be re-aligned.

Finance Director Sarah Cotton reported on the following:

- Movement of Utility Billing in-house dramatically increased foot traffic at City Hall
- Importance of Payroll Clerk, Utility Billing Clerk, and Receptionist - front line staff; great customer service provided to citizens
- Review of what the Finance Department does
- 2015 utility rate study
- Funding for capital improvement projects
- Goal - credit card payments online for all permits

Mayor Wimmer reviewed the five year plan fund balance and discussed the City's long term plan. Mayor Wimmer touched base on planning for increases in payments to the Fire District and how the City may need to start levying for fire services due to the yearly increases. Mayor Wimmer noted fire services have increased around 10 % each year. Mayor Wimmer stated that fire service is the one thing within the City budget that the City cannot control.

Mayor Wimmer noted local government aid (LGA) will change and fluctuate. Mayor Wimmer touched base on a revenue shortfall and attributes some of the shortfall to undeveloped lots.

Mayor Wimmer touched base on the pavement management plan and noted the more the City can take care of on the front end, the less costly repairs will be later; this will save the City some money in reconstruction fees for streets. Mayor Wimmer stated there is a need to get caught up on street repairs now while the City is able to make minor repairs so larger repairs do not need to be made later. Mayor Wimmer noted the city will need to take a look at debt payments for the pavement plan. Mayor Wimmer emphasized the importance of a good road and utility system.

Mayor Wimmer touched base on potential franchise fees for utilities in public right-of-ways.

Mayor Wimmer talked about the downtown parking project and also again on how he does not recommend doing City Hall parking lot improvements in 2015.

Mayor Wimmer talked about a new liquor store and how he does not anticipate implementing a new liquor store in the next five years. Mayor Wimmer explained this is because if the City were to have a new liquor store, this would mean revenues would then not be able to go back to the City as it would be going to debt service payments.

Jacobi did note that the liquor store will plateau in terms of revenue generated for the City due to lack of space. Jacobi mentioned the store may have already hit its plateau and that in talking with the auditors and other cities it is surprising how much money comes out of sales for the store due to its size. Mayor Wimmer noted the City's budget does need the money generated from the liquor store for the next three to five years.

After a short break Mayor Wimmer touched base on/ followed up on a few remaining goals:

Mayor Wimmer noted again that he would like to hold community meetings one in the morning and one in the evening for the pavement utility and asset management plans.

Mayor Wimmer touched base on the assessment policy and asked the Council whether or not they wanted to review it and make changes. Cotton noted that if the Council keeps the current policy, this would not be a significant impact to the citizens in terms of cost. The Council was in favor of keeping the same assessment policy.

Mayor Wimmer touched base on having a rate study done for City utilities. Mayor Wimmer touched base on doing the housing study and marketing plan. Mayor Wimmer touched base on the desire to create a joint planning board for the comprehensive plan.

Mayor Wimmer noted that Henning will do a job audit of office positions in 2015.

Joslin asked for goals from the other Council members for the year 2015.

Collision

- Address storage room concerns for Liquor Store
- Police Department Interview Room technology
- Policy for Police Officers body cameras
- Entry sign into Isanti
- Concentrate on maintaining current parks and weed control
    - There was discussion on irrigated versus non-irrigated sections of parks and how nothing can be done about this due to the sand in some areas

Lundeen

- Fire District - do what the City can to make changes
- Finishing sidewalk on Whiskey road on east side
- Establish long range financial plan
- Continue economic development
- Streetlight infill
- Maintaining city standards

- Monument/ sign on north and south sides of City
    - Electronic billboard if can afford

Johnson

- Clean up the compost site

Bergley

- Work with Fire District on changes

Through the above discussions at City Council Goal Setting Session, the following was compiled for the 2015 City Council Goals:

1. Adopt a Long Range Revenue Plan
2. Adopt Pavement Management and Utility Improvement Plans
3. Complete a Utility Rate Study
4. Create Joint Planning Advisory Board with City of Cambridge and Isanti Township - Comprehensive Planning
5. Work on Sidewalk Infill on CSAH 23 and Heritage Boulevard
6. Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base
7. Maintain City and Development Standards

With the City Council's guidance, staff will direct all goals and action items discussed to the appropriate Committees for consideration

Adjournment

Meeting adjourned at 11:45 a.m.

Respectfully submitted,

Clark A. Joslin, Facilitator
Isanti City Attorney

MINUTES OF THE CITY COUNCIL
GOAL SETTING SESSION
CITY OF ISANTI
January 27, 2014

The meeting was called to order at 8:30 a.m.

Members Present: Mayor George Wimmer, Councilors Dan Collison, Steve Lundeen, Adam Johnson and Sue Larson.

Members Absent: None.

Staff Present: City Attorney Clark Joslin as Facilitator, City Administrator/City Clerk Don Lorsung, Human Resources/Deputy City Clerk Karissa Henning, Finance Director Sarah Cotton, Liquor Store Manager John Jacobi, Economic Development Director Sean Sullivan, Community Development Director Roxanne Achman, Community Events and Parks Coordinator Josi Wood, Police Chief Ron Sager, Police Lieutenant Gene Hill, and Public Works Director Nick Fleischhacker.

City Attorney Joslin gave a brief introduction regarding the Goal Setting Session Agenda.

Overview of 2010 - 2013 Top Goals
Joslin reviewed the top goals from previous years and they were as follows:

2010

- Economic Development Comprehensive Plan
- Downtown Plan
- Consideration of EDA to an HRA
- Continue work on Rail Industrial Park
- Budgeting without LGA
- Establishing a list of cuts and prioritize budget items
- Determine the percentage of general funds to reserve
- Restructuring bonded debt

2011

- Restructure City Government – Joslin discussed Community Meetings/Outcome

2012

- Community Center Review – Citizen Task Force
- Capital Replacement Fund – Review Reserves
- Utility Billing Review and Recommendation
- CSAH 5 – Traffic and Congestion Issues
- Main Street Traffic Issues
- Continue Economic Development – Diversify and Increase Tax Base

2013

- Community Center - Finalize Process/ Make it Financially Viable

- HRA Option - Evaluate
- CSAH 5 Aesthetic Standards / Traffic Flow Evaluation
- City Website Update
- Maintain City Standards
- Utility Billing - Pursue In House Billing
- Continue Economic Development Efforts to Diversify and Increase the Tax Base

It was indicated that utility billing is now in house and that a majority of the 2013 goals are completed and other goals are still moving forward as directed. It was also noted that the donation by the Ruby Johnson Trust Dated February 17, 2010 for Capital Improvements to the Isanti Community Center, accepted by the City Council on November 6, 2013, will greatly assist in the capital improvements needed.

Long Term Plan
Mayor Wimmer reviewed the five year plan fund balance, talked about the City's long term plan, how the City should stay strong with rental and nuisance ordinances to protect property values, and a desire to increase the commercial industrial tax base.

Mayor Wimmer touched on the City being in good financial shape and having a higher percentage of its operating expenses in its fund balance than other cities. The State recommends having around 35% - 50% of operating expenses within the fund balance. It is projected that the City will be able to be around 60% through 2018. Mayor Wimmer also noted the City has been subsidizing the fund balance around $200,000 - $300,000 dollars a year in order to maintain its service level to citizens without raising taxes.

Mayor Wimmer noted the Chief of Police submitted his retirement letter on January 21, 2014 and discussed with the Council moving forward with an internal posting for the position. There was consensus among the Council to do an internal posting and to first try to promote from within the Police Department.

There was discussion amongst the Council regarding all City sidewalks being cleared by Public Works staff, and what it would take to make that possible. Currently only 40% of City sidewalks are cleared. There was direction from Council for staff to take the necessary steps to proceed forward with investing in new equipment, hiring another employee, discontinue fining citizens who have not cleared sidewalks, and to change the sidewalk snow removal policy so that the City is to clear all City sidewalks (besides those exempt within the plowing policy and private sidewalks). The direction is effective from this date (01-27-2014) forward.

Collison discussed the need for a new Liquor Store and recommended that the store be relocated off of highway 65. Mayor Wimmer noted the Liquor Store is an economic development tool that can help support other local businesses in town on County Road 5 (Heritage Blvd) and Main Street. There was discussion regarding business being taken away from other businesses off of County Road 5 (Heritage Blvd) and Main Street if the Liquor Store were to move. Mayor Wimmer expressed that he felt that Liquor Store was still about three to five years away from expanding/being built. Mayor Wimmer indicated in order for it to be financially feasible, the Liquor Store would need to increase sales by around 1.5 million dollars. Jacobi noted that a cost study should be done to see whether

or not it would be feasible, at this point in time, to build a new store. Jacobi shared his concern that there is not enough space to house everything that the customers would like and that he does lose business because of this. There was consensus that the Liquor Store has most likely neared its potential for sales and that more space is needed in order for the store to grow and generate more money in sales. There was discussion for Sullivan and Jacobi to continue working together towards promoting economic development and the Liquor Store through joint signage. Mayor Wimmer directed the Liquor Store market study be placed back on the 2015 Goal Setting session for discussion.

City Finances Report
Cotton reviewed the updated capital improvement plan, capital replacement reserves and debt schedule. The City has a little over four million dollars in outstanding debt.

Mayor Wimmer stated LGA funds can be used to help with purchasing capital replacements.

Cotton recommended a rate study be done in 2015 for water and sewer.

City Council Discussion
Mayor Wimmer noted that in 2015-2016 the City should be taking a look at redoing the comprehensive plan, and that he would like to have joint planning meetings with Cambridge and the Townships regarding compatible land usage/ common control boundaries.

There was discussion amongst the Council that there is still a desire to have smooth traffic flow and for it to be aesthetically pleasing along County Road 5 (Heritage Blvd). Staff is to work with the City Engineer on possible traffic controls along County Road 5 (Heritage Blvd).

After a short break, there was discussion on replacing street lights, and for the Public Works Committee to review this matter and put together a phased plan for replacing the lights. Mayor Wimmer asked that the costs be reviewed and a plan to be in place by May 2014 for budgeting purposes.

Larson brought up the issue of frozen water pipes downtown. There was discussion that moving forward insulation should be put underneath the sidewalks or roadways without sufficient cover.

There was discussion on having Sullivan continue moving forward with updating the City website.

There was discussion on Community Center improvements, having the Community Center parking lot conjoin with an expanded City Hall parking lot, and for drainage issues to be looked at. Mayor Wimmer clarified that the donation of money received for the Community Center can only be used for the Community Center; any additional work done in conjunction with the Community Center improvements would be taken from other City funds.

Lundeen and Larson stated they would like to see continued support for economic development and the maintaining of City standards be placed back on as City goals for 2014.

Through the above discussions at City Council Goal Setting Session, the following was compiled for the 2014 City Council Goals:

1. Police Chief Search - Internal Posting Process
2. Change Sidewalk Snow Removal Policy
    a. Formal Policy Change for Council Consideration
    b. Purchase of new equipment
    c. Hiring of one new full-time maintenance technician
    d. Discontinue charging citizens for un-cleared sidewalks
3. Create Joint Planning Meetings with Cambridge and Isanti Township - Compatible Land Usage/ Common Control Boundaries
4. County Road 5 (Heritage Blvd) Traffic Study - Traffic Control/ Improvement
5. Street Light Infill - Phased Plan for Budget Consideration
6. Community Center Improvements / Parking Lot Improvements
    a. Tie in Downtown Accessibly to City Hall/ Community Center through Downtown Parking Improvements, Access East of City Hall
    b. Community Center Improvements
7. Complete Implementation of City Website Improvements
8. Continue Economic Development Efforts to Diversify and Increase the Tax Base
9. Maintain City Standards

Items to be reviewed at the 2015 Goal Setting Session:

1. Liquor Store Market Study
2. Water and Sewer Rate Study
3. Comprehensive Plan Update

With the City Council's guidance, staff will direct all goals and action items discussed to the appropriate Committees for consideration

Adjournment

Meeting adjourned at 10:14 a.m.

Respectfully submitted,

Clark A. Joslin, Facilitator
Isanti City Attorney

RESOLUTION NO. 2018-201

RESOLUTION ADOPTING CAPITAL IMPROVEMENT PLAN 2018-2029

WHEREAS, the City of Isanti adopted the 2008 Comprehensive Plan on November 20th, 2007 (Resolution No. 2007-272) and the Capital Improvement Plan 2010-2020 (Resolution No. 2010-064); and

WHEREAS, the Comprehensive Plan identified a Capital Improvement Program (CIP) as a necessary planning tool for the scheduling and prioritizing of public improvement projects; and

WHEREAS, a Capital Improvement Program will allow the City of Isanti to identify critical public improvements, yet stay within budget restraints; as all projects outlined within the CIP are reviewed, priorities are assigned, cost estimates are prepared, and potential funding sources are identified; and

WHEREAS, the City Council authorized the development of an updated CIP in 2018; and

WHEREAS, the City Engineer has prepared an update of the previous CIP regarding city improvements and facilities that extends from 2018-2029; and

WHEREAS, the City of Isanti is granted through Minnesota State Statues the right to prepare, adopt, and amend a Capital Improvement Plan and the Finance Committee has reviewed the plan and recommends its adoption:

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota to hereby adopt the Capital Improvement Plan 2018-2029 as prepared by Bolton & Menk dated July 2018 for the City of Isanti.

This resolution was duly adopted by the Isanti City Council this 4th day of September 2018.

Mayor George A. Wimmer

ATTEST:

Katie Brooks, ~~Human~~ Resources/City Clerk

2019-2028 CAPITAL IMPROVEMENT PLAN

City of Isanti

August, 2018

BOLTON & MENK

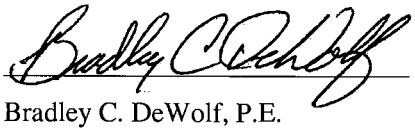
Real People. Real Solutions.

2019-2028 Capital Improvement Plan

in

Isanti, Minnesota

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

By: 

Bradley C. DeWolf, P.E.
License No. 24000

Date: August 20, 2018

Bolton & Menk, Inc.

Consulting Engineers & Surveyors

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Exhibit A	**Financial Plan**
Figure No. 1	**Multi-Modal And Transportation Corridor Enhancements**
Figure No. 2	**Street System Management Plan**
Figure No. 3	**Sanitary Sewer and Water Systems**
Figure No. 4	**Pavement Maintenance Schedule**
Figure No. 5	**Storm Sewer & Ponds Maintenance Plan**

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I. PROJECT INTRODUCTION

The goal of the Capital Improvement Plan is to establish a ten year maintenance and improvement plan to allow for the City of Isanti to properly prepare for improvements required in the future. The plan addresses existing facility and equipment upgrades as well as plans for future needs. The CIP gives the City of Isanti a vision of the future and will allow project priorities to change along with future needs. We have identified capital improvement needs for projects in four separate areas. The four areas include:

A. Multi Modal and Transportation Corridor Enhancements
B. Street System Management
C. Sanitary Sewer Collection and Treatment System
D. Water Supply and Distribution System

This CIP includes input from the City Council and City Staff to help ensure that projects meet the community needs and follow plans that were previously adopted by the City Council. These Council-adopted plans help prioritize areas of focus, and the CIP is a commitment toward implementation of the plans' goals and objectives.

II. CAPITAL IMPROVEMENTS

Capital improvements have been divided into four separate areas. The classification has been determined based on the primary need or goal of the project.

A. Multi Modal and Transportation Corridor Enhancements

The following list included the previously approved Multi-Modal elements that have been identified as needs throughout the City of Isanti. All improvements described below are identified in Figure No. 1 located in the appendix.

1. Eagle Park Parking Improvements

The parking improvements consist of reconstructing the existing Eagle Park parking lot located north of Broadway Street SW and west of the rail road to provide a new surface and layout to accommodate additional downtown parking.

2. Heritage Boulevard Walk Improvements

This project would involve the completion of the trail and sidewalk along Heritage Boulevard (CSAH 5). The project involves the construction of a sidewalk along the north side of CR 5 from Hillock Court NW to 3rd Avenue NW.

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3. **Realign Credit Union Drive and Installation of a Signal System**

   This improvement would establish a new 4 way intersection at the current 3 way intersection of Heritage Boulevard and East Dual Boulevard NE. The existing intersection of Credit Union Dr NE and Heritage Boulevard would be removed. This project would also include a designated crosswalk and the installation of a traffic signal system.

4. **Pedestrian Bridge/Tunnel**

   This project included the installation of a grade separated pedestrian crossing of Trunk Highway 65. The bridge/tunnel and associated access ramps will serve as an alternative crossing to the existing at grade crossing located at the intersection of Trunk Highway 65 and Heritage Boulevard.

5. **Pedestrian Bridge/Tunnel Collector Trail Improvements**

   This project would connect the Pedestrian Bridge/Tunnel to the existing walk at 8th Avenue SE near the Isanti Intermediate School and the walk located along Main Street at Credit Union Drive NE. The trail would be extended along the north side of Main Street then along the east side of the proposed 4th Avenue between Main Street and Broadway Street SE. This project will allow the pedestrian bridge/tunnel to be connected to the trail and sidewalk network already in place on the east and west side of Trunk Highway 65.

6. **Transit Station Improvements**

   An area has been identified for the future addition of a transit station in downtown Isanti. This has been included to identify the general area that the station would be located.

7. **West Frontage Road Improvements from Golden Way to Heritage Boulevard**

   This project would consist of construction of a 40-foot wide frontage road system between Cajima Street NE and Heritage Boulevard. It is planned that this street segment would include sidewalks on both sides of the corridor to further expand the existing sidewalk network. The improvements will also include new public utilities along the entire length of the project to serve the adjacent properties.

8. **Wendover Street NE/ 6th Avenue NE Improvements**

   This improvement has already received preliminary approval of its conceptual layout for street and utilities. This project will supplement and provide an additional link in the existing transportation and utility systems on the east side of TH 65.

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9. **West Collector Road Improvements from Cajima to 301st Avenue**

This project would include the installation a 40-foot wide frontage road system from Cajima Street to 301st Avenue. It is planned that this street segment would include sidewalks on both sides of the corridor to further expand the existing sidewalk network. The improvements will also include new public utilities along the entire length of the project to serve the adjacent properties.

10. **East Collector Road Improvements from 8th Avenue to CSAH 5**

This project would include the installation a 40-foot wide collector roadway to further expand the transportation system on the east side of TH 65. It is planned that this street segment would include a trail along one side of the roadway to allow for extension further east into Isanti County in the future. The improvements will also include new public utilities along the entire length of the project to serve the adjacent properties.

B. Street System Management Plan

The following is a list of street rehabilitation and enhancement projects that have been included for completion over the life of the plan. A visual inspection and rating of the street segments in the City was completed in the preparation of this plan. The street segments were evaluated based on their condition and the age and condition of the underlying utilities. The following projects, which are identified in Figure No. 2 in the appendix, are recommended to effectively preserve and enhance the existing street system:

1. **Street Surface Rehabilitation in Brookview South 1-4 Additions**

This project would include the repaving of the streets in the Brookview South 1-4 Additions. The condition of the pavement on these streets is in need of more than a conventional seal coat to preserve the life of the improvements.

2. **6th Avenue SW Rehabilitation**

This project would include the repaving of 6th Avenue from South Brookview Lane SW to 200 feet south of Dogwood Street SW. The condition of the pavement on this street is in need of more than a conventional seal coat to preserve the life of the improvements.

3. **Main Street W Reconstruction**

This project would include the reconstruction of Main Street W from South 4th Avenue to Whiskey Road. The condition of the pavement on this street is in need of more than a conventional seal coat to preserve the life of the improvements. The side walk and curb & gutter are in need of repair as well.

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4. **Street Surface Rehabilitation in Isanti Hills Phase 1, 3 & 4**

   This project would include the repaving of the streets in the Isanti Hills Phases 1, 3 & 4. The condition of the pavement on these streets is in need of more than a conventional seal coat to preserve the life of the improvements.

5. **Railroad Avenue SE Reconstruction**

   This project would include the reconstruction of Railroad Avenue SE from Palomino Road SE to Main Street E. The condition of the pavement on this street is in need of more than a conventional seal coat to preserve the life of the improvements. The east curb line would be shifted west to add a concrete sidewalk along the east side of the roadway.

6. **Mill and Overlay East Dual Blvd from Heritage Blvd to WTF Entrance**

   Edge mill and overlay this segment to establish a more consistent crown to the roadway.

7. **Towns Edge Road SE Reconstruction**

   This project would include the reconstruction of the rural roadway from Railroad Avenue to TH 65. Sanitary sewer and watermain would also be extended into this area to provide service to the parcels along this roadway. A lift station would be constructed near the Pond Street & Railroad Avenue intersection, with a discharge forcemain running north along Railroad Avenue to the existing sanitary sewer located at Palomino Road.

8. **Traffic Sign Evaluation and Replacement**

   This project includes evaluating and replacing traffic signs throughout the City to meet new State retroreflectivity requirements. This rule requires that all signs within the City be evaluated for effective retroreflectivity. A 5 year inspection rotation is recommended to maintain retroreflectivity standards. Those signs that do not have the proper reflective sheeting material should be replaced as discovered.

9. **Railroad Crossing at 301st Avenue**

   This improvement would be considered in part with the construction of the Rail Road Industrial Park.

10. **Yearly Pavement Maintenance**

    This annual project would consist of performing the pavement maintenance program on a 7-year rotation as laid out in the City Pavement Maintenance Program. Figure No. 4 identifies the current plan that is in place.

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11. Yearly Storm System Maintenance

This annual project would have yearly maintenance performed on stormwater ponds, outlets and waterways following the storm sewer and pond maintenance plan shown in Figure No. 5. This maintenance would include dredging of ponding and waterway areas, cleaning of outlets, cutting of vegetation, repairing washouts and establishing vegetation.

12. Traffic System Upgrade at TH 65 and Cajima Street NE

This project would include the installation of a Reduced Conflict Intersection (RCI) at the intersection of TH 65 and Cajima Street NE. MnDOT is installing RCIs along the Highway 65 Corridor as part of their master planning. MnDOT will install three RCIs in 2018 and four more are scheduled for 2019.

13. Traffic Signal System Upgrade at Heritage Boulevard and 8th Avenue NE

This project would include the installation of a traffic signal system at the intersection of Heritage Boulevard and 8th Avenue NE. This project would be initiated when traffic warrants for the signal system have been reached.

14. Traffic Signal System Upgrade at Heritage Boulevard and 3th Avenue NW

This project would include the installation of a traffic signal system at the intersection of Heritage Boulevard and 3rdAvenue NW. This project would be initiated when traffic warrants for the signal system have been reached.

15. Tyler Street SE Reconstruction

This project would include the construction of a new paved, curb & gutter urban street section from South Passage to Railroad Avenue including the extension of sewer and water services to the adjacent parcels. Land acquisition or a permanent easement would be needed for a storm sewer infiltration basin. The gravity sanitary sewer would run south to South Passage and then west to the existing lift station at Deerhaven Drive. Multiple homes may require grinder pumps to lift their sewer service up to the depth of the new sewer main. The watermain would be looped along Tyler Street to connect into Railroad Avenue and South Passage.

16. 4th Avenue SW Reconstruction

This project would include the construction of a new paved, curb & gutter urban street section from South Passage to the south including the extension of sewer and water services to the adjacent parcels. Land acquisition or a permanent easement would be needed for a storm sewer infiltration basin. The gravity sanitary sewer would run north to South Passage where a new lift station would pump the sewer into the existing system in South Passage. The watermain would be extended to the south with a ultimate future loop planned to connect back to Carson Drive SW.

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17. **Pave Elim Lane and Viola Street**

    This project would include paving the existing gravel roadways.

18. **Pave Gravel Alleys**

    This project would include paving the existing gravel alleys

19. **Pond Street Reconstruction**

    This project would include the construction of a new paved, curb & gutter urban street section from Railroad Avenue to the west where the existing gravel ends. This project would include the extension of sewer and water services to the adjacent parcels as well. The gravity sanitary sewer would run east to the lift station proposed with the Towns Edge Road Reconstruction project. The watermain would be extended to the west. No storm sewer is anticipated for this project.

C. Sanitary Sewer Collection and Treatment System

The following is a list of sanitary sewer collection, treatment, rehabilitation and enhancement projects that have been included for completion over the life of the plan. Properties currently on private septic systems will not be forced to hook up to the City sanitary sewer system until the septic system is found to be out of compliance or scheduled for replacement.

The following projects, which are identified in Figure No. 3 in the appendix, are recommended to effectively preserve and enhance the existing sanitary sewer system:

1. **Add Sanitary Sewer Service Along Heritage Boulevard**

   This improvement would be constructed to allow for sanitary sewer service to un-sewered properties along Heritage Boulevard between the Elementary School and Hillock Court.

2. **Clarifier Rehabilitation**

   This improvement would include the full rebuilding of the existing clarifier.

3. **Convert the WWTF to a Full Mechanical Plant**

   This improvement would be considered in part with the construction of the Rail Road Industrial Park.

4. **Towns Edge Road Sanitary Sewer and Railroad Avenue Forcemain**

   This improvement would be constructed to allow for sanitary sewer service to un-sewered properties along Towns Edge Road. A lift station would be constructed near the Pond Street & Railroad Avenue intersection, with a discharge forcemain running

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north along Railroad Avenue to the existing sanitary sewer located at Palomino Road. This work is included in the Towns Edge Road street improvement project cost.

5. **Tyler Street Sanitary Sewer**

This improvement would include the construction of a new sanitary sewer main to provide service to the parcels along this road segment. The gravity sanitary sewer would run south to South Passage and then west to the existing lift station at Deerhaven Drive. Multiple homes may require grinder pumps to lift their sewer service up to the depth of the new sewer main. This work is included in the Tyler Street Reconstruction project cost.

6. **4th Avenue Sanitary Sewer**

This improvement would include the construction of a new sanitary sewer along 4th Avenue south of South Passage to provide service to the parcels along this road segment. A lift station would be constructed near south passage to provide the required depth to service the existing homes. This work is included in the 4th Avenue Street Reconstruction project cost.

7. **Pond Street Sanitary Sewer**

This improvement would include the construction of sanitary sewer along Pond Street to provide service to the parcels along this road segment. This project would require the lift station and forcemain proposed with the Towns Edge Road project to be completed in advance to provide a discharge point. This work is included in the Pond Street Reconstruction project cost.

D. Water Supply and Distribution System

The following is a list of water supply and distribution system improvements projects that have been included for completion over the life of the plan. Properties currently on private wells will not be forced to hook up to the City water system until the well is found to be out of compliance or scheduled for replacement.

The following projects, which are identified in Figure No. 3 in the appendix, are recommended to effectively preserve and enhance the existing system:

1. **Filter Rehabilitation**

This improvement would include the full rebuilding of the four existing filters.

2. **Water Tower Coating Rehabilitation**

This improvement would include the rehabilitation of the coatings on the water tower. The existing coatings are beginning to peel off of the surfaces and should be redone to preserve the life of the equipment.

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3. Towns Edge Road Watermain

This improvement would include the construction of a new watermain along Towns Edge Road to provide service to the parcels along this road segment. This work is included in the Towns Edge Road street reconstruction project cost.

4. Tyler Street Watermain Loop

This improvement would include the construction of a new watermain to provide service to the parcels along this road segment. The watermain would be looped along Tyler Street to connect into Railroad Avenue and South Passage. This work is included in the Tyler Street Reconstruction project cost.

5. 4th Avenue Watermain

This improvement would include the construction of a new watermain along 4th Avenue to provide service to the parcels along this road segment. This work is included in the 4th Avenue Street Reconstruction project cost.

6. Pond Street Watermain

This improvement would include the construction of watermain along Pond Street to provide service to the parcels along this road segment. This work is included in the Pond Street Reconstruction project cost.

III. ESTIMATED COSTS AND SCHEDULE

The costs shown below are estimated project costs based on 2018 construction prices with an inflation factor of 3% per year to the year it is planned to be constructed.

A. Multi Modal and Transportation Corridor Enhancements

Project	Estimated Project Cost (with 3% Inflation)	Year to be Completed*
1 Downtown Parking Improvements - Eagle Park	$93,000	2020
2 Heritage Boulevard Walk Improvements - Hillock Ct - 3rd Ave NW	$121,000	2021
3 Realign Credit Union Drive and Installation of a Signal System	$820,000	2023
4 Pedestrian Bridge	$3,860,000	Developer Initiated
5 Pedestrian Bridge Collector Trail Improvements	$503,000	Developer Initiated
6 Transit Station Improvements	Funded by Others	As Required
7 West Frontage Road Improvements - Golden Way to Heritage Blvd	Developer Initiated	As Required
8 Wendover Street NE/ 6th Avenue NE Improvements	Developer Initiated	As Required
9 West Collector Road Improvements - Cajima to 301st Avenue	Developer Initiated	As Required
10 East Collector Road Improvements - 8th Avenue to Heritage Blvd	Developer Initiated	As Required
Total:	**$5,397,000**	

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B. Street System Improvements

Project	Estimated Project Cost (with 3% Inflation)	Year to be Completed*
1 Street Surface Rehabilitation in Brookview South 1-4 Additions	$620,000	2020
2 6th Avenue Rehabilitation	$311,000	2020
3 Main Street Reconstruction	$699,000	2021
4 Street Surface Rehabilitation in Isanti Hills	$856,000	2022
5 Railroad Avenue Reconstruction	$463,000	2023
6 Mill and Overlay East Dual Boulevard from Heritage Blvd to WTF Entrance	$204,000	2024
7 Towns Edge Road SE Reconstruction	$1,189,000	2025
8 Traffic Sign Evaluation and Replacement	$241,000	2026
9 Railroad Crossing at 301st Avenue	Developer Initiated	As Warranted
10 Yearly Pavement Maintenance	$3,209,000	2019 - 2028
11 Yearly Pond Maintenance	$770,000	2019 - 2028
12 Traffic Signal System upgrade at TH 65 and Cajima Street NE	$750,000	2019
13 Traffic Signal System upgrade at Heritage Blvd and 8th Avenue NE	$373,000	As Warranted
14 Traffic Signal System upgrade at Heritage Blvd and 3th Avenue NW	$373,000	As Warranted
15 Tyler Street SE Reconstruction	$1,296,000	2027
16 4th Avenue SW Reconstruction	$1,372,000	2028
17 Pave Elim Lane and Viola Street	$171,000	2026
18 Pave Gravel Alleys	$185,000	2026
19 Pond Street Reconstruction	$170,000	2026
Total:	**$13,252,000**	

C. Sanitary Sewer Collection and Treatment System

Project	Estimated Project Cost (with 3% Inflation)	Year to be Completed*
1 Add Sanitary Sewer Service Along Heritage Boulevard	$126,000	2023
2 Clarifier Rehabilitation	$615,000	2025
3 Convert the WWTF to a full Mechanical Plant	MPCA/Development Initiated	As Required
Total:	**$741,000**	

D. Water Supply and Distribution System

Project	Estimated Project Cost (with 3% Inflation)	Year to be Completed*
1 Filter Rehabilitation	$1,375,000	2021 - 2024
2 Water Tower Coating Rehabilitation	$700,000	2024
Total:	**$2,075,000**	

*Year to be completed are estimated dates and may be revised as the City deems necessary.

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IV. FINANCIAL PLAN

The total costs from various funds have been summarized in the following table based on the expenditures for the entire plan. The costs include an inflation factor for the year the improvement is to be completed. A detailed financial plan is included in the Appendix.

Proposed Funding Source	Total Fund Expendature
Street General	$6,964,000
TIF	$93,000
Special Assessments	$1,084,000
Signal	$940,000
Water	$2,372,000
Sanitary Sewer	$2,024,000
Storm Sewer	$1,102,000
Park Dedication	$1,619,000
State Aid	$1,852,000
State & County	$871,000
Federal	$2,544,000
Total Plan	$21,465,000

Include in the appendix of this Plan is the detailed breakdown of all costs and associated funding sources for all improvements detailed above.

V. APPROVAL

This Capital Improvement plan has been completed with input from City Staff and various planning committees. It includes all anticipated projects for a 10-year period. This plan has been reviewed and recommended for approval by the Isanti Finance Committee.

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CAPITAL IMPROVEMENT PLAN - FINANCIAL PLAN

CITY OF ISANTI, MINNESOTA
BMI PROJECT NO. R13.115871

Multi-Modal and Transportation Corridor Enhancements

Project	Estimated Project Cost (with 3% Inflation)	Year to be Completed*	Street General	TIF	Special Assessments	Signal	Water	Sewer	Storm	Park Dedication	State Aid	State & County	Federal
1 Downtown Parking Improvements - Eagle Park	$93,000	2020		$93,000									
2 Heritage Boulevard Walk Improvements - Hillock Ct - 3rd Ave NW	$121,000	2021										$121,000	
3 Realign Credit Union Drive and Installation of a Signal System	$820,000	2023	$326,000			$194,000					$200,000	$100,000	
4 Pedestrian Bridge/Tunnel	$3,860,000	Developer Initiated								$1,366,000		$200,000	$2,294,000
5 Pedestrian Bridge/Tunnel Collector Trail Improvements	$503,000	Developer Initiated								$253,000			$250,000
6 Transit Station Improvements	Funded by Others	As Required											
7 West Frontage Road Improvements - Golden Way to Heritage Blvd	Developer Initiated	As Required											
8 Wendover Street NE/ 6th Avenue NE Improvements	Developer Initiated	As Required											
9 West Collector Road Improvements - Cajima to 301st Avenue	Developer Initiated	As Required											
10 East Collector Road Improvements - RR Avenue to Heritage Blvd	Developer Initiated	As Required											
Total:	$5,397,000		$326,000	$93,000	$0	$194,000	$0	$0		$1,619,000	$200,000	$421,000	$2,544,000

Street System Improvements

Project	Estimated Project Cost (with 3% Inflation)	Year to be Completed*											
1 Street Surface Rehabilitation in Brookview South 1-4 Additions	$620,000	2020	$620,000										
2 6th Avenue Rehabilitation	$311,000	2020									$311,000		
3 Main Street Reconstruction	$699,000	2021									$699,000		
4 Street Surface Rehabilitation in Isanti Hills	$856,000	2022	$856,000										
5 Railroad Avenue Reconstruction	$463,000	2023									$463,000		
6 Mill and Overlay East Dual Boulevard from Heritage Blvd to WTF Entrance	$204,000	2024	$50,000								$154,000		
7 Town Edge Road SE Reconstruction	$1,189,000	2025	$191,000		$298,000		$90,000	$610,000					
8 Traffic Sign Evaluation and Replacement	$241,000	2026	$216,000								$25,000		
9 Railroad Crowing at 301st Avenue	Developer Initiated	As Warranted											
10 Yearly Pavement Maintenance	$3,209,000	2019 - 2028	$3,209,000										
11 Yearly Pond Maintenance	$770,000	2019 - 2028											
12 Traffic System Upgrade at TH 65 and Cajima Street NE	$750,000	2019	$300,000						$770,000				
13 Traffic Signal System Upgrade at Heritage Blvd and 8th Avenue NE	$373,000	As Warranted				$373,000						$450,000	
14 Traffic Signal System Upgrade at Heritage Blvd and 3rd Avenue NW	$373,000	As Warranted				$373,000							
15 Tyler Street SE Reconstruction	$1,296,000	2027	$371,000		$397,000		$89,000	$275,000	$164,000				
16 4th Avenue SW Reconstruction	$1,372,000	2028	$415,000		$256,000		$98,000	$435,000	$168,000				
17 Pave Elm Lane and Viola Street	$171,000	2026	$171,000										
18 Pave Gravel Alleys	$185,000	2026	$185,000										
19 Pond Street Reconstruction	$170,000	2026	$54,000		$70,000		$20,000	$26,000					
Total:	$13,252,000		$6,638,000	$0	$1,021,000	$746,000	$297,000	$1,346,000	$1,102,000	$0	$1,652,000	$450,000	$0

Sanitary Sewer Collection and Treatment System

Project	Estimated Project Cost (with 3% Inflation)	Year to be Completed*											
1 Add Sanitary Sewer Service Along Heritage Boulevard	$126,000	2023			$63,000			$63,000					
2 Clarifier Rehabilitation	$615,000	2025						$615,000					
3 Convert the WWTF to a full Mechanical Plant	MPCA/Developer Initiated	As Required											
Total:	$741,000		$0	$0	$63,000	$0	$0	$678,000	$0	$0	$0	$0	$0

Water Supply and Distribution System

Project	Estimated Project Cost (with 3% Inflation)	Year to be Completed*											
1 Filter Rehabilitation	$1,375,000	2021 - 2024					$1,375,000						
2 Water Tower Coating Rehabilitation	$700,000	2024					$700,000						
Total:	$2,075,000		$0	$0	$0	$0	$2,075,000	$0	$0	$0	$0	$0	$0

TOTAL FOR FUND OVER ENTIRE PLAN: $6,964,000 $93,000 $1,084,000 $940,000 $2,372,000 $2,024,000 $1,102,000 $1,619,000 $1,852,000 $871,000 $2,544,000

*Year to be completed are estimated dates and may be revised as the City deems necessary.

CAPITAL IMPROVEMENT PLAN - PROJECT SCHEDULE - FINANCIAL PLAN

CITY OF ISANTI, MINNESOTA
BMI PROJECT NO. R13.115871

Multi-Modal and Transportation Corridor Enhancements

Project	Estimated Project Cost (with 3% Inflation)	Year to be Completed*	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
1 Downtown Parking Improvements - Eagle Park	$93,000	2020		$93,000								
2 Heritage Boulevard Walk Improvements - Hillock Ct - 3rd Ave NW	$121,000	2021			$121,000							
3 Realign Credit Union Drive and Installation of a Signal System	$820,000	2023					$820,000					
4 Pedestrian Bridge/Tunnel	$3,860,000	Developer Initiated										
5 Pedestrian Bridge/Tunnel Collector Trail Improvements	$503,000	Developer Initiated										
6 Transit Station Improvements	Funded by Others	As Required										
7 West Frontage Road Improvements - Golden Way to Heritage Blvd	Developer Initiated	As Required										
8 Wendover Street NE/ 6th Avenue NE Improvements	Developer Initiated	As Required										
9 West Collector Road Improvements - Cajima to 301st Avenue	Developer Initiated	As Required										
10 East Collector Road Improvements - 8th Avenue to Heritage Blvd	Developer Initiated	As Required										
Total:	**$5,397,000**		$0	$93,000	$121,000	$0	$820,000	$0	$0	$0	$0	$0

Street System Improvements

Project	Estimated Project Cost (with 3% Inflation)	Year to be Completed*										
1 Street Surface Rehabilitation in Brookview South 1-4 Additions	$620,000	2020		$620,000								
2 6th Avenue Rehabilitation	$311,000	2020		$311,000								
3 Main Street Reconstruction	$699,000	2021			$699,000							
4 Street Surface Rehabilitation in Isanti Hills	$856,000	2022				$856,000						
5 Railroad Avenue Reconstruction	$463,000	2023					$463,000					
6 Mill and Overlay East Dual Boulevard from Heritage Blvd to WTF Entrance	$204,000	2024						$204,000				
7 Towns Edge Road SE Reconstruction	$1,189,000	2025							$1,189,000			
8 Traffic Sign Evaluation and Replacement	$241,000	2026								$241,000		
9 Railroad Crossing at 301st Avenue	Developer Initiated	As Warranted										
10 Yearly Pavement Maintenance	$3,209,000	2019 - 2028	$298,000	$307,000	$316,000	$326,000	$335,000	$141,000	$355,000	$366,000	$377,000	$388,000
11 Yearly Pond Maintenance	$770,000	2019 - 2028	$115,000	$108,000	$120,000	$55,000	$57,000	$59,000	$61,000	$63,000	$65,000	$67,000
12 Traffic System upgrade at TH 65 and Cajima Street NE	$750,000	2019	$750,000									
13 Traffic Signal System upgrade at Heritage Blvd and 8th Avenue NE	$373,000	As Warranted										
14 Traffic Signal System upgrade at Heritage Blvd and 3th Avenue NW	$373,000	As Warranted										
15 Tyler Street SE Reconstruction	$1,296,000	2027									$1,296,000	
16 4th Avenue SW Reconstruction	$1,372,000	2028										$1,372,000
17 Pave Elim Lane and Viola Street	$171,000	2026								$171,000		
18 Pave Gravel Alleys	$185,000	2026								$185,000		
19 Pond Street Reconstruction	$170,000	2026								$170,000		
Total:	**$13,252,000**		$1,163,000	$1,346,000	$1,135,000	$1,237,000	$855,000	$404,000	$1,605,000	$1,196,000	$1,738,000	$1,827,000

Sanitary Sewer Collection and Treatment System

Project	Estimated Project Cost (with 3% Inflation)	Year to be Completed*										
1 Add Sanitary Sewer Service Along Heritage Boulevard	$126,000	2023					$126,000					
2 Clarifier Rehabilitation	$615,000	2025							$615,000			
3 Convert the WWTF to a full Mechanical Plant	MPCA/Developer Initiated	As Required										
Total:	**$741,000**		$0	$0	$0	$0	$126,000	$0	$615,000	$0	$0	$0

Water Supply and Distribution System

Project	Estimated Project Cost (with 3% Inflation)	Year to be Completed*										
1 Filter Rehabilitation	$1,375,000	2021 - 2024			$325,000	$340,000	$350,000	$360,000				
2 Water Tower Coating Rehabilitation	$700,000	2024						$700,000				
Total:	**$2,075,000**		$0	$0	$325,000	$340,000	$350,000	$1,060,000	$0	$0	$0	$0
TOTAL PER YEAR OVER ENTIRE PLAN:			**$1,163,000**	**$1,439,000**	**$1,581,000**	**$1,577,000**	**$2,151,000**	**$1,464,000**	**$2,220,000**	**$1,196,000**	**$1,738,000**	**$1,827,000**

*Year to be completed are estimated dates and may be revised as the City deems necessary.

Figure 1: MULTI-MODAL & TRANSPORTATION CORRIDOR ENHANCEMENTS

JULY, 2018

BOLTON & MENK

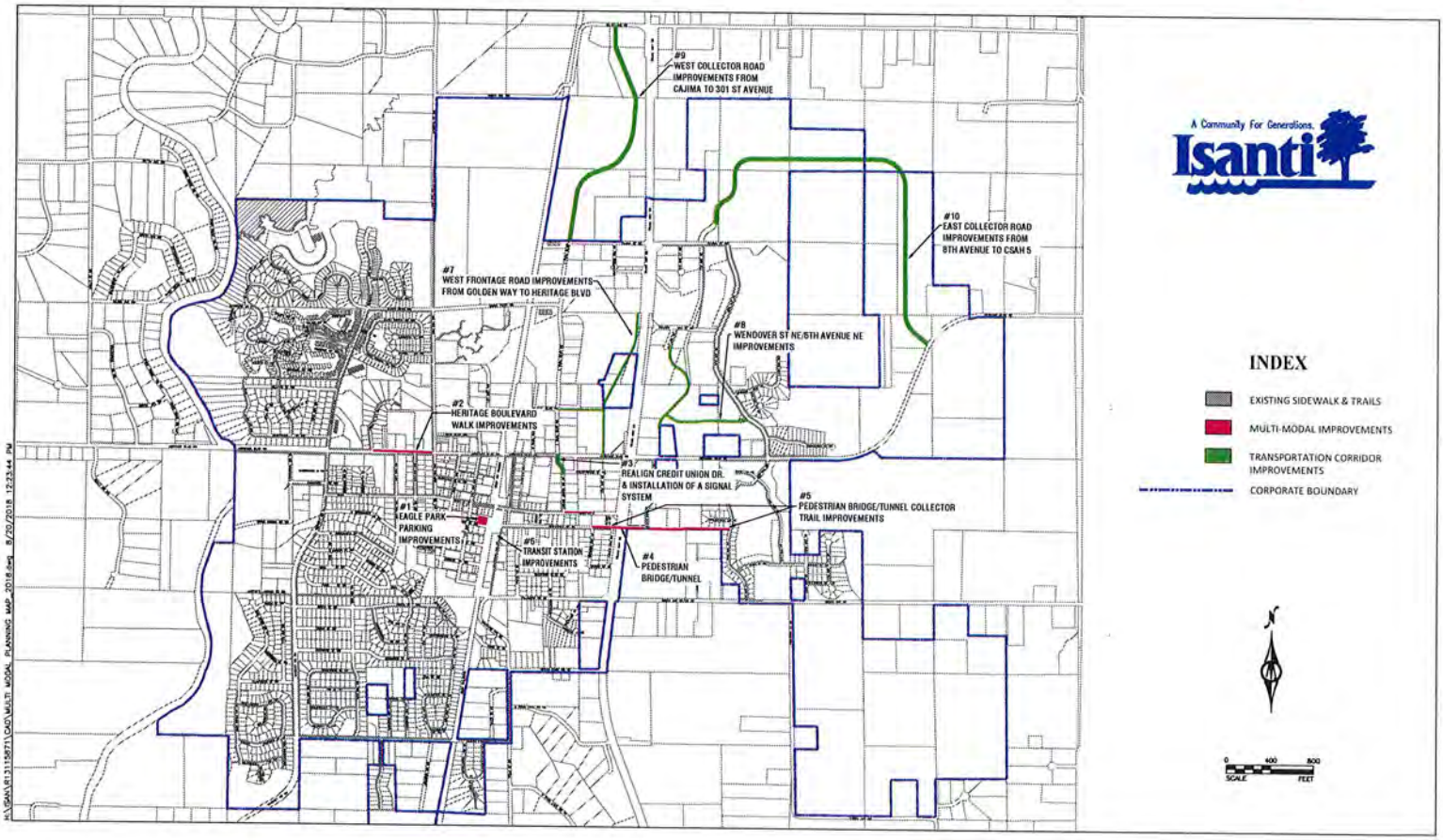

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Figure 2: STREET SYSTEM MANAGEMENT PLAN
JULY, 2018

BOLTON & MENK

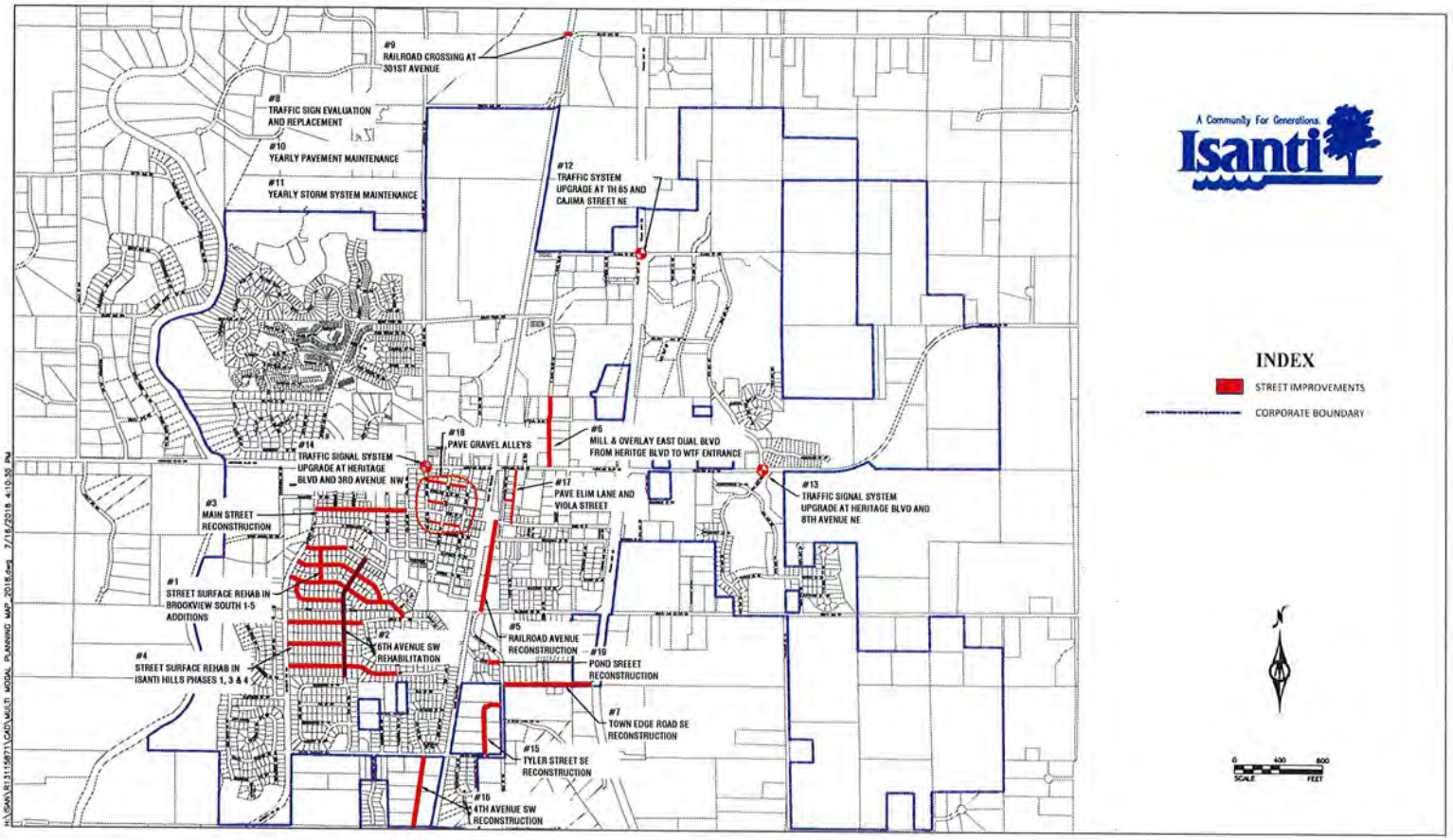

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Figure #3: SANITARY SEWER AND WATER SYSTEMS
JULY, 2018

BOLTON & MENK

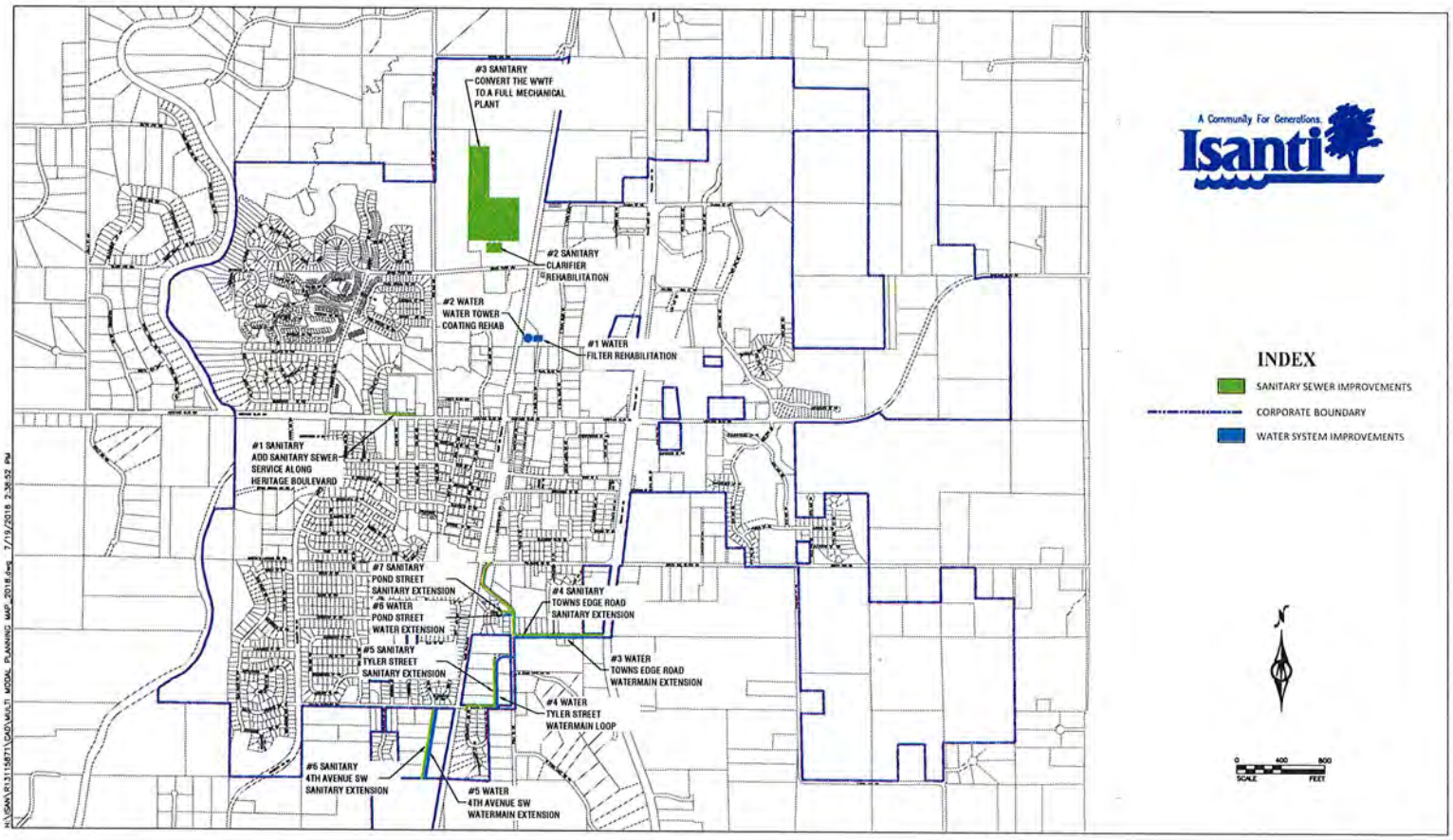

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Figure 4: PAVEMENT MAINTENANCE SCHEDULE
JULY, 2018

BOLTON & MENK

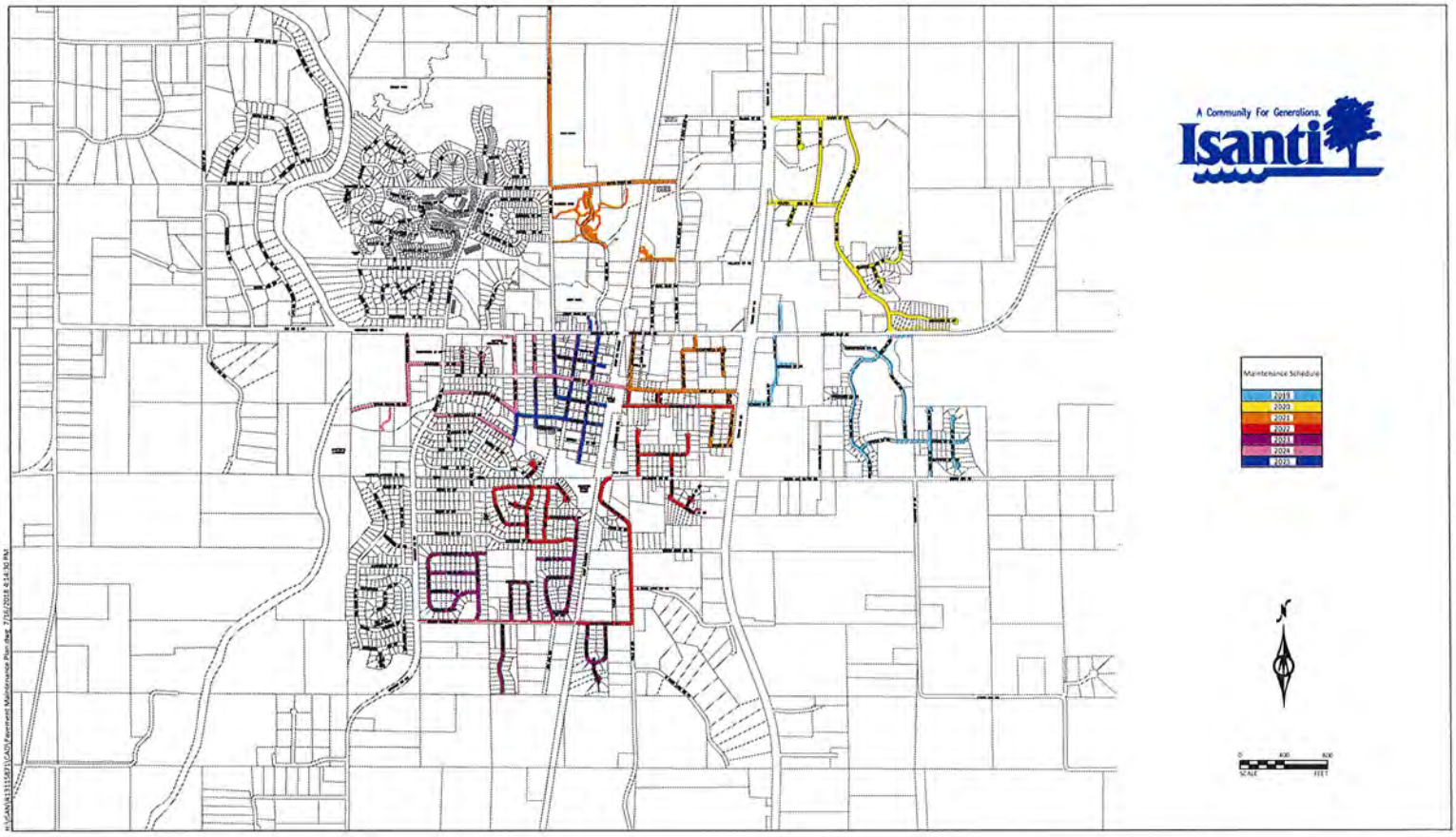
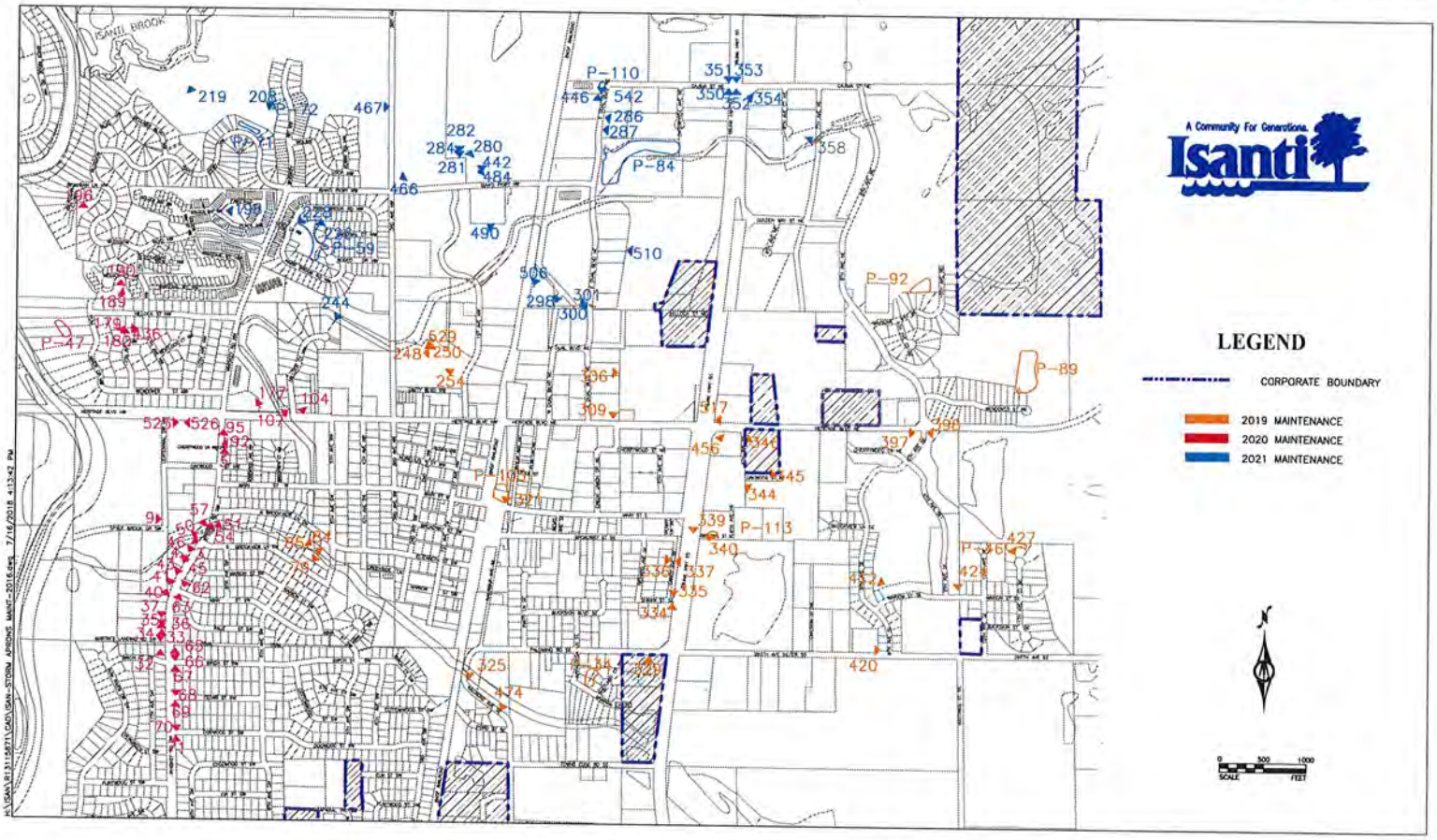


Figure 5: STORM SEWER & PONDS MAINTENANCE PLAN
JULY, 2018

BOLTON & MENK



4 a.

A Community For Generations.

Isanti

MEMO

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Admin / Public Services Director
Date: January 29, 2019
Subject: 2019 City Council Goal Setting –Items for Discussion

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20 -Year Capital Improvement Plan
Capital Improvement Plan (20 year) - Development of a comprehensive 20-year Capital Improvement Plan that identifies capital maintenance and replacement needs as well as capital project needs. Gain broad understanding of revenue sources for both types of capital needs.

CDD/EDD Staffing Plan
Consideration of restructuring Community Development and Economic Development Departments.

City Website
With the understanding that prospective residents and businesses are likely to first go to our website for information about the City of Isanti, it has been determined that a complete redesign of the City's website is a priority. An updated website will improve our online presence (which is often the important first impression for those unfamiliar with the City), improve the experience of site visitors searching for permit applications, utility bill payments, and other critical information, and increase efficiency for City staff making frequent updates to website content.

City's Debt History
Information shared at meeting.

Committee Structure
Information shared at meeting.

Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base
Item for Discussion.

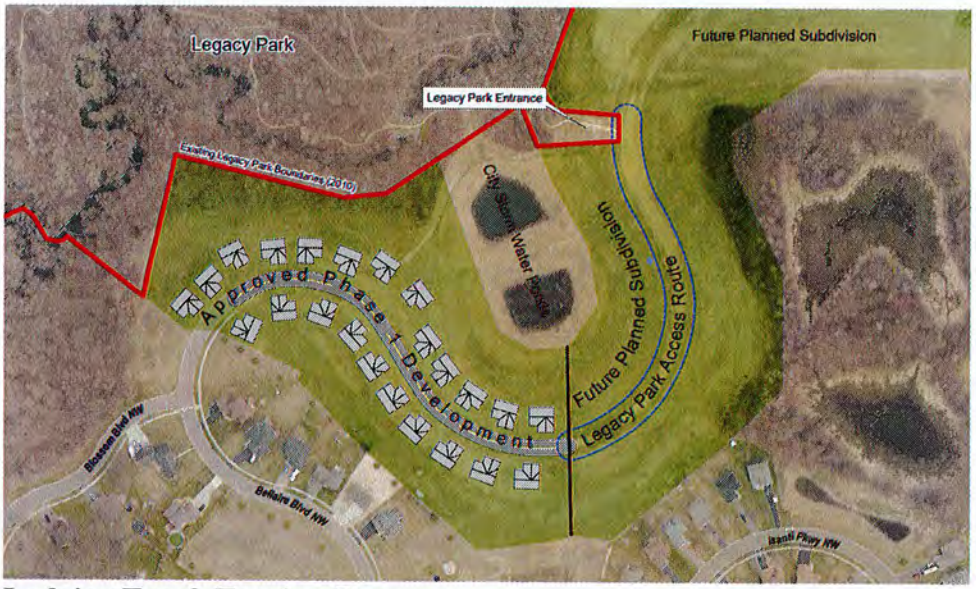
Emergency Management – Plan Update & Generators
Item for Discussion.

Social Media – Facebook
Consideration and discussion of Facebook presence for City Hall, Liquor Store and Police Departments.

Legacy Park Access

The access to Legacy Park is changing with the development of Legacy Pines. Park visitors will now access the park from the extension of Bellaire Boulevard. Staff are requesting City Council discussion on the following items:

- Legacy Park includes an area at its south east corner that was planned to be a parking area at such a time that the surrounding area was developed. Staff is expecting the extension of the road to be completed in 2019. As a point of reference, the parking lot at River Bluff Preserve was about $40,000 in construction and engineering fees.
- The signage for Legacy Park was taken down when work began in Fall 2018. Staff is seeking direction about where and when to reinstall the park signs.
- Because the official park entrance had been so remote up until now, there has not been a portable restroom on site at Legacy Park in the past. All other park locations have portables from April through October each year. Our current contract is $95/month for accessible units at the parks ($665 per season).



Lodging Tax & Tourism Bureau

Information shared at meeting.

Liquor Store Facility Improvements

Information shared at meeting.

Maintain City and Development Standards

Item for Discussion.

Policy Updating

It is recommended to update all policies as needed to assure compliance and offer guidance for circumstances that occur. This process is time consuming as it extends to all departments and employees, however, is in the best interest of the City. Each Department's polices will need to be examined and cross-referenced with any applicable union contracts for more clarity and avoid any contradictions.

Traffic Issues with Heritage Boulevard

Item for Discussion.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: January 25, 2019

To: Josi Wood, City Administrator

From: Bradley C. DeWolf, P.E.
City Engineer

Subject: 2018 & 2019 Street & Utility Project Summary
City of Isanti, MN
Project No.: R13.117985

2018 Street Project Summary:

In 2017 the Pavement Management Plan was updated to reflect revisions to the anticipated project costs for improvements, and the maintenance plan concept map was updated.

The 2018 Pavement Management project was completed to follow the 2017 maintenance plan updated schedule. This included sealcoating the designated streets in the NW region of the City.

The Palomino Road Improvements project was completed in the spring of 2018 with the construction of the pavement wear course and surface restoration.

The 2018 Street & Utility Improvements Project was also completed in 2018. This included the extension of 5th Avenue from the existing cul-de-sac to Main Street, as well as the construction of Richard Avenue from Main Street to Broadway Street.

2019 Street & Utility Project Summary:

The 10-year Capital Improvement Plan (CIP) for street & utility work was updated in September, 2018 to forecast out to 2028.

To follow this plan adopted by the City Council, the 2019 Pavement Maintenance Project is scheduled to sealcoat the SE region of the City, and Overlay a portion of 8th Avenue NE from Heritage Boulevard to Brookview Lane SE. Attached is the Pavement Maintenance Schedule figure included in the 2018 CIP.

The traffic system upgrade at the intersection of TH 65 and Cajima Street is also included in the 2018 CIP update. This includes the construction of an RCUT increase safety and reduce wait times during rush hours. MnDOT has agreed to pay $450,000 of the construction cost and 8% of that cost in engineering fees. This project is scheduled to be completed in 2019 as well. A figure of the proposed RCUT layout is attached.

Also included in the 2018 CIP is the Storm Sewer & Pond Maintenance Plan. This plan schedules the storm apron and pond maintenance required to follow the MS4 standards. The 2019 work includes a large region of the southern and eastern regions of the City. Attached is the Storm Sewer and Pond Maintenance plan

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included in the 2018 CIP. This plan includes the addition of the originally scheduled 2017 and 2018 Storm System Improvements projects that were not constructed in the previous 2 years.

2019 Project Costs:

2019 Pavement Maintenance Project	$298,000
TH 65 & Cajima Street RCUT Improvements	$750,000
MnDOT Funds	($486,000)
2019 Storm System Maintenance Project	$340,000
Total 2019 Street & Utility Project Costs to City:	$902,000

Please contact me if you have any questions.

Figure 4: PAVEMENT MAINTENANCE SCHEDULE

JULY, 2018

BOLTON & MENK

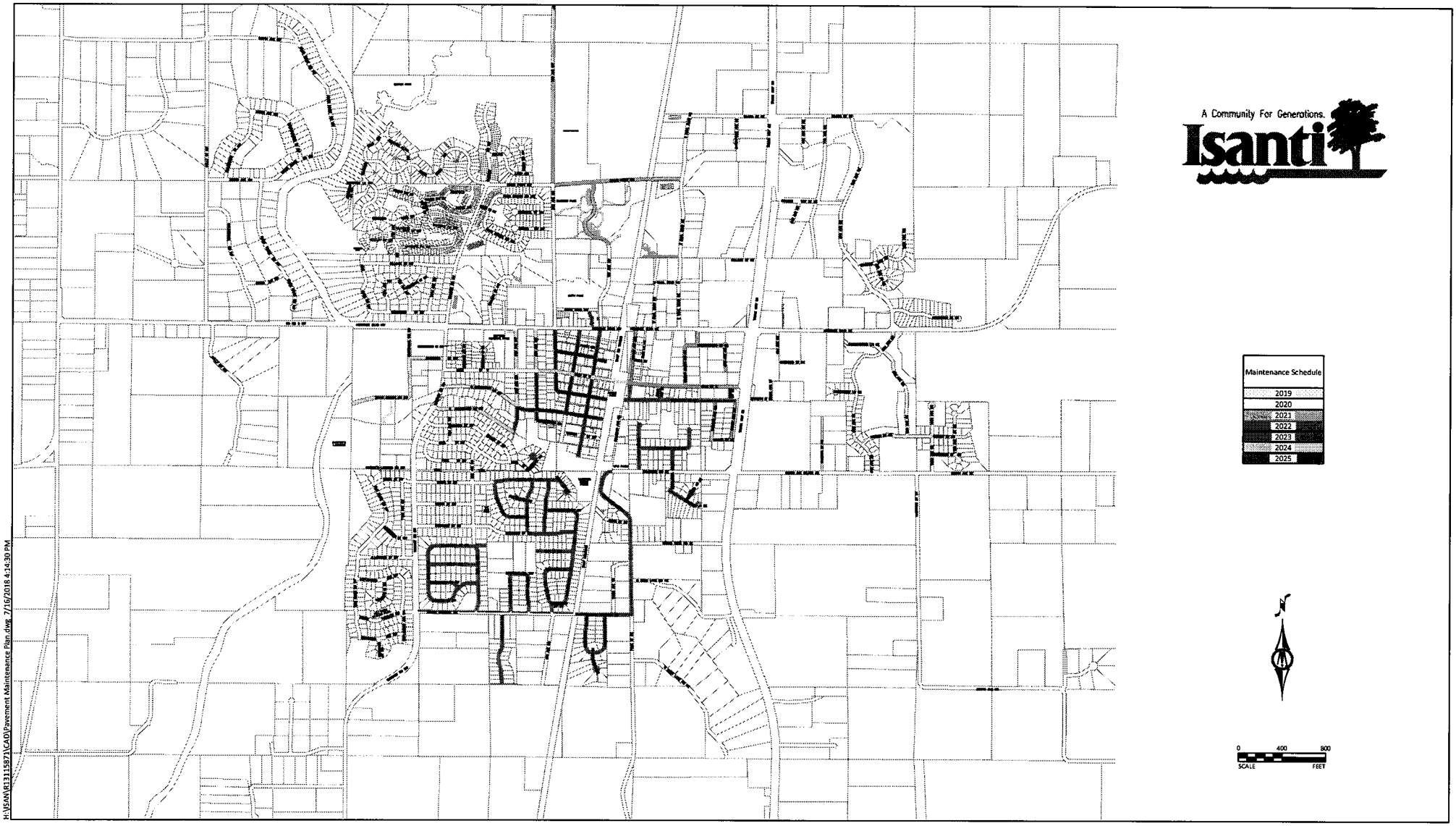
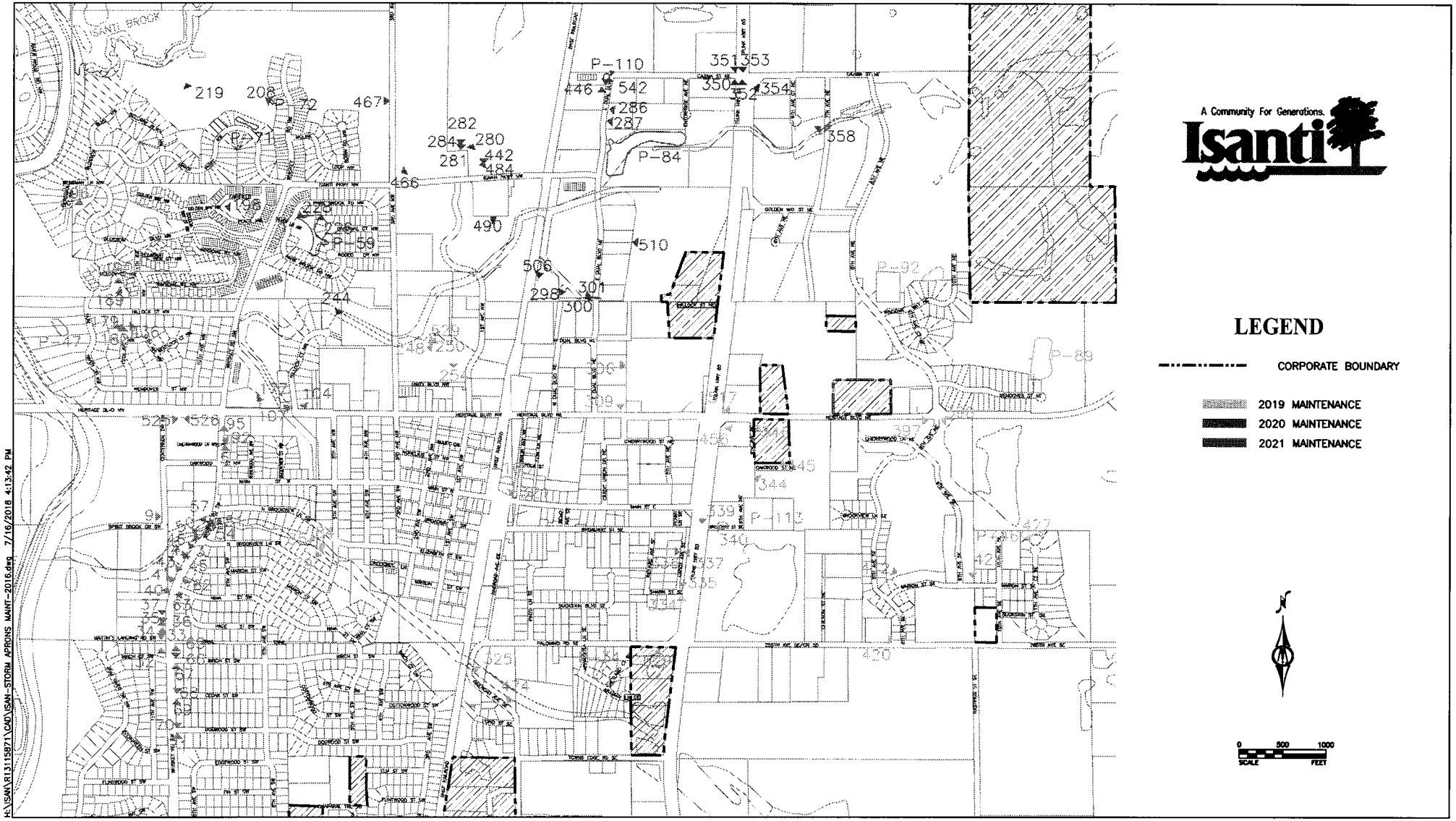
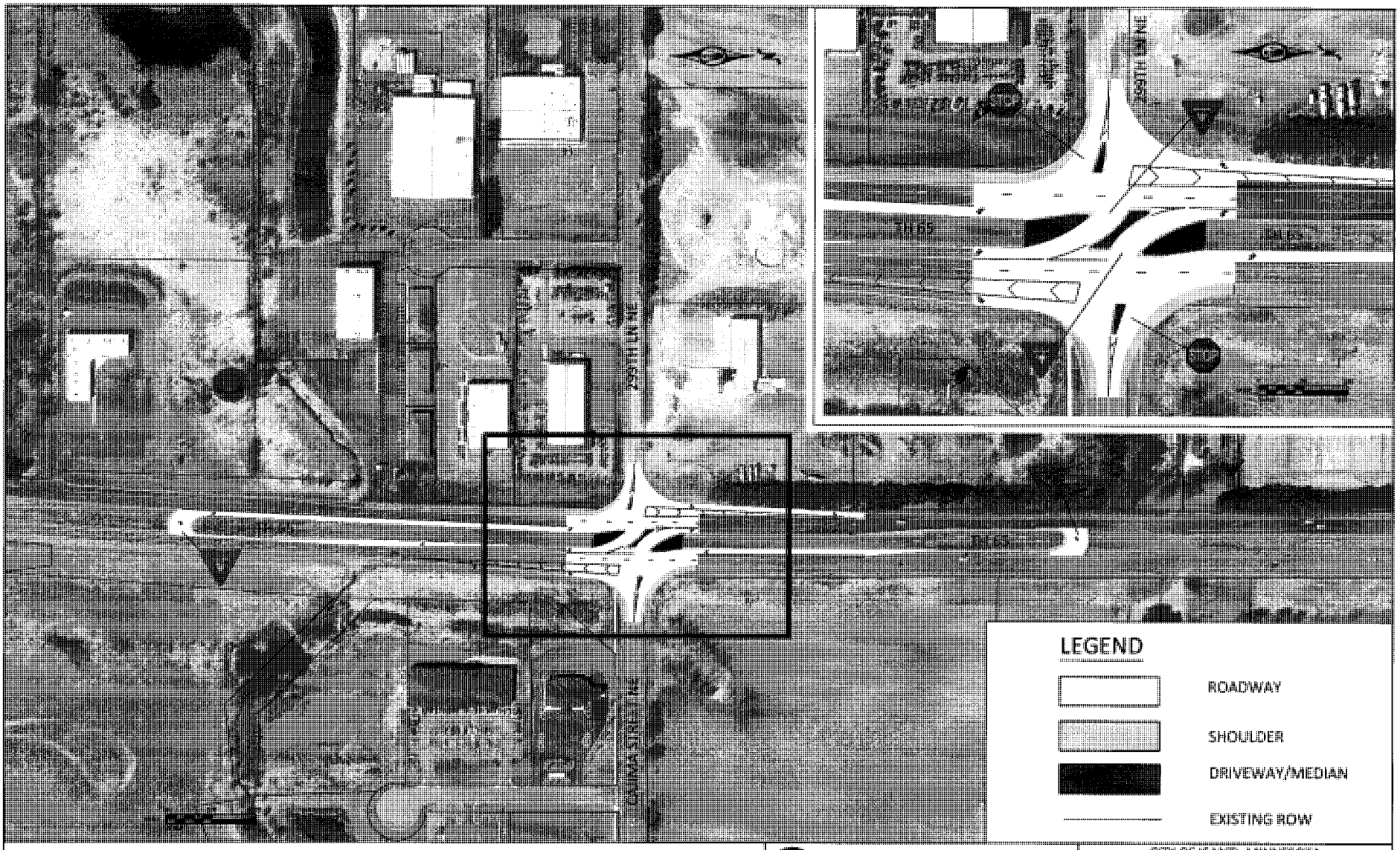


Figure 5: STORM SEWER & PONDS MAINTENANCE PLAN
JULY, 2018

BOLTON & MENK





BOLTON & MENK

CITY OF ISANTI, MINNESOTA
INTERSECTION STUDY
R-CUT INTERSECTION - STAGE 1

A Community For Generations.

Isanti

To: Josi Wood, City Administrator

From: Don Lorsung, Asst. City Administrator / Special Projects

Date: January 22, 2019

Subject: Comprehensive Plan Update

In 2019, the City will be reviewing and update its City Comprehensive Land Use Plan. As a part of this, the City Council needs to provide input whether City staff will work directly with the Planning Commission on this update, or whether the City Council desires that a Citizen Advisory Panel will be formed to review plan sections that are prepared by staff. Recommendations from the Citizen Advisory Panel meetings would then be brought to the Planning Commission for their review. If it is decided that the Planning Commission will be the reviewing board regarding work on the update, the Public could still be invited to those Comp Plan review meetings to solicit input. Please be aware that a public hearing on the draft Comprehensive Plan Update will be needed prior to its adoption.

Staff will review these public input options further with you at Goal Setting.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, FEBRUARY 5, 2019 – 7:00 P.M.
CITY HALL

I. Citizens Input

II. Agenda

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Minutes
1. January 15, 2019 -Regular Meeting of the City Council

G. Announcements

1. Committee of the Whole	Tuesday, February 19, 2019 at 5:45 p.m.
2. City Council Meeting	Tuesday, February 19, 2019 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, February 19, 2019 *(Immediately following the City Council Meeting)*
4. Park, Recreation, & Culture Board Meeting	Tuesday, February 26, 2019 at 6:00 p.m.

H. Council Committee Reports

I. Public Hearings

J. Business Items

1. Snow Plowing Policy- Discussion (*Ross Lorinser*)

City Administrator Josi Wood

2. Resolution 2019-XXX Approving a Special Event Permit Application for Art and Science Academy 5K Color Run (*Lori Kenison*)
3. Resolution 2019-XXX Final Plat of Heritage Estates Subdivision (*Don Lorsung*)
4. Resolution 2019-XXX Approving the Purchase of a 2019 Dodge Durango AWD Pursuit
5. Resolution 2019-XXX Approving the Purchase of a second 2019 Dodge Durango AWD Pursuit
6. Resolution 2019-XXX Authorizing the Purchase of an Asphalt Roller
7. Resolution 2019-XXX Authorizing Purchase of a Hotpatch Trailer
8. Resolution 2019-XXX Authorizing the Purchase for Scandia Service Upgrades
9. Resolution 2019-XXX Authorizing City Staff to Move Forward with Dog Park Development

K. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $321,862.37 and Payroll in the Amount of $90,780.78
2. Final Meeting Minutes for the November 27, 2018 Parks, Recreation, and Culture Board Meeting
3. Resolution 2019-XXX Accepting Reserve Officer Joe Dupay Letter of Resignation
4. Resolution 2019-XXX Approving Conditional Offer for PT Liquor Store Clerk Melissa Newburgh
5. Resolution 2019- XXX Approving Liquor Store Clerk Greg Fauskee Full Time Status
6. Resolution 2019-XXX Approving Exempt Gambling Permit to Ruffed Grouse Society- Rum River Chapter
7. Resolution 2019-XXX Adopting Fees within the City of Isanti
8. Resolution 2019-XXX Letter of Credit Reduction- Legacy Pines

L. Other Communications

1. Draft Minutes from the January 22, 2019 Parks, Recreation, and Culture Board Meeting

Adjournment

F.1.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JANUARY 15, 2019 – 7:00 P.M.
CITY HALL

II. Agenda

Mayor Johnson called the meeting to order at 7:07 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Paul Bergley, Steve Lundeen, Ross Lorinser, and Dan Collison

Members Absent: None

Staff Present: City Administrator Don Lorsung, Deputy City Clerk/ Human Resources Jaden Moore, City Attorney Clark Joslin, Finance Director Mike Betker, Public Services Director/ Assistant City Administrator Josi Wood, Police Chief Gene Hill, Assistant City Engineer Jason Cook

Others Present: George Hemen and Rod Barrows

A. Adopt Agenda

Addendum:

Delete J.3. 2019 City Council Goal Setting Meeting- Request Review of Date
Add J.4 Animal Control Services
a. Resolution 2019-023 Approving Termination of Animal Control and Kennel Contracts
b. Resolution 2019-024 Accepting Quotes and Authorizing Contract for Interim Animal Control Services

Motion by Lundeen, second by Lorinser to approve the agenda modifications listed above. Motion carried.

B. Proclamations/Commendations/Certificate Awards

None

F. Approve City Council Minutes

1. January 7, 2019 – Regular Meeting of the City Council

Motion by Lundeen, second by Collison to approve minutes as presented. Motion carried.

G. Announcements

1. CITY OFFICES CLOSED	Monday, January 21, 2019 *(In Observance of Martin Luther King Jr. Day)*
2. Park, Recreation, & Culture Board Meeting	Tuesday, January 22, 2019 at 6:00 p.m.
3. City Council Goal Setting Session	Tuesday, January 29, 2019 at 5:00 p.m.
4. City Council Meeting	Tuesday, February 5, 2019 at 7:00 p.m.
5. EDA Meeting	Tuesday, February 5, 2019 *(Immediately following the City Council Meeting)*

H. Council Committee Reports
None

I. Public Hearings
None

J. Business Items
City Administrator Don Lorsung

1. City Administrator Transition
   a. Resolution 2019-020 Approving Contract for City Administrator Position

A motion was made by Collison, seconded by Lundeen to approve City Administrator contract. Councilmember Lorinser questioned if contracts were able to be discussed in an open session. City employees Josi Wood and Don Lorsung questioned if they were opposed to their contracts being discussed in an open session meeting. Don Lorsung and Josi Wood both agreed to allow their employee contracts to be discussed in an open session. Council Member Lorinser addressed concerns to Josi Wood's City Administrator contract including salary, vacation time and if the cost of the car allowance should be included in Mrs. Wood's annual salary. Josi Wood shared that other than her family, the needs of the City will be her priority. Council Member Bergley asked if there was an advantage for the City or for Josi Wood with having the car allowance. Council Member Lorinser stated that the advantage to the City when Don Lorsung was City Administrator was that it lowered Don's annual salary and gave him extra money where there would not be a pay equity issue. Council Member Collison questioned if the money is pre-taxed. Don Lorsung responded informing Council that the money is pre-taxed. Council Member Collison shared that other cities either offer a company car or a car allowance. Subsequently, to discussion a motion was made by Lundeen, seconded by Lorinser to approve City Administrator Contract with the modification to add $4,200.00 car allowance into Mrs. Wood's annual salary. Motion carried.

b. Resolution 2019-0231 Approving Contract for Assistant City Administrator/ Special Projects Position

Don Lorsung shared that he considers this position to be a great opportunity for him to continue to serve the City. Mr. Lorsung continued to share that he will be updating Comprehensive Plans, review and update City codes, assist in orientation of new Community Development Director, and assist City Administrator as needed. Councilmember Lorinser addressed concerns to Don Lorsung's Assistant City Administrator/ Special Projects contract including severance package if the City were to terminate Mr. Lorsung the City is responsible to pay Mr. Lorsung a 6 months' severance package and varying the contract's end term June 2020. Subsequently, to discussion of Don Lorsung's Assistant City Administrator/ Special Projects contract, a motion was made by Collison, second by Bergley to approve contract with the modification of the contract term ending June 31, 2020. Motion passed 4-1 with Lorinser voting nay.

2. Appointments to Committees and Boards- Tabled Appointments

Mayor Johnson shared that the second alternate appointee for Fire Board and ICICLE were tabled at the last City Council Meeting. Councilmember Bergley expressed that he would like to be removed as the alternate for Fire District and that he would like to appoint Mayor Johnson as the alternate. Mayor Johnson questioned if City Administrator and Councilor Bergley should both attend ICICLE Meetings. Don Lorsung suggested Bergley and Wood attend and they can report back if they shall both continue to attend. Councilmember Lorinser questioned why he was not included and Mayor Johnson stated that the committee appointees remained the same as 2018 with the exception of Fire Board and ICICLE. Councilmember Lorinser requested to be on the Bike Isanti Committee as well as the C-I Bike/Walk Trail Committee. City Attorney Clark Joslin informed City Council that if a

meeting is open then it is fine for Councilor Lorinser and Mayor Johnson to both attend the meetings. Clark Joslin continued to share that C-I Bike/Trail and Bike Isanti both meet the open meeting requirements allowing both to attend.
Motion by Lundeen, second by Bergley to approve. Motion carried.

~~3. 2019 City Council Goal Setting Meeting- Request Review of Date~~

3. Resolution 2019-022 Approving a Special Event Request for the 2019 Downtown Street Dances
Motion by Lundeen, second by Lorinser to approve resolution as presented. Motion carried.
4. Animal Control Services
    a. Resolution 2019-023 Approving Termination of Animal Control and Kennel Contracts
    b. Resolution 209-024 Accepting Quotes and Authorizing Contract for Interim

Motion by Lorinser, second by Lundeen to approve Animal Control Resolutions listed above. Motion carried.

K. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $181,087.08 and Payroll in the Amount of $129,645.83
2. Resolution 2019-025 Approving Training Request for Mayor Johnson to Attend the 2019 League of Minnesota Cities Newly Elected Officials Leadership Conference
3. Resolution 2019-026 Ending Probationary Period and Promotion to Full-Time Permanent Employee Status for Public Works Maintenance Technician William (Billy) Ross III
4. Resolution 2019-027 to Declare Certain Property as Surplus and Authorize its Sale by Public Auction
5. Resolution 2019-028 Approving Staff to Submit Applications for Grants Pertaining to Activities in Parks, Recreation, and Culture Department for 2019
6. Resolution 2019- 029 Approving 2019 Sublease with Full Tilt Bike Company LLC

Motion by Bergley, second by Lundeen to approve Consent Agenda as presented. Motion carried.

L. Other Communications

1. Draft Minutes of the January 7, 2019 Economic Development Authority Meeting
2. December and Annual 2018 Police Department Reports
3. December Code Enforcement Officer Report
4. December Building Inspector Report
5. January Engineering Project Status Report

Adjournment

Motion to adjourn by Begley, second by Lundeen. Motion carried. The meeting was adjourned at 7:47 p.m.

Respectfully Submitted,

Jaden Moore

Deputy City Clerk/ Human Resources

RESOLUTION NO. 2018-195

A RESOLUTION APPROVING SNOW PLOWING POLICY AND OPERATIONAL GUIDELINES

I. PERSONNEL

All Department of Public Works personnel shall be available for all snow plowing operations, unless on approved leave or unable to respond due to a medical condition.

II. PROCEDURES

A. Alert and Call Out

During normal working hours, the Public Services Director or designee shall be responsible for monitoring street and weather conditions and initiation of snow and ice control procedures.
After hours, on weekends, and during holidays the Police Department shall notify the Public Works On-Call or designee when snow and ice conditions warrant crew alert. Snowplows will not be sent out in situations that may be hazardous due to severely restricted visibility.

B. Salting and Sanding

The City shall consider in order the following factors when establishing application rates and locations for application of salt and/or sand. The City shall use salt as the primary treatment. Sand may be used if there is a traction issue or if weather conditions deem it effective either combined with salt or as a separate treatment.

1) Safety of the Motoring Public
2) Environmental impact of salt usage
3) Cost

Salt or sand shall be applied to the street surface in such quantities so as to provide a level of skid resistance that is consistent with standards normally experienced on city streets throughout the State of Minnesota. It is recognized that a bare pavement policy is not possible at all times during winter.

Streets shall be spot salted (or sanded) to provide skid resistance and traction consistent with area standards in accordance with the following priorities:

1) All controlled intersections along Main Street, Heritage Blvd, County Road 23 and all curves.
2) School zones
3) Commercial and industrial streets
4) Residential – blanket sanding of general snow pack on residential streets will not be done.
5) In rare instances, when ice accumulation renders the streets unsafe to drive, the Public Services Director may authorize blanket sanding of city streets to restore vehicle traction.

C. Snow Plowing

The City will plow all storms of over 2 inches. During the season, snowfall of less than 2 inches may be removed depending on road conditions. Snow plowing shall normally begin when accumulation reaches a point where functional traffic flow is inhibited. Typical plow start time is 3:00 a.m. Plowing may start earlier in the prior evening, or delayed after 3:00 a.m., or may start during the daytime if conditions warrant. Plowing shall begin as close as practicable to the time snowfall ceases and will continue as visibility and operator safety permit. Work periods shall not exceed safe limits that operators can continue without rest.

Snow removal operations shall proceed as rapidly as possible in accordance with the following priorities:

1) Fire Hall Access Area
2) Police Department Access Area
3) Snow Emergency Routes - These routes (listed in this resolution) are typically first plowed. In extreme snowfalls, these routes shall be plowed to maintain the driving lanes in a passable condition until normal snow plowing activities resume.
4) 2" or more snow event, Downtown sidewalks from the Railroad Tracks on the east and traveling west to the intersection of Main and 2nd Avenue.
5) Sidewalk Routes to Schools – First day sidewalks listed in this resolution.
6) Residential Streets
7) City Downtown Parking Lot, City Hall Parking lot and Isanti Community Center Lot
8) Municipal Liquor Store Parking Lot
9) Alleys
10) Eagle Park Parking Lot
11) Isanti Indoor Arena
12) All Other Sidewalks – Second day sidewalks (except exempt sidewalks)
13) River Bluff Preserve and Bluebird Park Parking Lots
14) Ice Skating Rink

For a storm of roughly 6 to 10 inches, it shall be the goal of the City to have all streets plowed curb-to-curb within 12 hours after snowfall stops. Storms of larger magnitude or extremely wet snow will take longer depending on severity. Extreme snowfalls may warrant the opening of two lanes in the middle of the street initially with full width plowing to follow at a later time.

It shall be the policy of the City that the opening of driveways will not be the responsibility of the City. Property owners shall be responsible for clearing driveways, and walkways. For a 2"or more snow event, the City shall clean all sidewalks and trails that provide direct access to the Primary, Intermediate and Middle Schools.

D. **Snow Hauling**

Snow will be hauled from the following streets:

1) Main Street between 3rd Avenue and Elim Lane.

Late spring and early fall snowfalls may be left on roadways if melting is determined to be imminent or if substantial damage will be caused to the pavement structure. Clearing of intersection snow banks will be accomplished when needed on collector streets and near schools.

Snow hauling could begin as early as 3:00 a.m. or 1 hour following the beginning of snow removal operations. Hauling will continue for as many nights as is necessary. Snow pickup shall be accomplished using such personnel, equipment and methods appropriate to maintaining a reasonable and safe passage of vehicles and pedestrians at all times. Traffic may be restricted by the Police Chief or his designee as emergency conditions may dictate.

E. Snow Plowing Alleys

Alleys will be opened in the aforementioned priority to provide functional traffic movement.

F. Snow Plowing Cul-de-Sacs

During snow events, the snowplow may complete only a portion of the cul-de-sacs during the first pass. The major portion of the cul-de-sacs shall be plowed during the usual time guidelines for snowplowing but specialized equipment will return for further clearing. Main city streets are cleared first with large snowplows before the smaller equipment begins clearing cul-de-sacs. There will be an effort made to distribute the snow evenly as the snowplow clears snow.

G. Wingbacks

During planned City-wide wingbacks, resident notification will be made on the City Website and by News Blasts. The Public Services Director, Designee or route driver will determine that areas may need wingbacks more often due to drifting snow or other conditions at the time, in these instances notice may not be given.

The Public Works Department will try to minimize impact to driveways and sidewalks but some snow removal may be required by the homeowner.

H. Complaints

Complaints concerning snow and ice removal will be handled in the following manner:

1) All complaints shall be referred to the Public Services Director or designee.
2) Slippery Street and sidewalk complaints shall be listed and given to Public Works for investigation and possible action.
3) All other complaints shall be given to Administration for investigation and possible action.

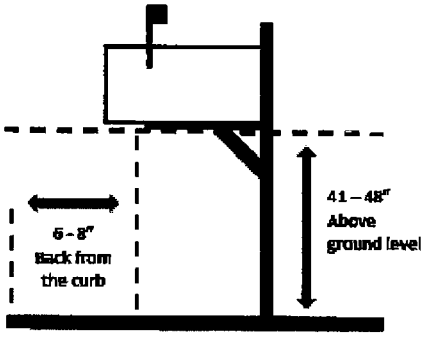
I. Property Damage

It is recognized by the City that on occasion private property is damaged during snow and ice control operations. Where this happens, it shall be the policy of the City to handle damages in the following manner:

1) **Mailboxes** – Where mailboxes are placed adjacent to the street it shall be the policy of the City that snow shall be plowed to the curb to allow for passage

of traffic and mail delivery. It shall be the responsibility of the property owner to keep piled snow away from mailboxes so mail can be delivered.

Where damage to the mailbox occurs, such damage shall be investigated by the Public Services Director or Designee. If it is determined that the weight of the snow movement caused the damage, the City will not assume responsibility for repair of the mailbox. Per USPS guidelines, mailboxes, as well as any accessory paper boxes, must be mounted at a minimum height of 41 inches above the street level to reduce the possibility of damage during winter snowplowing operations. USPS guidelines also state the post be installed 6-8 inches behind the grass/concrete curb edge and the front of the mailbox should be installed behind the back edge of the concrete curb. If the mailbox was built according to ~~Isanti County~~ these USPS ~~specifications~~guidelines or as directed by the Post Master, and was struck directly by the plow, the City will repair or replace the mailbox in kind, not to exceed $100.00.



2) **Boulevard Damage** – The City will repair physical damage to boulevard areas and may replace sod in extreme cases as determined by the Public Services Director. Typical repairs will be with dirt and seed. The City will not repair winter kill or salt damaged lawn areas. The City will not replace or repair sprinkler/ irrigation systems, landscaping or other structures in the boulevard or right-of-way area.

3) **Curbs** – Concrete curbs will not be replaced unless the curb back is broken.

4) **Driveway Ramps** – Damage caused to driveway ramps or fillets where mountable curb is in place will not be repaired by the City unless authorized by the Public Services Director.

5) **Garbage Receptacles** – Garbage receptacles are not to be placed in the street section or beyond the grass/concrete curb edge. The City is not responsible for damage of receptacles or clean-up of waste.

J. **Snow Emergency Routes**

The following routes are designated as Snow Emergency Routes and shall be marked by signage:

Cajima Street - T.H. 65 to 8th Ave NE

8th Ave NE - Cajima Street to Heritage Blvd

8th Ave SE Boulevard - Heritage Blvd to CSAH 55

Main Street East - Railroad Tracks to T.H. 65

Dahlin Avenue - Broadway to Heritage Blvd

Main Street West - Whiskey Road to Railroad Tracks

First Avenue NW. - Main Street to Heritage Blvd

Centennial Drive - Oakwood Street to Heritage Blvd

Oakwood Street - Whiskey Road to Centennial Drive

Whiskey Road - Heritage Blvd to Isanti Parkway West

Hillock Street NW - Whiskey Road to 11th Avenue NW

11th Avenue NW - Hillock Street NW to Blossom Boulevard

Blossom Boulevard - 11th Avenue NW to Isanti Parkway West

Isanti Parkway West - Blossom Boulevard to 3rd Avenue N.

3rd Avenue N - Heritage Blvd to Isanti Parkway

Isanti Parkway East - 3rd Avenue N to East Dual Boulevard

East Dual Boulevard - Heritage Blvd to Cajima

Cajima Street - East Dual Blvd. to T.H. 65

Railroad Avenue - Main St to South Passage

Palomino Road - Railroad Avenue to T.H. 65

Townsedge Road - Railroad Avenue to T.H. 65

South Passage - Railroad Avenue to Whiskey Rd

Sixth Avenue SW - South Passage to S Brookview Lane

Dogwood Street SW - Whiskey Rd to 3rd Avenue SW

South Passage - Whiskey Rd to Rum River Drive SW

Rum River Drive SW - South Passage to Birch Street SW

Birch Street SW - Rum River Drive SW to Whiskey Rd

K. **<u>Sidewalk Routes to Schools</u>**

Broadway Street - Railroad Avenue to Candy Avenue

Dahlin Avenue - Broadway Street to Main Street

Main Street West - Whiskey Rd to Dahlin Avenue

Oakwood Street - Whiskey Rd to Centennial Drive

Heritage Blvd - Whiskey Rd to 65

First Avenue N - Main Street to Heritage Blvd

Second Avenue N - Main Street to Heritage Blvd

Third Avenue N - Main Street to Heritage Blvd

Fourth Avenue N - Main Street to Heritage Blvd

Fifth Avenue N - Main Street to Heritage Blvd

Fifth Avenue S – Main Street to S Brookview Lane SW

Whiskey Road - South Passage to Heritage Blvd

Whiskey Road - Heritage Blvd to Isanti Parkway West

Wendover Street NW - Whiskey Road to Rum River Drive NW

Rum River Drive NW - Wendover Street NW to Hillock Street NW

Eleventh Ave – Winsome Way to Wendover St NW

Nemo – Broadway St SE to Main St E

Isanti Parkway NW – 3rd Ave NW to 701 Isanti Parkway NW

First Ave NW – Broadway St to Heritage Blvd

8th Ave SE – Marion St SE to Heritage

9th Ave SE – Marion St SE to 8th Ave SE

Marion St SE – 8th Ave SE to 9th Ave SE

7th Ave NE – North of Cajima Street

III. POST PLOWING OPERATIONS

Once plowing is completed from curb to curb, post plowing operations will begin in the following priority:

A. Fire Hydrants

Fire hydrants on public streets serving commercial/industrial areas, high density residential units and school facilities shall be plowed or shoveled out so as to be readily accessible for use.

B. Intersections

If in the discretion of staff, snow piles at busy intersections are of such height as to create unsafe conditions, the piles will be pushed back at those intersections on the following streets:

1) County Road 5
2) Main Street
3) County Road 23

IV. EMERGENCY ASSISTANCE

At the discretion of the City Administrator, the Public Services Department can hire either additional equipment or drivers for assistance with snow removal.

V. ADMINISTRATION

A. Council Review

The City Council's Public Works Committee shall annually review the City's Snow Removal Policy and Operational Guidelines, prior to the next year's snow season and make any recommendations for amendments to the City Council.

VI. REPEAL

This resolution repeals all previous snow plowing policies.

This Resolution was duly adopted by the Isanti City Council this 21st day of August, 2018.

Mayor George A. Wimmer

Attest:

Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To: **Mayor Johnson and Members of City Council**

From: Katie Everett, Parks, Recreation, and Culture Manager

Date: February 5, 2019

Subject: Consider Resolution Approving a Special Event Permit Application for Art and Science Academy 5K Color Run

---

Background:
The City received a special event application from the Art and Science Academy looking to host The Force 5K Color Run on Saturday, May 4, 2019. The event is anticipated to be six (6) hours. The 5K will start and end at the south end of the Cambridge-Isanti Bike/Walk Trail with a color blast station. The color used will be a mixture of corn starch and food coloring that should wash away with any rain. Fees will be collected for race participation; all race proceeds will go to the Arts and Science Academy. Some additional activities will take place at Bluebird Park (games, photo booth, crafts). Volunteers and school staff will aid with clean-up after the event is completed. The applicant has submitted the $100 clean up deposit. Parking for the event will take place in the lots at Bluebird Park, and if necessary at the Isanti Soccer Complex, with permission from the Cambridge-Isanti Soccer Club. Portable restroom facilities are available at Bluebird Park and the Isanti Soccer Complex for event participants.

All scheduled events occurring on the Cambridge-Isanti Bike/Walk Trail require approval by both the City of Isanti and the City of Cambridge, per the Joint Powers Agreement. The City of Cambridge confirmed availability for this date as well.

An additional Special Event Temporary Sign Permit will need to be filed if any signs will be posted for the event.

A copy of the application and department approval has been attached for City Council review.

Attachment:

- Special Event Permit Application
  - Application form
  - Event maps
  - Certificate of Liability Insurance
  - Permission Letters – CISC and City of Cambridge
  - Release and Indemnification Form
  - Departmental Review
- Resolution 2019 – XXX

RESOLUTION 2019-

A RESOLUTION APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR THE ART AND SCIENCE ACADEMY 5K COLOR RUN

WHEREAS, Art and Science Academy will be holding The Force 5K color run on Saturday, May 4, 2019; and,

WHEREAS, the estimated number of participants 300; and,

WHEREAS, the 5K color run route will be an out-and-back on the Cambridge-Isanti Bike/Walk Trail starting and finishing at the south end of the trail at Isanti Parkway and 3rd Avenue; and,

WHEREAS, availability of the trail has been confirmed with the City of Cambridge as required by the Joint Powers Agreement; and,

WHEREAS, additional activities including games and a photo booth will take place in Bluebird Park; and,

WHEREAS, volunteers and school staff will clean-up after the event, and the organizers have submitted the $100 clean up deposit; and,

WHEREAS, event parking will take place at Bluebird Park and the Isanti Soccer Complex, with permission from the Cambridge-Isanti Soccer Club; and,

WHEREAS, the existing portable restrooms at Bluebird Park and the Isanti Soccer Complex are anticipated to be adequate for the event;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve the application for The Force 5K Color Run to be held on May 4, 2019 by the Art and Science Academy with the following conditions:

- Any event signs will require a Special Event Temporary Sign Permit and fee.
- Approval for use of the Cambridge-Isanti Bike/Walk Trail is given by City of Cambridge as required by the Joint Powers Agreement.

BE IT FURTHER RESOLVED by the City Council of the City of Isanti, Minnesota that this Resolution is hereby the 'Permit' for the above stated Special Event.

This Resolution hereby approved by the Isanti City Council this 5th day of February, 2019.

Attest: _____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

SPECIAL EVENT PERMIT APPLICATION

City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

If you are a planning an event that requires a Special Event Permit, please complete the application and any required supplemental forms. To ensure your application is processed quickly, be specific and complete in all responses. **Applications must be submitted at least 30 days prior to the event to be considered.**

ITEMS TO ACCOMPANY THE APPLICATION

Required with all applications

- [x] Complete Application Form
- [x] Cleanup Deposit Fee - $100
- [x] Proof of Insurance or Certificate of Insurance
- [x] Site Map
- [x] Approval Letter from the Property Owner email
- [ ] Proof of written notification to property owners within 350 feet of the special event

Check all that apply:

- [ ] Signs will be posted for event:
  - [ ] Temporary Sign Permit Application required
  - [ ] $50 fee
- [ ] Alcohol will be served and/or sold at event:
  - [ ] Licenses (may take up to 60 days to process)
  - [ ] Fees apply, amounts vary by license type.
- [ ] Vendors will be present:
  - [ ] Peddler's Permit (background check required) submitted by event organizer only
  - [ ] $25 fee for one-day applications
  - [ ] Vendor List
- [ ] Event will occur on City Property:
  - [x] Release and Indemnification Agreement

Supplemental information may be required by City staff.
Additional forms can be found on the City of Isanti website or requested at Isanti City Hall. Please note that additional required permits or licenses may take additional time to process.

ECIAL EVENT PERMIT APPLICATION

Submittal Date: 1-10-19

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Art & Science Academy May the 4th Be with you Color Run

Contact Person: Lori Kenison

Address: 903 6th Ave Ct. NE

City: Isanti State: MN Zip: 55040

Phone: [redacted] Fax: ___-___-___ Cell: ___-___-___

E-mail: [redacted]

Secondary Contact Person: Roberta Provost

Address: 903 6th Ave Ct. NE

City: Isanti State: MN Zip: 55040-___

Phone: ___-___-___ Cell: ___-___-___ E-mail: [redacted]

EVENT INFORMATION

Event Name: ASA The Force 5K Color Run

Date(s) of Event: May 4th 2019

Hours of Event: 8am set up till 12pm Race Blue Bird park 2pm 6 hr's total

Type of Event: [X] Open to the Public [ ] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
8am we would set trail with Cone's, Water Station, 8:30 am Pack Registration Check in with possible making lightsabers, Kiddie Race 1mile start at 10am 5K Start at 10:30 Color blast at Blue Bird Park. followed by games, and photo booth

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Proposed Location of the Event (be specific, site map also required):
Race will take place on trail by Soccer complex & Blue Bird park will be color blast, games, photo booth

Estimated Number of People in Attendance (includes staff, participants, and spectators):
last year we had almost 300 want to have more then!

Parking Impact – Describe in detail:
People can Park at Soccer Complex parking area & blue bird park parking.

Tents, equipment, amusement rides, etc.
Type: _____
Size: _____
Location: _____

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
No

Are you requesting any street closures? If yes, list streets:
No

Restrooms (Portable) – Name or entity providing these services; and number of facilities to be provided. When other restroom facilities are not provided on-site or are limited; the applicant will need to pay for additional restroom facilities. For those events exceeding 75 persons, one (1) additional restroom shall be provided; for events exceeding 150 persons, two (2) additional restrooms shall be provided. For events exceeding 250; the Planning for Special Events-Usage Chart shall be used.

Soccer complex has bathrooms, so does Blue Bird

Security Plans – Name or entity providing these services. (A Police Officer is required if alcohol is being served or at the discretion of the Police Chief).
no

Clean-up Plans – Describe in detail:
We have a Clean up Commitee and will clean up promptly. the ~~Etor~~ Color is made of Cornstarch & food ~~etc~~ it will wash out after Coloring rain

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Live entertainment – Describe in detail:

No.

Will any other public addressing system or sound amplification be used? If so, describe:

no, we will use a megaphone to start race.

If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?

1) yes tickets Packets will be sold 2) donation not required but purchase is. 3) Raise money for our awesome School ASA!

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature: Lori Kenser

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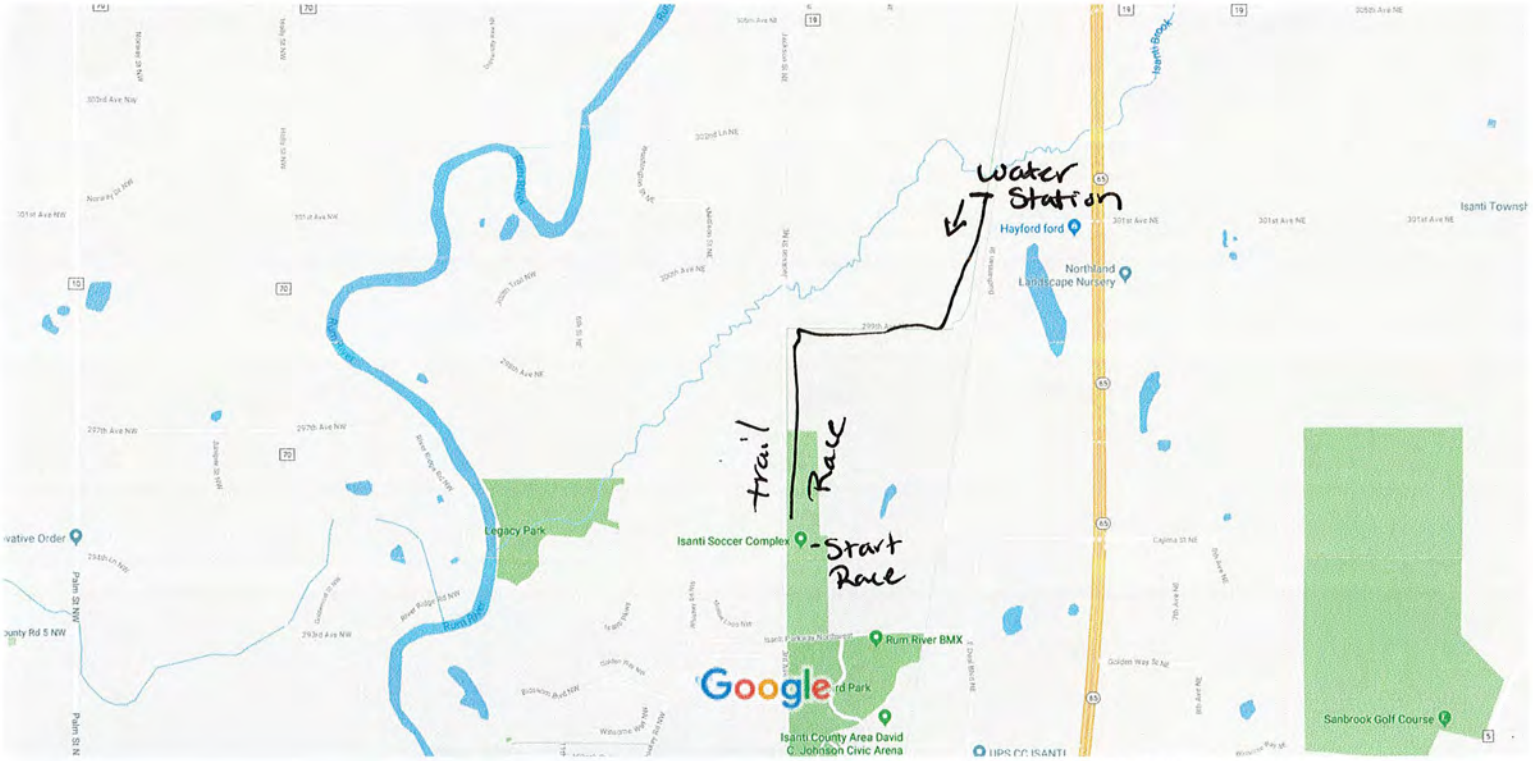
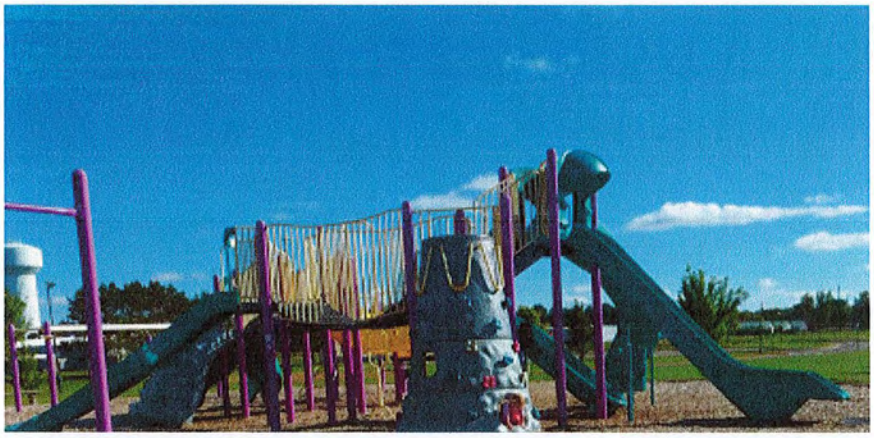
Google Maps Bluebird Park

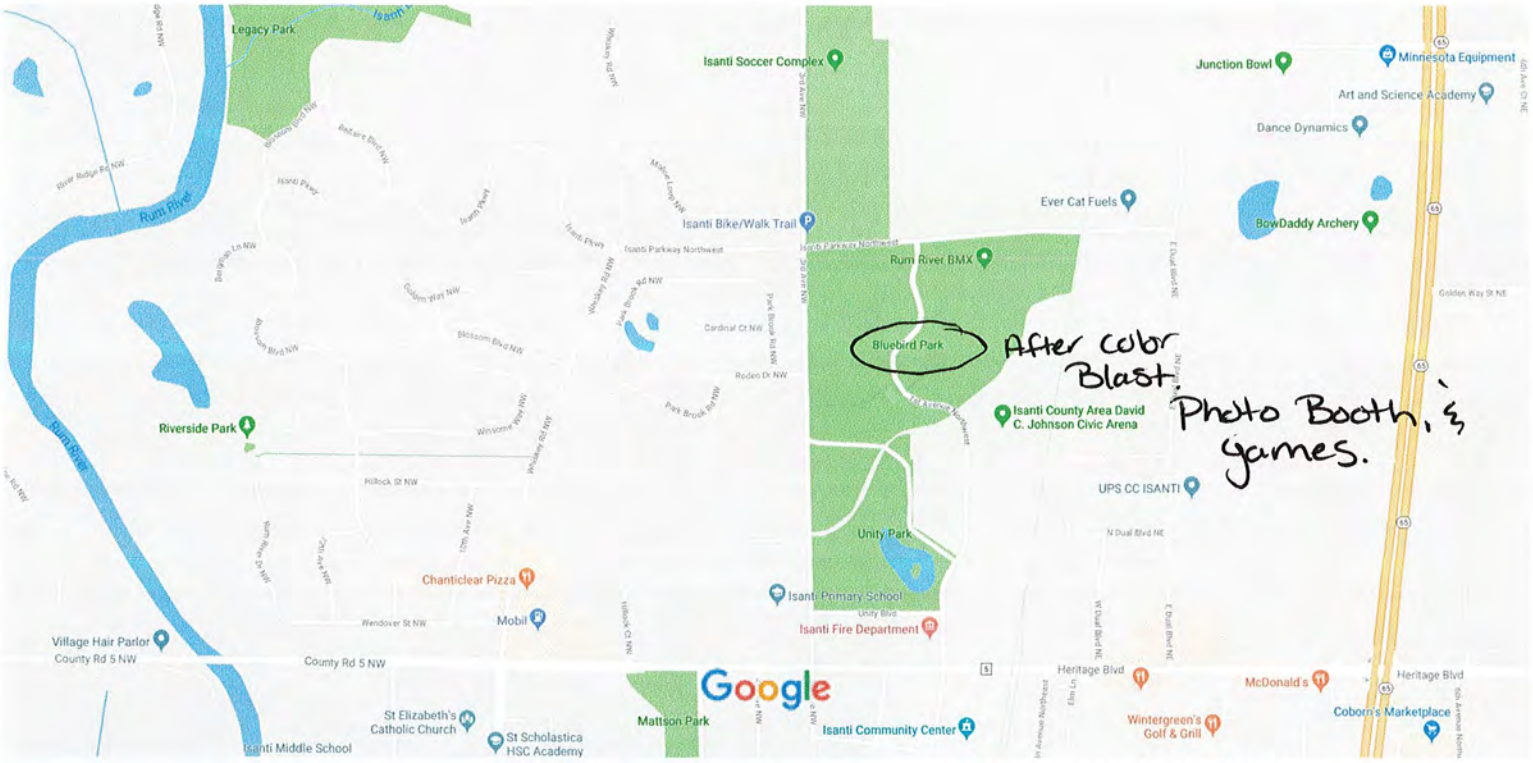




Bluebird Park

Isanti, MN 55040

Google Maps Bluebird Park



Bluebird Park

Isanti, MN 55040

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 11/14/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh & McLennan Agency LLC 7225 Northland Drive Suite 300 Minneapolis MN 55428	CONTACT NAME: Jodi Kelly PHONE (A/C, No, Ext): 763-548-8817 FAX (A/C, No): E-MAIL ADDRESS: jodi.kelly@masrshmma.com
	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : Hanover Insurance Company — 22292
INSURED ARTSSCIEN1 Art & Science Academy Carlo Galeazzi 903 6th Avenue Court NE Isanti MN 55040	INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** 255242368 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			ZDXA417261	8/21/2017	8/21/2018	EACH OCCURRENCE	$1,500,000
	[ ] CLAIMS-MADE [X] OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$100,000
							MED EXP (Any one person)	$15,000
							PERSONAL & ADV INJURY	$1,500,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$3,000,000
	[ ] POLICY [ ] PRO-JECT [X] LOC						PRODUCTS - COMP/OP AGG	$3,000,000
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	[ ] ANY AUTO						BODILY INJURY (Per person)	$
	[ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	[ ] HIRED AUTOS [ ] NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB [ ] OCCUR			UHXA417680	8/21/2017	8/21/2018	EACH OCCURRENCE	$3,000,000
	EXCESS LIAB [ ] CLAIMS-MADE						AGGREGATE	$3,000,000
	DED [X] RETENTION $ 0							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						[ ] PER STATUTE [ ] OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] N/A (Mandatory in NH)						E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Property			ZDXA417261	8/21/2017	8/21/2018	Contents Deductible	$455,780 $1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of insurance coverage for 5K run

CERTIFICATE HOLDER

City of Isanti
110 1st Avenue N
Isanti MN 55040

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Jodi Kelly

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Lori Kenison.

Get Outlook for iOS

jvangelof[redacted] Yesterday
To You

Hi Lori, Yes the board is in agreement with your request. I will send an agreement letter out to you this week for your signature. Thank you.

You Yesterday
To jvangelof[redacted]

Awesome thank you!!!!

Get Outlook for iOS

Reply to All

Isanti Parks

From: Marcia Westover <MWestover@ci.cambridge.mn.us>
Sent: Friday, January 25, 2019 9:49 AM
To: Isanti Parks
Subject: RE: May 4 - Bike/Walk Trail

Hi Katie,

We do not have any conflicts for that day!

Thank you,

Marcia Westover
Community Development Director
City of Cambridge
300 3rd Ave. N.E.
Cambridge, MN 55008
Phone: 763-552-3207
Fax: 763-689-6801
E-mail: mwestover@ci.cambridge.mn.us

Facebook YouTube

From: Isanti Parks <IsantiParks@cityofisanti.us>
Sent: Wednesday, January 23, 2019 4:20 PM
To: Marcia Westover <MWestover@ci.cambridge.mn.us>
Subject: May 4 - Bike/Walk Trail

Good afternoon!

I haven't gotten around to making a form for events to use the trail yet... maybe soon! We have an event looking to host a 5K on May 4th (8:00-2:00), it looks like it will be an out and back on the south half of the trail. Do you have any conflicts with that day?

Thanks!

Katie Everett
Parks, Recreation, and Culture Manager
City of Isanti
110 1st Ave NW
P.O. Box 428
Isanti, MN 55040

Office: 763-444-5512

A Community For Generations.
Isanti

SPECIAL EVENT PERMIT APPLICATION
City of Isanti
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Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT

City of Isanti

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on property owned by the City of Isanti:
Art & Science Accadmey

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:

(Special Events Holder Initials Here) LK

B. If required by this paragraph, we agree to require each participant to our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Isanti, on a form approved by the City of Isanti.

Participant Release and Indemnification required? YES [X] NO [ ]

(Special Events Holder Initials Here) LK

*They will have a release form

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to the City of Isanti, for the duration of the above described activities.

(Special Events Holder Initials Here) _____

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities,

whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we further hereby exempt, release and discharge the City of Isanti, its officers, and its employees from any and all claims, demands, and actions for such injury, loss or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

F. We further agree to defend, indemnify and hold harmless the City of Isanti, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorney fees, including those arising from any third party claim asserted against the City of Isanti, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Isanti, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Event Holder Initials Here) _____

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Event Holder Initials Here) _____

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Event Holder Initials Here) _____

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special event holder, acting by and through the undersigned, who represents that he or she is property authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

_____

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Lisa Brady

Title Principal

Signature Lisa Brady

Date 1/23/19

OFFICE USE ONLY
Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief
__X__ Approved _____ Denied _____ N/A Signature: Email Approval (attached)

Police Chief
__X__ Approved _____ Denied _____ N/A Signature: Email Approval (attached)

Public Services Director
__X__ Approved _____ Denied _____ N/A Signature: Jim Wood

Parks, Recreation and Culture Manager
__X__ Approved _____ Denied _____ N/A Signature: Kevin Emmett

Community Development Director
__X__ Approved _____ Denied _____ N/A Signature:

City Administrator
__X__ Approved _____ Denied _____ N/A Signature: Jim Wood

City Council
_____ Approved _____ Denied

Date of Review: _____

* Need written permission from CISC for use of soccer complex parking and restrooms → Official letter coming as of 1/28
* Need approval from City of Cambridge for use of Bike/Walk Trail → Received
* Signed Release and Indem. form needed → Received

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Isanti Parks

From:	Chief Gene Hill
Sent:	Thursday, January 24, 2019 6:55 AM
To:	Isanti Parks
Subject:	Re: Special Event Permit Application - ASA Color Run

APPROVED, I have it on my calendar.

Respectfully,

Gene C. Hill #5801
Chief of Police
Emergency Management Director

Isanti Police Department
401 1st Ave. NW.
Po Box 428
Isanti, Mn. 55040-0428

Phone: (763) 444-4761
Fax: (763) 444-4868
Dispatch: (763) 689-2141

"Always do everything you ask of those you command"

"Never tell people how to do things...tell them what to do, and they will surprise you with their ingenuity"

"The unauthorized disclosure or interception of e-mail is a federal crime. See 18 U.S.C. SEC 2517(4). This e-mail is intended only for the use of those to whom it is addressed and may contain information which is privileged, confidential and exempt from disclosure under the law. If you have received this e-mail in error, do not distribute or copy it. Return it immediately to the sender with attachments, if any, and notify the sender by telephone."

From: Isanti Parks
Sent: Wednesday, January 23, 2019 4:29:34 PM
To: Al Jankovich; Chief Gene Hill
Subject: Special Event Permit Application - ASA Color Run

Good afternoon,

I have attached the Special Event Permit application for this year's Art and Science Academy Color Run. They're expecting about 300 people and will use the Bike/Walk Trail and Bluebird Park for their event. (They hosted this event in 2018 as well, the major details are the same). Please review their application and respond with your comments or approval.

Thank you!

Katie Everett
Parks, Recreation, and Culture Manager
City of Isanti
110 1st Ave NW
P.O. Box 428
Isanti, MN 55040

Office: 763-444-5512
Cell: 763-772-5856
Fax: 763-444-5560

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Friday, January 25, 2019 9:21 AM
To: Isanti Parks
Subject: RE: Special Event Permit Application - ASA Color Run

It did, sorry!

Isanti Fire approves the 5/4/2019 ASA Color Run special event permit application as presented.

Thank you.

ALAN JANKOVICH | FIRE CHIEF
ISANTI FIRE DISTRICT
401 1ST AVE NW, PO BOX 490 | ISANTI MN 55040
763.444.8019 | aljankovich@isantifiredistrict.org | www.isantifiredistrict.org

From: Isanti Parks <IsantiParks@cityofisanti.us>
Sent: Friday, January 25, 2019 8:45 AM
To: Al Jankovich <aljankovich@isantifiredistrict.org>
Subject: RE: Special Event Permit Application - ASA Color Run

Good morning Al – just wanted to make sure this one didn't get lost in the shuffle.

Thanks , and have a great weekend!

Katie Everett
Parks, Recreation, and Culture Manager
City of Isanti
110 1st Ave NW
P.O. Box 428
Isanti, MN 55040

Office: 763-444-5512
Cell: 763-772-5856
Fax: 763-444-5560

From: Isanti Parks
Sent: Wednesday, January 23, 2019 4:30 PM
To: 'Al Jankovich' <aljankovich@isantifiredistrict.org>; Chief Gene Hill <ChiefHill@cityofisanti.us>
Subject: Special Event Permit Application - ASA Color Run

Good afternoon,

I have attached the Special Event Permit application for this year's Art and Science Academy Color Run. They're expecting about 300 people and will use the Bike/Walk Trail and Bluebird Park for their event. (They hosted this event in 2018 as well, the major details are the same). Please review their application and respond with your comments or approval.

Thank you!

Katie Everett
Parks, Recreation, and Culture Manager
City of Isanti
110 1st Ave NW
P.O. Box 428
Isanti, MN 55040

Office: 763-444-5512
Cell: 763-772-5856
Fax: 763-444-5560

municipalgroup.org

Ryan J. Kernosky, MPA
Municipal Consultant

ryan@municipalgroup.org
715-212-0416

MEMORANDUM

TO: Mayor Jeff Johnson
Members of the Isanti City Council
FROM: Ryan Kernosky, Contract City Planner
DATE: February 5, 2019

RE: FINAL PLAT OF HERITAGE ESTATES SUBDIVISION

Request: Final Plat approval from Level Contracting, LLC for Heritage Estates Subdivision, located on Outlots A, B, & D, Sun Prairie First Addition, Isanti County, Minnesota.

Background: Level Contracting, LLC ("applicant") has submitted and paid all applicable fees for the development of a 50-lot subdivision located on Outlots A, B, & D of the Sun Prairie First Addition. This development is located along Cherrywood Ln NE and 9th Ave NE. The City Planning Commission has had the opportunity to review this project on several occasions, including during the public hearings held on the Preliminary Plat and Planned Unit Development (PUD), both done in November 2018. Both the Preliminary Plat and PUD have also been reviewed and approved by the City Council.

This area was originally developed for 61 attached townhomes, but due to a number of factors, that project was never completed. The proposed development will be 30 detached townhomes and 20 split or rambler homes.

Unique Characteristics: Because this development was slated for townhomes with private roads and private sewer and water lines, public sewer and water mains have been installed (at the time of the original development) within the aforementioned roadways. There are no public laterals from the water and sewer mains. Because of that, the developer is proposing to have private utility lines that would be in the front yards of the homes and have laterals from those lines into the homes off of the private lines.

Comprehensive Plan: This area is identified as "Medium Density Residential" in the 2008 Comprehensive Plan of the City of Isanti. I believe that this development is consistent with the future land use plan of this area.

Preliminary Plat: Commissioners and the City Council reviewed the Preliminary Plat in November 2018. At that time, the City required the following conditions:

1) The developer must enter into a development agreement with the City of Isanti

2) Final plat must have a 30' wide utility easement along both sides of Cherrywood Ln NE, 8th Ave NE, and the west-side of 9th Ave NE
3) Developer must address all items in the letter dated October 25, 2018 from the City Engineer and City Planner
4) Developer must provide proof of ownership prior to the final platting of the property
5) Developer must provide additional right-of-way to Isanti County for future intersection improvements at Heritage Blvd (CSAH 5) and 8th Ave NE.

The developer has satisfied conditions 2, 3, 4, and 5 of the resolution. Condition 1 will be addressed at a later date and will come to the City Council for final approval.

Planning Commission Review: The City Planning Commission met on January 15, 2019 to review this request. As a result, the Planning Commission has recommended **APPROVAL** to the City Council with the conditions stipulated in the attached Resolution.

City Engineer Review: The City Engineer has reviewed the Final Plat submittal, and has recommended approval with the conditions addressed in the attached memo.

City Planner Review: I have reviewed the Final Plat for compliance with the directives and conditions of the City Planning Commission and City Council. I believe the Final Plat meets or exceeds the requirements set forth by the decision-making authorities.

Certification of Taxes Paid: Heritage Builders, LLC (a subsidiary of Level Contracting, LLC) has paid the 2018 taxes for this parcel. Prior to the Final Plat being submitted, I believe that the 2019 taxes on all parcels must be paid.

City Planner Recommendation: I recommend **APPROVAL** of the Final Plat with the following conditions:

1) The developer must enter into a development agreement with the City of Isanti
2) The developer must pay any outstanding taxes on all parcels subject to development
3) The developer must pay all outstanding development fees prior to Final Platting, as described in the development agreement
4) The developer must provide three full-sized mylars and one 11"x17" mylar to the City within 120 days of final approval of the Final Plat

Attachments:

- Resolution No. 2019-XXX Approving the Final Plat of Heritage Estates Subdivision
- Findings of Fact and Conclusion – Heritage Estates Subdivision Final Plat
- Final Plat of Heritage Estates

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: December 20, 2018

To: Ryan Kernosky, Community Development Director

From: Bradley C. DeWolf, P.E.
City Engineer

Jason W. Cook, P.E.
Assistant City Engineer

Subject: Heritage Estates – Final Plat & Plan Review
City of Isanti, MN
Project No.: R13.115547

We have reviewed the Final Plat entitled "Heritage Estates" stamped "Preliminary Copy Unrecorded as of 12/17/2018" and received on 12/19/2018 for review. We have also reviewed the preliminary utility plans dated 10/18/208 and submitted on 12/19/2018.

The site is located on the south side of Heritage Boulevard, along Cherrywood Lane NE, 8th Avenue NE and 9th Avenue NE.

The final plat includes 50 parcels for single family homes along existing roadways. Sanitary sewer, watermain and services are proposed as private utilities outside the City right of way and within a utility easement.

The following comments have not been addressed from the October 24, 2018 Preliminary Plat review memo:

1. Submit figure showing subcatchments and ponding areas used in the HydroCAD model.
2. Use a minimum 0.32% slope on 12-inch dual walled HDPE storm sewer pipe. (FES5, CB4)

We have reviewed the Final Plat and have the following comments:

1. Block 1, Lot 17 will need an extended easement area for curb stop access
2. Block 2, Lot 1 will need an extended easement area for curb stop access
3. The temporary cul-de-sac will need an easement description written to cover its foot print with langue stating it will expire when the road is extended and the cul-de-sac is removed.

We have reviewed the submitted plans and have the following comments:

1. After evaluating the water system for stagnant water and flushing we have the following comments:
    a. Reduce proposed watermain pipes to 6-inch diameter
    b. Add Flushing Hydrants near mid-point of each looped watermain on all 3 blocks.
2. At approx. STA 4+50 keep fire hydrant on City owned watermain. Install bends to relocate hydrant as needed for proposed layout. Do not move it onto the new looped watermain.

Bolton & Menk is an equal opportunity employer.

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7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

3. Shift all curb stops to fall on the utility easement line.
4. The sidewalk along 8th Avenue from Cherrywood Lane to Heritage Boulevard (CSAH 5) will need to be removed and replaced. Submit plans and typical sections.
5. The temporary cul-de-sac will be impacted due to the watermain connection. Submit plans and typical sections to replace.
6. Submit erosion control plan.

We recommend approval of the Final Plat and construction plans once the above items are addressed.

Please contact us if you have any questions.

RESOLUTION NO. 2019-XXX

A RESOLUTION APPROVING THE FINAL PLAT FOR HERITAGE ESTATES SUBDIVISION

WHEREAS, Level Contracting, LLC has made application for Final Plat approval for Heritage Estates Subdivision, legally described as Outlots A, B, & D, Sun Prairie First Addition, Isanti County, Minnesota; and,

WHEREAS, the Planning Commission of the City of Isanti held a public hearing during a Special Planning Commission meeting on November 2, 2018 for the Preliminary Plat of Heritage Estates and has recommended the Preliminary Plat approval; and,

WHEREAS, the City Council of the City of Isanti considered the Preliminary Plat on November 20, 2018 and approved said Preliminary Plat with conditions stipulated in associated Resolution; and,

WHEREAS, the City Planning Commission considered the Final Plat of Heritage Estates Subdivision during a regularly scheduled meeting on January 15, 2019 and has recommended approval with conditions.

NOW, THEREFORE, BE IT RESOLVED by the City of Isanti, Minnesota that it hereby adopts the Findings of Fact and Conclusion related to the requested Final Plat for Heritage Estates Subdivision and **BE IT FURTHER RESOLVED** that the requested Final Plat for Heritage Estates Subdivision be **APPROVED WITH CONDITIONS** as follows:

1) The developer must enter into a development agreement with the City of Isanti
2) The developer must pay any outstanding taxes on all parcels subject to development
3) The developer must pay all outstanding development fees prior to Final Platting, as described in the development agreement
4) The developer must provide three full-sized mylars and one 11"x17" mylar to the City within 120 days of final approval of the Final Plat

Adopted by the Isanti City Council this 5th day of February, 2019.

ATTEST

Mayor Jeff Johnson

Katie Brooks
City Clerk/Human Resources

FINDINGS OF FACT AND CONCLUSION

REQUEST: Request from Level Contracting, LLC for Final Plat approval of the Plat of Heritage Estates Subdivision, legally described as Outlots A, B, & D, Sun Prairie First Addition, Isanti County, Minnesota.

FINDINGS OF FACT: The City Council of the City of Isanti identifies the following Findings of Fact to be true and accurate.

1) Level Contracting, LLC ("applicant") has made application for the Final Plat approval of Heritage Estates Subdivision.
2) Heritage Estates Subdivision is a development of single-family homes on the parcels legally described as Outlots A, B, & D, Sun Prairie First Addition, Isanti County, Minnesota.
3) The applicant is requesting a Final Plat for the creation of a 50-lot single-family residential development.
4) The property is zoned "R-3B" Medium-density multiple-family residential, with a more restrictive overlay zoning district "PUD" Planned Unit Development
5) The aforementioned PUD was approved through Resolution No. 2018-284 by the City Council of the City of Isanti for the purposes of the development of the Heritage Estates Subdivision.
6) The City Planning Commission and the City Council of the City of Isanti have reviewed and recommended approval of the Preliminary Plat of Heritage Estates Subdivision, with final approval of said Preliminary Plat occurring on November 20, 2018 per Resolution No. 2018-257.
    a. The City Planning Commission held a public hearing pursuant to Ordinance 536 (Subdivision Code) of the Isanti City Ordinances on November 2, 2018.
    b. All property owners within 350 feet of the subject parcels were notified of said public hearing, notice of public hearing was also published in the *Isanti County News.*
7) The Planning Commission has reviewed the Final Plat for consistency with the previously approved Preliminary Plat with conditions on January 15, 2019.
8) The Planning Commission has recommended approval of the Final Plat of Heritage Estates Subdivision to the City Council of the City of Isanti.

CONCLUSIONS: The City Council of the City of Isanti adopts the following conclusions of the Final Plat of Heritage Estates Subdivision.

1) The platting of the properties meet the lot and zoning requirements set forth in the Planned Unit Development of Heritage Estates Subdivision approved through Resolution No. 2018-284 and that of Ordinance 536 of the Isanti Code of Ordinances.

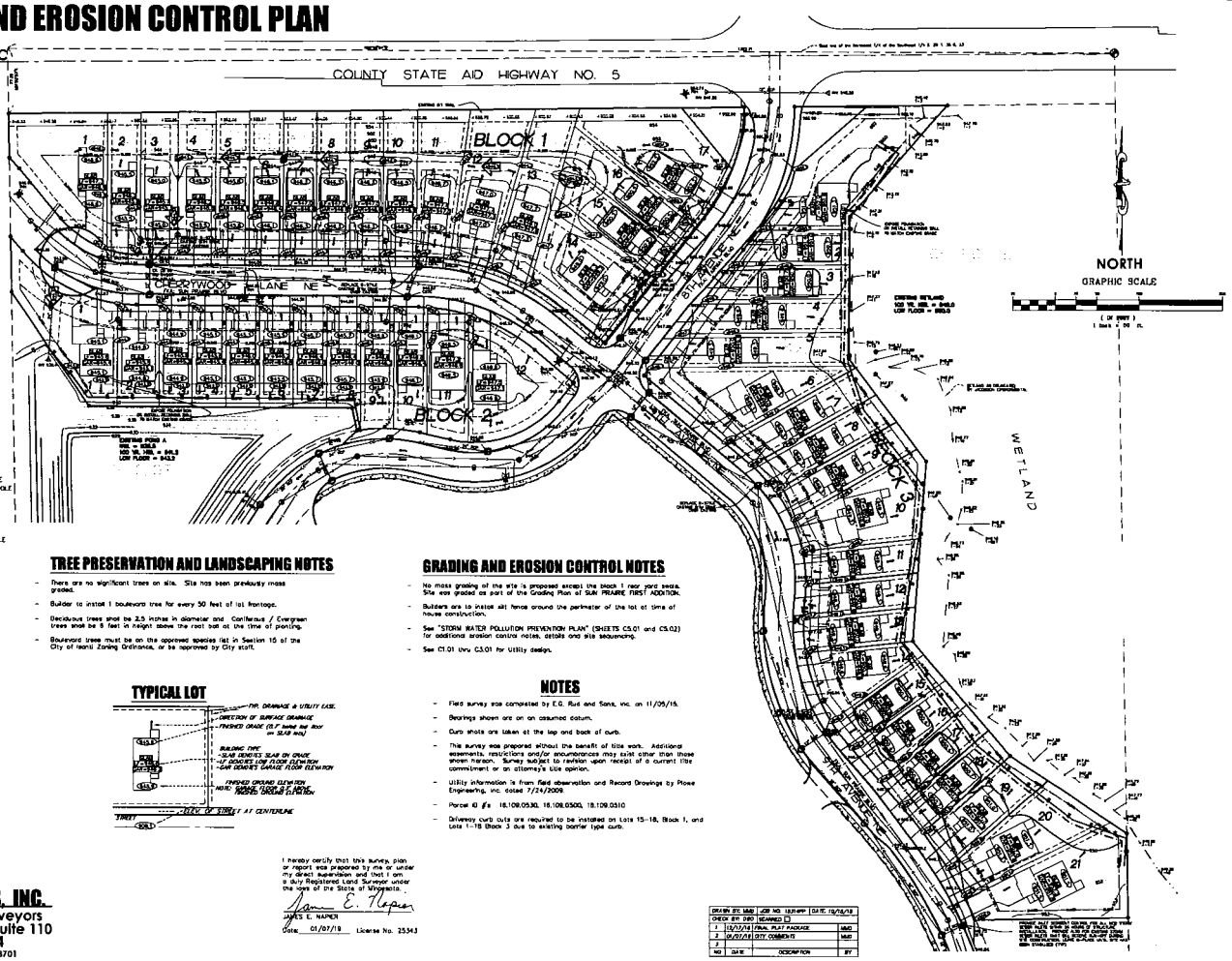
DECISION: The City Council of the City of Isanti considered this item at the **February 5, 2019** regularly scheduled meeting. The meeting minutes, staff memo, and exhibits will be made part of the Findings of Fact and Conclusion.

PLANNING COMMISSION RECOMMENDATION:

Motioned by Collison, Seconded by Simon to recommend approval of the request from Level Contracting, LLC for Final Plat approval of Heritage Estates Subdivision, legally described as Outlots A, B, and D, Sun Prairie First Addition, Isanti County, Minnesota based on the Findings of Fact and Conclusion and staff conditions as presented. **Motion Unanimously Approved.**

DEVELOPMENT AND EROSION CONTROL PLAN

~of~ HERITAGE ESTATES
~for~ LEVEL CONTRACTING, LLC
20891 145TH STREET NW
ELK RIVER, MN 53330
MONTY JENSEN
(218) 838-5608



LEGEND

- DENOTES PROPOSED CATCH BASIN
- DENOTES PROPOSED STORM SEWER MANHOLE
- DENOTES PROPOSED SANITARY SEWER MANHOLE
- DENOTES PROPOSED SANITARY SEWER
- DENOTES PROPOSED STORM SEWER
- DENOTES PROPOSED WATER MAIN
- DENOTES EXISTING CATCH BASIN
- DENOTES EXISTING STORM SEWER MANHOLE
- DENOTES EXISTING SANITARY SEWER MANHOLE
- DENOTES EXISTING SANITARY SEWER
- DENOTES EXISTING STORM SEWER
- DENOTES EXISTING WATER MAIN
- DENOTES BUILDING SETBACK LINE
- DENOTES EXISTING 2 FOOT CONTOURS
- DENOTES PROPOSED 2 FOOT CONTOURS
- DENOTES PROPOSED SILT FENCE
- DENOTES PROPOSED BIO ROLL TO BE INSTALLED INSIDE SILT FENCE ADJACENT TO WETLAND
- DENOTES EMERGENCY OVERFLOW ELEVATION (MINIMUM 1.0' SEPARATION TO LOW FLOOR)
- DENOTES DIRECTION OF DRAINAGE
- DENOTES PROPOSED SPOT ELEVATION

TREE PRESERVATION AND LANDSCAPING NOTES

- There are no significant trees on site. Site has been previously mass graded.
- Builder to install 1 boulevard tree for every 50 feet of lot frontage.
- Deciduous trees shall be 2.5 inches in diameter and Coniferous / Evergreen trees shall be 6 feet in height above the root ball at the time of planting.
- Boulevard trees must be on the approved species list in Section 15 of the City of Ham's Zoning Ordinance, or be approved by City staff.

GRADING AND EROSION CONTROL NOTES

- No mass grading of the site is proposed except the block 1 rear yard swale. Site was graded as part of the Grading Plan of SUN PRAIRIE FIRST ADDITION.
- Builders are to install silt fence around the perimeter of the lot at time of house construction.
- See "STORM WATER POLLUTION PREVENTION PLAN" (SHEETS C5.01 and C5.02) for additional erosion control notes, details and site sequencing.
- See C1.01 thru C3.01 for Utility design.

TYPICAL LOT

NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 11/05/15.
- Bearings shown are on an assumed datum.
- Curb shots are taken at the top and back of curb.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.
- Utility information is from field observation and Record Drawings by Plowe Engineering, inc. dated 7/24/2009
- Parcel ID #'s 18.109.0530, 18.109.0500, 18.109.0510
- Driveway curb cuts are required to be installed on Lots 15-18, Block 1, and Lots 1-18 Block 3 due to existing barrier type curb.

GRADING CALCULATIONS AND STORM SEWER DESIGN BY PLOWE ENGINEERING, INC.

PLOWE ENGINEERING, INC.
6776 LAKE DRIVE SUITE 110
LINO LAKES, MN 55014

SITE PLANNING & ENGINEERING

PHONE: (651) 361-8210
FAX: (651) 361-8701

I HEREBY CERTIFY THAT THIS PLAN, WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY CERTIFIED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

ADAM GAMEL

DATE: 01.07.2019 LIC. NO. 43963

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

JAMES E. NAPIER

Date: 01/07/19 License No. 25343

DRAWN BY: MMD	JOB NO. 18.109PP	DATE: 10/26/18
CHECK BY: DWD	SCANNED: ☐	

NO	DATE	DESCRIPTION	BY
1	12/17/18	FINAL PLAT PACKAGE	MMD
2	01/07/19	CITY COMMENTS	MMD
3			
4			

E. G. RUD & SONS, INC.
Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel. (651) 361-8200 Fax (651) 361-8701
www.egrud.com

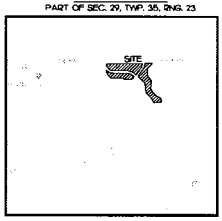
18341PP

CERTIFICATE OF SURVEY

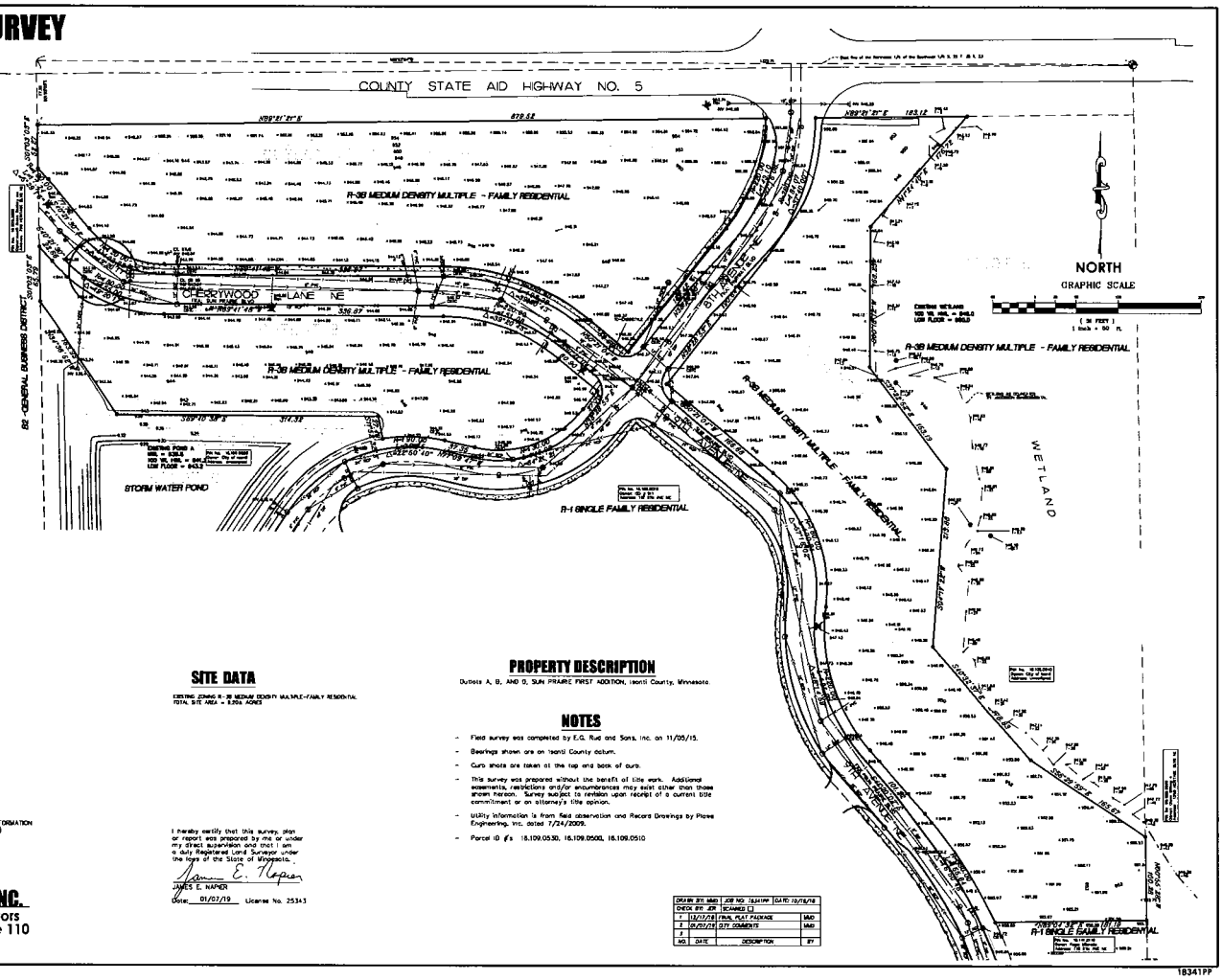
~of~ HERITAGE ESTATES
~for~ LEVEL CONTRACTING, LLC
20891 145TH STREET NW
ELK RIVER, MN 53330
MONTY JENSEN
(218) 838-5608

VICINITY MAP

PART OF SEC. 29, TWP. 35, RNG. 23



ISANTI COUNTY, MINNESOTA
(NO SCALE)



SITE DATA

EXISTING ZONING R-3B MEDIUM DENSITY MULTIPLE-FAMILY RESIDENTIAL
TOTAL SITE AREA = 3.206 ACRES

PROPERTY DESCRIPTION

Outlots A, B, AND D, SUN PRAIRIE FIRST ADDITION, Isanti County, Minnesota.

LEGEND

- DENOTES CATCH BASIN
- DENOTES STORM SEWER MANHOLE
- DENOTES SANITARY SEWER MANHOLE
- DENOTES EXISTING SANITARY SEWER
- DENOTES EXISTING STORM SEWER
- DENOTES EXISTING WATER MAIN
- DENOTES BUILDING SETBACK LINE
- DENOTES EXISTING CONTOURS

DENOTES ADJACENT PARCEL OWNER INFORMATION (PER ISANTI COUNTY TAX INFORMATION)

NOTES

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- Parcel ID #'s 18.109.0530, 18.109.0500, 18.109.0510

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

JAMES E. NAPIER
Date: 01/07/19 License No. 25343

DRAWN BY: MMD	JOB NO. 15JJ19W	DATE: 12/15/15
CHECK BY: JER	SCHANGE []	
1	12/17/15	FINAL PLAT PACKAGE	MMD
2	01/07/19	CITY COMMENTS	MMD
3			
NO.	DATE	DESCRIPTION	BY

E. G. RUD & SONS, INC.
Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel. (651) 361-8200 Fax (651) 361-8701
www.egrud.com

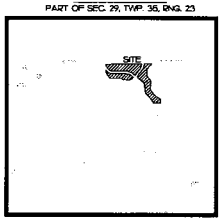
18341PP

PRELIMINARY PLAT

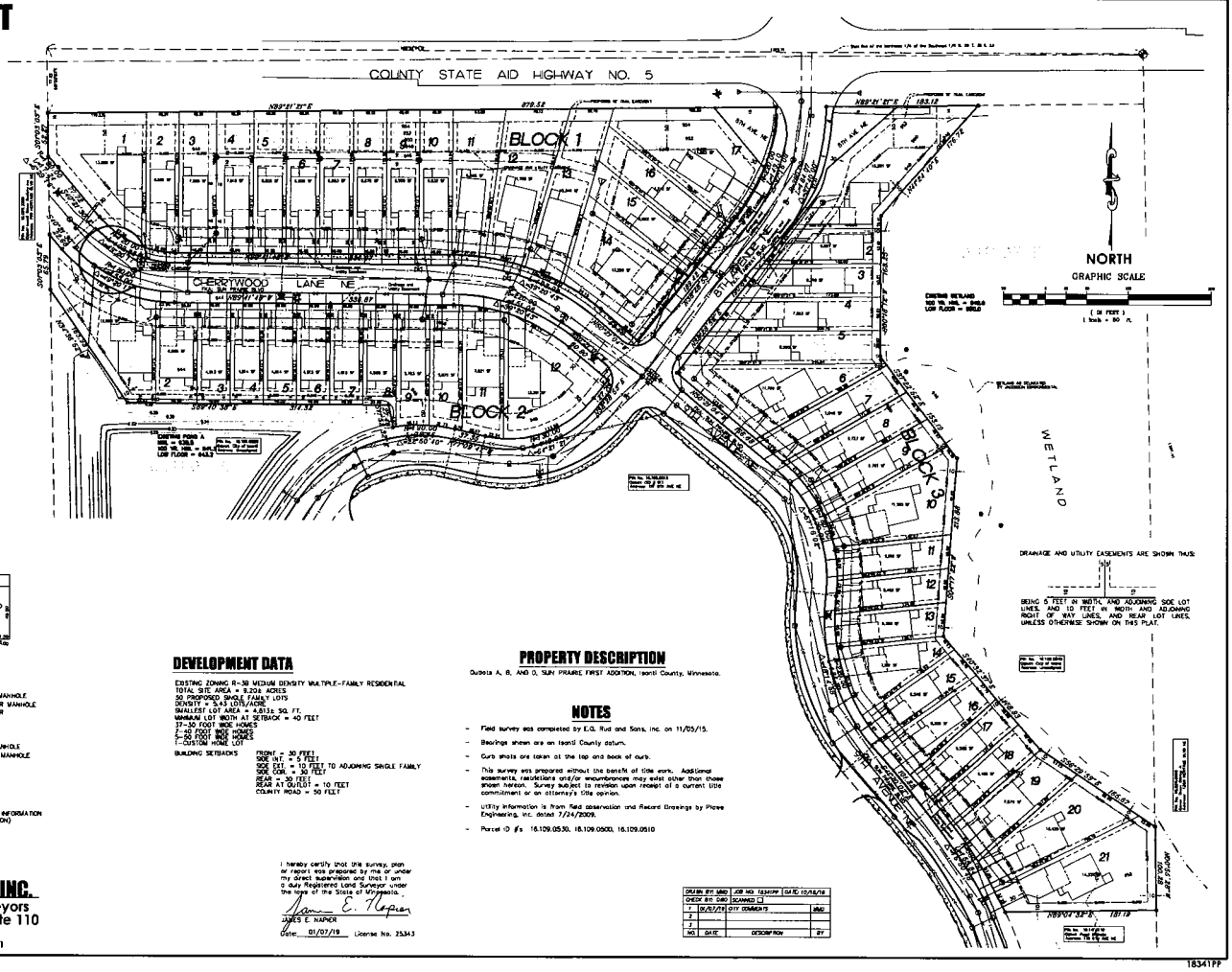
~of~ HERITAGE ESTATES
~for~ LEVEL CONTRACTING, LLC
20891 145TH STREET NW
ELK RIVER, MN 53330
MONTY JENSEN
(218) 838-5608

VICINITY MAP

PART OF SEC. 29, TWP. 35, RNG. 23

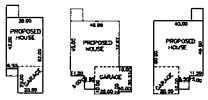


ISANTI COUNTY, MINNESOTA
(NO SCALE)



TYPICAL HOUSE DETAIL

(NOT TO SCALE)



LEGEND

- DENOTES PROPOSED CATCH BASIN
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- DENOTES EXISTING WATER MAIN
- DENOTES BUILDING SETBACK LINE
- DENOTES EXISTING CONTOURS

DENOTES ADJACENT PARCEL OWNER INFORMATION (PER ISANTI COUNTY TAX INFORMATION)

DEVELOPMENT DATA

EXISTING ZONING R-3D MEDIUM DENSITY MULTIPLE-FAMILY RESIDENTIAL
TOTAL SITE AREA = 9.206 ACRES
50 PROPOSED SINGLE FAMILY LOTS
DENSITY = 5.43 LOTS/ACRE
SMALLEST LOT AREA = 4,813± SQ. FT.
MINIMUM LOT WIDTH AT SETBACK = 40 FEET
37-50 FOOT WIDE HOMES
7-40 FOOT WIDE HOMES
5-50 FOOT WIDE HOMES
1-CUSTOM HOME LOT

BUILDING SETBACKS
FRONT = 30 FEET
SIDE INT. = 5 FEET
SIDE EXT. = 10 FEET TO ADJOINING SINGLE FAMILY
SIDE CORNER = 30 FEET
REAR = 30 FEET
REAR AT OUTLOT = 10 FEET
COUNTY ROAD = 50 FEET

PROPERTY DESCRIPTION

Outlots A, B, AND D, SUN PRAIRIE FIRST ADDITION, Isanti County, Minnesota.

NOTES

- Field survey was completed by E.G. Rud and Sons, Inc. on 11/05/15.
- Bearings shown are on Isanti County datum.
- Curb shots are taken at the top and back of curb.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.
- Utility information is from field observation and Record Drawings by Plowe Engineering, Inc. dated 7/24/2009.
- Parcel ID #'s 16.109.0530, 16.109.0500, 16.109.0510

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:

BEING 5 FEET IN WIDTH, AND ADJOINING SIDE LOT LINES, AND 10 FEET IN WIDTH AND ADJOINING RIGHT OF WAY LINES, AND REAR LOT LINES, UNLESS OTHERWISE SHOWN ON THIS PLAT.

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

James E. Napier

Date: 01/07/19 License No. 25343

DRAWN BY: MBD	JOB NO. 18341PP	DATE: 10/15/18
CHECK BY: DRD	SCANNED ☐	

NO	DATE	DESCRIPTION	BY
1	01/07/19	CITY COMMENTS	MBD
2			
3			

E. G. RUD & SONS, INC.
EST. 1971
Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel. (651) 361-8200 Fax (651) 361-8701
www.egrud.com

18341PP

PRELIMINARY COPY
UNRECORDED AS OF 01/07/19

HERITAGE ESTATES

SEC. 29, T35N, R23W
CITY OF ISANTI
COUNTY OF ISANTI

NORTH
(SCALE IN FEET)

NOTE REGARDING WET LANDS
"THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES, UNITED STATES CORPS OF ENGINEERS AND OTHER WATER MANAGEMENT AGENCIES HAVE CATEGORIZED VARIOUS WET LANDS, WHICH ARE NOT ACKNOWLEDGED BY CHAPTER 505.01, SUBDIVISION 3 OF MINNESOTA STATUTES AND MAY NOT BE SHOWN HEREON. DEVELOPMENT OF LANDS CONTAINING SAID WET LANDS MAY BE SUBJECT TO SPECIAL CONDITIONS OR LIMITATIONS.

● DENOTES IRON PIPE MONUMENT FOUND

○ DENOTES A 1/2 INCH BY 14 INCH IRON PIPE, WITH PLASTIC CAP INSCRIBED R.L.S. NO. 25363, WHICH HAS BEEN SET OR WILL BE SET IN ACCORDANCE WITH MS 505.021, SUBD 10.

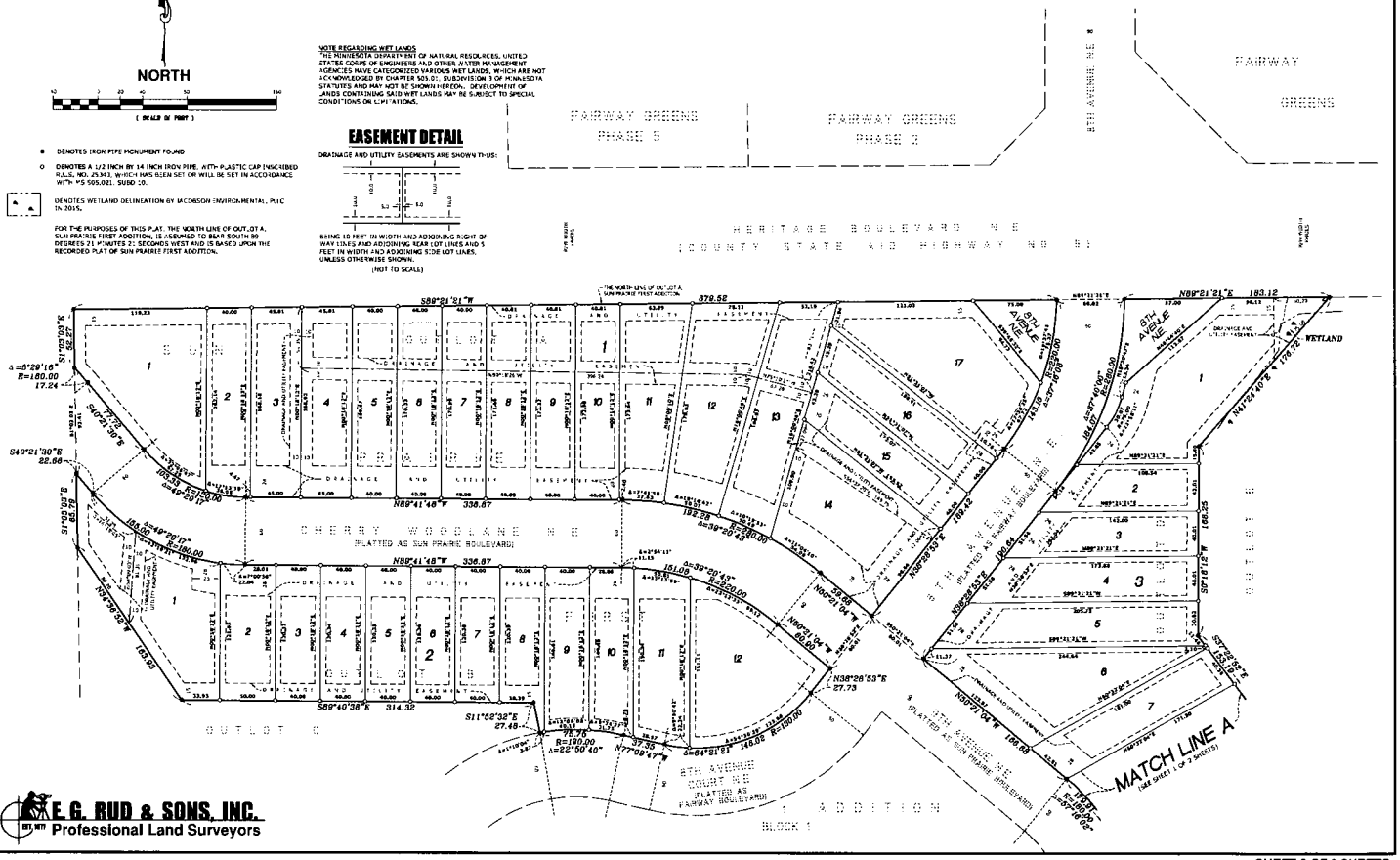
DENOTES WETLAND DELINEATION BY JACOBSON ENVIRONMENTAL, PLLC IN 2015.

FOR THE PURPOSES OF THIS PLAT, THE NORTH LINE OF OUTLOT A, SUN PRAIRIE FIRST ADDITION, IS ASSUMED TO BEAR SOUTH 89 DEGREES 21 MINUTES 21 SECONDS WEST AND IS BASED UPON THE RECORDED PLAT OF SUN PRAIRIE FIRST ADDITION.

EASEMENT DETAIL

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:

BEING 10 FEET IN WIDTH AND ADJOINING RIGHT OF WAY LINES AND ADJOINING REAR LOT LINES AND 5 FEET IN WIDTH AND ADJOINING SIDE LOT LINES, UNLESS OTHERWISE SHOWN.
(NOT TO SCALE)



E. G. RUD & SONS, INC.
Professional Land Surveyors

SHEET 2 OF 2 SHEETS

PRELIMINARY COPY
UNRECORDED AS OF 01-07-19

HERITAGE ESTATES

SEC. 28, T35N, R23W
CITY OF ISANTI
COUNTY OF ISANTI

KNOW ALL MEN BY THESE PRESENTS: That Level Contracting, LLC, a Minnesota limited liability company, owner, of the following described property situated in the State of Minnesota, County of Isanti, to wit:

Outlots A, B and D, SUN PRAIRIE FIRST ADDITION, Isanti County, Minnesota.

Has caused the same to be surveyed and platted as HERITAGE ESTATES and does hereby dedicate to the public for public use forever the public way and drainage and utility easements as shown on this plat.

In witness whereof said Level Contracting, LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this ___ day of _____, 20___.

LEVEL CONTRACTING, LLC.

_____
Montgomery L. Jensen, Chief Manager

STATE OF MINNESOTA
COUNTY OF _____
The foregoing instrument was acknowledged before me this ___ day of _____, 20___, by Montgomery L. Jensen, as Chief Manager of Level Contracting, LLC, a Minnesota limited liability company, on behalf of the company.

_____
Notary Public _____ County, Minnesota
My Commission Expires _____
Do not use Notary Stamp.

I James E. Nasler, do hereby certify that I have surveyed and platted or directly supervised the survey and planting of the property described on this plat as HERITAGE ESTATES; that I am a duly licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on the plat; that all monuments depicted on the plat have been or will be correctly set within one year as indicated on the plat; that all water boundaries and wet lands as defined in MS Section 505.01, Subd. 3 existing as of the date of this certification are shown and labeled on the plat; and that all public ways are shown and labeled on the plat.

_____
James E. Nasler, Land Surveyor
Minnesota Registration No. 25343

STATE OF MINNESOTA
COUNTY OF ANOKA

The foregoing Surveyor's Certificate was acknowledged before me this ___ day of _____, 20___ by James E. Nasler, Land Surveyor.

_____
Notary Public, Anoka County, Minnesota
My Commission Expires _____
Do not use Notary Stamp.

CITY OF ISANTI - PLANNING COMMISSION
Recommended for approval by the Planning Commission of the City of Isanti, Minnesota, this ___ day of _____, 20___.

_____ _____
Chairman Secretary

CITY OF ISANTI - CITY COUNCIL
Approved by the City Council of the City of Isanti, Minnesota this ___ day of _____, 20___, and is in compliance with the provisions of Chapter 505.03 Subdivision 2, Minnesota Statutes.

_____ _____
Mayor City Administrator

CITY OF ISANTI - CITY ATTORNEY
This plat was approved as to form and execution this ___ day of _____, 20___.

_____
Isanti City Attorney

CITY OF ISANTI - CITY ENGINEER
This plat was recommended for approval this ___ day of _____, 20___.

_____
Isanti City Engineer

ISANTI COUNTY SURVEYOR
I hereby certify that this plat has been checked and recommended for approval as to compliance with Chapter 505, Minnesota Statutes, this ___ day of _____, 20___.

_____
Don Hansen
Isanti County Surveyor, Minn. License No. _____

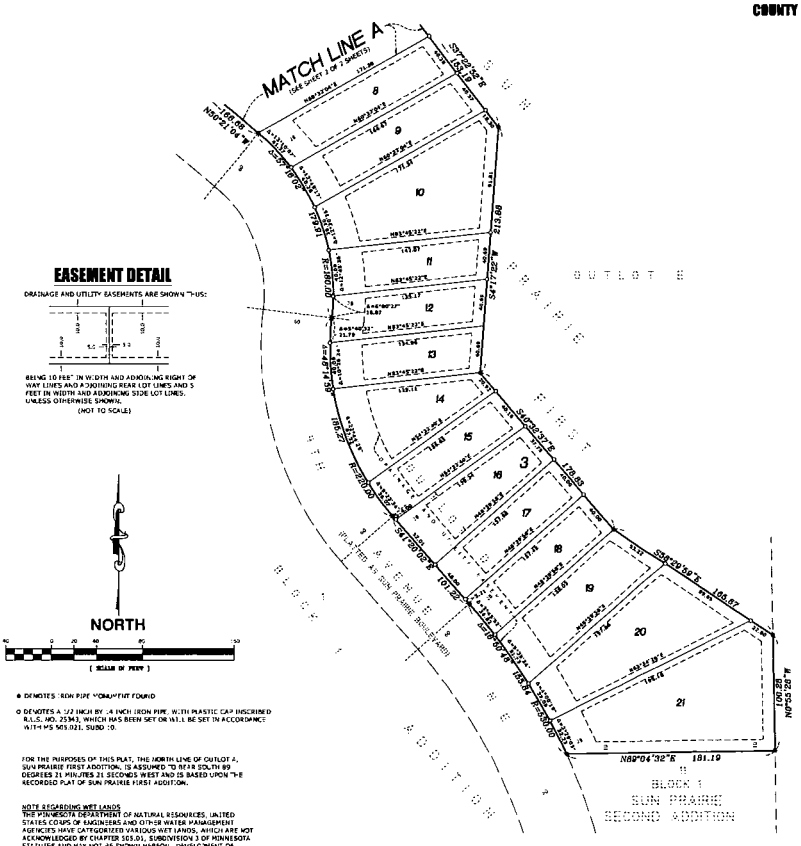
ISANTI COUNTY AUDITOR - TREASURER
I hereby certify that the taxes for the year ____ on the property described herein have been paid and that there are no delinquent taxes and transfers entered on, this ___ day of _____, 20___.

_____
Isanti County Auditor - Treasurer

By _____ Deputy

ISANTI COUNTY RECORDER
I hereby certify that this instrument was filed in the Office of the County Recorder for record on this ___ day of _____, 20___, at ___ o'clock __.m. and was duly recorded in the Isanti County Records as Document Number _____.

_____
Isanti County Recorder



EASEMENT DETAIL

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:

BEING 10 FEET IN WIDTH AND ADJOINING RIGHT OF WAY LINES AND ADJOINING REAR LOT LINES AND 5 FEET IN WIDTH AND ADJOINING SIDE LOT LINES. UNLESS OTHERWISE SHOWN.
(NOT TO SCALE)

NORTH

(SCALE IN FEET)

● DENOTES IRON PIPE MONUMENT FOUND

○ DENOTES A 1/2 INCH BY 14 INCH IRON PIPE, WITH PLASTIC CAP INSCRIBED R.L.S. NO. 25343, WHICH HAS BEEN SET OR WILL BE SET IN ACCORDANCE WITH MS 505.021, SUBD 10.

FOR THE PURPOSES OF THIS PLAT, THE NORTH LINE OF OUTLOT A, SUN PRAIRIE FIRST ADDITION, IS ASSUMED TO BEAR SOUTH 89 DEGREES 21 MINUTES 21 SECONDS WEST AND IS BASED UPON THE RECORDED PLAT OF SUN PRAIRIE FIRST ADDITION.

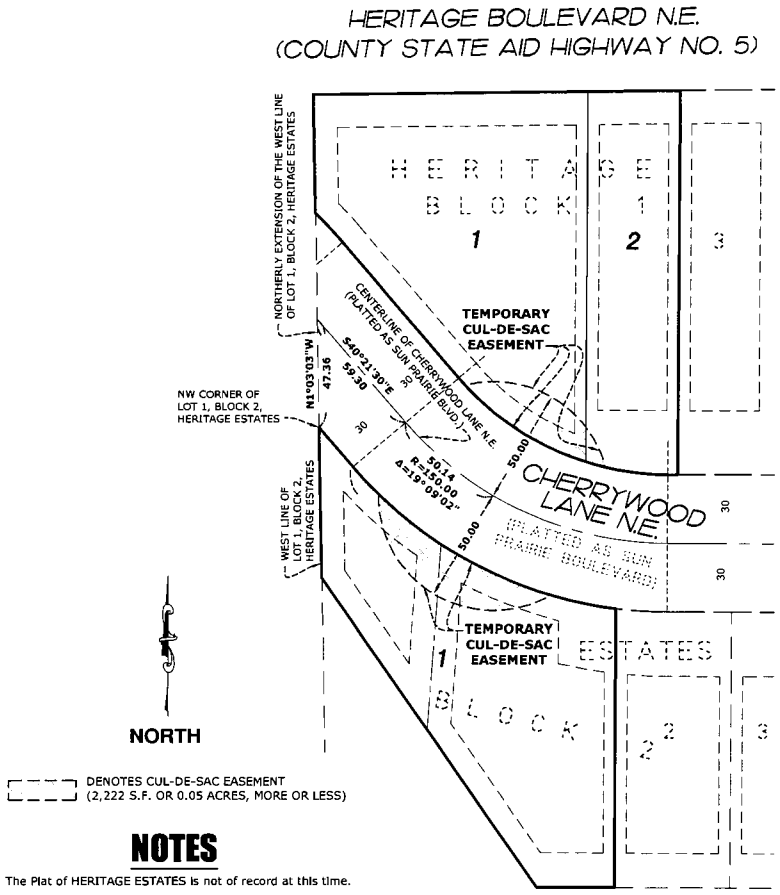
NOTE REGARDING WET LANDS
THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES, UNITED STATES CORPS OF ENGINEERS AND OTHER WATER MANAGEMENT AGENCIES HAVE CATEGORIZED VARIOUS WET LANDS, WHICH ARE NOT ACKNOWLEDGED BY CHAPTER 505.01, SUBDIVISION 3 OF MINNESOTA STATUTES AND MAY NOT BE SHOWN HEREON. DEVELOPMENT OF LANDS CONTAINING SAID WET LANDS MAY BE SUBJECT TO SPECIAL CONDITIONS OR LIMITATIONS.

E. G. RUD & SONS, INC.
Professional Land Surveyors

SHEET 1 OF 2 SHEETS

SKETCH AND DESCRIPTION

~of~ TEMPORARY CUL-DE-SAC EASEMENT
FOR CHERRYWOOD LANE N.E.
~for~ HERITAGE ESTATES



NOTES

The Plat of HERITAGE ESTATES is not of record at this time.

DESCRIPTION OF TEMPORARY CUL-DE-SAC EASEMENT FOR CHERRYWOOD LANE N.E.

A temporary easement for cul-de-sac purposes over, under and across those parts of Lots 1 and 2, Block 1, and Lot 1, Block 2, all in HERITAGE ESTATES, Isanti County, Minnesota, which lie within the circumference of a circle having a radius of 50.00 feet. The center of said circle is described as follows:

Commencing at the northwest corner of said Lot 1, Block 2; thence on an assumed bearing of North 01 degrees 03 minutes 03 seconds West, along the northerly extension of the west line of said Lot 1, Block 2, a distance of 47.36 feet to the centerline of Cherrywood Lane N.E. (Formerly known as Sun Prairie Boulevard per the plat of SUN PRAIRIE FIRST ADDITION.); thence South 40 degrees 21 minutes 30 seconds East, along said centerline, a distance of 59.30 feet; thence southeasterly a distance of 50.14 feet along said centerline and a tangential curve concave to the northeast, having a radius of 150.00 feet and a central angle of 19 degrees 09 minutes 02 seconds to the center of said circle.

Said temporary easement to expire once Cherrywood Lane N.E. is extended, all restoration is completed and the easement is no longer needed.

I hereby certify that this plan, survey or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

By: James E. Rupar
Minnesota License No. 25343

Dated 7th day of January 2019.

REVISIONS			
NO.	DATE	DESCRIPTION	BY
1			
2			
3			

BEARING DATUM: Assumed

JOB NO. 18341PP
DRAWN BY: JEN
DATE: 01-07-19
SCALE: 1" = 40 '

E.G. RUD & SONS, INC.
Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel. (651) 361-8200 Fax (651) 361-8701
www.egrud.com

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members City Council**
From: Josi Wood, City Administrator / Public Services Director
Date: February 5, 2019
Subject: Consider Resolution Authorizing the Purchase for an Asphalt Roller

Background:
The 2019 budget included an asphalt roller which would allow the City to do more bituminous work in-house for repairs of streets, stormwater, water and sewer repairs versus hiring a contractor. Staff will also be able to perform larger patches than before due to the necessity to rent a unit which cost prohibitive.

Funding source is identified as ¼ Streets, Water, Sewer, and Storm funds for a total amount budgeted of $15,800.00

Quotes received:

Titan Machinery	Tri-State Bobcat
$14,815.00	$15,569.38

Council Committee of the Whole Recommendation:
The Council Committee discussed this item on January 15, 2019 and recommends its approval and quote by Titan Machinery.

Request:
Staff is requesting action on this item.

Attachments:
- Resolution 2019-XXX
- Titan Machinery Quote
- Tri-State Bobcat Quote

RESOLUTION NO. 2019-XXX

RESOLUTION AUTHORIZING THE PURCHASE OF AN ASPHALT ROLLER

WHEREAS, the 2019 Budget included funds for an asphalt roller unit; and,

WHEREAS, the following quotes were received:

Titan Machinery	Tri-State Bobcat
$14,815.00	$15,569.38

WHEREAS, funding has been identified as ¼ Streets, Water, Sewer and Storm in the amount of $15,800.00; and,

WHEREAS, Council Committee of the Whole recommends approval of the purchase and quote by Titan Machinery;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to accept the quote from Titan Machinery for purchase of the asphalt roller unit in the amount of $14,815.00 funding source identified as ¼ Streets, Water, Sewer and Storm (500).

This resolution was duly adopted by the Isanti City Council this 5th day of February, 2019.

ATTEST:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

TITAN MACHINERY

Titan Machinery-Rogers
14375 James Road
Rogers, Mn 55374
Phone 763-428-5099
Fax 763-428-5051

TO: City of Isanti	**DATE**	January 4 2019
	Equipment Sales Consultant	Terry Vanderwerf 763-276-0049

Here is the quotation on the goods named, subject to the conditions noted below

	DESCRIPTION	PRICE
	Quote based off MN CPV	
1	**2019 Wacker Neuson RD12** Stationary ROPS	$14,815
	Total	**$14,815**
	Tax Rate	
	Tax Amount	
	Total	

Customer (signed) **Date**

BURNSVILLE
1200 Highway 13 E
Burnsville, MN 55337
(952) 894-0894
(877) 262-2284

LITTLE CANADA
71 Minnesota Avenue
Little Canada, MN 55117
(651) 407-3727
(877) 331-0295

HUDSON
588 Outpost Circle
Hudson, WI 54016
(715) 531-0801
(866) 268-2418

www.tristatebobcat.com

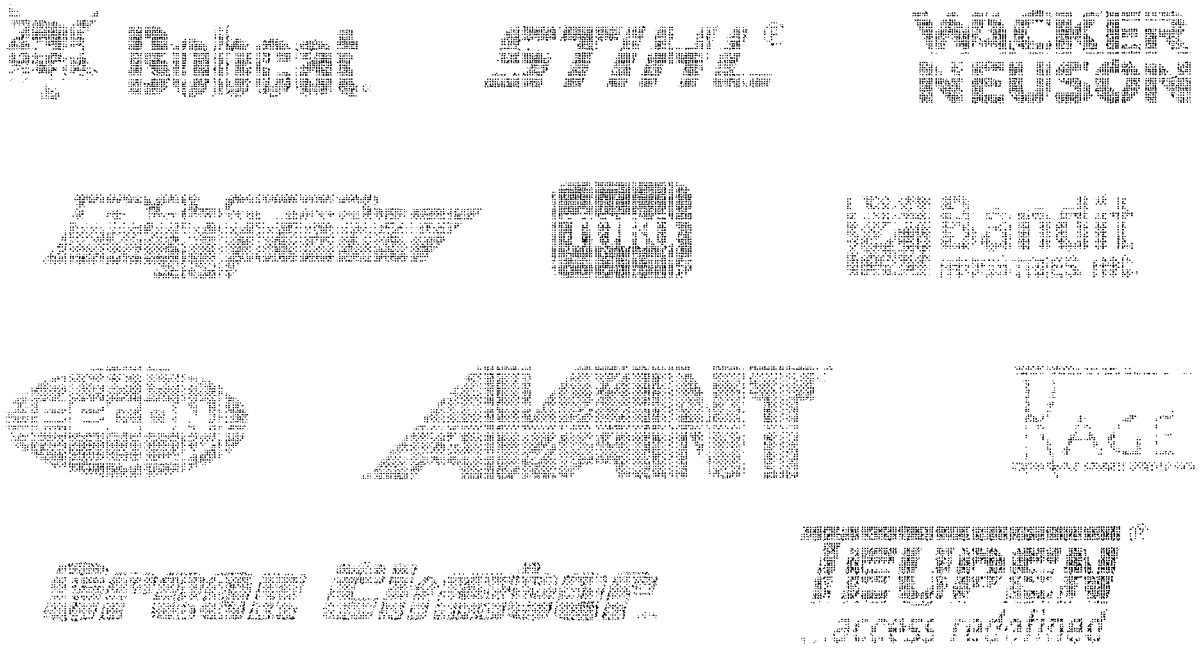
Ship To: SAME AS BELOW

Branch		
02 - Little Canada		
Date	**Time**	**Page**
01/04/2019	10:53:56 (O)	1
Account No.	**Phone No.**	**Invoice No.**
16296	7634440459	002893
Ship Via	**Purchase Order**	
	Salesperson	
	PS	

Invoice To: ISANTI PUBLIC WORKS
101 CTY RD 5 WEST BX 126
ISANTI MN 55040

EQUIPMENT QUOTE • NOT AN INVOICE

Description	** Q U O T E **	EXPIRY DATE: 02/28/2019	Amount
Stock #: ?	Serial #:		14500.00
NEW WACKER NEUSON RD12A-90 HYDROSTATIC VIBRATORY ROLLER			
HONDA GX630 GAS ENGINE			
		Subtotal:	14500.00
		MINNESOTA SALES TAX:	996.88
		RAMSEY COUNTY, MN TRANSIT TAX:	72.50
Authorization: _____		Quote Total:	15569.38



A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members City Council**
From: Josi Wood, City Administrator / Public Services Director
Date: February 5, 2019
Subject: Consider Resolution Authorizing the Purchase for a HotPatch Trailer Unit

Background:
The 2019 budget included a 4-Ton Hotpatch Trailer to replace the current 1972 hotpatch trailer which no longer regulates heat and is only of 1-Ton capacity. $593.00 is unbudgeted due to an increase in cost of the unit and freight. The additional funds will be covered by other COL requests under budget.

Funding source is identified as ¼ Streets, Water, Sewer, and Storm funds for a total amount budgeted of $30,000.00

Quotes received:

TowMaster Truck Eq.	Stepp Mfg
$30,593.00	$35,369.00

Council Committee of the Whole Recommendation:
The Council Committee discussed this item on January 15, 2019 and recommends its approval and quote by TowMaster Truck Equipment.

Request:
Staff is requesting action on this item.

Attachments:
- Resolution 2019-XXX
- TowMaster Quote
- Stepp Mfg Quote

RESOLUTION NO. 2019-XXX

RESOLUTION AUTHORIZING THE PURCHASE OF A HOTPATCH TRAILER

WHEREAS, the 2019 Budget included funds for a 4-ton hotpatch trailer unit; and,

WHEREAS, the new unit will replace the current 1972 hotpatch trailer unit; and,

WHEREAS, Resolution No. 2003-014 provides guidelines for the disposal of surplus property; and,

WHEREAS, the following quotes were received:

TowMaster Truck Eq. $30,593.00	Stepp Mfg $35,369.00

WHEREAS, funding has been identified as ¼ Streets, Water, Sewer and Storm in the amount of $30,000.000; and,

WHEREAS, $593.00 is unbudgeted and will be used from the same identified funds of Capital Outlay Requests that are below budget; and,

WHEREAS, Council Committee of the Whole recommends approval of the purchase and quote by TowMaster Truck Eq.;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to:

1. Accept the quote from TowMaster Truck Eq. for purchase of a 4-ton hotpach trailer unit in the amount, not to exceed, $30,593.00 with funding source identified as ¼ Streets, Water, Sewer and Storm (500).
2. To declare the 1972 hotpatch trailer as surplus and post public notice that the items will go to public auction.
3. The Public Services Director shall have the authority to sign all necessary paperwork to allow for the process for auction of the surplus items identified per this Resolution.

This resolution was duly adopted by the Isanti City Council this 5th day of February, 2019.

ATTEST:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

TOWMASTER TRUCK EQUIPMENT
TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355
PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517
TOWMASTERTRUCK.COM

Reference No.
QT 34602

** QUOTATION **

Ship To: Cust: 3355 Phone:	**Bill To:** Phone:
ISANTI, CITY OF	ISANTI, CITY OF
P.O. BOX 428	P.O. BOX 428
ISANTI MN 55040 USA	ISANTI MN 55040 USA

ATTN: MATT SYLVESTER 763-772-5850

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	TIM ERICKSON	NET 30 DAYS	12/26/18	1/07/19	0/00/00

Serial No.

Build Instructions F.O.B. ISANTI, MN

Other Instructions **STATE OF MN CONTRACT #_____ (TBD)

Qty	Part No.	Description	Price Ea.	Net Amt.
1	9901475	- KMI KM-8000-TEDD Asphalt HotBox/Reclaimer, 4 Ton Trailer Mount - Electric Brakes - Diesel - Dump	$25,745.00	$25,745.00
1	9904778	- KMI Utility Hand Torch w/Hose Reel for PROPANE or DIESEL FIRED UNITS	$1,150.00	$1,150.00
1	9903314	- KMI Solvent Tank, 7 gallon, installed on trailer	$360.00	$360.00
1	9903682	- KMI Spare Tire & Rim, ST235/80R16, mounted on Hot Box Trailer	$510.00	$510.00
2	9903681	- KMI Amber Strobe Light, w/switch, mounted on Hot Box	$275.00	$550.00
1	9903315	- KMI Tool Rack (4-6 tools), installed on trailer	$290.00	$290.00
		INCOMING FREIGHT TO TOWMASTER		$1,988.00

Accepted by **Date**

Price:	$28,605.00
Total Discounts:	
Net Cost:	$28,605.00
Freight	$1,988.00
Total:	$30,593.00

TRKQT3

STEPP MFG™

QUOTE SPHD19-02

jason@steppmfg.com / VP Sales
joan@steppmfg.com / Sales Coord
charlie@steppmfg.com / East Coast Rep
carl@steppmfg.com / Midwest Rep

Stepp Manufacturing Co., Inc. 12325 River Road North Branch MN 55056 Ph: 651-674-4491 Fx: 651-674-4221

TO	Matt Sylvester	**COMPANY**	City of Isanti
PHONE/FAX	763-444-0459	**ADDRESS**	PO Box 428, 110-1st Ave NW
EMAIL	msylvester@cityofisanti.us	**CITY/STATE/ZIP**	Isanti, MN 55040
CONTRACT:	MN CPV 2019		

DATE	EARLIEST SHIP	FOB	SALES REPRESENTATIVE
1/4/2019	TBD	DESTINATION	CARL ABBOTT

ITEM #	DESCRIPTION	QTY	UNIT TOTAL	LINE TOTAL
SPHD-3.0	Stepp Premix Dump Trailer 3.0CY (4ton)	1	$ 33,363.00	$ 33,363.00
	LP Hand Torch and 20# LP Bottle	1	860.00	860.00
	Beacon Strobe Light	1	357.00	357.00
	Shovel Cleaning Compartment	1	764.00	764.00
	Electric Brakes	1	0.00	0.00
	2 Light System	1	0.00	0.00
	OPTIONS TO CONSIDER: (AVAILABLE AFTERMARKET)			
	Washdown System +784			
	Stainless Steel Tool Holders +129 each			

We are pleased to submit the above quote for your consideration. Should you place an order, be assured it will receive our prompt attention. Price does not include local, state, or federal tax unless otherwise noted.

***Please note: This quote is valid for 60 days from the above date. There after it is subject to change.**

Subtotal	$ 35,344.00
Freight	25.00
Total Due	$ 35,369.00

THANK YOU FOR YOUR BUSINESS!

A Community For Generations.
Isanti

Request for City Council Action

To: **Mayor Johnson and Members City Council**
From: Josi Wood, City Administrator / Public Services Director
Date: February 5, 2019
Subject: Consider Resolution Authorizing the Purchase for SCADA Service Upgrades

---

Background:
The 2019 budget included a SCADA Upgrade which will update our current and outdated SCADA software from FSView-32 to Factory Talk View-64. It will also include a secondary monitoring system so there is complete redundancy for reliability should there be a computer/software failure. The budget includes funds for our IT contractor to assist in the connection and firewall installation. There was only one complete quote obtained. Due to the integration of our current system, Staff recommends to use Total Control Systems, Inc. for services to maintain system continuity and for future support services.

Funding source is identified as 50 % Water and 50% Sewer for a total amount budgeted of $55,000.00

Council Committee of the Whole Recommendation:
The Council Committee discussed this item on January 15, 2019 and recommends its approval and quote by Total Control Systems, Inc.

Request:
Staff is requesting action on this item.

Attachments:
- Resolution 2019-XXX
- Total Control Systems, Inc.

RESOLUTION NO. 2019-XXX

RESOLUTION AUTHORIZING THE PURCHASE FOR SCADA SERVICE UPGRADES

WHEREAS, the 2019 Budget included funds for upgrades to the City's SCADA system; and,

WHEREAS, the upgrades will include system redundancy as well as software and equipment upgrades; and,

WHEREAS, to maintain system continuity and future support services, it is in the City's best interest to accept the quote from Total Control Systems, Inc. in the amount of $51,137.34; and,

WHEREAS, funding has been identified as 50% Water and 50% Sewer in the amount, not to exceed, $55,000.00; and,

WHEREAS, Council Committee of the Whole recommends approval of the upgrades and quote by Total Control Systems, Inc.;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to accept the quote for SCADA upgrades from Total Control Inc. in the amount, not to exceed, $55,000.00 with funding source identified as 50% Water (500) and 50% Sewer (500).

This resolution was duly adopted by the Isanti City Council this 5th day of February, 2019.

ATTEST:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

totalcontrol SYSTEMS, INC

Total Control Systems, Inc
38841 Nyman Drive NE
PO Box 40
Stanchfield, MN 55080
Phone 320-396-4442 / Fax 320-396-4443

May 17th, 2018

To: Josi Wood & Matt Sylvester Re: Isanti, MN: SCADA Upgrades

---

Total Control Systems, Inc. (TCS) proposes the following items for budgetary purposes.

1. **Scada Software & Computer Update**
   Item Includes: New WTP SCADA Computer, FTView SCADA Software, Win911 Update & All Labor
   Item #1 Cost - $14,064.82 (No Tax Included) Factory talk view + update dialer

2. **Wi-Fi Network WWTP Buildings**
   Item Includes: Wi-Fi Equipment to Connect WWTP Office, Pre-Treatment & Filter Buildings & All Labor
   Item #2 Cost - $5,660.26 (No Tax Included) tie filter, main + pretreat to SCADA

3. **WWTP Controls Update** wifi through Genesis
   Item Includes: Replace WWTP SLC PLC with Micrologix PLC & All Labor
   Item #3 Cost - $11,398.72 (No Tax Included) Filter & main room
   ↳ obsolete (old technology) - very expensive

4. **VPN Tunnel WTP to WWTP**
   Item Includes: VPN Equipment & All Labor
   ***DOES NOT INCLUDE INTERNET CONNECTIONS, ASSUME EXISTING CONNECTIONS
   Item #4 Cost - $2,942.31 (No Tax Included)

5. **Redundant SCADA Computer & Win911**
   Item Includes: New Redundant WWTP SCADA Computer, FTView SCADA Software, Win911 & All Labor
   Item #5 Cost - $17,071.23 (No Tax Included)

Total Cost for All Items **$51,137.34 (NO TAX INCLUDED)**

Does Not Include

Sales Tax (Exempt)
Additional signals that are not currently available in the existing control panels.
Repair or replacement of any existing sensory equipment
Disposal of removed equipment
Spare Cards

- We acknowledge receipt of Addendum No.
- Terms are Net 30 days from Invoice date. No retainage allowed. A 1.5% charge per month added to any past due balance. Price may be dependent on past credit history.
- This quote/proposal valid for 60 days.
- Work to commence after receipt of an acceptable written purchase order acknowledging acceptance of our terms.
- F.O.B. job-site. Freight allowed
- Start-up service/training, documentation and equipment adjustment is included as specified.
- TCSI does not accept any liquidated damages.
- ALL PANELS FURNISHED BY TCS WILL HAVE A UL 508 SERIALIZED OR UL698A ENCLOSED INDUSTRIAL CONTROL PANEL RELATING TO HAZARDOUS LOCATIONS WITH INTRINSICALLY SAFE CIRCUIT EXTENSIONS LABEL, AS REQUIRED.

If you have any questions regarding our proposal, please contact our office. We look forward to working with you on this project.

Sincerely,
TOTAL CONTROL SYSTEMS, INC.

Kraig LaFreniere
KL/lb

Rockwell RSView-32
- Software not advancing
- Will not function on 64 bit computer

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To: **Mayor Johnson and Members of City Council**

From: Katie Everett, Parks, Recreation, and Culture Manager

Date: February 5, 2019

Subject: Consider Resolution Authorizing City Staff to Move Forward with Dog Park Development

---

Background:
The 2019 budget includes $25,000 (in Park Reserves – 920-45300-501) to develop a dog park. The City Council has designated the area east of the Isanti Indoor Arena, within Bluebird Park, for this purpose.

Staff has drafted the site plan, anticipated project timeline, and rules for the dog park.

At its January 22, 2019 meeting, the Parks, Recreation, and Culture Board reviewed plans for the project, and recommends moving forward with the following considerations:

- If funds allow, provide a portable restroom on site
- Consider the addition of obstacles/training elements

A project summary is attached for Council review.

Request:
It is requested that City Council discuss the dog park development and authorize staff to move forward with the dog park development.

Attachment:

- Dog Park Project Summary
- Resolution 2019-XXX

RESOLUTION NO. 2019-XXX

RESOLUTION AUTHORIZING CITY STAFF TO MOVE FORWARD WITH DOG PARK DEVELOPMENT

WHEREAS, the Isanti City Council has identified an area east of the Isanti Indoor Arena within Bluebird Park for development of a dog park; and,

WHEREAS, the 2019 Park Reserves (920-45300-501) budget includes $25,000 for the first phase of this project; and,

WHEREAS, the Parks, Recreation, and Culture Board reviewed the plans at its January 22, 2019 meeting and recommends moving forward with development; and,

WHEREAS, any bids for construction on the dog park site will be presented to the City Council for its approval prior to acceptance;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to authorize City staff to move forward with development of the dog park located within Bluebird Park.

This resolution was duly adopted by the Isanti City Council this 5th day of February, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

Dog Park

2019 Development – Phase I

SITE PLAN

Isanti Parkway Northwest
Isanti Parkway Northwest
N
DOG PARK SIGN
4' COATED CHAINLINK FENCE
& MAINTENANCE STRIP
EXISTING PARKING
PARK
RULES
TRASH &
BAG DISPENSER
ENTRANCE W/ TRANSITION
AREA
BENCH
MAINTENANCE ENTRANCE

BUDGET AND TIMELINE

Project Budget

$25,000 – Fund 920 (920-45300-501)
$10,000 contributed in 2018
$15,000 contributed in 2019

Project Scope

- Property survey
- 4' coated chain link fence
  - Concrete maintenance strip
  - Double-gated dog transition entrance
  - Maintenance entrance
- Bench
- Signage
- Dog waste bag dispenser
- Portable restroom (if budget allows, per PRC Board)

Anticipated Timeline*

March (or sooner if possible)	Survey & utility locates
March	Final fence layout & measurements
April	Request for bids
April 16	Bid approval
Mid- to late- May	Begin construction
June 27 (*tentative)*	Grand Opening

**Timeline is subject to change due to weather conditions and contractor availability*

DOG PARK RULES

Draft Rules for Council Consideration

- Park Hours: 7 am - 10 pm
- Keep dogs in sight and under voice control at all times.
- Clean up and dispose of pet waste in trash receptacles.
- Bags may be provided as a courtesy - it is still handler's responsibility to clean up after dogs if no bags are provided.
- Leash dogs when entering and exiting.
- Dogs must be properly vaccinated.
- No aggressive dogs allowed. At first sign of aggression, dogs must be leashed and removed.
- Dogs declared dangerous are not allowed.
- Female dogs in heat and dogs under the age of four months prohibited.
- Users of the park do so at their own risk. The city is not responsible for any injury or damage caused by a dog in the off leash area.
- Limit of 3 dogs per handler.
- Children should be supervised by an adult.
- All personal property, including water jugs, bowls, and toys must be removed daily.
- Dogs are not permitted to dig.
- All other city park rules apply.

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 1/17/2019 - 1/17/2019 | Jan 17, 2019 11:47AM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/19	01/17/2019	50433	1198	CENTER POINT ENERGY	601-20200	4,905.00
01/19	01/17/2019	50434	1815	CENTURYLINK	609-20200	867.25
01/19	01/17/2019	50435	1822	CENTURYLINK BUSINESS SERVICES	101-20200	34.02
01/19	01/17/2019	50436	2610	CINTAS	101-20200	451.98
01/19	01/17/2019	50437	1629	CITY OF ISANTI	226-20200	227.14
01/19	01/17/2019	50438	8	DAHLHEIMER DISTRIBUTING CO	609-20200	21,286.16
01/19	01/17/2019	50439	281	MINNCO CREDIT UNION	101-20200	2,964.76
01/19	01/17/2019	50440	176	MN DEPT OF REVENUE	101-20200	25,211.00
01/19	01/17/2019	50441	2080	MVTL LABORATORIES INC	602-20200	159.58
01/19	01/17/2019	50442	2031	RESOURCE TRAINING	861-20200	36,867.00
01/19	01/17/2019	50443	1361	STAPLES ADVANTAGE	101-20200	386.09
01/19	01/17/2019	50444	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
01/19	01/17/2019	50445	2027	US INTERNET	603-20200	57.80
01/19	01/17/2019	50446	380	WAL MART	101-20200	39.84
Grand Totals:						93,520.62

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/19	01/23/2019	50447	494	ALLINA HEALTH SYSTEM	101-20200	320.00
01/19	01/23/2019	50448	692	ARC IRRIGATION	104-20200	595.60
01/19	01/23/2019	50449	2521	AXON ENTERPRISE INC.	101-20200	755.00
01/19	01/23/2019	50450	53	BELLBOY CORPORATION	609-20200	5,790.68
01/19	01/23/2019	50451	9	BERNICKS PEPSI-COLA	609-20200	566.14
01/19	01/23/2019	50452	368	BILLS QUALITY CLEANING	101-20200	446.00
01/19	01/23/2019	50453	2319	BREAKTHRU BEVERAGE	609-20200	5,518.34
01/19	01/23/2019	50454	1937	CHILSON JEWELERS	101-20200	45.00
01/19	01/23/2019	50455	1985	CIVIC SYSTEMS, LLC	609-20200	5,241.00
01/19	01/23/2019	50456	918	CRYSTAL SPRINGS ICE	609-20200	34.83
01/19	01/23/2019	50457	8	DAHLHEIMER DISTRIBUTING CO	609-20200	1,109.95
01/19	01/23/2019	50458	2478	EAST CENTRAL ENERGY	101-20200	42.85
01/19	01/23/2019	50459	966	EAST CENTRAL SOLID	603-20200	386.79
01/19	01/23/2019	50460	55	ECM PUBLISHERS INC	609-20200	154.25
01/19	01/23/2019	50461	1635	FANTH, VICTOR	101-20200	407.48
01/19	01/23/2019	50462	912	FASTENAL COMPANY	101-20200	9.30
01/19	01/23/2019	50463	2028	FURTHER	861-20200	1,864.56
01/19	01/23/2019	50464	134	GOPHER STATE ONE-CALL INC	601-20200	50.00
01/19	01/23/2019	50465	739	HACH COMPANY	601-20200	589.06
01/19	01/23/2019	50466	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	24.01
01/19	01/23/2019	50467	2574	ITL PATCH COMPANY, INC.	101-20200	647.50
01/19	01/23/2019	50468	1534	J. J. TAYLOR	609-20200	610.35
01/19	01/23/2019	50469	441	J.P.COOKE CO	101-20200	124.00
01/19	01/23/2019	50470	7	JOHNSON BROTHERS LIQUOR CO	609-20200	3,020.01
01/19	01/23/2019	50471	5	KAWALEK TRUCKING	609-20200	174.40
01/19	01/23/2019	50472	2648	LEPAGE & SONS	101-20200	520.51
01/19	01/23/2019	50473	1789	MADDEN GALANTER HANSEN, LLP	101-20200	984.90
01/19	01/23/2019	50474	1331	MAGER, JIM	101-20200	99.44
01/19	01/23/2019	50475	17	MCDONALD DISTRIBUTING CO	609-20200	23,862.77
01/19	01/23/2019	50476	616	MENARDS - CAMBRIDGE	602-20200	3,418.91
01/19	01/23/2019	50477	2364	METERING & TECHNOLOGY	601-20200	3,415.83
01/19	01/23/2019	50478	2472	MIOX	601-20200	3,750.00
01/19	01/23/2019	50479	264	MN DEPT OF AGRICULTURE	101-20200	10.00
01/19	01/23/2019	50480	1165	NORTHLAND TRUST	930-20200	495.00
01/19	01/23/2019	50481	617	PAUSTIS & SONS	609-20200	190.00
01/19	01/23/2019	50482	44	PHILLIPS WINE & SPIRITS INC	609-20200	523.55
01/19	01/23/2019	50483	2341	RED BULL DISTRIBUTION	609-20200	284.50
01/19	01/23/2019	50484	1113	RJM DISTRIBUTING INC	609-20200	109.90
01/19	01/23/2019	50485	2554	SPECIALTY SOLUTIONS	101-20200	1,420.00
01/19	01/23/2019	50486	2693	SPRIGGS PLUMBING & HEATING INC	226-20200	1,927.48
01/19	01/23/2019	50487	2156	SUMMIT COMPANIES	226-20200	120.00
01/19	01/23/2019	50488	1290	THE AMBLE GROUP	101-20200	329.08
01/19	01/23/2019	50489	2544	TIERNEY	603-20200	750.00
01/19	01/23/2019	50490	1740	TOSHIBA FINANCIAL SERVICES	108-20200	214.92
01/19	01/23/2019	50491	97	TOTAL CONTROL SYSTEMS INC	602-20200	1,487.20
01/19	01/23/2019	50492	42	VIKING COCA-COLA BOTTLING CO	609-20200	511.57
01/19	01/23/2019	50493	361	VINTAGE LOCK	602-20200	270.00
01/19	01/23/2019	50494	4	WATSON CO INC	609-20200	2,484.87
01/19	01/23/2019	50495	780	WINE MERCHANTS	609-20200	360.00
Grand Totals:						76,067.53

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 1/24/2019 - 1/24/2019 | Jan 24, 2019 03:03PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/19	01/24/2019	50499	194	MN DEPT OF HEALTH	601-20200	3,272.00
01/19	01/24/2019	50500	12	POSTMASTER	602-20200	3,156.15
Grand Totals:						6,428.15

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/19	01/31/2019	50501	2695	ANDERSON & KOCH FORD, INC.	101-20200	528.32
01/19	01/31/2019	50502	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	370.45
01/19	01/31/2019	50503	2335	BCBSM	101-20200	21.12
01/19	01/31/2019	50504	9	BERNICKS PEPSI-COLA	609-20200	801.96
01/19	01/31/2019	50505	1500	BOLTON & MENK INC	444-20200	54,203.00
01/19	01/31/2019	50506	2020	BOYLE, EUGENE	101-20200	3,508.00
01/19	01/31/2019	50507	2319	BREAKTHRU BEVERAGE	609-20200	3,192.79
01/19	01/31/2019	50508	2487	CAPITOL BEVERAGE SALES	609-20200	250.75
01/19	01/31/2019	50509	421	CARGILL INC	101-20200	5,525.15
01/19	01/31/2019	50510	309	CITY OF CAMBRIDGE	920-20200	10,840.00
01/19	01/31/2019	50511	8	DAHLHEIMER DISTRIBUTING CO	609-20200	20,306.52
01/19	01/31/2019	50512	1708	DAVE LILLEBOE	101-20200	1,303.00
01/19	01/31/2019	50513	1941	DELTA DENTAL	861-20200	5,089.45
01/19	01/31/2019	50514	912	FASTENAL COMPANY	101-20200	10.85
01/19	01/31/2019	50515	2696	FAULKNER, CINDY	601-20200	9.69
01/19	01/31/2019	50516	385	FEDERATED CO-OPS INC	101-20200	1,148.24
01/19	01/31/2019	50517	2002	FERGUSON ENTERPRISES	601-20200	573.32
01/19	01/31/2019	50518	2028	FURTHER	861-20200	395.09
01/19	01/31/2019	50519	160	HAWKINS INC	601-20200	3,766.22
01/19	01/31/2019	50520	2697	HILDI INC	609-20200	1,900.00
01/19	01/31/2019	50521	1534	J. J. TAYLOR	609-20200	406.45
01/19	01/31/2019	50522	7	JOHNSON BROTHERS LIQUOR CO	609-20200	3,807.88
01/19	01/31/2019	50523	2698	JONES, KENNETH	601-20200	70.35
01/19	01/31/2019	50524	5	KAWALEK TRUCKING	609-20200	111.00
01/19	01/31/2019	50525	17	MCDONALD DISTRIBUTING CO	609-20200	7,673.95
01/19	01/31/2019	50526	616	MENARDS - CAMBRIDGE	101-20200	170.78
01/19	01/31/2019	50527	2364	METERING & TECHNOLOGY	601-20200	914.40
01/19	01/31/2019	50528	2500	METRO SALES INC.	101-20200	77.21
01/19	01/31/2019	50529	303	MINNESOTA CITY/	101-20200	149.51
01/19	01/31/2019	50530	1536	MINNESOTA DEED	219-20200	833.33
01/19	01/31/2019	50531	479	MN DEPT OF PUBLIC SAFETY	602-20200	50.00
01/19	01/31/2019	50532	1204	MN DNR ECOLOGICAL	601-20200	2,130.02
01/19	01/31/2019	50533	2080	MVTL LABORATORIES INC	602-20200	511.93
01/19	01/31/2019	50534	2018	NORTH FOLK WINERY	609-20200	192.00
01/19	01/31/2019	50535	838	NORTHLAND SECURITIES	602-20200	2,675.00
01/19	01/31/2019	50536	2553	O'REILLY	101-20200	7.15
01/19	01/31/2019	50537	617	PAUSTIS & SONS	609-20200	910.75
01/19	01/31/2019	50538	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,020.00
01/19	01/31/2019	50539	2406	QUALITY FLOW SYSTEMS INC	602-20200	652.00
01/19	01/31/2019	50540	2341	RED BULL DISTRIBUTION	609-20200	32.50
01/19	01/31/2019	50541	2625	RESULTS TITLE	601-20200	1.40
01/19	01/31/2019	50542	2473	RITEWAY BUSINESS FORMS	603-20200	1,820.32
01/19	01/31/2019	50543	1113	RJM DISTRIBUTING INC	609-20200	219.80
01/19	01/31/2019	50544	1401	ROAD MACHINERY &	101-20200	9.40
01/19	01/31/2019	50545	2699	SMITH, SHERRY	601-20200	1.84
01/19	01/31/2019	50546	2700	STERLING TITLE	601-20200	57.06
01/19	01/31/2019	50547	2156	SUMMIT COMPANIES	101-20200	1,221.00
01/19	01/31/2019	50548	859	SYLVESTER, MATTHEW	603-20200	100.00
01/19	01/31/2019	50549	42	VIKING COCA-COLA BOTTLING CO	609-20200	412.15
01/19	01/31/2019	50550	1286	VINOCOPIA INC	609-20200	765.75
01/19	01/31/2019	50551	4	WATSON CO INC	609-20200	3,097.22

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
Grand Totals:						145,846.07

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

City of Isanti

Gross Payroll	78,799.17
Social Security & Medicare	4,296.01
Public Employees Retirement	7,685.60
Total City Expense	90,780.78

Pay Date 1/25/2019

Pay Period 2 (1/6/19-1/19/19)

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
November 27, 2018
City Council Chambers

1. Meeting Opening.

A. Call to Order.
Zdon called the meeting to order at 6:00 p.m.

B. Pledge of Allegiance.
Everyone stood for the Pledge of Allegiance.

C. Roll Call.
Members Present: Jennifer Garvey, Jeff Johnson, James Witte, Aaron Zdon, and Mayor Wimmer
Staff Present: Katie Everett, Parks, Recreation, and Culture Manager

D. Agenda Modifications.
Zdon asked if there were any agenda modifications; there were none. Motion by Johnson, second by Witte to approve the agenda for the November 27, 2018 Parks, Recreation, and Culture Board Meeting.

2. Approval of Minutes from October 23, 2018 Parks, Recreation, and Culture Board Meeting

Motion by Witte; second by Johnson. Minutes were unanimously approved.

3. Pleasure Rink Location Discussion (Jennifer Garvey)

Garvey said she wanted to bring up an idea for future years since it's too late for this year to think about moving the pleasure rink from the grass onto the south side of where the skate park is now. It will probably be about the same size as what it is now. Zdon asked if to clarify if she meant moving it to the concrete, and if that makes it easier to make ice. Garvey said she thinks it does. That we wouldn't have to worry about the ground freezing first and it's flatter. If it was on the concrete it would need some pieces of wood to contain the water. It is a little bit closer to the warming house too. Zdon said we had talked previously about moving it to where the wake park used to be, but there's not lighting there, and it would still be on dirt. Garvey agreed, and the concrete does have the lighting already because the rink used to be there. As a pleasure rink, she thinks it would be a sufficient size. Zdon said we can bring it back and look at it next year in the spring.

4. Unity Park Tree Planting Proposal

Everett reminded the board that there had been discussion about taking the wooden bollards out that have been falling down, and the board expressed interest in replacing them with something. She did some brief research on replacement permanent bollards, and because the parking lot is so long getting bollards for every four feet or so looked like it was going to be a pretty expensive venture. She also added that the aesthetics of what that would look like with Unity Park didn't make a lot of sense. Instead she looked into some landscaping options. She included a mock up in the packet of what it might look like with trees. She stated she doesn't think a whole lot of trees will be needed to make that distinction of park versus parking lot. Staff really hasn't noticed any damage from people parking where they shouldn't be, so it's not like we're combatting a serious issue over there. Trees are a reasonable solution. There are already two or three varieties of trees behind the ballfield already, so we might want to match those or maybe plant something different that will do well in that area. If the board is okay with it, staff will move forward with it. We'd want to get some substantial trees to make sure they survive. Witte asked what is the proposed spacing between the trees. Everett said 45 feet from trunk to trunk. Zdon added that it looked like about 30 foot trees once they're fully grown. Everett added she looked at a listing of trees that do well in Minnesota and most were 20 to 30 foot canopies, with some that are bigger. We'll also want to find something that isn't really messy. Zdon stated that it would look a lot better than the old bollards. Witte asked if there's any concern for people parking between trees. Zdon said that typically when people see that natural barrier they don't. There may be some that creep up a little bit though. Everett added that as it is, people could be parked there and

we haven't noticed them doing that. Garvey asked if this was the first summer that we've had the bollards out. Everett said they have been falling down for years and there hasn't been any real barrier there for a long time. Johnson asked if it was feasible within the budget. Everett stated that for the sake of time she put a placeholder in the budget for the project, and if the board decides not to spend that money that's okay too. Johnson asked if putting six or seven trees will be good enough. Everett said she thinks so. Johnson stated that he likes it. Zdon said he thinks it's way better than the bollards and will provide some shade. Johnson made a motion to approve the trees, Garvey approved. Motion to replace the bollards with trees as per the design in item four was unanimously approved.

5. Farmers' Market Rules Updates

Everett stated that she reviewed the rules after the season with having more vendors coming. One of the biggest issues with more vendors is during setting to make sure that everyone can get in and out on time and that it is safe. Everett highlighted the changes. The second point under Eligibility, she added that they need to have their applications in a week ahead of time so we know that people are coming ahead of time. If someone comes the day of, there is room in there to allow them in if there's space. There was also some redundancy in that section with the information about vendors finding their own licensing so that has been reordered. What is now number three in that section used to say that full season vendors have to attend the first four days. There's really no way to enforce that, and we're really not in a position to kick people out if they don't do that. Everett switched it out so there is an incentive instead; those who do come for the first four days will get a priority spot. The reason we have that rule at all is to establish the market early in the season, but some people just don't have anything to sell early on and aren't willing to sit there with nothing. Under number 10 vendor agreements, review and jurying, staff added language. Because we have vendors who have duplicate products and we have a limited space, we need to be able to say that we already have enough of something for sale and need to have room for something else. She checked with other markets and found that to be common practice. The rule now states that vendors need to be contributing to the mission as stated, and because the space is limited, the market manager has to evaluate applications according to value added to the market mission by providing high quality, in-demand products. That gives us some space to make sure the market is offering the best that we can for the community. That section was really brief before, and if people technically weren't breaking and rules they were in, so this helps to ensure the market's success. Another change is to 12B; some vendors want to have two booths. Again, as we get more vendors, eventually it might not make sense to allow people to have double booths, but this rule allows it as long as there is space and states that the full booth fee still applies.

The next change is under 13 – Vendor Expectations, which is where the safety piece really comes in. For 13B, the rule used to be that we could reassign their spot ten minutes before the market, but at point all of the vendors are already set up and wouldn't want to have to move. It now states that if they aren't there thirty minutes ahead of time, their booth will be reassigned. That helps the vendor look fuller so we don't end up with holes, but it also makes sure that people aren't coming in and out of the middle when customers are showing up. Most market days, there are people there by 1:45, and often by 1:30. We really need to control when cars are moving around in that tight space. The next point is it enforce when cars are arriving. If they're not there by 1:45, they won't be allowed to drive up at all. Vendor parking is still very close, so they'll just have to unload from their cars. It is a safety issue and is kind of non-negotiable. Johnson asked for clarification if that would pertain to the ice cream truck. Everett said they'll still be allowed because they're parked. Garvey asked if most booths are set up between 1:00 and 1:30. Everett said that about half of the booths probably are, but there have been a handful of vendors that are always late that are just going to have to adjust. Garvey wondered if 30 minutes was really a sufficient time. Everett stated that she thinks it is. The next rule is that what people really should be doing is driving up, dropping their stuff off, and then parking – in which case, half an hour is plenty of time. Most of vendors do several markets a week and set up very quickly. Everett did consider making the set up time longer, but for many vendors getting there earlier than 1:00 is really difficult. That said, there are a couple of vendors who set up early so they're out of the way, and she lets them do that. Garvey stated that the biggest point really is the safety with cars coming in and out with people walking around or waiting, so wanted to make sure there's ample time. Everett stated that customer traffic before 1:30 is pretty light, and those people are more aware that everyone is still setting up. Everett will plan to send out a letter to returning vendors informing them of this change, and will really take some enforcement the first couple of weeks.

Everett stated that there were a couple of other minor changes. Under 15 – Food Safety, she added that we have a hand washing station that people can request to use. There are people who give samples, and the state is very strict on how that should go. The market doesn't get shut down if someone is doing that wrong, their booth does. For us, we don't want that to happen, but it's ultimately their responsibility. Under Community Booths, Everett explained that there were groups that were doing fundraisers this year, but to her it makes sense that anyone selling anything should be paying the booth fee that everyone else. If they're just giving information, they fit under the community booth we already have. Zdon and Witte stated that they agreed. Garvey asked if vendors get information that the handwashing stations are available for them. Everett stated that they do, and she has done demonstrations for them at the preseason meeting as well. Garvey asked if there was a fee to do that. Everett said there is not, but she believes we got all of the equipment through a grant because there are labels on it. Zdon asked if a motion was needed. Everett said she didn't think so, but the rules and application will get approved by Council.

6. 2018 Parks Project Review

Everett stated that she provided the list that was created following the park visits in the spring. Public Works has done most of those things. She added that GameTime finally sent a little can of spray paint, but now it will have to wait. Everett also reviewed a list of the budgeted projects for 2018. Zdon stated that he'd like to discuss pet waste receptacles next year, especially with access to Legacy getting easier with the development, and maybe along the Bike/Walk Trail. Everett asked for clarification about where Zdon was thinking for the Bike/Walk Trail. Wimmer added that anything on the trail has to go through the Bike/Walk Trail Committee, and Everett added that they meet once a year in January. Zdon said that in that case, there may be not any on the trail in the next year, but we could discuss getting them in our parks. He said it would be a nice thing to have, and a lot of cities have them on their trails and in the parks. Garvey said the biggest things will be the cost and the upkeep. Zdon agreed, and said the upkeep will probably be even more than initial cost.

7. Parks Updates

Everett said that movie nights have been going really well, there were 64 people for November. The Boy Scouts came back to host. The December movie night is still open, and the Girl Scouts are looking into helping. If there are other groups interested, whoever gets their application in first will get to do it. She also included a note that the budget gets approved in December, and after that she'll start getting things moving for next year.

Everett added a quick reminder that there is no December meeting.

8. Adjournment

Motion by Johnson, second by Witte to adjourn the November 27, 2018 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:25 p.m.

Dated at Isanti, Minnesota this 27th day of November, 2018.

Respectfully submitted,

Katie Everett

Katie Everett
Parks, Recreation, and Culture Manager

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and City Council Members**

From: Chief Gene C. Hill

Date: January 22, 2019

Subject: Reserve Officer Joe Dupay Resignation

MEMO

Background:

I received a resignation letter from Reserve Officer Joe Dupay. Mr. Dupay has indicated that he no longer has the time to commit to the Reserve Unit.

Action:

I ask that the City Council take action on accepting the resignation of Reserve Officer Joe Dupay who is resigning in good standing and to authorize the Chief of Police to fill the vacancy.

Thank you for your consideration,

Chief Gene C. Hill

RESOLUTION NO. 2018-XXX

RESOLUTION ACCEPTING RESERVE OFFICER JOE DUPAY LETTER OF RESIGNATION

WHEREAS, Reserve Officer Joe Dupay has submitted a letter of resignation to the City of Isanti; and,

WHEREAS, the effective date of this resignation is February 5th, 2019; and,

WHEREAS, Mr. Dupay has left the Isanti Police Reserve unit in good standing; and,

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA as follows:

1. That the resignation of Reserve Officer Joe Dupay is hereby accepted effective February 5, 2019.

2. That the Chief of Police is authorized to fill the vacancy.

This resolution was duly adopted by the Isanti City Council this 5th day of February, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and City Council Members**
From: Chief Gene C. Hill
Date: January 18, 2019 **MEMO**
Subject: Squad Car Purchase

Background:

The City Council passed the budget for 2019 to include the purchase of a new vehicle for the Police Department and to have it equipped in the amount of $44,700.00. The vehicle that is being replaced is a 2006 Chevrolet Silverado 4x4 that was forfeited from a drunk driver. The 2006 Chevrolet will be sold at public auction and the proceeds from that sale would be required to be deposited into the Isanti PD Forfeiture Fund per §169A.63.

At the January 15, 2019 Committee of the Whole Meeting, there was discussion on the type of vehicle to be ordered. After the discussion and comparison of available vehicles, the vehicle to be ordered is a 2019 Dodge Durango Pursuit AWD.

2019 Dodge Durango Pursuit AWD		$29,110.00
Graffix Shopee – ghost graphics		900.00
Armrest Printer		400.00
Panasonic Tough Book Computer		3700.00
Emergency Automotive		9,865.83
	Total	$43,975.83

The Committee of the Whole has reviewed this item and recommends to the council to approve the purchase with 2019 capital improvement purchase funds.

Action:

To approve the purchase of a 2019 Dodge Durango AWD Pursuit and to equip such vehicle. Also, to declare the 2006 Chevrolet Silverado 1500 Crew Cab Truck surplus property and to sell the vehicle at public auction at Wayne Pike Auction Services in Princeton, Mn. as council has approved in the past. The sale proceeds will be deposited into the Isanti Police Forfeiture Fund.

Thank you for your consideration,
Chief Gene C. Hill

RESOLUTION 2019-XXXX

RESOLUTION APPROVING THE PURCHASE OF A 2019 DODGE DURANGO AWD PURSUIT

WHEREAS, the police department has budgeted for the purchase of a replacement squad car for 2019 (101-42110-500); and

WHEREAS, and to authorize the expense to equip the new vehicle, and

WHEREAS, to declare the 2006 Chevrolet Silverado 1500 Crew Cab Truck as surplus property, to sell the vehicle at public auction (Wayne Pikes Auction Services (Princeton, Mn.), and;

WHEREAS, deposit the funds from the sale of the 2006 Chevrolet Silverado back into the Isanti Police Forfeiture Fund from where they originated in accordance with Minnesota §169A.63.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve.

1. The purchase a 2019 Dodge Durango AWD Pursuit.
2. To purchase the necessary equipment to outfit said vehicle with ghost graphics.
3. To declare the 2006 Chevrolet Silverado as surplus property to be sold at Wayne Pikes
   Auction and that the proceeds be deposited into the Isanti Police Forfeiture Fund.

This Resolution is approved by the City of Isanti Council this 5th Day of February, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and City Council Members**
From: Chief Gene C. Hill
Date: January 18, 2019 **MEMO**
Subject: Squad Car Purchase

Background:

At the January 15, 2019 Committee of the Whole Meeting, there was discussion on the purchase of a second squad car to replace the 2011 Dodge Charger. After the discussion the Committee of the Whole recommended to purchase a second 2019 Dodge Durango Pursuit AWD.

2019 Dodge Durango Pursuit AWD		$29,110.00
Graffix Shopee – ghost graphics		575.00
Armrest Printer		400.00
Stalker Dual DSR Radar		3600.00
Emergency Automotive		9,865.83
	Total	$43,875.83

The Committee of the Whole has reviewed this item and recommends to the council to approve the purchase.

Action:

To approve the purchase of a second 2019 Dodge Durango AWD Pursuit and to equip such vehicle.

Thank you for your consideration,
Chief Gene C. Hill

RESOLUTION 2019-XXX

RESOLUTION APPROVING THE PURCHASE OF A SECOND 2019 DODGE DURANGO AWD PURSUIT

WHEREAS, the police department is in need of replacing its 2011 Dodge Charger police vehicle; and

WHEREAS, the Committee of the Whole has reviewed this request and recommended the purchase of a second vehicle and to equip such vehicle; and,

WHEREAS, adequate funds are available in Capital Maintenance and Replacement Fund 920 (920-42110-500); and,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve.

1. The purchase a second 2019 Dodge Durango AWD Pursuit.
2. To purchase the necessary equipment to outfit said vehicle with ghost graphics.

This Resolution is approved by the City of Isanti Council this 5th Day of February, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2019-XXX

RESOLUTION OFFERING THE POSITION OF PART-TIME LIQUOR STORE CLERK TO MELISSA NEWBURGH

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and,

WHEREAS, the Personnel Committee approved to advertise and accept applications to fill a Liquor Store Part-Time Clerk position; and,

WHEREAS, the Interviewing Panel selected Melissa Newburgh as the most qualified candidate for the open Part-Time Liquor Store Clerk position. Offers are contingent on successfully passing a background check and reference check. If any of the mentioned contingencies are not met, the offer can and will be rescinded.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1. That Human Resources is hereby directed to offer the Part-Time Liquor Store Clerk position to Melissa Newburgh for the City of Isanti and that he shall be eligible to start in that position on or after February 6th, 2019.
2. That Melissa Newburgh shall start at Step 1 of the Wage Scale at $11.55 per hour.
3. That Melissa Newburgh shall be on probationary status per the Personnel Policy in the position of the Part-Time Clerk position.
4. That Human Resources is directed to complete all required documentation for the completion of the employment offer as her start date is set for February 6th, 2019.
5. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 5th day of February, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2019-XXX

RESOLUTION APPROVING PART TIME LIQUOR STORE CLERK II POSITION TO BE CHANGED TO FULL TIME

WHEREAS, the city currently has one part time, 30 hour a week, benefit eligible liquor store clerk II position currently at the liquor store; and,

WHEREAS, the recommendation of Human Resources is to make the 30 hour a week position full time to decrease the number of part time employees needed at the liquor store; and,

WHEREAS, this direction of the Committee of the Whole agreed with the recommendation on January 15th, 2019 to and approved changing the position to full-time and upon recommendation of his supervisor, moving the current employee Greg Fauskee to full time; and,

WHEREAS, the employee will be benefit eligible as other full time, 40 hour a week staff and his current wage and points will be unchanged;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1) The part- time liquor store clerk position is changed to a full- time position effective February 6th, 2019.
2) This position will be benefit eligible at the same rate of other full-time staff.
3) The wage and points will remain the same and will not be affected by the change in hours for the Liquor Store Clerk II
4) Upon acceptance of the change in position, Greg Fauskee will move to full-time employment status is effective February 6th, 2019.

This Resolution is hereby approved by the Isanti City Council this 5th day of February, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2019-XXX

A RESOLUTION APPROVING APPLICATION FOR AN EXEMPT GAMBLING PERMIT FOR RUFFED GROUSE SOCIETY – RUM RIVER CHAPTER

WHEREAS, the City has received an application for an exempt gambling permit from the Ruffed Grouse Society – Rum River Chapter to hold a fundraiser event on March 22, 2019 at The Hall at Spirit River, 1321 Heritage Blvd, Isanti, MN; and

WHEREAS, the applicant estimates the value of prizes to be awarded is more than $1,500; and

WHEREAS, the City of Isanti has no objection to the conduct of lawful gambling by the applicant, in accordance with law, at the designated location.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the Ruffed Grouse Society – Rum River Chapter application for an exempt gambling permit is approved for the following date:

Friday, March 22, 2019
At The Hall at Spirit River; and

BE IT FURTHER RESOLVED, that approval is subject to:

a. A successful background check has been received from the Police Department.
b. The approval for such permits under the laws of the State of Minnesota and their compliance with all laws.

This Resolution is hereby approved by the Isanti City Council this 5th day of February, 2019.

Attest: _____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

A Community For Generations.

Isanti

APPLICATION FOR LOCAL GAMBLING PERMIT

City of Isanti
110-1st Avenue North
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

Applicant Instructions:

1. Fee upon application is $50.00 and must be made payable to **City of Isanti.**

Name of Organization: Ruffed Grouse Society - Rum River Chapter

Address of Organization: _____

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

James Gavedrik _____ [redacted]
Name Address Phone No.

_____
Name Address Phone No.

_____
Name Address Phone No.

Type of Event: Banquet Date of event: 3-22-2019

Location and address of event:

The Hall at Rum River

Estimated value of prizes to be awarded: $15,000.00

Name of applicant: James Gavedrik Applicant's phone number: _____

Signature of applicant: _____

Date: 1-25-2019

Approved by City Council _____ Resolution # _____

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and City Council

From: Don Lorsung, City Administrator

Date: January 29, 2019

Subject: Fee Schedule Amendment - Animal Control Services

With the adoption of temporary animal control services, the fee schedule needs to be adjusted to reflect the new fees. Attached is a resolution to amend the current fee schedule to adopt the new fees.

RESOLUTION 2019-xxx

A RESOLUTION ADOPTING FEES WITHIN THE CITY OF ISANTI

WHEREAS, the City Council by Ordinance sets forth a fee table for the City of Isanti; and

WHEREAS, the City Council has determined that it is in the best interest of the residents of the City that all fees within the City are established by resolution; and

WHEREAS, these fees are fair, reasonable, and proportionate to the actual cost of the service for which the fee is imposed in accordance with Minnesota Administrative Rules 1300.0160; and

WHEREAS, the following fee schedule shall be effective February 6, 2019;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota:

1. Set forth the following fee schedule:

Administration

Administrative Citations – City Code Violations	
Chapter 216, Nuisances	$200.00
Chapter 230, Park and Recreation Areas	$200.00
Chapter 227, Parking and Storage	$200.00
Chapter 256, Residential Property Maintenance Standards	$200.00
Chapter 284, Streets and Sidewalks	$200.00
Chapter 295, Tobacco, et al	$75.00
Chapter 325, Water	$200.00
Ordinance #445, Zoning Ordinance	$200.00
Ordinance #445, Section 16 Signs	$100.00
Chapter 87-5.1, Animal Litter	$75.00
Adult Use Fee	$5,000.00
Adult Use Investigation Fee	$2,000.00
Affidavit of Candidacy	$15.00
Agenda Packet Subscription	$150.00
Agenda Subscription	$25.00
Copies	$.25 per page, plus tax
Dog Bite Incident (if applicable)	$100.00
Dog Boarding (at Impound)	$30.00 per day plus tax
Dog Impound 1st Time	$100.00 plus tax
Dog Impound 2nd Time	$105.00 plus tax
Dog Impound 3rd Time	$115.00.00 plus tax
Additional Fee for Pick up (7pm-8am & Holidays)	Same as Impound Fee
Dog License (Duplicate)	$5.00
Dog License (Fixed)	$10.00
Dog License (Not)	$15.00

Dog License Late Fee	$5.00
Dog License Lifetime	$50.00
Euthanasia / Disposal	$175.00
FAX - in	$.25 per page, plus tax
FAX - out	$.25 per page, plus tax
Gambling Permits – Application & Investigative Fee	$50.00
Kennel License (Commercial)	$100.00 per year
Kennel License (Residential)	$50.00 per year
Lawn Sprinkling 1st Violation	$20.00
Lawn Sprinkling 2nd Violation	$35.00
Lawn Sprinkling 3rd Violation	$50.00
Meeting Minutes – Copy of CD	$10.00
Non-Compliance Fee	$25.00
Notary	$5.00 per document
Open Burning Permit	$40.00
Pawnbroker/Shop	$1,500.00
Pawnshop Investigation Fee	$1,500.00
Initial Application Only, does not apply to Renewal	
Pawnshop Transaction Fee	$1.30 plus pass through costs per transaction
Peddler Permit	
Day	$25.00
Month	$75.00
Seasonal (6 months or less)	$200.00
Application Investigation Fee	$75.00
Retail Fire Works Permit – Application Fee	$15.00
Retail Fire Works Permit – Permit Fee	$25.00
Returned Checks	$30.00
Secondhand Goods Dealer	$1,500.00
Secondhand Goods Dealer Investigation Fee	$1,500.00
Initial Application only, not for renewals	
Secondhand Goods Dealer, Temporary	$750.00
Secondhand Goods Dealer Transaction Fee	$1.30, plus pass through costs per transaction
Small Wireless Facility Collocation Rental and Maintenance Fee	
Annual Rent per Supplement	$150.00
Annual Maintenance Fee per Supplement	$25.00
Small Wireless Facility Electrical Service Fee	
Per radio node less than or equal to 100 watts	$73.00 annually
Per radio node over 100 max watts: or	$182.00 annually
Actual cost of electricity annually, if costs exceed either of the above amounts	
Special Assessment Fee	$30.00 per assessment
Unpaid Utility Bills, Code Enforcement Violations, Etc.	
Special Meeting Request	$500.00
Special Vehicle Permit	$25.00
Staff Time (not specified elsewhere)	Actual hourly wage multiplied by 145%

Building Inspections

Valuation Fee Schedule for Isanti

Value of Work	Value Based Permit Fee *(Residential & Commercial)*
$501 - $2,000	**$50 MIN.** $25 for first $500 + $3.50/ each additional $100 or fraction thereof
$2,001 – $25,000	$78 for first $2,000 + $15/ each additional $1,000 or fraction thereof
$25,001 - $50,000	$425 for first $25,000 + $11/ each additional $1,000 or fraction thereof
$50,001 - $100,000	$700 for first $50,000 + $8/ each additional $1,000 or fraction thereof
$100,001 - $500,000	$1,100 for first $100,000 + $6/ each additional $1,000 or fraction thereof
$500,001 - $1,000,000	$3,500 for first $500,000 + $5/ each additional $1,000 or fraction thereof
$1,000,001 +	$6,000 for first $1,000,000 + $4/ each additional $1,000 or fraction thereof

Building Permit	Per Valuation Fee Schedule
Basement Finishes Permit	Per Valuation Fee Schedule
City Utility Services under Driveway	$100.00
Commercial Landscape Escrow	$5,000.00 per site (Refundable)
Deck Permit	Per Valuation Fee Schedule
Demolition Permit	Minimum of $100.00 or 1.27% of contract price
Right of Way Work Permit	
Single Residential Hookup	no fee
a. Base Fee – up to 1,000 LF	$125.00
b. Fees in addition to base fee	
Work >1,000 LF	$65.00 per 1,000 LF
Street Cut	$125.00 plus $5,000.00 in escrow
Unauthorized Work	$250.00 up to double the permit fee
Fence Permit (Fences >7')	Per Valuation Fee Schedule
Fire Suppressant Permit – Commercial/Multi-Family	1.5% of project value
Gas Line (with mechanical permit)	$12.50 per gas line, $25.00 minimum
Gas Line (without mechanical permit)	$50.00
Grade Survey Check	
a. Commercial	$50.00
b. Residential	$50.00
Grading Permit	$150.00
Inspections outside of normal business hours	$75.00 (2 hr minimum plus mileage)
Inspections, hourly rates	Building Official $125/hour Senior Building Official $95/hour Fire Inspector $90/hour Building Inspector $75/hour Other Staff $75/hour
Investigative Fee	100% of permit fee
Lawn Irrigation Permit	$80.00
License Verification Fee	$5.00

Mechanical Permit	$75.00 per unit
Mechanical Permit – Commercial/Multi-Family	1.5% of project value
Minimum Permit Fee	$50.00
Permit Renewal after 6 mos. Of expiration	50% of original permit fee
Plan Check Fee	65% of calculated permit fee, when applicable
Plan Check Fee – Duplicate Plans	Duplicate plan fees reduced to 25% of Master Plan Review
Plan Review (Additional)	$75.00 (1/2 hr minimum)
Plumbing Permit Basic (up to 4 fixtures)	$54.00
Plumbing Permit – job valuation > $500 or more than 4 fixtures	$94.00
Plumbing Permit – Commercial/Multi-Family	1.5% of project value
Pre-Final Inspection Fee (Residential)	$60.00
Re-Roof Permit	$80.00
Re-Siding Permit	$80.00
Rental License Late Fee	100% of rental license fee
Residential Driveway Escrow	$2,000.00 (Refundable)
Residential Landscape Escrow	$6,000.00 (Refundable)
Residential Rental License Fee	
1 Unit	$150.00
2-4 Units	$175.00
5-12 Units	$225.00
13-20 Units	$240.00
21–50 Units	$250.00
51 + Units	$300.00
Additional Inspections	Per Inspections Hourly Rate
S.E.C. - Residential	$20.00
S.E.C. – Commercial/Industrial	$50.00
SAC/WAC Inspection Fee	$37.50
State Surcharge	Applied to all permits
Swimming Pool Permit	$80.00
Water/Sewer Line Repair Inspection Fee	$80.00
Window/Door Replacement Permit	$80.00

Electrical Inspection Fees

All Services Residential Service Change $100.00, this includes one inspection. Or the below rates.		Circuits and Feeders The inspection fee for the installation, addition, alteration, or repair of each circuit, feeder, feeder tap, or set of transformer secondary conductors:	
0 to 300 amp	$50	0 to 30 amp	$8
400 amp	$58	31 to 100	$10
500 amp	$72	101 to 200 amp	$15
600 amp	$86	300 amp	$20

800 amp	$114	400 amp	$25
1000 amp	$142	500 amp	$30
1100 amp	$156	600 amp	$35
1200 amp	$170	700 amp	$40
Add $15.00 for each additional 100 amps		Add $5.00 for each additional 100 amps	

Minimum permit fee is $50.00 plus $1.00 state surcharge. This is for one inspection only.
Minimum fee for rough-in inspection and final is $100.00 plus $1.00 state surcharge.

Maximum fee for single family dwelling not over 200 amps is $150.00 plus $1.00 state surcharge. Maximum of 30 circuits.
Maximum of 2 rough-in inspections and one final inspection.

Apartment Buildings: Maximum fee per unit of an apartment or condominium complex is $100.00. This does not cover service and house wiring. A separate permit must be issued for house wiring.

Swimming Pools: $100.00 this includes 2 inspections

Traffic Signals: $10.00 per each standard

Street Lighting: $5.00 per each standard

Transformers/Generators: $10.00 per unit + $0.50 per KVA

Retro Fit Lighting: $0.75 cents per fixture

Sign Transformer: $10.00

Remote Control/Signal Circuits: $1.00 per device

Re-inspection Fees: $50.00

*Fees are doubled if the work starts before the permit is issued

Community Center

Cleaning Fee (if elected by renter)	$125.00, plus tax
Damage Deposit	$250.00
Damage Fees	
Cleaning	$35.00 per hour minimum, plus tax
Tables	$100 each, plus tax
Chairs	$20.00 each, plus tax
Unreturned keys	$250.00, plus tax
Smoking Non-Designated Areas	$200.00, plus tax
Other Items	To be determined based on replacement cost, plus tax

Equipment Available to Rent (larger deposit may be required)

LCD Home Theater Projector on Cart	$50.00, plus tax
9' Portable Screen	$20.00, plus tax
Blu-Ray DVD Player	$15.00, plus tax
Speakers & Microphone (Includes tripod stands if requested)	$15.00, plus tax

Podium	$10.00, plus tax
Non-Profit Organizations	$50.00, plus tax (full day) $25.00, plus tax (4 hours or less)
Private (less than 50 individuals) or For-Profit Organizations	$100.00, plus tax (full day) $ 50.00, plus tax (4 hours or less)
Special Events Includes use of the kitchen. Dishes and utensils not provided. With or without alcohol. Greater than 50 individuals in attendance.	$275.00, plus tax

Fee Arrangements – When Requested
Non-Profit Monthly Rental Rates (less than 4 hour rentals)

Reservations per month	Non-Profit** Monthly Fee	Fee Per Reservation
1	$25.00	$25.00
2	$48.80	$24.40
3	$71.70	$23.90
4	$93.20	$23.30
5	$113.50	$22.70
6	$133.20	$22.20
7	$151.20	$21.60
8	$168.00	$21.00
9	$184.50	$20.50
10	$199.00	$19.90
11	$212.30	$19.30
12	$225.60	$18.80
13	$236.60	$18.20
14	$246.40	$17.60
15	$255.00	$17.00
16	$264.00	$16.50
17	$270.30	$15.90
18	$275.40	$15.30
19	$281.20	$14.80
20	$284.00	$14.20
21	$285.60	$13.60
22	$288.20	$13.10
23	$287.50	$12.50

** Groups storing belongings at the facility may be subject to a monthly storage fee.

Fee Arrangements – When Requested
For-Profit and Private Monthly Rental Rates (less than 4 hour rentals)

Private/For-Profit**

Reservations per month	Monthly Fee	Fee Per Reservation
1	$50.00	$50.00
2	$97.80	$48.90
3	$143.10	$47.70
4	$186.40	$46.60
5	$227.50	$45.50
6	$265.80	$44.30
7	$302.40	$43.20
8	$336.00	$42.00
9	$368.10	$40.90
10	$398.00	$39.80
11	$424.60	$38.60
12	$450.00	$37.50
13	$473.20	$36.40
14	$492.80	$35.20
15	$511.50	$34.10
16	$528.00	$33.00
17	$540.60	$31.80
18	$552.60	$30.70
19	$560.50	$29.50
20	$568.00	$28.40
21	$573.30	$27.30
22	$574.20	$26.10
23	$575.00	$25.00

**All other fees and deposits for the rental of the facility apply.

Economic Development Authority

Assignment & Assumption Agreement	$1,000.00 plus costs
Development Agreement (Non-Abatement or TIF)	$1,000.00 plus costs
Establishment of New TIF District	$4,800.00 or actual cost
Host Approval of Conduit Debt	$3,000 escrow
Issuance of Conduit Debt	1/4% of the proposed issuance amount, $3,000 minimum, $25,000 maximum escrow
Revolving Loan Fund Application Fee	1% origination fee

SAC/WAC Repayment Agreement and Mortgage	Current cost of filing document(s) at Isanti County to be paid by Developer.
TIF Development Agreement	$2,500.00 plus costs
Tax Abatement Application Fee	$1,000.00 plus costs

Liquor/Beer

Background Check & Investigation Fee	
For Partnership – Corporation – Association	$300.00
For Individual	$100.00
Initial Application only, does not apply for Renewals	
Beer Off-Sale (3.2)	$150.00
Beer On-Sale (3.2)	$250.00
Brewers Off-Sale Malt Liquor	$310.00
Brewers Tap Room On-Sale	$500.00
Brew Pub Off-Sale Malt Liquor	$310.00
Club License (Max dictated by MN State Statutes)	$500.00
Intox Liquor On-Sale	$2,500.00
Intox Liquor Sunday On-Sale	$200.00
Consumption and Display Permit (Annual)	$200.00
Temporary Consumption and Display Permit	$25.00
Temporary On-Sale 3.2 Beer License (1-4 Days)	$50.00
Temporary On-Sale 3.2 Beer License (1-4 Days) Multiple Events	$500.00
Temporary On-Sale Beer	$50.00
Temporary On-Sale Liquor	$50.00
Temporary On-Sale Liquor (2-4 Days)	$50.00
Temporary One-Day On-Sale Liquor License	$25.00
Wine	$300.00

Parks, Recreation, and Culture Department

Copy of Comprehensive Park Plan	$10.00
Community Garden – Ground Plot (Season Fee)	$15.00
Community Garden – Raised Bed (Season Fee)	$20.00
Farmer's Market – Membership Fee (Annual)	$10.00
Farmer's Market – Stall Fee	
Full Season	$100.00
Half Season	$60.00
Single Day	$10.00
Park Dedication Fee (Residential)	$1,500.00 per unit
Park Dedication Fee – Multi Family with Recreational Amenities	– Up to 25% Reduction of $1,500 per unit fee
Park Dedication Fee (All Others)	$1,500.00 per Commercial/Industrial Acre
Park Shelter Electric Box Deposit	$50.00
Park Shelter Fee – Non City Resident or Business	$10.00 plus tax
Special Event Cleanup Deposit	$100.00
Tennis Court Usage	Resident (Individual)
	1 court No Charge
	2 courts $6/hr. plus tax
	Non-Resident (Individual)

	1 court $6/hr. plus tax 2 courts $12/hr. plus tax Civic Group, Youth Organization, League, Business, Industry, Church or School Single court, per reservation $15/hr. plus tax Per season single court only – rates to be determined on a case-by-case basis by the Parks, Recreation, and Culture Board and City Council.
Unity Park Softball Field Usage	$25.00 plus tax per day Non-Resident $15.00 plus tax per day Resident

Planning & Zoning Department

Administrative Appeals	$200.00 plus costs
Administrative Permit	$75.00
Administrative Subdivision	$275.00 plus costs
Annexation/De-Annexation	$100.00 plus costs
Comprehensive Plan Amendment	$325.00 plus costs
Conditional Use Permit	$325.00 plus costs
Conditional Use Permit Amendment	$275.00 plus costs
Copy of Comprehensive Plan	$50.00
Copy of Maps	$ .50 black and white
Copy of Zoning Map	Fee based on size & type of map
Copy of Zoning Ordinance	$25.00
Copy of Engineer Design Standards	$35.00
Development Agreement for Subdivisions	$2,500 escrow plus costs
Development Agreement (Non-Subdivision)	$1,500 escrow plus costs
Easement Application	$200.00 plus costs
EAW & EIS Review	$600.00 plus costs
Final Plat	$325.00 plus $10.00 per lot/unit plus costs ($1,500.00 escrow)
Interim Use Permit	$325.00 plus costs
Minor Subdivision Plat	$325.00 plus costs ($1,000.00 escrow)
Planned Unit Development – Final Plan	$325.00 plus costs ($1,500.00 escrow)
Planned Unit Development – General Plan	$500.00 plus costs ($1,500.00 escrow)
Preliminary Plat	$500.00 plus costs ($1,500.00 escrow)
Rezoning Request	$325.00 plus costs
Sign Permit (permanent)	$75.00
Sign Permit (temporary)	$50.00
Signal Light Fee	$119.00 per residential unit $ .10 per sq. ft. of usable Commercial lot platted
Site Plan Review	$325.00 plus costs ($1,000.00 escrow)
Site Plan Review Financial Surety (Commercial/Industrial)	125% of estimated cost of site improvements (driveway, parking and loading areas)
Text Amendment	$275.00
Vacation Request	$275.00 plus costs
Variance Request	$325.00 plus costs

Wetlands Replacement Plan Review	$500.00
Zoning Permits	$80.00
Zoning Verification Letter	$30.00

Police Department

Administrative Citation	$60.00
Alcohol Screening	$3.00 per time or $75.00 per year
Chemical Disposal (small amount)	Cost of Disposal
Chemical Disposal (large Amount)	Cost of Disposal
Cleaning of Crime Scene	Cost of Cleanup
Copy of Photo	$5.00
Copy of Police Report	$.25 per page, plus tax
Copy of Video/Audio/DVD	$25.00
Fee for Returned Check listed under Administration	
Fingerprinting	$15.00 per non-resident or non-Isanti business, $0.00 for Isanti resident or business
Parking Ticket	$20.00
Police Records Search	$35.00
Professional Hire of Police Office	Actual hourly wage multiplied by 150%
Reschedule Hearing on Administrative Citation	$50.00
Storage Fees	$20.00 per day
Towing	As per towing contract fee schedule
Unjust Hearing	150% of cost of hearing

Sewer and Water Department

Delinquent Posting Notice Fee	$15.00
New Construction:	
Meter (5/8 & 3/4 inch)	Cost included in permit fee
Meter (larger, > 3/4 inch, diameter)	Cost minus $304.00
Replacement or additional:	
Meter (5/8 & 3/4 inch)	
Full Meter	$329.00
Orion Radio	$178.00
HRE Body	$64.00
Copper Horn	$87.00
Meter (larger, > 3/4 inch, diameter)	Cost plus $25.00
Meter Connections/Fittings	Cost
Meter Replacement Administrative	
Fee for Non-Compliance	$75.00/month
Private Metered Water Sales	
Deposit	$2,000.00 (refundable deposit)
$10.00 minimum and up to 1st 1000 gallons;	as per rate study per/1,000 thereafter
Private Well Water Testing	$90.00
Sewer Access Fee (SAC)	Per Ordinance per unit based on REC assessment
Sewer Rates	Per City Code Chapter 260
Storm Water Rates	Per Ordinance No. 569

Trunk Utility Charge	$1,000.00 if more than one unit based on REC schedule $2,050.00 per Commercial/Industrial acre
Unpaid Water and Sewer	$5.00 per month
Valve Plate Cover	$100.00
Water Access Charge (WAC)	Per Ordinance per unit based on REC assessment
Water Disconnect	$50.00
After hours	$100.00 per hour per person
Water Reconnect	$50.00
After hours	$100.00 per hour per person
Water Meter History Report	$50.00
Water Meter Testing	1 Hour Public Works Staff plus Costs
Water Rates	Per City Code Chapter 325

Street Department

Bobcat/Tractor Charge with Operator	$100.00 per Hour
Labor – During work hours	$50.00 per Hour, half hour minimum
Labor – After Hours	$100.00 per Hour, 2 hour minimum
Mow Charge with Operator	$90.00 per Hour
Sidewalk Snow Removal	$30.00
Street Cut Permit	$1,200.00
Weed Whip Charge with Operator	$75.00 per Hour

MINNESOTA WARN RATES- Equipment Charges Are Per Hour with Operator

	Business Hours	Non-Business Hours
Road Grader with Wing, Dump Truck with Snowplow and Wing, Wheel Loader	$160.00	$180.00
Air Compressor with Accessories and Pickup, Pickup, One Ton Trucks, Tractors	$90.00	$110.00
Vactor with Pickup (Requires Two Operators) There is an additional charge of $.35 per lineal foot for sewer cleaning.	$135.00	$145.00
Single Axle Truck, Street Sweeper, Single Axle Dump Truck with Snowplow,	$125.00	$145.00
Six Inch Pumps with Engine	$75.00	$95.00
Skidsteer, Self-propelled Mower/Snow Blower/ V Plow/Broom/Brush Hog/Grapple Bucket Attachment	$90.00	$105.00
All Other Equipment Such As Chain Saw, Push Mower and Weed Whips	$75.00	$95.00

Fire

Fire Extinguisher Service Deposit Fee	$25.00 (refundable)
Fire Extinguisher – Administrative Fee	$3.00

This Resolution is hereby approved by the Isanti City Council this 5th day of February, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

municipalgroup.org

Ryan J. Kernosky, MPA
Municipal Consultant

ryan@municipalgroup.org
715-212-0416

MEMORANDUM

TO: Mayor Jeff Johnson
City Council of the City of Isanti

FROM: Ryan Kernosky, Contract City Planner

DATE: February 5, 2019

RE: CONSIDERATION OF: REDUCTION IN LETTER OF CREDIT – LEGACY PINES SUBDIVISION

Request: A reduction in the letter of credit for Legacy Pines Subdivision.

Background: Legacy Pines Subdivision is a 49-lot subdivision currently under construction near Legacy Park. Odyssey Homes, Inc (developer) has requested that the City reduce the letter of credit from $1,572,491.14 to $968,510.65 (a reduction of $603,980.49).

On January 7, 2019 the City Council authorized a reduction in the letter of credit from the original amount of $2,133,889.51 to $1,572,497.14.

Other Considerations: The development agreement between the City of Isanti and Odyssey Homes, Inc (approved November 7, 2018) allows the developer to request a reduction in the letter of credit, provided that the total letter of credit does not fall below 20 percent of the estimated cost of the developer installed municipal improvements. The requested letter of credit reduction reduces the letter of credit from 70.63 percent to 45.39 percent, above the 20 percent rule within the development agreement.

The developer must still install other municipal improvements such as curb, gutter, sidewalk, and bituminous lifts.

Recommendation: The City's contracted City Planner and City Engineers have reviewed the request and recommend **APPROVAL** as presented.

Attachments:
- Resolution No. 2019-XXX
- City Engineer's Report
- Supporting Documentation

RESOLUTION NO. 2019-XXX

A RESOLUTION AUTHORIZING A REDUCTION IN THE LETTER OF CREDIT FOR LEGACY PINES SUBDIVISION PHASE ONE

WHEREAS, Odyssey Homes, Inc (developer) has submitted a written request for a reduction in the letter of credit as described in the development agreement between the developer and the City of Isanti; and,

WHEREAS, the developer has requested a reduction in the letter of credit from $1,572,497.14 to $968,510.65, a reduction of $603,980.49; and,

WHEREAS, the developer has successfully installed municipal water and sewer improvements; and,

WHEREAS, the development agreement allows for the reduction in the letter of credit down to twenty (20) percent; and,

WHEREAS, the City Council, on January 7, 2019, approved a reduction in the letter of credit from $2,133,889.51 (100 percent of the letter of credit) to $1,572,497.14 (70.63 percent of the letter of credit); and,

WHEREAS, the requested reduction in the letter of credit is within the twenty (20) percent rule identified in the development agreement between the developer and the City of Isanti; and,

WHEREAS, the City's contracted City Planner and City Engineer have reviewed the request and recommended approval.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti that the requested reduction in the letter of credit be hereby **APPROVED** as requested, **BE IT FURTHER RESOLVED** that the City Council of the City of Isanti authorizes City Staff to execute said reduction.

This Resolution is adopted this 5th day of February, 2019.

_____
Mayor Jeff Johnson

ATTEST:

_____
Katie Brooks
City Clerk/Human Resources

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: January 29, 2018

To: Ryan Kernosky, Contract City Planner

From: Bradley C. DeWolf, P.E.
City Engineer

Jason W. Cook, P.E.
Assistant City Engineer

Subject: Legacy Pines – Developer Requested Letter of Credit Reduction No 2
City of Isanti, MN
Project No.: R13.117438

Odyssey Homes, the developer of Legacy Pines, has requested a reduction of $603,980.49 to the Letter of Credit for the Legacy Pines development.

They have paid Kuekle Underground $603,980.49 as Pay Estimate No 2 for work completed to date, including the installation of all sewer and water services and mains planned for Phase 1 of this development.

The work has been found to be in compliance with City standards and all tests have passed to date.

We recommend approving the reduction of the Letter of Credit in the amount of $603,980.49 for work completed to date.

The remaining balance of the Letter of Credit is anticipated to be sufficient to complete the project as proposed while covering all incurred overhead costs including testing, inspection, and contract administration.

Please contact us if you have any questions.

Bolton & Menk is an equal opportunity employer.

Odyssey Homes, Inc.
15390 Germanium St. NW
Ramsey, MN 55303

January 29, 2019

Mr. Ryan Kernosky
Director of Community Development
City of Isanti
110 1st Ave. NW
PO Box 428
Isanti, MN 55040

RE: Legacy Pines Subdivision
Letter of Credit Reduction Request

Dear Ryan:

Given the completion of certain improvements in the Legacy Pines Subdivision, at this time I am requesting a reduction in the amount of Irrevocable Letter of Credit No. 2400 that was provided to the City of Isanti in connection with this development. The Letter of Credit obligation as previously reduced stands at $1,572,497.14. We are seeking a reduction in this amount by the amount of the enclosed payment and support. The reduction requested is $603,980.49.

I have attached the amount paid and approved by Hakanson Anderson and the applicable lien waiver from Kuechle Underground, Inc. for the amount requested and paid.

I would like to request that the City process this request as soon as possible.

If you have any questions or need any further information, please don't hesitate to contact me. Thank you for your assistance in processing this request.

Sincerely,

ODYSSEY HOMES, INC.

Robert J. Machacek

CCM FINANCE, LLC
DRAW REQUEST

This Draw Request must be an original signed by both the Borrower & Subcontractor to receive payment.

CCM Finance, LLC – 7801 E. Bush Lake Road, Suite 430, Edina, MN 55439

Builder/Borrower: Odyssey Homes
Pay to the Order of: Kueckle Underground
Address: 10995 State Hwy 55 - PO Box 509
City/State/Zip: Kimball MN 55353
Telephone: 320-492-1340
Email: dbaker.kueckle@frontiernet.net

Date: 1-28-19
Loan No: _____

Payment Options – Check One:
☑ Check
☐ ACH
Bank Name _____
Routing # _____
Account # _____

AMOUNT: 603,980.49

For the following work: legacy Pines
Completed at: Lot _____ Block _____
Street Address: _____ City: Isanti MN

ALL WORK HAS PASSED INSPECTION UNDER LOCAL AND STATE BUILDING CODES. I HEREBY AUTHORIZE THIS PAYMENT AND CERTIFY THAT THE WORKMANSHIP AND MATERIAL ARE SATISFACTORY.

BUILDER/BORROWER: Odyssey Homes

BY: Adam Bebeau

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

DATED: 1-28-19, 20___

THE UNDERSIGNED HEREBY ACKNOWLEDGES RECEIPT OF THE SUM OF $ 603,980.49

CHECK ONLY ONE:

1) ☑ As partial payment for labor, skill and material furnished
2) ☐ As payment for all labor, skill and material furnished or to be furnished (except the sum of $_____ retainage or holdback)
3) ☐ As full and final payment for all labor, skill and material furnished or to be furnished to the following described real property (legal description, street address or project name):

Property Description: _____

AND FOR VALUE RECEIVED HEREBY WAIVES ALL RIGHTS ACQUIRED BY THE UNDERSIGNED TO FILE OR RECORD MECHANIC'S LIENS AGAINST SAID REAL PROPERTY FOR LABOR, SKILL OR MATERIAL FURNISHED TO SAID REAL PROPERTY (ONLY FOR THE AMOUNT PAID IF BOX 1 IS CHECKED, AND EXCEPT FOR RETAINAGE SHOWN IF BOX 2 IS CHECKED). THE UNDERSIGNED AFFIRMS THAT ALL MATERIAL FURNISHED BY THE UNDERSIGNED HAS BEEN PAID FOR, AND ALL SUBCONTRACTORS EMPLOYED BY THE UNDERSIGNED HAVE BEEN PAID IN FULL, EXCEPT:

☑ CORPORATION
☐ INDIVIDUAL
☐ SOLE PROPRIETER
☐ PARTNERSHIP
☐ LIMITED LIABILITY CORPORATION
☐ LIMITED LIABILITY PARTNERSHIP

ID NUMBER: 41-1802761b
SSN #: ___-___-___

☐ CHECK BOX IF YOU ARE SUBJECT TO WITHOLDING UNDER THE PROVISION OF SECTION 3406(a)(1)© OF THE INTERNAL REVENUE CODE

Kueckle Underground Inc
(COMPANY NAME)

(SIGNATURE)

David Baker
(PRINTED NAME OF INDIVIDUAL)

Estimator / Project Mgr
(TITLE)

PO Box 509 Kimball MN 55353
(ADDRESS/CITY/STATE/ZIP)

320-398-8858
(TELEPHONE NO./EMAIL ADDRESS)

Hakanson Anderson

Main Office:
3601 Thurston Avenue, Anoka, MN 55303
Phone: 763/427-3860 Fax: 763/427-0520
www.haa-inc.com

40 YEARS

January 22, 2019

Jason Bebeau
Odyssey Homes, Inc.
15390 Germanium Street NW
Ramsey, MN 55303

RE: Legacy Pines

Dear Jason,

Attached is Pay Estimate No. 2 for the above referenced project. The pay estimate includes all work completed to date less a 5% retainage. We recommend payment of $603,980.49.

If you have any questions please call me at 763-852-0485.

Sincerely,
Hakanson Anderson

Craig J. Jochum, P.E.
President

PAY ESTIMATE #2
ODYSSEY HOMES
Legacy Pines

Date: January 21, 2019

Legacy Pines
Contractor: Kuechle Underground, Inc.
Contract Amount: $1,691,606.96

The following work has been completed on the above-referenced project by Kuechle Underground, Inc.:

Base Bid

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	MOBILIZATION	1	LUMP SUM	$ 41,000.00	$ 41,000.00	1	$ 41,000.00
2	CLEARING	5.5	ACRES	$ 1,725.00	$ 9,487.50	5.5	$ 9,487.50
3	DEWATERING	5.5	ACRES	$ 1,725.00	$ 9,487.50	5.5	$ 9,487.50
4	REMOVE CONCRETE CURB	16	LIN FT	$ 14.30	$ 228.80	-	$ -
5	REMOVE WATERMAIN	10	LIN FT	$ 10.00	$ 100.00	10	$ 100.00
6	REMOVE BITUMINOUS PAVEMENT	682	SQ YD	$ 5.45	$ 3,716.90	249	$ 1,357.05
7	REMOVE HYDRANT AND VALVE AND BOX	2	EACH	$ 250.00	$ 500.00	2	$ 500.00
8	SAW BITUMINOUS PAVEMENT OR CONCRETE CURB AND GUTTER	62	LIN FT	$ 4.00	$ 248.00	-	$ -
9	COMMON EXCAVATION (EV)	130,441	CU YD	$ 1.95	$ 254,359.95	104,000	$ 202,800.00
10	SUBGRADE CORRECTION (EV) - RIGHT-OF-WAY	19,400	CU YD	$ 2.80	$ 54,320.00	14,885	$ 41,958.00
11	SUBGRADE CORRECTION (EV) - LOT PADS	59,000	CU YD	$ 2.80	$ 165,200.00	47,240	$ 132,552.00
12	DEWATERING	1	LUMP SUM	$ 0.01	$ 0.01	1	$ 0.01
13	SUBGRADE PREPARATION	17.7	ROAD STA	$ 200.00	$ 3,540.00	-	$ -
14	AGGREGATE BASE CLASS 5 - STREET AND CUL-DE-SAC (CV) (P)	1,422	CU YD	$ 24.50	$ 34,839.00	-	$ -
15	AGGREGATE BASE CLASS 5 - SIDEWALK (CV) (P)	109	CU YD	$ 55.00	$ 5,995.00	-	$ -
16	MILL BITUMINOUS SURFACE (1.5")	5.9	SQ YD	$ 50.00	$ 295.00	-	$ -
17	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 1.5" THICK	5,211	SQ YD	$ 7.80	$ 36,082.50	-	$ -
18	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B) 2.0" THICK	5,205	SQ YD	$ 7.50	$ 39,037.50	-	$ -
19	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B) 3.0" THICK	684	SQ YD	$ 18.50	$ 12,654.00	-	$ -
20	30" RC PIPE APRON	1	EACH	$ 1,100.00	$ 1,100.00	1	$ 1,100.00
21	TRASH GUARD FOR 30" PIPE APRON	1	EACH	$ 1,500.00	$ 1,500.00	1	$ 1,500.00
22	12" RC PIPE SEWER DESIGN 3006 CLASS V	128	LIN FT	$ 44.00	$ 5,632.00	-	$ -
23	30" RC PIPE SEWER DESIGN 3006 CLASS III	220	LIN FT	$ 80.00	$ 17,600.00	220	$ 17,600.00
24	CONNECT TO EXISTING STORM SEWER MANHOLE	1	EACH	$ 2,200.00	$ 2,200.00	-	$ -
25	CONNECT TO EXISTING SANITARY SEWER MANHOLE	1	EACH	$ 3,100.00	$ 3,100.00	1	$ 3,100.00
26	CONNECT TO EXISTING SANITARY SEWER	2	EACH	$ 2,300.00	$ 4,600.00	3	$ 6,900.00
27	4" PVC PIPE CAP	86	EACH	$ 25.00	$ 2,150.00	86	$ 2,150.00
28	6" PVC PIPE CAP	2	EACH	$ 65.00	$ 130.00	2	$ 130.00
29	10" PVC PIPE CAP	1	EACH	$ 165.00	$ 165.00	1	$ 165.00
30	6" X 4" PVC WYE SDR 26	83	EACH	$ 300.00	$ 24,900.00	84	$ 25,200.00
31	10" X 4" PVC WYE SDR 26	3	EACH	$ 400.00	$ 1,200.00	3	$ 1,200.00
32	4" PVC SANTARY SEWER SERVICE SDR 26	3,200	LIN FT	$ 10.30	$ 32,960.00	3,360	$ 34,608.00
33	8" PVC SANITARY SEWER PIPE SDR 35	3,231	LIN FT	$ 33.50	$ 108,238.50	3,231	$ 108,238.50
34	10" PVC SANITARY SEWER PIPE SDR 35	261	LIN FT	$ 35.80	$ 9,291.80	261	$ 9,291.80
35	CLEAN AND VIDEO TAPE PIPE SEWER	3,492	LIN FT	$ 1.50	$ 5,238.00	-	$ -
36	CONNECT TO EXISTING WATERMAIN	3	EACH	$ 2,250.00	$ 6,750.00	3	$ 6,750.00
37	HYDRANT AND 6" GATE VALVE AND BOX	7	EACH	$ 5,200.00	$ 36,820.00	7	$ 36,820.00
38	1" COPRORATION STOP	86	EACH	$ 200.00	$ 17,200.00	89	$ 17,800.00
39	1" CURB STOP AND BOX	86	EACH	$ 215.00	$ 18,490.00	90	$ 19,350.00
40	8" GATE VALVE AND BOX	4	EACH	$ 1,650.00	$ 6,600.00	5	$ 8,250.00
41	12" GATE VALVE AND BOX	1	EACH	$ 2,800.00	$ 2,800.00	1	$ 2,800.00
42	ADJUST GATE VALVE AND BOX	1	EACH	$ 525.00	$ 525.00	-	$ -
43	1" TYPE K COPPER PIPE	3,200	LIN FT	$ 13.00	$ 41,600.00	3,484	$ 45,292.00
44	6" DUCTILE IRON WATERMAIN CL52	142	LIN FT	$ 32.00	$ 4,544.00	142	$ 4,544.00
45	8" DUCTILE IRON WATERMAIN CL52	3,282	LIN FT	$ 40.00	$ 131,280.00	3,282	$ 131,280.00
46	12" DUCTILE IRON WATERMAIN CL52	255	LIN FT	$ 59.00	$ 15,045.00	255	$ 15,045.00
47	HYDRANT RISER	4	LIN FT	$ 480.00	$ 1,920.00	-	$ -

PAY ESTIMATE #2
ODYSSEY HOMES
Legacy Pines

48	DUCTILE IRON FITTINGS	2,155	POUND	$	9.00	$ 19,395.00	2,155	$	19,395.00
49	CONSTRUCT DRAINAGE STRUCTURE DESIGN N	4	LIN FT	$	405.18	$ 1,620.72	-	$	-
50	CONSTRUCT DRAINAGE STRUCTURE DESIGN 80-4020	7.2	LIN FT	$	612.85	$ 4,412.52	7.2	$	4,412.52
51	INFILTRATION BASIN FP-1 OUTLET	1	EACH	$	8,360.00	$ 8,360.00	1	$	8,360.00
52	INFILTRATION BASIN EP-3 OUTLET MODIFICATION	1	LUMP SUM	$	3,230.00	$ 3,230.00	-	$	-
53	INFILTRATION BASIN EP-3 POND CONSTRUCTION	1	LUMP SUM	$	10,000.00	$ 10,000.00	-	$	-
54	CONSTRUCTION SANITARY STRUCTURE DESIGN 46-4007	256.2	LIN FT	$	300.00	$ 76,860.00	256.2	$	76,860.00
55	CASTING ASSEMBLY	27	EACH	$	550.00	$ 14,850.00	-	$	-
56	ADJUST DRAINAGE STRUCTURE	5	EACH	$	3,000.00	$ 15,000.00	5	$	15,000.00
57	RANDOM RIPRAP CLASS IV	56.1	CU YD	$	60.00	$ 3,366.00	30	$	1,800.00
58	5" CONCRETE WALK	8,000	SQ FT	$	5.00	$ 40,000.00	-	$	-
59	CONCRETE CURB & GUTTER DESIGN SURMOUNTABLE	3,640	LIN FT	$	15.00	$ 53,100.00	-	$	-
60	BITUMINOUS CURB	400	LIN FT	$	17.00	$ 6,800.00	-	$	-
61	TYPE III BARRICADE	4	EACH	$	650.00	$ 2,600.00	-	$	-
62	TRAFFIC CONTROL	1	LUMP SUM	$	2,500.00	$ 2,500.00	-	$	-
63	FURNISH SIGN PANELS TYPE C	36	SQ FT	$	85.00	$ 3,060.00	-	$	-
64	SILT FENCE, TYPE MACHINE SLICED	13,300	LIN FT	$	1.55	$ 20,615.00	11,050	$	17,127.50
65	STORM DRAIN INLET PROTECTION	12	EACH	$	250.00	$ 3,000.00	-	$	-
66	STABILIZED CONSTRUCTION EXIT	1	LUMP SUM	$	2,000.00	$ 2,000.00	-	$	-
67	EROSION CONTROL BLANKETS CATEGORY 3	1,689	SQ YD	$	1.15	$ 1,942.35	-	$	-
68	TURF ESTABLISHMENT	48.8	ACRES	$	600.00	$ 29,280.00	-	$	-
	Total Base Bid					$ 1,499,602.35		$	1,091,311.16

Alternate Bid - Third Street Add-On

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY		UNIT PRICE			EXTENSION	
69	SAW BITUMINOUS PAVEMENT OR CONCRETE CURB AND GUTTER	80	LIN FT	$ 4.00	$320.00	-	$	-
70	SUBGRADE PREPARATION	5.3	ROAD STA	$ 200.00	$1,060.00	-	$	-
71	AGGREGATE BASE CLASS 5 - STREET (CV) (P)	431	CU YD	$ 24.50	$10,559.50	-	$	-
72	AGGREGATE BASE CLASS 5 - SIDEWALK (CV) (P)	35	CU YD	$ 55.00	$1,925.00	-	$	-
73	MILL BITUMINOUS SURFACE (1.5")	8.9	SQ YD	$ 50.00	$445.00	-	$	-
74	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 1.5" THICK	1,549	SQ YD	$ 7.50	$11,616.75	-	$	-
75	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B) 2.0" THICK	1,540	SQ YD	$ 7.50	$11,550.00	-	$	-
76	15" RC PIPE APRON	1	EACH	$ 800.00	$800.00	1	$	800.00
77	TRASH GUARD FOR 15" PIPE APRON	1	EACH	$ 600.00	$600.00	1	$	600.00
78	12" RC PIPE SEWER DESIGN 3006 CLASS V	52	LIN FT	$ 44.00	$2,288.00	52	$	2,288.00
79	15" RC PIPE SEWER DESIGN 3006 CLASS V	197	LIN FT	$ 47.00	$9,709.00	193	$	9,071.00
80	18" RC PIPE SEWER DESIGN 3006 CLASS III	397	LIN FT	$ 50.00	$19,850.00	397	$	19,850.00
81	24" RC PIPE SEWER DESIGN 3006 CLASS III	137	LIN FT	$ 61.00	$8,357.00	137	$	8,357.00
82	12" RC PIPE BULKHEAD	1	EACH	$ 375.00	$375.00	1	$	375.00
83	24" RC PIPE BULKHEAD	1	EACH	$ 500.00	$500.00	1	$	500.00
84	4" PVC PIPE CAP	2	EACH	$ 25.00	$50.00	2	$	50.00
85	8" PVC PIPE CAP	1	EACH	$ 65.00	$65.00	1	$	65.00
86	8" X 4" PVC WYE SDR 26	2	EACH	$ 300.00	$600.00	2	$	600.00
87	4" PVC SANITARY SEWER SERVICE SDR 26	67	LIN FT	$ 10.30	$690.10	67	$	690.10
88	8" PVC SANITARY SEWER PIPE SDR 35	244	LIN FT	$ 33.50	$8,174.00	262	$	8,777.00
89	CLEAN AND VIDEO TAPE PIPE SEWER	244	LIN FT	$ 1.50	$366.00	-	$	-
90	HYDRANT AND 6" GATE VALVE AND BOX	1	EACH	$ 5,260.00	$5,260.00	1	$	5,260.00
91	1" CORPORATION STOP	2	EACH	$ 200.00	$400.00	2	$	400.00
92	1" CURB STOP AND BOX	2	EACH	$ 215.00	$430.00	2	$	430.00
93	8" GATE VALVE AND BOX	2	EACH	$ 1,650.00	$3,300.00	2	$	3,300.00
94	1" TYPE K COPPER PIPE	90	LIN FT	$ 13.00	$1,170.00	90	$	1,170.00
95	6" DUCTILE IRON WATERMAIN CL52	30	LIN FT	$ 32.00	$960.00	42	$	1,344.00
96	8" DUCTILE IRON WATERMAIN CL52	521	LIN FT	$ 40.00	$20,840.00	784	$	31,360.00
97	HYDRANT RISER	1	LIN FT	$ 480.00	$480.00	-	$	-
98	DUCTILE IRON FITTINGS	277	POUND	$ 9.00	$2,493.00	280	$	2,520.00

PAY ESTIMATE #2
ODYSSEY HOMES
Legacy Pines

99	CONSTRUCT DRAINAGE STRUCTURE DESIGN N	2.5	LIN FT	$ 405.18	$1,012.95	2.5	$ 1,012.95
100	CONSTRUCT DRAINAGE STRUCTURE DESIGN 2' BY 3'	3.6	LIN FT	$ 430.00	$1,548.00	3.6	$ 1,548.00
101	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	19.0	LIN FT	$ 520.00	$9,880.00	27.58	$ 14,341.60
102	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	6.6	LIN FT	$ 612.85	$4,044.81	6.6	$ 4,044.81
103	CONSTRUCTION SANITARY STRUCTURE DESIGN 48-4007	17.3	LIN FT	$ 300.00	$5,190.00	17.3	$ 5,190.00
104	CASTING ASSEMBLY	12	EACH	$ 550.00	$6,600.00	-	$ -
105	5" CONCRETE WALK	2,075	SQ FT	$ 5.00	$10,375.00	-	$ -
106	6" CONCRETE WALK	475	SQ FT	$ 14.00	$6,650.00	-	$ -
107	TRUNCATED DOMES	50	SQ FT	$ 65.00	$3,250.00	-	$ -
108	CONCRETE CURB & GUTTER DESIGN SURMOUNTABLE	651	LIN FT	$ 19.00	$12,769.00	-	$ -
109	TYPE III BARRICADE	2	EACH	$ 650.00	$1,300.00	-	$ -
110	FURNISH SIGN PANELS TYPE C	30.3	SQ FT	$ 85.00	$2,575.50	-	$ -
111	STORM DRAIN INLET PROTECTION	10	EACH	$ 250.00	$2,500.00	-	$ -
	Total Alternate Bid				$192,004.81		$ 124,844.49

TOTAL WORK COMPLETED TO DATE	$ 1,238,685.54
LESS 5% RETAINAGE:	$ 60,282.78
LESS PAY ESTIMATE NO 1:	$ 541,392.37
WE RECOMMEND PAYMENT OF:	$ 603,980.40

APPROVALS:

CONTRACTOR: KUECHLE UNDERGROUND, INC.

Certification by Contractor: I certify that all items and amounts are correct for the work completed to date.

Signed: _____

Title: Project Mgr Date 22 JAN 2019

ENGINEER: HANSON ANDERSON

Certification by Engineer: We recommend payment for work and quantities as shown.

Signed: _____

Title: Project Engineer Date 1/22/19

OWNER: ODYSSEY HOMES

Signed: _____

Title: _____ Date _____

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
January 22, 2019
City Council Chambers

1. Meeting Opening

A. Call to Order.
Everett called the meeting to order at 6:00 p.m.

B. Pledge of Allegiance.
Everyone stood for the Pledge of Allegiance.

C. Roll Call.
Members Present: Jennifer Garvey, James Witte, Aaron Zdon, and Mayor Johnson
Staff Present: Katie Everett, Parks, Recreation, and Culture Manager

D. Agenda Modifications.
Everett asked if there were any agenda modifications; there were none. Motion by Zdon, second by Witte to approve the agenda for the January 22, 2019 Parks, Recreation, and Culture Board Meeting.

2. Organization of Advisory Bodies as per Chapter 8 of the City Code

A. Oath of Office for New Parks, Recreation & Culture Board Members
a. James Witte read the Oath of Office

B. Chair of Parks, Recreation & Culture Board
Johnson nominated Zdon, Witte provided a second. Zdon was unanimously approved as Chair.

C. Vice-Chair of Parks, Recreation & Culture Board
Witte nominated Garvey, second by Johnson. Garvey was unanimously approved as Vice-Chair.

D. Secretary of Parks, Recreation & Culture Board
Everett will continue as City staff to serve as Secretary.

E. Approve Parks, Recreation & Culture Board Meeting Dates
Meeting dates were omitted from the packet. The Board tentatively approve all 4th Tuesdays with no meeting in December. The dates will be included in the February agenda packet.

F. Review of Conflict of Interest Policy – Resolution 2019-010
Attorney Joslin reviewed Conflict of Interest Policy with the board. He reminded that the board that this applies to members of the Council and commissions, and City staff and contracted officials. The main focus is to make sure that decisions made are done with an open mind with the best interest of the City at heart, and to avoid any situation that interferes with ability to do so. Conflicts are most often financial, and for this board are not frequent but could include acquiring property or investing in particular things that might result in a personal financial benefit. In that case, members should recuse themselves from that discussion. Joslin reminded the members that they can consult him if they have any questions come up.

Joslin also reviewed the Open Meeting Law with the members. Park meetings must be open, posted, and records kept. Board business is to be conducted at the meetings openly and transparently so that citizens can see how decisions are made. Serial or daisy-chain communications to conduct business outside of a meeting are not allowed.

3. Approval of Minutes from November 27, 2018 Parks, Recreation, and Culture Board Meeting

Motion by Garvey; second by Witte. Minutes were unanimously approved.

4. Overview of 2019 Projects

Everett stated that she put together a basic list of some of the bigger projects this year. The list includes Bluebird Park refurbishment which will involve taking apart the playground, getting all of the metal pieces repainted, and then putting it back together. We're hoping to not have to replace the plastic parts since many have been replaced as they've broken. Because it's such a big project, we will go out for quotes for it. Everett is putting together the Request for Proposal to go through Council.

The list also included marketing items for this year. Everett included the parks calendar for this year. She made substitutions on the inside panels this year; she took out the community garden and replaced it with Family Day, and traded Curious Creatures in for Movie Nights. The "other events" includes rodeo and National Night Out. We currently don't have anything organized for National Night Out, but a lot of people ask about it. Johnson asked if Park and Rec would be responsible for National Night Out. Everett responded that in a lot of places it's the Police Department, but she doesn't think it has to be that way. Johnson said he'd like to see that happen here. Everett said that one challenge is that Celebrate Isanti is right around the same time; that doesn't mean that we can't do something. Zdon asked what day the parade will be since the rodeo is after the 4th. Everett stated that it will be on July 11th, and rodeo will just do Friday/Saturday because they dropped Sunday again this year. Zdon asked if we should list the parade separately; Everett said that she will add it to the list. Everett also provided options for photos at the top of the calendar; the board discussed and said they liked the nature option (Legacy Park) best. The other marketing piece is to update the square park brochure; there are just some quick edits with contact information and that sort of thing and then we can get a bunch more printed for the year, and hopefully be able to use them for a couple of years. There isn't as much of a deadline for those.

Another project on the list for this year is getting a curb cut done at the farmers' market. We have been hauling around a wooden ramp for the last couple of years, and some of the lower sedans and things still couldn't get out so we end up having people drive all over the place. This project will help get the one-way traffic we want to keep everyone safe. We're hoping to get it done before the market opens. Everett is working with the engineer to get the drawing so we can bid it out separately. If it comes back too expensive, we'll roll it into other pavement management projects for the year. The challenge with including it that way is that we don't know when we'll be able to get it done.

Everett stated that there is also money budgeted to put some trees in at Unity. She has gotten some species recommendations from a tree expert. She will take a look at those and bring them back to the board for their input.

Everett also included information about this year's events. Street Dance bands have been booked. Hitchville is coming back; they were a big hit for us last year so we're excited to have them back. Audio Circus is new this year, but they play a lot down at Maxx so they should have a local draw as well. Good for Gary is well known around here, and the Facebook event already has a lot of interest. Celebrate Isanti is August 17; the car show is planning to be part of the event again, and we have time to work out some of the other details. The farmers' market will start May 31st; that's another event that is a little bit later this year, the last Friday is after Memorial Day. There won't be a market on July 5th – we tried it one year and no one came, and the vendors should get that day off too. Everett scheduled Earth Day Clean Up for Monday, April 22. Last year it was on a Saturday, and was not on Earth Day, so this year we'll try it on Earth Day in the evening and maybe we can get some of the scout groups and things to join us. The Citywide Clean up is still on the weekend. Passport to Parks is scheduled again; Everett will bring it back for discussion about ways to boost participation this year. Family Day was successful last year, so she has scheduled that again for the same weekend. Curious Creatures is continuing and Everett booked Council Chambers for rain days if needed. Hopefully the consistency will get more people involved. There were seven kids for the January one at Bluebird Park, and the kids were really excited to get outside in winter. Cambridge-Isanti Early Childhood's Facebook page shared that information too. Everett asked for board discussion about Movie Nights. They are in the fifth season, and they're not hugely popular but are also not that much work. She is okay with continuing them next season, but it may be worth it to shorten the season from October through April to November through March. That still covers the winter months and maybe that will make it easier to get enough volunteer groups. The goal of those was more than just showing a movie as something to do, it was to have some events that could support our community groups. The board approved the shortened season for 2019-2020.

Garvey asked if any of the bands we have do advertising on their own. Everett stated that most of their websites have tour dates and they list street dances there, and they usually have active Facebook pages as well. On our events, they've been invited to co-host so essentially their whole audience sees our events.

5. Dog Park Development Timeline

Everett stated that after the board's discussion, the next step is to bring the plans to Council. She talked with the engineer earlier and he said there wasn't a problem with doing a survey with some snow on the ground, so we should be able to get things moving. The concept was also included in the packet for board review, and shows where it is planned to sit on the site. The biggest questions right now are where the utilities run along the road – with the location of the trees, Everett is guessing we'll be about twenty feet of the road anyway, so hopefully there isn't an issue – and on the eastern boundary, we just have to make sure we don't come up against any issues with railroad property. We will make it as big as we can in the space that we have. We'll go as far south as that first building. The fence is planned to be 4' coated chain link with a maintenance strip, and will have kind of a vestibule area to enter without letting all of the other dogs out. If that is located on the southwest corner, it can still be utilized when and if the dog park is expanded. We will have a sign with rules, and Everett figured putting that near the parking lot would make sense since that's where most people will come in from. The doggy bag dispenser is in the budget as well. Public Works has asked that there's a big enough entrance for them to get in with the mowers. There is a rough timeline, which might have to change since there are things that have to be done before we can do anything else. Throughout the process, she plans to do some media blasts so people know that it's happening to create some excitement about it to hopefully get it used as soon as it's open. Everett would like to do some kind of Grand Opening, and believes June 27 is reasonable, but it will depend when frost goes out and that kind of thing. Zdon agreed that should be plenty of time. Everett asked the board for comments. Garvey said that entrance location also makes sense in case a dog does get out, that is furthest away from the road. She also stated that the park sign combined with rules is too far off the road, and it would make sense to have something right on the road. Garvey said it would probably need to be two separate signs. Everett stated that sign with rules was designed as 4' x 4', and the little sign at VFW and Unity are 2'x 4'. She asked if that kind of sign that just says "Dog Park" would work. Garvey thought that would work, and the Dog Park sign could be attached right to the fence. Zdon agreed that would be a good idea, where ever there's a high visibility spot. Witte asked if there were plans to put any sort of obstacles or anything in. Everett said that it isn't budgeted yet. Zdon stated that long term we had talked about adding it in. Everett said that if someone wanted to donate them this year, we could probably work them in. It is a little less than an acre space, so she wasn't sure how much "stuff" you'd want in there either. Zdon said a couple things would probably be good. Witte said maybe even a drain tube. Garvey recommended checking with Public Works to see if we already have anything laying around that we could use. Everett added that we can also wait to see where the bids for fences come in, and if there did end up being extra money we could think about using that too. Zdon stated that once there's some more knowledge out there that this is coming, some dog trainers and other people might reach out to us too. Garvey stated that there are at least a couple of dog groomers in town too, and that might be a good way for them to put their name out there. Everett stated she does have money for a bench in the budget, but there is a resident who said they're interested in donating one so that might also be a source of savings.

Another point of discussion was whether or not to have a portable bathroom on site. Everett said this wasn't originally considered in the budget. There are bathrooms at the south side of BMX, but they're kind of far away so what to do they do with their dogs while they're gone? She wasn't sure if people will be there long enough that they'll need a bathroom, that may be the case. They are $95 per month for an accessible unit. Typically in the parks they're just there from April to October, she's not sure if people would use one there in the winter or not. Zdon and Garvey thought they would. Everett stated that there might be money to cover it under the contingency built into the budget, but since it wasn't originally included she wanted to bring it up for discussion. Zdon stated that it's a "nice to have" not a "need to have" but the other bathrooms are pretty far away. Johnson asked if we utilize the one in Mattson Park. Everett said that we do. Johnson said that he thought about moving one. Everett said that it's hard to tell how often some of the neighborhood park ones get used, but we have them in most of the other parks. Johnson asked if we could get a deal with all of these; Everett stated that she thinks we are and our contractor has been really great to work with. Zdon summarized by saying we'll wait until bids come in after the survey and we should do it if there's money. Garvey said her only other thing was to make sure there was a bench. Everett said that we will have a bench, whether we pay for it or we get one donated. Zdon said that it wouldn't even hurt to have two if someone wanted to donate one and we had money to buy another. Garvey said even a picnic table might be nice.

The last point of discussion was the rules. Everett explained that these came from a combination of many other dog parks. She said some of them were really particular about dogs being licensed in that City. Because of where this is going, Everett said she could see a lot of visitors from out of town using it, so that might not make sense here. Most of the other rules were common across dog parks. Everett said there is time before we need to get that made, so we can revisit it later if needed too. Johnson asked about what is declared a dangerous dog. Everett said that she checked in with Chief Hill about that because a lot of places used that very specific language. There is a State statute that if police have declared a dog dangerous, that dog has to microchipped, vaccinated, and wear a muzzle in public. Those dogs aren't typically taken to a dog park, so it shouldn't really be a problem but it's just one of those things that should be said. Witte asked if there is a limit of dogs in the park at once. Everett said she didn't see any rules that addressed that, but we could add one if we wanted. She would guess that most dog owners would probably just come back later if they got there and it was really busy. She wasn't sure how she would enforce that.

The board discussed that Cambridge has a dog park next to their community garden and across from their outdoor rinks, but no one was sure how much use it was getting. Johnson asked if anyone had noticed how nice of shape our rink was in; Zdon commented that we've had good conditions to make ice. Garvey asked where the light switch was and if it was now connected to the timer. Everett said that we had been instructed to make sure those lights were off at all times, so the might not be coming on right now. Everett stated that she will look into it, but she's not sure. Zdon asked if we are sticking with no lights, because it's dark around 5:00 and that's when everyone gets home from work. Johnson said that we should be able to have the lights on at least until the park closes. Everett agreed that makes sense at least for the pleasure rink. Zdon agreed and then mentioned that we can talk about the skate park lights too, but that's mostly in the summer. The board also discussed the location of the rink, and Everett said that she has it in her notes to bring next winter's rink up before budgeting this year.

6. Parks Updates

Everett said that there are lots of applications out right now. The community garden applications are out and have been sent to last year's gardeners. Registration officially opens in February. The Street Dance vendor applications are out too. We are currently taking advertisements for the Isantian as well, those are due by February 1st. We have had ads for local organizations in the past as well. Everett added that the Spring Isantian is being put together with help from the department heads. Event information will go in there as well. Farmers' Market applications are also available, we have received a couple back, including a new farm. Everything is on the website, and they are available at City Hall.

Movie Nights continue. Last week was super cold, but we still had a few families show up; there were 13 people total. The February movie The Princess Bride and we still need a volunteer group. We also don't have anyone signed up for March, but the Ambassadors are signed up for April.

Witte asked if there is a fee for street dance vendors. Everett stated that it is $50 for food vendors and $25 for non-food vendors. The board discussed the ice cream trucks that we had last year since there were a couple of different ones. Everett explained that she's been telling all of the vendors that we'll take applications and make a decision about who gets in. We have to weigh lots of factors to make sure that vendors are happy and that we have enough of them to serve attendees.

7. Adjournment

Motion by Witte, second by Johnson to adjourn the January 22, 2019 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:55 p.m.
Dated at Isanti, Minnesota this 22nd day of January, 2019.

Respectfully submitted,

Katie Everett

Katie Everett
Parks, Recreation, and Culture Manager

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, February 19, 2019 – 7:00 P.M.
CITY HALL

I. Citizens Input

II. Agenda

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Minutes
1. February 5, 2019 - Regular Meeting of the City Council
2. February 5, 2019 - Open Minutes for Closed Session 1
3. February 5, 2019 - Open Minutes for Closed Session 2
4. February 5, 2019 - Open Minutes for Closed Session 3
5. January 24, 2019- Open Minutes for Closed Session 1
6. January 24, 2019- Open Minutes for Closed Session 2
7. January 24, 2019- Open Minutes for Closed Session 3
8. January 29, 2019- Goal Setting Session Meeting Minutes

G. Announcements
1. Park, Recreation, & Culture Board Meeting — Tuesday, February 26, 2019 at 6:00 p.m.
2. City Council Meeting — Tuesday, March 5, 2019 at 7:00 p.m.
3. EDA Meeting — Tuesday, March 5, 2019 *(Immediately following the City Council Meeting)*

H. Council Committee Reports

I. Public Hearings

J. Business Items
1. Sidewalk Ice Removal (*Ross Lorinser- Discussion*)
2. Police Presence at all Meetings Involving City Council (*Ross Lorinser- Discussion*)
3. Video Recording of City Council Meeting (*Ross Lorinser- Discussion)*
4. Process of Deferred Assessments (*Ross Lorinser- Discussion*)

<u>City Administrator Josi Wood</u>
5. Squad Car Purchases
    a. Resolution 2019-XXX Approving the Purchase of A 2019 Dodge Durango AWD Pursuit and Equipment
    b. Resolution 2019-XXX Approving the Purchase of A 2019 Dodge Durango AWD Pursuit and Equipment

K. Approve Consent Agenda

1. Accounts Payable in the Amount of $395,261.59 and Payroll in the Amount of $96,476.50
2. Final Pay Request for the Clarifier Rehabilitation in the amount for $77,080.00 (Jason Cook)
3. Authorize Advertisement for Bids of the 2019 Storm System Improvements Project (Jason Cook)
4. Authorize Advertisement for Bids of the 2019 Pavement Management Project (Jason Cook)
5. Resolution 2019-XXX Resolution Authorizing Staff to Request Quotes for Contractors for Nuisance Weed/Grass Abatement 2019 Season
6. Resolution 2019- XXX Request for Proposal- City Website
7. Resolution 2019-XXX MOU Labor Negotiations
8. Authorization of Compost Facility and Seasonal Workers
    a. Resolution 2019-XXX Approving Operation of the Compost Site
    b. Resolution 2019-XXX Approving Seasonal Workers for Public Works for Spring through Fall

L. Other Communications

1. Draft Minutes of the February 5, 2019 Economic Development Authority Meeting
2. January Police Department Reports
3. January Code Enforcement Officer Report
4. January Building Inspector Report
5. February Engineering Project Status Report

Adjournment

F.1.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, FEBRUARY 5, 2019 – 7:00 P.M.
CITY HALL

I. Citizens Input
None.

II. Agenda
Mayor Johnson called the meeting to order at 8:10 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Paul Bergley, Ross Lorinser, Steve Lundeen, and Dan Collison

Members Absent: None.

Staff Present: City Administrator Josi Wood, Assistant City Administrator/ Special Projects Don Lorsung, Human Resources/ City Clerk Katie Brooks, City Attorney Clark Joslin, Finance Director Mike Betker, Assistant City Engineer Jason Cook, Police Chief Gene Hill, and Lieutenant Travis Muyers

Others Present: Lisa Johnson, Rodrick Barrows, Michael Kopp, George Hemen, Isanti County Commissioner Mike Warring, Jill Reller

A. Adopt Agenda
Addendum:
Retitle Council Memos Marked J.4 to J.7, to J.6 to J.9
Add J.10 Resolution 2019-038 Setting Council Committee of the Whole Meetings for year 2019
Retitle Council Memo Marked K.4. to J.4 Squad Car Purchase
Retitle Council Memo Marked K.5 to J.5 Squad Car Purchase
Retitle Council Memo Marked K.6. to K.9, to K.4 to K.8
Add K.9 Resolution 2019-045 Approving Assignment of Neighborhood Stabilization Program (NSP) Mortgage Right Pertaining to 1111 Maplewood Drive SW
Add L.2 Draft Minutes for the January 15, 2019 Planning Commission Minutes
Add L.3 Draft Minutes for the January 24, 2019 Open Session of Special Closed Meeting
Add L.4 Draft Minutes for the January 24, 2019 Open Session of Special Closed Meeting
Add L.5 Draft Minutes of the January 24, 2019 Open Session of Special Closed Meeting

B. Proclamations/Commendations/Certificate Awards
None.

F. Approve City Council Minutes
1. January 15, 2019 -Regular Meeting of the City Council

Motion by Lundeen, second by Collison to approve minutes as presented. Motion carried.

G. Announcements
1. Committee of the Whole — Tuesday, February 19, 2019 at 5:45 p.m.

2. City Council Meeting — Tuesday, February 19, 2019 at 7:00 p.m.
3. Planning Commission Meeting — Tuesday, February 19, 2019 *(Immediately following the City Council Meeting)*
4. Park, Recreation, & Culture Board Meeting — Tuesday, February 26, 2019 at 6:00 p.m.

H. Council Committee Reports

Councilmember Lorinser questioned the status of the deferred Annexations and how the City is proceeding to collect on them. Assistant City Administrator/ Special Projects Don Lorsung responded by advising the City Council that it needs to be reviewed and that it has not been discussed this year and that it should be brought to Committee of the Whole meeting. Ross Lorinser added that one of the properties was a Church and it no longer is and asked if it could be looked into to make sure tax dollars are being collected from the property.

I. Public Hearings

None.

J. Business Items

1. Snow Plowing Policy- Discussion (*Ross Lorinser*)
   Councilmember Lorinser questioned what is being done differently than previous years. City Administrator Josi Wood responded by informing City Council that she is very diligent with following the Snow Plowing Policy and no significant changes with the plowing done by Public Works this year than any of the other 3 years Josi has been an employee of the City. However, Josi shared that the City does have additional equipment that allows pre-treatment process that the City did not have prior to this Winter season in which Public Works has tried to utilize that because it comes at a cheaper cost. Josi Wood continued to share that we this Winter there have been far more ice storms than any of the prior 3 years she has been with the City and that Public Works has tried to combat the ice storms to the best of their abilities. Mayor Johnson questioned that the review of Snow Plowing Policy as well as the ice on sidewalks is an item on the Committee of the Whole meeting and Josi Wood assured that it is.

City Administrator Josi Wood

1. Resolution 2019-030 Approving a Special Event Permit Application for Art and Science Academy 5K Color Run (*Lori Kenison*)

City Administrator Josi Wood shared that Parks, Recreation and Culture Manager Katie Everett has previously worked with Lori Kenison and has been held before and there is no cause for concern for the event.

Motion to approve resolution as presented by Lorinser, second by Lundeen. Motion carried.

2. Resolution 2019-031 Final Plat of Heritage Estates Subdivision (*Don Lorsung*)

Assistant City Administrator/ Special Projects Don Lorsung shared that this is the Final Plat approval for Heritage Estates Subdivision, located on Outlots A, B, and D, Sun Prairie First Addition, Isanti County, Minnesota. He further shared that Level Contracting, LLC has submitted and paid all applicable fees for the development.

Motion to approve resolution with conditions by Lundeen, second by Lorinser. Motion carried.

3. Resolution 2019-032 Approving the Purchase of a 2019 Dodge Durango AWD Pursuit
4. Resolution 2019-033 Approving the Purchase of a second 2019 Dodge Durango AWD Pursuit
5. Resolution 2019-034 Authorizing the Purchase of an Asphalt Roller
6. Resolution 2019-035 Authorizing Purchase of a Hotpatch Trailer
7. Resolution 2019-036 Authorizing the Purchase for Scada Service Upgrades

Motion to approve items J.3, J.4, J.5, J.6, and J.7 by Lorinser, second by Collison.

8. Resolution 2019-037 Authorizing City Staff to Move Forward with Dog Park Development
Councilmember Lorinser addressed concerns on clean-up of the dog park. City Administrator Josi Wood shared that clean-up has been discussed at Park, Recreation and Culture Board meetings and disposable bags will be available for use at the dog park.
Motion to approve resolution as presented by Lorinser, second by Lundeen. Motion carried,
9. Resolution 2019-038 Setting Council Committee of the Whole Meetings for Year 2019
Motion by Lorinser, second by Lundeen to approve resolution as presented. Motion carried.

K. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $321,862.37 and Payroll in the Amount of $90,780.78
2. Final Meeting Minutes for the November 27, 2018 Parks, Recreation, and Culture Board Meeting
3. Resolution 2019-039 Accepting Reserve Officer Joe Dupay Letter of Resignation
4. Resolution 2019-040 Approving Conditional Offer for PT Liquor Store Clerk Melissa Newburgh
5. Resolution 2019- 041 Approving Liquor Store Clerk Greg Fauskee Full Time Status
6. Resolution 2019-042 Approving Exempt Gambling Permit to Ruffed Grouse Society- Rum River Chapter
7. Resolution 2019-043 Adopting Fees within the City of Isanti
8. Resolution 2019-044 Letter of Credit Reduction- Legacy Pines
9. Resolution 2019-045 Approving Assignment of Neighborhood Stabilization Program (NSP) Mortgage Right Pertaining to 1111 Maplewood Drive SW

Assistant City Administrator/ Special Projects Don Lorsung and City Attorney Clark Joslin shared that this property was in Foreclosure and the owner sold it in the redemption period unbeknownst to the City and the City is in the process of trying to recover as much residual money owed. The owners were not in the property long enough to gain full forgiveness of the NSP Property Loan.
Motion to approve resolution as presented by Lorinser, second by Lundeen. Motion carried.

L. Other Communications

1. Draft Minutes from the January 22, 2019 Parks, Recreation, and Culture Board Meeting
2. Draft Minutes from the January 15, 2019 Planning Commission Minutes
3. Draft Minutes from the January 24, 2019 Open Session of Special Closed Meeting
4. Draft Minutes from the January 24, 2019 Open Session of Special Closed Meeting
5. Draft Minutes from the January 24, 2019 Open Session of Special Closed Meeting

Adjournment

Motion to adjourn by Lorinser, second by Lundeen. Motion carried. The meeting was adjourned at 8:49 p.m.
Respectfully Submitted,

Jaden Moore

Deputy City Clerk/ Human Resources

F.2.

MINUTES OF THE CITY COUNCIL
SPECIAL CLOSED MEETING
TUESDAY, FEBRUARY 5, 2019 – 5:00 P.M.
CITY OF ISANTI

Mayor Johnson called the Special Closed meeting to order at 5:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Paul Bergley, Steve Lundeen (arrived 5:05 p.m.), Ross Lorinser, and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Assistant City Administrator/ Special Projects Don Lorsung, City Attorney Clark Joslin, Labor Attorney Susan Hansen, Labor Attorney Frank Madden

Mayor Johnson announced the council was going into closed session for the preliminary consideration of allegations against an individual subject to the Council's authority pursuant to Minn. Stat. 13D.05, subd. 2(b).
Councilmember Lorinser removed himself from the closed session at 5:59 p.m.

Mayor Johnson reopened the meeting for a decision. A motion was made by Councilor Lundeen, second by Collison to conclude Lieutenant Muyers from paid Administrative leave effective immediately. Motion passed 3-2 with Councilmembers Bergley and Lorinser voting nay. Motion carried.

Adjournment
A motion was made to adjourn by Lorinser, second by Lundeen adjourn. Motion passed 4-1 with Councilmember Bergley voting nay. Motion carried. Meeting was adjourned at 6:05 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

F.3.

MINUTES OF THE CITY COUNCIL
SPECIAL CLOSED MEETING
TUESDAY, FEBRUARY 5, 2019 – 5:30P.M.
CITY OF ISANTI

Mayor Johnson called the Special Closed meeting to order at 6:12 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Paul Bergley, Steve Lundeen, Ross Lorinser, and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, City Attorney Clark Joslin, Labor Attorney Susan Hansen, Labor Attorney Frank Madden

Mayor Johnson announced the council was going into closed session pursuant to Minn. Stat. 13D.03.for the labor negotiations strategy related to the City's negotiation with Interim Chief Dustin Noreen.

Mayor Johnson reopened the meeting for decision. A motion by Lundeen, second by Collison to finalize MOU consistent to parameters discussed in closed session. Motion carried.

Adjournment
A motion was made to adjourn by Lundeen, second by Bergley. Motion carried. The meeting was adjourned at 6:27 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

F.4.

MINUTES OF THE CITY COUNCIL
SPECIAL CLOSED MEETING
TUESDAY, FEBRUARY 5, 2019 – 6:00 P.M.
CITY OF ISANTI

Mayor Johnson called the Special Closed meeting to order at 6:34 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Paul Bergley, Steve Lundeen, Ross Lorinser, and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, City Attorney Clark Joslin, Labor Attorney Susan Hansen, Labor Attorney Frank Madden

Mayor Johnson announced the council was going into closed session for the preliminary consideration of allegations against an individual subject to the Council's authority pursuant to Minn. Stat. 13D.05, subd. 2(b).

Councilmember Lorinser removed himself from the closed session meeting at 7:56 p.m.

Mayor Johnson reopened the meeting for a decision. A motion was made to continue closed session at a later date by Lundeen, second by Bergley. Motion passed 4-1 with Lorinser voting nay.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

F.5.

MINUTES OF THE CITY COUNCIL
SPECIAL CLOSED MEETING
THURSDAY, JANUARY 24, 2019- 5:00 P.M.
CITY OF ISANTI

Mayor Johnson called the Special Closed meeting to order at 5:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Paul Bergley, Steve Lundeen, Ross Lorinser, and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Assistant City Administrator/ Special Projects Don Lorsung, City Attorney Clark Joslin, Labor Attorney Susan Hansen, Labor Attorney Frank Madden

Mayor Johnson announced the council was going into closed session for the preliminary consideration of allegations against an individual subject to the Council's authority pursuant to Minn. Stat. 13D.05, subd. 2(b).

Respectfully Submitted,

Katie Brooks
Human Resources/City Clerk

F.6.

MINUTES OF THE CITY COUNCIL
SPECIAL CLOSED MEETING
THURSDAY, JANUARY 24, 2019- 6:00 P.M.
CITY OF ISANTI

Mayor Johnson called the Special Closed meeting to order at 6:18 p.m. and reopened at 6:21 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Paul Bergley, Steve Lundeen, Ross Lorinser, and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, City Attorney Clark Joslin, Labor Attorney Susan Hansen, Labor Attorney Frank Madden

Mayor Johnson announced the council was going into closed session for the preliminary consideration of allegations against an individual subject to the Council's authority pursuant to Minn. Stat. 13D.05, subd. 2(b).

Respectfully Submitted,

Katie Brooks
Human Resources/City Clerk

F.7.

MINUTES OF THE CITY COUNCIL
SPECIAL CLOSED MEETING
THURSDAY, JANUARY 24, 2019
CITY OF ISANTI

Mayor Johnson reopened the Special Closed meeting at 8:27 p.m.

Members Present: Mayor Jeff Johnson, Councilors: Paul Bergley, Steve Lundeen, Ross Lorinser, and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, City Attorney Clark Joslin, Labor Attorney Susan Hansen, Labor Attorney Frank Madden

Mayor Johnson reopened the meeting for a decision on interim Police Chief as both previously held closed sessions are being continued and no decisions were made. Motion by Lundeen, second by Bergley to appoint City of Isanti Investigator/Police officer Dusten Noreen as interim Chief of Police. Motion carried.

Adjournment

Motion by Lundeen, second by Bergley motion carried. Meeting was adjourned at 8:29 p.m.

Respectfully Submitted,

Katie Brooks
Human Resources/City Clerk

F.8.

MINUTES OF THE CITY COUNCIL
GOAL SETTING SESSION
CITY OF ISANTI
January 29, 2019

The meeting was called to order at 5:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilmembers Paul Bergley (left meeting at 7:08 p.m.), Ross Lorinser, Steve Lundeen, and Dan Collison (left meeting at 8:00 p.m.)

Members Absent: None.

Staff Present: City Attorney Clark Joslin as Facilitator, City Administrator Josi Wood, Assistant City Administrator/ Special Projects Don Lorsung, Human Resources/ City Clerk Katie Brooks, Finance Director Mike Betker, Liquor Store Manager John Jacobi, Parks, Recreation and Culture Manager Katie Everett

Others Present: Lisa Johnson

City Attorney Joslin welcomed the City Council and staff to the Goal Setting meeting and gave a brief introduction regarding the Goal Setting Session Agenda.

Overview of Prior Years Goals
Josi Wood reviewed the top goals from 2018 and briefly reviewed the status of each of them. The 2018 goals were as follows.

2018

- City Website
- Equipment for City Council Communications
- 20 Year Capital Improvement Plan
- Administrator Transition
- Emergency Generators
- Multi-use Skating Rink
- Street Extensions- Richard Avenue SE & 5th Avenue NE
- Traffic Issues on Heritage Boulevard
- Sliding Hill
- City Facility Water Bottle Refill Station
- 2018 Pavement Management Program
- Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base
- Maintain City and Development Standards
-

Earlier years Goals were listed in the handouts and briefly reviewed. The earlier years' Goals were as follows:

2017

- Annexation of Surrounded Properties
- Dog Park
- Outdoor Hockey Rink
- Park Dedication Fund Use
- City Comprehensive Plan Update
- 2017 Pavement Management Program
- Palomino Road Reconstruction
- Railroad Avenue Sidewalk/Trail
- 2017 Liquor Store Tasting Event
- Setting a Future Target Date for Discussion of a New Liquor Store Project.
- Public Works and Police Department Storage

2016

- 5th Street NE Extension – Develop Funding Options
- 2016 Elections – Implement Polling Places
- Adopt New EDA Marketing Plan
- Hotel Project Options
- New City Councilmember Orientation
- City Comprehensive Planning Update
- 2016 Collective Bargaining
- Department Head Salary Review
- City Staffing Plan
- Purchasing Discretion
- Isanti Liquor Tastings Event
- Railroad Avenue Sidewalk
- Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base
- Maintain City and Development Standards

2015

- Adopt a Long-Range Revenue Plan
- Adopt Pavement Management and Utility Improvement Plans
- Complete a Utility Rate Study
- Create Joint Planning Advisory Board with City of Cambridge and Isanti Township - Comprehensive Planning
- Work on Sidewalk Infill on CSAH 23 and Heritage Boulevard
- Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base
- Maintain City and Development Standards

2014

- Police Chief Search - Internal Posting Process
- Change Sidewalk Snow Removal Policy
    - Formal Policy Change for Council Consideration

    - Purchase of new equipment
    - Hiring of one new full-time maintenance technician
    - Discontinue charging citizens for un-cleared sidewalks
- Create Joint Planning Meetings with Cambridge and Isanti Township - Compatible Land Usage/ Common Control Boundaries
- County Road 5 (Heritage Blvd) Traffic Study - Traffic Control/ Improvement
- Street Light Infill - Phased Plan for Budget Consideration
- Community Center Improvements / Parking Lot Improvements
    - Tie in Downtown Accessibly to City Hall/ Community Center through Downtown Parking Improvements, Access East of City Hall
    - Community Center Improvements
- Complete Implementation of City Website Improvements
- Continue Economic Development Efforts to Diversify and Increase the Tax Base
- Maintain City Standards

2013

- Community Center - Finalize Process/ Make it Financially Viable
- HRA Option - Evaluate
- CSAH 5 Aesthetic Standards / Traffic Flow Evaluation
- City Website Update
- Maintain City Standards
- Utility Billing - Pursue In-House Billing
- Continue Economic Development Efforts to Diversify and Increase the Tax Base

Review of Long-Term Financial Plan – Mike Betker,
Finance Director

Attachment

a. Capital Improvement Plan 2018-2029 – Bolton and Menk, Inc.

City Administrator Josi Wood shared PowerPoint Presentation of 2018 Highlights

Discussion Items - Clark Joslin

a. Memo Attached - Josi Wood, City Administrator

- **20 -Year Capital Improvement Plan**
- **2019 Street & Utility Project Summary**

b. Memo Attached – Bolton and Menk, Inc.

- **CDD/EDD Staffing Plan**
- **City Website**
- **City's Debt History**

- **Committee Structure**
- **Comprehensive Plan**

c. Memo Attached – Don Lorsung, Asst. City Administrator/Special Projects

- **Continue Marketing Plan and Economic Development**
- **Efforts to Diversify and Increase the Tax Base**
- **Emergency Management – Plan Update & Generators**
- **Social Media – Facebook**
- **Legacy Park Access**
- **Lodging Tax & Tourism Bureau**
- **Liquor Store Facility Improvements**
- **Maintain City and Development Standards**
- **Policy Updating**
- **Rum River Meadow Park**
- **Traffic Issues with Heritage Boulevard**

Adjournment
Motion by Lorinser, second by Lundeen to adjourn. The meeting adjourned at 8:38 p.m.

Respectfully Submitted,

Clark A. Joslin, Facilitator
Isanti City Attorney

A Community For Generations.

Isanti

J.5.

Request for City Council Action

To: **Mayor Johnson and Members City Council**
From: Dusten Noreen, Interim Police Chief
Date: February 19, 2019
Subject: Consider Resolutions Authorizing the Purchase for Two Police Squad Vehicles

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Background:
Two squads were approved for purchase by Council at the February 5th, 2019 City Council meeting. In the absence of Chief Hill Staff was not able to replicate or verify the quotes previously presented, Staff has outlined specifications and equipment with accompany quotations.

The options and quotes for squad #1 are as follows:

Vendor	Item	Quote
Dodge of Burnsville	2019 Dodge Durango AWD V8	$30,886.00
Emergency Automotive Tech. Inc.	Lighting Accessories	$10,928.48
CDWG	Printer	$320.98
Stalker Radar Applied Concepts, Inc.	Radar	$2,966.00
Grafix Shoppe	Graphics	$925.00
	Total	$46,026.46

The 2019 budget included $44,700.00 from funding source 101-42110-500. The total cost of the unit and accessories is $46,347.44; therefore, an increase would be needed to the expenditure line from the General Fund (Fund 101) in the amount of $1,326.46.

The options and quotes for squad #2 are as follows:

Vendor	Item	Quote
Dodge of Burnsville	2019 Dodge Durango AWD V8	$30,886.00
Emergency Automotive Tech. Inc.	Lighting Accessories	$10,928.48
CDWG	Printer	$320.98
Xpres2	Tough Book	$3,329.00
Grafix Shoppe	Ghost Graphics	$575.00
	Total	$46,039.46

Funding source is identified as the Capital Maintenance and Replacement Fund 920 (920-42100-500)

Request:
Staff is requesting action on this item.

Attachments:

- Resolution 2019-XXX
- Resolution 2019-XXX
- Quotations

RESOLUTION 2019 -

RESOLUTION APPROVING THE PURCHASE OF A 2019 DODGE DURANGO AWD PURSUIT AND EQUIPMENT

WHEREAS, the police department has budgeted for the purchase of a replacement squad car for 2019 (101-42110-500); and,

WHEREAS, a quote was obtained for the unit utilizing state bid and quotes to equip the vehicle were obtained and as follows:

Vendor	Item	Quote
	2019 Dodge Durango AWD V8	$30,886.00
Emergency Automotive Tech. Inc.	Lighting Accessories	$10,928.48
CDWG	Printer	$320.98
Stalker Radar Applied Concepts, Inc.	Radar	$2,966.00
Grafix Shoppe	Graphics	$925.00

WHEREAS, the total purchase amount for the vehicle and equipment is $46,026.46; and,

WHEREAS, $1,326.46 of the purchase is unbudgeted, the funding source would be from General Fund (Fund 101) fund balance, increasing budgeted expenditures to 101-42110-500 (Capital Outlay); and,

WHEREAS, the Committee of the Whole has reviewed the proposed expenditure and recommends approval of this item;

WHEREAS, this resolution for the purchase of the Dodge Durango Pursuit vehicle and equipment supersedes;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve.

1. The purchase a 2019 Dodge Durango V8 AWD Pursuit vehicle.
2. To purchase the necessary equipment to outfit said vehicle.
3. Authorize the Finance Director to make the necessary budget adjustments based on the actual final cost.
4. Authorize the City Administrator and City Clerk to sign the required documentation for the purchase of the vehicle and equipment.
5. Authorize payment, if needed, at time of delivery, prior to inclusion on Accounts Payable listing.

This Resolution is approved by the City of Isanti Council this 19th Day of February, 2019.

Mayor Jeff Johnson

Attest:

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2019 -

RESOLUTION APPROVING THE PURCHASE OF A SECOND 2019 DODGE DURANGO AWD PURSUIT AND EQUIPMENT

WHEREAS, the police department is in need of replacing its 2011 Dodge Charger police vehicle; and,

WHEREAS, the Committee of the Whole has reviewed this request and recommended the purchase of a second squad vehicle and to equip such vehicle; and,

WHEREAS, a quote was obtained for the unit utilizing state bid and quotes to equip the vehicle were obtained and as follows:

Vendor	Item	Quote
Dodge of Burnsville	2019 Dodge Durango AWD V8	$30,886.00
Emergency Automotive Tech. Inc.	Lighting Accessories	$10,928.48
CDWG	Printer	$320.98
Xpres2	Tough Book	$3,329.00
Grafix Shoppe	Ghost Graphics	$575.00

WHEREAS, the total purchase amount for the vehicle and equipment is $46,039.46; and,

WHEREAS, this resolution for the purchase of the second Dodge Durango Pursuit vehicle and equipment supersedes;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve.

1. The purchase a second 2019 Dodge Durango V8 AWD Pursuit vehicle.
2. To purchase the necessary equipment to outfit said vehicle with ghost graphics.
3. Authorize the City Administrator and City Clerk to sign the required documentation for the purchase of the vehicle and equipment.
4. Authorize payment, if needed, at time of delivery, prior to inclusion on Accounts Payable listing.

This Resolution is approved by the City of Isanti Council this 19th Day of February, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

Dodge of Burnsville

DEPARTMENT : CHISAGO COUNTY
CONTACT NUMBER:
EMAIL:

2019 DURANGO AWD PURSUIT RATED

ALL OPTIONS AND STANDARD EQUIPMENT

PLACE "X" IN YELLOW CELLS
ON OPTION REQUESTED
TOTAL PRICE WILL CALCULATE

	Option Price	VEHICLE SPEC	V6	VEHICLE SPEC	V8
[Fleet] 2019 Dodge Durango (WDEE75) Pursuit AWD			$28,410.00		$30,886.00
Transmission: 8-Speed Automatic (850RE) (STD)					
3.45 Rear Axle Ratio (STD)					
GVWR: 6,500 lbs (STD)	STD	X	STD		-
50 State Emissions					
Transmission w/Driver Selectable Mode and Sequential Shift Control	STD	X	STD		-
Full-Time All-Wheel Drive					
Engine Oil Cooler	STD	X	STD	X	STD
650CCA Maintenance-Free Battery w/Run Down Protection	STD	X	STD	X	STD
220 Amp Alternator	STD	X	STD	X	STD
Towing Equipment -inc: Trailer Sway Control	STD	X	STD	X	STD
Police/Fire	STD	X	STD	X	STD
1460# Maximum Payload	STD	X	STD	X	STD
Rear Auto-Leveling Suspension					
Front And Rear Anti-Roll Bars	STD	X	STD	X	STD
Gas-Pressurized Shock Absorbers	STD	X	STD	X	STD
Electric Power-Assist Steering	STD	X	STD	X	STD
24.6 Gal. Fuel Tank	STD	X	STD	X	STD
Single Stainless Steel Exhaust	STD	X	STD	X	STD
Permanent Locking Hubs	STD	X	STD	X	STD
Short And Long Arm Front Suspension w/Coil Springs	STD	X	STD	X	STD
Multi-Link Rear Suspension w/Coil Springs	STD	X	STD	X	STD

4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist and Hill Hold Control	STD	X	STD	X	STD
Wheels: 18" x 8.0" Painted Aluminum					
Tires: P265/60R18 BSW On/Off Road	STD	X	STD	X	STD
Steel Spare Wheel	STD	X	STD	X	STD
Full-Size Spare Tire Stored Underbody w/Crankdown	STD	X	STD	X	STD
Clearcoat Paint	STD	X	STD	X	STD
Exterior					
Body-Colored Front Bumper w/Colored Rub Strip/Fascia Accent	STD	X	STD	X	STD
Body-Colored Rear Step Bumper w/Colored Rub Strip/Fascia Accent	STD	X	STD	X	STD
Black Side Windows Trim	STD	X	STD	X	STD
Body-Colored Door Handles	STD	X	STD	X	STD
Chrome Bodyside Insert and Colored Wheel Well Trim	STD	X	STD	X	STD
Body-Colored Power Heated Side Mirrors w/Manual Folding	STD	X	STD	X	STD
Fixed Rear Window w/Fixed Interval Wiper and Defroster	STD	X	STD	X	STD
Deep Tinted Glass	STD	X	STD	X	STD
Speed Sensitive Variable Intermittent Wipers	STD	X	STD	X	STD
Galvanized Steel/Aluminum Panels	STD	X	STD	X	STD
Lip Spoiler	STD	X	STD	X	STD
Front License Plate Bracket	STD	X	STD	X	STD
Black Grille	STD	X	STD	X	STD
Liftgate Rear Cargo Access	STD	X	STD	X	STD
Tailgate/Rear Door Lock Included w/Power Door Locks	STD	X	STD	X	STD
Front Fog Lamps	STD	X	STD	X	STD
Perimeter/Approach Lights	STD	X	STD	X	STD
LED Brakelights	STD	X	STD	X	STD
Fully Automatic Aero-Composite Halogen Headlamps w/Delay-Off	STD	X	STD	X	STD
Laminated Glass	STD	X	STD	X	STD
Entertainment	STD	X	STD	X	STD
Radio w/Seek-Scan, Clock, Aux Audio Input Jack, Steering Wheel Controls and Voice Activation	STD	X	STD	X	STD
Radio: Uconnect 4 w/7" Display	STD	X	STD	X	STD
Streaming Audio	STD	X	STD	X	STD
Fixed Antenna	STD	X	STD	X	STD

6 Speakers	STD	X	STD	X	STD
Uconnect w/Bluetooth Wireless Phone Connectivity	STD	X	STD	X	STD
2 LCD Monitors In The Front	STD	X	STD	X	STD
			-		-
Interior					
Front Seats w/Power 4-Way Driver Lumbar	STD	X	STD	X	STD
12-Way Power Driver Seat -inc: Power Recline, Height Adjustment, Fore/Aft Movement, Cushion Tilt and Power	STD	X	STD	X	STD
4-Way Lumbar Support	STD	X	STD	X	STD
4-Way Passenger Seat -inc: Manual Recline, Fore/Aft Movement and Fold Flat	STD	X	STD	X	STD
60-40 Folding Split-Bench Front Facing Manual Reclining Fold Forward Seatback Rear Seat	STD	X	STD	X	STD
Manual Tilt/Telescoping Steering Column	STD	X	STD	X	STD
Gauges -inc: Speedometer, Odometer, Oil Pressure, Engine Coolant Temp, Tachometer, Oil Temperature,	STD	X	STD	X	STD
Transmission Fluid Temp, Engine Hour Meter, Trip Odometer and Trip Computer	STD	X	STD	X	STD
Power Rear Windows and Fixed 3rd Row Windows	STD	X	STD	X	STD
Leather Steering Wheel	STD	X	STD	X	STD
Illuminated Front Cupholder	STD	X	STD	X	STD
Rear Cupholder	STD	X	STD	X	STD
3 12V DC Power Outlets	STD	X	STD	X	STD
Compass	STD	X	STD	X	STD
Proximity Key For Doors And Push Button Start	STD	X	STD	X	STD
Valet Function	STD	X	STD	X	STD
Power Fuel Flap Locking Type	STD	X	STD	X	STD
Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry and Panic Button	STD	X	STD	X	STD
Remote Releases -Inc: Power Fuel	STD	X	STD	X	STD
Cruise Control w/Steering Wheel Controls	STD	X	STD	X	STD
Dual Zone Front Automatic Air Conditioning	STD	X	STD	X	STD
Rear HVAC w/Separate Controls	STD	X	STD	X	STD
HVAC -inc: Auxiliary Rear Heater, Headliner/Pillar Ducts and Console Ducts	STD	X	STD	X	STD
Illuminated Locking Glove Box	STD	X	STD	X	STD
Driver Foot Rest	STD	X	STD	X	STD

Interior Trim -inc: Chrome Interior Accents	STD	X	STD	X	STD
Full Cloth Headliner	STD	X	STD	X	STD
Urethane Gear Shift Knob	STD	X	STD	X	STD
Cloth Low-Back Bucket Seats	STD	X	STD	X	STD
Day-Night Auto-Dimming Rearview Mirror	STD	X	STD	X	STD
Driver And Passenger Visor Vanity Mirrors	STD	X	STD	X	STD
Full Floor Console w/Covered Storage, Mini Overhead Console w/Storage and 3 12V DC Power Outlets	STD	X	STD	X	STD
Front And Rear Map Lights	STD	X	STD	X	STD
Fade-To-Off Interior Lighting	STD	X	STD	X	STD
Full Carpet Floor Covering -inc: Carpet Front And Rear Floor Mats	STD	X	STD	X	STD
Carpet Floor Trim	STD	X	STD	X	STD
Cargo Area Concealed Storage	STD	X	STD	X	STD
Cargo Space Lights	STD	X	STD	X	STD
Smart Device Integration	STD	X	STD	X	STD
FOB Controls -inc: Trunk/Hatch/Tailgate and Windows	STD	X	STD	X	STD
Instrument Panel Bin, Driver / Passenger And Rear Door Bins	STD	X	STD	X	STD
Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down	STD	X	STD	X	STD
Delayed Accessory Power	STD	X	STD	X	STD
Power Door Locks w/Autolock Feature	STD	X	STD	X	STD
Systems Monitor					
Redundant Digital Speedometer	STD	X	STD	X	STD
Trip Computer	STD	X	STD	X	STD
Outside Temp Gauge	STD	X	STD	X	STD
Digital/Analog Display	STD	X	STD	X	STD
Manual Anti-Whiplash w/Tilt Front Head Restraints and Fixed Rear Head Restraints	STD	X	STD	X	STD
Front Center Armrest w/Storage and Rear Center Armrest	STD	X	STD	X	STD
Sentry Key Engine Immobilizer	STD	X	STD	X	STD
Air Filtration	STD	X	STD	X	STD
Safety-Mechanical					
Electronic Stability Control (ESC) And Roll Stability Control (RSC)	STD	X	STD	X	STD
ABS And Driveline Traction Control	STD	X	STD	X	STD
Safety-Exterior					
Side Impact Beams	STD	X	STD	X	STD

Safety-Interior					
Dual Stage Driver And Passenger Seat-Mounted Side Airbags	**STD**	X	STD	X	STD
Roadside Assistance/9-1-1 Call Emergency Sos	**STD**	X	STD	X	STD
					-
Parksense w/Stop Rear Parking Sensors	**STD**	X	STD	X	STD
Tire Specific Low Tire Pressure Warning	**STD**	X	STD	X	STD
Dual Stage Driver And Passenger Front Airbags	**STD**	X	STD	X	STD
Curtain 1st, 2nd And 3rd Row Airbags	**STD**	X	STD	X	STD
Airbag Occupancy Sensor					
Driver Knee Airbag	**STD**	X	STD	X	STD
Rear Child Safety Locks	**STD**	X	STD	X	STD
Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point, Height Adjusters and Pretensioners	**STD**	X	STD	X	STD
ParkView Back-Up Camera	**STD**	X	STD	X	STD
WARRANTY					
Basic Years: 3	**STD**	X	STD	X	STD
Basic Miles/km: 36,000					
Drivetrain Years: 5	**STD**	X	STD	X	STD
Drivetrain Miles/km: 100,000					
Corrosion Years: 5					
Corrosion Miles/km: Unlimited	**STD**	X	STD	X	STD
Roadside Assistance Years: 5					
Roadside Assistance Miles/km: 60,000					
Optional Equipment					
ADL **Skid Plate Group -inc: Fuel Tank Skid Plate Shield, Transfer Case Skid Plate Shield,**					
Underbody Skid Plate, Front Suspension Skid Plate	**$ 263.00**		-		-
AHX **Trailer Tow Group IV -inc: Trailer Brake Control, 7 & 4 Pin Wiring Harness, Class IV Receiver Hitch**	**$ 752.00**		-		-

-					
ADDITIONAL EQUIPMENT - EXTERIOR					
LM1 Low Beam Daytime Running Headlamps $36.00	$ 36.00		-		-
ADDITIONAL EQUIPMENT - MECHANICAL					
NHK Engine Block Heater	$ 85.00		-		-
ADDITIONAL EQUIPMENT - ENTERTAINMENT					
RH1 Single Disc Remote CD Player	$ 441.00		-		-
RSD SiriusXM Satellite Radio -inc: For More Info, Call 800-643-2112, No Satellite Coverage					-
HI/AK/PR/VI/GU, 1-Year SiriusXM Radio Service	$ 174.00		-		-
-					
ADDITIONAL EQUIPMENT - INTERIOR					
-					
XAN Blind Spot & Cross Path Detection	$ 352.00		-		-
ADDITIONAL EQUIPMENT - OTHER					
22Z Quick Order Package 22X -inc: Engine: 5.7L V8 HEMI MDS VVT, Transmission: 8-Speed	STD w/V8			X	STD w/V8
Automatic (8HP70), Durango Pursuit Vehicle					
-					
2BZ Quick Order Package 2BX -inc: Engine: 3.6L V6 24V VVT UPG I w/ESS, Transmission: 8-	STD w/V6	X	STD w/V6		
Speed Automatic (850RE), Durango Pursuit Vehicle					
TRANSMISSION					
DFD Transmission: 8-Speed Automatic (8HP70) STD W/ V8	N/C			X	N/C

DFT Transmission: 8-Speed Automatic (850RE) (STD) W/ V6	N/C	X	N/C		
AXLE RATIO					
DLK 3.45 Rear Axle Ratio (STD) W/ V6 ENGINE	STD w/ V6	X	STD w/ V6		
DPM 3.09 Rear Axle Ratio W/ V8 ENGINE	STD w/V8			X	STD w/V8
ENGINE					
ERC Engine: 3.6L V6 24V VVT UPG I w/ESS (STD) Inc.	INCL ABOVE	X	INCL ABOVE		-
EZH Engine: 5.7L V8 HEMI MDS VVT -inc: 110 mph Maximum Speed Calibration, Dual Rear					
Exhaust w/Bright Tips, GVWR: 7,100 lbs, 2 Speed On Demand Transfer Case, 230MM Rear	INCL ABOVE			X	INCL ABOVE
Axle, 3.09 Rear Axle Ratio, 800 Amp Maintenance Free Battery					
SEAT TYPE					
H7X9 Black, Cloth Low-Back Bucket Seats $0.00	STD	X	STD	X	STD
PRIMARY PAINT					
PAU Granite Clearcoat $0.00	N/C		-		-
PBF Reactor Blue Pearlcoat $0.00	N/C		-		-
PDN Destroyer Gray Clearcoat $0.00	N/C		-		-
PRM Redline 2 Coat Pearl $0.00	N/C		-		-
PSC Billet Clearcoat $0.00	N/C		-		-
PW7 White Knuckle Clearcoat $0.00	N/C		-		-
PWD Vice White $530.00	$ 530.00		-		-
PXJ DB Black Clearcoat $0.00	N/C		-		-
GVWR					
Z6J GVWR: 7,100 lbs STD w/ 5.7L V8	STD w/V8		-	X	STD w/V8

Z6K **GVWR: 6,500 lbs (STD) W/ 3.6L V6**	**STD/ w/V6**	X	STD/ w/V6		-
TRANSIT TAX (required for UNMARKED ONLY units)	**$ 20.00**		-		-
		-			
TOTAL PER UNIT PRICE			**$28,410.00**		**$30,886.00**
SPECIAL OPTION REQUEST:		***QTY***		***QTY***	
		1	**$28,410.00**	**1**	**$30,886.00**
			V6		V8

QUOTE CONFIRMATION

PEOPLE WHO GET IT

DEAR TRAVIS MUYRES,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. Click here to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
KKXW341	2/14/2019	KKXW341	10443294	$641.96

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Brother PocketJet PJ-762 - printer - monochrome - direct thermal Mfg. Part#: PJ762 UNSPSC: 43212108 Contract: Sourcewell Formerly NJPA 100614#CDW Tech Catalog (100614#CDW)	2	3863666	$295.89	$591.78
Brother - car power adapter Mfg. Part#: LB3690 UNSPSC: 39121006 Contract: Sourcewell Formerly NJPA 100614#CDW Tech Catalog (100614#CDW)	2	1940027	$25.09	$50.18

PURCHASER BILLING INFO		
Billing Address: CITY OF ISANTI ACCOUNTS PAYABLE PO BOX 428 ISANTI, MN 55040-0428 **Phone:** (763) 444-5512 **Payment Terms:** Net 30 Days-Govt State/Local	**SUBTOTAL**	$641.96
	SHIPPING	$0.00
	SALES TAX	$0.00
	GRAND TOTAL	**$641.96**
DELIVER TO	**Please remit payments to:**	
Shipping Address: CITY OF ISANTI Travis Muyres PO BOX 428 ISANTI, MN 55040-0428 **Phone:** (763) 444-5512 **Shipping Method:** UPS Ground (2- 3 Day)	CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G SALES CONTACT INFORMATION

Brittany Larson | (877) 220-1778 | britlar@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at http://www.cdwg.com/content/terms-conditions/product-sales.aspx
For more information, contact a CDW account manager

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EMERGENCY AUTOMOTIVE TECHNOLOGIES, INC.
2755 GENEVA AVE. N
OAKDALE, MN 55128
USA

Voice: 651 765-2657
Fax: 651 765-2660

QUOTATION

Quote Number: DL010219-16
Quote Date: Jan 2, 2019
Page: 1

Quoted To:
ISANTI POLICE DEPT P O BOX 428 ISANTI, MN 55040

Customer ID	Good Thru	Payment Terms	Sales Rep
ISANTI PD	2/1/19	Net 30 Days	DLL

Quantity	Item	Description	Unit Price	Amount
1.00	CONTACT	Lt.Muyres@cityofisanti.us Lt. Travis Muyres 763-444-4761		
1.00	VEHICLE	2019 DODGE DURANGO		
1.00	6-VS SPT	SETINA 6-VS SPT SINGLE PRISONER PARTITION FOR TRUCK OR SUV (SUV REQUIRES REAR PARTITION)2019 DODGE DURANGO.	794.25	794.25
1.00	12-VS LEXAN	SETINA REAR COMPARTMENT PARTITION WITH STATIONARY SCRATCH RESISTANT POLYCARBONATE WINDOW. 2019 DODGE DURANGO.	351.75	351.75
1.00	475-0191	PATRIOT PRODUCTS - GR9-AR-BLM-V - SINGLE WEAPON PARTITION MOUNT VERTICAL GUN RACK - FLAT OR RECESSED HOUSING - HCK HANDCUFF KEY	279.78	279.78
1.00	SC-920-MS-KSG	SC-920-MS-KSG SANTA CRUZ GUN LOCK TO FIT 12GA KELTEK KSG	206.24	206.24
1.00	WINDOW POLY SUV	SETINA POLYCARBONATE WINDOW BARRIER PAIR FOR SUV/VAN/TRUCK - CLEAR, 2019 DODGE DURANGO.	199.20	199.20
1.00	PB400VS ALUM	SETINA PB400 ALUMINUM PUSH BUMPER 2019 DODGE DURANGO.	311.20	311.20
1.00	PB-5	FENDER PROTECTOR BAR KIT FOR FOR PB 200, 300, 400, 450L, 550L	343.20	343.20
			Subtotal	Continued
			Sales Tax	Continued
			TOTAL	**Continued**

EMERGENCY AUTOMOTIVE TECHNOLOGIES, INC.
2755 GENEVA AVE. N
OAKDALE, MN 55128
USA

Voice: 651 765-2657
Fax: 651 765-2660

QUOTATION

Quote Number: DL010219-16
Quote Date: Jan 2, 2019

Quoted To:
ISANTI POLICE DEPT P O BOX 428 ISANTI, MN 55040

Customer ID	Good Thru	Payment Terms	Sales Rep
ISANTI PD	2/1/19	Net 30 Days	DLL

Quantity	Item	Description	Unit Price	Amount
		IMPACT RESISTANT. 2019 DODGE DURANGO.		
1.00	CCSRN3	WHELEN CEN-COM SAPPHIRE REMOTE SIREN/SWITCHING SYSTEM - INCLUDES CONTROL HEAD, 20 FT CABLE AND MICROPHONE	695.00	695.00
1.00	ULB28 CUSTOM	SVP LINEUM X FULL-WIDTH PHANTOM INTERIOR UNDERCOVER LIGHTBAR - DUAL COLOR - R/W DRIVER, B/W PASSENGER.	644.09	644.09
1.00	274-ULB21-DU	ULB28 MOUNTING HARDWARE KIT FOR SPLIT PHANTOM FOR DODGE DURANGO		
1.00	IONV3R	WHELEN IONV3 LIGHTHEAD - V-SHAPED WARNING LIGHT WITH 3 SUPER-LED ALLEY LIGHTS AND LED PUDDLE LIGHTING - INCLUDES BASIC PEDESTAL BRACKET - BLACK HOUSING - RED	157.18	157.18
1.00	IONV3B	WHELEN IONV3 LIGHTHEAD - V-SHAPED WARNING LIGHT WITH 3 SUPER-LED ALLEY LIGHTS AND LED PUDDLE LIGHTING - INCLUDES BASIC PEDESTAL BRACKET - BLACK HOUSING - BLUE	157.18	157.18
1.00	SA315P	WHELEN 100 WATT COMPOSITE HOUSING SIREN SPEAKER - BRACKETS SOLD SEPARATELY	190.24	190.24
1.00	SAK54	WHELEN SAK54 - SA315 MOUNTING	23.78	23.78
			Subtotal	Continued
			Sales Tax	Continued
			TOTAL	**Continued**

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QUOTATION

Quote Number: DL010219-16
Quote Date: Jan 2, 2019

Quoted To:
ISANTI POLICE DEPT P O BOX 428 ISANTI, MN 55040

Customer ID	Good Thru	Payment Terms	Sales Rep
ISANTI PD	2/1/19	Net 30 Days	DLL

Quantity	Item	Description	Unit Price	Amount
		BRACKET FOR 2013-2017 DODGE DURANGO		
1.00	VTX609B	WHELEN VERTEX HIDEAWAY LED MODULE, SELF CONTAINED SINGLE LAMP WITH 9' CABLE - BLUE	69.02	69.02
1.00	VTX609R	WHELEN VERTEX HIDEAWAY LED MODULE, SELF CONTAINED SINGLE LAMP WITH 9' CABLE - RED	69.02	69.02
4.00	IONR	WHELEN ION 6 SUPER LED LIGHTHEAD WITH BRACKET - RED	87.00	348.00
4.00	IONB	WHELEN ION 6 SUPER LED LIGHTHEAD WITH BRACKET - BLUE	87.00	348.00
1.00	IONBKT1	WHELEN ION LICENSE PLATE BRACKET - HORIZONTAL MOUNT	19.18	19.18
1.00	D6RRRBBB	D6RRRBBB DOMINATOR 6 LED R/R/R/B/B/B 01-0684607-56A	306.82	306.82
1.00	11.4472	BLACK L BRACKET PAIR ALUMINUM 11.4472	4.70	4.70
1.00	7160-1047	CONSOLE BOX FOR 2018+ DODGE DURANGO	314.40	314.40
1.00	7160-0846	GAMBER JOHNSON INTERNAL CUPHOLDER W/PEN HOLDER	37.80	37.80
1.00	7160-0429	GAMBER JOHNSON ARMREST - SIDE/BACK MOUNT STYLE FOR MCS CONSOLE - FLIP UP	117.00	117.00
1.00	7160-0220	GAMBER JOHNSON MONGOOSE 9"	212.40	212.40
			Subtotal	Continued
			Sales Tax	Continued
			TOTAL	**Continued**

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QUOTATION

Quote Number: DL010219-16
Quote Date: Jan 2, 2019

Quoted To:
ISANTI POLICE DEPT P O BOX 428 ISANTI, MN 55040

Customer ID	Good Thru	Payment Terms	Sales Rep
ISANTI PD	2/1/19	Net 30 Days	DLL

Quantity	Item	Description	Unit Price	Amount
		LOCKING SLIDE-ARM WITH 360 DEGREE TILT-SWIVEL		
1.00	7160-0339	GAMBER JOHNSON FULL SIZE FACEPLATE FOR MCS CONSOLE FOR WHELEN CEN-COM GOLD CONTROL HEAD SOUND OFF SIGNAL 400 SERIES		
1.00	7160-0321	GAMBER JOHNSON FULL SIZE FACEPLATE FOR MCS CONSOLE FOR XTL-5000/2500 REMOTE HEAD RADIO		
1.00	7160-0323	GAMBER JOHNSON COMPUTER MOUNT BASE FOR 2011+ JEEP GRAND CHEROKEE/2011-2017 DODGE DURANGO.	90.60	90.60
1.00	DS-LOWER-9	GAMBER JOHNSON 9" LOWER POLE	37.80	37.80
1.00	7160-0178	GAMBER JOHNSON 7" UPPER POLE ASSEMBLY - CENTER PIVOT POINT	54.60	54.60
1.00	7160-0230	GAMBER JOHNSON SHORT SUPPORT BRACE 10.3" - 16.3"	48.60	48.60
1.00	CG-X	HAVIS CHARGEGUARD PROGRAMMABLE AUTO ON/OFF TIMER 12V NEG GROUND. PROGRAMMABLE FROM 5 SECONDS TO ETERNITY.	69.30	69.30
1.00	14.0553	TRIPLE ACCESSORY OUTLET 14.0553	19.16	19.16
1.00	47769	AMBER LOW-COST LED PRISONER COMPARTMENT LIGHT	9.19	9.19
1.00	ETFBSSN-P	SOUNDOFF SOLID STATE TAIL LIGHT	37.74	37.74

Subtotal	Continued
Sales Tax	Continued
TOTAL	**Continued**

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QUOTATION

Quote Number: DL010219-16
Quote Date: Jan 2, 2019
Page: 5

Quoted To:
ISANTI POLICE DEPT P O BOX 428 ISANTI, MN 55040

Customer ID	Good Thru	Payment Terms	Sales Rep
ISANTI PD	2/1/19	Net 30 Days	DLL

Quantity	Item	Description	Unit Price	Amount
		FLASHER - 12 WIRE - ISOLATED POSITIVE OUTPUTS		
1.00	FREIGHT-INBOUND	INBOUND FREIGHT CHARGES FOR ABOVE	375.00	375.00
1.00	EX-MISC SUPPLY	STANDARD SHOP SUPPLIES FEE FOR GENERAL INSTALLATION AND WIRING MATERIALS	350.00	350.00
1.00	46985	CIRCUIT BREAKER - 100AMP - MANUAL RESET - MANUAL TRIP		
1.00	46095	POWER DISTRIBUTION - 2 J-CASE FUSE HOLDER - 1 SWITCHED OUTPUT - 1 CONSTANT OUTPUT - WITH STUD INPUT/OUTPUTS - INCLUDES 2 FUSES AND INPUT PLUG KIT		
1.00	46096	POWER DISTRIBUTION MODULE - 2 FUSED OUTPUTS - J-CASE FUSE HOLDER WITH STUD INPUTS AND OUTPUTS		
1.00	NOTE	RADIO, CAMERA, RADAR, CUSTOMER SUPPLIED.		
1.00	LABOR MSP CONTRACT	MSP CONTRACT LABOR RATE	2,350.00	2,350.00
1.00	DS-PAN-111	HAVIS PORT REPLICATING DOCKING STATION FOR PANASONIC CF-30/31 WITH NO RF PASS-THROUGH - DOES NOT INCLUDE POWER SUPPLY - USE LPS-104	601.43	601.43
			Subtotal	Continued
			Sales Tax	Continued
			TOTAL	**Continued**

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QUOTATION

Quote Number: DL010219-16
Quote Date: Jan 2, 2019
Page: 6

Quoted To:
ISANTI POLICE DEPT P O BOX 428 ISANTI, MN 55040

Customer ID	Good Thru	Payment Terms	Sales Rep
ISANTI PD	2/1/19	Net 30 Days	DLL

Quantity	Item	Description	Unit Price	Amount
1.00	LPS-104	12VDC POWER SUPPLY FOR HAVIS DS-PAN-101/111 DOCKING STATION F/CF30/31 ****REQUIRED FOR CF-31****	154.88	154.88
1.00	MR-350	BULKHEAD SELF CONTAINED NMEA/EGNOS SIRF GPS RECEIVER WITH 15' CABLE - REQUIRES OPTIONAL INTERFACE CABLE SET P/N BR-305	69.30	69.30
1.00	BR-305	USB INTERFACE CABLE FOR BULKHEAD MOUNT GPS RECEIVER	18.75	18.75
2.00	NMO58AU-NC	NMO ANTENNA BASE WITH 17 FT CABLE WITHOUT CONNECTOR (REPLACES BM-NC) NMO58AU-NC	13.75	27.50
1.00	TRA6927M3NB-TS1	526355 LAIRD 4G/3G MULTI BAND PHANTOM ANTENNA, BLACK NMO BASE	35.77	35.77
1.00	ETRAB8063	ETRAB8063 ANTENNEX PHANTOM ELITE ANTENNA (FIN STYLE) 800-866 MHZ BLACK (MDC)	38.14	38.14
1.00	MAGNETIC MIC CLIP	MAGNETIC MIC CLIP	34.95	34.95
1.00	330GM-0002	SPOTLIGHT, UNITY 330 GM-0002, BLACK	123.20	123.20
1.00	189	BRACKET UNITY # 189	32.34	32.34
1.00	P46FLC	WHELEN P46FLC - PAR 46 SUPER LED SPOTLIGHT - 12 VOLT - 8 DEGREE BEAM	150.80	150.80
			Subtotal	10,928.48
			Sales Tax	
			TOTAL	**10,928.48**

A Complete Integrated Solutions Company

Date: 2/6/2019 Quote 8B49

Rapid Xpres
4939 W. Ray Road #4206
Chandler, Az. 85226

Customer Information

Name: City of Isanti Police
Contact: LT Travis Muyres
email Lt.Muyres@cityofisanti.us
Phone 763-444-4761

Vice President Marketing

Kent Hjerpe
khjerpe@vp360sales.com
Office 480-568-8692
Fax 480-289-4213
Cell 602-616-7667

Item	Part Number	Description	QTY	Unit Price	Ext. Price	Lead Time to Ship
1	CF-31	Win10 Pro, Intel Core I5-7300U 2.60GHz, vPro, 13.1" XGA Touch, 16GB(8+8), 256GB SSD, Intel Wi-Fi, TPM 2.0, Bluetooth, Dual Pass	1	$3,329.00	$3,329.00	In stock
2		(Ch1:none/Ch2:selectable), No PC/Expresscard, Emissive Backlit Keyboard, DVD Super Multi Drive, Flat, 3 Year Panasonic Warranty	0	$0.00	$0.00	
3			0	$0.00	$0.00	
4			0	$0.00	$0.00	
5			0	$0.00	$0.00	
6			0	$0.00	$0.00	
7			0	$0.00	$0.00	
8			0	$0.00	$0.00	
9			0	$0.00	$0.00	
10			0	$0.00	$0.00	
11			0	$0.00	$0.00	
12			0	$0.00	$0.00	
13			0	$0.00	$0.00	
14			0	$0.00	$0.00	
15			0	$0.00	$0.00	
16			0	$0.00	$0.00	
17			0	$0.00	$0.00	
18			0	$0.00	$0.00	
				Total		

Prices are provided on the specific SKU's offered on this product quote sheet.
No special project pricing has been offered and may effect final prices.
These prices are based upon 1 unit
All units will be shipped FOB Destination

STALKER radar

applied concepts, inc.

QUOTE
2025467

855 E. Collins Blvd
Richardson, TX 75081
Phone: 972-398-3780
Fax: 972-398-3781

National Toll Free: 1-800- STALKER

Date: 02/13/19

Inside Sales Partner: Donna Russell 972-801-4803

Reg Sales Mgr: Paul Spano 972-489-6701

Effective From : 02/11/2019 **Valid Through:** 05/12/2019 **Lead Time:** 21 working days

Bill To:	**Customer ID:** 107048	**Ship To:**	*FedEx Ground*
Isanti Police Department PO Box 428 Isanti, MN 55040-0428	Accounts Payable	Isanti Police Department 401 1st Ave N Isanti, MN 55040-7123	Lieutenant Travis Muyres

Grp	Qty	Package	Description	Wrnty/Mo	Price	Ext Price
1	1	806-0022-00	DSR - 2-Antenna Radar	36	$2,895.00	$2,895.00

Ln	Qty	Part Number	Description	Price	Ext Price
1	1	200-0999-20	DSR Enhanced Counting Unit, 1.5 PCB		$0.00
2	1	200-1000-30	DSR Modular Display, Bright LEDs		$0.00
3	2	200-1237-00	DSR Ka Antenna		$0.00
4	1	200-0921-00	DSR Ergonomic Remote Control w/Screw Latch		$0.00
5	1	200-0769-00	25 MPH/40 KPH KA Tuning Fork		$0.00
6	1	200-0770-00	40 MPH/64 KPH KA Tuning Fork		$0.00
7	1	200-0243-00	Counting/Display Tall Mount		$0.00
8	1	200-0244-00	Antenna Dash Mount		$0.00
9	1	200-0245-00	Antenna Tall Deck Mount		$0.00
10	1	200-0648-00	Display Sun Shield		$0.00
11	1	155-2055-08	Antenna Cable, 8 Ft		$0.00
12	1	155-2055-20	Antenna Cable, 20 Ft		$0.00
13	1	155-2283-70	CAN/VSS Cable with Voltage Detection		$0.00
14	1	200-0821-00	DSR Documentation Kit		$0.00
15	1	035-0361-00	Shipping Container, Dash Mounted Radar		$0.00
16	1	060-1000-36	36 Month Warranty		$0.00
17	1	155-2211-00	Remote Display Interconnect Cable	$71.00	$71.00
				Group Total	$2,966.00

Product	$2,966.00	Sub-Total:	$2,966.00
Discount	$0.00	Sales Tax 0%	$0.00
		Shipping & Handling:	$0.00
		Total: USD	**$2,966.00**

Payment Terms: Net 30 days

001

Vehicle Information:
2019 Dodge Durango

This Quote or Purchase Order is subject in all respects to the Terms and Conditions detailed at the back of this document. These Terms and Conditions contain limitations of liability, waivers of liability even for our own negligence, and indemnification provisions, all of which may affect your rights. Please review these Terms and Conditions carefully before proceeding.

GRAFIX SHOPPE

3240 Mike Collins Drive
Eagan, MN 55121
888-683-9665 Toll free
651-683-9740 Fax

Quotation

Date	Estimate #
2/13/2019	15852

Bill To
Isanti Police Department Attn: Accounts Payable 401 1st Ave. N. PO Box 428 Isanti, MN 55040

Ship To
Isanti Police Department Lt Travis Muyres 401 1st Ave. N. Isanti, MN 55040

Terms	Est. Delivery from art approval	Rep	Project Name
Net 30	2 -3 Weeks	Shawn	2019 Dodge Chargers

Qty	Description	Price	Total
1	ULT-2149 Modified Reflective STEALTH VERSION Kit for a White 2019 Dodge Durango PER PROVIDED LAYOUT Unit Number 220 3M White Refleftive for Everything NO STRIPING	380.00	380.00
1	Install of STEALTH KIT at EAT	195.00	195.00
1	ULT-2149 Reflective Kit for a White 2019 Dodge Durango Unit Number 222 POLICE & Unit Number on Tailgate 1080 Gloss Black Stripe with Reflective POLICE, Unit Numbers and 911	540.00	540.00
1	Install of STANDARD KIT at EAT	385.00	385.00

This estimate is based on plans and specifications provided at the time the estimate was given. Changes requested by the customer may cause a change in the quoted price. Freight will be added to the invoice unless other arrangements are made. This quote is valid for 30 days.

Authorization Signature and Date

X _____

Subtotal	$1,500.00
Sales Tax (6.875%)	$0.00
Total	***$1,500.00***

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 2/8/2019 - 2/8/2019 | Feb 08, 2019 12:43PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/19	02/08/2019	50557	120	CONNEXUS ENERGY	101-20200	53,311.47
Grand Totals:						53,311.47

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/19	02/14/2019	50558	494	ALLINA HEALTH SYSTEM	101-20200	130.00
02/19	02/14/2019	50559	26	AMERICAN PLANNING ASSOCIATION	101-20200	450.00
02/19	02/14/2019	50560	598	ASPEN MILLS	101-20200	351.80
02/19	02/14/2019	50561	2702	ASTCOMPRESSORS	101-20200	4,085.00
02/19	02/14/2019	50562	53	BELLBOY CORPORATION	609-20200	4,751.79
02/19	02/14/2019	50563	9	BERNICKS PEPSI-COLA	609-20200	1,352.85
02/19	02/14/2019	50564	368	BILLS QUALITY CLEANING	101-20200	446.00
02/19	02/14/2019	50565	421	CARGILL INC	101-20200	2,015.42
02/19	02/14/2019	50566	1198	CENTER POINT ENERGY	601-20200	4,975.61
02/19	02/14/2019	50567	1822	CENTURYLINK BUSINESS SERVICES	101-20200	38.23
02/19	02/14/2019	50568	2610	CINTAS	101-20200	588.39
02/19	02/14/2019	50569	1629	CITY OF ISANTI	226-20200	233.86
02/19	02/14/2019	50570	1459	COAST TO COAST SOLUTIONS	101-20200	75.92
02/19	02/14/2019	50571	1472	CRAWFORDS EQUIPMENT INC	101-20200	704.55
02/19	02/14/2019	50572	918	CRYSTAL SPRINGS ICE	609-20200	181.44
02/19	02/14/2019	50573	8	DAHLHEIMER DISTRIBUTING CO	609-20200	17,351.35
02/19	02/14/2019	50574	2704	DEANS TANK INC	101-20200	5,440.53
02/19	02/14/2019	50575	55	ECM PUBLISHERS INC	101-20200	383.72
02/19	02/14/2019	50576	385	FEDERATED CO-OPS INC	101-20200	2,234.65
02/19	02/14/2019	50577	2546	FILTRATION SYSTEMS INC	602-20200	252.00
02/19	02/14/2019	50578	2028	FURTHER	861-20200	464.53
02/19	02/14/2019	50579	1566	GLENS TIRE	101-20200	389.82
02/19	02/14/2019	50580	134	GOPHER STATE ONE-CALL INC	601-20200	29.70
02/19	02/14/2019	50581	424	H&L MESABI	101-20200	1,731.06
02/19	02/14/2019	50582	663	INITIATIVE FOUNDATION	108-20200	825.00
02/19	02/14/2019	50583	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	72.30
02/19	02/14/2019	50584	1891	ISANTI AREA JOINT	101-20200	57,811.56
02/19	02/14/2019	50585	1684	ISANTI COUNTY AUDITOR-	101-20200	361.52
02/19	02/14/2019	50586	1534	J. J. TAYLOR	609-20200	407.35
02/19	02/14/2019	50587	7	JOHNSON BROTHERS LIQUOR CO	609-20200	11,425.91
02/19	02/14/2019	50588	1857	JOSLIN & MOORE	101-20200	7,844.00
02/19	02/14/2019	50589	5	KAWALEK TRUCKING	609-20200	356.80
02/19	02/14/2019	50590	1282	LEAF TOWING AND	220-20200	500.00
02/19	02/14/2019	50591	394	LMCIT	609-20200	108,966.00
02/19	02/14/2019	50592	17	MCDONALD DISTRIBUTING CO	609-20200	15,556.55
02/19	02/14/2019	50593	616	MENARDS - CAMBRIDGE	101-20200	59.96
02/19	02/14/2019	50594	281	MINNCO CREDIT UNION	101-20200	761.05
02/19	02/14/2019	50595	2705	MINNEAPOLIS HOUSING FINANCE	222-20200	3,116.67
02/19	02/14/2019	50596	2208	MINNESOTA EQUIPMENT	101-20200	86.74
02/19	02/14/2019	50597	176	MN DEPT OF REVENUE	101-20200	18,378.00
02/19	02/14/2019	50598	2597	MNSPECT, LLC.	101-20200	10,141.05
02/19	02/14/2019	50599	2701	MUNICIPAL GROUP	101-20200	840.00
02/19	02/14/2019	50600	2450	NORTHERN HOLLOW WINERY	609-20200	240.48
02/19	02/14/2019	50601	2553	O'REILLY	101-20200	54.91
02/19	02/14/2019	50602	44	PHILLIPS WINE & SPIRITS INC	609-20200	8,634.20
02/19	02/14/2019	50603	2031	RESOURCE TRAINING	861-20200	28,874.00
02/19	02/14/2019	50604	1113	RJM DISTRIBUTING INC	609-20200	274.75
02/19	02/14/2019	50605	1401	ROAD MACHINERY &	101-20200	365.32
02/19	02/14/2019	50606	2703	SOLDO CONSULTING, P.C.	101-20200	2,982.59
02/19	02/14/2019	50607	2396	SOUTHERN GLAZERS OF MN	609-20200	5,149.30
02/19	02/14/2019	50608	1442	ST. LOUIS MRO INC	101-20200	67.50
02/19	02/14/2019	50609	1361	STAPLES ADVANTAGE	101-20200	223.47
02/19	02/14/2019	50610	2156	SUMMIT COMPANIES	101-20200	135.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/19	02/14/2019	50611	1290	THE AMBLE GROUP	101-20200	17.29
02/19	02/14/2019	50612	1820	URBANS HARDWARE	226-20200	151.64
02/19	02/14/2019	50613	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
02/19	02/14/2019	50614	2027	US INTERNET	603-20200	57.80
02/19	02/14/2019	50615	686	VERIZON WIRELESS	609-20200	810.93
02/19	02/14/2019	50616	686	VERIZON WIRELESS	101-20200	445.73
02/19	02/14/2019	50617	42	VIKING COCA-COLA BOTTLING CO	609-20200	316.65
02/19	02/14/2019	50618	361	VINTAGE LOCK	602-20200	75.00
02/19	02/14/2019	50619	4	WATSON CO INC	609-20200	1,295.16
02/19	02/14/2019	50620	2706	WEISENBERGER CONSTRUCTION	609-20200	50.00
02/19	02/14/2019	50621	1922	WEX BANK	101-20200	2,808.60
02/19	02/14/2019	50622	2475	White Bear IT Solutions, LLC	101-20200	2,310.00
02/19	02/14/2019	50623	1210	WINTER EQUIPMENT	101-20200	378.12
Grand Totals:						341,950.12

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

M = Manual Check, V = Void Check

City of Isanti

Gross Payroll	83,531.46
Social Security & Medicare	4,559.51
Public Employees Retirement	8,388.53
Total City Expense	96,479.50

Pay Date 2/8/2019

Pay Period 3 (1/20/19-2/2/19)

CONTRACTOR'S PAY REQUEST 1-Final ISANTI CLARIFIER REHAB CITY OF ISANTI, MINNESOTA BMI PROJECT NO. R21.115875	DISTRIBUTION: CONTRACTOR (1) OWNER (1) ENGINEER (1) BONDING CO. (1)
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	$93,875.00
TOTAL, COMPLETED WORK TO DATE	$77,080.00
TOTAL, STORED MATERIALS TO DATE	$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	$77,080.00
RETAINED PERCENTAGE (0%)	$0.00
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	$77,080.00
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	$0.00
PAY CONTRACTOR AS ESTIMATE NO. 1-FINAL	$77,080.00

Certificate for Final Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the amount for the Final Estimate, that the provisions of M. S. 290.92 have been complied with and that all claims against me by reason of the Contract have been paid or satisfactorily secured.

Contractor: Champion Coatings
16859 Welcome Ave SE
Prior Lake, MN 55372

By Tresa Anderson Tresa Anderson Treasurer
Name Title

Date 01/31/2019

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:
ENGINEER: BOLTON & MENK, INC., 7533 Sunwood Drive NW, Suite 206, Ramsey, MN 55303

By _____, CITY ENGINEER

Date 1/31/2019

APPROVED FOR PAYMENT:
OWNER: CITY OF ISANTI, MINNESOTA

By _____
Name Title Date

And _____
Name Title Date

K.3.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: February 11, 2019

To: Honorable Mayor Johnson and Members of the City Council

From: Bradley C. DeWolf, P.E.
City Engineer

Jason W. Cook, P.E.
Assistant City Engineer

Subject: Approval of Plans and Authorization to Advertise for Bids
2019 Storm System Maintenance Project
City of Isanti, MN
BMI Project No.: R13.117802

We request that the City Council approve the plans and specifications, entitled "2019 Storm System Maintenance" and authorize advertisement for bids.

Following is the schedule for the 2019 Storm System Maintenance Project:

Approve Plans & Specs, Authorize Advertisement for Bids	February 19, 2019
Open Bids	March 13, 2019
Commence Construction	May-June, 2019
Substantial Completion of Construction	December 31, 2019

We are requesting that the City Council approve plans and specifications and authorize advertisement for bids.

Jason will be at the February 19, 2019 City Council meeting to respond to any questions you have concerning the approval of plans and specifications or the authorization to advertise for bids.

Please contact us with any questions or if you would like any additional information prior to the meeting as well.

Bolton & Menk is an equal opportunity employer.

RESOLUTION 2019-

RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS FOR THE 2019 STORM SYSTEM MAINTENANCE PROJECT

WHEREAS, the City has adopted a 5 Year Storm Water System Maintenance plan to inspect, perform maintenance and restore the discharge points and ponds per compliance as a Municipal Separate Storm Sewer System community; and,

WHEREAS, the City has planned this year's maintenance in accordance with year's one (1), two (2) and three (3) of the Storm System Maintenance Schedule including restoring Dogwood Street Pond to its original intended function; and,

WHEREAS, the plans and specifications have been completed for these improvements in accordance with direction from City staff;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1) That the City shall approve the plans and specifications entitled "2019 Storm System Maintenance" as completed by Bolton & Menk, Inc.

2) That the City shall authorize the advertisement for bids.

This Resolution is hereby approved by the Isanti City Council this 19th day of February, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: February 11, 2019

To: Honorable Mayor Johnson and Members of the City Council

From: Bradley C. DeWolf, P.E.
City Engineer

Jason W. Cook, P.E.
Assistant City Engineer

Subject: Approval of Plans and Authorization to Advertise for Bids
2019 Pavement Management Project
City of Isanti, MN
BMI Project No.: R13.117699

We request that the City Council approve the plans and specifications, entitled "2019 Pavement Management Project" and authorize advertisement for bids.

Following is the schedule for the 2019 Pavement Management Project:

Approve Plans & Specs, Authorize Advertisement for Bids	February 19, 2019
Open Bids	March 13, 2019
Commence Construction	May-June, 2019
Substantial Completion of Construction	August 31, 2019

We are requesting that the City Council approve plans and specifications and authorize advertisement for bids.

Jason will be at the February 19, 2019 City Council meeting to respond to any questions you have concerning the approval of plans and specifications or the authorization to advertise for bids.

Please contact us with any questions or if you would like any additional information prior to the meeting as well.

Bolton & Menk is an equal opportunity employer.

RESOLUTION 2019

RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS FOR THE 2019 PAVEMENT MANAGEMENT PROJECT

WHEREAS, the City has adopted a 10 Year Pavement Maintenance Schedule to extend the life of the City roadway system, and

WHEREAS, the City has planned the Crack Fill and Seal Coat maintenance in accordance with the Pavement Maintenance Schedule, and

WHEREAS, the plans and specifications have been completed for these improvements in accordance with direction from City staff, and

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1) That the City shall approve the plans and specifications entitled "2019 Pavement Management Project" as completed by Bolton & Menk, Inc.

2) That the City shall authorize the advertisement for bids

This Resolution is hereby approved by the Isanti City Council this 19th day of February, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

SCHEDULE OF VALUES
Isanti Clarifier Rehab
Isanti, WWTP

City of Isanti
110 1st Ave, NW
Isanti, MN 55040

CHAMPION COATINGS INC.
16859 Welcome Ave SE
Prior Lake, MN 55327

APPLICATION NO.: 924-F
APPLICATION DATE: 22-Jan-19
PERIOD TO: 22-Jan-19
CHAMPION JOB NO.: **924**

A	B	C	D	E	F	G		H	I
			WORK COMPLETED						
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	FROM PREVIOUS APPLICATIONS (D+E)	THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE	% (G/C)	BALANCE TO FINISH (C-G)	RETAINAGE
1	Sandblasting and Painting	$ 72,800.00	$ -	$ 72,800.00		$ 72,800.00	100%	$ -	
2	Caulking-440LF @ $7.00 per LF	$ 3,080.00	$ -	$ 3,080.00		$ 3,080.00	100%	$ -	
3	Replacing all Nuts and Bolts w/ SS and Rubber protection.	$ 2,200.00	$ -	$ 2,200.00		$ 2,200.00	100%	$ -	
4	Credit for not painting pipe	$ (1,000.00)	$ -	$ (1,000.00)		$ (1,000.00)	100%	$ -	
		$ 77,080.00	$ -	$ 77,080.00	$ -	$ 77,080.00	100%	$ -	$ -

Receipt and Waiver of Mechanic's Lien Rights

Date: 1/30/2019

The undersigned hereby acknowledges receipt of the TOTAL sum of $77,080
from the City of Isanti, MN

Check Only One:

1) _____ **as partial payment for labor, skill and material furnished**

2) _____ **as payment for all labor, skill and material furnished or to be furnished**
(except the sum of $_____ in retainage or holdback

3) **X** **as full and final payment for all labor, skill and material furnished or to be furnished**

For the following real property (legal description, street address, or project name)

City of Isanti Wastewater Treatment Facility

and for value received hereby waives all rights acquired by the undersigned to file or record mechanic's liens against said real property for labor, skill or material furnished to said real property (only for the amount paid if Box 1 is checked, and except for retainage shown if Box 2 is checked)

Company: Champion Coatings Inc.
By: Tresa Anderson
Title: Tresa Anderson, Treasurer
Address: 16859 Welcome Avenue
Prior Lake, MN 55372

Federal ID # 41-1970119

DEPARTMENT OF REVENUE

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	1-445-252-544
Submitted Date and Time:	30-Jan-2019 3:09:28 PM
Legal Name:	CHAMPION COATINGS INC
Federal Employer ID:	41-1970119
User Who Submitted:	coatings7551
Type of Request Submitted:	Contractor Affidavit

Affidavit Summary

Affidavit Number:	**1943560192**
Minnesota ID:	4832515
Project Owner:	CITY OF ISANTI
Project Number:	CCI-924
Project Begin Date:	01-Oct-2018
Project End Date:	28-Jan-2019
Project Location:	ISANTI, MN
Project Amount:	$77,080.00
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are 8:00 a.m. - 4:30 p.m. Monday - Friday.

Please print this page for your records using the print or save functionality built into your browser.

K.5.

A Community For Generations.

Isanti

MEMORANDUM

TO: Mayor Johnson & City Council

FROM: Matt Lindholm, Planner

DATE: February 19, 2019

SUBJECT: RESOLUTION 2019-XXX – RFQ, NUSANCE AND WEED ABATEMENT MOWING

As per last year, in order to receive more quotes for contract nuisance weed and grass abatement, Staff would like to request quotes now rather than closer to the spring, as Contractors are lining up their summer work.

Staff is asking for City Council's consideration of the attached Resolution to request quotes.

Attachments:

- RESOLUTION 2019-XXX: RESOLUTION AUTHORIZING STAFF TO REQUEST QUOTES ON CONTRACTORS FOR NUISANCE WEED/GRASS ABATEMENT 2019 SEASON

RESOLUTION NO. 2019-XXX

RESOLUTION AUTHORIZING STAFF TO REQUEST QUOTES FOR CONTRACTORS FOR NUISANCE WEED/GRASS ABATEMENT 2019 SEASON

WHEREAS, the City of Isanti adopted Resolution 2009-115 which determined that is in the City's best interest of the City to accept quotes for the outsourcing of mowing services for nuisance weed/grass abatement lots located within the city; and

WHEREAS, during the 2018 mowing season, City Staff determined that seeking quotes during the months prior to the season may encourage more contractors to quote the requested mowing services; and,

WHEREAS, City Staff is seeking authorization to request quotes for mowing contractors for nuisance weed/grass abatement in 2019.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota authorizes the City Staff of Isanti to request quotes for nuisance weed/ grass abatement lots, **AND BE IT FURTHER RESOLVED** that City Staff submit received quotes to the City Council for review and approval once an adequate number of quotes has been received.

This Resolution is hereby approved by the Isanti City Council this 19th day of February 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To: **Mayor Johnson and Members of City Council**

From: Katie Everett, Parks, Recreation, and Culture Manager

Date: February 19, 2019

Subject: Consider Resolution Approving Request for Proposals for City Website Redesign

---

Background:

The Isanti City Council established at its 2018 Goal Setting session that an updated website is needed to both improve the City's online presence to the public and increase ease of use for staff making updates. City staff have determined that the a complete redesign of the website is needed to reach these goals. The project has been budgeted in 2019.

The proposed timeline as outlined in the Request for Proposals (RFP) follows:

February 20, 2019	RFP Released (tentative)
March 15, 2019	Deadline for Questions
February 20 - March 22, 2019	City Responses to Questions
April 5, 2019	Proposals Due
April 6 – May 1, 2019	Interviews and Demonstrations – *if needed*
May 10, 2019 (or before)	Selection Announcement
May 21, 2019	Contract Approval
TBD	Product Delivered

The complete RFP is included for City Council review.

Request:

It is requested that City Council consider Resolution 2019-XXX Approving Request for Proposals for City Website Redesign

Attachment:

- Resolution 2019-XXX – Approving Request for Proposals for City Website Redesign
  - Exhibit A – RFP for City Website Redesign

RESOLUTION NO. 2019-XXX

RESOLUTION APPROVING REQUEST FOR PROPOSALS FOR CITY WEBSITE REDESIGN

WHEREAS, the Isanti City Council has identified the need to redesign its website to improve its online presence and simplify update procedures; and,

WHEREAS, City staff has prepared a Request for Proposals and timeline to obtain services to redesign the City's website,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota:

1. To approve the Request for Proposals for City Website Redesign, as attached as Exhibit "A."

2. To direct staff to publish a Notice of the Request for Proposals and distribution to seek proposals for such services from qualified design firms.

This resolution was duly adopted by the Isanti City Council this 19th day of February, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

Exhibit A

City of Isanti, Minnesota

Request for Proposal (RFP)

for

City Website Redesign

All Proposals Must Be Received No Later Than:

4:00 p.m. April 5, 2019 to

City of Isanti, MN – Website Update Proposal
Attn Katie Everett
PO Box 428
Isanti, MN 55040

Introduction

The City of Isanti, Minnesota is a vibrant and growing community located along the MN Highway 65 corridor north of the Twin Cities metropolitan area. The City's small-town feel and proximity to employment opportunities within the Twin Cities metropolitan area offers our residents a unique and valuable place to call home. Our population has grown significantly since 1990, and continues to grow with affordable new home prices and an expanding commercial and industrial business base.

The City recognizes that over the last several years prospective residents and businesses will first look at our website to gather information on whether or not to relocate or expand in our community. With this realization, we have decided to seek proposals for a complete overhaul of the City website. We are seeking qualified website design firms to provide us with an interactive, contemporary website that is easy to use for residents, developers, and City staff.

Proposal

The City's current website, www.cityofisanti.us was design in 2008, and needs a redesign. The City is seeking a website that is interactive, contemporary and is easy to use for residents, developers, and City staff. Department Heads and other administrative staff are delegated to update the information relating to their content, as such, the City will need to have a hosting platform that is easily learnable and intuitive for all users.

A minimally sufficient proposal will include the following:

1) Official business name and contact name for the respondent
2) Mailing address, email address and telephone number for the respondent
3) Provide a description of your understanding of the scope and the approach to be used, including timeline for completion.
4) Identify key personnel who will work on the project, identifying project managers and their qualifications.
5) Describe how you intend to work with City staff and elected officials to gather their input on the creation and design of the website
6) Questions or comments about the criteria and/or current site submitted by the date set within this document
7) URL's of several relevant samples of your work for our review
8) Description of your qualifications and experience
9) List of references (including contact name and telephone number) of at least three (3) completed or current projects within the last three years of this size and nature, including website examples for each. The City reserves the right to contact references without prior notification.

10) Costs for website redesign, training, etc. Please note that the City expects this to be a "not to exceed" price. All costs are to be stated in exact amounts. No additional charges (e.g. sales tax, transportation, installation, out-of-pocket expenses, etc) will be allowed unless so specified in the proposal.

The City seeks the following website updates from qualified firms:

1) That will work with the City to create a new design that gives the site a professional, attractive, and contemporary design that is simple for residents of all ages to use.
2) That will build a website that meets or exceeds current website functionality
3) That identifies the optimum server platform and development language for the new website, considering both functionality and cost
4) That migrates the current, relevant website content to the new design, create, update, and build appropriate content as needed
5) That builds a site that the City can maintain in-house with minimal assistance from a web developer. Staff functions should be easy to perform. The build should be flexible enough so that staff can edit content and update the site as needed. The developer should avoid custom-generated code as much as possible to help ensure the sustainability of the website
6) That incorporates already established and maintained City social media platforms
7) That will allow easy access to City meeting agendas and minutes
8) That builds a website to include Google Analytics or another similar platform for data that tracks number of website visitors and other pertinent data points
9) That builds a website that is logically organized
10) That builds a website that is accessible to all of our users, including mobile device users, with a responsive design that will adjust to any screen
11) That finds a balance between simplicity and relevant information to be provided to our residents and visitors, and has the capacity to host high resolution photos and videos
12) That has a strong understanding of how to build municipal websites

Proposal Selection

City staff and elected officials will review all proposals after the deadline outlined in this document. Points will be provided to all proposals based on experience, understanding of the scope of proposal, cost, references, and past municipal projects. The review team will then invite the top contenders to interview and present demo sites that either reflect the City of Isanti's desires or to show work done for municipalities in the past. The City reserves the right to ask for additional information or clarification of the submission from any or all Proposers.

Once a proposal is accepted, the City may enter into contract and budget negotiations with chosen firm. Please note that the City reserves the right to reject any Proposer response.

Background & Important Information

Timeline of Events

RFP Release	February 20, 2019 (*tentative)*
Deadline for Questions from Prospective Bidders	March 15, 2019
City Response to Questions	February 20 – March 22, 2019
Proposals Due	April 5, 2019
Interviews and Demonstrations ***(if needed)***	April 6 – May 1, 2019
Selection Announcement	On or before May 10, 2019
Contract Approval	May 21, 2019
Product Delivered	TBD

All RFP Responses are due by 4:00 p.m. on April 5, 2019. All proposals must include the following:

- 3 hard copies of proposal
- 1 digital copy of proposal submitted to RFP Contact

Hard copies may be mailed to:

City of Isanti, MN – Website Update Proposal
Attn Katie Everett
PO Box 428
Isanti, MN 55040

Hard copies may also be dropped off in a sealed envelope at the following location:

City of Isanti -Website Update Proposal
Attn Katie Everett
110 1st Ave NW
Isanti, MN 55040

RFP Contact:

Katie Everett, Parks, Recreation & Culture Manager

isantiparks@cityofisanti.us

763-444-5512

K.7.

RESOLUTION 2019-

RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF ISANTI AND L.E.L.S., LOCAL 217, REGARDING INTERIM POLICE CHIEF SERVICES

WHEREAS, the City Council find that it is in the best interest of the City of Isanti to provide for Interim Police Chief services; and,

WHEREAS, a proposed Memorandum of Understanding (MOU) has been prepared by staff; and,

WHEREAS, Union Business Agent Ryan has reviewed and recommended approval of the proposed MOU;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the proposed MOU between the City of Isanti and L.E.L.S.., Local #217, regarding Interim Chief services is hereby approved and the follow actions shall be taken:

1. The City Administrator is authorized to sign the MOU on behalf of the City of Isanti
2. The signed Memorandum of Understanding shall be provided to L.E.L.S.., Local #217 for signature by its authorized representative.
3. The signed Memorandum of Understanding shall be deemed effective as of January 25, 2019.

This Resolution is hereby approved by the Isanti City Council this 19th day of February, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

CITY COUNCIL MEMO

To: **Mayor Johnson and Members of City Council**
From: Josi Wood, City Administrator / Public Services Director
Date: February 19, 2019
Subject: Consider Resolution 2019-XXX Approving Seasonal Workers for Public Works and Resolution 2019-XXX Approving Compost Facility Operation

---

Background:
The City Council has reviewed the compost facility hours and operation and the hiring of seasonal public works staff on an annual basis. Below are the proposed days/hours of operation for the 2019 season. The recommended season open date would be Tuesday, April 23 and season close date would be Sunday, November 10 with days of the week and hours the same as in 2017/2018.

2019 Proposed Compost Hours of Operation:
April 23rd – November 10th
Sunday – Noon – 5:00pm
Monday – Closed
Tuesday – 1:00pm – 7:00pm *or sunset
Wednesday – Closed
Thursday – 1:00pm – 7:00pm *or sunset
Friday – Closed
Saturday – Closed

Closed in Observance of Holidays
- Sunday, May 26 – Memorial Day
- Thursday, July 4 – 4th of July
- Sunday, September 1 – Labor Day

Seasonal Staff:
The 2019 budget has funds for three public works seasonal employees at a rate of pay of $11.50 per hour.

Requests:
Staff is seeking action on this item to post compost facility hours and approval to post for seasonal public works employees.

Attachments:
- Res – XXX
- Res – XXX

RESOLUTION NO. 2019- **K.8.a.**

RESOLUTION APPROVING SEASONAL WORKERS FOR PUBLIC WORKS FOR SPRING THROUGH FALL (2019)

WHEREAS, seasonal public works employees are included in the 2019 budget; and,

WHEREAS, the hiring of seasonal employees to staff the compost site and perform duties within parks and streets maintenance, street painting, mowing, weeding, and garbage pickup, are essential; and,

WHEREAS, each public works seasonal worker will not exceed more than 67 working days or 100 working days (for full time students) within a twelve month period and the terms and conditions of employment for public works seasonal workers will adhere to all applicable provisions of the International Union of Operating Engineers, Local 49 contract with the City of Isanti in regards to temporary/seasonal employees; and,

WHEREAS, the job description was approved with the hiring of public works seasonals in 2016 and there are no changes being made;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA AS FOLLOWS:

1. Human Resources is hereby authorized to post to fill seasonal worker positions throughout the spring through fall of 2019 as needed upon approval of this resolution.
2. The total combined impact to the 2019 budget of PT seasonal workers for duties as described per this Resolution will not exceed $23,115.00.
3. Each seasonal worker will not exceed more than 67 days or 100 working days (for full time students) within a twelve month period and the terms and conditions of employment will adhere to all applicable provisions of the International Union of Operating Engineers, Local 49 contract with the City of Isanti in regards to temporary/seasonal employees
4. The seasonal workers rate of pay will be $11.50/ hour.
5. Funding for the seasonal employees will be Sanitation (100%) for compost attendant duties and a split between Streets (25%) and Parks, Recreation and Culture (75%) for other duties.

This resolution was duly adopted by the Isanti City Council this 19th day of February, 2019.

Attest: Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

(SEAL)

RESOLUTION NO. 2019-

RESOLUTION APPROVING OPERATION OF THE COMPOST SITE

WHEREAS, the compost facility will open for the 2019 season and be staffed by an attendant to monitor that only grass and leaves be accepted per our permit; and,

WHEREAS, the compost site will be open to the public for residential yard waste including grass clippings and leaves when the site is staffed Tuesdays and Thursdays 1:00 p.m. to 7:00 p.m or sunset. and Sundays noon to 5:00 p.m. beginning April 23 and closing November 10; and,

WHEREAS, the compost site will be closed for the following days in observance of the Holiday: May 26, July 4, September 1 and,

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA AS FOLLOWS:

1. Staff may post the hours the compost site will be open when it is staffed Tuesdays and Thursdays 1:00 p.m. to 7:00 p.m or sunset, and Sundays noon to 5:00 p.m.
2. Staff may also post the dates the site is open for the season; April 23 - November 10.

This resolution was duly adopted by the Isanti City Council this 19th day of February, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
February 5, 2019
Isanti City Hall

1. Call To Order

The meeting was called to order by EDA President Jeff Johnson at 8:50 p.m.

a. Pledge of Allegiance

b. Roll Call

Members Present:	Jeff Johnson, Steve Lundeen, Dan Collison, Ross Lorinser, Paul Bergley and Jill Reller
Members Absent:	None
Staff Present:	Assistant City Administrator / Special Projects Don Lorsung, HR/City Clerk Katie Brooks and City Attorney Clark Joslin

c. Agenda Modifications: None

2. Approve Minutes of January 7, 2019 Regular Economic Development Meeting

Motion by Collison, seconded by Bergley to approve the January 7, 2019 meeting minutes as presented. Motion carried unanimously.

3. Project Business / Updates

Lorsung presented the Staff Memo. He noted that two more single family building permits had been filed since the memo was prepared. He also noted that Kwik Trip is poised to received their temporary Certificate of Occupancy for their "soft opening" Thursday morning (2/7/19).

4. Adjournment

Motion by Bergley, seconded by Collison to adjourn at 8:53 pm. Motion carried unanimously.

Respectively Submitted,

_____

Don Lorsung,
Assistant City Administrator / Special Projects

A Community For Generations.

Isanti

Isanti Police Department Monthly Report

January 2019

Reported Crime	Month to Date	Year to Date
Theft	11	11
Assault	3	3
Vandalism/Damage to Property	5	5
Narcotics	4	4
Burglary	2	2
Domestics	9	9
Crim Sex	0	0
Robbery	0	0
Loud Party/Disturbance	10	10
Medical	28	28
Permit to Purchase	10	10
Extra Patrol	167	167
Security Check	18	18

Traffic Offenses	Month to Date	Year to Date
No Insurance	3	3
DUI	1	1
Accidents	7	7
Hit & Run	2	2
Warrant P/U	0	0
Speed	14	14
DAR/DAS	3	3
Administrative Citations (Including Speed)	32	32

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	70,909	1,029	1,029
Ford Explorer 224	54,813	1,912	1,912
Ford F150 225	17,537	1,349	1,349
Chevy Silverado 220	107,779	77	77
Chevy Impala 223	90,117	194	194

CEZT REPORT

CATEGORY	*CURRENT*	*LAST MO*	*2 MOS*	*3 MOS*	*4 MOS*	*5 MOS*	*6 MOS*
TOTAL CASES YTD	**11**	**697**	**668**	**648**	**599**	**539**	**458**
TOTAL OPEN CASES	**13**	**33**	**15**	**24**	**75**	**79**	**106**
VIOLATIONS CLOSED THIS PERIOD	**30**	**16**	**9**	**51**	**78**	**70**	**74**
NEW ISSUES THIS PERIOD	**11**	**29**	**20**	**49**	**60**	**81**	**80**
CAN-Proh Animals	0	0	0	0	0	0	13
CCV-Comm Vehicle Storage	0	0	0	0	0	0	0
CDO--Dogs	0	0	0	37	0	0	0
CPA-Park & Store	0	10	15	7	3	7	8
CSN-Snow Removal	2	0	1	0	0	0	0
CSP-Admin Permits/Solicitors/Peddlers	0	0	0	0	0	0	0
CST--Fish Houses, PODS, Rolloffs	0	0	0	0	0	0	0
GAR - Garage Sales	0	0	0	0	0	0	0
H2O-Water restrictions	0	0	0	0	0	0	0
NEX-Exterior Structure, Paint/Repair	0	0	0	0	0	0	0
NGA-Garbage Service & Storage	0	0	0	0	0	0	0
NGR--Grass Length	0	0	0	0	49	58	31
NJU--Junk/Brush	6	18	2	1	0	6	5
NOX-Noxious Weeds	0	0	0	0	0	0	0
NUV-Unlicensed vehicle or missing plates	0	0	2	0	0	0	0
RNT-Unlicensed rental	3	1	0	1	0	0	1
SGN-Signs	0	0	0	2	3	1	2
UNP-Unpermitted work	0	0	0	1	5	8	20
ZAC-Accessory Building	0	0	0	0	0	0	0
ZFE-Fence	0	0	0	0	0	0	0
ZTD--Temporary Dwelling	0	0	0	0	0	0	0
Compliance Letters Mailed this period	14	32	24	50	103	87	85
Administrative Citations Issues/period	1	1	2	0	0	1	1
Criminal Citations Issued/period	0	0	0	0	0	0	0
Abated Properties/Period	0	0	0	0	9	7	10
Admin Hearings Requested	0	0	0	0	0	0	1
Admin Hearings Held w positive judgement	0	0	0	0	0	1	0
Criminal trials w positive judgement	0	0	0	0	0	0	0
AVERAGE TIME TO COMPLIANCE	**14**	**32**	**20**	**12**	**17**	**20**	**15**

CITY OF ISANTI MONTHLY REPORT

January 2019

Residential	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
Category	Month	YTD	Month	YTD	Month	Quarter	Month	YTD	Month	YTD
Fence	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Roofing/Siding	1	1	$0.00	$0.00	$1.00	$1.00	$80.00	$80.00		
Decks	1	1	$500.00	$500.00	$0.25	$0.25	$82.50	$82.50		
Basement Finish	2	2	$31,863.00	$31,863.00	$15.94	$15.94	$975.15	$975.15		
Addtns. Remodel	1	1	$14,995.00	$14,995.00	$7.50	$7.50	$723.45	$723.45		
Garages	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Miscellaneous	12	12	$0.00	$0.00	$12.00	$12.00	$1,000.00	$1,000.00		
Single dwellings	0	0	$0.00	$0.00	$0.00	$103.99	$0.00	$0.00		
Multi dwellings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Mechanical	5	5			$5.00	$5.00	$375.00	$375.00		
Plumbing	9	9			$9.00	$9.00	$526.00	$526.00		
									$0.00	
Resid. Totals	**31**	**31**	**$47,358.00**	**$47,358.00**	**$50.69**	**$154.68**	**$3,762.10**	**$3,762.10**	**$0.00**	$ -
Commercial										
New Buildings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Addtns./Remodel	3	3	$49,600.00	$49,600.00	$24.80	$24.80	$1,475.10	$1,475.10		
Plumbing	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Mechanical	1	1	$50,000.00	$50,000.00	$25.00	$25.00	$1,237.50	$1,237.50		
Roofing	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Miscellaneous	2	2	$0.00	$0.00	$2.00	$152.00	$200.00	$200.00		
Comm. Totals	**6**	**6**	**$99,600.00**	**$99,600.00**	**$51.80**	**$201.80**	**$2,912.60**	**$2,912.60**	**$0.00**	**$0.00**
Resid. Plus Comm. Totals	**37**	**37**	**$146,958.00**	**$146,958.00**	**$102.49**	**$356.48**	**$6,674.70**	**$6,674.70**	**$0.00**	**$0.00**

YEARLY BUILDING PERMIT COMPARISONS

YTD January 2019

Year	# permits	Single units	Multi units	Commercial	Permit Value	Total permit income	Wac & Sac Fees
2014	26	0	0	0	$52,616.00	$3,668.73	$0.00
2015	18	1	0	0	$283,705.00	$5,209.22	$7,983.00
2016	24	0	0	0	$80,003.00	$3,660.48	$0.00
2017	38	4	0	0	$716,154.00	$13,362.40	$32,888.00
2018	33	3	0	0	$510,011.00	$10,341.45	$13,944.00
2019	37	0	0	0	$146,958.00	$6,674.70	$0.00

Total permit fees do not include Sac / Wac or State Surcharge fees

MONTH TO MONTH COMPARISONS FOR THE YEAR

Month	# of permits	Permits total value	Total permit fee income: Does not include WAC, SAC, or State Surcharge
January	37	$146,958.00	$6,674.70
February	0	$0.00	$0.00
March	0	$0.00	$0.00
April	0	$0.00	$0.00
May	0	$0.00	$0.00
June	0	$0.00	$0.00
July	0	$0.00	$0.00
August	0	$0.00	$0.00
September	0	$0.00	$0.00
October	0	$0.00	$0.00
November	0	$0.00	$0.00
December	0	$0.00	$0.00
Totals	37	$146,958.00	$6,674.70

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MEMORANDUM

Date: February 13, 2019

To: Honorable Mayor Johnson and Members of the City Council

From: Bradley C. DeWolf, P.E.
City Engineer

Jason W. Cook, P.E.
Assistant City Engineer

Subject: Project Status Report
Isanti, MN
Project No.: R13.117985

Please find listed below a status report of the current projects in the City of Isanti:

1) MS4 Implementation

We will continue to assist the City MS4 technician as requested.

2) Cajima Street/TH 65 Signal Study

We will complete the 90% Plan Set this month for submittal to MnDOT for review.

3) 2018 Street & Utility Improvements

This project is complete. The final pay request is anticipated to be processed this month.

4) 2019 Storm System Maintenance Project

We will advertise this project for bids in the coming month.

5) 2019 Pavement Management Project

We will advertise this project for bids in the coming month.

6) Legacy Pines Subdivision

The Contractor plans to return in the spring to complete the remaining site grading, and street improvements.

In addition to the current projects listed above we have completed and accepted 50 private developments and 65 city contracts since being selected as your City Engineer in 2008.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, MARCH 5, 2019 – 7:00 P.M.
CITY HALL

I. Citizens Input

II. Agenda

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Minutes
1. February 19, 2019 -Regular Meeting of the City Council
2. January 15, 2019- Committee of the Whole Meeting
3. February 19, 2019- Committee of the Whole Meeting
4. February 19, 2019- Planning Commission Meeting
5. January 22, 2019- Parks, Recreation, and Culture Board Meeting

G. Announcements

1. Committee of the Whole	Tuesday, March 19, 2019 at 5:00 p.m.
2. City Council Meeting	Tuesday, March 19, 2019 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, March 19, 2019 *(Immediately following the City Council Meeting)*
4. Park, Recreation, & Culture Board Meeting	Tuesday, March 26, 2019 at 6:00 p.m.

H. Council Committee Reports

I. Public Hearings

J. Business Items
1. Interview Applicant for Vacant Economic Development Authority Board Seat and Vacant Planning Commission Board Seat
2. Deferred Assessment Discussion (Mayor Johnson)
3. Snow Storage Discussion (Ross Lorinser)

<u>City Administrator Josi Wood</u>
4. New Information Regarding 1991 Deferred Assessment on PID 16.032.1200
5. Informational Letter to Residents with Abutting Sidewalks
6. Resolution 2019-XXX Approving a Special Event Application for BMX 2019 Race for Life and DK Gold Cup Qualifier

7. Resolution 2019-XXX Providing Approval from City of Isanti to Purchase Blower for Cambridge-Isanti Bike/Walk Trail Maintenance
8. Resolution 2019-XXX Authorizing Advertisements for Bids for the Refurbishment of the Bluebird Park Playground
9. Resolution 2019-XXX Approving Pawnshop License Renewal to Northern Pawn, Inc.
   On-Sale and Sunday Liquor License Renewals
   a. Resolution 2019-XXX Approving a Liquor License Renewal for Junction Bowl and Whistle Stop Bar & Grill
   b. Resolution 2019-XXX Approving a Liquor License Renewal for Wintergreen's Golf & Grill
   c. Resolution 2019-XXX Approving a Liquor License Renewal for Rum River VFW 2735
   d. Resolution 2019-XXX Approving a 3.2 Malt Liquor License for Patlok Design Inc. DBA Sanbrook Golf Course

K. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $275,327.24 and Payroll in the Amount of $ 96,261.71
2. Resolution 2019-XXX Approving Snow Plowing Policy and Operational Guidelines
3. Resolution 2019-XXX Approving Goals for Year 2019
4. Resolution 2019- XXX Approving the Hire of Part-Time Police Officer Tanner Hagen
5. Resolution 2019-XXX Approving Exempt Gambling Permit for Rum River BMX Raffle 50/50
6. Resolution 2019-XXX Accepting Quote for Cleaning Services and Authorizing Entering into a Contract for Cleaning Services
7. Community Development Director Position- Revised Points, Salary, and Job Description
8. Resolution 2019-XXX Approving the Public Services Director Position with Revised Job Description, Points, and Salary Range

L. Other Communications

1. Draft Minutes from the February 26, 2019 Parks, Recreation, and Culture Board Meeting

Adjournment

F1.

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, February 19, 2019 – 7:00 P.M.
CITY HALL

II. Agenda

Mayor Johnson called the meeting to order at 7:03 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Paul Bergley, Ross Lorinser, and Dan Collison

Members Absent: Steve Lundeen

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, City Attorney Clark Joslin, Finance Director Mike Betker, Assistant City Engineer Jason Cook, Interim Police Chief/ Investigator Dusten Noreen, and Contract Community Development Director Ryan Kernosky

Others Present: George Hemen, Elizabeth Anderson, Justin Knoll, Phyllis Harmon-Collins, Rod Barrows, Al Gerber, Jeff Duncan, and Alissa Chartrand

Lettering is off Adopt Agenda
Addendum:
Add J.6 Resolution 2019- 048 Approving Ice Dam Removal at Isanti Arena
Motion by Collison, second by Bergley to approve the agenda modification listed above. Motion carried.

E. Proclamations/Commendations/Certificate Awards
None

F. Approve City Council Minutes
1. February 5, 2019 - Regular Meeting of the City Council
2. February 5, 2019 - Open Minutes for Closed Session 1
3. February 5, 2019 - Open Minutes for Closed Session 2
4. February 5, 2019 - Open Minutes for Closed Session 3
5. January 24, 2019- Open Minutes for Closed Session 1
6. January 24, 2019- Open Minutes for Closed Session 2
7. January 24, 2019- Open Minutes for Closed Session 3
8. January 29, 2019- Goal Setting Session Meeting Minutes

Motion by Bergley, second by Lorinser to approve minutes as presented. Motion carried.

G. Announcements

1. Park, Recreation, & Culture Board Meeting	Tuesday, February 26, 2019 at 6:00 p.m.
2. City Council Meeting	Tuesday, March 5, 2019 at 7:00 p.m.
3. EDA Meeting	Tuesday, March 5, 2019 *(Immediately following the City Council Meeting)*

H. Council Committee Reports

Councilmember Lorinser questioned why the letter from the Isanti County Sheriffs office was not given to councilmembers. City Administrator Josi Wood informed the council that the letter was given to all councilmembers in the Admin memo with other communications as an attachment on February 8th, 2019.

I. Public Hearings

None.

J. Business Items

1. Sidewalk Ice Removal (*Ross Lorinser- Discussion*)
   City Council discussed whether an outside company shall be hired to make sure the sidewalks are up to par and free of ice to prevent slips and falls. Councilmember Lorinser made a motion to assess the sidewalks and hire a company or add to Public Works workload. City Council continued to discuss ice removal where Josi Wood shared that Public Works does not have the manpower or equipment to do the work in house. Councilmember Ross Lorinser made a motion to hire a contractor to remove ice on the sidewalks this year. There was no second. Staff was directed to bring a draft notification letter and cost to mail out the letter to the next Council meeting.

2. Police Presence at all Meetings Involving City Council (*Ross Lorinser- Discussion*)
   Councilmember Ross Lorinser requested police presence at all meetings including Committee of the Whole, City Council, Special meetings, and Closed Session meetings. Councilmember Lorinser motioned to have police presence at every meeting. Councilmember Collison motioned to make it City policy to have police presence at every Council meeting, second by Lorinser. Motion carried.

3. Video Recording of City Council Meeting (*Ross Lorinser- Discussion)*
   Councilmember Lorinser requested that all meetings be recorded on the City's iPad and uploaded to the City's YouTube page. Human Resources/ City Clerk Katie Brooks informed council that viewing meetings via YouTube is more entertaining but is time consuming. Councilmember Lorinser made a motion to add video recording to the RFP for the new website and post audio online for every meeting that involves City Council. Councilmember Bergley motioned to research video recording and bring it back to Committee as a Whole, seconded by Councilor Collison. Motion carried.

4. Process of Deferred Assessments (*Ross Lorinser- Discussion*)
   a. Resolution 2019-054 For Payment of 1991 and 1993 Deferred Assessments

   Finance Director Mike Betker shared that there are a list of assessments that become effective with the annexation on 1/1/2019 and those that are inside the 30 year statute for repayment will go onto the roles as prescribed in the original resolution. There are some from 1991 and 1993 that are bumping up to the 30-year statute for final payment on installments and council will need to consider how the deferred assessments will be proceeded. Motion by Councilor Lorinser to move assessments to a respective 3-5-year collection schedule for the full balance, seconded by Collison. Motion carried.

<u>City Administrator Josi Wood</u>

5. Squad Car Purchases
   a. Resolution 2019-046 Approving the Purchase of A 2019 Dodge Durango AWD Pursuit and Equipment
   b. Resolution 2019-047 Approving the Purchase of A 2019 Dodge Durango AWD Pursuit and Equipment

   Motion to approve squad car resolutions by Collison, seconded by Bergley. Motion carried.

6. Resolution 2019-048 Approving Ice Dam Removal at Isanti Indoor Arena
   City Administrator Josi Wood shared that City staff is recommending the removal from the bottom portion of the building where ice dams have built up from the thawing and refreezing causing safety concern as well as to prevent from future more costly issues. Motion by Lorinser to approve as well as research recommendations to prevent this in the future, seconded by Bergley. Motion carried.

K. Approve Consent Agenda

1. Accounts Payable in the Amount of $395,261.59 and Payroll in the Amount of $96,476.50
2. Final Pay Request for the Clarifier Rehabilitation in the amount for $77,080.00
3. Authorize Advertisement for Bids of the 2019 Storm System Improvements Project
4. Authorize Advertisement for Bids of the 2019 Pavement Management Project
5. Resolution 2019-049 Resolution Authorizing Staff to Request Quotes for Contractors for Nuisance Weed/Grass Abatement 2019 Season
6. Resolution 2019- 050 Request for Proposal- City Website
7. Resolution 2019-051 MOU Labor Negotiations
8. Authorization of Compost Facility and Seasonal Workers
   a. Resolution 2019-052 Approving Operation of the Compost Site
   b. Resolution 2019-053 Approving Seasonal Workers for Public Works for Spring through Fall

Motion by Bergley, second by Collison to approve Consent Agenda as presented. Motion carried.

L. Other Communications

1. Draft Minutes of the February 5, 2019 Economic Development Authority Meeting
2. January Police Department Reports
3. January Code Enforcement Officer Report
4. January Building Inspector Report
5. February Engineering Project Status Report

Adjournment

Motion to adjourn by Bergley, second by Collison. Motion carried. The meeting was adjourned at 7:56 p.m.

Respectfully Submitted,

Jaden Moore

Deputy City Clerk/ Human Resources

F.2.

Minutes
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, JANUARY, 15, 2018 – 5:45 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 5:45 p.m.

Members Present: Mayor Johnson, Steve Lundeen, Paul Bergley, Ross Lorinser, and Dan Collison

Staff Present: Liquor Store Manager John Jacobi, Police Chief Gene Hill, Deputy City Clerk/ Human Resources Jaden Moore, Finance Director Mike Betker, City Administrator Don Lorsung, Assistant City Administrator/ Public Services Director Josi Wood

C. Committee Meeting Items

1. 20 yr. Capital Plan / Squad Car Replacement – Finance Director Betker & Police Chief Hill
   - Recommendation from committee is to purchase 2 Dodge Durango's and bring item to Council meeting for approval.
2. Interview Process – City Administrator Lorsung
   - Recommendation from committee is that Mayor, Human Resources, Department Head, Administrator for interview attendance of Department Head or Managerial positions
   - Recommendation from committee is that Human Resources and Department Head for "non-management" position interviews.
3. Additional PT Police Officer Hiring – Police Chief Hill
   - Recommendation from committee is to move forward with offering 3 Part-Time Police officers.
4. Liquor Store Clerk II – Part-time to Full Time – Liquor Store Manager John Jacobi
   - Recommendation from committee is to change Part-Time benefit eligible Clerk to Full-Time and bring to City Council meeting for approval.
5. 2019 Budgeted Capital Outlay Requests – Public Services Director/Assistant City Administrator Wood
   - Recommendation from committee is to bring contracts to City Council meeting.

D. Adjournment

Meeting adjourned at 6:50 p.m.

Minutes

F.3.

CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, FEBRUARY 19, 2019 – 5:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 5:08 p.m.

Members Present: Mayor Jeff Johnson, Ross Lorinser, Paul Bergley (arrived at 5:10 p.m.), and Dan Collison (arrived at 5:14 p.m.)

Members Absent: Steve Lundeen

Staff Present: City Administrator Josi Wood, City Planner Matt Lindholm, Finance Director Mike Betker, Assistant City Engineer Jason Cook, and Contract Community Development Director Ryan Kernosky

Others Present: Elizabeth Anderson and George Hemen

D. Committee Meeting Items

1. Ice on Sidewalk, Salt Application, and Snow Plowing Policy Discussion
   - Recommendation from Committee is to bring the item to City Council meeting.
2. Public Services Director Position
   - Recommendation from Committee is to review salary adjustment for Josi Wood if City Administrator position and Public Services Director position were to combine to one position and bring to City Council meeting for review.
3. CDD/EDD Director Position- Hiring Recommendation
   - Recommendation from Committee is to move forward with combining CDD/EDD position and bring to City Council meeting for approval.
4. Compensatory Time Discussion
   - Recommendation from Committee to determine how the vacation carryover could be limited and bring to next Committee of the Whole meeting.
5. Deferred Assessment Timeline
   - Recommendation from Committee to table discussion.
6. Status of property previous identified as Christian Harvest Church
   - Information was provided to the Committee that Christian Harvest Church was no longer occupying the facility.
7. Doing Business with Isanti semiannual update
8. Outside Police Officer Background Checks
   - Committee recommendation to use both outside background investigators Terri Berg and Frank Roth for background investigations dependent on availability and bring to City Council meeting.
9. Goal Setting Items
   - Committee recommendation to bring to City Council meeting for approval.
10. County Board Possible Action- T21
    - Information was shared with the Committee. Committee did not have a recommendation for staff. . Committee recommended Council members attend if they desired.

E. Adjournment

Meeting adjourned at 6:56 p.m.

F.4.

CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
FEBRUARY 19, 2019

1. Meeting Opening.

A. Call to Order.

Chairman Johnson called the meeting to order at 8:00 p.m.

B. Pledge of Allegiance.

Everyone rose for the pledge of allegiance.

C. Roll Call.

Members Present: Jeff Johnson, Dan Collison, Ross Lorinser, and Paul Bergley.

Members Absent: Steve Lundeen and Arissya Simon

Staff Present: City Administrator Josi Wood, City Clerk/Human Resources Katie Brooks, Contracted City Planner Ryan Kernosky

Others Present: George Hemen.

D. Agenda Modifications.

Kernosky stated there were none.

2. Approval of Minutes from December 4, 2018 Planning Commission Meeting.

Motion by Collison, second by Bergley to approve the January 15, 2019 Planning Commission Meeting Minutes. Motion was unanimously approved.

3. Public Hearings

A. None

4. Other Business.

Kernosky introduced Mr. Pete Jesh, developer of a proposed 103 unit Senior Housing Project. The project would have 32 memory care units and 71 assisted living units. It would require a Conditional Use Permit and Site Plan Review. It meets setback requirements and is proposed as a 3 story building. The parking requirements as proposed, will meet City requirements. Mr. Jesh continued the presentation, stating the facility will have independent, as well assisted and memory care units. They plan to develop in phases, with 80 units in the first phase. Their facility in Cambridge filled up in the first year. The Commission asked questions concerning generational outlook, other facilities they developed, sites looked at and on-site amenities. Mr. Jesh indicated that they looked at 20-40 year generational span, and that this would be the 9th facility they have built. They looked at other sites in Isanti, but with the Clinic and Hotel, this is the best site. They would offer transportation to other Isanti facilities and he reviewed on-site amenities, including those open to the public including dining and a senior gym.

They are the developer and owner, and partner with Walker Methodist to operate the facility. The developer discussed the need for public assistance for the project, due to the rental rates for seniors with low incomes. Public financing options were discussed and Kernosky explained how TIF would work for the project. With it being planned as a 50 year building, the City would receive property taxes for a number of years once the TIF obligation was completed. The plan would be for "pay as you go" TIF, with the Developer constructing the project and the City reimbursing a portion of the property taxes for a specified number of years. The Commission further discussed the need for the project, public financing and next steps. The Commission indicated support for this project, as it addressed a definite need in the City. With that expression of support, the Developer to continue due diligence work regarding feasibility for the project and if they proceed, they will be in contact with the City on next steps.

5. Discussion Items

A. None

6. Other Communications.

A. None.

7. Adjournment

Motion by Lorinser second by Bergley to adjourn the February 19, 2019 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 8:32 p.m.

Dated at Isanti, Minnesota this 27th day of February 2019.

Respectfully submitted,

_____

Don Lorsung
Assistant City Administrator/Special Projects

F.5.

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
January 22, 2019
City Council Chambers

1. Meeting Opening

A. Call to Order.
Everett called the meeting to order at 6:00 p.m.

B. Pledge of Allegiance.
Everyone stood for the Pledge of Allegiance.

C. Roll Call.
Members Present: Jennifer Garvey, James Witte, Aaron Zdon, and Mayor Johnson
Staff Present: Katie Everett, Parks, Recreation, and Culture Manager

D. Agenda Modifications.
Everett asked if there were any agenda modifications; there were none. Motion by Zdon, second by Witte to approve the agenda for the January 22, 2019 Parks, Recreation, and Culture Board Meeting.

2. Organization of Advisory Bodies as per Chapter 8 of the City Code

A. Oath of Office for New Parks, Recreation & Culture Board Members
a. James Witte read the Oath of Office

B. Chair of Parks, Recreation & Culture Board
Johnson nominated Zdon, Witte provided a second. Zdon was unanimously approved as Chair.

C. Vice-Chair of Parks, Recreation & Culture Board
Witte nominated Garvey, second by Johnson. Garvey was unanimously approved as Vice-Chair.

D. Secretary of Parks, Recreation & Culture Board
Everett will continue as City staff to serve as Secretary.

E. Approve Parks, Recreation & Culture Board Meeting Dates
Meeting dates were omitted from the packet. The Board tentatively approve all 4th Tuesdays with no meeting in December. The dates will be included in the February agenda packet.

F. Review of Conflict of Interest Policy – Resolution 2019-010
Attorney Joslin reviewed Conflict of Interest Policy with the board. He reminded that the board that this applies to members of the Council and commissions, and City staff and contracted officials. The main focus is to make sure that decisions made are done with an open mind with the best interest of the City at heart, and to avoid any situation that interferes with ability to do so. Conflicts are most often financial, and for this board are not frequent but could include acquiring property or investing in particular things that might result in a personal financial benefit. In that case, members should recuse themselves from that discussion. Joslin reminded the members that they can consult him if they have any questions come up.

Joslin also reviewed the Open Meeting Law with the members. Park meetings must be open, posted, and records kept. Board business is to be conducted at the meetings openly and transparently so that citizens can see how decisions are made. Serial or daisy-chain communications to conduct business outside of a meeting are not allowed.

3. Approval of Minutes from November 27, 2018 Parks, Recreation, and Culture Board Meeting

Motion by Garvey; second by Witte. Minutes were unanimously approved.

4. Overview of 2019 Projects

Everett stated that she put together a basic list of some of the bigger projects this year. The list includes Bluebird Park refurbishment which will involve taking apart the playground, getting all of the metal pieces repainted, and then putting it back together. We're hoping to not have to replace the plastic parts since many have been replaced as they've broken. Because it's such a big project, we will go out for quotes for it. Everett is putting together the Request for Proposal to go through Council.

The list also included marketing items for this year. Everett included the parks calendar for this year. She made substitutions on the inside panels this year; she took out the community garden and replaced it with Family Day, and traded Curious Creatures in for Movie Nights. The "other events" includes rodeo and National Night Out. We currently don't have anything organized for National Night Out, but a lot of people ask about it. Johnson asked if Park and Rec would be responsible for National Night Out. Everett responded that in a lot of places it's the Police Department, but she doesn't think it has to be that way. Johnson said he'd like to see that happen here. Everett said that one challenge is that Celebrate Isanti is right around the same time; that doesn't mean that we can't do something. Zdon asked what day the parade will be since the rodeo is after the 4th. Everett stated that it will be on July 11th, and rodeo will just do Friday/Saturday because they dropped Sunday again this year. Zdon asked if we should list the parade separately; Everett said that she will add it to the list. Everett also provided options for photos at the top of the calendar; the board discussed and said they liked the nature option (Legacy Park) best. The other marketing piece is to update the square park brochure; there are just some quick edits with contact information and that sort of thing and then we can get a bunch more printed for the year, and hopefully be able to use them for a couple of years. There isn't as much of a deadline for those.

Another project on the list for this year is getting a curb cut done at the farmers' market. We have been hauling around a wooden ramp for the last couple of years, and some of the lower sedans and things still couldn't get out so we end up having people drive all over the place. This project will help get the one-way traffic we want to keep everyone safe. We're hoping to get it done before the market opens. Everett is working with the engineer to get the drawing so we can bid it out separately. If it comes back too expensive, we'll roll it into other pavement management projects for the year. The challenge with including it that way is that we don't know when we'll be able to get it done.

Everett stated that there is also money budgeted to put some trees in at Unity. She has gotten some species recommendations from a tree expert. She will take a look at those and bring them back to the board for their input.

Everett also included information about this year's events. Street Dance bands have been booked. Hitchville is coming back; they were a big hit for us last year so we're excited to have them back. Audio Circus is new this year, but they play a lot down at Maxx so they should have a local draw as well. Good for Gary is well known around here, and the Facebook event already has a lot of interest. Celebrate Isanti is August 17; the car show is planning to be part of the event again, and we have time to work out some of the other details. The farmers' market will start May 31st; that's another event that is a little bit later this year, the last Friday is after Memorial Day. There won't be a market on July 5th – we tried it one year and no one came, and the vendors should get that day off too. Everett scheduled Earth Day Clean Up for Monday, April 22. Last year it was on a Saturday, and was not on Earth Day, so this year we'll try it on Earth Day in the evening and maybe we can get some of the scout groups and things to join us. The Citywide Clean up is still on the weekend. Passport to Parks is scheduled again; Everett will bring it back for discussion about ways to boost participation this year. Family Day was successful last year, so she has scheduled that again for the same weekend. Curious Creatures is continuing and Everett booked Council Chambers for rain days if needed. Hopefully the consistency will get more people involved. There were seven kids for the January one at Bluebird Park, and the kids were really excited to get outside in winter. Cambridge-Isanti Early Childhood's Facebook page shared that information too. Everett asked for board discussion about Movie Nights. They are in the fifth season, and they're not hugely popular but are also not that much work. She is okay with continuing them next season, but it may be worth it to shorten the season from October through April to November through March. That still covers the winter months and maybe that will make it easier to get enough volunteer groups. The goal of those was more than just showing a movie as something to do, it was to have some events that could support our community groups. The board approved the shortened season for 2019-2020.

Garvey asked if any of the bands we have do advertising on their own. Everett stated that most of their websites have tour dates and they list street dances there, and they usually have active Facebook pages as well. On our events, they've been invited to co-host so essentially their whole audience sees our events.

5. Dog Park Development Timeline

Everett stated that after the board's discussion, the next step is to bring the plans to Council. She talked with the engineer earlier and he said there wasn't a problem with doing a survey with some snow on the ground, so we should be able to get things moving. The concept was also included in the packet for board review, and shows where it is planned to sit on the site. The biggest questions right now are where the utilities run along the road – with the location of the trees, Everett is guessing we'll be about twenty feet of the road anyway, so hopefully there isn't an issue – and on the eastern boundary, we just have to make sure we don't come up against any issues with railroad property. We will make it as big as we can in the space that we have. We'll go as far south as that first building. The fence is planned to be 4' coated chain link with a maintenance strip, and will have kind of a vestibule area to enter without letting all of the other dogs out. If that is located on the southwest corner, it can still be utilized when and if the dog park is expanded. We will have a sign with rules, and Everett figured putting that near the parking lot would make sense since that's where most people will come in from. The doggy bag dispenser is in the budget as well. Public Works has asked that there's a big enough entrance for them to get in with the mowers. There is a rough timeline, which might have to change since there are things that have to be done before we can do anything else. Throughout the process, she plans to do some media blasts so people know that it's happening to create some excitement about it to hopefully get it used as soon as it's open. Everett would like to do some kind of Grand Opening, and believes June 27 is reasonable, but it will depend when frost goes out and that kind of thing. Zdon agreed that should be plenty of time. Everett asked the board for comments. Garvey said that entrance location also makes sense in case a dog does get out, that is furthest away from the road. She also stated that the park sign combined with rules is too far off the road, and it would make sense to have something right on the road. Garvey said it would probably need to be two separate signs. Everett stated that sign with rules was designed as 4' x 4', and the little sign at VFW and Unity are 2'x 4'. She asked if that kind of sign that just says "Dog Park" would work. Garvey thought that would work, and the Dog Park sign could be attached right to the fence. Zdon agreed that would be a good idea, where ever there's a high visibility spot. Witte asked if there were plans to put any sort of obstacles or anything in. Everett said that it isn't budgeted yet. Zdon stated that long term we had talked about adding it in. Everett said that if someone wanted to donate them this year, we could probably work them in. It is a little less than an acre space, so she wasn't sure how much "stuff" you'd want in there either. Zdon said a couple things would probably be good. Witte said maybe even a drain tube. Garvey recommended checking with Public Works to see if we already have anything laying around that we could use. Everett added that we can also wait to see where the bids for fences come in, and if there did end up being extra money we could think about using that too. Zdon stated that once there's some more knowledge out there that this is coming, some dog trainers and other people might reach out to us too. Garvey stated that there are at least a couple of dog groomers in town too, and that might be a good way for them to put their name out there. Everett stated she does have money for a bench in the budget, but there is a resident who said they're interested in donating one so that might also be a source of savings.

Another point of discussion was whether or not to have a portable bathroom on site. Everett said this wasn't originally considered in the budget. There are bathrooms at the south side of BMX, but they're kind of far away so what to do they do with their dogs while they're gone? She wasn't sure if people will be there long enough that they'll need a bathroom, that may be the case. They are $95 per month for an accessible unit. Typically in the parks they're just there from April to October, she's not sure if people would use one there in the winter or not. Zdon and Garvey thought they would. Everett stated that there might be money to cover it under the contingency built into the budget, but since it wasn't originally included she wanted to bring it up for discussion. Zdon stated that it's a "nice to have" not a "need to have" but the other bathrooms are pretty far away. Johnson asked if we utilize the one in Mattson Park. Everett said that we do. Johnson said that he thought about moving one. Everett said that it's hard to tell how often some of the neighborhood park ones get used, but we have them in most of the other parks. Johnson asked if we could get a deal with all of these; Everett stated that she thinks we are and our contractor has been really great to work with. Zdon summarized by saying we'll wait until bids come in after the survey and we should do it if there's money. Garvey said her only other thing was to make sure there was a bench. Everett said that we will have a bench, whether we pay for it or we get one donated. Zdon said that it wouldn't even hurt to have two if someone wanted to donate one and we had money to buy another. Garvey said even a picnic table might be nice.

The last point of discussion was the rules. Everett explained that these came from a combination of many other dog parks. She said some of them were really particular about dogs being licensed in that City. Because of where this is going, Everett said she could see a lot of visitors from out of town using it, so that might not make sense here. Most of the other rules were common across dog parks. Everett said there is time before we need to get that made, so we can revisit it later if needed too. Johnson asked about what is declared a dangerous dog. Everett said that she checked in with Chief Hill about that because a lot of places used that very specific language. There is a State statute that if police have declared a dog dangerous, that dog has to microchipped, vaccinated, and wear a muzzle in public. Those dogs aren't typically taken to a dog park, so it shouldn't really be a problem but it's just one of those things that should be said. Witte asked if there is a limit of dogs in the park at once. Everett said she didn't see any rules that addressed that, but we could add one if we wanted. She would guess that most dog owners would probably just come back later if they got there and it was really busy. She wasn't sure how she would enforce that.

The board discussed that Cambridge has a dog park next to their community garden and across from their outdoor rinks, but no one was sure how much use it was getting. Johnson asked if anyone had noticed how nice of shape our rink was in; Zdon commented that we've had good conditions to make ice. Garvey asked where the light switch was and if it was now connected to the timer. Everett said that we had been instructed to make sure those lights were off at all times, so the might not be coming on right now. Everett stated that she will look into it, but she's not sure. Zdon asked if we are sticking with no lights, because it's dark around 5:00 and that's when everyone gets home from work. Johnson said that we should be able to have the lights on at least until the park closes. Everett agreed that makes sense at least for the pleasure rink. Zdon agreed and then mentioned that we can talk about the skate park lights too, but that's mostly in the summer. The board also discussed the location of the rink, and Everett said that she has it in her notes to bring next winter's rink up before budgeting this year.

6. Parks Updates

Everett said that there are lots of applications out right now. The community garden applications are out and have been sent to last year's gardeners. Registration officially opens in February. The Street Dance vendor applications are out too. We are currently taking advertisements for the Isantian as well, those are due by February 1st. We have had ads for local organizations in the past as well. Everett added that the Spring Isantian is being put together with help from the department heads. Event information will go in there as well. Farmers' Market applications are also available, we have received a couple back, including a new farm. Everything is on the website, and they are available at City Hall.

Movie Nights continue. Last week was super cold, but we still had a few families show up; there were 13 people total. The February movie The Princess Bride and we still need a volunteer group. We also don't have anyone signed up for March, but the Ambassadors are signed up for April.

Witte asked if there is a fee for street dance vendors. Everett stated that it is $50 for food vendors and $25 for non-food vendors. The board discussed the ice cream trucks that we had last year since there were a couple of different ones. Everett explained that she's been telling all of the vendors that we'll take applications and make a decision about who gets in. We have to weigh lots of factors to make sure that vendors are happy and that we have enough of them to serve attendees.

7. Adjournment

Motion by Witte, second by Johnson to adjourn the January 22, 2019 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:55 p.m.
Dated at Isanti, Minnesota this 22nd day of January, 2019.

Respectfully submitted,

Katie Everett

Katie Everett
Parks, Recreation, and Culture Manager

A Community For Generations.
Isanti

Request for City Council Action

To: **Mayor Jeff Johnson and Members of City Council**

From: Katie Brooks, Human Resources/ City Clerk

Date: March 5, 2019

Subject: Consider Resolution to Appoint Candidate to Fill a Vacant Economic Development Authority (EDA) Board Seat and Appoint Candidate to Fill a Vacant Planning Commission Board Seat 2019-XXX

Background

Currently, there is one seat vacant on the Economic Development Authority (EDA) Board and one seat vacant on the Planning Commission Board. The City is required to make certain official appointments to City Boards. Advertisements were placed to seek interested candidates for the vacant seat on the EDA and Planning Commission Board. One application and Interest Disclosure form was received from Rodrick Barrows. The applicant lives within the City limits.

Staff Request

It is requested that City Council interview candidate Rodrick Barrows to appoint to EDA and Planning Commission Board.

Attachments

- Resolution No. 2019-XXX

A Community For Generations.

Isanti

City of Isanti Board Member Application

For consideration, please fill out the below information along with the attached conflict of interest statement signed and dated by you. Please submit all the information to:
Human Resources/City Clerk Katie Brooks. PO Box 428, Isanti, MN 55040 or
kbrooks@cityofisanti.us, 763-444-5512

Name: Rodrick Lloyd Barrows - **E-mail:**

Address:

Telephone Number:

Board Seat for which you are applying for:

(Economic Development Authority) (Planning Commission) Parks, Recreation, and Culture Board

For consideration on the Board(s), you must circle at least one:

(City of Isanti Resident) Non-Resident of Isanti

State:

Educational and/or Knowledge that will be useful to the board:

I have obtained extensive knowledge in the development of leadership and organization from my many years of service in the United States Military. As far as professional education is concerned, I hold a BA in Criminal Justice, AA in law enforcement as well as Emergency Medicine and firefighting. In looking at much of my career, my background consists of public service as apposed to that of business development, however I would like to add that much of this "public service" training and education allows for a greater knowledge in interpersonal communication. In my career I have worked with a variety of organizations both governments based and privately owned. I believe this gives me the advantage of being able to look at situations from all angles while taking into consideration the goals of the given organization.

In looking at my military career, I have been taught valuable skills as it pertains to decision making processes as well as general planning fundamentals. With any given situation, there must be a clear and concise approach to the situation presented in a well detailed and organized plan. From start to finish, there needs to be continued review and evaluation of the process and its overall outcomes. A fundamental acronym used by the military is "AAR". An AAR is an After-Action Review. Whether we are conducting training on first aid or performing a live fire exercise, there is always an AAR conducted. This allows for the situation to be reviewed and critiqued by all members of that given situation. We ask what the intended plan was, what happened, what should be sustained in the future, and what could be improved for an improved outcome. This process along with implementing a decision-making process, all aspects of a given plan can be improved for improved performance in the future.

While looking at my education and knowledge, I do feel that it is critical for this committee to embrace my communication skills and dovetail these skills into the overall picture with other members also providing their given talents and skillsets.

Why are you interested in being on the Board?

First and foremost, I am honored to live in this community. I have lived in Isanti for many years now and I find that this is my home. I am interested in how to develop our community for the betterment of its citizens while providing for growth in the future. I feel that having a solid foundation of support and information is crucial to the development of our community and if I can somehow provide support, knowledge, or information, I feel it will benefit the city. The key to continued success in Isanti is that of proper planning combined with solid research to support the proposed development. Isanti has shown a positive move toward improvements over the years. I would be honored to continue in our journey as a community for the betterment of all of our citizens, businesses, and visitors.

What is your vision of Isanti?

I have been associated with the community for almost 20 years. In this time, I have witnessed many successes and sadly some failures with the growth of our city. We have grown from being a small bedroom community for people as they work in the metro area to that of a place where people not only live but also work. In this growth, we have not forgotten about our main priority, the citizens. I wish to see this continue for our next generation to enjoy.

I would like to see an increase in mid-level commercial development. With the addition of a new Kwik Trip fuel station, we are opening our community to be a stopping point for commercial drivers that would have otherwise continued to another community that can accommodate their vehicle needs. We are also opening a new hotel, which will uniquely dovetail with the growth in our new BMX facility as well as other seasonal activities. Now is the time to expand on this growth to include other restaurants and shopping facilities. I would like to see our city to begin to offer other recreational services as well as developing a strong tax base for additional growth in future years.

Our community is at a point where we need to begin thinking outside the box to stay competitive with our neighboring communities. We need to provide a larger variety in lodging, retail, recreation, and even industrial manufacturing. By encouraging this growth, we are developing a solid image of our community to others in the sense that Isanti has so much more to offer. Isanti in my vision is simply a comfortable home town with many options for people to experience. I cannot express my vision of Isanti in one or two things. I can only express my vision as being that of continued growth for citizens to enjoy for many years to come.

RESOLUTION NO. 2019-010

CITY OF ISANTI
CONFLICTS OF INTEREST POLICY

Purpose

The City Council of the City of Isanti confirms its determination that ethical standards among the Mayor and Council Members and members of the various Boards and Commissions and employees of the City (Public Officials) are essential to the proper conduct of City affairs. By eliminating conflicts of interest and providing a guide for conduct in City matters, the City Council strives to promote the faith and confidence of the citizens of the City in their government. The following standards of conduct are intended to serve as a guideline for Public Officials in carrying out their responsibilities. This Policy is in addition to any statutory requirements, Attorney General Opinions or court rulings, which prescribe allowable actions for Public Officials.

Definition

Public Officials shall be defined as follows:

Mayor
City Council
Planning Commission
Economic Development Authority
Parks, Recreation, and Culture Board
City Administrator
Human Resources / City Clerk
Finance Director / Treasurer
Economic Development Director
Community Development Director
Public Services Director / Assistant City Administrator
Chief of Police
Liquor Store Manager
Building Official
City Attorney
City Engineer
Other employees of the City of Isanti

Standards of Conduct

1. Public Officials, City employees, and Police Reserve members:

   a) Shall not use their positions to secure special privileges or exemptions for themselves or others to intentionally jeopardize the position of employment of others;

   b) Shall not engage in, solicit, negotiate for, or promise to accept private employment nor shall they render services for private interests or conduct a private business when

such employment, service, or business creates a conflict with or impairs the proper discharge of their official duties;

c) Shall not participate in deliberations in any matter before the Council, Board or Commission, which affects that Public Official's, Public Official's spouse or minor child's financial interests directly or indirectly or those of a business, profession or occupation with which the Public Official is associated. Whenever such conflict is recognized, the affected Public Officials shall disclose in writing such interest prior to any discussion or vote and disqualify themselves from any further involvement pertaining to the issue;

d) Shall not act as agent or attorney for another in any matter before the Council or any Board or Commission or before any court or administrative board in any matter in which the City is a party;

e) Shall not directly or indirectly receive, or agree to receive, any compensation, gift or reward or gratuity as an inducement to support or influence any matter or proceeding connected with, or related to, the duties of the office; The following types of gifts are permitted under exceptions to the law:

1) Lawful campaign contributions.

2) Services to assist an official in the performance of official duties.

3) Services of insignificant monetary value.

4) A plaque or similar item.

5) A trinket or item of insignificant monetary value.

6) Informational material of unexceptional value.

7) Food or beverage given at a reception, meal, or meeting by an organization before whom the recipient makes a speech or answers questions as part of a program (this exception is only available if the location of the reception, meal, or meeting is away from the recipient's place of work).

8) Gifts given because of the recipient's membership in a group.

9) Gifts between family members.

f) Shall not disclose to others or use to further their personal interest confidential information acquired by them in the course of their official duties.

2. Any Public Official who is an officer, director, partner, agent, proprietor or employee of any firm or has a proprietary interest of 10 percent (10%) or more in any company, business, enterprise or corporation, partnership, labor union or association doing business

with the City shall make known that interest in writing as provided in the disclosure section of this Policy.

3. No Public Official nor business entity that the Public Official has a financial interest in, in excess of 10 percent (10%), shall enter into any contract with the City unless otherwise authorized by law.

4. Public Officials shall disclose to the governing body any relationship to another person or entity in any instance where there is a conflict of interest or could be the appearance of a conflict of interest.

5. Public Officials shall not have a personal financial interest in any sales, lease, or contract that they are authorized to make in their official capacities.

6. A Public Official shall not hold two positions if the positions' functions are incompatible with one another.

Disclosures

Public Officials, elected or appointed and employees serving as Department Heads or Supervisors, shall, no later than thirty (30) days following election or appointment to office and each year thereafter by February 1, complete the Disclosure Form and return it to the City Administrator. All subsequent applicants for appointment on Boards and Commissions shall file a completed Disclosure Form together with the application form. Within thirty (30) days after the acquisition or sale of any property, each Public Official shall file as a public record with the City Administrator, a list of all real property in the City owned by such person, that person's spouse, or minor child, or in which the Public Official has a beneficial interest, disclosing each individual item held, and by whom. Homestead shall be excluded from the above disclosure. Each Public Official shall disclose all positions as officer, director, partner, agent, proprietor or employee of any firm in which such Public Official has a proprietary interest of ten percent (10%) or more in any company, business, enterprise, corporation, partnership, labor union or association doing business with the City, and indicate with respect to each such relationship whether services are gratuitous or for compensation.

Disclosure Form

The disclosure information required by this Policy shall be set forth on a form which shall be made available by the City Administrator and is part of this Policy.

Discipline

Upon a signed written complaint of any person questioning adherence to this Policy or on the Council's own volition, the Council shall refer the matter to the City Attorney for investigation and the City Attorney shall report the results of the investigation to the Council within forty-five (45) days thereafter. A copy of such report shall be furnished to the person complained against. Such person may request a hearing on this matter before the Council which request shall be filed with the City Administrator not later than ten (10) days following receipt by such person of the City Attorney's report.

Upon receipt of the City Attorney's report and at the conclusion of any hearing on the matter, the Council by majority vote may dismiss the complaint as having no merit, may adopt a resolution of censure, or with respect to members of Boards and Commissions, the Council may remove a member from such Board or Commission. In the event the complaint is against a member of the Council, such member shall not participate in the Council's deliberations or vote on the issue.

Violations

Any Public Official who violates the Conflict of Interest Law can be found guilty of a gross misdemeanor, be fined up to $3,000, and imprisoned for up to one year. Any contract that has been made illegally is void.

This Resolution is hereby approved by the Isanti City Council this 7th day of January, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

DISCLOSURE FORM

Public Officials of the City of Isanti are required to complete and file this Disclosure Form with the City Administrator in accordance with the provisions of the Conflicts of Interest Policy.

1. **Affiliations with Agencies Doing Business with the City**
   Identify all positions as officer, director, partner, proprietor or employee of any firm or proprietary interest of ten percent (10%) or more in any company, business, enterprise, corporation, partnership, labor union or association doing business with the City.

Name of Organization	Position Held	Compensation Involved
N/A		Yes _____ No _____
		Yes _____ No _____
		Yes _____ No _____

2. **Real Property Owned in the City of Isanti**
   Identify real property items owned or being purchased by a Public Official, spouse, or child, or in which the Official has a beneficial interest. The actual value of any item is not required.

   (Exclude homestead property.)

Property Item	Address	PID #
N/A		

3. Assets

Identify all ownership or beneficial interests in any company, business, enterprise, corporation, partnership, labor union or association doing business with the City where such interest exceeds ten percent (10%) of the total ownership.

Name of Organization

N/A

****

Public Official and/or Applicant:

Rodrick L. Barras
Print Name

Signature

Date: 02/19/2019

Please provide the following information:
(Please Print)

Current Address and Post Office Box Number

ISANTI, MN 55040
City, State, Zip Code

Home Phone Number

Work Phone Number

Cell Phone Number

Received by the City Administrator/designee on: _____

EDA Board City Council Interview Questions:

1) What has been your community involvement?

2) What is your business related background?

3) What strengths will you bring to the EDA?

4) What do you see as potential future opportunities and commercial growth for Isanti?

5) Can you attend meetings the first Tuesday of each month starting at 7:30 p.m., or immediately following the 7:00 p.m. City Council meeting, whichever is later?

Planning Commission Interview Questions:

1) What is the Planning Commissions role?

2) What is the role of the Comprehensive Plan in the Planning Commission's decision-making process?

3) Do you feel the current Comprehensive Plan applicable? Does it need to be changed? If so, how?

4) What is the purpose of a zoning code? Do you feel there are changes that need to be made?

5) If you are asked to make a decision on a matter before you that does not meet city requirements, yet you are in favor of, will you be able to uphold the City's standards?

6) What is your knowledge on conditional/interim use permits, zoning, variances and plats?

7) Do you have planning or planning commissioner experience?

8) Do you volunteer within the Isanti Community?

9) Can you attend evening meetings sometimes lasting to 10 pm or later?

RESOLUTION 2019-XXX
Amending Resolution 2019-001

RESOLUTION DESIGNATING COMMITTEES AND REPRESENTATIVES FOR CITY COMMISSIONS AND ADVISORY BOARDS FOR YEAR 2019

WHEREAS, the City is required to make certain official appointments at the beginning of each year; and,

WHEREAS, the City Council must appoint City Council members to represent the City on various City and County-wide organizations on an annual basis:

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. That the City Council appoints the following individuals to represent the City on the following commissions, boards and advisory committees for 2019:

Committee of the Whole	Mayor and City Council
Economic Development Authority	Mayor and City Council
Parks, Recreation & Culture Board	Mayor
Planning Commission	Mayor and City Council
Rum River BMX Association Board	Collison
Community Education	Mayor
Cable TV Liaison	Lundeen
Civil Defense Director	Mayor
Fire District	Lundeen, Alternate Mayor Johnson
ICICLE	
School Liaison	Mayor, Lundeen
Chamber of Commerce Liaison	Mayor
Bike Isanti County Committee	Mayor
C-I Bike/Walk Trail	Mayor
Public Works Labor Management Committee	Mayor - Guest Representative
Weed Inspector	Mayor

2. That the City Council appoints the following to act as Mayor Pro-tem in the absence of the Mayor: Councilor Steve Lundeen.

3. That the Planning Commission, Economic Development Authority Board, and Park, Recreation and Culture Board shall meet on the date and times as designated as outlined on the attached schedule and posted at Isanti City Hall.

4. That the City Council designates the following individuals to the Park, Recreation and Culture Board for 2019:

Jenny Garvey	*(term expiration 12-31-2020)*
Aaron Zdon	*(term expiration 12-31-2019)*
James Witte	*(term expiration 12-31-2021)*
_____	*(term expiration 12-31-2021)*
Jeff Johnson	Council Representative (*term expiration 12-31-2019*
_____	Student Representative *(term expiration 12-31-2019)*

5. That the City Council designates the following individuals to the Planning Commission for year 2019:

Mayor and City Council:	
Jeffrey Johnson	*(term expiration 12-31-2019)*
Dan Collison	*(term expiration 12-31-2019)*
Ross Lorinser	*(term expiration 12-31-2019)*
Paul Bergley	*(term expiration 12-31-2019)*
Steve Lundeen	*(term expiration 12-31-2019)*
Appointed Members:	
_____	*(term expiration 12-31-2021)*
Arissya Simon	*(term expiration 12-31-2019)*

6. That the City Council Economic Development Authority Board membership terms are as follows for year 2019:

Mayor and City Council:	
Jeffrey Johnson	*(term expiration 12-31-2019)*
Dan Collison	*(term expiration 12-31-2019)*
Ross Lorinser	*(term expiration 12-31-2019)*
Paul Bergley	*(term expiration 12-31-2019)*
Steve Lundeen	*(term expiration 12-31-2019)*
Appointed Members:	
_____	*(term expiration 12-31-2024)*
Jill Reller	*(term expiration 12-31-2020)*

This Resolution is hereby approved by the Isanti City Council this 7th day of January, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

J.4.

A Community For Generations.

Isanti

City Council Memo

To: **Mayor Johnson and Members City Council**
From: Josi Wood, City Administrator
Date: March 5, 2019
Subject: New Information Regarding 1991 Deferred Assessment on PID 16.032.1200

Background:
Friday, February 22, Staff received new information, letter correspondence attached, regarding PID 16.032.1200, property of Mr. George Hemen, and the 1991 deferred assessment associated with this parcel. The letter dated 9/23/91 from the former City Administrator states Mr. Hemen would be given a hearing when annexed into the City.

City Attorney, Clark Joslin, will review the letters with Council during the meeting.

Request:
Staff is requesting direction on this item.

Attachments:
- Letter dated August 9, 1991
- Letter dated September 23, 1991
- Letter dated October 2, 1991

A Community For Generations.

Isanti

County Road 5 & 1st Avenue
Isanti, Minnesota 55040
444-5512

9-19-91

Rose —
Can you deliver this letter to Mr. Heman. He lives on Palomino Rd - furthest SE house on Rd next to Hwy 65. Thanks,
Jane

August 9, 1991

George R. Heman
C/O Computer Revision
19340 Linden Drive
Maple Grove, MN 55369

Dear Mr. Heman:

This letter is to explain to you the accompanying notice on the proposed assessment for Palomino Road. Because your property is not within Isanti City limits, the assessment on your property will be deferred until such time as your property is annexed into the City. When your property is annexed, the assessment listed on the accompanying notice will be due. At that time, you or whoever owns the land may choose between paying all of the assessment or spreading the payments across 15 years at the same interest rate received by everyone else on the Palomino Road Improvement.

If you have any questions please give me a call at Isanti City Hall, 444-5512.

Sincerely,

Michael Robertson

Michael Robertson
City Administrator

A Community For Generations.
Isanti
County Road 5 & 1st Avenue
Isanti, Minnesota 55040
444-5512

September 23, 1991

George Hemen
Rt 4, Box 38
Isanti, MN 55040

Dear Mr. Heman:

The enclosed Resolution adopting the Palomino Road Improvement and terms of payment was adopted by the Isanti City Council on September 17, 1991.

Your assessment, which has been deferred until such time as your property is annexed into the City of Isanti, amounts to $10,007.23. The legal description of your property is PT N 1/2 of NE 1/4 of NW 1/4, Township 32N, Range 24, Section 32, Isanti County, Minnesota.

If your property is annexed some time in the future, the City of Isanti must hold an assessment hearing before you could be assessed for your portion of the Palomino Road improvement. This hearing would be the place where you could exercise your legal right to oppose your assessment.

Sincerely,

Michael Robertson
City Administrator

A Community For Generations.
Isanti
County Road 5 & 1st Avenue
Isanti, Minnesota 55040
444-5512

October 2, 1991

Barry Blomquist
726 Elm Street
P.O. Box 578
North Branch, MN 55056

Re: Special Assessments - George Heman

Dear Mr. Blomquist:

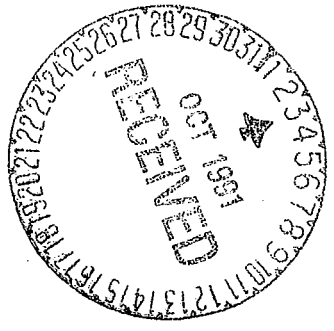
As per your letter of September 25, 1991, Items 1 and 2 were sent to Mr. Heman in a letter dated September 23, 1991. I have enclosed a copy of the City Engineers' Basis of Assessment, which should take care of Item 3.

I told Mr. Heman in person, and will repeat to you, that should you wish to challenge the assessment I will be willing to waive the 30 day requirement since Mr. Heman did not receive the notice of assessment letter in time to make the public hearing.

If you need any further assistance, please give me a call.

Sincerely,

Michael Robertson
City Administrator



J.5.

A Community For Generations.
Isanti

City Council Memo

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: March 5, 2019
Subject: Informational Letter to Residents with Abutting Sidewalks

---

Background

Per discussion at Committee of the Whole February 19th regarding sending notices for ice removal on City sidewalks, Staff has determined that there are approximately 804 parcels that should receive the letter. The estimated cost to send out notification letters is $638.94 which includes printing, envelope and postage fees.

Staff has also included language regarding fire hydrant clearing as additional helpful information.

Request

Staff is seeking direction on this item.

Attachment

- Resident Informational Letter

Please Remember to Maintain Your Sidewalk!

It's City Code

Many people, including children, seniors, and those using wheelchairs and strollers, depend on sidewalks all year long.

Let's make Isanti SAFE FOR ALL GENERATIONS!

City sidewalks are cleared by the Public Works Department after the initial snowfall. They are cleared according to the schedule, primary or secondary, established by City Council through the Snow Plowing Policy. Further removal of nuisance snow and/or ice is the responsibility of the adjacent property owner. In the event of ice formation, please remove ice as is reasonably possible and treat icy areas difficult to clear with ice removal materials. Traction on slippery surfaces can be improved by application of sand, chicken grit, or clean cat litter. Please be advised that snow and ice should be removed in a timely manner (48 hours after a weather event as defined "timely" in City Code).

Did you Know?

Clearing fire hydrants within residential areas is the responsibility of the resident(s) to ensure they are readily accessible. Please make sure that snow is removed to allow easy access to your local fire hydrants for routine maintenance and emergencies.

We thank you for your cooperation.

Isanti City Code of Ordinances: § 284-14 Snow Removal; § 216-4 (A) Public nuisances affecting peace, safety and general welfare. § 216-6 Abatement. Resolution 2014-017. Resolution 2018-195.

A Community For Generations.
Isanti

Policy affects all property owners, including landlords.

Questions? Please call the Community Development Department at 763-444-5512 or visit cityofisanti.us for more information

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To: **Mayor Johnson and Members of City Council**

From: Katie Everett, Parks, Recreation, and Culture Manager

Date: March 5, 2019

Subject: Resolution Approving a Special Event Application for BMX 2019 Race for Life and DK Gold Cup Qualifier

---

Background

The City has received an application for the upcoming special event planned for the Rum River BMX Association. The Race for Life and DK Gold Cup Qualifier weekend is scheduled for April 13-14, 2019. Hours of the event are 10:00 am to 6:00 pm on Saturday, April 14 and 7:00 am to 5:00 pm Sunday, April 15. Rum River BMX estimates the number of individuals in attendance is 800 per day. Portable restroom facilities will be provided by the Association for the event, and the organization is responsible for clean-up of the outside areas. The Association is planning for parking to take place at the Indoor Arena and within the Bluebird Park lots – no parking will be allowed on the grass for this event. Team canopies may be put up on the grass outside the arena; the Association will notify participants to not use stakes to protect the irrigation lines. The standard public addressing system would be used throughout the event. Association is not requesting that any roads be closed. A portion of the race fees collected on Saturday will benefit the Cancer Society.

Attachments

- Resolution No. 2019-XXX
- Special Event Application
    - Application Form
    - Departmental Review Form
    - Site Map
    - Release and Indemnification Agreement

RESOLUTION NO. 2019-XXX

RESOLUTION APPROVING A SPECIAL EVENT APPLICATION FOR BMX 2019 RACE FOR LIFE AND DK GOLD CUP QUALIFIER EVENT

WHEREAS, the Rum River BMX Association submitted a Special Event application requesting approval to host the Race for Life and DK Gold Cup Qualifier weekend; and,

WHEREAS, the event is scheduled to take place on Saturday, April 13 from 10:00 a.m. to 6:00 p.m. and Sunday, April 14 from 7:00 a.m. to 5:00 p.m. at the Isanti Indoor Arena located at 101 Isanti Parkway NW; and,

WHEREAS, the estimated number of people to be in attendance is 800 per day; and,

WHEREAS, the applicant will provide the required number of additional restroom facilities for the event; and,

WHEREAS, parking for volunteers, spectators, and participants will be at the Isanti Indoor Arena parking lot with overflow at Bluebird Park parking lots, and no parking will be allowed on the grass.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota to approve the special event request for the April 13-14, 2019 Race for Life and DK Gold Cup Qualifier event with the following condition:

- No signage shall be posted for the event, unless allowed under Zoning Ordinance section 16, or a Temporary Sign Permit Application and fee are submitted.

AND FURTHERMORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that this Resolution is hereby the "Permit" for the above stated Special Event.

This resolution was duly adopted by the Isanti City Council this 5th day of March, 2019.

Attest:

_____
Jeff Johnson
Mayor

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

SPECIAL EVENT PERMIT APPLICATION

City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

If you are a planning an event that requires a Special Event Permit, please complete the application and any required supplemental forms. To ensure your application is processed quickly, be specific and complete in all responses. **Applications must be submitted at least 30 days prior to the event to be considered.**

ITEMS TO ACCOMPANY THE APPLICATION

Required with all applications

- ☐ Complete Application Form
- ☐ Cleanup Deposit Fee - $100
- ☑ Proof of Insurance or Certificate of Insurance
- ☑ Site Map
- ☑ Approval Letter from the Property Owner
- ☐ Proof of written notification to property owners within 350 feet of the special event

Check all that apply:

- ☐ Signs will be posted for event:
  - ☐ Temporary Sign Permit Application required
  - ☐ $50 fee
- ☐ Alcohol will be served and/or sold at event:
  - ☐ Licenses (may take up to 60 days to process)
  - ☐ Fees apply, amounts vary by license type.
- ☐ Vendors will be present:
  - ☐ Peddler's Permit (background check required) submitted by event organizer only
  - ☐ $25 fee for one-day applications
  - ☐ Vendor List
- ☑ Event will occur on City Property:
  - ☐ Release and Indemnification Agreement

Supplemental information may be required by City staff.
Additional forms can be found on the City of Isanti website or requested at Isanti City Hall. Please note that additional required permits or licenses may take additional time to process.

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: 1/25/2019

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Rum River BMX Association

Contact Person: Larry Merchlewitz

Address: 101 Isanti Parkway NW

City: Isanti State: MN Zip: 55040

Phone: 763 - 444 - 5429 Fax: ___ - ___ - ___ Cell: 763 - 234 - 5977

E-mail: Larry@rumriverbmx.com

Secondary Contact Person: Sean Wilson

Address: 101 Isanti Parkway NW

City: Isanti State: MN Zip: 55040

Phone: 763 - 444 - 5429 Cell: 612 - 308 - 9147 E-mail: Sean@rumriverbmx.com

---

EVENT INFORMATION

Event Name: Race for Life and DK Gold Cup Qualifier

Date(s) of Event: April 13th and 14th

Hours of Event: Saturday 10:00am-6:00pm & Sunday 7:00am-5:00pm

Type of Event: [✓] Open to the Public [ ] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
Two day race. Race for life entry fees go to raise money for Leukemia and the Gold Cup Qualifier is a regional qualifier for the DK Gold Cup series.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Proposed Location of the Event (be specific, site map also required):
Isanti Indoor Arena. Grass area to the east may be used for team canopies.

Estimated Number of People in Attendance (includes staff, participants, and spectators):
800 people per day

Parking Impact – Describe in detail:
Parking shall be contained to paved surface only. There will be no camping or parking on grass areas. Some over flow may be at the Bluebird Park parking lot or Skateboard Park parking lot.

Tents, equipment, amusement rides, etc.
Type: BMX teams will bring their own pop up tents.
Size: 12'x12' up to 24'x24'
Location: South and east sides of the building. Depending on weather.

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
Off duty first responders will be on hand. Allina Heath Services Ambulance may be on site, unless they need to respond to another call.

Are you requesting any street closures? If yes, list streets:
No street closures are required.

Restrooms (Portable) – Name or entity providing these services; and number of facilities to be provided. When other restroom facilities are not provided on-site or are limited; the applicant will need to pay for additional restroom facilities. For those events exceeding 75 persons, one (1) additional restroom shall be provided; for events exceeding 150 persons, two (2) additional restrooms shall be provided. For events exceeding 250; the Planning for Special Events-Usage Chart shall be used.

Absolute Portable Restrooms, Cambridge MN. Besides the existing bathrooms at the Isanti Indoor Arena, four portable bathrooms will be added around the outside of the building.

Security Plans – Name or entity providing these services. (A Police Officer is required if alcohol is being served or at the discretion of the Police Chief).
No alcohol will be served during this event. Security is not required.

Clean-up Plans – Describe in detail:
Rum River BMX volunteers will be cleaning up on the property. We will have a roll away dumpster to handle the garbage.

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110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Live entertainment – Describe in detail:
This will be live BMX pedal bike racing.

Will any other public addressing system or sound amplification be used? If so, describe:
Only sound audio system that will be used is the current indoor system.

If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?
Race fees are collected for riders on the track to cover cost of the event. On Saturday a portion of the race fees collected will be given Cancer Society.

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature: Larry Merchlewitz

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

OFFICE USE ONLY
Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief
__X__ Approved _____ Denied _____ N/A Signature: Email Approval (attached)

Police Chief
__X__ Approved _____ Denied _____ N/A Signature: _____

Public Services Director
__X__ Approved _____ Denied _____ N/A Signature: _____

Community Events & Parks Coordinator
__X__ Approved _____ Denied _____ N/A Signature: _____

Community Development Director
__X__ Approved _____ Denied _____ N/A Signature: _____

City Administrator
__X__ Approved _____ Denied _____ N/A Signature: _____

City Council
_____ Approved _____ Denied

Date of Review: _____

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Thursday, February 21, 2019 9:26 AM
To: Isanti Parks
Subject: RE: Special Event Permit Application - BMX Race for Life

Hi Katie,

Isanti Fire reviewed the April 13-14 Race for Life/Gold Cup Qualifier event permit application and approves as presented.

Have a great day!

Al

ALAN JANKOVICH | FIRE CHIEF
ISANTI FIRE DISTRICT
401 1ST AVE NW, PO BOX 490 | ISANTI MN 55040
763.444.8019 | aljankovich@isantifiredistrict.org | www.isantifiredistrict.org

From: Isanti Parks <IsantiParks@cityofisanti.us>
Sent: Thursday, February 21, 2019 9:19 AM
To: Al Jankovich <aljankovich@isantifiredistrict.org>
Subject: Special Event Permit Application - BMX Race for Life

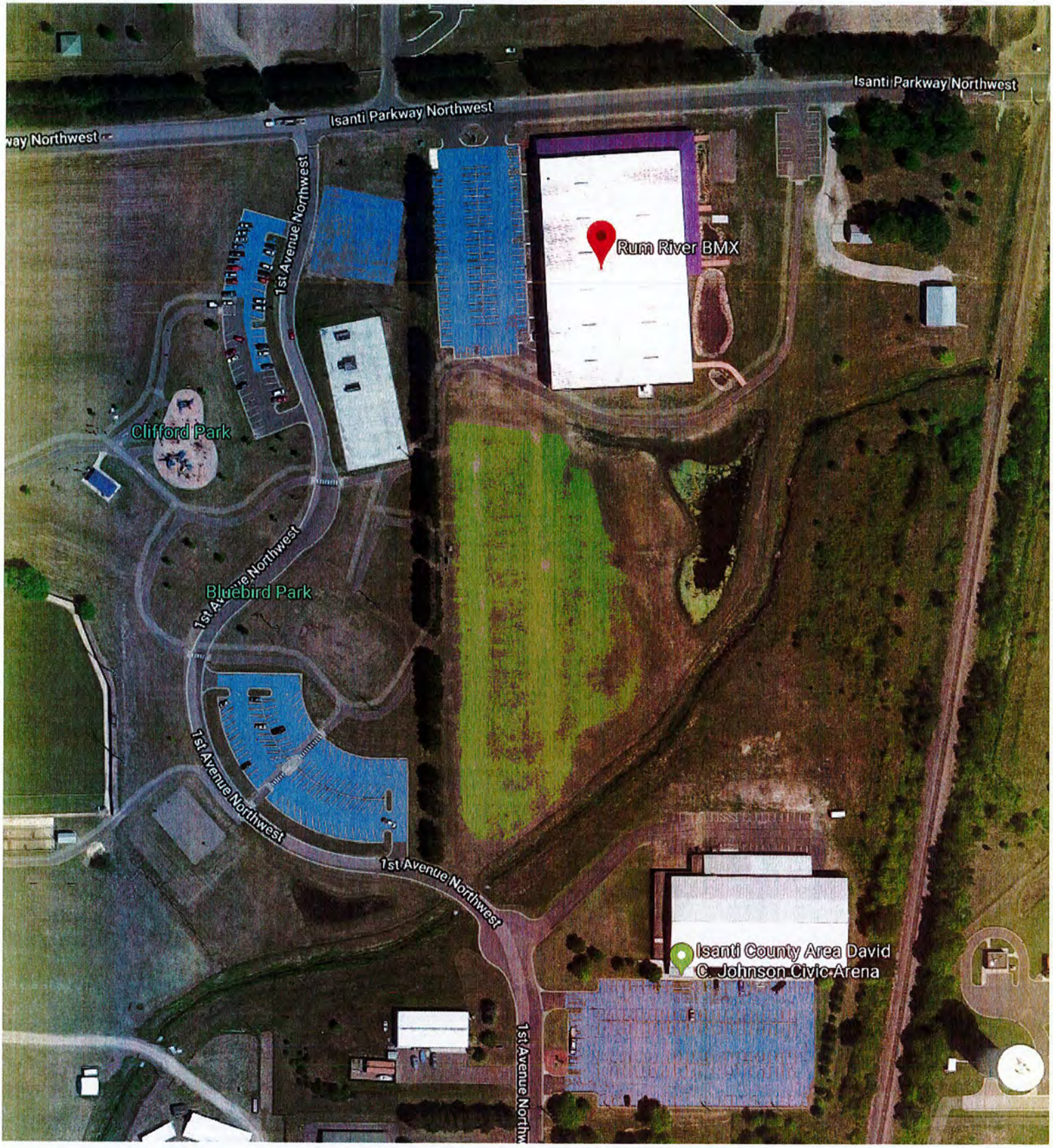
Good morning Al,

We've received a Special Event Permit application from Rum River BMX for their Race for Life/Gold Cup Qualifier coming up on April 13 and 14. They're anticipating about 800 people per day, and haven't requested any additional services from Isanti Fire. Please review the application and respond with your comments or approval when you get a chance.

Thanks!

Katie Everett
Parks, Recreation, and Culture Manager
City of Isanti
110 1st Ave NW
P.O. Box 428
Isanti, MN 55040

Office: 763-444-5512
Cell: 763-772-5856
Fax: 763-444-5560



Parking Shall be only in the "Blue" areas only.
No Parking on the grass. JM
1/24/19

SPECIAL EVENT PERMIT APPLICATION
City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT

City of Isanti

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on property owned by the City of Isanti:
Bmx pedal bike Race for Life and Gold Cup Qualifier Located at the Isanti Indoor Arena on April 13th and 14th 2019.

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:
BMX pedal bike racing.

(Special Events Holder Initials Here) _____

B. If required by this paragraph, we agree to require each participant to our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Isanti, on a form approved by the City of Isanti.

Participant Release and Indemnification required? YES ☑ NO ☐

(Special Events Holder Initials Here) _____

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to the City of Isanti, for the duration of the above described activities.

(Special Events Holder Initials Here) _____

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities,

whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we further hereby exempt, release and discharge the City of Isanti, its officers, and its employees from any and all claims, demands, and actions for such injury, loss or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

F. We further agree to defend, indemnify and hold harmless the City of Isanti, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorney fees, including those arising from any third party claim asserted against the City of Isanti, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Isanti, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Event Holder Initials Here) _____

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Event Holder Initials Here) _____

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Event Holder Initials Here) _____

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special event holder, acting by and through the undersigned, who represents that he or she is property authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

Rum River BMX Association

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Larry Merchlewitz

Title Community Outreach Director

Signature Larry Merchlewitz

Date 1/24/2019

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To: **Mayor Johnson and Members of City Council**

From: Katie Everett, Parks, Recreation, and Culture Manager

Date: March 5, 2019

Subject: Resolution Providing Approval from City of Isanti to Purchase Blower for Cambridge-Isanti Bike/Walk Trail Maintenance

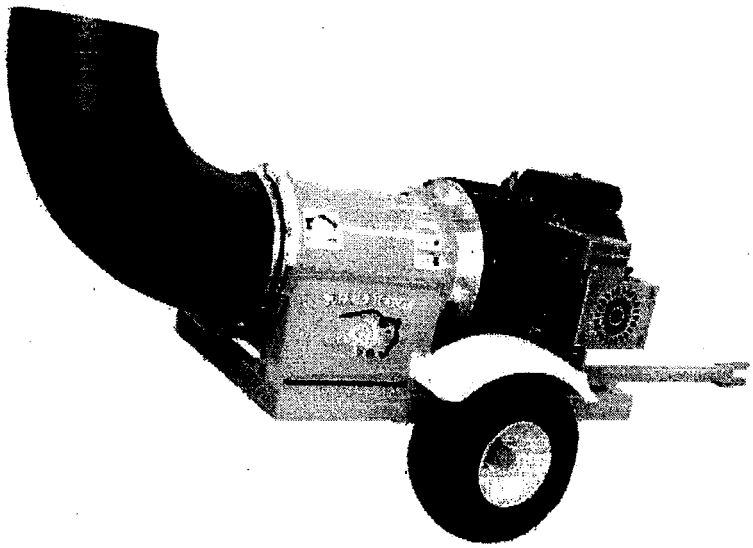
---

Background:
At its annual meeting January 24, 2019, the Cambridge-Isanti Bike/Walk Trail Committee discussed purchase of pull-behind blower equipment to help mitigate recurring issues with pine needles and sand on the trail. The City of Cambridge will maintain and store the equipment, and it will be made available for use on other trails as well. The purchase will be funded through the Cambridge-Isanti Bike/Walk Trail Capital Fund (to which the City of Isanti and City of Cambridge contribute annually according to the Joint Powers Agreement), and is anticipated to not exceed $8,450.00. The equipment quote and specifications are attached to this memo for Council review.

At its February 26, 2019 meeting, the Parks, Recreation, and Culture Board recommended that City Council approve the purchase.

Request:
It is requested that the Isanti City Council approve purchase of a blower for the Cambridge-Isanti Bike/Walk Trail through the C-I Bike/Walk Trail Capital Fund, in the amount not to exceed $8,450.00.

Attachment:
- Resolution 2019 - XXX



Thank you and have a good day.

Jesse Kraft

MINNESOTA EQUIPMENT

-Providing Solutions Since 1916-

233 Cajima St
Isanti, MN 55040
763.444.8873 Office
763.444.6597 Fax
JesseKraft@MnEquip.com
www.MinnesotaEquipment.com

JOHN DEERE

Quote Summary

Prepared For:
City Of Cambridge
Lucas Milz
300 3rd Ave Ne
Cambridge, MN 55008
Mobile: 612-221-9878

Prepared By:
Jesse Kraft
Minnesota Equipment, Inc.
233 Cajima Street
Isanti, MN 55040
Phone: 763-444-8873
jessekraft@mnequip.com

Quote Id:	17942666
Created On:	06 August 2018
Last Modified On:	06 August 2018
Expiration Date:	31 August 2018

Equipment Summary	Selling Price	Qty	Extended
BUFFALO TURBINE BT-CKB4JD BLOWER	$ 8,450.00 X	1 =	$ 8,450.00
Equipment Total			**$ 8,450.00**

Quote Summary	
Equipment Total	$ 8,450.00
DOT	$ 0.00
Delivery	$ 0.00
License	$ 0.00
SubTotal	$ 8,450.00
Est. Service Agreement Tax	$ 0.00
Total	$ 8,450.00
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	**$ 8,450.00**

Salesperson : X _____ **Accepted By : X** _____

RESOLUTION NO. 2019-XXX

RESOLUTION PROVIDING APPROVAL FROM CITY OF ISANTI TO PURCHASE BLOWER FOR CAMBRIDGE-ISANTI BIKE/WALK TRAIL MAINTENANCE

WHEREAS, at its January 24, 2019 meeting, the Cambridge-Isanti Bike/Walk Trail Committee requested authorization to purchase a trail blower to aid in clearing pine needles and sand from problem areas; and,

WHEREAS, the purchase will not exceed $8,450.00 and is to be funded through the Cambridge-Isanti Bike/Walk Trail Capital Fund; and,

WHEREAS, in accordance with the Joint Powers Agreement, the Cities of Isanti and Cambridge make annual contributions to the Cambridge-Isanti Bike/Walk Trail Capital and Operating Funds to support ongoing and future maintenance costs; and,

WHEREAS, the City of Cambridge will be responsible for storing and maintaining the equipment, and it will be available for use on other trails in both communities as needed; and,

WHEREAS, at its February 26, 2019 meeting, the Parks, Recreation, and Culture Board recommended approval of the purchase;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the purchase of the blower for maintenance of the Cambridge-Isanti Bike/Walk Trail through the Cambridge-Isanti Bike/Walk Trail Capital Fund, in the amount not to exceed $8,4500.00 with the following conditions:

1. The City of Cambridge will perform all necessary maintenance on the equipment, and will be responsible for its storage.

2. The equipment will be made available to both communities for use on other trails as needed, and staff from both cities are authorized to coordinate the use schedule.

This resolution was duly adopted by the Isanti City Council this 5th day of March, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To: **Mayor Johnson and Members of City Council**

From: Katie Everett, Parks, Recreation, and Culture Manager

Date: March 5, 2019

Subject: Resolution Authorizing Advertisement for Bids for the Refurbishment of the Bluebird Park Playground

---

Background:
The 2019 budget includes funds for refurbishment of the playground equipment at Bluebird Park (201 Isanti Parkway NW). The refurbishment is intended to significantly increase the lifespan of the equipment by protecting the major supporting structure. Refurbishment will include disassembly of the park, powder coating of metal support structures, and reassembly of the playground. Staff has prepared the specifications from the project, which are attached with this item.

Request:
It is requested that City Council approve the specifications of the project and authorize staff to advertise for bids.

Attachment:
- Resolution Authorizing Advertisement for Bids for the Refurbishment of the Bluebird Park Playground
    - Playground Refurbishment Bid Sheet

RESOLUTION 2019-

RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS FOR THE REFURBISHMENT OF THE BLUEBIRD PARK PLAYGROUND

WHEREAS, the City of Isanti has budgeted funds to refurbish the playground equipment at Bluebird Park (201 Isanti Parkway NW); and,

WHEREAS, the refurbishment will extend the life of the playground by protecting the supporting structure from weather and aging; and,

WHEREAS, this work will need to be performed by an outside contractor, City staff have completed specifications for the project;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1) That the City shall approve the specifications for the refurbishment of the Bluebird Park playground as attached to the resolution as "Exhibit A."

2) That the City shall authorize the advertisement for bids.

This Resolution is hereby approved by the Isanti City Council this 5th day of March, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

Exhibit A

CITY OF ISANTI
ISANTI, MINNESOTA
PLAYGROUND REFURBISHMENT BID SHEET

I (we) submit the following bid to refurbish the playground at Bluebird Park in the City of Isanti. All categories must be completed to be considered in the award of the quote per the attached specifications:

1. Disassembly of playground equipment $_____

2. Powder coating $_____

3. Reassembly of playground equipment $_____

TOTAL BID.....$_____

_____ _____
Contact Name Phone Number

_____ _____
Company Name Email

_____
Address

_____ _____
Authorized Signature

Specifications for Playground Refurbishment of Bluebird Park

The City of Isanti is seeking bids for refurbishment of playground equipment at Bluebird Park (201 Isanti Parkway NW). Bids must include pricing for all of the following:

1) Disassembly of playground equipment (top view drawing attached)
    - Provide equipment to close park during project
    - Playground mulch moved as needed to be stored for duration of project
    - Careful removal of all plastic play components for storage during project
    - Storage of all assembly hardware
    - Removal of steel supports from underground concrete
    - Removal of remaining concrete forms
2) Powder coat all metal surfaces
    - Clean, sandblast, and prep all pieces
    - Powder coat in similar color as original
3) Rebuild playground
    - Reassemble all components
    - Pour concrete footings as required; MNSpect inspector to be on site
    - Playground mulch to be replaced according to playground safety guidelines
    - Certified playground inspection upon completion

Playground components to be included in bid:

- Large play structure and all metal components directly attached
- Three-bay swing set (posts and cross bars)
- Clifford spring riders (multi-colored)

Playground components *excluded* from this project:

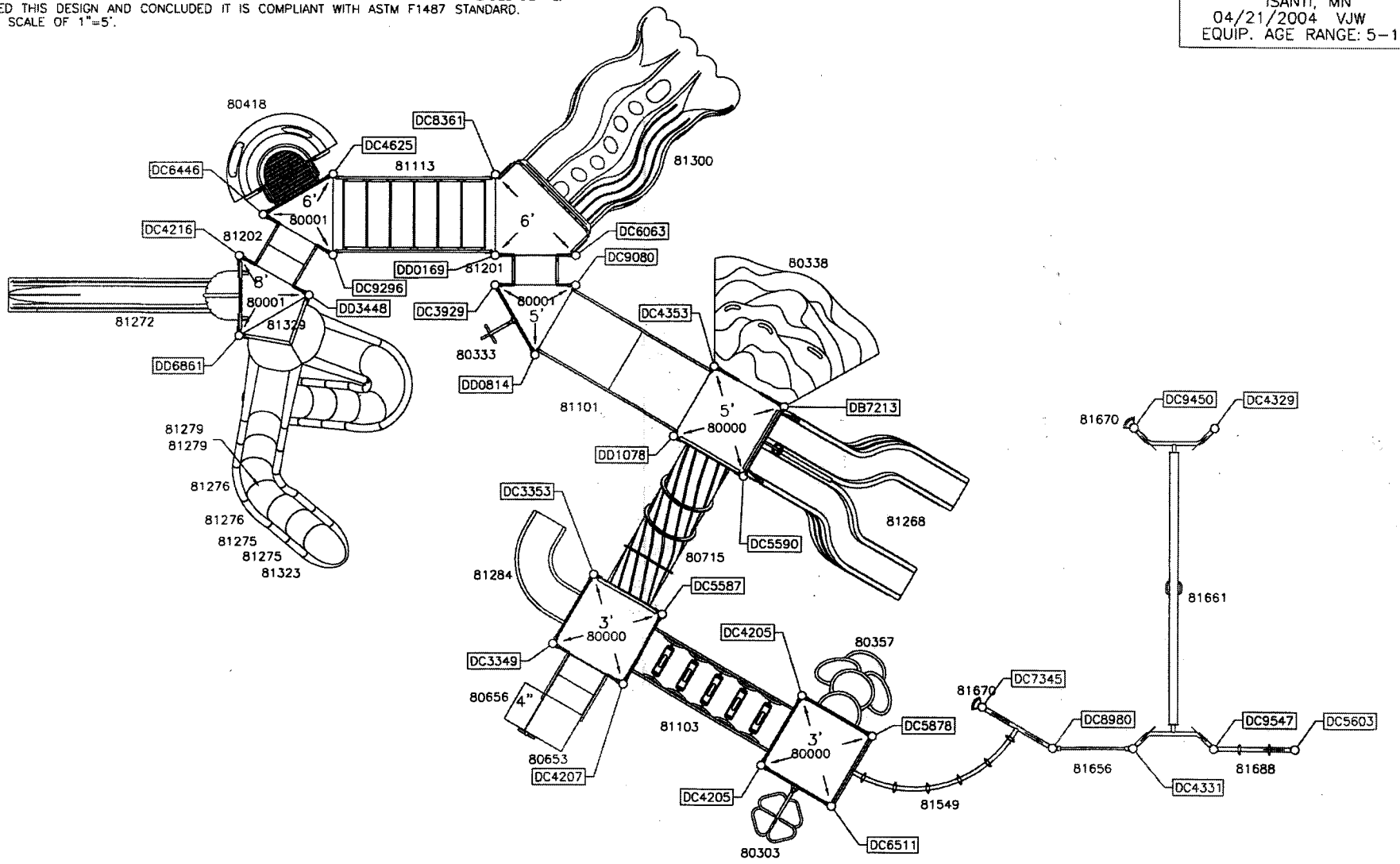
- Rope climber
- Clifford play structure

This project is to be completed in 2019, and Bluebird Park must be fully open during the period of August 12-18, 2019.

Bids are due by April 5, 2019, and should be submitted to the Parks, Recreation, and Culture Manager at 110 1st Ave NW, PO Box 428, Isanti MN 55040, or isantiparks@cityofisanti.us. All bids submitted should be clearly marked "Bluebird Refurbishment."

NOTES:
1) OWNER/OPERATOR SHALL INSTALL AND MAINTAIN PROTECTIVE SURFACING WITHIN THE USE ZONE OF ALL PLAY EQUIPMENT TO COMPLY WITH ASTM F1292. EQUIPMENT USE ZONES SHALL COMPLY WITH ASTM F1487.
2) ARROWS AT DECK CORNERS INDICATE ORIENTATION OF LABEL ON EACH UPRIGHT. SEE UPRIGHT LABEL DETAIL.
3) GAMETIME HAS REVIEWED THIS DESIGN AND CONCLUDED IT IS COMPLIANT WITH ASTM F1487 STANDARD.
4) VIEW IS PLOTTED AT A SCALE OF 1"=5'.

MN/WI PLAYGROUND, INC
GT ORDER NO.4111415
ISANTI, MN
04/21/2004 VJW
EQUIP. AGE RANGE: 5-12



Plotted on 04-21-2004 @ 14:07 hours

A PLAYCORE COMPANY
GameTime
Enriching Childhood Through Play

J.9.

A Community For Generations

Isanti

110 1st Ave. N
P.O. Box 428
Isanti MN 55040

Application for Pawnbroker License
Part 1
General Information

Directions: This form must be filled out with typewriter or hand printed. If the application is by a natural person, by such person; if by a corporation, by an officer thereof; if by a partnership, by one of the partners; if by an unincorporated association, by the manager or managing officer thereof.

1. Name of applicant (name of individual, partnership, corporation or association):
Northern Pawn Inc.

2. Business Name: Northern Pawn Inc.
Business Address: 303 Credit Union Dr. #9 PH: 763 444 7347

If business it to be conducted under a designation, name, or style other than full individual name of the applicant, attach two copies of the trade name certificate, as required by Chapter 333, MN Statutes, Secretary of State's office.

3. Type of applicant:

____ Natural Person (Individual) ____ Partnership
X Corporation ____ Association Other ____

4(a) If applicant is a natural person (individual), state full name, date of birth, residence and business address and telephone numbers:

Full Name: _____ DOB: _____
(Last) (First) (Middle)
Residence Address: _____ PH: _____
City/State/Zip: _____
Business Address: _____ PH: _____
City/State/Zip: _____

4(b) Full name, date of birth, residence address and telephone number of the Operating Manager in charge of the individual owner's premises at such time as the owner is absent:

Full Name: _____ DOB: _____
(Last) (First) (Middle)
Residence Address: _____ PH: _____
City/State/Zip: _____

1/23/19
2/19/18
2/15/16
2/8/17

RESOLUTION NO. 2019-XXX

RESOLUTION APPROVING PAWNSHOP LICENSE TO NORTHERN PAWN, INC.

WHEREAS, the City has received an application for renewal of a Pawnshop License from Joe Niles, Northern Pawn, Inc. for the operation of a pawnshop at 303 Credit Union Drive Suite 9; and

WHEREAS, all City fees are current and the required license fee and bond have been received; and

WHEREAS, all taxes assessments against the property are current; and

WHEREAS, the Isanti Police Department has conducted a background check on the applicant for the pawnshop license and found no reason to deny the renewal of the license; and

WHEREAS, the City has not received any information to preclude the issuance of the pawnshop license to the applicant.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. That the City hereby authorizes the issuance of a Pawnshop License to Joe Niles, Northern Pawn, Inc. to operate a pawnshop at 303 Credit Union Drive, Suite 9, Isanti MN 55040 for a license period from April 1, 2019 to March 31, 2020.
2. The transaction fee shall be subject to the current fee that is set by the City Council within the Fee Schedule.
3. The license shall be subject to all conditions as provided within City Code Chapter 233.
4. That the Mayor and City Clerk are hereby authorized to sign all required documents to provide for the issuance of the pawnshop license.

This Resolution is hereby approved by the Isanti City Council this 5th day of March, 2019.

Attest: Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

J.9.a.

A Community For Generations.

Isanti

City of Isanti
110-1st Avenue North
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

APPLICATION FOR RENEWAL OF LIQUOR LICENSE

TO THE HONORABLE CITY COUNCIL:

I, MICHAEL WARRING HERBERT
(Name of person making application) First Last Middle Maiden

as CEO hereby submit this application for renewal of
(Individual owner, officer, or partner)

the following licenses:

- X On-sale Liquor License - $2,500
- ____ On-sale 3.2 Malt Liquor License - $250
- ____ Club License - $500
- ____ Consumption and Display - $200
- X Sunday Liquor License* - $200
- ____ Off-sale 3.2 Malt Liquor License - $150
- ____ Wine License - $300
- ____ Strong Beer – No Fee

*No Sunday License is needed for on-sale wine licenses (City Code § 76-14 D, Minn. Stat. §340A.404, Subd.5)

for the JUNCTION BOWL WHISTLE STOP BAR & GRILL
(Name of the Establishment)

located at 123 CAJIMA ST NE for the sale of
(Street address and / or plat and parcel number)

liquor in accordance with the provision of Minnesota Statutes, Chapter 400, and City of Isanti ordinances,

commencing April 1, 2019 and ending March 31, 2020.

Describe Area Where Liquor Will Be Consumed (Licensed Premises) (On Sale Only)

BAR - BOWLING AREA HORSESHOE AREA

FENCED OUTSIDE PATIO

Licensee Residence Address [redacted] 5040

Licensee Home Phone [redacted] Business Phone 763-444-9100

Licensee Date of Birth [redacted] Licensee Driver's License # [redacted]

RESOLUTION NO. 2019-XXX

APPROVING THE ON-SALE AND SUNDAY LIQUOR LICENSE RENEWAL APPLICATION FOR WINTERGREEN'S GOLF & GRILL

WHEREAS, Wintergreen's Golf and Grill On-Sale and Sunday Liquor License will expire on March 31, 2019; and

WHEREAS, the applicant has completed the renewal application for the City of Isanti and for the State of Minnesota and submitted proof of liquor liability and workers' compensation insurance; and

WHEREAS, all taxes and assessments against the property are current; and

WHEREAS, the applicant has no delinquent City fees; and

WHEREAS, the Police Department has reviewed the renewal application and that the applicant has not been cited during the past five years for any state/local liquor law violations.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, that:

1. Wintergreen's Golf & Grill On-Sale and Sunday Liquor License Renewal is hereby approved.
2. The effective date of the On-Sale and Sunday Liquor License shall be April 1, 2019 through March 31, 2020.
3. Staff shall forward all necessary information to the State of Minnesota to complete the liquor license process.

This Resolution is hereby approved by the Isanti City Council this 5th day of March, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

J.9.b.

A Community For Generations.

Isanti

City of Isanti
110-1st Avenue North
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

APPLICATION FOR RENEWAL OF LIQUOR LICENSE

TO THE HONORABLE CITY COUNCIL:

I, RONALD STAWSKI JAMES
(Name of person making application) First Last Middle Maiden

as OFFICER hereby submit this application for renewal of
(Individual owner, officer, or partner)

the following licenses:

X On-sale Liquor License - $2,500	X Sunday Liquor License* - $200
___ On-sale 3.2 Malt Liquor License - $250	___ Off-sale 3.2 Malt Liquor License - $150
___ Club License - $500	___ Wine License - $300
___ Consumption and Display - $200	___ Strong Beer – No Fee

*No Sunday License is needed for on-sale wine licenses (City Code § 76-14 D, Minn. Stat. §340A.404, Subd.5)

for the WINTERGREENS GOLF & GRILL
(Name of the Establishment)

located at 306 CREDIT UNION DR for the sale of
(Street address and / or plat and parcel number)

liquor in accordance with the provision of Minnesota Statutes, Chapter 400, and City of Isanti ordinances,

commencing April 1, 2019 and ending March 31, 2020.

Describe Area Where Liquor Will Be Consumed (Licensed Premises) (On Sale Only)

306 CREDIT UNION DR ISANTI MN

Licensee Residence Address _____

Licensee Home Phone _____ Business Phone 763-444-8422

Licensee Date of Birth _____ Licensee Driver's License

RESOLUTION NO. 2019-XXX

APPROVING THE ON-SALE AND SUNDAY LIQUOR LICENSE RENEWAL APPLICATION FOR JUNCTION BOWL AND WHISTLE STOP BAR AND GRILL

WHEREAS, Junction Bowl and Whistle Stop Bar and Grill's On-Sale and Sunday Liquor License will expire on March 31, 2019; and,

WHEREAS, the applicant has completed the renewal application from the State of Minnesota and submitted proof of liquor liability and workers' compensation insurance; and,

WHEREAS, all taxes and assessments against the property are current; and,

WHEREAS, the applicant has no delinquent City fees; and,

WHEREAS, the applicant has passed a police activity review; and,

WHEREAS, the Police Department has reviewed the renewal application and that the applicant has not been cited during the past five years for any state/local liquor law violations.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, that:

1. Junction Bowl and Whistle Stop Bar and Grill's On-Sale and Sunday Liquor License Renewal is approved.
2. The effective date of the On-Sale and Sunday Liquor License shall be April 1, 2019 through March 31, 2020.
3. Staff shall forward all necessary information to the State of Minnesota to complete the liquor license process.

This Resolution is hereby approved by the Isanti City Council this 5th day of March, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

J.9.c.

A Community For Generations.
Isanti

City of Isanti
110-1st Avenue North
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

APPLICATION FOR RENEWAL OF LIQUOR LICENSE

TO THE HONORABLE CITY COUNCIL:

I, James Rostberg Ivar
(Name of person making application) First Last Middle Maiden

as Officer, Commander hereby submit this application for renewal of
(Individual owner, officer, or partner)

the following licenses:

X On-sale Liquor License - $2,500
_____ On-sale 3.2 Malt Liquor License - $250
_____ Club License - $500
_____ Consumption and Display - $200
X Sunday Liquor License* - $200
_____ Off-sale 3.2 Malt Liquor License - $150
_____ Wine License - $300
_____ Strong Beer – No Fee

*No Sunday License is needed for on-sale wine licenses (City Code § 76-14 D, Minn. Stat. §340A.404, Subd.5)

for the Rum River VFW Post 2735
(Name of the Establishment)

located at 410 Railroad Ave South for the sale of
(Street address and / or plat and parcel number)

liquor in accordance with the provision of Minnesota Statutes, Chapter 400, and City of Isanti ordinances,

commencing April 1, 2019 and ending March 31, 2020.

Describe Area Where Liquor Will Be Consumed (Licensed Premises) (On Sale Only)

Within Buildings located at 410 Railroad Ave So & within fenced in yard & patio area.

Licensee Residence Address [redacted]

Licensee Home Phone [redacted] Business Phone 763 444 9787

Licensee Date of Birth [redacted] Licensee Driver's License # [redacted]

RESOLUTION NO. 2019-XXX

APPROVING THE ON-SALE AND SUNDAY LIQUOR LICENSE RENEWAL APPLICATION FOR RUM RIVER VFW 2735

WHEREAS, Rum River's VFW Post 2735 On-Sale and Sunday Liquor License will expire on March 31, 2019; and,

WHEREAS, the applicant has completed the renewal application for the City of Isanti and for the State of Minnesota and provided proof of liquor liability and workers' compensation insurance; and,

WHEREAS, all tax assessments against the property are current; and,

WHEREAS, the applicant has no delinquent City fees; and,

WHEREAS, the applicant has passed a police activity review; and,

WHEREAS, the Police Department has reviewed the renewal application and that the applicant has not been cited during the past five years for any state/local liquor law violations.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, that:

1. Rum River's VFW Post 2735 On-Sale and Sunday Liquor License Renewal is approved.
2. The effective date of the On-Sale and Sunday Liquor License shall be April 1, 2019 through March 31, 2020.
3. Staff shall forward all necessary information to the State of Minnesota to complete the liquor license process.

This Resolution is hereby approved by the Isanti City Council this 5th day of March, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

J.9.d.

A Community For Generations.
Isanti

City of Isanti
110-1st Avenue North
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

APPLICATION FOR RENEWAL OF LIQUOR LICENSE

TO THE HONORABLE CITY COUNCIL:

I, Lyle Kleven Orrin
(Name of person making application) First Last Middle Maiden

as Owner hereby submit this application for renewal of
(Individual owner, officer, or partner)

the following licenses:

_____ On-sale Liquor License - $2,500	_____ Sunday Liquor License* - $200
_X_ On-sale 3.2 Malt Liquor License - $250	_____ Off-sale 3.2 Malt Liquor License - $150
_____ Club License - $500	_____ Wine License - $300
_____ Consumption and Display - $200	_____ Strong Beer – No Fee

*No Sunday License is needed for on-sale wine licenses (City Code § 76-14 D, Minn. Stat. §340A.404, Subd.5)

for the Patlok Design Inc. DBA: Sanbrook Golf Course
(Name of the Establishment)

located at 1260 County Road 5 NE Isanti, MN.
(Street address and / or plat and parcel number) for the sale of

liquor in accordance with the provision of Minnesota Statutes, Chapter 400, and City of Isanti ordinances,

commencing April 1, 2019 and ending March 31, 2020.

Describe Area Where Liquor Will Be Consumed (Licensed Premises) (On Sale Only)

ON licensed premises
ON Sale Only

Licensee Residence Address 1260 County Rd 5 N.E. Isanti, MN 55040

Licensee Home Phone [redacted] Business Phone 763 444-9904

Licensee Date of Birth [redacted] Licensee Driver's License #: [redacted]

RESOLUTION 2019-XXX

RESOLUTION AUTHORIZING AN ON-SALE 3.2 PERCENT MALT LIQUOR LICENSE TO PATLOK DESIGN INC DBA SANBROOK GOLF COURSE

WHEREAS, Minnesota Statute provides for the licensing of 3.2 Percent Malt Liquor Licenses; and

WHEREAS, City Code Chapter 76, Article IV provides for the licensing of 3.2 Percent Malt Liquor; and

WHEREAS, said licenses would be considered a renewal of their 3.2 Percent Malt Liquor License which is valid for all days of the week and does not require a separate license for Sunday sales; and,

WHEREAS, the applicant has completed the renewal application for the City of Isanti and for the State of Minnesota and submitted proof of liquor liability and workers' compensation insurance; and

WHEREAS, all taxes and assessments against the property are current; and

WHEREAS, the applicant has no delinquent City fees; and

WHEREAS, the applicant has passed a police activity review; and,

WHEREAS, the Police Department has reviewed the renewal application and that the applicant has not been cited during the past five years for any state/local liquor law violations.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. The renewal of a 3.2 Percent Malt Liquor On-Sale license valid on all days of the week including Sundays for the period from April 1, 2019 to March 31, 2020 to Patlok Design, Inc. doing business under the assumed trade name of Sanbrook Golf Course, located at 1260 County Road 5 NE, Isanti Minnesota 55040, is hereby approved.

2. An on-sale 3.2 Percent Malt Liquor On-Sale license valid on all days of the week including Sundays is hereby granted, subject to and condition upon compliance by the licensee with all conditions applicable to such licensees under the laws of the State of Minnesota and City Ordinance.

3. Staff shall forward all necessary information to the State of Minnesota to complete the 3.2 Percent Malt Liquor On-Sale

license process.

4. That the Mayor and City Clerk are hereby authorized to sign all required documents to provide for the issuance of the on-sale 3.2 Percent Malt Liquor On-Sale license in accordance with the provisions hereof.

This Resolution is hereby approved by the Isanti City Council this 5th day of March, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

City of Isanti

Check Register - Mayor/Council Approval
Check Issue Dates: 2/21/2019 - 2/21/2019

Feb 21, 2019 03:00PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/19	02/21/2019	50627	1503	7-UP BOTTLING	609-20200	165.10
02/19	02/21/2019	50628	2707	ABSOLUTELY CLEAN WINDOW WASHING	226-20200	13,500.00
02/19	02/21/2019	50629	2708	BEAUDETTE, JOANNE	601-20200	195.47
02/19	02/21/2019	50630	9	BERNICKS PEPSI-COLA	609-20200	373.05
02/19	02/21/2019	50631	2319	BREAKTHRU BEVERAGE	609-20200	4,809.06
02/19	02/21/2019	50632	421	CARGILL INC	101-20200	19,626.04
02/19	02/21/2019	50633	1815	CENTURYLINK	609-20200	865.87
02/19	02/21/2019	50634	918	CRYSTAL SPRINGS ICE	609-20200	38.88
02/19	02/21/2019	50635	8	DAHLHEIMER DISTRIBUTING CO	609-20200	3,538.05
02/19	02/21/2019	50636	2478	EAST CENTRAL ENERGY	101-20200	42.85
02/19	02/21/2019	50637	55	ECM PUBLISHERS INC	609-20200	156.25
02/19	02/21/2019	50638	2028	FURTHER	603-20200	76.70
02/19	02/21/2019	50639	2028	FURTHER	861-20200	5,962.11
02/19	02/21/2019	50640	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	51.32
02/19	02/21/2019	50641	586	ISANTI COUNTY LAW	101-20200	250.00
02/19	02/21/2019	50642	113	ISANTI TIRE & AUTO CARE	101-20200	24.00
02/19	02/21/2019	50643	1534	J. J. TAYLOR	609-20200	726.20
02/19	02/21/2019	50644	7	JOHNSON BROTHERS LIQUOR CO	609-20200	5,406.94
02/19	02/21/2019	50645	1807	JZS ISANTI, LLC	410-20200	1,179.50
02/19	02/21/2019	50646	5	KAWALEK TRUCKING	609-20200	163.20
02/19	02/21/2019	50647	1338	KNIFE RIVER	101-20200	661.50
02/19	02/21/2019	50648	136	LEAGUE OF MN CITIES	603-20200	530.00
02/19	02/21/2019	50649	2648	LEPAGE & SONS	101-20200	521.01
02/19	02/21/2019	50650	434	LITTLE FALLS MACHINE	101-20200	302.68
02/19	02/21/2019	50651	1789	MADDEN GALANTER HANSEN, LLP	101-20200	6,608.81
02/19	02/21/2019	50652	17	MCDONALD DISTRIBUTING CO	609-20200	8,700.69
02/19	02/21/2019	50653	1044	MINNEAPOLIS FINANCE	101-20200	112.50
02/19	02/21/2019	50654	2208	MINNESOTA EQUIPMENT	101-20200	23.07
02/19	02/21/2019	50655	2116	MINUTEMAN PRESS	101-20200	457.24
02/19	02/21/2019	50656	2080	MVTL LABORATORIES INC	602-20200	159.58
02/19	02/21/2019	50657	2553	O'REILLY	101-20200	7.98
02/19	02/21/2019	50658	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,497.95
02/19	02/21/2019	50659	2554	SPECIALTY SOLUTIONS	101-20200	2,130.00
02/19	02/21/2019	50660	315	ST.PAUL STAMP WORKS	101-20200	78.11
02/19	02/21/2019	50661	1290	THE AMBLE GROUP	101-20200	64.88
02/19	02/21/2019	50662	1740	TOSHIBA FINANCIAL SERVICES	108-20200	248.05
02/19	02/21/2019	50663	42	VIKING COCA-COLA BOTTLING CO	609-20200	440.18
02/19	02/21/2019	50664	1318	WARRING PROPERTIES	101-20200	615.58
02/19	02/21/2019	50665	4	WATSON CO INC	609-20200	2,428.26
02/19	02/21/2019	50666	780	WINE MERCHANTS	609-20200	560.00
02/19	02/21/2019	50667	2009	WOOD, JOSEPHINE	601-20200	54.27
Grand Totals:						85,352.93

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/19	02/28/2019	50668	598	ASPEN MILLS	101-20200	84.99
02/19	02/28/2019	50669	2709	AUTHORITY TITLE	601-20200	4.67
02/19	02/28/2019	50670	2335	BCBSM	101-20200	18.24
02/19	02/28/2019	50671	53	BELLBOY CORPORATION	609-20200	4,516.61
02/19	02/28/2019	50672	9	BERNICKS PEPSI-COLA	609-20200	271.45
02/19	02/28/2019	50673	1500	BOLTON & MENK INC	444-20200	32,217.50
02/19	02/28/2019	50674	602	BURNET TITLE	601-20200	76.49
02/19	02/28/2019	50675	2711	CHAMPION COATINGS, INC.	602-20200	77,080.00
02/19	02/28/2019	50676	2234	COMPLETE INTEGRATED	920-20200	3,329.00
02/19	02/28/2019	50677	120	CONNEXUS ENERGY	101-20200	19,641.81
02/19	02/28/2019	50678	8	DAHLHEIMER DISTRIBUTING CO	609-20200	12,547.67
02/19	02/28/2019	50679	1941	DELTA DENTAL	861-20200	2,438.90
02/19	02/28/2019	50680	1698	FINANCE AND COMMERCE	440-20200	305.00
02/19	02/28/2019	50681	2118	FRANSEN, LINDA	101-20200	300.00
02/19	02/28/2019	50682	2028	FURTHER	861-20200	1,157.19
02/19	02/28/2019	50683	2710	GRUMMONS, CHRISTOPHER	601-20200	91.54
02/19	02/28/2019	50684	739	HACH COMPANY	602-20200	807.72
02/19	02/28/2019	50685	7	JOHNSON BROTHERS LIQUOR CO	609-20200	10,691.08
02/19	02/28/2019	50686	5	KAWALEK TRUCKING	609-20200	223.40
02/19	02/28/2019	50687	136	LEAGUE OF MN CITIES	101-20200	20.00
02/19	02/28/2019	50688	1975	LIBERTY TITLE	601-20200	70.15
02/19	02/28/2019	50689	1745	LINDEN WEB DESIGN	101-20200	89.00
02/19	02/28/2019	50690	17	MCDONALD DISTRIBUTING CO	609-20200	10,057.02
02/19	02/28/2019	50691	1536	MINNESOTA DEED	219-20200	833.33
02/19	02/28/2019	50692	2553	O'REILLY	101-20200	3.99
02/19	02/28/2019	50693	617	PAUSTIS & SONS	609-20200	170.50
02/19	02/28/2019	50694	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,992.75
02/19	02/28/2019	50695	1523	POLAR PARTS CO	101-20200	1,548.24
02/19	02/28/2019	50696	2630	RAPP, JORDAN	603-20200	199.94
02/19	02/28/2019	50697	2341	RED BULL DISTRIBUTION	609-20200	301.00
02/19	02/28/2019	50698	1401	ROAD MACHINERY &	101-20200	1,023.36
02/19	02/28/2019	50699	2396	SOUTHERN GLAZERS OF MN	609-20200	1,359.88
02/19	02/28/2019	50700	2554	SPECIALTY SOLUTIONS	101-20200	278.36
02/19	02/28/2019	50701	315	ST.PAUL STAMP WORKS	609-20200	23.70
02/19	02/28/2019	50702	96	STREICHERS	101-20200	528.89
02/19	02/28/2019	50703	2156	SUMMIT COMPANIES	101-20200	22.00
02/19	02/28/2019	50704	859	SYLVESTER, MATTHEW	603-20200	307.48
02/19	02/28/2019	50705	1290	THE AMBLE GROUP	101-20200	130.87
02/19	02/28/2019	50706	1762	THE TITLE GROUP	601-20200	7.66
02/19	02/28/2019	50707	42	VIKING COCA-COLA BOTTLING CO	609-20200	128.00
02/19	02/28/2019	50708	1286	VINOCOPIA INC	609-20200	518.75
02/19	02/28/2019	50709	4	WATSON CO INC	609-20200	1,556.18
Grand Totals:						189,974.31

City of Isanti

Gross Payroll	83,019.49
Social Security & Medicare	4,627.56
Public Employees Retirement	8,614.66
Total City Expense	96,261.71

Pay Date 2/22/2019

Pay Period 4 (2/3-16/19)

A Community For Generations.
Isanti

Request for City Council Action

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: March 5th, 2019
Subject: Consider Resolution Approving Revisions to the Snow Plowing Policy

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Staff recommends the following revisions to the Snow Plowing Policy. The underlined recommended changes for the Snow Plowing Policy are as follows:

C. Snow Plowing

5) Sidewalk Routes to Schools –Primary sidewalks listed in this resolution.

12) All Other Sidewalks –Secondary sidewalks (except exempt sidewalks)

D. Snow Hauling

Snow may be hauled from streets where snow accumulation has created limited visibility near intersections. Snow may be hauled away in areas, such as cul-de-sacs, where there is limited space to wing back snow to accommodate more snow accumulation.

I. 5) **Garbage Receptacles** – Garbage or recycling receptacles are not to be placed in the street section or beyond the grass/concrete curb edge. Receptacles are also not to be placed on the sidewalk. The City is not responsible for damage of receptacles or clean-up of waste.

V. ADMINISTRATION

A. Council Review

The City Council's Committee of the Whole shall annually review the City's Snow Removal Policy and Operational Guidelines, prior to the next year's snow season and make any recommendations for amendments to the City Council.

Request:
Staff is requesting action on this item.

Attachment:

- Res 2019-XXX – Resolution Approving Snow Plowing Policy and Operational Guidelines

RESOLUTION NO. 2019-XXX

A RESOLUTION APPROVING SNOW PLOWING POLICY AND OPERATIONAL GUIDELINES

I. PERSONNEL

All Department of Public Works personnel shall be available for all snow plowing operations, unless on approved leave or unable to respond due to a medical condition.

II. PROCEDURES

A. Alert and Call Out

During normal working hours, the Public Services Director or designee shall be responsible for monitoring street and weather conditions and initiation of snow and ice control procedures.
After hours, on weekends, and during holidays the Police Department shall notify the Public Works On-Call or designee when snow and ice conditions warrant crew alert. Snowplows will not be sent out in situations that may be hazardous due to severely restricted visibility.

B. Salting and Sanding

The City shall consider in order the following factors when establishing application rates and locations for application of salt and/or sand. The City shall use salt as the primary treatment. Sand may be used if there is a traction issue or if weather conditions deem it effective either combined with salt or as a separate treatment.

1) Safety of the Motoring Public
2) Environmental impact of salt usage
3) Cost

Salt or sand shall be applied to the street surface in such quantities so as to provide a level of skid resistance that is consistent with standards normally experienced on city streets throughout the State of Minnesota. It is recognized that a bare pavement policy is not possible at all times during winter.

Streets shall be spot salted (or sanded) to provide skid resistance and traction consistent with area standards in accordance with the following priorities:

1) All controlled intersections along Main Street, Heritage Blvd, County Road 23 and all curves.
2) School zones
3) Commercial and industrial streets
4) Residential – blanket sanding of general snow pack on residential streets will not be done.
5) In rare instances, when ice accumulation renders the streets unsafe to drive, the Public Services Director may authorize blanket sanding of city streets to restore vehicle traction.

C. Snow Plowing

The City will plow all storms of over 2 inches. During the season, snowfall of less than 2 inches may be removed depending on road conditions. Snow plowing shall normally begin when accumulation reaches a point where functional traffic flow is inhibited. Typical plow start time is 3:00 a.m. Plowing may start earlier in the prior evening, or delayed after 3:00 a.m., or may start during the daytime if conditions warrant. Plowing shall begin as close as practicable to the time snowfall ceases and will continue as visibility and operator safety permit. Work periods shall not exceed safe limits that operators can continue without rest.

Snow removal operations shall proceed as rapidly as possible in accordance with the following priorities:

1) Fire Hall Access Area

2) Police Department Access Area

3) Snow Emergency Routes - These routes (listed in this resolution) are typically first plowed. In extreme snowfalls, these routes shall be plowed to maintain the driving lanes in a passable condition until normal snow plowing activities resume.

4) 2" or more snow event, Downtown sidewalks from the Railroad Tracks on the east and traveling west to the intersection of Main and 2nd Avenue.

5) Sidewalk Routes to Schools ~~First day~~ Primary sidewalks listed in this resolution.

6) Residential Streets

7) City Downtown Parking Lot, City Hall Parking lot and Isanti Community Center Lot

8) Municipal Liquor Store Parking Lot

9) Alleys

10) Eagle Park Parking Lot

11) Isanti Indoor Arena

12) All Other Sidewalks ~~Second day~~ Secondary sidewalks (except exempt sidewalks)

13) River Bluff Preserve and Bluebird Park Parking Lots

14) Ice Skating Rink

For a storm of roughly 6 to 10 inches, it shall be the goal of the City to have all streets plowed curb-to-curb within 12 hours after snowfall stops. Storms of larger magnitude or extremely wet snow will take longer depending on severity. Extreme snowfalls may warrant the opening of two lanes in the middle of the street initially with full width plowing to follow at a later time.

It shall be the policy of the City that the opening of driveways will not be the responsibility of the City. Property owners shall be responsible for clearing driveways, and walkways. For a 2"or more snow event, the City shall clean all sidewalks and trails that provide direct access to the Primary, Intermediate and Middle Schools.

D. **Snow Hauling**

Snow may be hauled from streets where snow accumulation has created limited visibility near intersections. Snow may be hauled away in areas, such as cul-de-sacs, where there is limited space to wing back snow to accommodate for more snow accumulation. Snow will be hauled from the following streets:

1) Main Street between 3rd Avenue and Elim Lane.

Late spring and early fall snowfalls may be left on roadways if melting is determined to be imminent or if substantial damage will be caused to the pavement structure. Clearing of intersection snow banks will be accomplished when needed on collector streets and near schools.

Snow hauling could begin as early as 3:00 a.m. or 1 hour following the beginning of snow removal operations. Hauling will continue for as many nights as is necessary. Snow pickup shall be accomplished using such personnel, equipment and methods appropriate to maintaining a reasonable and safe passage of vehicles and pedestrians at all times. Traffic may be restricted by the Police Chief or his designee as emergency conditions may dictate.

E. Snow Plowing Alleys

Alleys will be opened in the aforementioned priority to provide functional traffic movement.

F. Snow Plowing Cul-de-Sacs

During snow events, the snowplow may complete only a portion of the cul-de-sacs during the first pass. The major portion of the cul-de-sacs shall be plowed during the usual time guidelines for snowplowing but specialized equipment will return for further clearing. Main city streets are cleared first with large snowplows before the smaller equipment begins clearing cul-de-sacs. There will be an effort made to distribute the snow evenly as the snowplow clears snow.

G. Wingbacks

During planned City-wide wingbacks, resident notification will be made on the City Website and by News Blasts. The Public Services Director, Designee or route driver will determine that areas may need wingbacks more often due to drifting snow or other conditions at the time, in these instances notice may not be given.

The Public Works Department will try to minimize impact to driveways and sidewalks but some snow removal may be required by the homeowner.

H. Complaints

Complaints concerning snow and ice removal will be handled in the following manner:

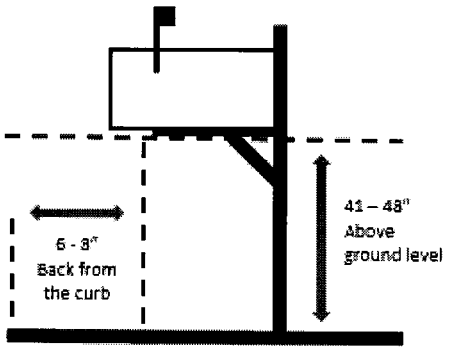
1) All complaints shall be referred to the Public Services Director or designee.
2) Slippery Street and sidewalk complaints shall be listed and given to Public Works for investigation and possible action.
3) All other complaints shall be given to Administration for investigation and possible action.

I. Property Damage

It is recognized by the City that on occasion private property is damaged during snow and ice control operations. Where this happens, it shall be the policy of the City to handle damages in the following manner:

1) **Mailboxes** – Where mailboxes are placed adjacent to the street it shall be the policy of the City that snow shall be plowed to the curb to allow for passage of traffic and mail delivery. It shall be the responsibility of the property owner to keep piled snow away from mailboxes so mail can be delivered.

   Where damage to the mailbox occurs, such damage shall be investigated by the Public Services Director or Designee. If it is determined that the weight of the snow movement caused the damage, the City will not assume responsibility for repair of the mailbox. Per USPS guidelines, mailboxes, as well as any accessory paper boxes, must be mounted at a minimum height of 41 inches above the street level to reduce the possibility of damage during winter snowplowing operations. USPS guidelines also state the post be installed 6-8 inches behind the grass/concrete curb edge and the front of the mailbox should be installed behind the back edge of the concrete curb. If the mailbox was built according to these USPS guidelines or as directed by the Post Master, and was struck directly by the plow, the City will repair or replace the mailbox in kind, not to exceed $100.00.



2) **Boulevard Damage** – The City will repair physical damage to boulevard areas and may replace sod in extreme cases as determined by the Public Services Director. Typical repairs will be with dirt and seed. The City will not repair winter kill or salt damaged lawn areas. The City will not replace or repair sprinkler/ irrigation systems, landscaping or other structures in the boulevard or right-of-way area.

3) **Curbs** – Concrete curbs will not be replaced unless the curb back is broken.

4) **Driveway Ramps** – Damage caused to driveway ramps or fillets where mountable curb is in place will not be repaired by the City unless authorized by the Public Services Director.

5) **Garbage Receptacles** – Garbage or recycling receptacles are not to be placed in the street section or beyond the grass/concrete curb edge. Receptacles are also not to be placed on the sidewalk. The City is not responsible for damage of receptacles or clean-up of waste.

J. Snow Emergency Routes

The following routes are designated as Snow Emergency Routes and shall be marked by signage:

Cajima Street - T.H. 65 to 8th Ave NE

8th Ave NE - Cajima Street to Heritage Blvd

8th Ave SE Boulevard - Heritage Blvd to CSAH 55

Main Street East - Railroad Tracks to T.H. 65

Dahlin Avenue - Broadway to Heritage Blvd

Main Street West - Whiskey Road to Railroad Tracks

First Avenue NW. - Main Street to Heritage Blvd

Centennial Drive - Oakwood Street to Heritage Blvd

Oakwood Street - Whiskey Road to Centennial Drive

Whiskey Road - Heritage Blvd to Isanti Parkway West

Hillock Street NW - Whiskey Road to 11th Avenue NW

11th Avenue NW - Hillock Street NW to Blossom Boulevard

Blossom Boulevard - 11th Avenue NW to Isanti Parkway West

Isanti Parkway West - Blossom Boulevard to 3rd Avenue N.

3rd Avenue N - Heritage Blvd to Isanti Parkway

Isanti Parkway East - 3rd Avenue N to East Dual Boulevard

East Dual Boulevard - Heritage Blvd to Cajima

Cajima Street - East Dual Blvd. to T.H. 65

Railroad Avenue - Main St to South Passage

Palomino Road - Railroad Avenue to T.H. 65

Townsedge Road - Railroad Avenue to T.H. 65

South Passage - Railroad Avenue to Whiskey Rd

Sixth Avenue SW - South Passage to S Brookview Lane

Dogwood Street SW - Whiskey Rd to 3rd Avenue SW

South Passage - Whiskey Rd to Rum River Drive SW

Rum River Drive SW - South Passage to Birch Street SW

Birch Street SW - Rum River Drive SW to Whiskey Rd

K. Sidewalk Routes to Schools

Broadway Street - Railroad Avenue to Candy Avenue

Dahlin Avenue - Broadway Street to Main Street

Main Street West - Whiskey Rd to Dahlin Avenue

Oakwood Street - Whiskey Rd to Centennial Drive

Heritage Blvd - Whiskey Rd to 65

First Avenue N - Main Street to Heritage Blvd

Second Avenue N - Main Street to Heritage Blvd

Third Avenue N - Main Street to Heritage Blvd

Fourth Avenue N - Main Street to Heritage Blvd

Fifth Avenue N - Main Street to Heritage Blvd

Fifth Avenue S – Main Street to S Brookview Lane SW

Whiskey Road - South Passage to Heritage Blvd

Whiskey Road - Heritage Blvd to Isanti Parkway West

Wendover Street NW - Whiskey Road to Rum River Drive NW

Rum River Drive NW - Wendover Street NW to Hillock Street NW

Eleventh Ave – Winsome Way to Wendover St NW

Nemo – Broadway St SE to Main St E

Isanti Parkway NW – 3rd Ave NW to 701 Isanti Parkway NW

First Ave NW – Broadway St to Heritage Blvd

8th Ave SE – Marion St SE to Heritage

9th Ave SE – Marion St SE to 8th Ave SE

Marion St SE – 8th Ave SE to 9th Ave SE

7th Ave NE – North of Cajima Street

III. POST PLOWING OPERATIONS

Once plowing is completed from curb to curb, post plowing operations will begin in the following priority:

A. Fire Hydrants

Fire hydrants on public streets serving commercial/industrial areas, high density residential units and school facilities shall be plowed or shoveled out so as to be readily accessible for use.

B. Intersections

If in the discretion of staff, snow piles at busy intersections are of such height as to create unsafe conditions, the piles will be pushed back at those intersections on the following streets:

1) County Road 5

2) Main Street
3) County Road 23

IV. EMERGENCY ASSISTANCE

At the discretion of the City Administrator, the Public Services Department can hire either additional equipment or drivers for assistance with snow removal.

V. ADMINISTRATION

A. Council Review

The City Council's Committee of the Whole shall annually review the City's Snow Removal Policy and Operational Guidelines, prior to the next year's snow season and make any recommendations for amendments to the City Council.

VI. REPEAL

This resolution repeals all previous snow plow policies.

This Resolution was duly adopted by the Isanti City Council this 5th day of March, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

K.3.

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: March 5, 2019
Subject: Consider Resolution Approving 2019 City Council Goals

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City Council met for their annual goal setting meeting. The 2019 Goal Setting Workshop was held January 29, 2019. The attached resolution outlines the goals, corresponding staff to work on the goals, as well as a timeline if one was given.

Request
Staff is requesting action on this item.

Attachment
- Resolution 2019-XXX

RESOLUTION NO. 2019-

RESOLUTION APPROVING GOALS FOR YEAR 2019

WHEREAS, annually the City Council sets goals for the current year; and,

WHEREAS, City Council met on January 29, 2019 to establish goals for year 2019; and,

WHEREAS, goals for year 2019 were established and outlined per 'Attachment A';

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve and assign year 2019 goals per 'Attachment A'.

This resolution was duly adopted by the Isanti City Council this 5th day of March, 2019

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

ATTACHMENT A

2019 Isanti City Council Goals

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1. Capital Improvement Plan (20 year)
   City Council, Committee of the Whole (Staff - Finance Director, Mike Betker, City Administrator/Public Services Director, Josi Wood, City Engineer DeWolf and Cook, Department Heads)
   - Timeline: In-process

2. 2019 Pavement Management Program
   City Council, Committee of the Whole (City Engineer DeWolf and Cook , Staff - Finance Director, Mike Betker, City Administrator/Public Services Director, Josi Wood)
   - Timeline: Complete Fall 2019

3. CDD/EDD Staffing Plan
   City Council, Committee of the Whole (Staff - Finance Director, Mike Betker, City Administrator/Public Services Director, Josi Wood, HR/City Clerk, Katie Brooks, Assistant City Administrator/Special Projects, Don Lorsung)
   - Timeline: In-process

4. City Website
   City Council, Committee of the Whole (Staff - Finance Director, Mike Betker, City Administrator/Public Services Director, Josi Wood, PRC Manager, Katie Everett, CDD Director)
   - Timeline: In-process

5. Future Debt Plan
   Committee of the Whole (Staff - Finance Director, Mike Betker, City Administrator/Public Services Director, Josi Wood)
   - Timeline: 2020 Budget

6. Committee Structure
   City Council, Committee of the Whole City (Staff - Administrator/Public Services Director, Josi Wood, HR/City Clerk, Katie Brooks, Department Heads)
   - Timeline: On-going

7. Comprehensive Plan (Including update of the Park Plan)
   City Council, Planning Commission (Staff - Assistant City Administrator/Special Projects, Don Lorsung, City Administrator/Public Services Director, Josi Wood, PRC Manager, Katie Everett, CDD Director)
   - Timeline: In-process

8. Continue Marketing Plan and Economic Development Efforts and Increase Tax Base
   City Council, EDA (Staff - CDD Director, City Administrator/Public Services Director, Josi Wood, Assistant City Administrator/Special Projects, Don Lorsung)
   - Timeline: On-going

9. Emergency Generators/ Management Planning
   City Council, Committee of the Whole (Staff - Finance Director, Mike Betker, City Administrator/Public Services Director, Josi Wood, City Engineer DeWolf and Cook, Emergency Management Director, Department Heads)
   - Timeline: On-going, 2020 Budget

10. Social Media – Facebook
    City Council, Committee of the Whole (Staff - HR/City Clerk, Katie Brooks, City Administrator/Public Services Director, Josi Wood, PRC Manager, Katie Everett, Department Heads)
    - Timeline: In-process

11. Legacy Park Access
    City Council, Committee of the Whole, PRC Board (Staff - PRC Manager, Katie Everett, Finance Director, Mike Betker, City Administrator/Public Services Director, Josi Wood)
    - Timeline: 2020 Budget

12. Lodging Tax
    City Council, Committee of the Whole, EDA (Staff - Finance Director, Mike Betker, City Administrator/Public Services Director, Josi Wood, CDD Director)
    - Timeline: On-going

13. Liquor Store Facility Improvements
    City Council, Committee of the Whole, EDA (Staff - Finance Director, Mike Betker, City Administrator/Public Services Director, Josi Wood, Liquor Store Manager, John Jacobi)
    - Timeline: On-going, 2020 Budget

14. Maintain City and Development Standards
    City Council, Committee of the Whole, Planning Commission (Staff - CDD Director, City Administrator/Public Services Director, Josi Wood, Assistant City Administrator/Special Projects, Don Lorsung)
    - Timeline: On-going

15. Multi-Use Skating Rink
    City Council, Council Committee of the Whole, PRC Board (Staff - PRC Manager, Katie Everett, City Administrator/Public Services Director, Josi Wood)
    - Timeline: On-going, 2020 Budget

16. Traffic Issues with Heritage Boulevard
    City Council, Committee of the Whole (Staff - Finance Director, Mike Betker, City Administrator/Public Services Director, Josi Wood, City Engineer DeWolf and Cook, Department Heads)
    - On-going

17. Sliding Hill
    City Council, PRC Board (Staff - PRC Manager, Katie Everett, City Administrator/Public Services Director, Josi Wood)
    - Timeline: On-going, 2020 Budget

18. Lower Water/Sewer Bills
    City Council, Committee of the Whole (Staff - Finance Director, Mike Betker, City Administrator/Public Services Director, Josi Wood)
    - Timeline: On-going

19. City Mission Statement
    City Council, Council Committee of the Whole (Staff - City Administrator/Public Services Director, Josi Wood and Staff)
    - Timeline: In-Process

K.4.

RESOLUTION 2019-XXX

RESOLUTION OFFERING THE POSITION OF PART-TIME POLICE OFFICER TANNER HAGEN

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and

WHEREAS, the Committee of a Whole approved on January 15th, 2019 to advertise and accept applications to fill an additional four Part-Time Police Officer positions; and

WHEREAS, the Interviewing Panel selected Tanner Hagen as the most qualified candidate for the open Part-Time Police Officer position as he was previously employed at the City of Isanti in 2018 as a Full-Time officer.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1. That Human Resources is hereby directed to offer the Part-Time Police Officer position to Tanner Hagen for the City of Isanti and that he shall be eligible to start in that position on or after March 5th, 2018.
2. That Tanner Hagen shall start at Step 1 of the Wage Scale at $27.83 per hour.
3. That this offer is contingent on completion and passing a psychological, background investigation, and physical preemployment exam.
4. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
5. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 5th day of March, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

K.5.

A Community For Generations.

Isanti

City of Isanti
110-1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

APPLICATION FOR AN EXEMPT GAMBLING PERMIT

Applicant Instructions:

1. Fee upon application is $50.00 and must be made payable to **City of Isanti.**

Name of Organization: Rum River BMX

Address of Organization: 101 Isanti Pkwy NW Isanti, MN 55040

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Sean Wilson
Name | Address | Phone No.

Cherie Sullivan
Name | Address | Phone No.

Name | Address | Phone No.

Type of Event: Raffle / 50/50 Date of event: April 13th & 14th

Use of Proceeds: Offset costs of the event and awards

Location and address of event:

Isanti Indoor Arena 101 Isanti Pkwy NW Isanti, Mn 55040

Estimated value of prizes to be awarded: $5000.00

Name of applicant: Sean P. Wilson Applicant's phone number

Signature of applicant:

Date: 25 JAN 2019

Approved by City Council _____ Resolution # _____

POS = 3 / 311

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RESOLUTION NO. 2019-XXX

A RESOLUTION APPROVING EXEMPT GAMBLING PERMITS TO THE RUM RIVER BMX ASSOCIATION

WHEREAS, the Rum River BMX Association has applied for three Exempt Gambling Permits for 50/50 raffle events to be held at the upcoming BMX Races on April 13th, 2019 and April 14th, 2019 at the Isanti Indoor Arena, 101 Isanti Parkway NW, Isanti, MN 55040; and,

WHEREAS, the value of prizes for each raffle will exceed $1,500; and,.

WHEREAS, the Association's proceeds are to be used to offset costs of the event and awards; and,

WHEREAS, the City of Isanti has no objection to the conduct of lawful gambling by the applicant, in accordance with law, at the designated location; and,

WHEREAS, the applicant, Sean Wilson, successfully passed a background check by the Isanti Police Department.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to approve an Exempt Gambling Permit to the Rum River BMX Association for the upcoming BMX Races on April 13th, 2019 and April 14th, 2019 at Isanti Indoor Arena, 101 Isanti Parkway NW, Isanti, MN 55040.

This Resolution is hereby approved by the Isanti City Council this 5th day of March, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

MEMO

To: **Mayor Johnson and City Council Members**

From: Don Lorsung, Assistant City Administrator/Special Projects

Date: February 28, 2019

Subject: Resolution Awarding Cleaning Services

Quotes were accepted and opened on Wednesday, February 27, 2019 as advertised for cleaning services for City Hall, Police Department, Community Center floor waxing/carpet shampooing and window washing for City Hall, Police Department, Community Center and Liquor Store.

Cleaning Services

The following quote was/were received for cleaning services. (No other quotes were received.)

BIDDER	**Municipal Building & Police Department** (cleaning weekly)	**Community Center / Liquor Store** (ICC cleaning once quarterly)
Bill's Quality Cleaning	Cleaning: $ 446/mo - $ 5,352/yr Strip & Wax Floors: $ 100/time	Strip & Wax Floors - ICC: $ 200/time Shampoo Carpets - ICC $ 100/time Strip & Wax Floors – L.S. $300/time

The low quote received for all cleaning services for City Hall and the Police Department was received from Bill's Quality Cleaning at $ 446/mo or $ 5,352/yr and $ 100/per time for stripping and waxing tile at the Police Department. The low quote received for cleaning services for the Community Center was received from Bill's Quality Cleaning for $ 200/time for stripping and waxing the floor, and $ 100/time for carpet shampooing. We had also requested a quote for stripping and waxing the Liquor Store floor which was quoted at $300.00/time. The quote received for cleaning is in-line with the prior 2017 quote from the service vendor.

Combined with the Cleaning Services quote was window washing services. The window washing quote received was $ 1,500.00 for annual services for window washing services at City Hall, the Police Department, Community Center and Liquor Store. This is up 12.3% from the prior 2017 quote at $1,335/yr from the service vendor.

Council Action:

Staff recommendation: Award quote for cleaning services to Bill's Quality Cleaning for cleaning and window washing services for the Municipal Building, Police Department, Community Center and Liquor Store. Attached is a resolution for your consideration.

RESOLUTION NO. 2019-xxx

A RESOLUTION ACCEPTING QUOTE FOR CLEANING SERVICES AND AUTHORIZING ENTERING INTO A CONTRACT FOR CLEANING SERVICES

WHEREAS, the City of Isanti has determined that it is in the City's best interest to solicit quotes for specified cleaning services for the Municipal Building, Police Department, Community Center, and Liquor Store; and

WHEREAS, a quote was received from Bills Quality Cleaning as follows:

QUOTER	**Municipal Building & Police Department** (cleaning weekly)	**Community Center / Liquor Store** (cleaning once quarterly)
Bill's Quality Cleaning	Cleaning: $ 446.00/mo - $ 5352/yr Strip & Wax Floors - PD: $ 100 /time	Strip & Wax Floors - ICC: $ 200 /time Shampoo Carpets - ICC $ 100 /time Strip & Wax Floors – L.S. $ 300/time

QUOTER – WINDOW WASHING	**1 City Hall**	**2 Police Dept**	**3 Com. Center**	**4 Liquor Store**	**Total Annual**
	$ 500 /yr.	$ 500 /yr.	$ 50 /yr.	$ 450 /yr	$ 1,500 /yr.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. The City Council hereby accepts the above quote from Bill's Quality Cleaning for cleaning services (includes window washing).
2. That the City Administrator is hereby authorized to enter into a contract with Bill's Quality Cleaning for the provision of specified cleaning services for the Municipal Building, Police Department, Community Center and Liquor Store for the period from April 1, 2019 to March 31, 2021.
3. That a copy of the said contract shall be attached to this resolution including the responsibilities of both parties for the service.

This resolution was duly adopted by the Isanti City Council this 5th day of March 2019.

Attested:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

CONTRACT FOR CLEANING SERVICES

This agreement is hereby entered into between the City of Isanti and Bill's Quality Cleaning for provision of specified cleaning services for City of Isanti municipal facilities that are named as follows:

City Hall
Police Department
Community Center
Liquor Store

It is understood that Bill's Quality Cleaning is acting as an independent contractor and the relationship between the parties is merely contractual. Bill's Quality Cleaning will not be an employee of the City of Isanti.

For the Contractors part of this contract, Bill's Quality Cleaning hereby agrees to accept the following responsibilities:

1. Provide cleaning services in full accordance with items on the attached Specifications form Part I, Part II, and Part III
2. Contact the Human Resources/City Clerk immediately to report any damage or other problems occurring as a result of contract cleaning work.
3. Provide all necessary cleaning supplies and equipment required for contractor's work.
4. Provide and file with the Human Resources/City Clerk a certificate of liability insurance naming the City as an additional insured. General Liability limit $1,000,000 per occurrence, $2,000,000 Aggregate, $300,000 automobile liability
5. Provide Evidence of Worker's Comp Coverage if applicable or provide Exclusion.

For its part of this contract, the City of Isanti hereby agrees to accept the following responsibilities:

1. Provide supplies required for daily use of the building, i.e. garbage bags, toilet paper, paper towels, hand towels, and light bulbs.

2. Provide **$ 446.00 per month to be paid each month** compensation for general cleaning service detailed in items 1-13 within the attached specification form Part I, payable within 30 days of receiving the contractor's invoice.

3. Provide **$ 100.00 per time** compensation for stripping and waxing the floor as detailed in item 14 within the attached specification form Part I, payable within 30 days of receiving the contractor's invoice.

4. Provide **$ 200.00 per time** compensation for stripping and waxing the floor and **$ 100.00 per time** compensation for shampooing the carpet area as detailed in items 1 and 2 within the attached specification form Part II, payable within 30 days of receiving the contractor's invoice.

5. Provide **$300.00 per time** compensation for stripping and waxing the floor as detailed in Item 15 within the attached specification Part I, payable within 30 days of receiving the contractor's invoice.

5. Provide **$ 1,500 annual quote amount, with billing per services provided per quote** for window washing services detailed in items 1-4 within the attached specification form Part III, payable within 30 days of receiving the contractor's invoice.

TERMINATION

It is further agreed that in case of violation, breach or non-performance by Contractor of any of the agreements contained in this Contract, City shall have the right to declare this Contract immediately null and void upon written notice to Contractor. This Contract shall be in effect from the date entered into through March 31, 2021 unless either party gives to the other written notice of not less than ninety (90) days, said notice stating that this Agreement shall be terminated and the effective date of termination. No amendment or modification of this Contract shall be effective unless made in writing and signed by both the City and Contractor.

This contract for cleaning service is hereby entered into on March, 2019, between Bill's Quality Cleaning and the City of Isanti for the period from April 1, 2019 through March 31, 2021.

Bill Creger Bill's Quality Cleaning	Josi Wood, City Administrator
Date	Date

SPECFICATIONS FOR CITY OF ISANTI CLEANING SERVICES

PART I

CITY OF ISANTI
SPECIFICATIONS FOR CLEANING SERVICES - CITY HALL AND POLICE DEPARTMENT

The City is interested in receiving a quote for cleaning services for a period from April 1, 2019 through March 31, 2021, and as further described. The cleaning service shall be done after hours on weekends (Friday evening, Saturday, and Sunday).

Section 1. Provision of Services

Weekly:

1. Clean (sweep and wet mop) all floors, corners, baseboards, in all areas (offices, council chamber, entrance, dispatch room, and lunchroom).
2. Empty all trash and garbage containers into the Trash Container / Dumpster, replacing all can liners.
3. Empty all recycling containers into the recycling container.
4. In all areas (lobby, offices, and Council Chambers (and chairs if necessary).
5. Vacuum all carpet areas (entrance, offices, and Council Chambers).
6. Dust all counter tops and open desk tops (includes Council Chambers, windowsills, file cabinets, and baseboards.
7. Clean Restrooms:
   a. stools
   b. urinals
   c. sinks
   d. mirrors
   e. replace deodorant blocks in urinals as needed
   f. refill soap dispenser
   g. refill towel dispenser
   h. refill toilet paper dispensers/supply one additional roll in each stall
8. Wipe down all restroom stalls every other week.
9. Clean Lunch Room Area
   a. sink
   b. counters
   c. other areas as needed
10. November through April – Provide for maintenance of floor drain traps (rewet floor drains)

Monthly:

11. Clean return air vents located in restrooms

Other as Needed:

12. Replace light bulbs as needed
13. Clean light fixtures as needed

Strip and Wax Floors
Police Department

14. In common area - Strip and Wax Floors as requested by a duly authorized representative of the City of Isanti.

Strip and Wax Floors
Liquor Store

15. Strip and Wax Floors tile floors, primarily in retail area of store.

PART II

CITY OF ISANTI
SPECIFICATIONS FOR CLEANING SERVICES - COMMUNITY CENTER

The City is interested in receiving a quote for shampooing carpet and waxing tile floors in the Community Center for a period of April 1, 2017 to March 31, 2019. Days for shampooing carpet and waxing the floor of the Community Center shall be coordinated with the Parks, Recreation and Culture Manager.

Section 1. Provision of Services

Quarterly

1. Strip and wax floor
2. Shampoo Carpet

PART III

CITY OF ISANTI
SPECIFICATIONS FOR WINDOW WASHING SERVICES - CITY HALL, POLICE DEPARTMENT AND COMMUNITY CENTER

1. **CITY HALL**
   110 1st Avenue North
   - **Monthly**
     - North & South Main Entrance Doors (Interior and Exterior)
     - Display Windows and Door Windows in Lobby
   - **Months of May through October**
     - Exterior Lower Level Windows
   - **Semi-Annually (Spring & Fall)**
     - Interior Lower Level Windows and all Door Windows
     - Interior and Exterior 2nd Story Windows

2. **Police Station**
   401 1st Avenue North
   - **Monthly**
     - East & West Main Entrance Doors (Interior and Exterior)
   - **Months of May through October**
     - Exterior Windows
   - **Semi-Annually (Spring & Fall)**
     - Interior Windows

Police Station windows include all windows in the offices of the Police Department and the common area (lunch room).

3. **Community Center**
   - **Semi-Annually (Spring & Fall)**
     - Exterior Windows

4. **Liquor Store**
   400 Heritage Boulevard NE
   - **(Spring, Summer, Fall)**
     - Exterior Windows

   - **Monthly**
     - Front Entryway and Interior Glass Doors
     - Front Windows in Entryway

PART III - ATTACHMENT

Cleaning and Window Washing Quote Form for billing purposes

OTHER REQUIREMENTS

1. References

For vendors that have not served the City in this capacity, Commercial cleaning references must be submitted with the quote for cleaning and window washing services (see attached form).

2. Doing Business with the City

For vendors that have not served the City, a Doing Business with the City form must be completed and submitted with the quote.

A Community For Generations.

Isanti

K.7.

MEMO

To: **Mayor Johnson and Members of the City Council**
From: Katie Brooks, Human Resources / City Clerk
Date: March 5, 2019
Subject: Community Development Director Position

Background:

On February 19th, 2019 Committee of a Whole agreed with the proposed wage and points for the new Community Development Director position to include Economic Development duties.

Attached to this memo is the proposed job description in Exhibit A.

The 2019 budgeted salary range steps and points are:

JOB CLASSIFICATION	POINTS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
2019		0.895	0.930	0.965	1.000	1.035	1.070	1.105
Community Development Director	**551**	**$6,212.54**	**$6,455.48**	**$6,698.43**	**$6,941.38**	**$7,184.33**	**$7,427.28**	**$7,670.22**
per hour		**$35.84**	**$37.24**	**$38.64**	**$40.05**	**$41.45**	**$42.85**	**$44.25**
per year		**$74,550.42**	**$77,465.80**	**$80,381.18**	**$83,296.56**	**$86,211.94**	**$89,127.32**	**$92,042.70**

Exhibit A

CITY OF ISANTI
JOB DESCRIPTION

JOB TITLE:	Community Development Director
DEPARTMENT:	Community Development
SUPERVISION:	City Administrator
FLSA STATUS:	Exempt
HOURS WORKED:	40 hrs/wk plus

DEFINITION:
The Community Development Director manages the Community Development Department which consists of building inspection, code enforcement, economic development, planning and zoning administration. The Community Development Director performs professional planning and zoning work, including subdivision, zoning administration, zoning and subdivision ordinance work and updates to the Comprehensive Plan. The Community Development Director performs economic development activities and administers City economic development programs. The Community Development Director coordinates and staffs the Planning Commission and Economic Development Authority. The Community Development Director oversees contracted building inspection services and code enforcement activities.

SUPERVISION RECEIVED:
Works under the general supervision of the City Administrator.

SUPERVISORY FUNCTIONS:
Planner I & MS4 Technician

EQUIPMENT/JOB LOCATION:
Works primarily from an office in City Hall. Work outside of the office may occur for site inspections. Equipment usec includes, but is not limited to, personal computer, printer, fax machine, copy machine, digital camera, motorizec vehicle, and document camera.

ESSENTIAL FUNCTIONS PERFORMED:

Community Development:

- Oversees operation of the Community Development Department, including management of employees, department budgets, programs and implementation of polices.
- Attends City Council Meetings. Reports on Planning Commission matters. Reports on department matters as necessary.

Economic Development:

- Develops and implements approved EDA Marketing / Work Plan.
- Responsible for the on-going budget and financial management for the EDA.
- Assures that all required reports and documents are forwarded to the EDA, City Council, staff, funding, and regulatory agencies, and that reports are timely and accurate.
- Establishes and maintains good working relationships with community groups, service agencies, and local, State and Federal governmental agencies.
- Serves as the responsible staff person for the Isanti Economic Development Authority (EDA) by preparing agendas, resolutions, reports, and minutes for their activities. Conducts research or special projects as requested.

- Acts as a liaison to the ECRDC, and other economic development groups.
- Develop an effective promotion program to attract the interest of potential businesses.
- Meets with potential clients and new businesses as needed, provides information and assists as necessary to develop commercial and industrial investment in the City of Isanti.
- Oversees the management, marketing, subdivision sales, contractual arrangements for Industrial Park Property. Works with legal and city staff on development agreements.
- Responsible for Business Subsidy Reporting (MBAF and MFAF) as required by the State of Minnesota.
- Oversees loans, contracts, and legal requirements for revolving loan funds and ensures compliance with TIF, tax abatement and business subsidies; works with Finance Director on financial reporting. Coordinates private and public financing.
- Provides consultation to new or expanding businesses throughout the development process including financial, legal, contractual, marketing, project evaluation.
- Prepares and submits grant applications; assists in administering and monitoring grants received.
- Coordinates annual business retention visits.
- Identifies and solicits new business and development prospects; works with City staff to develop strategies for attracting, retaining and expanding businesses; may assist businesses in preparing business plans and analyzing financing sources.
- Prepares and updates the community profile, MNPRO/City websites/MNCAR and maintains, provides information about available land and buildings.
- Prepares a variety of written reports, correspondence, documents, applications, etc.
- Coordinates and processes incentives with EDA, the City Council, County Board and School Board as needed.
- Coordinates annual Mayor's Employer Celebration

Planning, Zoning and Code Enforcement:

- Prepare and develop amendments or updates to the City's comprehensive plan.
- Oversee the development plan review process. Evaluates current land use and development proposals for compliance with City Ordinances and policies. Coordinates plan reviews with other departments.
- Manages department escrows in accordance with City policy.
- Responds to public inquiries concerning code enforcement, zoning, subdividing and other planning issues.
- Oversees the administration of the Comprehensive Plan, zoning and subdivision ordinances, nuisance codes, and property codes.
- Maintains planning files, records, and related documents.
- Attends Planning Commission and Planning Commission subcommittee meetings and provides administrative support to the Planning Commission. Prepares and distributes agenda materials for the Planning Commission. Prepares Planning Commission minutes and City Council staff reports, including background analysis, resolutions and recommendations.
- Coordinates the Development and Operations Advisory Committee meetings.
- Participates with the Building Official in the building permit process including the review of all site plans for conformance with the City's zoning code.
- Prepares publications and ensures distribution of legal notices.

- Provides notification to other agencies in accordance with legal requirement and City policies.
- Prepares informational handouts for land use and permit applications for the public.
- Works with the Code Enforcement/Zoning Technician on code enforcement as required.
- Calculates and keeps all demographic data updated and reports such information to required governmental jurisdictions.
- Develops working relationships with neighboring townships and communities. Develops and implements orderly annexation agreements in compliance with comprehensive plan.
- Attends planning related conferences and workshops. Attends other regional planning meetings as required.
- Participate in meetings with developers, staff, and other parties.
- Assists with preparation of Development Agreements and participates in the review process.
- Give recommendations on planning matters, specifically how the item relates to the Comprehensive Plan and zoning code.
- Monitor fees charged and give recommendations for modifications as needed.
- Oversees administration all Floodplain and FEMA related issues.
- Oversees updates to the Zoning Map.
- Provides for administration of the subdivision and zoning ordinance including: site plan review, preliminary plats, final plats, minor subdivision, interim use permits, planned unit development, administrative permits, zoning permits, conditional use permits and variances requests. Acts in the capacity of Zoning Administrator.
- Review Plats for locations and linkages.
- Provide assistance to the public on planning and zoning related matters.
- Update applicable Staff on issues affecting City and region.

Miscellaneous Duties:

- Achieves and maintains required NIMS certification and serves on City Emergency Management Team.
- Oversees and manages the GreenStep program for the City.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as assigned or apparent.

KNOWLEDGE, SKILLS & ABILITIES

- Strong working knowledge of acceptable planning principles, practices and regulations.
- Considerable ability to carry out all operations and functions of the Planning Department.
- Knowledge and/or ability to learn the principles, practices and techniques of economic development and community development.
- Knowledge and/or ability to learn about public and private funding sources for grants and loans.
- Knowledge and/or ability to learn about traditional and innovative development tools (tax increment, community development block grants, Small Business Administration loans, tax abatements, etc.)
- Considerable ability to effectively communicate with Council and Commission members, legal counsel, staff, other governmental agencies, builders, developers and others in both oral and written communication.
- Ability to work effectively with a wide range of firms, groups, and individuals.
- Possess general computer skills; including word processing, spreadsheets, and PowerPoint.
- Considerable knowledge of City, state and federal laws and regulations.
- Ability to work effectively with County, State, Regional and Federal agencies, citizens and general public, City Officials, Staff Consultants, Developers, etc.
- Read and interpret maps, plats and site plans.
- Analytical thinking and data analysis.

- Ability to develop reports and make presentations.
- Ability to coordinate multiple projects and developments related to planning.
- Ability to research projects.
- Possess superior organizational skills.
- Ability to work independently, prioritize projects and to take direction from co-workers in a team environment.
- Ability to attend meetings outside of the typical workday.
- Provides customer service.
- Ability to maintain records and files.
- Possess excellent communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- The employee is frequently required to sit and talk or hear, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.
- Considerable ability to use large motor skills which include standing, walking, and climbing stairs during the workday.
- Considerable ability to use fine motor skills to manipulate objects requiring manual dexterity.
- Walking on all types of surfaces, sometimes over slippery and/or uneven and rough terrain.
- Field Inspections: occasional exposure to extreme hot and cold as well as other types of inclement weather conditions and exposure to loud noises from machinery and equipment at construction sites.
- The employee will lift and/or move up to 50 pounds for tasks such as folding tables, desk furniture, and setting up rooms for meetings carrying supply boxes and file drawers.
- Specific vision abilities required by this position include close vision, distance vision, peripheral vision and ability to focus as it relates to such tasks as reading, processing paperwork, overseeing public activities, computer deskwork, etc.

MINIMUM REQUIREMENTS:

- Bachelor's Degree in Planning/Urban Regional Studies or closely related field.
- A minimum of two years' professional experience in local government planning or economic development.
- AICP accreditation or the ability to obtain within 1 year of employment.
- Possess a valid Minnesota driver's license.
- Knowledge of Statutes, Regulations, Policies and procedures related to planning and development.
- Ability to effectively communicate verbally and written.

PREFERRED QUALIFICATIONS

- Master's degree is desirable in Planning, Urban Studies, or Public Administration
- AICP accreditation

NON-DISCRIMINATION STATEMENT

The City of Isanti will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation status with regard to public assistance, or any other legally protected class or status.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer and requirements of the position change. The City of Isanti reserves the right to change and/or eliminate any and all job duties if needed).

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members City Council**
From: Josi Wood, City Administrator
Date: March 5, 2019
Subject: Consider Resolution Authorizing Revised Points, Salary and Job Description for the Public Services Director Position

---

Background:
Staff is recommending to post for the Public Services Director Position. The current points and scale within the 2019 budget included Assistant City Administrator duties. Those duties are performed by another position thus should be removed from the Public Services Position. Staff is recommending to post the position with 604 points, which was the points before the additional duties, revised job description and salary below:

Public Services Director	604	$6,386.49	$6,636.24	$6,885.99	$7,135.75	$7,385.49	$7,635.24	$7,884.99
per hour		$36.85	$38.29	$39.73	$41.17	$42.61	$44.05	$45.49
p pay pd		$2,947.61	$3,062.88	$3,178.15	$3,293.42	$3,408.69	$3,523.96	$3,639.23
per year		$76,637.85	$79,634.88	$82,631.92	$85,628.95	$88,625.85	$91,622.89	$94,619.92

Request:
Staff is requesting action on this item.

Attachments:
- Resolution 2019-XXX
  - Exhibit A – proposed and current salary range
  - Exhibit B – revised job description

RESOLUTION NO. 2019

RESOLUTION APPROVING THE PUBLIC SERVICES DIRECTOR POSITION WITH REVISED JOB DESCRIPTION, POINTS AND SALARY RANGE

WHEREAS, the current scale for the Public Services Director Position included additional points and salary for Assistant City Administrator duties which need to be removed; and,

WHEREAS, the points and salary for the Public Services Director position without those additional duties are outlined in 'Exhibit A'; and,

WHEREAS, the job description and outlined duties are attached in 'Exhibit B';

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1) The revised points for the Public Services Director position is 604 with salary range as outlined per this Resolution hereto as 'Exhibit A'.
2) The job description attached hereto as 'Exhibit B'.
3) Human Resources/City Clerk is directed to post the position of Public Services Director immediately.
4) That Human Resources and the City Administrator are authorized to complete interviews and all required documentation for the completion of this hire.

This resolution was duly adopted by the Isanti City Council this 5th day of March, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

(SEAL)

'Exhibit A'

Proposed:

Public Services Director	604	$6,386.49	$6,636.24	$6,885.99	$7,135.75	$7,385.49	$7,635.24	$7,884.99
per hour		$36.85	$38.29	$39.73	$41.17	$42.61	$44.05	$45.49
p pay pd		$2,947.61	$3,062.88	$3,178.15	$3,293.42	$3,408.69	$3,523.96	$3,639.23
per year		$76,637.85	$79,634.88	$82,631.92	$85,628.95	$88,625.85	$91,622.89	$94,619.92

Current:

Public Services Director/Asst. City Administrator	650	$6,844.70	$7,112.37	$7,380.04	$7,647.71	$7,915.38	$8,183.05	$8,450.72
per hour		$39.49	$41.03	$42.58	$44.12	$45.67	$47.21	$48.75
p pay pd		$3,159.09	$3,282.63	$3,406.17	$3,529.71	$3,653.25	$3,776.79	$3,900.33
per year		$82,136.39	$85,348.43	$88,560.47	$91,772.51	$94,984.54	$98,196.58	$101,408.62

'Exhibit B'

CITY OF ISANTI
JOB DESCRIPTION

JOB TITLE:	Public Services Director
DEPARTMENT:	Public Works
SUPERVISION:	City Administrator
EFFECTIVE DATE:	3-5-2019
FLSA STATUS:	Exempt
HOURS WORKED:	40 hrs/wk plus

DEFINITION:

To manage and coordinate all activities within the parks department and public works department. In the park department manages City parks, facilities programs and City Events. In the Public Works Department, manages operation of the water, sanitary sewer and storm water facilities and systems, streets, lights, sanitation, vehicle maintenance, related inspections and to see that the work is done efficiently, accurately and safely.

SUPERVISION RECEIVED:

Works under the general supervision of the City Administrator.

SUPERVISORY FUNCTIONS:

Provides general supervision to department staff, with direct supervision of Department Supervisors, which include the Public Works Foreman and/or Lead Worker(s), the Parks, Recreation and Culture Manager and seasonal employees.

EQUIPMENT/JOB LOCATION:

Works primarily from an office at City Hall with an adjunct office the Public Works Facilities and Maintenance Garage. On-site inspections of city grounds, parks buildings and city infrastructure as required. On location for community events as required. Equipment used includes, but is not limited to, personal computer, printer, fax machine, and copy machine, driving and use of city vehicles and light equipment.

ESSENTIAL FUNCTIONS PERFORMED:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

PUBLIC WORKS FUNCTIONS

- Manages all Operations of the Public Works Department. Determines work priorities, projects and programs for the Department.
- Participates in the hiring process and recommends selected candidates; directs training for department staff, evaluates performance with an annual review, meets

with employees as needed; addresses complaints/concerns and works with Human Resources to resolve problems of employees and provides documentation of same.

- Oversees personnel functions; ensures labor agreements, safety rules and practices and personnel policies are enforced.
- Establishes, implements and enforces departmental policies and procedures. Oversees Department Safety programs, etc. and OSHA compliance.
- Responsible for implementation of annual budget for parks maintenance, streets, and utilities. Participates in annual budgeting process for streets, parks and utilities by preparing budgets and providing input on department operational and capital needs
- Assists the Finance Director on the annual and long range capital improvement plan for the department. Maintains an inventory of department equipment, vehicles, and tools.
- Works with City Engineer to identify and address road maintenance and repair needs. Coordinates work processes to accomplish crack sealing, striping, overlays, culvert repair, replacement or thawing, removing barriers, replacing or fixing signs, hauling and placing gravel, mowing and brushing roadsides and removing trees.
- Oversees the removal of snow and ice from roads, sidewalks, trails and parking lots.
- Oversees and directs operation of the water plant, wells, water tower and distribution system, that the daily water routine is accomplished; checking of the water supply on a daily basis; recording of chlorine and fluoride readings daily, adding of chemicals when needed. Responsible to ensure that MDH rules and reporting are followed.
- Ensures that park and recreation facility maintenance activities are completed.
- Ensures that all building maintenance activities are completed such as: cleaning, setup, mowing and trimming weeds around buildings.
- Receives and responds to inquiries and complaints from the public.
- Attends meetings as necessary: staff, labor-management, pre-construction, public works committee and city council.
- Conducts inspections for or with Department Supervisors, the Building Official/ Contracted Official and City Engineer.
- Works with the public, businesses, and state and county agencies.
- Coordinates with power companies and developers on various issues.
- Working with Department Supervisors, staff or Consultants as necessary regarding tree inspections and removal. Acts as tree inspector for the city.
- Maintains maps of valve locations, water and sewer pipe location, etc.
- Monitors operations to ensure compliance with applicable laws, regulations, rules, and policy.
- Develops preventive maintenance plan for city vehicles and equipment and ensures it is followed; maintains and updates equipment records and oversees minor to major repair of equipment and motors.
- Oversees the cleaning of sewer lines and flushing of water system.
- Oversees and directs operation of the wastewater treatment facility, the monitoring of influent and effluent wastewater flows and collection of wastewater and potable water samples; responsible to see reports and samples are sent to state agencies as required.
- Oversees the installation, repair, calibration, and replacement of water meters.

- Oversees, maintains, and performs major repairs to pumps and lift stations; oversees the checking of pump house daily to see that wells are pumping; testing of generator at pump house weekly to be sure it's working correctly; reads out pumping stations in winter and ensures recording of information is accurate.
- Oversees and directs operation of storm water system, storm water system maintenance and street sweeping.
- Oversees painting of city and park buildings, equipment, and curbs; oversees and adds white stripes to city streets to designate parking areas, handicap parking, and crosswalks.
- Assists with city emergency response in accordance with City emergency plans and NIMS procedures.
- Oversees miscellaneous welding, carpentry, and plumbing work.

PARKS AND RECREATION FUNCTIONS

- Responsible for Operations and maintenance of city parks, public grounds, and related facilities, improvements and structures. Provides recommendation for improvements and programs that will enhance park facilities and recreational opportunities.
- Responsible for management and operation of the Isanti Community Center facility, Isanti Indoor Arena and grounds. Provide recommendations on facility improvements and programming that will enhance usage and facility value.
- Responsible for implementation of the annual budget for Parks, Recreation and Culture. Participates in annual budget process by preparing budgets and providing input on departmental, operational, and capital needs.
- Assists Finance Director on the annual and long range capital improvement plan for the department.
- Manages and implements community events, community garden, rain garden and the Farmer's Market. Assists Parks, Recreation and Culture Manager with marketing and event operations as necessary.
- Provides administrative support to the Parks, Recreation & Culture Board (directly or by designee). Prepares and distributes agendas materials for the Board. Prepares staff memos for the Board and City Council, including background analysis, resolutions, and recommendations.
- Attends and participates in meetings for city events and park related issues, propose ideas to make events and park facilities more successful.
- Manages the City Website and provides information/features for the website. Responsible for coordinating website maintenance and updates with contracted vendor.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as assigned or apparent.

KNOWLEDGE / SKILLS / ABILITIES

- Knowledge of parks and facility operations and effective practices and procedures.
- Knowledge of public works operations and effective practices and procedures.
- Ability to plan park, community event and public work department work on a project and seasonal basis.

- Knowledge of safety related laws such as OSHA, Employee Right to Know and AWAIR and ability to effectively incorporate proper procedures and practices into the daily work activities and tasks.
- Ability to supervise the Public Works Foreman, Lead Worker, employees (as needed) and Parks, Recreation and Culture Manager; to accomplish tasks making an efficient use of resources and to carry out all operations and functions of the Water and Wastewater Department, Streets and Parks Department.
- Ability to effectively communicate with members of the public and resolve issues or problems.
- Ability to oversee maintenance on all department equipment and facilities.
- Ability to respond quickly and decisively in emergency situations.
- Ability to exert moderate to considerable physical effort to perform the position's essential duties.
- Knowledge of Statutes, Regulations, Policies and procedures related to the position.
- Ability to maintain records and files.
- Must possess excellent written and oral communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, Council, legal counsel etc. sufficient to exchange or convey information and to receive work direction.
- Working knowledge about the operations of a mechanical wastewater treatment facility and the operations of a water treatment facility.
- Possess general computer skills and applicable software applications; and possess superior organizational skills.
- Ability to attend meetings outside of the typical workday.
- Ability to supervise, give clear direction, and conduct performance reviews on employees.
- Working knowledge of Minnesota Pollution Control Agency, Minnesota Health Department, and MNDOT requirements.
- Considerable knowledge of city ordinances as they pertain to the department.
- Considerable knowledge and ability to oversee street construction, maintenance and repair.
- Knowledge of emergency response procedures through NIMS training.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Ability to push, pull, bend, stretch, kneel, squat, walk, and lift during the workday.
- Walking on all types of surfaces, sometimes over slippery and/or uneven and rough terrain.
- The employee is required to sit, talk, hear, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.
- Considerable ability to use large motor skills which include standing, walking, and climbing ladders and stairs during the workday.
- Ability to twist and turn getting in and out of vehicles throughout the day as required for the position.

- Considerable ability to use fine motor skills to manipulate objects requiring manual dexterity.
- The employee will lift and/or move up to 75 pounds for tasks as required for the position.
- Specific vision abilities required by this position include close vision, distance vision, peripheral vision and ability to focus as it relates to such tasks as reading, processing paperwork, overseeing public activities, etc.

ENVIRONMENTAL CONDITIONS

- Ability to work in all types of weather conditions, heat, cold, rain, snow, etc.
- May have contact with chemicals, i.e. automotive products, fumes, and dust, sanitary sewer, etc.

MINIMUM REQUIREMENTS:

- High School Diploma/GED and seven years' experience in public works, water/wastewater treatment and operation of heavy equipment OR 2 Years of vocational school related to public works and five years' experience in public works, water/wastewater treatment or other functional areas within streets, parks or utility system maintenance.
- At least three years' experience in a supervisory capacity.
- Valid MN driver's license.

PREFERRED QUALIFICATIONS:

- Post-secondary education or training-equivalent to a Bachelor's Degree in Civil Engineering, Public Administration, or a related program of study in public works.
- Five or more years of management experience in one or more of the position's functional areas including direct responsibility for budgeting, project management, long-term planning, report preparation and decision-making support for governing bodies.
- MN Class C Water/Wastewater Operator Licenses

NON-DISCRIMINATION STATEMENT

The City of Isanti will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation status with regard to public assistance, or any other legally protected class or status.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer and requirements of the position change. The City of Isanti reserves the right to change and/or eliminate any and all job duties if needed).

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
February 26, 2019
City Council Chambers

1. Meeting Opening.

A. Call to Order.
Zdon called the meeting to order at 6:00 p.m.

B. Pledge of Allegiance.
Everyone stood for the Pledge of Allegiance.

C. Roll Call.
Members Present: Jennifer Garvey, James Witte, Aaron Zdon, and Mayor Johnson
Staff Present: Katie Everett, Parks, Recreation, and Culture Manager

D. Agenda Modifications.
Zdon asked if there were any agenda modifications, there were none. Motion by Garvey, second by Witte to approve the agenda for the February 26, 2019 Parks, Recreation, and Culture Board Meeting.

2. Approval of Minutes from January 22, 2019 Parks, Recreation, and Culture Board Meeting

Motion by Witte second by Garvey. Minutes were unanimously approved.

3. 2019 Meeting Dates

Meeting dates for 2019 had been omitted from the January packet. Motion from Witte, second by Garvey to approve all meetings dates. Dates were unanimously approved.

4. Equipment for Cambridge-Isanti Bike/Walk Trail

Everett explained that the proposed is a pull-behind piece of equipment that can be used on the Cambridge-Isanti Bike/Walk Trail. The Cities of Cambridge and Isanti contribute to that fund, and there is plenty of money in it. Cambridge will store it and maintain it, and if there are other uses that we have in town, we can use it. Zdon asked for clarification that we will be able to use it; Everett stated yes, as other trail needs arise both communities will be able to use it. Zdon asked to make sure that is clear in the final verbiage. Garvey asked if it states the specifics about future maintenance and how that will be handled. Everett explained that Cambridge will maintain the equipment once it is purchased. The board discussed that there will be routine maintenance involved. Everett explained that she said it would be used especially for the pine needles on the north end and sand on our end. The process from here is if the Board gives the recommendation, that is brought to Council and then we give them the go ahead to purchase it. Witte asked if this is just to be used for that trail. Everett said no; it will be purchased for that, but it will be available for other trails if needed. Garvey made a motion to recommend Council approval of the purchase, Witte made a second; the motion passed.

5. Dog Park Update

Everett gave a recap of the Council discussion. She made the change to have a separate sign on the fence for the dog park and the rules near the parking lot. She provided the updated signs in the packet. The Dog Park Rules sign was clarified to say "dogs *formally* declared dangerous" because there had been some confusion about what a dangerous dog was.

She added that during the Council discussion, a Councilmember was concerned that area dog parks have a lot of issues with people cleaning up after their dogs, and really wanted it to be clear to people that it's a privilege to have the park and if it's not maintained that the City doesn't have to provide this. In Everett's experience with signs at parks, it's more effective to be encouraging than threatening to get people to do what you want. It can be most effective to build some community ownership of the dog park in other ways, but posting some signs might

also help. She provided some options for types of signs, and stated there are many versions already out there. The doggie bag dispenser option that we're including will come with a sign, and we could potentially post more inside the fence as well. Option 1 in the packet is a little more straightforward without being threatening, and Option 2 is more friendly and a reminder that it's a community park. Johnson stated that he would prefer to go about this in a more friendly manner as well; right away he liked number 2, and number 1 is a little stern but right to the point. Everett added that there's also something about people that when they are feeling threatened, they just want to do the opposite. Zdon stated that either option is okay, and he prefers number 1 because it is a little more direct. He also stated that these are not a huge investment, so we could even put a couple on each side if we needed. Johnson asked if there was any different in price. Everett said that the pre-made signs are all pretty comparable, they range from $20-40 each. Witte wondered if we could take Option 1's verbiage and Option 2's image. Zdon asked if we need to decide on a specific sign now since we have time. Everett said that we do not. She added that there is the line of thinking that if our approach is "if this doesn't get clean up, we're taking it away," then why spend that money in the first place? Public Works has recognized the additional maintenance time and staff are prepared to keep it open. Zdon stated that tons of cities do this and that isn't going to happen. Everett added that the whole Council voted to move it forward as well; Johnson confirmed. Zdon added that it is a valid concerned; Everett agreed and said that planning ways to head that off is a good thing to do.

Garvey asked if we have any of these clean up signs at any of the parks now. Zdon stated that there's one at the beginning of the bike/walk trail, but no bags. Garvey said she just wanted to make sure there was not something we were already using other places. She said that her opinion is that we do not need to put these signs everywhere. The have one way to enter and they'll see the sign there; if you put up too many signs, people stop reading signs. They're in a fenced in area and not going anywhere. Everett agreed that probably by the time people have passed the signs on the way in, they either are or they aren't going to pick up after their dogs. It might just be based more on whether there are other people there to watch them do it. Garvey added that it opens up an opportunity for some kind of adopt-a-park program. Everett stated that we do actually have a program, it just has sat idle for a long time and we don't currently have anyone participating. Garvey said this a prime opportunity for a group to be in charge of that, or maybe a business that wants to volunteer. Zdon asked if Everett could provide details at the next meeting about the Adopt-A-Park Program. Everett said that she can provide some general information now and then will bring it back. It's a basic agreement that they'll clean it up, she thinks three times per year. It would be worth looking at for possible updates. It's possible people thought there were too many requirements or something so they didn't go through with it.

Witte asked if the board needs to decide how many signs are going into the park now. Everett said from here she would like to get and idea of what their philosophy for addressing the issue is; if they have an idea of some options she can put together an idea of what that might look like too. Witte stated that he thinks two is enough. Johnson agreed that one on each side is too many. Everett stated that the dispensers she has seen typically have a sign and the dispenser itself also has some sort of reminder language on it. Many of those places also have separate signs without the dispensers if we just want something that matches. Zdon also stated that when we order the dispenser for the dog park we can talk about ordering more for other locations as well, because we might get a better price. Garvey agreed that she would like to order at least a few in case we need to replace them and have that option to put them in other places, if there is a price reduction. Johnson asked if we would want two of them at the dog park. Everett stated since the dispenser will go right at the entrance, it's probably not necessary to put one inside as well. She added that the rules sign does indicate that if for some reason that box is empty, people still need to clean up after themselves. She has also seen people at other dog parks that will bring extra plastic bags and leave them there for others to use, which is a great way to build that community ownership too. Garvey said that it might also be helpful to customize a sign with something directing people to call or email if the box is empty. Everett asked for clarification about whether the additional reminder signs are necessary with the dispenser and rules sign. Zdon said he thinks we should get a couple of reminder signs. Garvey stated that if we do get additional signs, it would make sense to put them right on the fence. The Board agreed. Everett asked for clarification if they would like to see another sign option that combines these options. Garvey added at that sign with color sign is current now, but in 10 years it will probably look outdated. Everett stated that by then, we will likely need to replace the signs anyway.

Everett added that otherwise the project is on hold until the snow melts; she has sent the plans to Bolton and Menk so they will be prepared to do a survey.

6. Parks Updates

Everett shared that community garden registrations continue to come in. Last year, we took out the table style raised beds because they were falling apart and no one reserved them. Someone has requested that option this year, so we are asking Public Works to build a new one for us. We have had requests for raised beds, so we will add the last two that we got through a grant. We will also add another row of plots this year. Before the garden opens, we will add all new mulch. It was all tilled under last year due to the weeds. We did some field tests on some organic herbicide options so hopefully we can stay on top of that better. That will open mid-May.

We have gotten some recommendations for types of trees that will work over at Unity. There are quite a few, so she will filter through them and make a recommendation about what might look nice and will be easy to take care of. The Spring Isantian and pocket calendars should be arriving very soon. They will come in a big envelope this time around. Movie attendance has been down. It sounded like there was something going on at the Middle School maybe, or some other community event at the same time. The next Movie Night is in March, we're showing The Emoji Movie and still need a volunteer group.

Farmers' Market vendor applications are starting to come back as well. Everett has checked in with most of last year's vendors and most are planning to come back. There are a few who won't be able to return this year for various reasons, but no one has said that they're not coming back because they're dissatisfied about anything. We can take applications all season as spaces are available. There is also a pre-season meeting that people can attend if they have questions about what they need to do to join.

Everett also has received applications from both ice cream vendors for the street dances and asked the board for their opinion about whether we should allow both in for this year. She said that we try not to duplicate products for sale, but there may be an argument that those are different things. Johnson said that he thought we could do both and put them on opposite ends. Zdon said it will affect both of their businesses some. Garvey asked if they know that each of them would be there. Everett stated that she has talked with The Parlor before, and the competition does not particularly bother them, but they would probably prefer to be the only one for the sake of their business. She does not think they will leave if we let the other one in. She has not yet spoken to Scoops about this yet. Garvey said that she thinks it is worth trying it on a trial basis for this year and let both know that we will want their feedback at the end of the year so we know for next year if we need to only let one in. Everett added that we are starting to book bigger bands as well, so we are hoping for bigger crows which should also help. Garvey also agreed that they are kind of different products. Zdon agreed to do the trial, but to let them both know, and if there is a problem that The Parlor has priority since they have been participating for so long. Garvey said that as long as everyone knows it's a trial basis and not a permanent decision that we should be okay going forward and will make a different decision next year if we need to. Garvey added that whoever got their information in first should maybe get their preference for where they want to be located. Everett stated that we can do that.

7. Adjournment

Motion by Witte, second by Johnson to adjourn the February 26, 2019 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:33 p.m.

Dated at Isanti, Minnesota this 26th day of February, 2019.

Respectfully submitted,

Katie Everett

Katie Everett
Parks, Recreation, and Culture Manager

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, MARCH 19, 2019 – 7:00 P.M.
CITY HALL

I. Citizens Input

II. Agenda

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Minutes
1. March 5, 2019 - Regular Meeting of the City Council
2. March 5, 2019- Economic Development Authority Meeting
3. March 5, 2019- Open Minutes for Closed Session 1
4. March 5, 2019- Open Minutes for Closed Session 2

G. Announcements

1. Park, Recreation, & Culture Board Meeting	Tuesday, March 26, 2019 at 6:00 p.m.
2. City Council Meeting	Tuesday, April 2, 2019 at 7:00 p.m.
3. EDA Meeting	Tuesday, April 2, 2019 *(Immediately following the City Council Meeting)*

H. Council Committee Reports

I. Public Hearings

J. <u>Business Items</u>
1. Lexipol Discussion *(Jeff Johnson)*
2. Parking on West Side of Dahlin Avenue NE *(Jeff Johnson)*
3. Resolution 2019-XXX Continued Discussion of Employee Options

City Administrator Josi Wood
4. Resolution 2019-XXX Approving Revision to Rum River BMX Association Temporary Vendor Policy
5. Resolution 2019-XXX Revising the City of Isanti Rain Garden Incentive Program Policy
6. Resolution 2019- XXX Discontinuing Interim Chief

Assistant City Engineer Jason Cook
7. Resolution 2019-XXX Storm System Maintenance Award Recommendation
8. Resolution 2019-XXX Pavement Management Project Award Recommendation

K. <u>Approve Consent Agenda</u>
1. Consider Accounts Payable in the Amount of $111,853.40, Payroll in the Amount of $ 105,371.39

2. Resolution 2019-XXX Approving Exempt Gambling Permit for Cambridge-Isanti Rotary Club
3. Resolution 2019-XXX Approving Exempt Gambling Permit for Isanti Rodeo Association
4. Resolution 2019-XXX Approving Temporary Liquor License for Isanti Lions Club
5. Resolution 2019-XXX Approving Resignation of Park, Rec and Culture Manager Katie Everett
6. Resolution 2019-XXX Approving of Conditional Offer for Full Time Police Officer Jeremy Welfring
7. Resolution 2019-XXX Awarding Fire Extinguisher Services
8. Resolution 2019-XXX Approving Use of Isanti Community Garden by Isanti County Master Gardeners
9. Resolution 2019-XXX Approving 6th Annual MMBA Animal Drive
10. Resolution 2019-XXX Extending Dell Server Support Warranty
11. Resolution 2019-XXX Background Investigator Services

L. Other Communications

1. February Police Department Reports
2. February Code Enforcement Officer Report
3. February Building Inspector Report
4. March Engineering Project Status Report

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, MARCH 5, 2019 – 7:00 P.M.
CITY HALL

II. Agenda

Mayor Johnson called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Member Present: Mayor Jeff Johnson, Councilors: Paul Bergley, Ross Lorinser, Steve Lundeen (left at 7:45 p.m.) and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, Assistant City Administrator/ Special Projects Don Lorsung, Human Resources/ City Clerk Katie Brooks, City Attorney Clark Joslin and Assistant City Engineer Jason Cook

Others Present: Shari Harker, Joe Niles, Karen Klund, Larry Merchlewitz, Ronald Stawski, Dustin Peterson, Rod Barrows, George Hemen, Elizabeth Anderson, Mark Reller, Jim Rostberg and Phyllis Harmon

A. Adopt Agenda

Addendum:
Add J.10 Resolution 2019-065 Authorizing Staff to Obtain Proposals for Community Development Director Recruitment Search
Add K.9 Resolution 2019-072 Authorizing the Emergency Repair of the Watermain Leak on 285th Ave SE
Motion by Dan Collison, second by Lundeen to approve the agenda modifications listed above. Motion carried.

B. Proclamations/Commendations/Certificate Awards

None

F. Approve City Council Minutes

1. January 15, 2019- Committee of the Whole Meeting
2. January 22, 2019- Parks, Recreation, and Culture Board Meeting[JW1]
3. February 19, 2019 -Regular Meeting of the City Council
4. February 19, 2019- Committee of the Whole Meeting
5. February 19, 2019- Planning Commission Meeting

Motion by Bergley, second by Collison to approve minutes as presented. Motion passed unanimously 5-0. Motion carried.

G. Announcements

1. Committee of the Whole	Tuesday, March 19, 2019 at 5:00 p.m.
2. City Council Meeting	Tuesday, March 19, 2019 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, March 19, 2019 *(Immediately following the City Council Meeting)*
4. Park, Recreation, & Culture Board Meeting	Tuesday, March 26, 2019 at 6:00 p.m.

H. Council Committee Reports

Mayor Johnson updated City Council that Park board would like to put up two signs and a trash receptacle at the entrance of the dog park. Councilmember Lorinser addressed that a sign that the dog park is a privilege and citizens must clean up after their dog should also be discussed at the park board meeting.

I. Public Hearings

None

J. Business Items

1. Interview Applicant for Vacant Economic Development Authority Board Seat and Vacant Planning Commission Board Seat

a. Resolution 2019-055 to Appoint Candidate to Fill Vacant Economic Development Authority Seat

Applicant Rod Barrows was interviewed by Mayor Johnson for the open Economic Development Authority seat. Mr. Barrows was asked questions specific to Economic Development Authority.
Motion by Bergley, second by Lundeen to approve and appoint the applicant to the seat. Motion passed 4-1 with Lorinser voting nay. Motion carried.

2. Deferred Assessment Discussion (Mayor Johnson)

City Council, George Hemen and City Attorney Clark Joslin discussed letters and documentation that was received regarding PID Deferred Assessment on PID 16.032.01200.
Motion by Bergley, second by Collison to abate the assessment from the February 19, 2019 City Council meeting and move forward with a reassessment procedure. Motion passed 5-0. Motion carried.

3. Snow Storage Discussion (Ross Lorinser)

Councilmember Lorinser shared that a resident had shared concern about snow storage and the lack of room left. City Administrator Wood shared that she has received phone calls from contractors and other businesses in the past questioning if the City has a site for snow storage. Mrs. Wood continued to share that this particular item had been brought to a previous committee and did not move forward. City Council continued to discuss this matter and potential places for storage and the cleanup that a snow storage site would entail.

City Administrator Josi Wood

4. Resolution 2019-056 New Information Regarding 1991 Deferred Assessment on PID 16.032.1200

City Administrator Josi Wood shared that this is the same item that was discussed and voted on previously in J.2.

5. Informational Letter to Residents with Abutting Sidewalks

City Administrator Wood shared that this is being brought back to Council. She continued to share that staff has worked to create an informational letter that included hydrant clearing because the City receives a fair number of calls regarding this as well. There are approximately 804 parcels/ properties that are abutting sidewalk. The estimated cost including paper, postage, envelopes and printing would be $638.94 to send to the 804 parcels. Administrator Wood said an alternative would be to send the information to get out to everyone potentially in the Isantian, newsletters and place on the website. Councilmember Collison questioned the cost of getting the information out in this manner and asked about the cost of going to a full-page utility bill to put the information on. Administrator Wood responded that Finance Director Betker would need to speak to that but her recollection was that the approximate estimation was $1,700.
Motion by Bergley, second by Collison to send out informational letter to residents. Motion passed 4-0. Motion carried.

6. Resolution 2019-057 Approving a Special Event Application for BMX 2019 Race for Life and DK Gold Cup Qualifier
Larry Merchlewitz shared that all the proceeds from Race for Life will be donated to leukemia and lymphoma to help find a cure. Larry continued to share that the Gold Cup Qualifier is a qualifying race with an approximation of 850 attendees and people traveling to Isanti from other states to try and qualify for the gold cup.
Motion by Bergley, second by Lorinser to approve Special Event Permit. Motion passed 4-0. Motion carried.

7. Resolution 2019-058 Providing Approval from City of Isanti to Purchase Blower for Cambridge-Isanti Bike/Walk Trail Maintenance
Motion by Collison, second by Bergley to approve resolution. Motion passed 4-0. Motion carried.

8. Resolution 2019-059 Authorizing Advertisements for Bids for the Refurbishment of the Bluebird Park Playground
City Administrator Josi Wood shared that this is to have the structure at Bluebird Park disassembled, stripped down, and re-powder coated. Administrator Wood continued to share that this is to revive the structure and is a less costly alternative to buying a brand-new structure.
Motion by Bergley, second by Collison to approve resolution. Motion passed 4-0. Motion carried.

9. Resolution 2019-060 Approving Pawnshop License Renewal to Northern Pawn, Inc.
On-Sale and Sunday Liquor License Renewals

- **a.** Resolution 2019-061 Approving a Liquor License Renewal for Junction Bowl and Whistle Stop Bar & Grill
- **b.** Resolution 2019-062 Approving a Liquor License Renewal for Wintergreen's Golf & Grill
- **c.** Resolution 2019-063 Approving a Liquor License Renewal for Rum River VFW 2735
- **d.** Resolution 2019-064 Approving a 3.2 Malt Liquor License for Patlok Design Inc. DBA Sanbrook Golf Course

Motion by Lorinser, second by Collison to approve license renewals. Motion passed 4-0. Motion carried.

10. Resolution 2019-065 Authorizing Staff to Obtain Proposals for Community Development Director Recruitment Search
City Administrator Josi Wood shared that the Economic Development Director position has been vacant since August 2018 and the Community Development Director position has been vacant since January 2019. Administrator Wood continued to share that it is on Council Agenda tonight to combine both positions with revised pay scale and revised job description. City staff will be posting the position again as the position was not successfully filled and getting proposals for a recruiting agency is an alternative option if the position were to go unsuccessfully filled again.
Motion by Lorinser, second by Bergley to approve resolution. Motion passed 4-0. Motion carried.

K. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $275,327.24 and Payroll in the Amount of $ 96,261.71
2. Resolution 2019-066 Approving Snow Plowing Policy and Operational Guidelines
3. Resolution 2019-067 Approving Goals for Year 2019
4. Resolution 2019- 068 Approving the Hire of Part-Time Police Officer Tanner Hagen
5. Resolution 2019-069 Approving Exempt Gambling Permit for Rum River BMX Raffle 50/50
6. Resolution 2019-070 Accepting Quote for Cleaning Services and Authorizing Entering into a Contract for Cleaning Services

7. Resolution 2019-071 Approving Community Development Director Position- Revised Points, Salary, and Job Description
8. Resolution 2019-072 Approving the Public Services Director Position with Revised Job Description, Points, and Salary Range
9. Resolution 2019-073 Authorizing the Emergency Repair of the Watermain Leak on 285th Ave SE

Motion by Bergley, second by Lorinser to approve consent agenda as presented. Motion passed 4-0. Motion carried.

L. Other Communications

1. Draft Minutes from the February 26, 2019 Parks, Recreation, and Culture Board Meeting

Adjournment

Motion to adjourn by Bergley, second by Lorinser. Motion passed 4-0. The meeting was adjourned at 8:08 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
March 5, 2019
Isanti City Hall

1. Call To Order

The meeting was called to order by EDA President Jeff Johnson at 8:13 p.m.

a. Pledge of Allegiance

b. Roll Call

Members Present:	Jeff Johnson, Dan Collison, Ross Lorinser, Paul Bergley and Jill Reller
Members Absent:	None
Staff Present:	Assistant City Administrator / Special Projects Don Lorsung, and HR/City Clerk Katie Brooks

c. Agenda Modifications: None

2. Approve Minutes of February 5, 2019 Regular Economic Development Meeting

Motion by Bergley, seconded by Collison to approve the February 5, 2019 meeting minutes as presented. Motion carried 5-0.

3. Project Business / Updates

Lorsung presented the Staff Memo. He shared that the City now has 6 single family permits for homes. He reviewed the January 2019 housing market report from the Minneapolis Area Realtors, and local housing value trends increased from 2018 to 2019. Regarding the Senior Housing Project, staff was asked where we were in the process. The Developer is performing due diligence activities on the project. TIF financing for the project was discussed. Regarding the Dollar General Project staff was asked if the project meet Hwy 65 Corridor standards. The project will have to meet those standards. There was further discussion regarding site use, retail need and market. Other retail needs in Isanti were also discussed.

4. Adjournment

Motion by Bergley, seconded by Collison to adjourn at 8:21 pm. Motion carried 5-0.

Respectively Submitted,

Don Lorsung,
Assistant City Administrator / Special Projects

MINUTES OF THE CITY COUNCIL
SPECIAL CLOSED MEETING
TUESDAY, MARCH 5, 2019 5:00 PM
CITY OF ISANTI

Mayor Johnson called the Special Closed meeting to order at 5:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Paul Bergley, Steve Lundeen, Ross Lorinser and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, City Attorney Clark Joslin, Labor Attorney Susan Hansen and Labor Attorney Frank Madden

Mayor Johnson announced the council was going into closed session as continuation of the closed session begun on January 24, 2019 and previously continued on February 5, 2019 regarding the matter noted herein. The continuation of the closed session is for preliminary consideration of allegations against an individual subject to the Council's authority pursuant to Minn. Stat. 13D.05, subd. 2(b).

Councilmember Lorinser removed himself from closed session at 5:39 p.m.

Mayor Johnson reopened the meeting for a decision. A motion was made by Lorinser to reinstate Chief Hill with the review of his training with the City Administrator within the next 3 months to properly train and ensure future incidents do not occur. There was no second. A motion was made by Lorinser to reinstate Chief Hill without disciplinary action. There was no second. A motion was made by Collison to reinstate Chief Hill with disciplinary action, second by Lorinser. Councilmember Bergley questioned if discussion was still allowed. Labor Attorney Susan Hansen informed Council that discussion can be held. Bergley asked what disciplinary action would entail. Susan Hansen informed Council that disciplinary action could include documented verbal reprimand, a written reprimand, an unpaid suspension for any length of time and demotion. City Administrator Josi Wood questioned that if there needs to be more time for what level of disciplinary action should be motioned it could be tabled for an open meeting at a later date. Collison stated he would need more time to think about what level of disciplinary action would be. Attorney Susan Hansen informed the Council that there is a pending motion and that motion needs to be specified and shared that if there needs to be more time that the pending motion shall be withdrawn. Councilmember Collison withdrew his motion. A motion was made by Lorinser to reinstate with disciplinary action, with a written reprimand, 3 days unpaid suspension and ensure that the entire department receive remedial training in order for an incident of such does occur again. There was no second. Bergley motion to take disciplinary action and demote Chief Hill and table for another open session on what the demotion entails, seconded by Collison. Motion passed with 3-1 vote with Lorinser voting nay and Mayor Johnson abstaining.

Adjournment
The meeting adjourned at 5:54 p.m.

The meeting adjourned at 5:54 p.m.
Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

MINUTES OF THE CITY COUNCIL
SPECIAL CLOSED MEETING
TUESDAY, MARCH 5, 2019
(Immediately Following Closed Session beginning at 5:00 PM)
CITY OF ISANTI

Mayor Johnson called the Special Closed meeting to order at 5:57 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Paul Bergley, Steve Lundeen, Ross Lorinser and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, City Attorney Clark Joslin, Labor Attorney Susan Hansen and Labor Attorney Frank Madden

Mayor Johnson announced the Council was going into closed session pursuant to Attorney-Client Privilege [Minn. Statute 13D.05, subd. 3(b)] regarding pending legal matter.

Adjournment
A motion was made by Bergley to adjourn, second by Collison to adjourn.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

A Community For Generations.
Isanti

Request for City Council Action

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: March 19th, 2019
Subject: Consider Resolution for Continued Discussion of Employee Options

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At the March 5, 2019 Special Session, Chief Gene Hill received disciplinary action in the form of a demotion, however, options were not discussed nor a final decision made.

Staff's recommendation is for Ms. Susan Hansen, Labor Attorney, to reach out to Gene Hill and/ or his legal counsel regarding his employment status.

Request:
Staff is requesting action on this item.

Attachment:
- Resolution 2019-XXX

RESOLUTION NO. 2019-

RESOLUTION APPROVING LEGAL COUNSEL TO DISCUSS EMPLOYMENT OPTIONS WITH GENE HILL

WHEREAS, at the March 5, 2019 City Council meeting there was disciplinary action discussed in regards to allegation of misconduct of Gene Hill; and,

WHEREAS, City Labor Attorney, Susan Hansen, has been requested to discuss employment options with Gene Hill on behalf of the City; and,

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA to hereby approve Ms. Hansen, Labor Attorney, to discuss employment options with Gene Hill and/or his legal counsel.

This resolution was duly adopted by the Isanti City Council this 19th day of March, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

(SEAL)

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To: **Mayor Johnson and Members of City Council**

From: Katie Everett, Parks, Recreation, and Culture Manager

Date: March 19, 2019

Subject: Resolution Approving Revision to Rum River BMX Association Temporary Vendor Policy

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Background:

Under the current lease agreement, Rum River BMX Association may allow temporary vendor use at the Isanti Indoor Arena:

> *13. Assignment or Subletting*
>
> *C. Tenant may have vendors present at special events as long as the use of the Premises by vendors does not affect the current bond status of the Premises. Each vendor may only be allowed use of the Premises for a total of 50 days prior to February 2, 2030. All vendors must be a charged a fair market price for use of the Premises.*

The Association has requested approval of changes to their Temporary Vendor Policy including the following:

- Temporary vendors may only conduct business at the Isanti Indoor Arena 8 days in a given calendar year.
- Rental rate changes for standard rentals from $100/hour or 10% to $150/day or 10% up to $300/day
- Rental rate changes for non-standard rentals from $64/hour or 10% to $75/day or 10% up to $300/day

City staff have received Bond Council response to the request. Briggs and Morgan Professional Association has advised that the 50-day rule must be adhered to, and vendor uses need to be tracked, reported, and reviewed on an annual basis. They also stated that the proposed change in rates does not appear to affect the status of the bond. The full response is attached for Council review.

Rum River BMX Association further revised the policy as attached to include:

- Temporary vendors may only conduct business at the Isanti Indoor Arena 8 days in a given calendar year, and a total of 50 days, prior to 2 February 2030.

Considering the above information, the changes to the Temporary Vendor Policy fall within the allowances of the lease. It should also be noted that the lease does require Rum River BMX Association to submit all financials to the City of Isanti by May 1 of each year.

Request:
It is requested that City Council approve the resolution to accept Rum River BMX Association's revised Temporary Vendor Policy.

Attachment:

- Briggs and Morgan Memo: Rum River BMX – Temporary Vendor Policy Review
- Resolution 2019-XXX
    - Rum River BMX Association Revised Temporary Vendor Policy

BRIGGS

2200 IDS Center
80 South 8th Street
Minneapolis, MN 55402
OFC 612-977-8400
FAX 612-977-8650
URL Briggs.com

MEMORANDUM

TO: Katie Everett

FROM: Daniel F. Burns

DATE: February 18, 2019

RE: **Rum River BMX—Temporary Vendor Policy Review**

I. Introduction

The City of Isanti (the "City"), in 2014, issued tax-exempt bonds (the "Bonds"), the proceeds of which were used to construct an indoor BMX track facility (the "Project"). The Project is leased to Rum River BMX Association (the "Lessee"), which is a 501(c)(3) organization. Therefore, the Bonds were issued as qualified 501(c)(3) private activity bonds which allows unlimited use of the facility by 501(c)(3) entities acting within their tax-exempt purposes. Tax-exempt qualified 501(c)(3) private activity bonds are treated as taxable private activity bonds if more than 5% of the facility is used by, and more than 5% of the payments on the bonds are derived from, any non-governmental entities other than the general public or non-profit 501(c)(3) entities. Bonds structured as qualified 501(c)(3) private activity bonds allow the City to be able to enter into contracts for use of the Project with non-profit 501(c)(3) sports associations, like the Lessee.

The Lessee wishes to make changes to its "Temporary Vendor Policy" (the "Policy") which provides guidelines for certain subleases and other arrangements with entities that are non-governmental and non-501(c)(3) entities. The Policy changes must be evaluated by the private use test to determine how such arrangements potentially impact the tax-exempt status of the Bonds.

II. Previous Advice Regarding Private Activity and Use

In a memorandum dated December 13, 2016, regarding the *City of Isanti – Private Use of BMX Facility* (the "Previous Memo"), Briggs and Morgan, P.A. advised the City that up to 5% of bond proceeds were allowed for private activity. However, the 2% of bond proceeds used for the costs of issuance had counted against the allowable 5% for private activity. Therefore, the City only had 3% of the proceeds of the Bonds remaining to allocate to the allowable private activity limit.

The Previous Memo explained that any special legal entitlement such as vending contracts for the right to provide food services or selling concessions at the Project would constitute private use, but that there were exceptions. Specifically, incidental use of a project that did not exceed

2.5% of the Bonds (e.g. vending machines), or contracts for services that are incidental to the primary function of the facility (e.g. janitorial service) are not treated as private use. Use of the facility by the general public and certain short-term uses by an entity engaged in a trade or business are also exceptions to the private business use restrictions.

Without having much information regarding incidental use or short-term use of the Project, we suggested that the Lessee is probably limited to relying on the 50-day arrangement exception regarding temporary vendors. An arrangement for the use of bond-financed property by a non-governmental/501(c)(3) person will be permitted for a period of up to 50 days, including renewal options, if the arrangement is negotiated on an arm's length basis, the compensation is at fair market value, and the property was not financed for the purpose of the providing the property to that non-governmental/501(c)(3) person. The 50 days is **an absolute limit, not a per-year limit.** If, for example, a particular vendor would be using the Project for 10 days a year, that means that after 5 years, the vendor would no longer be able to use the Project as proposed. Once a particular vendor has used the Project for a total of 50 days, any usage beyond that, which causes the total private use to exceed 3%, could jeopardize the tax-exempt status of the Bonds.

III. Proposed Policy Changes

A. Number of days permitted for a temporary vendor.

The Lessee proposes to make changes to the existing Policy. The first change would be to increase the total number of days a temporary vendor may conduct business on the Project, from no more than 50 days (based on our previous advice) prior to February 2, 2030 (the "Final Maturity Date" of the Bonds) to no more than 8 days per year. It is important to remember that the measurement period begins on the later of the issue date or the date the property is placed in service and ends on the earlier of the last day of the reasonably expected economic life of the facility or the last maturity date of any bond financing the property. There are 11 years remaining until the Final Maturity Date. Therefore, this change to the Policy would increase the potential number of days a temporary vendor uses the Project to 88 days before the Final Maturity Date (8 days per year multiplied by 11 years), which is outside the *50-day arrangement exception.*

However, these temporary vendor situations may fall within the *incidental use exception*, as long as **all incidental uses** do not exceed 2.5% of the proceeds of the Bonds. We do not have any information regarding how many vendors have actually used the space, or how often. We do know that the standard square footage to be used by an "Off-Track Vendor" is 100 square feet. In isolation, one standard "Off-Track Vendor" will probably not jeopardize the tax-exempt status of the Bonds, given that the Project is 75,000 square feet. However, incidental use is calculated in the aggregate. Therefore, the Lessee must monitor and annually review all incidental use, and other private use of the Project over the life of the Bonds.

Another exception that these temporary vendor situations may fall into is the *short-term use arrangements exception*. In order to qualify for the short-term use arrangements exception, the arrangement:

- cannot result in ownership;
- the term of the arrangement (including all renewal options) cannot be more than 100 days;
- the use would otherwise be "general public use" except that the Project is not available to nonbusiness members of the general public because generally applicable and uniformly applied rates are not available for such persons; and
- the financing is not for the principal purpose of providing the property to the nongovernmental person.

B. Change in rental rates.

The second proposed change is to the rental rates of "On-Track Vendors." Specifically, the "standard rental rate" would be changed from $100 per hour or 10% of sales, to $150 per day or 10% of sales, whichever is greater, up to a $300 daily cap. Similarly, the "non-standard rental rate" would be changed from $65 per hour or 10% of sales, to $75 per day or 10% of sales, whichever is greater, up to a $300 daily cap. This change does not appear to affect the tax-exempt status of the Bonds.

IV. Summary

Private use does not include use by the general public, incidental uses, contracts for maintenance services, or short-term use for special events. Any special legal entitlements such as contracts or leases are considered private use. The proposed Policy changes are more risky for purposes of falling within the 50-day arrangement exception. However, these temporary vendor situations could still fall into other exceptions. What is important to keep in mind is that the Policy alone does not determine private use, but how the Project is actually used. That is why any private use must be reviewed annually and monitored over the life of the tax-exempt bonds.

RESOLUTION NO. 2019-XXX

RESOLUTION APPROVING REVISION TO THE RUM RIVER BMX ASSOCIATION TEMPORARY VENDOR POLICY

WHEREAS, the Tenant, Rum River BMX Association, and the City of Isanti entered into a Lease Agreement dated as of October 27, 2014 (the "Lease"); and,

WHEREAS, the Tenant has requested approval of revisions to their Temporary Vendor Policy; and,

WHEREAS, temporary vendors are allowed with certain restrictions as detailed in the Lease Agreement, Section 13. Assignment or Subletting; and,

WHEREAS, the terms of the Temporary Vendor Policy fall within the terms of the Lease; and,

WHEREAS, any action taken by Rum River BMX Association that impacts the terms of the bond will result in the Association being responsible for payment of any resulting taxes and fees; and,

WHEREAS, Rum River BMX Association will be responsible for continuing to track and annually report vendor use and financials to the City of Isanti by May 1 as detailed in the Operating Policy (Exhibit D of the Lease Agreement),

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve Rum River BMX Association's revised Temporary Vendor Policy as attached to this resolution as 'Appendix I.'

This resolution was duly adopted by the Isanti City Council this 19th day of March, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

Appendix I

Rum River BMX - Temporary Vendor Policy

- Scope
- Responsibilities of All Vendors
- Vendor Types
    - Off-Track Vendors
    - On-Track Vendors
        - Standard Rental
        - Non-Standard Rental

Scope

This policy covers all temporary vendors at the Isanti Indoor Arena. Not-for-profit rentals, such as BMX Race team rentals and private rentals, are not covered under this policy.

Responsibilities of All Vendors

All vendors are subject to the all Federal, State and Local laws. It is each vendor's responsibility to obtain and maintain any required licenses, insurances, and/or permits. Additionally, all vendors are responsible for the collection and payment of all applicable sales taxes. All vendors must be approved by both the Track Operator and The Rum River BMX Association Board. Temporary vendors may only conduct business at the Isanti Indoor Arena 8 days in a given calendar year, and a total of 50 days, prior to 2 February 2030. These are actual calendar days- *not events*. For example: an event running Saturday and Sunday would be considered two days. All vendors are responsible to leave the rented space in the same condition in which it was provided to them. The full cost of repair for any damages will be the sole responsibility of the vendor.

Vendor Types

For the purpose of this policy, there will be two types of vendors: **Off-Track** and **On-Track** vendors.

Off-Track Vendors

An Off-Track Vendor is defined as any vendor whose services *do not* require exclusive use of the facility, or interfere with the the operation of normal events. These Off-Track Vendors would most likely be supporting the primary event that at which they are vending.

A standard Off-Track Vendor will have a designated 10'x10' area within the Isanti Indoor Arena, in which they will be able to conduct their business. Any vendor requiring more space or other special consideration will incur a higher rental rate, to be agreed upon prior to the event. Rum River BMX Association will collect a fee of 10% of sales or $200 per day (whichever is greater) from any standard Off-Track Vendor. All Off-Track Vendors must also provide all necessary information to Rum River BMX Association for reporting as required by the City of Isanti.

On-Track Vendors

On-Track Vendors are defined as any vendor whose services *do* require exclusive use of the facility. Use of the facility by these On-Track Vendors would preclude use of the arena for other normally activities.

On-Track Vendors will have exclusive use of the Isanti Indoor Arena for the purpose of conducting their business, with the exception of:

- Registration Offices
- Concessions
- Maintenance areas
- Permanent vendor-maintained areas

During this time, representatives of Rum River BMX Association may be present, but will not interfere with the normal business operation of the On Track Vendor. On-Track Vendors are considered either standard or non-standard based on the time and duration of their rental of the facility.

Any On-Track Vendor offering coaching services must be currently certified as a USA BMX Coach, or be subject to additional fees for Rum River BMX to have a USA BMX Coach on site. These coaching requirements are spelled out in the USA BMX manual, and we must adhere to them.

Standard Rental

A standard rental is defined as use of the Isanti Indoor Arena for up to three hours during the four hours directly before or after any scheduled event. The rates for standard rental are 10% of sales or $150 per day (whichever is greater), up to a daily cap of $300.

Non-Standard Rental

A non-standard rental is use of the facility for for greater than four hours on any non-event day or other rental of the facility that is not defined as a standard rental. Non-standard rental rates are 10% of sales or $100 per day (whichever is greater), up to a daily cap of $300.

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To: **Mayor Johnson and Members of City Council**

From: Katie Everett, Parks, Recreation, and Culture Manager

Date: March 19, 2019

Subject: Resolution Revising the City of Isanti Rain Garden Incentive Program Policy

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Background:
The City of Isanti adopted the Rain Garden Incentive Program on September 20, 2016. Due to the absence of participation in the program, staff have evaluated the steps of the program to simplify the process for property owners, while ensuring that projects receiving reimbursements will be beneficial to the City's stormwater management practices. The original, worksheet-style application may be deterring those who are otherwise interested. Under the proposed changes, property owners will now simply need to contact City staff with their interest in the program, and City staff (mainly the MS4 Tech) will make a site visit to determine eligibility in the process. The Isanti Soil and Water Conservation District is also willing to assist property owners with garden design and cost estimates.

Another proposed change to the program is to expand eligibility to include all property owners – the original language restricted the program to residential property owners. The value of rain gardens may be magnified in the more densely developed commercial/industrial areas, and this program may encourage those property owners to incorporate rain gardens as well.

There are no proposed changes to the reimbursement amounts. The program will continue to award reimbursements of 50% of actual project costs, up to $500. There are funds budgeted for this program again in 2019.

All revised program documents and the revised Rain Garden Incentive Program policy are attached for Council Review. If the program changes are approved as presented, City staff will make applications available at City Hall and on our website.

Request:
It is requested that City Council approve the changes to the Rain Garden Incentive Program.

Attachment:
- Rain Garden Incentive Program materials
- Resolution 2019-XXX –
    - Revised Rain Garden Incentive Program Policy

RESOLUTION NO. 2019-XXX

RESOLUTION REVISING THE CITY OF ISANTI RAIN GARDEN INCENTIVE PROGRAM POLICY

WHEREAS, the Isanti City Council approved the Rain Garden Incentive Program Policy on September 20, 2016; and

WHEREAS, staff have made changes to the program in an effort to increase participation, including expanding eligibility to all property owners; and,

WHEREAS, staff recommend that the Rain Garden Incentive Program Policy is amended as attached as "Exhibit A"

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to amend the Rain Garden Incentive Program Policy as attached as "Exhibit A."

This resolution was duly adopted by the Isanti City Council this 19th day of March, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

'Exhibit A'

A Community For Generations.

Isanti

Rain Garden Incentive Program

Purpose

To encourage ~~resident~~ property owner involvement in stormwater management practices through implementation of ~~residential~~ rain gardens.

Policy

The City of Isanti Rain Garden Incentive Program encourages ~~residents~~ property owners to install rain gardens on their property and supplies resources and monetary assistance to help with the process.

Procedure for Awarding Incentives

The following procedure should be followed when applying to the Rain Garden Incentive Program:

- Interested residents may request an application from the City of Isanti or download it from the City's website.
- Applicants will need to evaluate their property and determine if a rain garden is appropriate, and whether they have the time and resources to commit to installing and maintaining the garden.
- Complete applications can be returned to City Hall, mailed to City of Isanti, PO Box 428, Isanti, MN 55040, or emailed to isantiparks@cityofisanti.us.
- Applications will be reviewed by city staff for completeness and compliance to all program guidelines.
- Incentives will be awarded on a first-come basis, and applicants will receive reimbursements upon completing installation of the rain garden and submitting all necessary paperwork and receipts.

Program Eligibility

All City of Isanti property owners are eligible to apply. Each parcel will be considered only once (multiple rain gardens may be installed on a parcel, but only one application should be submitted). Applicants must commit to maintaining the garden for 5 years and allow the City of Isanti to share rain garden site and related materials with the public.

Adoption Date

September 20, 2016

Revised

March 19, 2019

Rain Garden Incentive Program

City of Isanti
110 1st Ave NW
PO Box 428
Isanti, MN 55040
763-444-5512
www.cityofisanti.us

QUICK FACTS:

- **STORMWATER CARRIES THINGS LIKE FERTILIZER, ROAD SALT, MOTOR OIL, AND OTHER POLLUTANTS INTO NATURAL WATER SOURCES, OFTEN UNTREATED.**
- **RAIN GARDENS:**
  - **CAPTURE STORMWATER AND NATURALLY REMOVE POLLUTANTS, PROTECTING CRITICAL FRESH WATER RESOURCES.**
  - **MEDIATE EROSION ISSUES CAUSED BY LARGE VOLUMES OF STORMWATER.**
  - **PROVIDE HABITAT FOR POLLINATORS AND OTHER WILDLIFE.**
  - **ENHANCE RESIDENTIAL LANDSCAPES.**

IT'S EASY TO MAKE A DIFFERENCE!

THE CITY OF ISANTI BELIEVES RAIN GARDENS ARE A GREAT WAY TO MANAGE STORMWATER, AND HAS A PROGRAM TO HELP PROPERTY OWNERS WITH THE COSTS OF INSTALLATION! QUALIFYING PROJECTS ARE ELIGIBLE FOR A 50% REIMBURSEMENT, UP TO $500, AND PROPERTY OWNERS WILL RECEIVE ASSISTANCE IN PLANNING AND DESIGN.

If you're interested in installing a rain garden on your property, complete the form below and we will contact you to schedule a site evaluation.

Property Owner Name: _____

Property Address: _____

Daytime Phone Number: _____

Email Address: _____

Please note, rain gardens are not recommended in wellhead protection areas and properties falling within these areas are not eligible. Reimbursements will be granted in the order eligible projects are received, until annual funding runs out. All installations must take place within the calendar year of application to receive reimbursement; reimbursements will not be given for any work or purchases made prior to program approval.

Contact the City's MS4 Technician at MS4@cityofisanti.us or 763-444-5512 for more information.

Office Use Only

Received: _____ **Project Number:** _____

Rain Garden Incentive Program
Project Assessment

City of Isanti
110 1st Ave NW
PO Box 428
Isanti, MN 55040
763-444-5512
www.cityofisanti.us

Property Owner Name: _____ **Project Number:** _____

Property Address: _____

Projects demonstrating adequate benefit to the City's stormwater management system will be accepted for the Rain Garden Incentive Program, and will be processed in the order they are received until annual funding runs out. Projects must meet a **minimum of 60 points** in the assessment below.

Stormwater Impact

1. Area of impervious surface drainage to be captured:

- ☐ <500 ft² +5 points
- ☐ 500-2,000 ft² +10 points
- ☐ >2,000 ft² +15 points

2. Proposed rain garden size*

- ☐ 100-200 ft² +5 points
- ☐ 201-300 ft² +10 points
- ☐ >300 ft² +15 points

*Multiply area in question on by the soil factor to determine the ideal garden size:
sandy soil x 0.2, loam x 0.3-0.35, clay x 0.4-0.45
For gardens larger than 300 ft², consider dividing into 2 or more gardens

3. Do any of the following apply to the area of the proposed project?

	No	Yes
☐ Does the street have storm drains?	+15 points	+5 points
☐ Are there storm ponds in the neighborhood?	+15 points	+5 points
☐ Obvious signs of stormwater runoff or erosion from the proposed project location?	0 points	+15 points
☐ Signs of stormwater runoff from other properties onto proposed project location?	0 points	+15 points
☐ Are there signs of drainage issues at the project location? (Ex: pooling/standing water)	0 points	+15 points

Total Stormwater Impact Points: _____

Habitat Benefit

4. Which of the following apply to the proposed plantings?

- ☐ All plants are native to central Minnesota *(Required)* +15 points
- ☐ >3 plant species will be planted +10 points
- ☐ At least one flowering species will bloom each season (spring, summer, fall) +10 points

Total Habitat Benefit Points: _____

TOTAL PROJECT POINTS: _____

Rain Garden Incentive Program
Project Plans

City of Isanti
110 1st Ave NW
PO Box 428
Isanti, MN 55040
763-444-5512
www.cityofisanti.us

Property Owner Name: _____ **Project Number:** _____

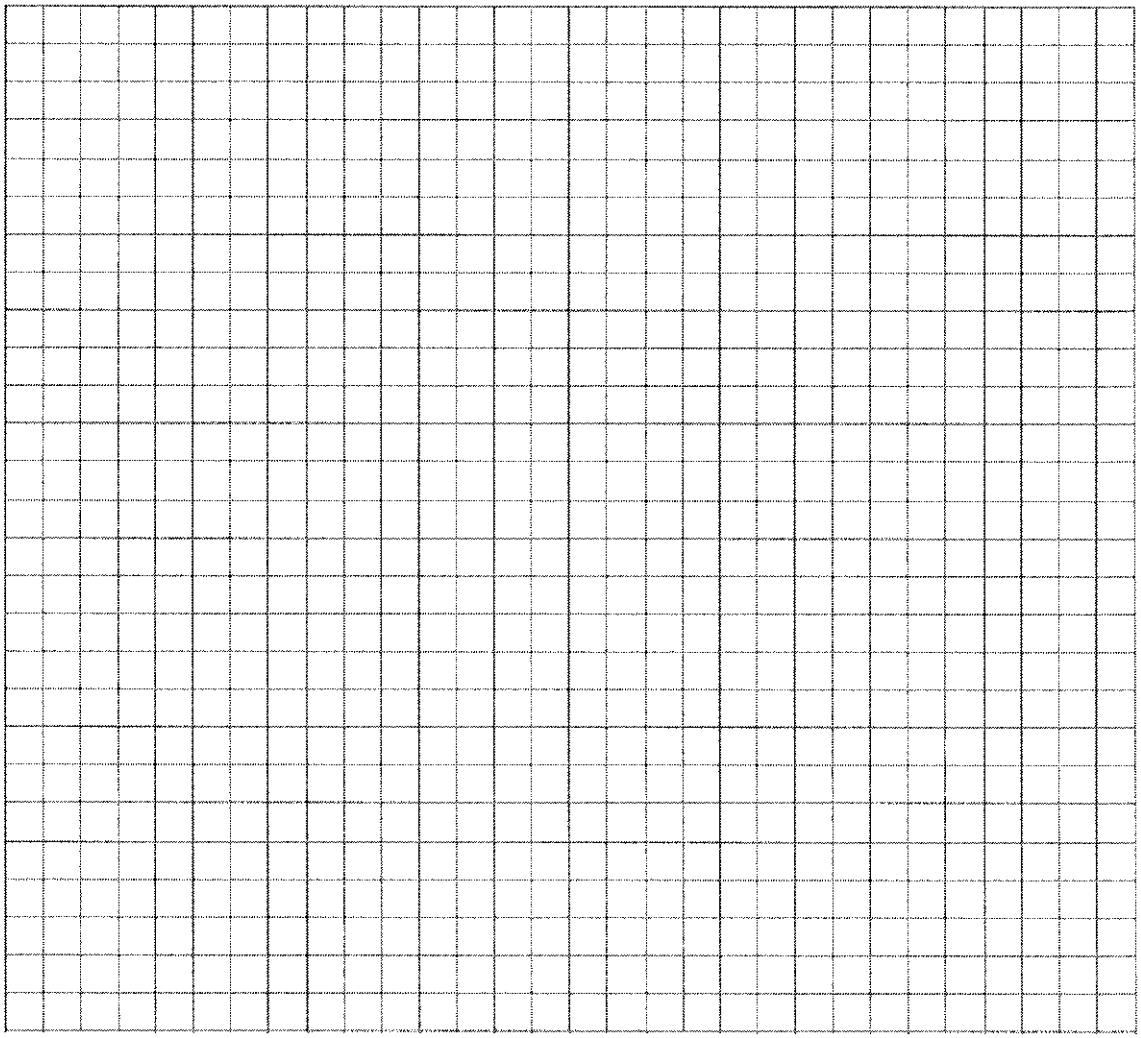
Property Address: _____

Project plans and cost estimates must be submitted for City reviewed before any work on the rain garden is initiated. The City of Isanti will inform you of the maximum reimbursement amount approved for your project. No reimbursements will be issued for costs incurred prior to this notification being sent.

Part 1

Sketch your property including buildings, driveways, sidewalks, street, gutters/downspouts, and the proposed location of the rain garden. Include total square footage of proposed rain garden. Rain gardens should be at least 10 ft away from all buildings, including those on neighboring property. Locations on steep slopes and above buried utility lines are not recommended. Recommended locations are existing low spots in the yard, places where water collects, and areas near downspouts.

Rear Property Line



Front Property Line

Use the following tables to estimate the total cost of installing your proposed rain garden. These tables are meant as a guide, and may not include every expense that is needed for every situation.

Estimate the number of plants you intend to purchase for your rain garden using the spacing guidelines below. Please include only native plant species or their cultivars that originate in Minnesota – special exception will be considered on a case-by-case basis. Consult Blue Thumb (www.blue-thumb.org) for a comprehensive list of rain garden plants. Feel free to attach additional pages for your plant estimates.

Spacing Guidelines	
Plugs	12"-15" spacing (therefore, ~100 plants/100 square feet of garden)
2"-4" pots	15"-18" spacing (therefore, ~56 plants/100 square feet of garden)
6"+ pots	Spacing depends on species
Shrubs	Spacing depends on species

Plant Species	Number of Plants	Price Each	Price Total

Plant Total = $ _____

My rain garden will be installed by (check one): _____Me _____A Contractor

Materials estimates: please estimate the materials costs using both tables below:

Material	Unit Costs	Size (ft^2)	Cost per ft^2	Multiplier	Total
Soil amendment, if needed (compost, sand, and peat moss mixture)	\$0.15 per ft^2 at a depth of 1 inch		\$	Depth of amendment in inches =	\$
Shredded hardwood mulch	\$0.25 per ft^2		\$	1.0	\$

Material Subtotal A = \$ _____

Method for Water to Enter the Garden (Check those that apply)	Materials and Amount (Give size and quantity)	Cost
Extended downspout		\$
Buried or overland pipe or drain tile		\$
Across lawn	N/A	\$
Dry creek (rock, no plastic liner)		\$
Stone or concrete spillway		\$
Other (list):		\$

Material Subtotal B = \$ _____

Total Materials (Subtotal A + Subtotal B) = \$ _____

Please add all materials totals to determine the total anticipated cost of your rain garden project. Reimbursements will be based on actual costs, as verified by receipts, not to exceed the amount confirmed through the application process.

Cost Totals	Total
Plants	\$
Materials	\$
Total Cost	**\$**

Please note: every rain garden is unique. You may encounter further expenses not included in these tables. Those may also be considered for reimbursement, but are subject to approval by city staff. Only expenses approved through this application process will be eligible for reimbursement upon project completion. Include any other expected expenses not included in these tables on the "Additional Information" page at the end of the application.

Additional Information:

If there are any further details about your rain garden project you wish to be considered in the review of your application, please list them here. Be specific:

Rain Garden Incentive Program **Agreement**

City of Isanti
110 1st Ave NW
PO Box 428
Isanti, MN 55040
763-444-5512
www.cityofisanti.us

If I am chosen to participate in the City of Isanti Rain Garden Incentive Program, I hereby agree to:

1. Read and understand all the information provided in the incentive program documents
2. Construct a rain garden according to the Project Plans submitted to and approved by the Rain Garden Incentive Program
3. Call Gopher State One-Call (1-800-252-1166) before I start digging
4. Avoid planting within utility and drainage easements
5. Track expenditures during rain garden construction
6. Take before, during, and after project photos (preferably digital)
7. Allow the site to be published on the City of Isanti's website and other publications, and allow the public to view my rain garden
8. Submit reimbursement requests by November 15 of the year the incentive was awarded, providing all receipts for materials
9. Maintain the rain garden for a minimum of 5 years and submit photos of my rain garden annually for 5 years to the city.
10. Agree that all submittals and methods or techniques developed as part of the incentive award shall become the property of the City of Isanti for use at its discretion, including but not limited to print and web site publications, maps, and any or all program publicity.

Further, I understand that the City of Isanti will not authorize payment of the reimbursement request unless full documentation is received and until all construction tasks are complete.

Except if arising from or out of the City of Isanti's fault or negligence, I agree to indemnify and defend the City of Isanti, and will hold harmless the City of Isanti, and assigns from any claims, expenses, or damages including attorney's fees, arising from my participation in this agreement.

I certify to the best of my knowledge that the information included in this application is true, complete, and accurate, and I agree with terms listed above.

Applicant's Signature _____

Applicant's Name (Please Print) _____

Date _____

Date Received by City of Isanti _____ **Project Number:** _____

Rain Garden Incentive Program
Reimbursement Application

City of Isanti
110 1st Ave NW
PO Box 428
Isanti, MN 55040
763-444-5512
www.cityofisanti.us

Property Owner Name: _____ **Project Number:** _____

Property Address: _____

Mailing address (if different then street address):

_____

Before you can be reimbursed for expenses related to your rain garden, the project must be complete. Contact the MS4 Tech when your project is complete to schedule a site visit.

Date Project was Complete (can be approximate): _____

Date of Site Visit: _____

Record *all* expenses eligible for reimbursement incurred during construction of your rain garden. The City of Isanti will reimburse 50% of expenses for which receipts are presented and are eligible under the program guidelines, up to $500, and not to exceed amount originally approved through application process. Please complete the attached form and submit with receipts by *November 15.* Reimbursement requests received after this date may not be awarded.

You estimated your expenses in the application. Please indicate actual expenses in the tables below, and attach receipts to this form. Note: If multiple sources were used for any of the categories below, please list all that apply.

Material	Source	Expense for Item
Ex: Compost	*Home Depot*	*$50.00*
Soil Amendment		
Mulch		
Extended Downspout		
Buried or overland pipe or drain tile		
Dry creek		
Stone or concrete		
Plant Materials		
	Total Expenses	

Allow 4-6 weeks for a reimbursement check to arrive from the date this form is received by the City of Isanti. The check will be sent to the mailing address listed above.

A Community For Generations.
Isanti

Request for City Council Action

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: March 19th, 2019
Subject: Consider Resolution Discontinuing Memorandum of Understanding for Interim Chief Assignment Duties and Appoint Acting Chief

---

Interim Chief assignment duties have been in effect since January 25, 2019 with the absence of Chief Hill. Staff is recommending to discontinue the Memorandum of Understanding (MOU) for interim chief assignment duties and designating Lieutenant Travis Muyres as Acting Chief which is consistent with his job description duties.

Request:
Staff is requesting action on this item.

Attachment:
- Resolution 2019-XXX

RESOLUTION NO. 2019-XXX

RESOLUTION TO DISCONTINUE MEMORANDUM OF UNDERSTANDING FOR INTERIM CHIEF ASSIGNMENT DUTIES

WHEREAS, due to the absence of Chief Hill a Memorandum of Understanding (MOU) was in effect since January 25, 2019 to assign interim chief duties to Investigator Noreen; and,

WHEREAS, Lieutenant Muyres has "acting chief" within his job description as outlined as 'Exhibit A'; and,

WHEREAS, pursuant to Lt. Muyres' job description (Exhibit A), the City appoints Lt. Travis Muyres as Acting Chief for the Isanti Police Department;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA to hereby discontinue the MOU assigning interim chief duties to Investigator Dusten Noreen and appoints Lt. Travis Muyres as Acting Chief.

This resolution was duly adopted by the Isanti City Council this 19th day of March, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

(SEAL)

Exhibit A

'Exhibit A'

CITY OF ISANTI
JOB DESCRIPTION

JOB TITLE:	Lieutenant
DEPARTMENT:	Police
SUPERVISION:	Police Chief
EFFECTIVE DATE:	04-16-2014
FLSA STATUS:	Non-Exempt
HOURS WORKED:	40/wk plus Primarily Night Shift or as Assigned

DEFINITION:
Supervises police officers and other police personnel as assigned, coordinating activities and ensuring that all applicable directives, policies, and procedures are adhered to, thereby ensuring a coordinated law enforcement program.

SUPERVISION RECEIVED:
Works under the general supervision of the Police Chief.

SUPERVISORY FUNCTIONS:
Police Officers and other staff as assigned.

EQUIPMENT/JOB LOCATION:
Works primarily from the Police Department. Equipment used includes, but is not limited to, personal computer, printer, fax machine, copy machine, squad car, squad equipment, and equipment as assigned.

ESSENTIAL FUNCTIONS OF THE JOB:

- Acts as Chief in his/her absence.
- Handle arrest situations and procedures.
- Supervises police emergency service.
- Supervises traffic law enforcement.
- Supervises legal and judicial activities.
- Resolves complex problems/complaints regarding services where an attempt at resolution has already been made.
- Enforces driving laws.
- Answers questions from the public on the phone or in person such as project status, complaints, law interpretation, or refers to proper agency.
- Supervises, prepares and conducts training.

- Develops department or program data necessary for budget preparation and monitors compliance with approved budget.
- Receives and investigates complaints on employees or services performed.
- Resolves employee conflicts, and discusses work-related problems with employees; recommends disciplinary action to Police Chief
- Provides informal feedback and prepares formal written employee appraisals.
- Reviews reports and coordinates investigations.
- Evaluates needs for prevention or community relations programs.
- Monitors and approves time cards/roll cards, attendance, overtime, vacations, holidays, sick leave, leaves of absence, etc.
- Monitors changes in law enforcement practices, equipment and legal changes.
- Maintains a positive work environment and employee relationship.
- Supervise, schedule, assign, instruct and evaluate subordinates to ensure adherence to law and applicable department policies and procedures.
- Serves as a confidential employee, for the purpose of personnel management

OTHER DUTIES AND RESPONSIBILITIES

- Performs other related duties as assigned or apparent.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of federal, state and local law enforcement laws and procedures.
- Knowledge of local geography.
- Skill in the use of firearms and other police weapons.
- Ability to manage and supervise staff and deal tactfully with offenders, suspects, and the public.
- An individual who is analytical, possesses sound judgment, a good administrator, is able to communicate effectively with staff and the public.
- Ability to effectively communicate with Council, legal counsel, staff, and other governmental agencies in both oral and written communication.
- Ability to carry out all operations and functions of the Police Department.
- Possess general computer skills and possess superior organizational skills.
- Analytical thinking, data analysis, development of reports.
- Ability to attend meetings outside of the typical workday.
- Ability to supervise, give clear direction, and conduct performance reviews on employees.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Walking — During the course of regular police activities, on all types of surfaces, sometimes over slippery and/or uneven and rough terrain.
- Running — Pursuing suspects, rushing to arrive at emergency situations in a timely manner, etc.
- Sitting — Driving a motor vehicle for long periods of time; sitting at a desk to write reports, interviewing suspects, etc.

- Standing Working traffic control, interviewing suspects, obtaining information for reports, etc.
- Climbing Ladders, fences, and stairs; gaining access to emergency scenes; pursuing suspects; searching for evidence; etc.
- Crawling / Kneeling / Squatting Firearms training, duty use of firearms, accident scenes, collecting evidence, etc.
- Bending/ Lifting Assisting victims, collecting evidence, moving equipment, etc.
- Reaching Assisting victims, restraining suspects, moving equipment, etc.
- Grasping Driving a squad car, use of firearms, restraining suspects, etc.
- Pulling / Pushing Emergency rescue situations, prisoner control, self-defense techniques, etc. Moving disabled vehicles, crowd control, etc.
- Twisting / Turning Getting in and out of the squad car, retraining disorderly parties, self-defense training, assisting victims, etc.
- Repetitive Movements Use of hands and wrists in firearms training, keyboard operation, etc.
- Sight Normal vision for driving, report writing, note taking; color vision to identify suspects, vehicles, etc.
- Hearing Normal range for police radio, communicating with others, detecting noise involving suspicious activity, etc.
- Speech Normal, articulate manner with victims, suspects, the general public, fellow employees, etc.
- Smelling Normal sense of smell to detect hazardous materials, suspect alcohol consumption, drug use, etc.
- Feeling Detect vital signs, operate a wide variety of equipment, etc.

ENVIRONMENTAL CONDITIONS

- Chemicals Tear gas, pepper mace; cleaning firearms; automotive products; chemical spills; industrial chemicals from local businesses.
- Fumes Automotive exhaust, possible industrial fumes, chemical spills.
- Dust Environmental dust, discharge from expended automotive air bags, animal dander, and dust, etc.
- Noise Police radio, siren, gunshot noise.

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent and POST Certification or ability to become MN POST licensed within six (6) months of employment.
- A minimum of six (6) years experience as a Peace Officer in local government
- Experience within a leadership role. Proven ability to develop positive working relationships with staff and the public

PREFERRED QUALIFICATIONS:

- Associate's or Bachelor's Degree in Law Enforcement or related filed is desired.
- Knowledge of working functions of the City of Isanti
- A minimum of two (2) years of police supervisory experience

NON-DISCRIMINATION STATEMENT

The City of Isanti will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation status with regard to public assistance, or any other legally protected class or status.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer and requirements of the position change. The City of Isanti reserves the right to change and/or eliminate any and all job duties if needed).

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

March 13, 2019

Mayor Johnson and Members of the City Council
City of Isanti
P.O. Box 428
Isanti, MN 55040

RE: Award Recommendation – 2019 Storm System Maintenance
City of Isanti, Minnesota
BMI Project No. R13.117802

Honorable Mayor Johnson and Members of the City Council:

Two bids were received on the 2019 Storm System Maintenance project on March 13, 2019. The bids were checked and tabulated and the final results are summarized as follows:

Bidder	Bid
Dirtworks, Inc.	$216,094.00
Urban Companies	$391,986.00
Engineer's Estimate	*$264,319.00*

Dirtworks Inc.'s bid is within the anticipated budget. We recommend award of this project to Dirtworks Inc. in the amount of $216,094.00.

If you have any questions, please contact me.

Sincerely,

BOLTON & MENK, INC.

Jason W. Cook

Jason W. Cook, P.E.
Assistant City Engineer

RESOLUTION NO. 2019-XXX

RESOLUTION AWARDING THE BID FOR THE 2019 STORM SYSTEM MAINTENANCE PROJECT

WHEREAS, the City has planned for the 2019 Storm System Maintenance project; and,

WHEREAS, the plans and specifications have been completed for these improvements; and,

WHEREAS, a public bid opening was held on March 13th, 2019; and,

WHEREAS, two bids were received; and,

WHEREAS, Dirtworks Inc. was the responsible low bidder with a bid of $216,094.00; and,

WHEREAS, this bid price is within the anticipated budget.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1) That the City shall award the project entitled "2019 Storm System Maintenance" to Dirtworks Inc. in the amount of $216,094.00.

2) Funding for the project shall come from the Storm Water Utility fund.

This resolution was duly approved by the Isanti City Council this 19th day of March, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

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Ramsey, MN 55303-5119

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March 13, 2019

Mayor Johnson and Members of the City Council
City of Isanti
P.O. Box 428
Isanti, MN 55040

RE: Award Recommendation – 2019 Pavement Management Project
City of Isanti, Minnesota
BMI Project No. R13.117699

Honorable Mayor Johnson and Members of the City Council:

Two bids were received on the 2019 Pavement Management Project on March 13, 2019. The bids were checked and tabulated and the final results are summarized as follows:

Bidder	Bid
ASTECH Corporation	$221,862.86
Knife River Corporation	$292,618.75
Engineer's Estimate	*$259,196.40*

ASTECH's bid is within the anticipated budget. We recommend award of this project to ASTECH Corporation in the amount of $221,862.86.

If you have any questions, please contact me.

Sincerely,

BOLTON & MENK, INC.

Jason W. Cook, P.E.
Assistant City Engineer

RESOLUTION NO. 2019-XXX

RESOLUTION AWARDING THE BID FOR THE 2019 PAVEMENT MANAGEMENT PROJECT

WHEREAS, the City has planned for the 2019 Pavement Management Project; and,

WHEREAS, the plans and specifications have been completed for these improvements; and,

WHEREAS, a public bid opening was held on March 13th, 2019; and,

WHEREAS, two bids were received; and,

WHEREAS, ASTECH Corporation was the responsible low bidder with a bid of $221,862.86; and,

WHEREAS, this bid price is within the anticipated budget.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1) That the City shall award the project entitled "2019 Pavement Management Project" to ASTECH Corporation in the amount of $221,862.86.

2) Funding for the project shall come from Utility Franchise Fees.

This resolution was duly approved by the Isanti City Council this 19th day of March, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

City of Isanti

Gross Payroll	91,217.18
Social Security & Medicare	5,093.54
Public Employees Retirement	9,060.67
Total City Expense	105,371.39

Pay Date 3/8/2019

Pay Period 5 (2/17-3/2/19)

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/19	03/15/2019	50715	127	ABDO, EICK & MEYERS, LLP	101-20200	15,000.00
03/19	03/15/2019	50716	2030	ARTISAN BEER COMPANY	609-20200	97.80
03/19	03/15/2019	50717	598	ASPEN MILLS	101-20200	792.20
03/19	03/15/2019	50718	1141	ASSURANT EMPLOYEE BENEFITS	602-20200	460.33
03/19	03/15/2019	50719	368	BILLS QUALITY CLEANING	101-20200	746.00
03/19	03/15/2019	50720	1198	CENTER POINT ENERGY	601-20200	5,592.33
03/19	03/15/2019	50721	1822	CENTURYLINK BUSINESS SERVICES	101-20200	35.78
03/19	03/15/2019	50722	1629	CITY OF ISANTI	226-20200	233.86
03/19	03/15/2019	50723	8	DAHLHEIMER DISTRIBUTING CO	609-20200	1,200.20
03/19	03/15/2019	50724	1708	DAVE LILLEBOE	101-20200	2,150.00
03/19	03/15/2019	50725	1840	DIRTWORKS INC	601-20200	8,994.00
03/19	03/15/2019	50726	385	FEDERATED CO-OPS INC	601-20200	3,026.10
03/19	03/15/2019	50727	2002	FERGUSON ENTERPRISES	226-20200	306.39
03/19	03/15/2019	50728	1101	FIRST AMERICAN TITLE	601-20200	100.90
03/19	03/15/2019	50729	2028	FURTHER	861-20200	488.32
03/19	03/15/2019	50730	134	GOPHER STATE ONE-CALL INC	601-20200	22.95
03/19	03/15/2019	50731	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	123.77
03/19	03/15/2019	50732	1891	ISANTI AREA JOINT	101-20200	222.31
03/19	03/15/2019	50733	113	ISANTI TIRE & AUTO CARE	101-20200	90.00
03/19	03/15/2019	50734	7	JOHNSON BROTHERS LIQUOR CO	609-20200	7,600.58
03/19	03/15/2019	50735	1857	JOSLIN & MOORE	101-20200	6,882.00
03/19	03/15/2019	50736	5	KAWALEK TRUCKING	609-20200	168.00
03/19	03/15/2019	50737	136	LEAGUE OF MN CITIES	101-20200	50.00
03/19	03/15/2019	50738	2648	LEPAGE & SONS	101-20200	584.42
03/19	03/15/2019	50739	17	MCDONALD DISTRIBUTING CO	609-20200	5,719.75
03/19	03/15/2019	50740	2712	MERRIFIELD, KARA	601-20200	10.21
03/19	03/15/2019	50741	1044	MINNEAPOLIS FINANCE	101-20200	111.60
03/19	03/15/2019	50742	2116	MINUTEMAN PRESS	101-20200	3,534.32
03/19	03/15/2019	50743	1180	MLB PRINTING INC	602-20200	295.00
03/19	03/15/2019	50744	1996	MN GFOA	101-20200	50.00
03/19	03/15/2019	50745	2701	MUNICIPAL GROUP	101-20200	2,003.79
03/19	03/15/2019	50746	2080	MVTL LABORATORIES INC	601-20200	159.58
03/19	03/15/2019	50747	44	PHILLIPS WINE & SPIRITS INC	609-20200	5,566.15
03/19	03/15/2019	50748	12	POSTMASTER	101-20200	70.00
03/19	03/15/2019	50749	2031	RESOURCE TRAINING	861-20200	34,645.50
03/19	03/15/2019	50750	1401	ROAD MACHINERY &	101-20200	99.48
03/19	03/15/2019	50751	2001	SHRED-N-GO INC	101-20200	77.23
03/19	03/15/2019	50752	890	T & S TROPHIES	609-20200	108.00
03/19	03/15/2019	50753	2598	T.A.SCHIFSKY & SONS INC.	101-20200	98.34
03/19	03/15/2019	50754	1290	THE AMBLE GROUP	609-20200	107.83
03/19	03/15/2019	50755	1794	TITAN MACHINERY	101-20200	202.80
03/19	03/15/2019	50756	1820	URBANS HARDWARE	601-20200	76.22
03/19	03/15/2019	50757	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
03/19	03/15/2019	50758	686	VERIZON WIRELESS	609-20200	1,179.26
03/19	03/15/2019	50759	686	VERIZON WIRELESS	101-20200	57.10
03/19	03/15/2019	50760	2475	White Bear IT Solutions, LLC	101-20200	2,310.00
03/19	03/15/2019	50761	780	WINE MERCHANTS	609-20200	340.00
Grand Totals:						111,853.40

A Community For Generations.
Isanti

APPLICATION FOR LOCAL GAMBLING PERMIT

City of Isanti
110-1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

Applicant Instructions:
1. Fee upon application is $50.00 and must be made payable to **City of Isanti.**

Name of Organization: Cambridge-Isanti Rotary Club

Address of Organization: PO Box 631, Cambridge, MN 55008

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Shannon Kirkeide — Address — Phone No.
Name

Dan Johnson — Address — Phone No.
Name

Name — Address — Phone No.

Type of Event: Fundraiser Date of Event: 3.28.19

Type of gambling activity your organization will conduct: Raffle at TASTE event

Use of Proceeds: Proceeds used to invest back in communities of Cambridge-Isanti

Location and address of event:
Spectacular Events, Isanti MN

Estimated value of prizes to be awarded: $1000 total

Name of applicant: Shannon Kirkeide Applicant's phone number:

Signature of applicant: Skirkeide

Date: 3.1.19

Approved by City Council _____ Resolution # _____

RESOLUTION NO. 2019-XXX

A RESOLUTION APPROVING AN EXEMPT GAMBLING PERMIT TO THE CAMBRIDGE-ISANTI ROTARY CLUB

WHEREAS, the Cambridge-Isanti Rotary Club has applied for an Exempt Gambling Permit for a fundraising event to be held on March 28, 2019 at Spirit River Community Center located at 1005 Highway 5 NE., Isanti, MN 55040; and

WHEREAS, the value of prizes is estimated to be $1000; and

WHEREAS, proceeds from the fundraiser are to be used for charitable donations to local, national and international organizations; and

WHEREAS, the City of Isanti has no objection to the conduct of lawful gambling by the applicant, in accordance with law, at the designated location; and

WHEREAS, the applicant successfully passed a background check by the Isanti Police Department.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve an Exempt Gambling Permit to the Cambridge-Isanti Rotary Club to hold a fundraiser on March 28, 2019 at the Spirit River Community Center.

This Resolution is hereby approved by the Isanti City Council this 19th day of March, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

K.3

A Community For Generations.

Isanti

City of Isanti
110-1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

APPLICATION FOR AN EXEMPT GAMBLING PERMIT

Applicant Instructions:

1. Fee upon application is $50.00 and must be made payable to **City of Isanti.**

Name of Organization: Isanti Fire Fighters Rodeo Association

Address of Organization: PO Box 490 Isanti MN 55040

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Name	Address	Phone No.
Jason Polzin		
James Peterson		

Type of Event: Raffle During Rodeo Date of event: July 6th

Use of Proceeds: Support Isanti Fire with needed things

Location and address of event:

IFFRA Rodeo Grounds 401 1st Ave N Isanti

Estimated value of prizes to be awarded: 10,000

Name of applicant: James D Peterson Applicant's phone number:

Signature of applicant: James D Peterson

Date: 2 27 19

Approved by City Council _____ Resolution # _____

POS = 3 / 311

C:\Users\admindataclerk\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\LCCS2M5N\Exempt Gambling Application.docx

Received 2/27/19

RESOLUTION NO. 2019-XXX

A RESOLUTION APPROVING APPLICATION FOR AN EXEMPT GAMBLING PERMIT FOR THE ISANTI RODEO ASSOCIATION

WHEREAS, the City has received an application for an exempt gambling permit from the Isanti Rodeo Association to hold a fundraiser event on July 6, 2019 at the Isanti Rodeo Grounds, Isanti, MN; and,

WHEREAS, the value of prizes is estimated to be more than $1,500; and,

WHEREAS, proceeds from the fundraiser are to be used to support Isanti Fire; and

WHEREAS, the City of Isanti has no objection to the conduct of lawful gambling by the applicant, in accordance with law, at the designated location; and,

WHEREAS, the applicant has successfully passed a background check by the Isanti Police Department.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve an Exempt Gambling Permit to the Isanti Rodeo Association's application for an Exempt Gambling Permit is approved for raffle Saturday, July 6, 2019 at the Isanti Rodeo Grounds at 401 1St Ave N, Isanti, MN.

This Resolution is hereby approved by the Isanti City Council this 19th day of March, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

K.4

APPLICATION FOR TEMPORARY 3.2 ON-SALE MALT LIQUOR LICENSE

City of Isanti
PO Box 428
110 1st Avenue NW
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

TYPE OR PRINT INFORMATION

NAME OF ORGANIZATION	DATE ORGANIZED	TAX EXEMPT NUMBER
ISANTI LIONS Club	1974	# 315 3884
STREET ADDRESS	**CITY**	**STATE** / **ZIP CODE**
P.O. Box 1	Isanti	MN / 55040
NAME OF PERSON MAKING APPLICATION cell	**~~BUSINESS~~ PHONE**	**HOME PHONE**
Joe MAU	(	(

DATES & HOURS 3.2 BEER/NONINTOXICATING LIQUOR WILL BE SOLD (1 to 4 days)	TYPE OF ORGANIZATION
June 22nd 5 - 11 July 20th 5 - 11 Aug. 17th 5 - 11	☒ CLUB ☐ CHARITABLE ☐ RELIGIOUS ☐ OTHER NONPROFIT
ORGANIZATION OFFICER'S NAME Tom Broeckert	**ADDRESS**
ORGANIZATION OFFICER'S NAME Lorenz Hauser	**ADDRESS**
ORGANIZATION OFFICER'S NAME Joe MAU	**ADDRESS**

Description of Event:
Street Dance

Location where license will be used. If an outdoor area, describe.
Isanti MAIN street

Premise Address

Name of applicant's liquor liability insurance carrier:
Acord

Signature: Joseph Mau **Date:** 2/5/19

APPROVAL

FOR OFFICE USE

CITY FEE AMOUNT $ 150.00 (50.00 x 3)

DATE FEE PAID 2/13/19

BACKGROUND CHECK APPROVED
☐ Yes ☐ No

APPLICANT HAS MET WITH POLICE CHIEF
☐ Yes ☐ No

DATE APPROVED

LICENSE DATES

RESOLUTION NO. 2019-XXX

APPROVE TEMPORARY 3.2 BEER LICENSES FOR THE ISANTI LIONS CLUB FOR THE 2019 ISANTI STREET DANCES

WHEREAS, the City has received Temporary 3.2 Beer License applications from the Isanti Lions Club for the 2019 Isanti Street Dances (dates listed below) which will be held on Main Street, adjacent to the intersection of Main Street and First Avenue; and

WHEREAS, the applicant has paid the required application fees for Temporary 3.2 Beer Licenses as set forth in the Fee Schedule; and

WHEREAS, the Isanti Lions Club has provided a Certificate of Liquor Liability Insurance for this event; and,

WHEREAS, the Police Department has reviewed the application and made a recommendation for approval.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows that the Isanti Lions Club application for a Temporary 3.2 Beer Licenses for the Isanti Street Dances scheduled for June 22, 2019, July 20, 2019 and August 17, 2019 are approved.

This Resolution is hereby approved by the Isanti City Council this 19th day of March, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2019-XXX

RESOLUTION ACCEPTING PARKS, RECREATION AND CULTURE MANAGER KATIE EVERETT LETTER OF RESIGNATION

WHEREAS, Parks, Recreation, and Culture Manager Katie Everett has submitted a letter of resignation to the City of Isanti and presented this to Human Resources/City Clerk Katie Brooks on March 6, 2019; and,

WHEREAS, the effective date of this resignation is March 6, 2019, with a final date of work March 20, 2019; and,

WHEREAS, the time period between the letter of resignation and the effective resignation date is in compliance with the personnel policy and employment contract for the City of Isanti; and,

WHEREAS, Katie Everett is leaving employment in good standing.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve as follows:

1. That the resignation of Parks, Recreation and Culture Manager Katie Everett is hereby accepted effective March 6, 2019. Ms. Everett's final day of work with the City will be March 20, 2019.

2. That the Human Resources/City Clerk and the City Administrator are hereby directed to fill the position immediately.

This Resolution is hereby approved by the Isanti City Council this 19th day of March, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2019-XXX

RESOLUTION OFFERING THE POSITION OF FULL-TIME POLICE OFFICER TO JEREMY WELFRING

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and

WHEREAS, the City Council approved to advertise and accept applications to fill a Full-Time Police Officer position; and

WHEREAS, the Interviewing Panel selected Jeremy Welfring as the most qualified candidate for an open Full-Time Police Officer position; and

WHEREAS, the candidate's offer is contingent on successfully completing and passing a Police Officer background investigation and refence check, medical evaluation, drug test and psychological evaluation.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1. That Human Resources has offered the Full-Time Police Officer position to Jeremy Welfring for the City of Isanti and that he shall be eligible to start in that position after he successfully passes all conditions of pre-employment evaluations.
2. That Jeremy Welfring shall start at Step 1 of the Wage Scale at $28.33 per hour.
3. That Jeremy Welfring shall be on probationary status per the Personnel Policy in the position of the Full-Time Police Officer position effective after March 19th, 2019, on his start date, which will be determined when all conditions have been met and paperwork is completed.
4. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
5. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 19th day of March, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

MEMO

To: **Mayor Johnson and City Council Members**

From: Don Lorsung, Assistant City Administrator/Special Projects

Date: March 11, 2019

Subject: Resolution Awarding Fire Extinguisher Services

As per our regular Services contracts, quotes were requested for Fire Extinguisher services. Two quotes were received that include: servicing of city fire extinguishers, annual inspection of City fire extinguishers, and servicing of public fire extinguishers. The contract is for a 2 year time period that extends from April 1, 2019 to March 31, 2021.

Fire Extinguisher Services

One quote was from the current provider, Summit Companies and the other was from LVC Companies. LVC Companies provided what appears to be the lowest service cost quote, however, they are non-compliant in providing an acceptable quote. In reviewing this matter with LVC, their proposal does not meet the required minimum public service frequency of 2 stops monthly at City Hall to service public fire extinguishers. They also did not provide an acceptable reference for a local government unit where they service public extinguishers on a frequency or schedule that meets our minimum standards. The quote submitted from Summit Companies is compliant to the specifications.

Council Action:

Staff recommendation: After a review of the quotes received, staff is recommending accepting the quote from Summit Companies for fire extinguisher services for the next contract period. Attached is a resolution for your consideration.

CITY OF ISANTI
QUOTE TABULATION
February 27, 2017 – 1:15 P.M.
FIRE EXTINGUISHER SERVICES

SERVICE	QUOTER							
	Summit Companies	LVC Companies						
CITY ANNUAL INSPECTION SERVICE								
Service:								
2.5 lb. Dry Chemical	$4.00	$3.35						
5 lb. Dry Chemical	$4.00	$3.35						
10 lb. Dry Chemical	$4.00	$3.35						
6 lb. Wet Chemical (Kitchen)	$4.00	$3.35						
6 Yr. Maintenance/tear down:								
2.5 lb Dry Chemical	$22.00	$9.95						
5 lb Dry Chemical	$27.00	$12.95						
10 lb Dry Chemical	$32.00	$17.95						
6 lb. Wet Chemical	$ N/A	$ N/A						
12 Yr. Hydrostatic Test:								
2.5 lb	$35.00	$18.95						
5 lb	$40.00	$18.95						
10 lb	$45.00	$18.95						
6 lb. Wet Chemical	$ 114.00 incl. chem.	$17.00 No chem.						
Recharge:								
2.5 lb. Dry Chemical	$19.00	$9.45						
5 lb. Dry Chemical	$24.00	$11.95						
10 lb. Dry Chemical	$29.00	$16.95						
6 lb. Wet Chemical	$104.00 incl.chem.	$17.00 No chem.						
Mobile Charges:								
Police Department	$12.00	$10.00						
Liquor Store	$12.00	$10.00						
Community Center	$12.00	$10.00						
Public Works Buildings	$12.00	$10.00						
Isanti Indoor Arena	$12.00	$10.00						
TOTAL (excluding Wet Extinguishers)	$349.00	$199.45						
SERVICE PUBLIC EXTINGUISHERS								
Service:								
2.5 lb. Dry Chemical	$8.00	$3.35						
5 lb. Dry Chemical	$8.00	$3.35						
10 lb. Dry Chemical	$8.00	$3.35						
6 Yr. Maintenance								
2.5 lb	$25.00	$9.95						
5 lb	$31.00	$12.95						
10 lb	$35.00	$17.95						
Recharge								
2.5 lb	$22.00	$9.45						
5 lb	$28.00	$11.95						
10 lb	$32.00	$16.95						

TOTAL	$ 197.00	$ 89.25						
Mobile Frequency:	Complaint 2.5/m	Non-Compliant*						

*Frequency would be when Vendor would be available to pick up public extinguishers, no minimum guarantee or set schedule provided.

RESOLUTION NO. 2019-xxx

RESOLUTION ACCEPTING QUOTE FOR FIRE EXTINGUISHER SERVICES FOR THE CITY OF ISANTI AND ENTERING INTO CONTRACT FOR FIRE EXTINGUISHER SERVCES

WHEREAS, the City of Isanti has determined that is in the City's best interest of the City to accept quotes for annual fire extinguisher inspection services; and

WHEREAS, the City has provided services to the public to service their fire extinguishers; and

WHEREAS, a request for quotes for the services was published in the City's official newspaper; and

WHEREAS, two quotes were received for the service at the noticed time and date. Staff evaluated the quotes. The quote from LVC was found to be non-compliant in service and reference requirements An acceptable quote was received from Summit Companies:

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby award the contract for Fire Extinguisher Services to Summit Companies and authorize the City Administrator to enter into a contract with Summit Companies for Fire Extinguisher Services for a period from April 1, 2019 through March 31, 2021 as attached.

This resolution was duly adopted by the Isanti City Council this 19th day of March 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

CONTRACT FOR FIRE EXTINGUISHER SERVICES

This agreement is hereby entered into between the City of Isanti and Summit Companies for provision of providing fire extinguisher services for City of Isanti.

It is understood that Summit Companies is acting as an independent contractor and the relationship between the parties is merely contractual. Summit Companies will not be an employee of the City of Isanti.

For the Contractor's part of this contract, Summit Companies hereby agrees to provide services to the City as provided within the attached 'Exhibit A', and as follows:

1. Provide all necessary equipment required for contractor's work as specified on 'Exhibit A'.
2. Provide a minimum of 24 hours notice prior to doing the annual inspection of City owned extinguishers. Annual inspections to occur in January of each year of the contract.
3. Provide inspection records on each City extinguisher inspected or serviced.
4. Provide and file with the City Clerk a certificate of liability insurance ($1,000,000) and naming the City of Isanti as an additional insured. Contractor must be licensed and bonded.
5. Provide Evidence of Worker's Comp Coverage if applicable.

For its part of this contract, the City of Isanti hereby agrees to accept the following responsibilities:

1. Provide compensation according to the quoted charges and attached as 'Exhibit B' for extinguisher services provided within a 30 day period and, payable within 30 days of receiving the contractor's invoice.

TERMINATION

It is further agreed that in case of violation, breach or non-performance by Contractor of any of the agreements contained in this Contract, City shall have the right to declare this Contract immediately null and void upon written notice to Contractor. This Contract shall be in effect from the date entered into through March 31, 2019 unless either party gives to the other written notice of not less than ninety (90) days, said notice stating that this Agreement shall be terminated and the effective date of termination. No amendment or modification of this Contract shall be effective unless made in writing and signed by both the City and Contractor.

This contract for Fire Extinguisher Service is hereby entered into on the ____ day of March, 2019, between Minnesota Conway and the City of Isanti for the period from April 1, 2019 through March 31, 2021.

_____	_____
Bill Anderson Summit Companies	Josi Wood, City Administrator
_____	_____
Date	Date

Exhibit A

CITY OF ISANTI
SPECIFICATIONS FOR FIRE EXTINQUISHER SERVICES

The City is interested in receiving a quote for this work, as further described.

Section I. Provision of Services

Provide annual inspection of Fire Extinguishers for all municipal buildings that include the Police Department, Liquor Store, and Public Works facilities.

Annual inspection of extinguishers: annual servicing or recharging, 6 year maintenance and teardown, or 12 year hydrostatic testing according to National Association of fire Equipment Distributors (NAFED):

2.5 lb. Dry Chemical
5 lb. Dry Chemical
10 lb. Dry Chemical
6 lb. Wet Chemical (5 year Maintenance/Recharge)

The service shall include servicing and recharging of extinguishers dropped off by the public. Service shall be provided a minimum of two times per month or as needed.

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To: **Mayor Johnson and Members of City Council**

From: Katie Everett, Parks, Recreation, and Culture Manager

Date: March 19, 2019

Subject: Resolution Approving Use of Isanti Community Garden by Isanti County Master Gardeners

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Background

One of the goals for the Isanti Community Garden is to provide space for educational programming that will benefit the community; to support this goal, the City of Isanti has offered open space in the garden for groups that have committed to maintaining the garden for the whole season, and has waived garden rental fees for such use.

The Isanti County Master Gardeners have planned a Community Education course that will classroom sessions and planting sessions. Participants will pay a fee for the class which will go toward Community Education and program supplies. There is still space reserved for educational programs in the northeast section of the community garden.

Staff Request

City staff is requesting that Council approve the Isanti County Master Gardeners' use of the Isanti Community Garden and to waive the reservation fees for the 2019 garden season.

Attachments

- Resolution No. 2019-XXX

RESOLUTION NO. 2019-XXX

RESOLUTION APPROVING USE OF ISANTI COMMUNITY GARDEN BY ISANTI COUNTY MASTER GARDENERS

WHEREAS, the goals of the Isanti Community Garden include providing educational opportunities and increasing access to healthy foods for the community; and,

WHEREAS, programs that support these goals and demonstrate commitment to maintenance may apply to use open areas of the community garden; and,

WHEREAS, the reservation fees may be waived by City Council for approved participating programs; and,

WHEREAS, the Isanti County Master Gardeners have submitted an application for use of space for a Community Education program in 2019;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the use of the Isanti Community Garden by the Isanti County Master Gardeners and to waive the reservation fees for 2019.

This resolution was duly adopted by the Isanti City Council this 19th day of March, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

K.9

To: Mayor Johnson and City Council Members

From: John Jacobi, Liquor Store Manager

Date: March 12, 2019

Subject: Donation Request for 6th Annual MMBA "Help Our Local Animals "Supplies Drive promotion in-store

---

Background:
Each year the MMBA supports a Pet drive for the sole purpose of raising funds as well as pet supply donations to help support local pet shelters in our area. I am requesting that we promote this program in-store and customers can donate pet supply items or a cash donation in any amount they wish to help support this program. The dates of the donations are April 1st through April 30th,2019.

RESOLUTION NO. 2019-XXX

RESOLUTION APPROVING DONATION BOX AT LIQUOR STORE

WHEREAS, on March 19, 2019 City Council approved a donation box policy; and

WHEREAS, Isanti Liquor is requesting use of a donation box at the liquor store in support of the MMBA "Pet Food/Supplies Drive"; and

WHEREAS, the Donation Policy has been reviewed the request and recommended its approval.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Isanti, Minnesota hereby approves placement of a donation box for the Pet Food/ Supplies Drive at the Isanti Liquor Store from April 1, 2019 through April 30, 2019.

Adopted by the Isanti City Council this 19th day of March 2019.

Attest: _____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

(SEAL)

6th Annual MMBA "Help Our Local Animals" Supplies Drive

In an effort to help members Promote the Community Value of their Municipal Liquor Operation, MMBA, in partnership with Miller Lite, is coordinating the *Sixth Annual Municipal "Help Our Local Animals" Supplies Drive* **benefiting your local animal shelter or other related animal cause.**

This is an effort to support animals in need. We'll be raising both supplies and funds. You in turn will donate everything to the local animal program of your choice.

Participating individual cities will be randomly drawn to win one of ten $200 donations to your local animal shelter from MillerCoors and MMBA.

So, everyone has a chance to win!

Here are additional details:

- The Supplies Drive will run from April 1 – April 30, 2019.
- Each participating MMBA member will collect money and / or pet supplies (food, blankets, leashes, kennels, etc) for donation to your local shelter or animal cause of choice. Please reach out to your local animal causes and discuss items of need and anything they can do to help publicize this event
- At the end of the event (May 1), please take the collected supplies and cash to the recipient. (Contact the MMBA office if you need assistance locating your local cause.)

- Miller Lite POS to help Support the event

    - Signage from your Miller Distributor - One 3x5 banner - One 1x2 foot sign – Please contact them and discuss the info you would like on your custom sign.

    - 100 donation cards (with scannable UPC) will be created and provided by your Miller Lite distributor.

    - Bucket for collection of cash if you do not want to scan

    - Additional signage and donation cards can be obtained by contacting your Miller Lite Distributor. Get creative!

    - Materials will arrive the end of March.

Here are some successful ideas to promote the event:

- ✓ Product discount for those donating supplies
- ✓ Stapling a flyer to carry-out bags
- ✓ Photo's of animals from your local shelter / cause that need adoption or help
- ✓ Displaying the donated supplies in the front of the store to catch customer eyes
- ✓ Reference or total focus in advertising mediums
- ✓ Miller Lite wholesaler could build a platform of Miller Lite cases for the supplies to display on, or a wall of cases around an area where donations will be placed.
- ✓ Local newspaper story
- ✓ Collect contributions by participating in other community events

Any and all additional display/feature consideration for Miller Lite is greatly appreciated!

If you would like to participate in this event, contact the MMBA Office at:

Phone: 763-572-0222 or 866-938-3925
Email: kaspszak@visi.com

If you have questions about POS, please address with your local Miller Distributor.

If you have any issues contacting your local distributor, please contact Jon Chance

Phone: 612-718-6862
Jon.chance@millercoors.com

Thanks for your participation!!!!!

A Community For Generations.

Isanti

Request for City Council Action

To. **Mayor Johnson and Members of City Council**

From: Finance Director Betker

Date: March 15, 2019

Subject: Consider Resolution Extending Dell Server Support Warranty

---

Background:
The current warranty for the Dell Hyper-V Server expires in April of 2019. Extending the warranty guarantees that Dell will maintain stock of replacement parts and have them available if needed, within 4 hours. Without this warranty, replacement parts will become increasingly difficult to procure the further into the future we go and may take weeks to acquire if the parts are found thru a 3rd party vendor. The server is reasonably expected to maintain useful service for at least the remaining 4 years of an extended warranty. Funding would come from Technology fund 614.

Request:
Consider resolution approving 4 year renewal of support warranty

Attachment:
- Resolution 2019-XXX – Extending Dell Hyper-V Server Support Warranty

White Bear IT Solutions LLC
4986 Stewart Ave
White Bear Lake, MN 55110
United States
jkritta@wbitsolutions.net

Estimate 1213

ADDRESS
Shayna Forster
City of Isanti
110-1st Avenue NW
Isanti, MN 55040 USA

DATE
03/12/2019

TOTAL
$6,837.00

ACTIVITY	QTY	RATE	AMOUNT
Service:Dell Support Dell Server Support Renewal (Hyper-V Server Dell ST:9MNPFB2) - 1 Year/4 Hour Service (New Expiration 04/08/2020)	1	758.00	758.00
Service:Dell Support Dell Server Support Renewal (Hyper-V Server Dell ST:9MNPFB2) - 2 Year/4 Hour Service (New Expiration 04/08/2021)	1	1,476.00	1,476.00
Service:Dell Support Dell Server Support Renewal (Hyper-V Server Dell ST:9MNPFB2) - 3 Year/4 Hour Service (New Expiration 04/08/2022)	1	2,014.00	2,014.00
Service:Dell Support Dell Server Support Renewal (Hyper-V Server Dell ST:9MNPFB2) - 4 Year/4 Hour Service (New Expiration 04/08/2023)	1	2,589.00	2,589.00

TOTAL $6,837.00

THANK YOU.

Accepted By

Accepted Date

RESOLUTION NO. 2019-XXX

A RESOLUTION APPROVING EXTENSION OF THE DELL HYPER-V SERVER WARRANTY TO APRIL 2023

WHEREAS, the warranty for the City's Dell Hyper-V Server will expire on April 8th of 2019; and,

WHEREAS, the useful life of the server is expected to be at least 4 additional years; and,

WHEREAS, the City's IT consultant, recommends the purchase of an extended warranty which would cover the City's costs of replacing the server, or any components needed, and includes expedited shipping to Isanti city hall within 4 hours; and,

WHEREAS, funding will come from Technology Fund 614.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota hereby approving extending the server warranty to April 8th 2023.

This resolution was duly adopted by the Isanti City Council this 19th day of March 2019.

Attested:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

(SEAL)

RESOLUTION NO. 2019-XXX **K.11**

RESOLUTION OFFERING THE POSITION OF PART TIME BACKGROUND INVESTIGATOR TO TERESA (TERRI) BERG

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and

WHEREAS, the new part-time Background Investigator position was put in place to hire outside investigator for as-needed services; and

WHEREAS, this position is not eligible for benefits and is non-union, only to receive compensation for hours worked when directed; and

WHEREAS, Teresa Berg will be allowed to work with the Police Department staff for access to databases and systems to help with thorough investigations for conditional offers for hired Police Officers; and

WHEREAS, Teresa Berg will be hired at the rate of $ 30.00 per hour as needed by the City of Isanti; and

WHEREAS, this position will help aide in the background checks for other positions and permits outside of the police department to assist Human Resources in the process.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL of the City of Isanti, Minnesota as follows:

1. That Human Resources is hereby directed to offer the Part Time Background Investigator position to Teresa Berg for the City of Isanti and that she shall start in that position on or after March 20, 2019.
2. That Teresa Berg shall begin at Step 1 of the pay scale, $30.00/hour. Exhibit A.
3. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
4. The Job Description for Background Investigator is included in Exhibit B.
5. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This resolution was duly adopted by the Isanti City Council this 19th day of March, 2019.

Attest: Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

JOB CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
2019	0.895	0.930	0.965	1.000	1.035	1.070	1.105
PT Background Investigator	$5,200.85	$5,404.23	$5,607.62	$5,811.00	$6,014.39	$6,217.77	$6,421.16
per hour	$30.00	$31.18	$32.35	$33.53	$34.70	$35.87	$37.05

JOB CLASSIFICATION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
2019	0.895	0.930	0.965	1.000	1.035	1.070	1.105
PT Background Investigator	$5,200.85	$5,404.23	$5,607.62	$5,811.00	$6,014.39	$6,217.77	$6,421.16
per hour	$30.00	$31.18	$32.35	$33.53	$34.70	$35.87	$37.05
per pay period	$2,400.39	$2,494.26	$2,588.13	$2,682.00	$2,775.87	$2,869.74	$2,963.61
per year	$62,410.14	$64,850.76	$67,291.38	$69,732.00	$72,172.62	$74,613.24	$77,053.86

Exhibit A

Exhibit B

CITY OF ISANTI
JOB DESCRIPTION

JOB TITLE:	Background Investigator
DEPARTMENT:	Administration
SUPERVISION:	Administrator
EFFECTIVE DATE:	03-20-2019
FLSA STATUS:	Non-Exempt
HOURS WORKED:	PT/Varies

DEFINITION:
The Investigator is required to objectively investigate, within constitutional safeguards and office guidelines, alleged criminal violations by collecting evidence, arresting suspects, presenting cases to support prosecuting authority, and testifying in court. The Investigator carries out their duties in a manner consistent with the stated goals and objectives of the office.

SUPERVISION RECEIVED:
The Background Investigator works under general supervision of the Administrator or their designee, but works with considerable independence when performing assigned duties.

SUPERVISORY FUNCTIONS:
None.

EQUIPMENT/JOB LOCATION:
Works off site unless utilizing police officer data bases for the purpose of obtaining necessary information. Equipment used includes, telephone, cellular phone, computer and software, copier, fax, calculator, and other job-related equipment.

ESSENTIAL FUNCTIONS OF THE JOB:
The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.

- Preforms background investigations for police officers who have been offered conditional positions but who have not started employment with the City.
- Concludes each background with a summary of findings.
- Preforms background investigations for Human Resources/City Clerk to expedite the process for background checks for all other staff and outside requests for gambling and temporary liquor permits.
- Uses time efficiently for conducting background investigations.
- Respond in a timely manner to requests from staff for background services.
- This position is not allowed to perform police officer work or duties.

OTHER DUTIES AND RESPONSIBILITIES:

Performs other related duties as assigned or apparent.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Skills in reading, writing, and speaking English proficiently; organizing and prioritizing work, Ability to develop and maintain effective working relationships with supervisors, co-workers, other City staff, other related agencies, and members of the public, courteous, and with respect for citizens' rights; ability to practice teamwork. Must work independently, without direct supervision; perform the essential functions of the position; and utilize the necessary tools provided from the City to meet deadlines. Formally trained to conduct background investigations.

PHYSICAL DEMANDS:

The physical demands described herein may include travel to other agencies for obtaining information to complete background investigations.

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent
- Law enforcement trained to preform background investigations
- Valid driver's license.

PREFERRED QUALIFICATIONS

- Associate's or Bachelor's Degree in Law Enforcement or related field is desired
- Investigative experience

NON-DISCRIMINATION STATEMENT

The City of Isanti will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation status with regard to public assistance, or any other legally protected class or status.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer and requirements of the position change. The City of Isanti reserves the right to change and/or eliminate any and all job duties if needed).

A Community For Generations.
Isanti

Isanti Police Department Monthly Report

February 2019

Reported Crime	Month to Date	Year to Date
Theft	11	22
Assault	0	3
Vandalism/Damage to Property	2	7
Narcotics	3	7
Burglary	0	2
Domestics	3	12
Crim Sex	0	0
Robbery	0	0
Loud Party/Disturbance	9	19
Medical	27	55
Permit to Purchase (Eff 3/1/2016)	6	16
Extra Patrol	13	180
Security Check	208	226

Traffic Offenses	Month to Date	Year to Date
No Insurance	2	5
DUI	2	3
Accidents	7	14
Hit & Run	1	3
Warrant P/U	3	3
Speed	11	25
DAR/DAS	4	7
Administrative Citations (Including Speed)	15	47

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	72,487	1,578	2,607
Ford Explorer 224	56,512	1,699	3,611
Ford F150 225	18,338	801	2,150
Chevy Silverado 220	107,856	77	154
Chevy Impala 223	90,603	486	680

CEZT REPORT

CATEGORY	*CURRENT*	*LAST MO*	*2 MOS*	*3 MOS*	*4 MOS*	*5 MOS*	*6 MOS*
TOTAL CASES YTD	**22**	**11**	**697**	**668**	**648**	**599**	**539**
TOTAL OPEN CASES	**4**	**13**	**33**	**15**	**24**	**75**	**79**
VIOLATIONS CLOSED THI5 PERIOD	**2**	**30**	**16**	**9**	**51**	**78**	**70**
NEW ISSUES THIS PERIOD	**11**	**11**	**29**	**20**	**49**	**60**	**81**
CAN-Proh Animals	0	0	0	0	0	0	0
CCV-Comm Vehicle Storage	0	0	0	0	0	0	0
CDO--Dogs	0	0	0	0	37	0	0
CPA-Park & Store	2	0	10	15	7	3	7
CSN-Snow Removal	0	2	0	1	0	0	0
CSP-Admin Permits/Solicitors/Peddlers	0	0	0	0	0	0	0
CST--Fish Houses, PODS, Rolloffs	0	0	0	0	0	0	0
GAR - Garage Sales	0	0	0	0	0	0	0
H2O-Water restrictions	0	0	0	0	0	0	0
NEX-Exterior Structure, Paint/Repair	0	0	0	0	0	0	0
NGA-Garbage Service & Storage	0	0	0	0	0	0	0
NGR--Grass Length	0	0	0	0	0	49	58
NJU--Junk/Brush	0	6	18	2	1	0	6
NOX-Noxious Weeds	0	0	0	0	0	0	0
NUV-Unlicensed vehicle or missing plates	0	0	0	2	0	0	0
RNT-Unlicensed rental	0	3	1	0	1	0	0
SGN-Signs	0	0	0	0	2	3	1
UNP-Unpermitted work	9	0	0	0	1	5	8
ZAC-Accessory Building	0	0	0	0	0	0	0
ZFE-Fence	0	0	0	0	0	0	0
ZTD--Temporary Dwelling	0	0	0	0	0	0	0
Compliance Letters Mailed this period	11	14	32	24	50	103	87
Administrative Citations Issues/period	0	1	1	2	0	0	1
Criminal Citations Issued/period	0	0	0	0	0	0	0
Abated Properties/Period	0	0	0	0	0	9	7
Admin Hearings Requested	0	0	0	0	0	0	0
Admin Hearings Held w positive judgement	0	0	0	0	0	0	1
Criminal trials w positive judgement	0	0	0	0	0	0	0
AVERAGE TIME TO COMPLIANCE	**20**	**14**	**32**	**20**	**12**	**17**	**20**

L.2

CITY OF ISANTI MONTHLY REPORT

February **2019**

Residential	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
Category	Month	YTD	Month	YTD	Month	Quarter	Month	YTD	Month	YTD
Fence	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Roofing/Siding	1	2	$0.00	$0.00	$1.00	$2.00	$80.00	$160.00		
Decks	0	1	$0.00	$500.00	$0.00	$0.25	$0.00	$82.50		
Basement Finish	2	4	$55,000.00	$86,863.00	$27.50	$43.44	$1,489.95	$2,465.10		
Addtns. Remodel	0	1	$0.00	$14,995.00	$0.00	$7.50	$0.00	$723.45		
Garages	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Miscellaneous	14	26	$0.00	$0.00	$14.00	$27.00	$1,523.00	$2,523.00		
Single dwellings	2	2	$360,614.64	$360,614.64	$180.31	$305.31	$4,656.70	$4,656.70		
Multi dwellings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Mechanical	6	12			$6.00	$13.00	$450.00	$900.00		
Plumbing	4	13			$4.00	$13.00	$376.00	$902.00		
									$0.00	
Resid. Totals	**29**	**61**	**$415,614.64**	**$462,972.64**	**$232.81**	**$411.50**	**$8,575.65**	**$12,412.75**	**$0.00**	$ -
Commercial										
New Buildings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Addtns./Remodel	0	3	$0.00	$49,600.00	$0.00	$24.80	$0.00	$1,475.10		
Plumbing	1	1	$12,000.00	$12,000.00	$6.00	$9.95	$297.00	$297.00		
Mechanical	0	1	$0.00	$50,000.00	$0.00	$25.00	$0.00	$1,237.50		
Roofing	1	1	$25,900.00	$25,900.00	$12.95	$12.95	$719.40	$719.40		
Miscellaneous	1	3	$300,000.00	$300,000.00	$150.00	$152.00	$3,795.00	$3,995.00		
Comm. Totals	**3**	**9**	**$337,900.00**	**$437,500.00**	**$168.95**	**$224.70**	**$4,811.40**	**$7,724.00**	**$0.00**	**$0.00**
Resid. Plus Comm. Totals	**32**	**70**	**$753,514.64**	**$900,472.64**	**$401.76**	**$636.20**	**$13,387.05**	**$20,136.75**	**$0.00**	**$0.00**

YEARLY BUILDING PERMIT COMPARISONS

YTD January 2019

Year	# permits	Single units	Multi units	Commercial	Permit Value	Total permit income	Wac & Sac Fees
2014	45	0	0	0	$60,616.00	$5,500.93	$0.00
2015	30	4	0	0	$911,705.00	$14,568.24	$31,932.00
2016	67	8	0	1	$3,683,095.10	$42,400.64	$55,881.00
2017	69	9	0	0	$1,730,522.00	$30,757.95	$73,998.00
2018	72	4	0	0	$740,650.00	$16,803.40	$19,666.00
2019	70	2	0	0	$900,472.64	$20,136.75	$11,616.00

Total permit fees do not include Sac / Wac or State Surcharge fees

MONTH TO MONTH COMPARISONS FOR THE YEAR

Month	# of permits	Permits total value	Total permit fee income: Does not include WAC, SAC, or State Surcharge
January	38	$146,958.00	$6,749.70
February	32	$753,514.64	$13,387.05
March	0	$0.00	$0.00
April	0	$0.00	$0.00
May	0	$0.00	$0.00
June	0	$0.00	$0.00
July	0	$0.00	$0.00
August	0	$0.00	$0.00
September	0	$0.00	$0.00
October	0	$0.00	$0.00
November	0	$0.00	$0.00
December	0	$0.00	$0.00
Totals	70	$900,472.64	$20,136.75

BOLTON & MENK
Real People. Real Solutions.

7533 Su
Ramsey, MN 55303-5119
Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: March 13, 2019

To: Honorable Mayor Johnson and Members of the City Council

From: Bradley C. DeWolf, P.E.
City Engineer

Jason W. Cook, P.E.
Assistant City Engineer

Subject: Project Status Report
Isanti, MN
Project No.: R13.117985

Please find listed below a status report of the current projects in the City of Isanti:

1) MS4 Implementation

We will continue to assist the City MS4 technician as requested.

2) Cajima Street/TH 65 Signal Study

We have submitted the 95% Plan Set to MnDOT for review.

3) 2018 Street & Utility Improvements

This project is complete. The final pay request is anticipated to be processed this month.

4) 2019 Storm System Maintenance Project

Bid opening is scheduled for March 13, 2019.

5) 2019 Pavement Management Project

Bid opening is scheduled for March 13, 2019.

6) Legacy Pines Subdivision

The Contractor plans to return in the spring to complete the remaining site grading, and street improvements.

In addition to the current projects listed above we have completed and accepted 50 private developments and 65 city contracts since being selected as your City Engineer in 2008.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, APRIL 2, 2019 – 7:00 P.M.
CITY HALL

I. Citizens Input

II. Agenda

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards
1. Week of the Young Child – April 8 through April 12, 2019

F. Approve City Council Minutes
1. March 19, 2019 -Regular Meeting of the City Council
2. March 19, 2019- Committee of the Whole Meeting
3. March 19, 2019- Planning Commission Meeting
4. February 26, 2019- Parks, Recreation, and Culture Board Meeting

G. Announcements

1. Open House Regarding the 2019 RCUT Intersection Improvement- TH 65/ Cajima St NE	Tuesday, April 2, 2019 at 5:30 p.m.- 6:30 p.m.
2. Committee of the Whole	Tuesday, April 16, 2019 at 5:00 p.m.
3. City Council Meeting	Tuesday, April 16, 2019 at 7:00 p.m.
4. Planning Commission Meeting	Tuesday, April 16, 2019 *(Immediately following the City Council Meeting)*
5. Park, Recreation, & Culture Board Meeting	Tuesday, April 23, 2019 at 6:00 p.m.

H. Council Committee Reports

I. Public Hearings

J. Business Items
1. Fire Chief Al Jankovich Annual Update *(Jeff Johnson)*
2. Dahlin Street Discussion Continued (*Jeff Johnson*)
3. Lexipol Discussion Continued *(Jeff Johnson)*
4. Policy for Video Recording City Council Meetings Discussion Continued (*Jeff Johnson*)

City Administrator Josi Wood
5. Resolution 2019-XXX Approving a Special Event Permit Application for the Walk for Life Event

K. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $382,068.90, Payroll in the Amount of $103,923.83 and First Quarter Payroll for Council/ Boards/ Commissions in the Amount of $10,866.48
2. Resolution 2019-XXX Designating Polling Places for Annexed Properties
3. Resolution 2019-XXX Resolution to Declare Certain Property as Surplus and Authorize its Sale by Public Auction
4. Resolution 2019-XXX Authorizing Engineering Proposal for Annex Service Feasibility Study
5. Resolution 2019-XXX Personnel Policy Change Compensatory Time for Exempt Staff
6. Resolution 2019-XXX Approving City Social Media Facebook Pages
7. Resolution 2019-XXX Awarding Quote for Outsourcing the Mowing of Nuisance Weed/Grass Abatement Lots
8. Resolution 2019-XXX Authorizing Mayor Jeff Johnson to Attend League of MN Conference
9. Resolution 2019-XXX Offering Position of Community Development Director
10. Resolution 2019-XXX Approving the Development Agreement for Heritage Estates Subdivision
11. Resolution 2019-XXX Approving Amendment to the 2019 Budget

L. Other Communications

1. Draft Minutes from the March 26, 2019 Parks, Recreation, and Culture Board Meeting

Adjournment

Proclamation by Mayor Jeff Johnson

Week of the Young Child™

Whereas, many local organizations in conjunction with the National Association for the Education of Young Children, are celebrating the Week of the Young Child™, April 8th - April 12th; and,

Whereas, these organizations are working to improve early learning opportunities, including early literacy programs, that can provide a foundation of learning for children in Isanti, MN; and,

Whereas, teachers and others who make a difference in the lives of young children in Isanti, MN deserve thanks and recognition; and,

Whereas, public policies that support early learning for all young children are crucial to young children's futures.

I, Jeff Johnson, Mayor of the City of Isanti do hereby proclaim April 8th - April 12th, 2019 as the Week of the Young Child™ and encourage all citizens to work to make a good investment in early childhood in Isanti, MN.

_____

Mayor Jeff Johnson

F.1.

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, MARCH 19, 2019 – 7:00 P.M.
CITY HALL

II. Agenda

Mayor Johnson called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Paul Bergley, Ross Lorinser, Steve Lundeen and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, Assistant City Administrator/ Special Projects Don Lorsung, Human Resources/ City Clerk Katie Brooks, City Attorney Clark Joslin, Finance Director Mike Betker, Assistant City Engineer Jason Cook, Lieutenant Travis Muyers, Police Officer Adam Gau and Contracted City Planner Ryan Kernosky

Others Present: Rodrick Barrows, George Hemen, Elizabeth Anderson, Dan Pieper, Mark Reller, Jill Reller, Julie Birkholz, Ordeen Splittstoser, Joe Locy and Phyllis Harmon

A. Adopt Agenda

Addendum:
Add J.9 Resolution 2019-082 Authorizing the Purchase of Squad Camera and Body Camera Equipment
Motion by Lorinser, second by Lundeen to approve the agenda modifications listed above. Motion passed 5-0. Motion carried.

B. Proclamations/Commendations/Certificate Awards

None

F. Approve City Council Minutes

1. March 5, 2019 - Regular Meeting of the City Council
2. March 5, 2019- Economic Development Authority Meeting
3. March 5, 2019- Open Minutes for Closed Session 1
4. March 5, 2019- Open Minutes for Closed Session 2

Motion by Lundeen, second by Collison to approve minutes as presented. Motion passed unanimously 5-0. Motion carried.

G. Announcements

1. Park, Recreation, & Culture Board Meeting	Tuesday, March 26, 2019 at 6:00 p.m.
2. City Council Meeting	Tuesday, April 2, 2019 at 7:00 p.m.
3. EDA Meeting	Tuesday, April 2, 2019 *(Immediately following the City Council Meeting)*

H. Council Committee Reports

Councilmember Lorinser shared that he had received a call from a resident that had a fire and received a bill from the Fire District. City Council further discussed this matter.

I. Public Hearings

None

J. Business Items

1. Lexipol Discussion *(Jeff Johnson)*

Lieutenant Muyres shared that Lexipol is a service that provides policy procedure that is updated. He further shared that it is a policy manual as a whole with daily training for every policy. Councilmember Lorinser questioned Lieutenant Muyres on his opinion of Lexipol. Lieutenant Muyres stated he has worked under Lexipol and it is slightly time consuming but it gives officers the guidelines of what should and should not be done. Councilmember Lorinser stated he works under Lexipol in his personal career and it is to protect the administration and not the officers and that it is very clear in their guidelines that it is to protect the administration from lawsuits. Councilmember Lorinser further suggested poling officers individually to see if Lexipol is something they would want.
Motion by Mayor Johnson to table discussion and bring back to a future City Council meeting for further review, seconded by Bergley.

2. Parking on West Side of Dahlin Avenue NE *(Jeff Johnson)*

Mayor Johnson shared that he has had a numerous number of phone calls in regards to Dahlin street that if a snow plow, fire truck, ambulance, etc. tries to get through it is difficult because people are parking on both sides of the street. Mayor Johnson further shared that this location is by Federated Co-Op and Rendezvous Coffee shop. Mayor Johnson suggested no parking on Federated Co-Ops side of the road. Councilmember Bergley questioned if this pertained just to Winter months. Mayor Johnson stated he would like to see it year-round because he is still worried about the fire truck needing to pass through.
Motion to table to further review impact with nearby businesses.

3. Resolution 2019-076 Continued Discussion of Employee Options

Motion by Mayor Johnson to allow Labor Attorney Susan Hansen to continue to discuss and negotiate employee options with employee's attorney, second by Bergley. Councilmember Lorinser questioned what Chief Hill has been doing since he has been reinstated. City Administrator Josi Wood stated that Gene Hill is on paid administrative leave at this time as it was not concluded as to what Gene Hill was demoted to. Motion passed 5-0. Motion carried.

City Administrator Josi Wood

4. Resolution 2019-077 Approving Revision to Rum River BMX Association Temporary Vendor Policy

City Administrator Josi Wood shared that this is an annual review and the Rum River BMX Association would like to add in additional language into their temporary vendor policy of adding 8 days in a calendar year.
Motion by Lundeen, second by Bergley to approve resolution as presented. Motion passed 5-0. Motion carried.

5. Resolution 2019-078 Revising the City of Isanti Rain Garden Incentive Program Policy

City Administrator shared that this is an awesome incentive program and that to make it less restrictive revisions have been made to include property owners not just residents because it has been recognized that there may be businesses that may also want to partake in the great opportunity. Wood further shared that it

has also been provided project assessment to help staff aid business owners who want more information about getting involved with this incentive program.
Motion by Lundeen, second by Collison to approve the resolution as presented. Motion passed 5-0. Motion carried.

6. Resolution 2019- 079 Discontinuing Interim Chief
City Administrator Josi Wood shared Lieutenant Muyres has within his job description acting Chief in his/her absence. At this time staff has recommended to discontinue interim Chief duties with Officer Dusten Noreen and appoint Lieutenant Muyres as acting chief as it is lined out in his job description. City Council applauded Dusten Noreen for the time he did under a difficult situation.
Motion by Lundeen, second by Collison to approve resolution as presented. Motion passed 5-0. Motion carried.

Assistant City Engineer Jason Cook
7. Resolution 2019-080 Storm System Maintenance Award Recommendation
Assistant City Engineer Jason Cook shared that this is a rebid of the previous two years of a Storm Maintenance along with the 2019 work. Jason Cook further shared that it is the three years grouped together and was bided earlier in the season than in the past. Jason Cook stated that only two bids were received. However, they are favorable with the lowest bid $72,000 below budget with staff recommendation of awarding the project to Dirtworks, Inc in the amount of $216,094.00.
Motion by Bergley, second by Lorinser to approve resolution as presented. Motion passed 5-0. Motion carried.

8. Resolution 2019-081 Pavement Management Project Award Recommendation
Assistant City Engineer Jason Cook shared that this is for the program 2019 Pavement Maintenance work that is part of the Capital Improvement Plan where two bids were received with the low bid being over $25,000 below budget with staff recommendation to award the project to AZTECH Corp in the amount of $221,862.86.
Motion by Lundeen, second by Lorinser to approve resolution as presented. Motion passed 5-0. Motion carried.

9. Resolution 2019-082 Authorizing the Purchase of Squad Camera and Body Camera Equipment
City Administrator Josi Wood shared that this is for the squad camera and body camera equipment update. Wood continued to share that this item was discussed at Committee of the Whole meeting prior to City Council meeting. The funding for this would be funding 920 with the amount not to exceed $65,000 total.
Motion by Lundeen, second by Lorinser to approve as presented. Motion passed 5-0. Motion carried.

K. <u>Approve Consent Agenda</u>
1. Consider Accounts Payable in the Amount of $111,853.40, Payroll in the Amount of $ 105,371.39
2. Resolution 2019-083 Approving Exempt Gambling Permit for Cambridge-Isanti Rotary Club
3. Resolution 2019-084 Approving Exempt Gambling Permit for Isanti Rodeo Association
4. Resolution 2019-085 Approving Temporary Liquor License for Isanti Lions Club
5. Resolution 2019-086 Approving Resignation of Park, Rec and Culture Manager Katie Everett
6. Resolution 2019-087 Approving of Conditional Offer for Full Time Police Officer Jeremy Welfring
7. Resolution 2019-088 Awarding Fire Extinguisher Services
8. Resolution 2019-089 Approving Use of Isanti Community Garden by Isanti County Master Gardeners
9. Resolution 2019-090 Approving 6th Annual MMBA Animal Drive
10. Resolution 2019-091 Extending Dell Server Support Warranty
11. Resolution 2019-092 Background Investigator Services
Motion by Lundeen, second by Collison to approve consent agenda as presented. Motion passed 5-0. Motion carried.

L. Other Communications

1. February Police Department Reports
2. February Code Enforcement Officer Report
3. February Building Inspector Report
4. March Engineering Project Status Report

Adjournment
Motion to adjourn by Bergley, second by Collison. Motion passed 5-0. The meeting was adjourned at 7:56 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

Minutes
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, MARCH 19, 2019 – 5:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 5:00 p.m.

Members Present: Mayor Johnson, Ross Lorinser, Paul Bergley and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Finance Director Mike Betker, Assistant City Engineer Jason Cook and Assistant City Administrator/ Special Projects Don Lorsung.

D. Committee Meeting Items

1. Draft Policy for Police Officer Body Cameras
   - Information was shared with the Committee.
   - Recommendation from Committee is to move forward with draft policy and post draft policy on website with email to be used for public to express comments.
2. Squad Car Video/ Body Worn Camera System Upgrade
   - Recommendation from Committee is to purchase 8 body cameras and 6 squad cameras.
3. Employee Retention- Compensatory Time Policy
   - Recommendation from Committee is to bring to City Council meeting on April 2, 2019 with revisions.
4. Draft Policy for Video Recording City Council Meetings
   - Recommendation from Committee is to go to City Council meeting for further discussion.
5. Draft Policy for Police Presence at Meetings
   - Recommendation from Committee is to bring it back for further discussion at Committee of the Whole and City Council meeting.
6. Discussion Regarding Conditional Offers for Selected Candidates
   - Recommendation from Committee is for staff to soft negotiate with qualified candidates with a consensus from committee that City Council does not need to partake in interviews.
   - Recommendation from Committee is to post Police Chief position internally and externally.
7. Defining Immediate Access and Providing Service to Annexed Parcels
   - Recommendation from Committee is for City Engineer to do a feasibility study and bring to City Council meeting and results brought to COW for review.
8. Adding Social Media Site(s) Discussion

- Recommendation from Committee is for Liquor Store, City of Isanti, Police Department and Farmer's Market to have individual Facebook pages.

9. Consider Adding Dog Park Rules to City Code

- Recommendation from Committee is to add dog park rules to City Code with and bring to City Council meeting.

10. Recruiting Options for CDD Services (will be provided at the meeting)

- Consensus from Committee is to move forward with Gary Weiers from David Drown & Associates if search for qualified candidate is unsuccessful.

E. Adjournment

Meeting adjourned at 6:35 p.m.

CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
MARCH 19, 2019

1. Meeting Opening.

A. Call to Order.

Chairman Johnson called the meeting to order at 8:06 p.m.

B. Pledge of Allegiance.

Everyone rose for the pledge of allegiance.

C. Roll Call.

Members Present: Jeff Johnson, Dan Collison, Steve Lundeen, Ross Lorinser, Paul Bergley and Arissya Simon .

Members Absent: None

Staff Present: City Administrator Josi Wood, Contracted City Planner Ryan Kernosky, Assistant City Administrator/Special Projects Don Lorsung

Others Present: George Hemen, Elizabeth Anderson, Rod Barrows, Mark Reller, Jill Reller, Ordeen Splittstoser.

D. Agenda Modifications.

None

2. Approval of Minutes from February 19, 2019 Planning Commission Meeting.

Motion by Collison, second by Bergley to approve the February 19, 2019 Planning Commission Meeting Minutes. Motion was approved 6-0.

3. Public Hearings

A. Request from Dollar General, Inc. for approval of a Site Plan Review per Ordinance 445, Section 18, Subd. 2(A) for construction of a general retail establishment on PID 16.029.0900

Chairman Johnson opened the public hearing at 8:12 p.m. Kernosky presented the staff report, commenting that this is a permitted use and that the project meets requirements. He discussed the flexible design standards (regarding the 15% building size requirement),a modified landscaping plan to add more buffer on the west property line and moving the loading doors, which are covered in the conditions prepared by staff. George Hemen, 323 Palomino Rd SE, presented a statement and concerns that the project was against City growth strategy and would cause economic distress. Other concerns regarded the building size in relation to the lot size, outdoor lighting concerns, and street and Hwy 65 traffic. Dollar General representative Brian Bass, BJ Baas Builders, reviewed the project, orientation of the building and traffic access. He shared that they have built a number of stores for Dollar General. With no further public input, the public hearing was closed at 8:17 p.m.

The Commission reviewed the request. Questions were asked concerning the location of the parking area, signage and possibility of other development on the lot. Kernosky shared that Dollar General required that no other retail development could be built on the lot for 20 years. Lorinser discussed that the lot area was designed for a strip mall or additional commercial use and that the Overlay District was to allow flexible building standards that would increase use and tax value of City commercial property on Hwy 65. Discussion of development of the lot continued. Kernosky shared that the lot could be subdivided to allow for additional use and that was shared with the developer. Simon asked about development of the north lot and asked if this project was approved, would it apply to other lots. Kernosky shared that no, each development is reviewed on its own merits. Discussion by the Commission continued.

A motion was made by Lorinser to approve the project to meet the 15 % building size with a lot split and conditions as recommended by staff. The motion was not seconded.

There was further discussion on options/next steps.

Motion by Lorinser, seconded by Bergley, to table the request and have staff advise the applicant that they need to meet the 15% building size to lot size requirement. Motion passed 6-0.

4. Other Business.

A. None

5. Discussion Items

A. Comprehensive Plan Update – Lorsung presented the staff memo on the proposed project timeframe for the Update. Presentations of draft Plan Chapters would begin in May, 2019, with the Public Hearing on the Updated Comprehensive Plan scheduled for March, 2020. Staff will proceed with the project timeline as presented.

6. Other Communications.

A. None.

7. Adjournment

Motion by Lundeen second by Bergley to adjourn the March 19, 2019 meeting of the Planning Commission. Motion was approved 6-0.

The meeting adjourned at 8:36 p.m.

Dated at Isanti, Minnesota this 21st day of March 2019.

Respectfully submitted,

Don Lorsung

Assistant City Administrator/Special Projects

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
February 26, 2019
City Council Chambers

1. Meeting Opening.

A. Call to Order.
Zdon called the meeting to order at 6:00 p.m.

B. Pledge of Allegiance.
Everyone stood for the Pledge of Allegiance.

C. Roll Call.
Members Present: Jennifer Garvey, James Witte, Aaron Zdon, and Mayor Johnson
Staff Present: Katie Everett, Parks, Recreation, and Culture Manager

D. Agenda Modifications.
Zdon asked if there were any agenda modifications, there were none. Motion by Garvey, second by Witte to approve the agenda for the February 26, 2019 Parks, Recreation, and Culture Board Meeting.

2. Approval of Minutes from January 22, 2019 Parks, Recreation, and Culture Board Meeting

Motion by Witte second by Garvey. Minutes were unanimously approved.

3. 2019 Meeting Dates

Meeting dates for 2019 had been omitted from the January packet. Motion from Witte, second by Garvey to approve all meetings dates. Dates were unanimously approved.

4. Equipment for Cambridge-Isanti Bike/Walk Trail

Everett explained that the proposed is a pull-behind piece of equipment that can be used on the Cambridge-Isanti Bike/Walk Trail. The Cities of Cambridge and Isanti contribute to that fund, and there is plenty of money in it. Cambridge will store it and maintain it, and if there are other uses that we have in town, we can use it. Zdon asked for clarification that we will be able to use it; Everett stated yes, as other trail needs arise both communities will be able to use it. Zdon asked to make sure that is clear in the final verbiage. Garvey asked if it states the specifics about future maintenance and how that will be handled. Everett explained that Cambridge will maintain the equipment once it is purchased. The board discussed that there will be routine maintenance involved. Everett explained that she said it would be used especially for the pine needles on the north end and sand on our end. The process from here is if the Board gives the recommendation, that is brought to Council and then we give them the go ahead to purchase it. Witte asked if this is just to be used for that trail. Everett said no; it will be purchased for that, but it will be available for other trails if needed. Garvey made a motion to recommend Council approval of the purchase, Witte made a second; the motion passed.

5. Dog Park Update

Everett gave a recap of the Council discussion. She made the change to have a separate sign on the fence for the dog park and the rules near the parking lot. She provided the updated signs in the packet. The Dog Park Rules sign was clarified to say "dogs *formally* declared dangerous" because there had been some confusion about what a dangerous dog was.

She added that during the Council discussion, a Councilmember was concerned that area dog parks have a lot of issues with people cleaning up after their dogs, and really wanted it to be clear to people that it's a privilege to have the park and if it's not maintained that the City doesn't have to provide this. In Everett's experience with signs at parks, it's more effective to be encouraging than threatening to get people to do what you want. It can be most effective to build some community ownership of the dog park in other ways, but posting some signs might

also help. She provided some options for types of signs, and stated there are many versions already out there. The doggie bag dispenser option that we're including will come with a sign, and we could potentially post more inside the fence as well. Option 1 in the packet is a little more straightforward without being threatening, and Option 2 is more friendly and a reminder that it's a community park. Johnson stated that he would prefer to go about this in a more friendly manner as well; right away he liked number 2, and number 1 is a little stern but right to the point. Everett added that there's also something about people that when they are feeling threatened, they just want to do the opposite. Zdon stated that either option is okay, and he prefers number 1 because it is a little more direct. He also stated that these are not a huge investment, so we could even put a couple on each side if we needed. Johnson asked if there was any different in price. Everett said that the pre-made signs are all pretty comparable, they range from $20-40 each. Witte wondered if we could take Option 1's verbiage and Option 2's image. Zdon asked if we need to decide on a specific sign now since we have time. Everett said that we do not. She added that there is the line of thinking that if our approach is "if this doesn't get clean up, we're taking it away," then why spend that money in the first place? Public Works has recognized the additional maintenance time and staff are prepared to keep it open. Zdon stated that tons of cities do this and that isn't going to happen. Everett added that the whole Council voted to move it forward as well; Johnson confirmed. Zdon added that it is a valid concerned; Everett agreed and said that planning ways to head that off is a good thing to do.

Garvey asked if we have any of these clean up signs at any of the parks now. Zdon stated that there's one at the beginning of the bike/walk trail, but no bags. Garvey said she just wanted to make sure there was not something we were already using other places. She said that her opinion is that we do not need to put these signs everywhere. The have one way to enter and they'll see the sign there; if you put up too many signs, people stop reading signs. They're in a fenced in area and not going anywhere. Everett agreed that probably by the time people have passed the signs on the way in, they either are or they aren't going to pick up after their dogs. It might just be based more on whether there are other people there to watch them do it. Garvey added that it opens up an opportunity for some kind of adopt-a-park program. Everett stated that we do actually have a program, it just has sat idle for a long time and we don't currently have anyone participating. Garvey said this a prime opportunity for a group to be in charge of that, or maybe a business that wants to volunteer. Zdon asked if Everett could provide details at the next meeting about the Adopt-A-Park Program. Everett said that she can provide some general information now and then will bring it back. It's a basic agreement that they'll clean it up, she thinks three times per year. It would be worth looking at for possible updates. It's possible people thought there were too many requirements or something so they didn't go through with it.

Witte asked if the board needs to decide how many signs are going into the park now. Everett said from here she would like to get and idea of what their philosophy for addressing the issue is; if they have an idea of some options she can put together an idea of what that might look like too. Witte stated that he thinks two is enough. Johnson agreed that one on each side is too many. Everett stated that the dispensers she has seen typically have a sign and the dispenser itself also has some sort of reminder language on it. Many of those places also have separate signs without the dispensers if we just want something that matches. Zdon also stated that when we order the dispenser for the dog park we can talk about ordering more for other locations as well, because we might get a better price. Garvey agreed that she would like to order at least a few in case we need to replace them and have that option to put them in other places, if there is a price reduction. Johnson asked if we would want two of them at the dog park. Everett stated since the dispenser will go right at the entrance, it's probably not necessary to put one inside as well. She added that the rules sign does indicate that if for some reason that box is empty, people still need to clean up after themselves. She has also seen people at other dog parks that will bring extra plastic bags and leave them there for others to use, which is a great way to build that community ownership too. Garvey said that it might also be helpful to customize a sign with something directing people to call or email if the box is empty. Everett asked for clarification about whether the additional reminder signs are necessary with the dispenser and rules sign. Zdon said he thinks we should get a couple of reminder signs. Garvey stated that if we do get additional signs, it would make sense to put them right on the fence. The Board agreed. Everett asked for clarification if they would like to see another sign option that combines these options. Garvey added at that sign with color sign is current now, but in 10 years it will probably look outdated. Everett stated that by then, we will likely need to replace the signs anyway.

Everett added that otherwise the project is on hold until the snow melts; she has sent the plans to Bolton and Menk so they will be prepared to do a survey.

6. Parks Updates

Everett shared that community garden registrations continue to come in. Last year, we took out the table style raised beds because they were falling apart and no one reserved them. Someone has requested that option this year, so we are asking Public Works to build a new one for us. We have had requests for raised beds, so we will add the last two that we got through a grant. We will also add another row of plots this year. Before the garden opens, we will add all new mulch. It was all tilled under last year due to the weeds. We did some field tests on some organic herbicide options so hopefully we can stay on top of that better. That will open mid-May.

We have gotten some recommendations for types of trees that will work over at Unity. There are quite a few, so she will filter through them and make a recommendation about what might look nice and will be easy to take care of. The Spring Isantian and pocket calendars should be arriving very soon. They will come in a big envelope this time around. Movie attendance has been down. It sounded like there was something going on at the Middle School maybe, or some other community event at the same time. The next Movie Night is in March, we're showing The Emoji Movie and still need a volunteer group.

Farmers' Market vendor applications are starting to come back as well. Everett has checked in with most of last year's vendors and most are planning to come back. There are a few who won't be able to return this year for various reasons, but no one has said that they're not coming back because they're dissatisfied about anything. We can take applications all season as spaces are available. There is also a pre-season meeting that people can attend if they have questions about what they need to do to join.

Everett also has received applications from both ice cream vendors for the street dances and asked the board for their opinion about whether we should allow both in for this year. She said that we try not to duplicate products for sale, but there may be an argument that those are different things. Johnson said that he thought we could do both and put them on opposite ends. Zdon said it will affect both of their businesses some. Garvey asked if they know that each of them would be there. Everett stated that she has talked with The Parlor before, and the competition does not particularly bother them, but they would probably prefer to be the only one for the sake of their business. She does not think they will leave if we let the other one in. She has not yet spoken to Scoops about this yet. Garvey said that she thinks it is worth trying it on a trial basis for this year and let both know that we will want their feedback at the end of the year so we know for next year if we need to only let one in. Everett added that we are starting to book bigger bands as well, so we are hoping for bigger crows which should also help. Garvey also agreed that they are kind of different products. Zdon agreed to do the trial, but to let them both know, and if there is a problem that The Parlor has priority since they have been participating for so long. Garvey said that as long as everyone knows it's a trial basis and not a permanent decision that we should be okay going forward and will make a different decision next year if we need to. Garvey added that whoever got their information in first should maybe get their preference for where they want to be located. Everett stated that we can do that.

7. Adjournment

Motion by Witte, second by Johnson to adjourn the February 26, 2019 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:33 p.m.

Dated at Isanti, Minnesota this 26th day of February, 2019.

Respectfully submitted,

Katie Everett

Katie Everett
Parks, Recreation, and Culture Manager

A Community For Generations.

Isanti

J.2.

Memo for City Council

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: April 2, 2019
Subject: Continued Discussion on Dahlin Ave – No Parking on One Side of Street

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Per Council direction given on 3/19/2019, Staff reached out to three businesses along Dahlin Ave: Rendezvous Coffee, Federated Coop, and New Hope Church.

- One business was "all in favor" of no parking on the West side of Dahlin Ave for mobility of vehicles. They feel it is too tight.
- One business has the following concerns:
    - Why wasn't this issue addressed in the past when curb and gutter were added in (approx. 2004).
    - Asked if there were complaints or problems that have occurred. If this is to be pre-emptive, all streets in the city with the same width should also be signed no parking on one side.
    - The county uses Dahlin as an alternate route.
        - Staff inquired on this and Dahlin is not controlled by the County, however, the County did ask permission to route a detour down Dahlin street in the past.
- One business would be in favor of limiting parking to one side, however, only to post no parking on the West side.

Thoughts from Al Jankovich, Fire Chief:

- New roads, per Fire Code, should be 26' to allow for maneuverability.
    - Dahlin is 34' Back-Back of curb
- There are often times when Dahlin only has one-way traffic.

A Community For Generations.

Isanti

J.3.

MEMO

To: **Mayor Johnson and Members of the City Council**
From: Katie Brooks, Human Resources / City Clerk
Date: April 2, 2019
Subject: LEXIPOL Discussion

Per direction from the City Council, Human Resource, Brooks, was directed to ask all IPD Officers their opinion about utilizing LEXIPOL for policy updating.

Findings:
The consensus was not heavily weighted in one direction as some officers currently use LEXIPOL at other jobs, and other officers have never used the program. Officers are aware that IPD policies need updating.

Many officers felt the decision to purchase LEXIPOL should be determined when Isanti hires a new Chief, as the Chief will likely be the administrator to the program to tailor polices to fit with IPD.

LEXIPOL	Numbers of Officers
Yes	8
No	3
Unsure	4

Comments of concern:

- Purchase price is expensive
- Excessive time spent on daily/monthly training modules in conjunction with current trainings
- Doing trainings that are duplicate from other agencies who already use Lexipol
- Hearing other agencies having problems with LEXIPOL
- Some counties have 600-800 pages of polices

Comments in favor:

- Consistent with the other Counties as most use LEXIPOL
- Abel to be modified so the content is not as cumbersome as larger agencies, less pages and counties
- Easy to use, can complete trainings quickly
- Probably cheaper than paying attorneys to update policy manual
- Quick access to look up polices that fit the IPD department

A Community For Generations.

Isanti

J.4.

MEMO

To: **Mayor Johnson and Members of the City Council**
From: Katie Brooks, Human Resources / City Clerk
Date: April 2, 2019
Subject: Draft Policy for Video Recording City Council Meetings- Continued

Beginning January 15, 2019 all regularly scheduled City Council meetings have been video recorded and put on to YouTube for viewing as discussed in 2018 in personnel committee. However, no formal policy or resolution was adopted on this subject.

Currently, the day following each City Council meeting staff have to crop and/or edit the meeting from starting the recording too early or ending it too late -as staff does not sit next to the iPad. Editing the video and trying to upload the videos (which consistently fail) the process takes typically 3-4 hours depending on the length of the video and how well YouTube wants to cooperate. The conversion of audio uploads to the website and typing minutes takes an additional 3-5 hours a week, not including other meetings outside of regular city Council meetings.

State Statute requires minutes to be written after meetings as official record. The City has gone above the requirements by having secondary transparency options to post the minutes and audio on our website, and video record regular City Council meetings on YouTube.

After City Council meetings take place the process can ultimately take 6-9 hours of processing just the audio, video and typing minutes. It is staff's recommendation to only video record regular city council meetings as most other cities currently practice.

Draft Policy:
The City of Isanti will video record all regularly scheduled City Council meetings and upload to YouTube at the earliest convenience. All other meetings will have minutes or minutes and audio recordings for meetings.

Meeting	*Typed Minutes*	*Audio on website*	*YouTube*
Regular City Council	*X*	*X*	*X*
Committee of the Whole	*X*	*X*	
Closed/Special Sessions	*X*		
Opening/Closing of Closed session	*X*	*X*	
Goal Setting	*X*	*X*	
Planning Commission	*X*		
EDA	*X*		
PRC	*X*		

** Closed sessions are audio recorded, but not put online for the public*

Request for City Council Action

To: **Mayor Johnson and Members of City Council**

From: Josi Wood, City Administrator

Date: April 2, 2019

Subject: A Resolution Approving a Special Event Permit Application for the Walk for Life Event

---

Background

The City received a special event application from the Pregnancy Resource Center/Lex Specialty Clinic looking to host a Walk for Life event on Saturday, May 18, 2019. The event is scheduled from 9:00 am – noon and is open to the public. The event will include a 2-mile walk on the Cambridge-Isanti Bike/Walk Trail with registration at the Bluebird Park pavilion. The event is a fundraiser; participants raise pledges prior to the event. Event organizers will clean-up after the event is completed. The applicant will submit the $100 clean up deposit and Certificate of Liability Insurance. Parking for the event is expected to be contained within the Bluebird Park lots; the portable bathrooms typically at Bluebird Park and the public restrooms on the south end of the Isanti Indoor Arena should be sufficient for this event.

The Bluebird Park shelter reservation form has also been submitted for this event. An additional Special Event Temporary Sign Permit will need to be filed if any signs will be posted for the event.

A copy of the application and department approval has been attached for City Council review.

Staff Request

City staff is requesting action on this item.

Attachments

- Resolution No. 2019 -
- Special Event Application
    - Special Event Application
    - Department Head Review Sheet
    - Route Map

RESOLUTION 2019-

A RESOLUTION APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR THE WALK FOR LIFE EVENT

WHEREAS, the Pregnancy Resource Center/ LEX Specialty Clinic will be holding a 2-mile Walk for Life event on Saturday, May 18, 2019; and,

WHEREAS, the estimated number of participants 100-200; and,

WHEREAS, event organizers anticipate all event parking to be contained within the Bluebird Park parking lots; and,

WHEREAS, event organizers have submitted the park shelter reservation form and will have the event check in at the shelter; and,

WHEREAS, the 2-mile walk will follow the Cambridge-Isanti Bike/Walk Trail, with permission from the City of Cambridge as required by the Joint Powers Agreement; and,

WHEREAS, the event organizers have provided the $100 clean up deposit fee and Certificate of Liability Insurance required for Special Event Permits;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve the application for the Walk for Life to be held on May 19, 2019.

BE IT FURTHER RESOLVED by the City Council of the City of Isanti, Minnesota that this Resolution is hereby the 'Permit' for the above stated Special Event.

This Resolution hereby approved by the Isanti City Council this 2nd day of April, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

SPECIAL EVENT PERMIT APPLICATION

City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

If you are a planning an event that requires a Special Event Permit, please complete the application and any required supplemental forms. To ensure your application is processed quickly, be specific and complete in all responses. **Applications must be submitted at least 30 days prior to the event to be considered.**

ITEMS TO ACCOMPANY THE APPLICATION

Required with all applications

- [x] Complete Application Form
- [x] Cleanup Deposit Fee - $100
- [x] Proof of Insurance or Certificate of Insurance
- [x] Site Map
- [ ] Approval Letter from the Property Owner
- [ ] Proof of written notification to property owners within 350 feet of the special event

Check all that apply:

- [x] Signs will be posted for event:
  - [x] Temporary Sign Permit Application required
  - [x] $50 fee
- [ ] Alcohol will be served and/or sold at event:
  - [ ] Licenses (may take up to 60 days to process)
  - [ ] Fees apply, amounts vary by license type.
- [ ] Vendors will be present:
  - [ ] Peddler's Permit (background check required) submitted by event organizer only
  - [ ] $25 fee for one-day applications
  - [ ] Vendor List
- [x] Event will occur on City Property:
  - [x] Release and Indemnification Agreement

Supplemental information may be required by City staff.
Additional forms can be found on the City of Isanti website or requested at Isanti City Hall. Please note that additional required permits or licenses may take additional time to process.

Live entertainment – Describe in detail:
None

Will any other public addressing system or sound amplification be used? If so, describe:
A megaphone for about 5 minutes.

If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?
This is a fundraising event. Participants are not required to raise funds, but are encouraged to, prior to participating. All funds will be going to support the Pregnancy Resource Center of Cambridge as we are a non-profit organization without any governmental support.

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature: Kristina Lydia Lund

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

29th Ave NE
Jackson St NE
Soccer Complex
310 Ave N
Isanti Pkwy
BMX Track
Bluebird Park

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 3/7/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Johnson-Witkemper 305 Washington St Columbus IN 47201	**CONTACT NAME:** Susan Dixon **PHONE (A/C, No, Ext):** 812-372-7829 **FAX (A/C, No):** 812-669-4800 **E-MAIL ADDRESS:** sdixon@jwinsurance.com
	INSURER(S) AFFORDING COVERAGE / **NAIC #** **INSURER A :** ARCH Specialty Insurance Co. / 21199
INSURED PREGRES-11 Pregnancy Resource Center Of Cambridge 140 Buchanan Street North; Ste 138 Cambridge MN 55008	**INSURER B :** **INSURER C :** **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 928381182 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY	Y		NCPKG0368303	6/30/2018	6/30/2019	EACH OCCURRENCE	$ 1,000,000
	X CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 20,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 3,000,000
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$ 3,000,000
	☐ OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ☐ NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						☐ PER STATUTE ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ N / A						E.L. EACH ACCIDENT	$
	(Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Event - Walk for Life May 18, 2019

CERTIFICATE HOLDER

The City of Isanti
110 1st Ave NW
Isanti MN 55040

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Kirk Thomas

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SPECIAL EVENT PERMIT APPLICATION
City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT

City of Isanti

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on property owned by the City of Isanti:
The Pregnancy Resource Center 2019 Walk for Life. A 2 mile walk through Bluebird park & down the street. This is a family fundraising event and we expect around 75 [tops] participants. This will be followed by a small grillout with the remaining participants.

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:
We will be walking as a group, adults and children, down the sidewalk.

(Special Events Holder Initials Here) KLL

B. If required by this paragraph, we agree to require each participant to our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Isanti, on a form approved by the City of Isanti.

Participant Release and Indemnification required? YES ☑ NO ☐

(Special Events Holder Initials Here) KLL

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to the City of Isanti, for the duration of the above described activities.

(Special Events Holder Initials Here) KLL

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities,

whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) KLL

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we further hereby exempt, release and discharge the City of Isanti, its officers, and its employees from any and all claims, demands, and actions for such injury, loss or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) KLL

F. We further agree to defend, indemnify and hold harmless the City of Isanti, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorney fees, including those arising from any third party claim asserted against the City of Isanti, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) KLL

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Isanti, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Event Holder Initials Here) KLL

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Event Holder Initials Here) KLL

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Event Holder Initials Here) KLL

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special event holder, acting by and through the undersigned, who represents that he or she is property authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

Kristina Lydia Lund

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name _____

Title _____

Signature _____

Date _____

OFFICE USE ONLY
Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief
__✓__ Approved _____ Denied _____ N/A Signature: Email Approved

Police Chief
__✓__ Approved _____ Denied _____ N/A Signature: Email Approval

Public Services Director
__✓__ Approved _____ Denied _____ N/A Signature: Jon Wood

Parks, Recreation and Culture Manager
__✓__ Approved _____ Denied _____ N/A Signature: Jon Wood

Community Development Director
__✓__ Approved _____ Denied _____ N/A Signature: DM

City Administrator
__✓__ Approved _____ Denied _____ N/A Signature: Jon Wood

City Council
_____ Approved _____ Denied

Date of Review: _____

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Josi Wood

From: Lt. Travis Muyres
Sent: Wednesday, March 27, 2019 7:41 AM
To: Josi Wood
Subject: Re: Special Event Permit May 18

Approve...

however would like clarification as to the "walk route" The permit, nor red line drawing, define if they intend on walking on the street or the grass area of park. Just would clarification if they intend on walking on the street [3rd & Isanti Pkwy].

Lt. Travis Muyres #5802
Isanti Police Department
PO BOX 428
401 First Ave NW
Isanti, MN 55040

Lt.Muyres@cityofisanti.us
Ph#763-444-4761 ex 101
Fax# 763-444-4868

From: Josi Wood
Sent: Tuesday, March 26, 2019 2:31:34 PM
To: Al Jankovich; Lt. Travis Muyres; Don Lorsung
Subject: Special Event Permit May 18

Al, Travis, Don,
Please review the attached special event permit and let me know if you approve. Thanks

Thank you,
Josi

Josi Wood MPA
City Administrator
Public Services Director

CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Office: (763) 444-5512 | Fax: (763) 444-5560
Mobile: (612) 270-6188

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Josi Wood

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Tuesday, March 26, 2019 3:28 PM
To: Josi Wood
Subject: RE: Special Event Permit May 18

Isanti Fire approves the 2019 Walk for Life special event permit application as presented.

Thanks Josi.

ALAN JANKOVICH | FIRE CHIEF
ISANTI FIRE DISTRICT
401 1ST AVE NW, PO BOX 490 | ISANTI MN 55040
763.444.8019 | aljankovich@isantifiredistrict.org | www.isantifiredistrict.org

From: Josi Wood <JWood@cityofisanti.us>
Sent: Tuesday, March 26, 2019 2:32 PM
To: Al Jankovich <aljankovich@isantifiredistrict.org>; Lt. Travis Muyres <Lt.Muyres@cityofisanti.us>; Don Lorsung <DLorsung@cityofisanti.us>
Subject: Special Event Permit May 18

Al, Travis, Don,
Please review the attached special event permit and let me know if you approve. Thanks

Thank you,
Josi

Josi Wood MPA
City Administrator
Public Services Director
CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Office: (763) 444-5512 | Fax: (763) 444-5560
Mobile: (612) 270-6188

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Josi Wood

From: Marcia Westover <MWestover@ci.cambridge.mn.us>
Sent: Wednesday, March 27, 2019 2:10 PM
To: Josi Wood
Subject: RE: Event on bike walk trail - approval needed

Hi Josie,

I don't see anything else scheduled for that day, so we approve.

Congratulations on your promotion!! So exciting for you!

Thank you,

Marcia Westover
Community Development Director
City of Cambridge
300 3rd Ave. N.E.
Cambridge, MN 55008
Phone: 763-552-3207
Fax: 763-689-6801
E-mail: mwestover@ci.cambridge.mn.us

Facebook YouTube

From: Josi Wood <JWood@cityofisanti.us>
Sent: Wednesday, March 27, 2019 1:57 PM
To: Marcia Westover <MWestover@ci.cambridge.mn.us>
Subject: Event on bike walk trail - approval needed

Hi Marcia!
We have a request for an event on the bike/walk trail May 18th. They will only be using the section that is within Isanti city limits but still wanted to make sure you approve. It is for a Walk for Life from 9am – noon.

Thank you,
Josi

Josi Wood MPA
City Administrator
Public Services Director
Isanti
CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Office: (763) 444-5512 | Fax: (763) 444-5560
Mobile: (612) 270-6188

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 3/18/2019 - 3/18/2019 | Mar 18, 2019 04:15PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/19	03/18/2019	50762	2689	ADVANCED POWER SERVICES INC	602-20200	3,350.00
03/19	03/18/2019	50763	494	ALLINA HEALTH SYSTEM	101-20200	271.30
03/19	03/18/2019	50764	2378	APWA	603-20200	425.00
03/19	03/18/2019	50765	2030	ARTISAN BEER COMPANY	609-20200	32.60
03/19	03/18/2019	50766	53	BELLBOY CORPORATION	609-20200	5,867.76
03/19	03/18/2019	50767	9	BERNICKS PEPSI-COLA	609-20200	2,037.90
03/19	03/18/2019	50768	2319	BREAKTHRU BEVERAGE	609-20200	642.74
03/19	03/18/2019	50769	2537	BROOKS, KATIE	609-20200	43.62
03/19	03/18/2019	50770	421	CARGILL INC	101-20200	7,887.04
03/19	03/18/2019	50771	1815	CENTURYLINK	609-20200	865.87
03/19	03/18/2019	50772	2610	CINTAS	101-20200	432.25
03/19	03/18/2019	50773	1472	CRAWFORDS EQUIPMENT INC	603-20200	314.15
03/19	03/18/2019	50774	918	CRYSTAL SPRINGS ICE	609-20200	173.34
03/19	03/18/2019	50775	8	DAHLHEIMER DISTRIBUTING CO	609-20200	15,979.07
03/19	03/18/2019	50776	2478	EAST CENTRAL ENERGY	101-20200	43.85
03/19	03/18/2019	50777	55	ECM PUBLISHERS INC	101-20200	272.56
03/19	03/18/2019	50778	160	HAWKINS INC	601-20200	1,767.29
03/19	03/18/2019	50779	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	130.90
03/19	03/18/2019	50780	322	INTOXIMETERS	101-20200	95.00
03/19	03/18/2019	50781	162	ISANTI RENTAL	101-20200	150.00
03/19	03/18/2019	50782	1534	J. J. TAYLOR	609-20200	192.15
03/19	03/18/2019	50783	7	JOHNSON BROTHERS LIQUOR CO	609-20200	10,429.76
03/19	03/18/2019	50784	5	KAWALEK TRUCKING	609-20200	349.40
03/19	03/18/2019	50785	1773	KLERSY,SCOT	603-20200	139.99
03/19	03/18/2019	50786	1789	MADDEN GALANTER HANSEN, LLP	101-20200	13,452.26
03/19	03/18/2019	50787	17	MCDONALD DISTRIBUTING CO	609-20200	16,216.96
03/19	03/18/2019	50788	616	MENARDS - CAMBRIDGE	609-20200	68.92
03/19	03/18/2019	50789	281	MINNCO CREDIT UNION	101-20200	2,638.88
03/19	03/18/2019	50790	2208	MINNESOTA EQUIPMENT	603-20200	59.59
03/19	03/18/2019	50791	1945	MN DEPT OF LABOR	101-20200	30.00
03/19	03/18/2019	50792	176	MN DEPT OF REVENUE	101-20200	18,439.00
03/19	03/18/2019	50793	2080	MVTL LABORATORIES INC	602-20200	43.20
03/19	03/18/2019	50794	617	PAUSTIS & SONS	609-20200	260.00
03/19	03/18/2019	50795	2620	PHAT VOX LLC	101-20200	2,750.00
03/19	03/18/2019	50796	44	PHILLIPS WINE & SPIRITS INC	609-20200	6,778.03
03/19	03/18/2019	50797	2341	RED BULL DISTRIBUTION	609-20200	81.50
03/19	03/18/2019	50798	1113	RJM DISTRIBUTING INC	609-20200	219.80
03/19	03/18/2019	50799	2703	SOLDO CONSULTING, P.C.	101-20200	2,673.75
03/19	03/18/2019	50800	2396	SOUTHERN GLAZERS OF MN	609-20200	8,196.86
03/19	03/18/2019	50801	2554	SPECIALTY SOLUTIONS	101-20200	710.00
03/19	03/18/2019	50802	1361	STAPLES ADVANTAGE	609-20200	225.43
03/19	03/18/2019	50803	2156	SUMMIT COMPANIES	101-20200	7.00
03/19	03/18/2019	50804	1354	TAPES PLUS ADVERTISING	609-20200	295.00
03/19	03/18/2019	50805	1740	TOSHIBA FINANCIAL SERVICES	108-20200	236.94
03/19	03/18/2019	50806	2027	US INTERNET	603-20200	57.80
03/19	03/18/2019	50807	42	VIKING COCA-COLA BOTTLING CO	609-20200	559.72
03/19	03/18/2019	50808	1286	VINOCOPIA INC	609-20200	106.25
03/19	03/18/2019	50809	4	WATSON CO INC	609-20200	2,655.06
03/19	03/18/2019	50810	1922	WEX BANK	609-20200	4,674.65
03/19	03/18/2019	50811	780	WINE MERCHANTS	609-20200	336.00
Grand Totals:						133,666.14

M = Manual Check, V = Void Check

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 3/29/2019 - 3/29/2019 | Mar 29, 2019 09:56AM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/19	03/29/2019	50815	2251	TITLE SMART INC	601-20200	85.05
03/19	03/29/2019	50816	953	ALL AMERICAN TITLE CO,INC.	601-20200	10.76
03/19	03/29/2019	50817	936	APPLIED CONCEPTS INC	101-20200	2,966.00
03/19	03/29/2019	50818	1141	ASSURANT EMPLOYEE BENEFITS	602-20200	471.83
03/19	03/29/2019	50819	2714	AUDIO CIRCUS	101-20200	1,500.00
03/19	03/29/2019	50820	2335	BCBSM	101-20200	19.20
03/19	03/29/2019	50821	9	BERNICKS PEPSI-COLA	609-20200	1,187.92
03/19	03/29/2019	50822	1500	BOLTON & MENK INC	444-20200	37,779.29
03/19	03/29/2019	50823	2020	BOYLE, EUGENE	101-20200	3,041.60
03/19	03/29/2019	50824	2487	CAPITOL BEVERAGE SALES	609-20200	230.15
03/19	03/29/2019	50825	851	CASH	101-20200	141.98
03/19	03/29/2019	50826	120	CONNEXUS ENERGY	101-20200	16,892.48
03/19	03/29/2019	50827	918	CRYSTAL SPRINGS ICE	609-20200	76.14
03/19	03/29/2019	50828	8	DAHLHEIMER DISTRIBUTING CO	609-20200	13,634.48
03/19	03/29/2019	50829	55	ECM PUBLISHERS INC	101-20200	599.07
03/19	03/29/2019	50830	1866	EDINA REALTY TITLE	601-20200	14.02
03/19	03/29/2019	50831	16	ELECTRO WATCHMAN INC	609-20200	272.53
03/19	03/29/2019	50832	2716	ESQUIRE TITLE	601-20200	36.75
03/19	03/29/2019	50833	385	FEDERATED CO-OPS INC	101-20200	119.96
03/19	03/29/2019	50834	2715	FRANKLIN, BENJAMIN	601-20200	1,500.00
03/19	03/29/2019	50835	2028	FURTHER	603-20200	38.35
03/19	03/29/2019	50836	2028	FURTHER	861-20200	4,268.02
03/19	03/29/2019	50837	1400	GENERAL CODE	101-20200	2,904.53
03/19	03/29/2019	50838	2717	GOOD FOR GARY	101-20200	4,000.00
03/19	03/29/2019	50839	949	GRAINGER	601-20200	231.24
03/19	03/29/2019	50840	424	H&L MESABI	101-20200	2,924.62
03/19	03/29/2019	50841	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	254.29
03/19	03/29/2019	50842	1563	ISANTI ELECTRIC INC	101-20200	231.00
03/19	03/29/2019	50843	1534	J. J. TAYLOR	609-20200	496.50
03/19	03/29/2019	50844	7	JOHNSON BROTHERS LIQUOR CO	609-20200	5,078.17
03/19	03/29/2019	50845	5	KAWALEK TRUCKING	609-20200	198.00
03/19	03/29/2019	50846	203	LANO EQUIPMENT INC	101-20200	408.44
03/19	03/29/2019	50847	136	LEAGUE OF MN CITIES	101-20200	950.00
03/19	03/29/2019	50848	1975	LIBERTY TITLE	601-20200	28.80
03/19	03/29/2019	50849	394	LMCIT	226-20200	92,275.00
03/19	03/29/2019	50850	2334	LOUS GLOVES	602-20200	116.00
03/19	03/29/2019	50851	17	MCDONALD DISTRIBUTING CO	609-20200	10,648.58
03/19	03/29/2019	50852	616	MENARDS - CAMBRIDGE	101-20200	57.55
03/19	03/29/2019	50853	110	METAL COATING & MFG CO	101-20200	65.51
03/19	03/29/2019	50854	928	MINNEAPOLIS OXYGEN CO	101-20200	137.25
03/19	03/29/2019	50855	2208	MINNESOTA EQUIPMENT	101-20200	31.13
03/19	03/29/2019	50856	310	MMBA	609-20200	665.00
03/19	03/29/2019	50857	2597	MNSPECT, LLC.	101-20200	9,388.70
03/19	03/29/2019	50858	2080	MVTL LABORATORIES INC	601-20200	159.58
03/19	03/29/2019	50859	2718	NARTAC, INC	101-20200	83.49
03/19	03/29/2019	50860	2629	NORTH FISH REAL ESTATE	601-20200	9.92
03/19	03/29/2019	50861	2553	O'REILLY	602-20200	64.98
03/19	03/29/2019	50862	617	PAUSTIS & SONS	609-20200	1,071.00
03/19	03/29/2019	50863	2620	PHAT VOX LLC	101-20200	2,750.00
03/19	03/29/2019	50864	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,004.94
03/19	03/29/2019	50865	2341	RED BULL DISTRIBUTION	609-20200	284.50
03/19	03/29/2019	50866	1884	REICHMANN, WADE	104-20200	4,000.00
03/19	03/29/2019	50867	1113	RJM DISTRIBUTING INC	609-20200	190.35

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/19	03/29/2019	50868	2518	SEMLER CONSTRUCTION	601-20200	211.54
03/19	03/29/2019	50869	2396	SOUTHERN GLAZERS OF MN	609-20200	12,086.93
03/19	03/29/2019	50870	315	ST.PAUL STAMP WORKS	108-20200	18.20
03/19	03/29/2019	50871	1290	THE AMBLE GROUP	101-20200	577.60
03/19	03/29/2019	50872	42	VIKING COCA-COLA BOTTLING CO	609-20200	424.61
03/19	03/29/2019	50873	1286	VINOCOPIA INC	609-20200	592.00
03/19	03/29/2019	50874	4	WATSON CO INC	609-20200	3,201.35
03/19	03/29/2019	50875	2475	White Bear IT Solutions, LLC	614-20200	2,589.00
03/19	03/29/2019	50876	2713	ZIEMER, SAMANTHA	101-20200	106.88
Grand Totals:						248,402.76

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

M = Manual Check, V = Void Check

City of Isanti

Gross Payroll	89,521.36
Social Security & Medicare	4,789.08
Public Employees Retirement	9,613.39
Total City Expense	103,923.83

Pay Date 3/22/2019

Pay Period 6 (3/3-16/19)

City of Isanti

Gross Payroll	10,094.25
Social Security & Medicare	772.23
Total City Expense	10,866.48

Pay Date 3/29/2019

Pay Period: Q1CCPay19 (1/1-3/29/19)

K.2.

RESOLUTION NO. 2019- xxx

A RESOLUTION DESIGNATING POLLING PLACES FOR ANNEXED PROPERTIES

WHEREAS, Minnesota Statues 204B.16 was amended in 2017 by the Legislature to require the governing body of each municipality to designate by ordinance or resolution a polling place for each election precinct by December 31st of each year. These polling places are designated for the following calendar year; and,

WHEREAS, the City Council of the City of Isanti has created Precinct 1 and Precinct 2 with Official Polling Places, as adopted and designated in Resolution 2018-288; and,

WHEREAS, Chapter 18-2 of the City Code intends that a polling place be designated for voters of any property when annexed into the City:

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to:

1) Designate election precinct/polling place for each property annexed as per Attachment A of this resolution.

2) Direct staff to mail polling location information to each property on Attachment A.

This Resolution is hereby approved by the Isanti City Council this 2nd day of April , 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

ATTACHMENT A

Precinct & Polling Place No. 1

16.091.0041	16.031.0610	16.031.3800	16.031.2600
16.091.0051	16.031.1310	16.031.3900	
16.031.0910	16.031.1210	16.031.3502	
16.031.1510	16.032.1011	16.031.4000	
16.031.1010	16.032.1700	16.031.3600	
16.031.1110	16.032.1200	16.031.3501	
16.031.1410	16.032.3100	16.031.3700	
16.031.0810	16.031.3500	16.031.3200	

Precinct & Polling Place No. 2

16.029.0502	16.021.0300
16.029.0801	16.028.0400
16.029.2310	16.028.0103
16.029.0410	
16.029.2510	
16.029.2710	
16.028.1101	

RESOLUTION NO. 2019-

A RESOLUTION TO DECLARE CERTAIN PROPERTY AS SURPLUS AND AUTHORIZE ITS SALE BY PUBLIC AUCTION

WHEREAS, on occasion the City of Isanti incurs supplies and equipment that is no longer of use for departments within the City; and,

WHEREAS, it has been determined that the Public Works Department has a diesel tank, and 2008 john deere push mower that are of no use to the City and is considered surplus property; and,

WHEREAS, Resolution No. 2003-014 provides guidelines for the disposal of surplus property; and,

WHEREAS, the items listed above will be placed for public auction, the next upcoming public auction at Wayne Pike Auction in Princeton, Mn;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota hereby authorizes the following:

1. To declare the above items from the Public Works Facility as surplus and post public notice that the items will go to public auction.
2. The Public Services Director shall have the authority to sign all necessary paperwork to allow for the process for auction of the surplus items identified per this Resolution.

This resolution was duly adopted by the Isanti City Council the 2nd day of April, 2019.

Attested:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

BOLTON & MENK

Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: March 6, 2019

To: Honorable Mayor Johnson and Members of the City Council

From: Bradley C. DeWolf, P.E., City Engineer

Jason W. Cook, P.E., Assistant City Engineer

Subject: 2019 Annex Service Feasibility Fee Proposal
City of Isanti, MN

Bolton & Menk, Inc. is pleased to present this proposal to provide engineering services to evaluate the feasibility of providing sewer and water service to the 17 annexed parcels designated as having immediate access to a service.

It is our understanding the scope of work to be completed for the 2019 Annexed Service Feasibility Report is as follows:

- Determine the feasibility of providing service stubs to the 17 annexed properties that were designated as having immediate access to either sanitary sewer service or water service.
- Create an Opinion of Probable Cost to extend each service to each parcel right of way line.
- Create an Opinion of Probable Cost for each resident to connect their house to the proposed service stub.
- Survey building pads and sanitary manholes where the depth of the gravity sewer may be in question.
- Determine right of way locations at each parcel in question.
- Provide a figure showing the proposed layout of the service stubs at each location.
- Provide a Feasibility Report incorporating the above items.

Bolton & Menk proposes to complete the above engineering services for an hourly, not-to-exceed fee of $4,950.00.

Attached is a figure showing the locations of the parcels to be included in this feasibility report.

Please contact us at (763) 433-2851 if you have any questions or need additional information.

Bolton & Menk is an equal opportunity employer.

Isanti

BOLTON & MENK

7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303
Phone: (763) 433-2851
www.bolton-menk.com

2019 ANNEXED PARCELS SERVICE ACCESS STUDY LOCATION MAP

MARCH, 2019

FIGURE NO. 1

RESOLUTION NO. 2019-XXX

A RESOLUTION AUTHORIZING ENGINEERING PROPOSAL FOR ANNEX SERVICE FEASIBILITY STUDY

WHEREAS, it has been determined that 17 annexed properties were designated as having immediate access to either sanitary sewer service or water service; and,

WHEREAS, the Council Committee of the Whole discussed how these properties were defined and determined it would be in the best interest of the City to know the feasibility to provide utility stub-outs to these identified properties; and,

WHEREAS, Bolton and Menk, Inc. provided a proposal for service of such work which includes feasibility and opinion of probable cost to extend each service to the parcel right of way line; and,

WHEREAS, the fee for such work is in the amount, not-to-exceed, $4,950.00; and,

WHEREAS, funding for this item is the Sewer Fund fund, Engineering;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept the proposal by Bolton and Menk, Inc. for service to complete a feasibility study extend service to the right of way for the 17 annexed properties defined in "Exhibit A' in the amount, not to exceed, $4,950.00.

This Resolution was duly adopted by the Isanti City Council this 2nd day of April, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources / City Clerk

Exhibit A

Isanti

BOLTON & MENK

7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303
Phone: (763) 433-2851
www.bolton-menk.com

2019 ANNEXED PARCELS SERVICE ACCESS STUDY LOCATION MAP

MARCH, 2019 FIGURE NO. 1

K.5.

A Community For Generations.

Isanti

MEMO

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: April 2, 2019
Subject: Resolution to Approve an Amendment to the City of Isanti Personnel Policy, Section 6

Information was brought to Committee of the Whole on February 19th and March 19th regarding reinstating compensatory time for exempt employees. It was also discussed to dissolve the Administrative Leave Banks as this time did not adequately reflect seasonal changes and meetings attended by all exempt employees.

The following Resolution and attached revised Personnel Policy, section 6 describes the recommendations by Committee of the Whole.

Request
Staff is requesting action on this item

Attachments
- Resolution 2019-XXX
- Personnel Policy, Section 6 Revisions

RESOLUTION NO. 2019-

RESOLUTION APPROVING AN AMENDMENT TO THE CITY OF ISANTI PERSONNEL POLICY, SECTION 6, COMPENSATION, OVERTIME/ COMPENSATORY TIME, EXEMPT EMPLOYEES FOR ADDITION OF COMPENSATORY TIME AND REMOVAL OF ADMINISTRATIVE LEAVE FOR EXEMPT EMPLOYEES

WHEREAS, compensatory time for exempt employees was removed from the Personnel Policy in 2015; and,

WHEREAS, there was discussion March 19th at Committee of the Whole to amend the Personnel Policy to allow compensatory time for exempt employees which could increase morale and employee retention; and,

WHEREAS, there was also discussion to remove the Administrative Leave Bank hours for exempt employees as it does not sufficiently reflect positions who may have heavier seasonal workload or attend meetings outside of the regular work schedule; and,

WHEREAS, from reviewing this matter with exempt employees, and the current Personnel Policy, the Committee of the Whole recommends the addition of compensatory time for exempt employees and removal of the Administrative Leave time;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the following policy change 'Exhibit A' is approved for exempt employees as outlined below and as amended in the attached Personnel Policy, Section 6, Compensation, Overtime/ Compensatory Time/ Exempt Employees:

1. New employees as of April 3, 2019 can track and accrue compensatory hours.
2. Current exempt employees who received administrative leave bank hours in 2019 will be allowed to track their compensatory time starting April 3, 2019 but may not accrue compensatory time until 48 hours have been tracked and approved by the City Administrator. Employees are to turn in their tracked hours to the City Administrator with their timesheet for approval.
3. New hire exempt employees will not receive administrative leave bank hours.
4. Current exempt employees who have administrative leave time in 2019 will be allowed to use those hours. Any hours not used at the end of the year will be forfeited.
5. Remaining administrative leave bank hours will not be paid out when an employee leaves the City.
6. The attached Personnel Policy amendment is approved and will be in effect as of April 3, 2019.

Adopted by the Isanti City Council on this 2nd day of April, 2019.

Attest: _____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

'Exhibit A'

City of Isanti Personnel Policy
Section 6, Compensation
Overtime/ Compensatory Time

The City of Isanti has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. Each employee position shall be classed as "exempt" or "non-exempt" from earning overtime. In general, employees in executive, administrative and professional job classes are exempt; all others are non-exempt.

All employees, in all departments, are required to work overtime as requested by their supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

The employee's supervisor must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action.

A non-exempt employee may accrue compensatory time to a maximum of eighty (80) hours at any time. After a non-exempt employee accrues the maximum amount of compensatory time, they will receive overtime pay. All compensatory time will be marked as such on official timesheets, both when it is earned and when it is used. The Finance Department will maintain compensatory time records.

Unless defined in a bargaining agreement, overtime earned will be recorded as accrued compensatory time at the rate of time and one-half unless holiday pay. (See Section 9. Holidays) Employees may request and use compensatory time off in the same manner as other leave requests.

All compensatory time accrued will be paid out when the employee leaves city employment at the hourly pay rate the employee is earning at that time.

Non-Exempt (Overtime-eligible) Employees:
All overtime-eligible employees will be compensated at the rate of time and one-half for all hours worked over forty (40) in one workweek. Vacation, sick leave and paid holidays do not count toward "hours worked". Compensatory time shall be taken as approved by the Department Head.

Employees to whom the Federal Fair Labor Standards Act (FLSA) Police Employees (Police Officers) applies shall be compensated for overtime work at one and one-half times their regular rate of pay to be given only in compensatory time except where precluded by law or policy. Unless defined in a contract, overtime hours are calculated on the basis of eighty (80) hours worked in a two (2) week pay period with the two (2) week period established from Sunday at 12:00 a.m. for a period of fourteen (14) days and ending on a Saturday at 11:59 p.m.

Exempt (non-overtime-eligible) Employees:

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors. Generally, to meet these expectations, and for reasons of public accountancy, an exempt employee will need to work forty (40) or more hours per week. Exempt employees do not receive extra pay for the hours worked over forty (40) in one workweek.

Exempt employees are paid on a salary basis. This means that they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.

Exempt employees are eligible for compensatory time at straight time for hours worked in excess of forty (40) hours in a work week under the policy as set out in the next paragraph. However, exempt employees forfeit any compensatory time accrued in excess of eighty (80) hours, measured pay period to pay period. Upon termination from employment, either voluntarily or involuntarily, exempt employees forfeit any accumulated compensatory time without payment.

The maximum time allowed to accumulate in an exempt employee's compensatory time bank shall not exceed eighty (80) hours at the end of a pay period, unless a lower amount is established by the City Administrator. The maximum hours in the compensatory time bank shall be measured pay period to pay period. Exempt employees may request and use compensatory time off in one hour increments, in the same manner as other leave requests.

The City of Isanti will only make deductions from the weekly salary of an exempt employee in the following situations:

- The employee is in a position that does not earn vacation or personal leave and is absent for a day or more for personal reasons other than sickness or accident and has no compensatory time ~~administrative~~ banked ~~leave banked~~.
- The employee is in a position that earns sick leave, receives workers' compensation wage loss benefits and is absent for a full day due to sickness or disability, but he/she is either not yet qualified to use the paid leave or he/she has exhausted all of his/her paid leave and has no ~~administrative leave~~ compensatory time banked.
- The employee is absent for a full workweek and, for whatever reason, the absence is not charged to paid leave (for example, a situation where the employee has exhausted all of his/her paid leave or a situation where the employee does not earn paid leave).
- The very first workweek or the very last workweek of employment with the City in which the employee does not work a full week. In this case, the City will prorate the employee's salary based on the time actually worked.
- The employee is in a position that earns paid leave and is absent for a partial day due to personal reasons, illness or injury, but:
    - Paid leave has not been requested or has been denied;
    - Paid leave is exhausted;
    - ~~o~~ Compensatory time ~~administrative leave~~ has been exhausted;
    - The employee has specifically requested unpaid leave;
- The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.

- The City of Isanti may for budgetary reasons implement a voluntary or involuntary unpaid leave program and, under this program, make deductions from the weekly salary of an exempt employee. In this case, the employee will be treated as non-exempt for any workweek in which the budget-related deductions are made.

The City of Isanti will not make deductions from pay due to exempt employees being absent for jury duty or attendance as a witness but will require the employee to pay back to the City any amounts received by the employee as jury fees or witness fees.

If the City inadvertently makes an improper deduction to the weekly salary of an exempt employee, the City will reimburse the employee and make appropriate changes to comply in the future.

Leave Policy for Exempt Employees

Exempt employees are required to work the number of hours necessary to fulfill their responsibilities including evening meetings and/or on-call hours. The normal hours of business for exempt employees are Monday through Friday, 8 a.m. to 4:30 p.m., plus evening meetings as necessary.

Exempt employees are required to use paid ~~or administrative~~ leave when on personal business or away from the office for two (2) hours or more, on a given day.

Absences of less than two (2) hours do not require use of paid leave as it is presumed that the staff member regularly puts in work hours above and beyond the normal 8 a.m. to 4:30 p.m. Monday through Friday requirement. Exempt employees must communicate their absence to the city administrator or his/her designee.

If one of the above employees regularly absents themselves from work under this policy and it is found that there is excessive time away from work which is not justified, the situation will be handled as a performance issue. If it appears that less than forty (40) hours per week is needed to fulfill the position's responsibilities, the position will be reviewed to determine whether a part-time position will meet the needs of the City. Additional notification and approval requirements may be adopted by the City Administrator for specific situations as determined necessary.

~~**Administrative Leave Banks for Exempt Employees**~~

~~In recognition of additional hours that exempt employees put in throughout the year, exempt employees will have an additional leave bank called an administrative leave bank. On January 1st of each year, all exempt employees will have 48 hours of leave placed in their banks. Employees have the opportunity to burn down these banks each year. Any unused leave on December 31st of each year will be forfeited. Administrative leave hours will not be paid out when employees leave the City.~~

K.6.

A Community For Generations.

Isanti

MEMO for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: April 2, 2019
Subject: Consider Resolution Approving City Social Media Facebook Pages

---

As discussed in Goal Setting 2019, social media is a great way to provide City information to our residents in a timely and efficient manner. The current city social media sites are the Isanti Family Farmers Market FB page and the Isanti Events and Community Center FB page. There was discussion at Goal Setting to add a City Hall, Liquor and Police Department Facebook Page.

Committee of the Whole discussed the City's need for Facebook sites and recommends the attached Resolution and document referenced as "Exhibit A" for direction and posting clarification.

Request
Staff is requesting action on this item.

Attachments
- Resolution 2019-XXX
- Social Media Guidelines - 'Exhibit A'

RESOLUTION NO. 2019-

RESOLUTION APPROVING CITY SOCIAL MEDIA FACEBOOK PAGES

WHEREAS, City Council met on January 29, 2019 to establish goals for year 2019 and having a presence on social media sites such as Facebook was an established goal; and,

WHEREAS, Staff presented information regarding city Facebook pages to Committee of the Whole on March 19, 2019; and,

WHEREAS, the City currently has a social media policy as defined in the Personnel Policy and further social media guidelines were established as outlined per this Resolution and 'Exhibit A';

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the city having Facebook presence with a Liquor Store page, Police Department page, Official City page which includes Isanti events and community center information, and an Isanti Family Farmers Market page. The City Administrator or designee will manage the following:

1. A Site Administrator shall be assigned for each page to ensure quality and timeliness of posts.
2. The Site Administrator has the authority to post content that fits within the City's policy on social media. Posts should be directed to the City Administrator or his/her designee for approval if the Site Administrator needs direction or clarification.
3. Comments will not be allowed on any FB pages except for the Isanti Family Farmers Market. This may be re-evaluated at a later date.
4. Only City content will be allowed to be posted. This may be re-evaluated at a later date.
5. Information such as Overview, Demographics, History, Etc. should be written by the Site Administrator.
6. Layouts of banners should include the City of Isanti logo.

This resolution was duly adopted by the Isanti City Council this 2nd day of April, 2019

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

'Exhibit A'

Social Media Guidelines
The City will strive to keep its citizens and business owners informed on city issues by utilizing social media.

When using social media to disseminate information, the posts will be factual and not personal opinion. The main communication goal is to educate. Information will be posted approximately once per week or as time allows for the Site Administrator. Notifications and important updates that are time sensitive will be posted as soon as practical and when the Site Administrator is able.

Posts will contain general information but may also include specific posts on subjects in the following areas:

- Administration
  - Post all council, commission, board agendas

- Community Development
  - How to access Building Information and Permits
  - Code Enforcement Information
  - Highlight new businesses in town with a link to their website

- Parks, Recreation and Culture
  - Park closures and/or notifications
  - Events and activities
  - Rain garden – Incentive Program
  - Community garden information

- Finance
  - Water, Sewer, Storm Sewer Billing – where does the money go to (pipes, operation, plant, et al)
  - City Finances, Levy, Budget
  - Property tax information

- Police
  - Public safety information
  - Crime watch info
  - Public requests for assistance in cases [crime alerts]

- Public Works
  - Sidewalks – clearing, reporting problems, etc.
  - Seal coating, crack sealing projects
  - Engineering projects
  - Flushing hydrants
  - City wide cleanup information

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and City Council

From: Don Lorsung, Asst. City Administrator/Special Projects

Date: March 27, 2019

Subject: 2019 Nuisance Weed Abatement – Quotes for Service

The City received 3 quotes for 2019 nuisance residential and large tract weed/grass abatement (lot mowing). The low quote for mowing services was submitted by Duff Companies, LLC. The quote for residential lot abatement is for $50.00 per residential lot and $25.00 mobilization charge (if the owner has already cut their grass). The quote for large tract abatement is a $25.00 base charge per property and $25.00 per hour of mowing.

As a part of this, Staff further recommends that the 2019 fee to be charged for properties abated using a private vendor would be the actual cost charged by the vendor to the City for the service and the $25.00 non-compliance fee as designated in City Fee Schedule.

Attached for your consideration is a resolution accepting the quote for nuisance weed/grass abatement services.

RESOLUTION 2019-XXX

RESOLUTION AWARDING QUOTE FOR OUTSOURCING THE MOWING OF NUISANCE WEED/GRASS ABATEMENT LOTS

WHEREAS, the City of Isanti has determined that is in the City's best interest to accept quotes for the outsourcing of mowing services for nuisance weed/grass abatement lots located within the city; and

WHEREAS, a request for quotes for the services was published in the City's official newspaper; and

WHEREAS, quotes were received and a tally of the quotes is provided on the attached 'Exhibit A';

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. To hereby award the low quote for mowing services for nuisance residential weed/grass abatement lots as provided within the specifications so posted and published to **Duff Companies, LLC** for the 2019 mowing season.
2. To hereby award the low quote for mowing services for nuisance large tract weed/grass abatement as provided within the specifications so posted and published to **Duff Companies, LLC** for the 2019 mowing season.
3. That **Duff Companies, LLC** provides a Certificate of Compliance as required under the Minnesota Workers' Compensation Law (if required).
4. That **Duff Companies, LLC** provides a copy of their liability insurance and names the City as an 'additional insured'.
5. That the quotation as signed by the vendor for the 2019 Growing Season constitutes a contract with the City of Isanti for said services. Mowing rates are listed in Attachment A.
6. That City staff is authorized to charge the administrative fee for billing of properties abated as designated in the City Fee Schedule; with the administrative fee, rate charge and any applicable sales tax charged to the responsible party.

This Resolution is hereby approved by the Isanti City Council this 2nd day of April, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

Exhibit A

CITY OF ISANTI
QUOTE OPENING
Feb. 20, 2019 – 8:00am to Mar. 25, 2019 – 1:00pm
Nuisance Weed Abatement Services

BIDDER	Residential Lot Cost	Mobilization Fee	Base Fee – Large Tracts	Hourly Fee – Large Tracts
Master's Touch Maintenance 37350 Verdin St NW Stanchfield, MN 55080	$60.00 per lot	$45.00 per lot	$60.00 per tract	$45.00 per hour
Duff Companies 28555 Bayshore Dr NW Isanti, MN 55040	$50.00 per lot	$25.00 per lot	$25.00 per tract	$25.00 per hour
Jeff Sandquist 32937 Vickers St NE Cambridge, MN 55008	$72.50 per lot	$30.00 per lot $200.00 per tract	$200.00 per tract	$75.00 per hour

RESOLUTION NO. 2019-XXX

RESOLUTION APPROVING TRAINING REQUEST FOR MAYOR JOHNSON TO ATTEND THE LEAGUE OF MINNESOTA CITIES 2019 ANNUAL CONFERENCE

WHEREAS, Mayor Johnson has requested to attend the annual League of Minnesota Cities 2019 Annual Conference; and,

WHEREAS, the conference will focus on training for those newly elected to Mayor and City Council positions; and,

WHEREAS, the training conference will be held on June 26th, 2019 through June 28th, 2019, in Duluth, MN; and,

WHEREAS, the cost of the conference and mileage are estimated at $415.23.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL of the City of Isanti, Minnesota that the training request received from Mayor Johnson is hereby approved to attend the LMC Newly Elected Officials Leadership Conference with the associated estimated cost for registration and mileage of $415.23.

This resolution was duly adopted by the Isanti City Council this 2nd day of April, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

K.9.

RESOLUTION NO. 2019-XXX

RESOLUTION OFFERING THE POSITION OF COMMUNITY DEVELOPMENT DIRECTOR TO SHEILA SELLMAN

WHEREAS, the City Council of the City of Isanti approves all new employees; and

WHEREAS, the City Council approved to advertise and accept applications to fill Community Development Director Position; and

WHEREAS, the Interviewing Panel selected the most qualified candidate for Community Development Director position; and

WHEREAS, the candidate's offer is contingent on successfully completing and passing a background investigation and reference check.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1. That Human Resources offered the Community Development Director position to Sheila Sellman for the City of Isanti and that she shall be eligible to start in that position after successfully passing a background and reference check.
2. That Sheila shall start at Step 3 of the Wage Scale at $80,381.18 annually to reflect over 12 years of experience.
3. That Sheila Sellman shall receive a 10-day vacation bank to start.
4. That Sheila Sellman shall be on probationary status per the Personnel Policy in the position Community Development Director position effective April 23rd, 2019 or after.
5. That Sheila Sellman shall start at Step 4 of the Wage Scale at $83,296.94 annually upon completion of 6-month probationary period.
6. That Human Resources is directed to complete all required documentation for the completion of an employment contract and employment offer.
7. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 2nd day of April, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

K.10.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and City Council

From: Don Lorsung, Asst. City Administrator/Special Projects

Date: March 28, 2019

Subject: Heritage Estates Development Agreement

Please find attached a proposed Development Agreement for the Heritage Estates Development. The proposed Development Agreement is our standard template updated and modified for the Homeowner's Association which will be responsible for the long term maintenance of utility improvements.

Attached for your consideration is a Resolution approving the Development Agreement for Heritage Estates.

RESOLUTION NO. 2019-XXX

A RESOLUTION APPROVING THE DEVELOPMENT AGREEMENT FOR HERITAGE ESTATES SUBDIVISION

WHEREAS, Level Contracting LLC, Inc. has an approved final plat known as Legacy Pines consisting of 50 residential lots in a Planned Unit Development; and,

WHEREAS, a Development Agreement for Heritage Estates has been prepared and signed by the Developer and is ready for consideration by the City Council of the City of Isanti; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves this Resolution with the following conditions:

1) A Letter of Credit in an amount approved by the City Engineer and in form approved by the City Attorney is submitted to the City.

2) That all documents for the Homeowner's Association be reviewed and approved by the City Attorney prior to release of the Final Plat for filing with Isanti County.

3) Prior to the signing of the development agreement any outstanding escrows, fees and/or financial guarantees, as stated within the development agreement, shall be established and/or paid.

IT IS FINALLY RESOLVED, that the City Council of the City of Isanti, Minnesota hereby direct the Mayor and City staff to execute said development agreement.

This Resolution hereby approved by the City Council of the City of Isanti this 2nd day of April, 2019.

_____
Mayor Jeff Johnson

ATTEST:

_____
Katie Brooks
City Clerk/Human Resources

CITY OF ISANTI
ISANTI COUNTY, MINNESOTA
DEVELOPMENT AGREEMENT
HERITAGE ESTATES

THIS AGREEMENT (the "Agreement"), is made and entered into this ____ day of _____, 2019, between the **CITY OF ISANTI,** a Minnesota municipality organized under the laws of the State of Minnesota (hereinafter referred to as "City") and **Level Contracting, LLC.**, a Minnesota limited liability corporation (hereinafter referred to as "Developer").

RECITALS:

WHEREAS, the City Council of the City has, by Resolution No. 2018-___, on November 20, 2018 approved a Preliminary Plat, known as "Heritage Estates ("The Preliminary Plat"). As to the real property covered by the Preliminary Plat, this Development Agreement is in conformance with the Development Agreement, Sun Prairie, dated April 27, 2005, as filed with the County Recorder of Isanti County, Minnesota, as Document No. 349096 (the "Existing Agreement"). In cases where there is variance between the two Development Agreements, the terms of this agreement supersedes the Existing Agreement; and

WHEREAS, the Final Plat of Heritage Estates, contemplates development of approximately 9.20 acres of real property legally described as set forth in Exhibit A as attached hereto and made a part hereof, into 50 residential housing units ("Lots"); and

WHEREAS, it is the policy of the City to enter into development contracts as contemplated in Minnesota Statutes 462.358, Subd. 2(a); and

WHEREAS, the City and Developer desire to set forth their respective rights and obligations in this Agreement.

NOW, THEREFORE, in consideration of the Recitals, the premises and of the mutual promises and conditions contained herein, it is agreed by the City and the Developer as follows:

1. Development Agreement Provisions. Subject to such changes as may be agreed between the City and the Developer(s), the Preliminary Plat and all subsequent Final Plats to follow shall include the following provisions:

2. Escrow for City Costs and Fees. Developer shall, contemporaneously with execution of the Development Agreement, deposit with the City an escrow of $5,000.00 to cover the cost of legal fees, engineering fees, administrative expenses and other costs related to the Development. A separate escrow will be established with the Developer for the Final Plat. All fees and costs incurred by the City in connection with the Final Plat of the Development shall be charged against said escrow account which shall remain in effect until the completion of the Development Phase. Any funds remaining in the escrow account after the completion of the applicable Final Plat and development shall be refunded to the Developer. During the development process, in the event that the escrow account is depleted, the Developer shall post additional sums of money to replenish the account to a maximum of $5,000.00 to cover projected City costs as determined by the City. The escrow account shall always have a balance of no less than $1,000.00. The Developer shall be entitled, upon request, to an itemized statement of all costs and fees charged against the Developer's escrow account.

3. Road System. The Developer will be using the existing City road system consisting of the following roads:

1. Cherrywood Lane NE
2. 8th Avenue NE
3. 9th Avenue NE

4. Developer Installed Improvements. The Developer shall construct the following described improvements for the Development, which are hereinafter collectively called "Developer Installed Improvements." These improvements, once installed, shall be privately maintained though a Homeowner's Association. The Developer Installed Improvements shall be constructed at the Developer's expense and in accordance with City requirements and specifications. The Developer shall engage at its own expense a registered professional civil engineer to prepare plans and specifications for the Developer Installed Improvements. These plans shall be submitted to the City for review and be approved by the City Engineer. The Developer agrees to City inspection of all Developer Installed Improvements and payment for said inspection services.

a. The Developer shall construct and/or be responsible for the installation of sanitary sewer, water mains, storm sewer systems, street lights, sidewalks and trails in accordance with City standards. Watermain systems shall be looped in accordance with City requirements.

b. The Developer is responsible for all repairs required due to the installation of improvements on existing bituminous streets. This includes curb and gutter and road signage systems.

c. The Developer shall provide adequate off-street parking on all lots abutting on temporary cul-de-sacs, or termination turnarounds, so that the City can prohibit on-street parking if necessary for safety and maintenance purposes.

d. Where grading is required, soils inspection and compaction testing shall be conducted by a registered professional engineer on all areas where soil has been disturbed. All grading shall be done in accordance with a Grading Plan approved by the City Engineer. A minimum of one (1) compaction test shall be obtained for every two (2) foot increment of fill that is placed. A summary of all

inspections and compaction tests shall be provided to the City upon completion of the grading. The Developer shall provide a 79G, final compaction report for each lot that has more than two (2) feet of fill. It is recognized that the property may have been rough graded prior to the date of the Development Agreement.

e. All utilities, including electricity, telephone, cable and natural gas, shall be installed underground where possible within platted utility easements or roadway rights-of-way.

5. Erosion Control. Soil stabilization shall be employed throughout each Plat as required to insure the integrity of the soils. The Developer shall use topsoil, mulching, seeding, silt fence, and other such means as are approved by the City to prevent erosion of the soils. An erosion control plan shall be submitted by the Developer and approved by the City Engineer before a grading permit is issued for the Development. Before any grading is started on site, all erosion control measures, as shown on the erosion control plan approved by the City, shall be installed. The Developer shall be responsible for compliance with the approved erosion control plan. The Developer will be given a telephone notice when an unsatisfactory condition exists that is determined to be the Developer's responsibility. Work to correct said unsatisfactory condition shall commence within forty-eight (48) hours from the time of the telephone notice. If said work is not commenced within forty-eight (48) hours of said telephone notice, the City is hereby given the right to enter upon the property and to proceed to do the required work at the expense of the Developer. If it is determined that the unsatisfactory condition could result in degradation of downstream water quality, the Developer shall, upon telephone notice, immediately proceed to correct said unsatisfactory condition. If the Developer does not immediately respond to said unsatisfactory condition, the City is hereby given the right to enter upon the property and correct said condition at the expense of the Developer. The City shall be entitled to all of its reasonable costs and expenses associated with correction work done under this paragraph, including, but not limited to legal, fiscal and engineering costs. The City may at its option invoice the said costs for direct payment from the Developer or proceed to draw on the Developer's escrow established under paragraph 2 or the financial guarantee provided under paragraph 14.

The erosion control plan shall be in accordance with the Minnesota Pollution Control Agency's NPDES Phase II requirements.

6. Street Cleaning: The Developer shall contract with a street cleaning firm to provide street cleaning services within and immediately adjacent to the Development. A copy of said contract shall be submitted to and approved by the City, in its discretion, prior to the issuance of a grading permit. This contract shall name the City as an authorized agent to order street cleaning services, as the City deems necessary. The Developer shall pay for the cost of the street cleaning under the contract. During development of the Plat, the Developer shall keep the streets adjoining its Development free of dirt and debris caused by its Development. In the event dirt and/or debris has accumulated on streets within or adjacent to the Development, the City is hereby authorized to immediately commence street cleaning operations if the streets are not cleaned by the Developer by 3:30 p.m. the day after the day of the violation. If conditions are such that street cleaning operations are immediately necessary, the City may perform the necessary street cleaning. The City will then bill the Developer for all associated street cleaning costs. Failure to reimburse the City for street cleaning costs within ten (10) days of such billing will result in the City drawing funds from the Developer's escrow established under paragraph 2 or the financial guarantee provided under paragraph 14.

7. Stormwater: The Developer shall construct storm sewer, swales, and/or such other storm water drainage devices as shall be necessary to control drainage within the Plat. A storm water drainage plan must be submitted to the City and approved by the City and the City's Engineer before any work is done within the Plat. Storm water systems shall be designed based on 100 year high water levels. No storm water retention or pond areas shall be constructed on residential lots. Drainage easements shall be given so as to cover storm water conveyance needs. The Developer shall construct any required drainage and retention ponds in Outlot areas and shall convey title to the Outlots upon which the ponds are constructed to the City. Said conveyance shall be free and clear of any taxes due and, if recorded after the county cut off period for converting property to tax exempt status, the Developer shall be responsible for all taxes the following year. The Developer shall

maintain all drainage area easements on each Lot and no improvements, landscaping or grading shall be permitted in drainage area easements which would interfere with drainage.

8. Sidewalks/Trails: The Developer shall build all required sidewalks and trails located within the Development according to the approved plans associated with the Development. These improvements, once the warranty period has expired, shall be accepted by the City of Isanti.

9. Street Lights: Street lights shall be installed within the Plat according to a lighting plan, which will first be approved by the City Engineer. The Developer shall also submit a street lighting plan to Connexus Energy for its review, comment and approval. The installation of the street lights shall be coordinated with Connexus Energy so that the street light system is installed, constructed and operated in such a manner as will harmoniously exist with other street lights within the area. Lights shall be placed on 8th Avenue NE, 9th Avenue NE and Cherrywood Lane NE. Street lights must be installed prior to acceptance of the municipal improvements and the beginning of the warranty period.

10. Street Repair: It is anticipated that heavy construction equipment will be using City and County roads to access the Plat, including, but not limited to, 8th Avenue NE, 9th Avenue SE, and Marion Street SE. The Developer shall be responsible for the reconstruction and/or repair of said street(s) identified as damaged by the City of Isanti following completion of construction within the Plat. Said reconstruction shall return the street(s) to an equal or better condition than existed prior to commencement of the Development. Plans for such work shall be approved by the City Engineer prior to commencement of reconstruction or repair work. The Developer shall instruct all construction crews to ensure that the properties adjacent to this Plat have access to their property at all times during construction.

11. Schedule: All work for the Developer Installed Improvements, including street, sanitary sewer, storm sewer, and municipal water, shall be done subject to the approval of the City in accordance with City standards and requirements. All Developer Installed Improvements shall be fully completed to the reasonable satisfaction and approval of the City by the target date, which will be set for each Final Plat of the Development, subject to unavoidable delays. For the purposes of each Development Agreement, "unavoidable delays" means delays which are the direct result of acts of God, unforeseen adverse weather conditions, strikes, other labor troubles, fires or other casualty to the Developer Installed Improvements, litigation commenced by third parties which by injunction or other similar judicial action that directly results in delays, or acts of any Federal, State or local government unit that results in delays, or any unforeseen circumstances beyond the Developer's reasonable control.

12. Notice to Proceed: The Developer agrees not to commence any grading, utility or street work within the Development until first receiving a written "Notice to Proceed" from the City Engineer.

13. Warranty of Improvements: The Developer represents and warrants that all of the Developer Installed Improvements made shall be guaranteed to be properly functioning as designed for a period of two (2) years following approval by the City of the Developer Installed Improvements ("Warranty Period"). In the case of any material or labor that is supplied and that is reasonably rejected by the City as defective or unsuitable, then the rejected materials shall be removed and replaced with approved material, and the rejected labor shall be done anew to the reasonable satisfaction and approval of the City at the sole cost and expense of the Developer. In any event, none of the Warranty Periods identified herein shall begin to run until all of the Developer Installed Improvements have been approved by the City. If the Developer does not proceed to correct or repair improvements under this section once notified by the City, it shall be considered an Event of Default under the Development Agreement. The Developer shall post a letter of credit to guarantee completion of warranty items.

14. Financial Guarantee: The Developer shall provide a financial guarantee to the City, in the form of a cash escrow or irrevocable letter of credit in the amount equal to one hundred twenty five percent (125%) of the estimated amount of the required Developer Installed Improvements to be completed in the Development. Such financial guarantee shall be subject to the City's approval as to the documentation evidencing the guarantee. Any letter of credit shall be from a FDIC insured financial institution approved by the City. The City's Engineer shall calculate the estimated cost of completion of the Developer Installed Improvements for the Development. One hundred twenty five percent of that amount will be required as a financial guarantee. Except as hereinafter provided, the City shall have the right to retain the financial guarantee until the Developer Installed Improvements have been completed to the satisfaction of the City. The Developer may request reduction of the escrow or letter of credit amount as work on the Developer Installed Improvements progresses. When making any such request, the Developer shall send a written request to the City's Engineer for a specific reduction in the amount of the escrow or letter of credit. The City Engineer shall review that request and make a recommendation to the City as to whether or not the escrow or letter of credit should be reduced and if so, to what amount. The City shall then decide whether or not to reduce the escrow or letter of credit. The City, however, will not reduce the escrow or letter of credit, below 20% of the estimated cost of the Developer Installed Improvements until after submittal of record plan documents as required by paragraph 25, or below ten percent (10%) of the total construction cost of the Developer Installed Improvements until two (2) years following expiration of the warranty for the Developer Installed Improvements. At that point, the escrow or letter of credit shall be released or refunded, as the case may be, assuming no warranty work remains to be done.

15. Signs, Signals, & Markings. All costs associated with said markings, signs and signals are to be borne by the Developer. Placement of signage, whether on a temporary basis for construction, or on a permanent basis as part of the Development, shall be as directed by the City Engineer.

16. Lowest Floor Elevations. No building shall be constructed on any of the Lots herein unless the lowest floor elevation is at least two (2) feet above the 100-year flood elevation or two (2) feet above the high groundwater elevation, whichever is greater, for the subject property. Additionally, the lowest floor elevation shall be specifically referenced and designated, for each Lot, on a certificate of survey, which survey shall be provided to the City before any building permits are issued.

17. House Sizes and Locations – Planned Unit Development. The house sizes and locations for those houses shall be in accordance with the Housing Size Location Plan, as approved in the Planned Unit Development.

18. Park Fee. The City has a policy to build up a capital account for future park acquisition and/or development by means of a park dedication fee. For the Final Plat the Developer agrees to pay a park dedication fee based on the number of residential units. Park Fees for Final Plats approved shall be as per the City Fee Schedule. Fees shall be paid before the City signs the Final Plat.

19. Signal Light Fee: The Developer shall contribute a signal light fee based on the number of residential units (Lots). Signal Light fees for Final Plats approved after that date shall be as per the City Fee Schedule. Fees shall be paid before the City signs the Final Plat.

20. Trunk Utility Charge: The Developer shall pay a utility trunk charge based on the number of residential units (Lots) as per the City Fee Schedule. Trunk Utility fees for Final Plats approved after that date shall be as per the City Fee Schedule. Fees shall be paid before the City signs the Final Plat.

21. Agency Approval. The Developer agrees to submit the utility plans, or any portions thereof, to all appropriate federal, state, county or local governing agencies or bodies for their written approval.

22. Plat Conditions. All general and special conditions, plans, special provisions, proposals, specifications and contracts for the Plat shall be and hereby are made apart of this Agreement by reference as if fully set out herein in full.

23. Miscellaneous Provisions. The Developer specifically understands that approval for Heritage Estates is given subject to the following requirements:

a. The Final Plat must be submitted by the Developer to the City for recording (and the Mylar "hard shells" must be fully executed) within one hundred twenty (120) days of the Council motion giving Final Plat approval or else said approval shall be null and void. The Developer will pay for all costs pertaining to Plat recording. The Developer shall also submit the Final Plat and "as constructed street and utility plans" in electronic format. The electronic format shall be the most current version of AUTOCAD in NAD 83 Isanti County Coordinates for mapping purposes.

b. Final Plat approval shall be contingent upon compliance with grading, storm water drainage, and utility plan approval by the City.

c. All applicable conditions of Plat approval must be met before any deeds are stamped for recording and prior to the recording of the Final Plat at the Isanti County Recorder's Office.

d. No building or other permits shall be issued, until the Final Plat has been recorded with the Isanti County Recorder; all street signs have been erected by the Developer (as determined by the City); and curb, gutter and the bituminous base course has been placed. This provision specifically requires that the surface water drainage system must be completed and functioning to the satisfaction of the City.

e. Each Single Family structure in future Phases shall meet the square footage requirements for the home and garage, and setback requirements per the Planned Unit Development and all applicable City Code and Ordinance requirements

f. The Developer shall pay all fees relating to this subdivision, including the cost of recording documents relating to Developer's responsibilities hereunder with Isanti County.

g. Exterior lighting or advertising activities on the site shall comply with City ordinance regarding same.

h. Drainage and erosion control methods for this development shall be completed prior to the City accepting the roadway or approving the Developer Installed Improvements. All work shall be inspected by the City to insure that it complies with City standards. The Developer is responsible for complying with the provisions of the MPCA's NPDES Stormwater Permit. Where the MPCA and City requirements differ, the more stringent or restrictive requirement shall govern.

i. The Developer shall permit access to the land herein for periodic inspection to assure conformance with the conditions herein.

j. The Developer shall remove all temporary soil stabilization and erosion control devices, such as silt fencing, before the escrow held by the City is returned to the Developer.

k. No material deviations from the approved Final Plat and or construction plans shall be allowed unless approved in writing by the City.

l. The Developer shall dedicate all required street and utility easements.

m. The Developer shall dedicate temporary cul-de-sac easements and install a temporary bituminous cul-de-sac at the end of Phase 1 paved roads, built to City standards.

n. The Developer shall provide the City with accurate and complete legal descriptions of all parcels of land that are to be subdivided as a part of this project.

o. A certificate of survey shall be provided by the builder to the Building Inspector for each Lot at the time a building permit is requested for that Lot. The Developer shall also provide to the City a certificate indicating that all Lots in the Development are graded as per the grading plan submitted.

p. The Developer shall provide on-site a sufficient number of portable outhouses to be available for the persons who will be working on-site.

q. During the installation of the Developer Installed Improvements, Developer shall remove all tree waste; junk, miscellaneous debris, junk vehicles, and any

other personal property from land still owned by Developer pursuant to the City Code and shall seal wells as directed by the State of Minnesota.

r. Deed restriction shall advise owners of all lots of the requirements of this Development Agreement as follows: THE LAND WITHIN THIS PLAT, INCLUDING THE LAND CONVEYED HEREIN, IS BOUND BY RESTRICTIONS IN A DEVELOPMENT AGREEMENT. SAID DEVELOPMENT AGREEMENT IS ON FILE AT THE OFFICE OF THE ISANTI COUNTY RECORDER FILED AS DOCUMENT NO. _____.

s. The Developer is responsible for the installation of mailboxes according to the United Stated Postal Service regulations. The Developer shall work with the local Postmaster to identify mailbox locations. The mailboxes must be installed before a Certificate of Occupancy is issued.

24. Special Provisions. The following shall apply:

a. Tree Preservation Plan – As applicable, a Tree Preservation Plan shall be prepared by the Developer and approved by the City for portions of the Development that have significant or specimen tree stands. Such plan shall show the location of homes and grading of those Lots, so as to protect as many of these trees as possible.

b. Planned Unit Development – The Development is approved by the City as a Planned Unit Development, in which the conditions of such approval, authorized in City Council Resolution 2018- 284, shall apply.

c. Homeowners Association – As a condition of approval, the Developer agrees to form a homeowner's association in which membership is mandatory for the owners of all housing units within the Development. The homeowner's association shall be solely responsible for operation, maintenance and repair of all Development Installed Improvements, including sanitary sewer, watermain and water services, and storm water improvements. All Developer Installed Improvements shall be maintained in accordance with all City Code, City Engineering and Public Works standards. The Developer agrees to provide a copy of all homeowner's association documents to the City, with approval subject

to review of the City Attorney. The City shall have no responsibility for any improvements or utilities located within platted easements or easements in favor of the Association.

d. The Developer agrees to pay liquidated damages to the City if any Lot, upon which a home has been built, has a real estate closing to an individual intending to use such home as a residence before a certificate of occupancy has been issued for that Lot and/or before all Developer Installed Improvements within the Plat are certified as being substantially completed by the City. Specifically, the Developer agrees to immediately pay to the City liquidated damages in the amount of one thousand dollars ($1000.00) for each such closing which occurs in violation of this paragraph. The City shall be authorized to retain an appropriate percentage of the financial guarantee referred to in paragraph 14 as security for payment of any liquidated damages owed to the City and to withdraw any such liquidated damages from said financial guarantee. The City reserves the right to withhold issuance of a Certificate of Occupancy in addition to liquidated damages until all Developer Installed Improvements are certified as being substantially complete.

e. The Developer agrees to pay liquidated damages to the City, in the amount of five hundred dollars ($500.00), if the Developer encroaches upon any City road right-of-way or utility easement without first obtaining a written permit from the City expressly authorizing said encroachment. The City shall be authorized to retain an appropriate percentage of the financial guarantee referred to above as security for payment of any liquidated damages owed to the City and to withdraw any such liquidated damages from said financial guarantee.

f. Sodding and Seeding Requirements. All boulevards, public areas, and storm water drainage areas shall be initially seeded and stabilized at completion of mass grading operation by the developer. Prior to issuance of a certificate of occupancy of a single-family residence, it shall be the responsibility of the builder or home owner to install sodding in all lot front yards, side yards, and back yards per City Zoning Ordinance. Said sodding shall be complete, established and growing within sixty (60) days of issuance of a Certificate of Occupancy, except that, if the Certificate of Occupancy is issued between the dates of October 1 and May 1,

then the sodding required herein shall be complete, established and growing no later than July 1 with the appropriate escrow established for the lot.

(1) All Lots shall receive four (4) inches of premium top soil (as defined by MNDOT, from a source approved by the City Engineer) prior to sodding, in accordance with City Ordinance 445, Zoning Ordinance.

(2) All seeded areas in the development shall be tilled to loosen compacted soils and receive 4 inches of topsoil. MNDOT #25 seed mix shall be used for all constructed storm water ponds and replacement areas.

25. Record Information Requirements. Following completion of all development activities, the Developer shall provide to the City "as-built" plans for all Developer Installed Improvements and land within the Plat. This information shall be provided to the City by two (2) printed copies, one (1) mylar "hardshell" and one (1) in an electronic GIS file format acceptable to the City Engineer. Such record drawings shall be submitted by the Developer and approved by the City Engineer, prior to the City approving the Developer Installed Improvements and starting the warranty period. As-built information shall include:

a. Topography in two-foot contour intervals.

b. Water System facility information, including:

(1) Location, size and depth of all mains;

(2) Location and type of all valves; and,

(3) Location of all hydrants.

c. Sanitary sewer facilities information, including:

(1) Location, size and depth of all mains;

(2) Location and invert elevations of all manholes; and,

(3) Location, size and depth of all lift stations.

d. Storm sewer facilities information, including:

(1) Location, size and depth of all storm sewers;

(2) Location and invert elevations of all manholes; and,

(3) Location, type and outflow elevations of all storm water control structures.

e. Flood plain boundaries.

f. Ordinary high water elevation for all water bodies.

g. Location of all easements and restrictive covenants.

h. Location of all road rights-of-way.

i. Location of all streets, sidewalks and trails.

j. Location and description of all surveying monuments.

k. The Developer shall also provide such other information regarding the Plat as is reasonably requested by the City.

26. Warranty of Title. The Developer warrants and represents to the City that it is the fee owner of the land described in the Plat and that it has authority to execute the Development Agreement and agree to the conditions hereof. The Developer also represents and warrants that the use for which this Development is sought will not violate any restrictive covenants applying to the property.

27. Lien Waivers – Copies of signed and recorded lien waivers are required from each of the Developer's Contractors and Subcontractors. The Lien Waivers shall be submitted to and approved by the City Engineer prior to accepting the Developer Installed Improvements and starting the warranty period.

28. Binding Effect. This Agreement shall be deemed to be a restrictive covenant and the terms and conditions hereof shall run with the land described herein and be binding upon and inure to the benefit of the heirs, representatives and assigns of the parties hereto, and shall be binding upon all future owners of all or any part of the subdivision, and shall be deemed covenants running with the land. Reference herein to the Developers, if there be more than one, shall mean each and all of them. This Agreement shall be placed of record so as to give notice hereof to subsequent purchasers and successor owners. The cost of said recording shall be borne by the Developer

29. Restrictions on Transfer/Indemnification.

a. Indemnification. The Developer agrees to defend and hold the City, and its officials, employees and agents, harmless against any and all claims, demands, lawsuits, judgments, damages, penalties, costs and expenses, including reasonable attorney's fees, arising out of actions or omissions by the Developer, its employees and agents, in connection with the Development.

b. Enforcement by City; Damages. The Developer acknowledges the right of the City to enforce the terms of the Development Agreement against the Developer, by action for specific performance or damages, or both, or by any other legally authorized means. The Developer also acknowledges that its failure to perform any or all of its obligations under the Development Agreement may result in substantial damages to the City; that in the event of default by the Developer, the City may commence legal action to recover all damages, losses and expenses sustained by the City; and that such expenses may include, but are not limited to, the reasonable fees of legal counsel employed with respect to the enforcement of the Development Agreement.

30. Hold Harmless Agreement. The Developer acknowledges that its failure to control erosion in accordance with the plans and exhibits as contained herein may cause flooding and/or damage to adjoining property owners. In such event, the Developer agrees to hold the City harmless and indemnify the City from claims of all third parties or the Developer for damages arising out of such flooding and/or damages.

Further, in the event the City undertakes any corrective actions to prevent or minimize any such flooding and/or damage, the Developer agrees to hold the City harmless and indemnify the City from claims of all third parties for damages arising out of said corrective action by the City, and agrees to reimburse the City for all out of pocket expenses incurred by the City arising out of the corrective action including, but not limited to, any cost necessary to re-landscape disrupted soils located within the Development.

31. Insurance. The Developer will provide and maintain or cause to be maintained at all times during the process of construction of the Developer Installed Improvements until six (6) months after acceptance of all Developer Installed Improvements and, from time to time at the request of the City, furnish with proof of payment of premiums on:

a. Comprehensive general liability insurance (including operations, contingent liability, operations of subcontractors, completed operations and contractual liability insurance) together with an Owner's Contractor's Policy with limits against bodily injury, including death, and property damage (to include, but not be limited to damages caused by erosion or flooding) which may arise out of the Developer's work or work of any of its subcontractors. Limits for bodily injury or death shall not be less than $1,000,000.00 for one person and $2,000,000.00 for each occurrence; limits for property damage shall not be less than $500,000.00 for each occurrence. The City, City Engineer, and Developer's Engineer shall be additional named insureds on said policy. The Developer shall file a copy of the insurance coverage with the City.

b. Worker's compensation insurance as required by statute.

32. Events of Default.

a. Events of Default Defined. The following shall be "Events of Default" under the Development Agreement and the term "Event of Default" shall mean, whenever it is used in the Development Agreement, any one or more of the following events:

(1) Subject to unavoidable delays, failure by the Developer to commence and complete construction of the Developer Installed Improvements pursuant to the terms, conditions and limitations of the Development Agreement. For purposes of this Agreement, "unavoidable delays" means delays which are the direct result of acts of God, unforeseen adverse weather conditions, strikes, other labor troubles, fire or other casualty to the Improvements, litigation commenced by third parties which, by injunction or other similar judicial action, directly results in delays, or acts

of any federal, state or local governmental unit, and which directly results in delays

(2) Failure by the Developer or Homeowner's Association to observe or perform any covenant, condition, obligation or agreement on its part to be observed or performed under the Development Agreement.

b. Remedies on Default. Whenever any Event of Default occurs, the City may take any one or more of the following:

(1) The City may suspend its performance under the Development Agreement until it receives assurances from the Developer, deemed adequate by the City, that the Developer will cure its default and continue its performance under the Development Agreement. Suspension of performance includes the right of the City to withhold permits including, but not limited to, building permits.

(2) The City may initiate such action, including legal, equitable or administrative action, as is necessary for the City to secure performance of any provision of the Development Agreement or recover any amounts due under the Development Agreement from the Developer, or immediately draw on the financial guarantees provided by the Developer pursuant to the Development Agreement.

(3) The City may draw upon any escrow or financial guarantee established pursuant to this Agreement.

(4) The Developer agrees that if the escrow or financial guarantee is insufficient or terminates, the City has the right in its sole discretion, but shall have no obligation, to use the special assessment process under Minnesota Statute, Chapter 429, to construct and pay for uncompleted Developer Installed Improvements or to correct and repair any non-compliant improvements under warranty, or to cure any default in performance of any obligations of the Developer or the Homeowner's Association under the terms of this agreement. This constitutes a petition by all current and future owners of lots within the development to

undertake such public improvements under Minnesota Statutes, Chapter 429.

33. Notice and Demands. Except as otherwise expressly provided in the Development Agreement, a notice, demand or other communication under this Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally; to the addresses as follows:

a. Developer — Level Construction, LLC
20891 145th Street NW
Elk River, MN 53330

b. City — City of Isanti
City Administrator
P.O. Box 428
Isanti, MN 55040

Either party may designate an additional or another address upon giving notice to the other party pursuant to this paragraph.

34. Disclaimer of Relationship. Nothing contained in this Agreement or any Development Agreement nor any act by the City or the Developer shall be deemed or construed by any person to create any relationship of a third-party beneficiary, principal and agent, limited or general partner, or joint venture among the City, the Developer, and/or any third party.

35. Receipt Acknowledgment. The City shall acknowledge receipt of the funds received at the time the Development Agreement is signed.

36. Other Provisions

a. Modifications. The Development Agreement may be modified solely through written amendments hereto executed by the Developer and the City.

b. Counterparts. The Development Agreement may be executed in any number of counterparts, each one of which shall constitute one and the same instrument.

c. Judicial Interpretation. Should any provision of the Development Agreement require judicial interpretation, the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself of through its agent or attorney prepared the same, it being agreed that the agents and/or attorneys of both parties have participated in the preparation thereof.

d. Governing Law. The Development Agreement shall be construed under the laws of the State of Minnesota.

e. Severable Provisions. If any word, phrase, clause or part of this Agreement is found unenforceable, the balance of the Agreement shall remain in full force and effect.

The Remainder of this page is left intentionally blank.

IN WITNESS WHEREOF, the City and Developer have caused this Agreement to be duly executed on the day and year first above written.

CITY OF ISANTI

By_____
Mayor

By_____
City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF ISANTI)

On this _____day of _____, 2018, before me, a Notary Public, personally appeared Jeff Johnson and Josi Wood, of the City of Isanti, a Minnesota municipality within the State of Minnesota, and that said instrument was signed on behalf of the City of Isanti by the Mayor and City Administrator and, hereby acknowledge said instrument to be the free act and deed of said City of Isanti.

_____
Notary Public

Level Construction, LLC

By _____
Monty Jensen, President

STATE OF MINNESOTA)

) ss.

COUNTY OF RAMSEY)

On this 28 day of March 2018, before me, a Notary Public, within and for said County and State, personally appeared Monty Jensen, to me personally known, who, being by me duly sworn did say that he is the President of Level Construction, LLC., a Minnesota limited liability corporation, named in the foregoing instrument, and that said instrument was signed on behalf of said corporation and acknowledged said instrument to be the free act and deed of said corporation.

_____
Notary Public

Jaden Kaye Moore
Notary Public
Minnesota
My Commission Expires January 31, 2023

This document was drafted by:

City of Isanti
110 1st Avenue North
P.O. 428
Isanti, MN 55040-0428
Telephone: 763-444-5512

K.11.

RESOLUTION 2019-XXX

RESOLUTION APPROVING AMENDMENT TO THE 2019 BUDGET

WHEREAS, on December 4, 2018 the City Council approved the City of Isanti 2019 Budget; and,

WHEREAS, the 2019 budget includes a pay rate of $11.50 per hour for seasonal employment; and,

WHEREAS, the Isanti City Council has determined a pay rate of $13.00 per hour necessary to be able to fill the budgeted positions, and that sufficient funds have not been expended as the Public Services Director position has been vacant thus far in 2019, to offset the aforementioned pay increase; and,

WHEREAS, the Isanti City Council authorizes the following amendments to the 2019 budget.

	CURRENT	PROPOSED	CHANGE
101-43100-100	$ 125,217.00	$ 124,682.00	$ (535.00)
101-43100-101	$ 4,096.00	$ 4,631.00	$ 535.00
101-43210-100	$ 4,800.00	$ 3,922.00	$ (878.00)
101-43210-101	$ 6,730.00	$ 7,608.00	$ 878.00
101-45300-100	$ 134,047.00	$ 132,444.00	$ (1,603.00)
101-45300-101	$ 23,990.00	$ 25,593.00	$ 1,603.00

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to amend the 2019 budget.

This Resolution is hereby approved by the Isanti City Council this 2nd day of April, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
March 26, 2019
City Council Chambers

1. Meeting Opening.

A. Call to Order.
Zdon called the meeting to order at 6:00 p.m.

B. Pledge of Allegiance.
Everyone stood for the Pledge of Allegiance.

C. Roll Call.
Members Present: Jennifer Garvey, James Witte, Aaron Zdon, and Mayor Johnson
Staff Present: Josi Wood, City Administrator

D. Agenda Modifications.
Zdon asked if there were any agenda modifications, Wood stated there was one agenda modification for discussion of sign and lettering for Isanti Indoor Arena. Motion from Witte, second by Johnson; the motion passed.

2. Approval of Minutes from February 26, 2019 Parks, Recreation, and Culture Board Meeting

Motion by Witte second by Garvey. Minutes were unanimously approved.

3. Adopt A Park Program

Wood shared that it was requested by Park Board that this come back for discussion. She continued to share that she had updated the program back in 2013 or 2014 but have not had anyone partake in this. Zdon shared that Park Board was not aware of it. Wood stated that it has been part of the brochure and parks website with no interest. Witte asked if it is promoted on the Facebook. Wood stated that she was unsure if Katie ever shared it on Facebook. Garvey suggested that if it were changed to a one-year commitment it may get more people participating. Garvey suggested removal of the language pertaining to Mondays following a busy weekend or days directly following holidays and avoid areas where hazardous conditions may exist. Garvey continued to explain that the parking lot may be a place where it should be picked up as well. Wood suggested revising the language to say use caution in the area versus avoiding the area. Wood further suggested taking out the language of Public Works Department will provide tools and equipment required to perform tasks and have the groups responsible to provide the tools and equipment instead in order to prevent liability issues. Garvey suggested the language change to tools recommended. Johnson stated that the program should be reviewed. Wood shared that she should would review it for changes. Zdon stated that it could be looked at again in May.

4. 2019 Park Visits

Wood shared that last year everyone divvied up the parks and questioned the Board if that is how they wanted 2019 Parks. Wood continued to share that in previous years it seemed there was not enough time in one evening to get to all the Parks resulting in some Parks not getting looked at. Johnson questioned if the Board wanted to look at it as a group. Zdon stated that it takes hours and last year it was raining and cold. Zdon suggested divvying up the Parks again and everyone reporting back to the board. Johnson stated that one person is vacant and he would gladly take on the Parks of the vacant board member. Witte stated he would take River Bluff Park and Johnson agreed and said he would gladly take Legacy Park.

Wood questioned the Board if Katie Everett emailed out Park Ambassador Checklists ahead of time. Garvey stated that it was a good helpful guide with Johnson in agreeance. Garvey shared that the sooner the checklists were sent out the better. Wood said that she would email out the checklist.

5. Parks Updates

Wood shared that March movie night attendance was about 20 for the Emoji Movie with another movie coming up called Guardians of the Galaxy. Wood continued to share that the Isanti Ambassadors are volunteering and that she would be doing that movie night.

Wood further shared that Committee of the Whole had discussed the Dog Park rules and they did recommend that it be included in City Code by Ordinance. Wood stated that City Code has other park rules, skate park rules and will have a separate article 3 that will include Dog Park rules.

Wood stated that Earth Day Cleanup is coming up and that she has all the materials. Wood shared that a few groups have expressed interest but have not committed yet.

The Farmers' Market pre-season meeting is on April 26 at the Community Center. There have been a lot of great vendors coming in but are still looking for a few more.

Wood stated that Katie Everett's last day was March 20th. City staff are interviewing this week with a lot of applicants some applicable and some not.

Wood shared that Facebook pages were discussed at Goal Setting and also discussed at Committee of the Whole. It is planned to go to City Council meeting on April 2nd to have different Facebook pages where a lot of great information can get to residents and community members. Wood further shared that due to staff capacity, to make sure there is not too many sites. The plan is to combine the official City of Isanti Facebook page with Isanti Events and Community Center.

6. CICB Request to Use Unity Ballfield- More information shared at meeting

Wood shared the Cambridge-Isanti Competitive Baseball Association has reached out and had interest in Unity Ballfield. In the past there have been church leagues that have taken part in using that ballfield but not a lot. Last year there was only one church league that took advantage of the ballfield. Wood continued to share that a few years ago the field had a revamp where Public Works took bumps out of the field. Cambridge-Isanti Competitive Baseball Association has requested a flat season rate versus per day. Josh DeLeeuw from Cambridge-Isanti Competitive Associate shared that they use a number of fields in Cambridge for their baseball program and use a lot of the school fields through Community Education as well. He further shared that they would use the field for practice and make-up games. Josh stated that it would be a good asset to the baseball association as well as the City because the City is paying for the field to be maintained to sit empty. Josh DeLeeuw stated that the association pays $250 a year for the permit and the association is looking for something similar. Wood questioned what days the association is looking to use the ballfield. Josh DeLeeuw stated they are looking to use the park Monday, Wednesday and Thursdays starting April 15th until June 20th. Committee discussed that since they are renting for a number of days possibly a discount in price. Josh DeLeeuw stated that the association is Cambridge-Isanti Competitive Baseball so it would be nice to have it here in Isanti too. It was agreed by the PRC Board to have CICB rent the field at the regular rate but may consider a discount next year with more notice to discuss the matter.

6. B. Sign and Lettering- Isanti Indoor Arena

Wood stated that we have the monument sign at the Isanti Indoor Arena that is used for advertising, evening meetings for BMX and State Finals. In the past it was directed that staff would keep those letters and do all the changing of the sign. Wood stated that she would like to request to give the letters over to BMX and allow them to be able to change words on the sign. With the frequency that BMX wants to change the sign, staff does not have the capacity. BMX may have the time to fine tune it to what can and cannot be put on the sign and abbreviate it as needed. Wood further stated that it may be something that stay with the facility and can be drafted by letter as an understanding between the City and BMX that if the letters are lost, broken or want more letters than what they have, BMX can do so at their cost. Motion by Johnson to approve moving forward with Isanti Indoor Arena sign changing taken over by Rum River BMX. Motion by Johnson, second byWitte. Motion passed unanimously.

7. Adjournment

Motion by Johnson, second by Witte to adjourn the March 26, 2019 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:36 p.m.

Dated at Isanti, Minnesota this 26th day of March, 2019.

Respectfully submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, APRIL 16, 2019 – 7:00 P.M.
CITY HALL

I. Citizens Input

II. Agenda

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Minutes
1. April 2, 2019 - Regular Meeting of the City Council
2. April 2, 2019- Economic Development Authority Meeting

G. Announcements

1. Park, Recreation, & Culture Board Meeting	Tuesday, April 23, 2019 at 6:00 p.m.
2. Good Governance Meeting	Tuesday, May 7, 2019 at 5:00 p.m.
3. City Council Meeting	Tuesday, May 7, 2019 at 7:00 p.m.
4. EDA Meeting	Tuesday, May 7, 2019 *(Immediately following the City Council Meeting)*

H. Council Committee Reports

I. Public Hearings
1. Resolution 2019-XXX Adopting Assessment for 1990-91 Palomino Road Improvement *(Clark Joslin)*

J. <u>Business Items</u>
1. Resolution 2019-XXX Accepting the 2018 Audit and Financial Statement and Presentation of 2018 Annual Financial Report and Management Letter (AEM, LLP *(Steve McDonald/ Justin Nilson)*)
2. Resolution 2019-XXX Approving Brewer Off Sale, Brewer Tap Room and Sunday Liquor License Application for First Draft Brewery *(Warren Thunstrom)*
3. Overlay District Zoning and Ordinance Discussion *(Paul Bergley)*
4. Resolution 2019-XXX Policy for Police Officer Presence at Meetings
5. Resolution 2019-XXX Approving Employee Demotion

City Administrator Josi Wood
6. Resolution 2019-XXX Approving a Special Event Permit Application for 2019 Minnesota State Series Qualifying Race
7. Resolution 2019-XXX Approving Fence Installation and Amenities for the City Dog Park

K. Approve Consent Agenda

1. Accounts Payable in the Amount of $293,518.23, Payroll in the Amount of $99,672.06
2. Final Pay Request for the 2018 Street and Utility Improvements Project in the amount of $283,225.26
3. Resolution 2019-XXX Authorizing Advertisement for Bids for TH 65 & Cajima Street RCUT Improvements Project within the City of Isanti
4. Resolution 2019-XXX Approving Hire of Public Services Director
5. Resolution 2019-XXX Approving Hire of Seasonal Maintenance Workers
6. Resolution 2019-XXX Approving Hire of Parks, Recreation, and Culture Manager
7. Resolution 2019-102 Amendment to Include Community Development Director Contract

L. Other Communications

1. March Police Department Reports
2. March Code Enforcement Officer Report
3. March Building Inspector Report
4. April Engineering Project Status Report
5. 2020 Budget Timeline

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, APRIL 2, 2019 – 7:00 P.M.
CITY HALL

II. Agenda

Mayor Johnson called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Ross Lorinser, Steve Lundeen and Dan Collison

Members Absent: Paul Bergley

Staff Present: City Administrator Josi Wood, Assistant City Administrator/ Special Projects Don Lorsung, Human Resources/ City Clerk Katie Brooks, City Attorney Clark Joslin and Assistant City Engineer Jason Cook

Others Present: Fire Chief Al Jankovich, Rodrick Barrows, Tara Barrows, Al Garber, Mark Reller, Phyllis Harmon, Lynn Hoveid, Sarah Carling, Dustin Peterson, Karen Klund, Alyssa Chartrand, Monty Jensen, Jared Charles and Melissa Bettendorf

A. Adopt Agenda

Motion by Lundeen, second by Collison to approve the agenda as presented. Motion passed 5-0. Motion carried.

B. Proclamations/Commendations/Certificate Awards

1. Week of the Young Child – April 8 through April 12, 2019
Mayor Johnson proclaimed that April 8th, 2019 through April 12th, 2019 will be recognized as the *Week of the Young Child* and encouraged all citizens to work to make an investment in early childhood in Isanti, MN.

F. Approve City Council Minutes

1. March 19, 2019 -Regular Meeting of the City Council
2. March 19, 2019- Committee of the Whole Meeting
3. March 19, 2019- Planning Commission Meeting
4. February 26, 2019- Parks, Recreation, and Culture Board Meeting

Motion by Lundeen, second by Collison to approve minutes as presented. Motion passed unanimously 5-0. Motion carried.

G. Announcements

1. Open House Regarding the 2019 RCUT Intersection Improvement- TH 65/ Cajima St NE	Tuesday, April 2, 2019 at 5:30 p.m.- 6:30 p.m.
2. Committee of the Whole	Tuesday, April 16, 2019 at 5:00 p.m.
3. City Council Meeting	Tuesday, April 16, 2019 at 7:00 p.m.

4. Planning Commission Meeting — Tuesday, April 16, 2019 *(Immediately following the City Council Meeting)*

5. Park, Recreation, & Culture Board Meeting — Tuesday, April 23, 2019 at 6:00 p.m.

H. Council Committee Reports

None

I. Public Hearings

None

J. Business Items

1. Fire Chief Al Jankovich Annual Update *(Jeff Johnson)*

Fire Chief Al Jankovich presented the Annual Fire District Report to the City Council. Jankovich shared a list of all current firefighters as well as the total years of service at the end of last year being 140 years with the average number of years between all members of 6 years. Al Jankovich stated that the fire district had responded to 979 phone calls in 2018. Athens Township with 110, Bradford Township with 162, City of Isanti with 451 [and other calls from neighboring townships].14 calls were mutual aid through assisting neighboring fire departments. Al Jankovich reported run count history starting with 724 runs in 2011 and slowly rising up to the 979 calls last year. Jankovich further shared the incident types- district wide- with 56 fires and 738 rescues. Jankovich stated that the Fire Districts budget for 2018 was $606,793.00 with a great year for grants last year with a large grant from FEMA which allowed for new breathing packs for fire fighting totaling $251,072.00 as well as money for training from the State of Minnesota, East Central Energy and Minnesota State Fire Department Association. Jankovich further shared that is was a great year for donations as well totaling $18,553.13 with $17,753.13 from the Fire Fighters Rodeo Association, $650.00 from Long Lake Lutheran Church and $150.00 from Miscellaneous donations. Jankovich shared that between different Fire District bank accounts there is an approximate $500,000.00 to purchase a new fire engine. Councilmember Lorinser asked if there was a way to collect on bills that are sent out to people. Chief Jankovich stated that the fire district currently invoices in- house for collections. Jankovich shared that the budget for 2019 is $605,500 with the City paying $57,811.56 Quarterly. City Council further commended the Isanti Fire District for doing a great job.

2. Dahlin Street Discussion Continued (*Jeff Johnson*)

City Administrator Josi Wood shared that she had reached out to the businesses on Dahlin Street to address any concerns to traffic as well as parking to only one side of the street. Council member Lorinser asked what businesses were in favor. Wood stated that Federated Co-op was in favor of parking only on one side of the street. Lorinser asked what Rendezvous Coffee's opinion was. Wood stated that Rendezvous Coffee wanted to know why it had not been addressed when there was curb and gutter put into the street approximately in 2004. Wood further stated that Rendezvous Coffee wanted to know if there were any complaints or issues in the past and also wanted to know if streets in the City with the same width will be looked into as well. Wood informed the council that Rendezvous Coffee did not state whether they were for or against parking only on one side. Council member Lundeen stated that there is a definite problem there and that it is only a one-way street. Council member Lorinser questioned what the width is on Dahlin Street. Wood stated that it is 34 feet. Lorinser asked what the width needs to be to have parking on both sides of the street. Assistant City Engineer Jason Cook stated that 38 feet for parking on both sides. Consensus from City Council is to continue discussion at Committee of the Whole meeting.

3. Lexipol Discussion Continued *(Jeff Johnson)*

Human Resources/ City Clerk Katie Brooks shared that she asked all Police Officers their opinion on this item and that many of the officers that had not experienced Lexipol had lots of questions as to how the implementation would work and how it would be tailored for City of Isanti. Brooks further shared that there are a lot of unanswered questions and if there were clear answers for the officers it would be more of a unanimous decision. Mayor Johnson shared that there were 8 officers that had said yes, 3 officers that had said no and 4 officers that were unsure. Brooks further stated that the officers recommended waiting on a Lexipol decision until a chief is in place.
Motion by Johnson, second by Collison to place Lexipol in the budget for 2020 and bring to Committee of a Whole meeting for further discussion. Motion passed 3-1 with Lorinser voting nay. Motion carried.

4. Resolution 2019-093 Policy for Video Recording City Council Meetings Discussion Continued (*Jeff Johnson*)

City Administrator Josi Wood shared that this was an item that was discussed at Committee of the Whole meeting on March 19th, 2019 and it was discussed on what is currently being done which is YouTube at regular City Council meetings, minutes that are required by state statute and audio on the City website. Wood shared there is nothing in policy in regards to recordings and YouTube. Lorinser stated that he believes that Committee of the Whole meetings should be recorded on YouTube. A motion was made to leave the video recording as is. There was no second. Lundeen stated that he agreed with Lorinser and did not see the big deal to video record Committee of the Whole meetings. Mayor Johnson stated that we do not have the staff capacity to do it. Lorinser stated if it was live, we do. Council further discussed this matter.
A motion by Collison, second by Lundeen to continued video recording regular City Council meetings and begin recording Committee of the Whole meetings. Motion passed 3-1 with Johnson voting nay. Motion carried.

City Administrator Josi Wood

5. Resolution 2019-094 Approving a Special Event Permit Application for the Walk for Life Event

City Administrator shared that this event is being hosted by the Pregnancy Resource Center and the Lex Specialty Clinic. Wood shared the event will be held at Bluebird Park with the event open to the public. Wood continued to share that the submission of all applicable forms and payments have been received for the event as well as a sign permit, cleanup deposit fee and reservation of the Bluebird Park shelter.
Motion by Lundeen, second by Collison to approve resolution as presented. Motion passed 4-0. Motion carried.

K. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $382,068.90, Payroll in the Amount of $103,923.83 and First Quarter Payroll for Council/ Boards/ Commissions in the Amount of $10,866.48
2. Resolution 2019-095 Designating Polling Places for Annexed Properties
3. Resolution 2019-096 Resolution to Declare Certain Property as Surplus and Authorize its Sale by Public Auction
4. Resolution 2019-097 Authorizing Engineering Proposal for Annex Service Feasibility Study
5. Resolution 2019-098 Personnel Policy Change Compensatory Time for Exempt Staff
6. Resolution 2019-099 Approving City Social Media Facebook Pages
7. Resolution 2019-100 Awarding Quote for Outsourcing the Mowing of Nuisance Weed/Grass Abatement Lots
8. Resolution 2019-101 Authorizing Mayor Jeff Johnson to Attend League of MN Conference
9. Resolution 2019-102 Offering Position of Community Development Director
10. Resolution 2019-103 Approving the Development Agreement for Heritage Estates Subdivision
11. Resolution 2019-104 Approving Amendment to the 2019 Budget

Motion by Lundeen, second by Collison to approve consent agenda. Motion passed 4-0. Motion carried.

L. Other Communications

1. Draft Minutes from the March 26, 2019 Parks, Recreation, and Culture Board Meeting

Adjournment

Motion to adjourn by Lundeen, second by Collison. Motion passed 4-0. The meeting was adjourned at 7:35 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
April 2, 2019
Isanti City Hall

1. Call To Order

The meeting was called to order by EDA President Jeff Johnson at 7:41 p.m.

a. Pledge of Allegiance

b. Roll Call

Members Present:	Jeff Johnson, Dan Collison, Ross Lorinser, Jill Reller, and Rod Barrows (New Member)
Members Absent:	Paul Bergley
Staff Present:	Assistant City Administrator / Special Projects Don Lorsung, and HR/City Clerk Katie Brooks

c. Agenda Modifications: Motion by Lundeen, seconded by Collison, to approve the Addendum to the Agenda adding 1.d., Oath of Office for New EDA Member. The motion passed 4-0

d. Oath of Office – Secretary Don Lorsung administered the Oath of Office to new Member Rod Barrows.

2. Approve Minutes of March 5, 2019 Regular Economic Development Meeting

Motion by Lundeen, seconded by Collison to approve the March 5, 2019 meeting minutes as presented. Motion carried 5-0.

3. Project Business / Updates

Lorsung presented the Staff Memo and project update. With single family housing, 9 permits have been issued and 4 applications are being reviewed. Regarding Heritage Estates, Lorsung reviewed with the EDA the policy that all surety be in place for project work to commence. There was consensus that current policy be followed. Lorinser asked about the Dollar General Project and potential lot split. Lorsung reported that staff is working with them on a conceptual plat that will be brought as a minor subdivision to split the property into two lots, with utilities and road access for both lots. Staff anticipates that the minor subdivision and site plan would be brought to the May Planning Commission meeting. Lorinser wanted to make sure that if the store is not moved to the back lot that the north lot would be developable. Barrows asked Lorinser if the developer would

DRAFT

control and own the north lot. Lorinser shared that the north lot would be owned by the Developer and set up for future development. Board members discussed the Hwy 65 Corridor and business development.

4. Adjournment

Motion by Lorinser, seconded by Lundeen to adjourn at 7:47 pm. Motion carried 5-0.

Respectively Submitted,

Don Lorsung,
Assistant City Administrator / Special Projects

A Community For Generations.

Isanti

MEMO

To: Mayor Wimmer and City Council

From: Josi Wood, City Administrator

Date: April 10, 2019

Subject: Public Hearing on Special Assessment – 1990-91 Palomino Road Improvement

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Purpose:

Pursuant to City Resolution 2019-056 (see attached), a Public Hearing is being held to consider a proposed Special Assessment from the 1990-91 Palomino Road Improvement Project for the property located at 323 Palomino Road SE. Per City Code and in accordance with State Statute, notices have been published and sent to the property owner regarding the Public Hearing.

Proposed Special Assessment:

The proposed amount to be assessed is $10,007.23. The assessment amount was adopted in the approved Assessment Roll for the project in 1991 (see attached). The proposed terms would be the same as was approved at the time, with a repayment term 15 years and interest charged for un-paid balances at 8.5%.

Council Action:

For your consideration, a Resolution is attached that adopts the Special Assessment and terms as proposed.

RESOLUTION NO. 2019-xxx

RESOLUTION ADOPTING ASSESSMENT FOR THE 1990-91 PALOMINO ROAD IMPROVEMENT PROJECT

WHEREAS, pursuant to proper notice duly given as required by law, the City Council has met, heard and considered any and all objections to the proposed assessment for the 1990-91 Palomino Road Improvement Project, consisting of the improvement of: Palomino Road SE, from the intersection of Railroad Avenue SE to the intersection of State Highway 65. Said improvement consisted of: street construction, storm sewer, sanitary sewer and watermain.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota:

1. The proposed assessment for 323 Palomino Road SE, per the excerpt of the 1990-91 Palomino Road Improvements Assessment Roll (Pt. N ½ of NE ¼ of NW ¼), $10,007.23, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.

2. Such assessment shall be payable in equal annual installments extending over a period of fifteen (15) years, the first of the installments to be payable on or before May 15, 2020, and shall bear interest at the rate of 8.5 percent per annum from the date of the adoption of the assessment resolution. To the first installment shall be added interest on the entire assessment from January 1, 2020 until December 31, 2020. To each subsequent installment when due shall be added interest for one year on all unpaid installments.

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days and may, at any time thereafter, pay to the City Treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.

4. The City Clerk shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

This resolution is hereby adopted by the City Council of Isanti, Minnesota this 16th day of April, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2019-056

RESOLUTION FOR ABATEMENT AND RE-ASSESSMENT OF 1991 DEFERRED ASSESSMENT

WHEREAS, at the February 19, 2019 City Council Meeting the City Council approved implementation of a deferred assessment on PID 16.032.1200 and other parcels as per City Resolution 2019-054, and;

WHEREAS, at the March 5, 2019 City Council Meeting a letter from the City of Isanti to the property owner dated September 23, 1991 regarding need for a Public Hearing for application of said deferred assessment on PID 16.032.1200 was reviewed:

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA:

1. The action pursuant to City Resolution 2019-054 as it solely pertains to parcel PID 16.032.1200 is hereby rescinded and the assessment on said parcel is abated.

2. A Public Hearing on the proposed special assessment for PID 16.032.1200 in the amount of $10,007.23 from City Resolution 2019-054, with reference to City Resolution 1991-28 shall be held. Notice to the property owner of said proposed re-assessment of said the Special Assessment, and Public Hearing shall be given in accordance with City Code and applicable State law.

This resolution was duly adopted by the Isanti City Council this 5th day of March, 2019.

Mayor Jeff Johnson

Attest:

Katie Brooks
Human Resources/City Clerk

A Community For Generations.
Isanti
County Road 5 & 1st Avenue
Isanti, Minnesota 55040
444-5512

October 10, 1991

Terry Triechel
Isanti County Auditor
Isanti County Court House
237 SW 2nd Avenue
Cambridge, MN 55008

RE: 1990-91 Palomino Road Improvement Assessment Roll

Dear Mr. Triechel:

Please put the attached "1990-91 Palomino Road Improvement" special assessment beginning on the 1992 tax roll.

This assessment per Resolution No. 91-28 is to be extended for 15 years at an interest rate of 8.5 per cent per annum from January 1, 1992. Please note that this resolution gives all property owners until December 31, 1991 of which to pay their assessment with no interest. You will be notified should a party make a partial payment or pay their assessment in full.

Per Resolution No. 91-28 there are deferrments on certain properties. Please refer to the enclosed resolution and attached assessment roll.

Thank you.

Sincerely,

Michael Robertson
City Administrator

MC/ib

enclosure

CITY OF ISANTI

ASSESSMENT ROLL
1990-91 PALOMINO ROAD IMPROVEMENT

Name	Legal	Assessment
Lisa J. Sanford & Mark A. Sanford Rt 4 Box 88 Isanti MN 55040	Lot 1 Blk 1 Palomino Acres	2834.90
Colleen M. Beckman Rt 4 Box 86 Isanti MN 55040	Lot 2 Blk 1 Palomino Acres	966.78
Denis Morley Rt 4 Box 85 Isanti MN 55040	Lot 3 Blk 1 Palomino Acres	966.78
Kreg G. Swedeen Rt 4 Box 82 Isanti MN 55040	Lot 4 Blk 1 Palomino Acres	966.78
Timothy J & Jill R Smith Rt 4 Box 80A Isanti MN 55040	Lot 5 Blk 1 Palomino Acres	966.78
John E & Jennifer L. Moore Rt 4 Box 80 Isanti MN 55040	Lot 6 Blk 1 Palomino Acres	966.78
Dennis S. & Laurie A. Norberg Rt 4 Box 79 Isanti MN 55040	Lot 7 Blk 1 Palomino Acres	966.78
Bradley B. & C. Christiansen Rt 4 Box 78 Isanti MN 55040	Lot 8 Blk 1 Palomino Acres	966.78
Martha A. & Lavern S. Nelson Rt 4 Box 77 Isanti MN 55040	Lot 9 Blk 1 Palomino Acres	966.78
John A. & Annabelle Kramer Rt 4 Box 76 Isanti MN 55040	Lot 10 Blk 1 Palomino Acres	511.10

Mary Ann Hoehn Rt 4 Box 75 Isanti MN 55040	Lot 11 Blk 1 Palomino Acres	960.98
Mark C. & Poppe M. Dewey Rt 4 Box 74 Isanti MN 55040	Lot 12 Blk 1 Palomino Acares	1033.70
John M. Johnson & Patti A. Stellmach Rt 4 Box 73 Isanti MN 55040	Lot 13 Blk 1 Palomino Acres	1673.07
Debra A Petersen PO Box 215 Isanti MN 55040	Lot 14 Blk 1 Palomino Acres	1777.80
Robert A. Roppe Rt 4 Box 71 Isanti MN 55040	Lot 15 Blk 1 Palomino Acres	966.78
Michael J. Haley Rt 4 Box 68 Isanti MN 55040	Lot 16 Blk 1 Palomino Acres	966.78
Devery S. Sorenson PO Box 322 Isanti MN 55040	Lot 17 Blk 1 Palomino Acres	966.78
Duane A. Zylka Rt 4 Box 64 Isanti MN 55040	Lot 18 Blk 1 Palomino Acres	966.78
Janet K. (Melander) Goenner Rt 4 Box 63 Isanti MN 55040	Lot 19 Blk 1 Palomino Acres	966.78
Karen R. Baker & Lee P. Ferguson Rt 4 Box 62 Isanti MN 55040	Lot 20 Blk 1 Palomino Acres	966.78
Ronald R. & Tamara Bergstrom Rt 4 Box 61 Isanti MN 55040	Lot 21 Blk 1 Palomino Acres	966.78
Kevin L. & Elizabeth Cole Rt 4 Box 60 Isanti MN 55040	Lot 22 Blk 1 Palomino Acres	~~2~~188.47

Bradley P. & Kathryn M. Moser Rt 4 Box 59 Isanti MN 55040	Lot 23 Blk 1 Palomino Acres	945.30
Robert H. & Eleanor M. Martin Rt 4 Box 58 Isanti MN 55040	Lot 24 Blk 1 Palomino Acares	1009.43
Jerry Woodford Rt 4 Box 57 Isanti MN 55040	Lot 25 Block 1 Palomino Acres	599.73
Bobbi Jo Poff Rt 4 Box 56 Isanti MN 55040	Lot 26 Blk 1 Palomino Acres	584.47
Debra D. Anderson Rt 4 Box 55 Isanti MN 55040 cc: FHA RT 5 Box 16 Cambridge MN 55008	Lot 27 Blk 1 Palomino Acres	983.86
Donald E. & Cynthia A. Weiss Rt 4 Box 54 Isanti MN 55040	Lot 28 Blk 1 Palomino Acres	923.81
David & Susan Hannan Rt 4 Box 89 Isanti MN 55040	Lot 1 Blk 2 Palomino Acares	2663.81
Jennie L (Blumer) DeVall Rt 4 Box 87 Isanti MN 55040	Lot 2 Blk 2 Palomino Acres	966.78
Todd S. Potrament Rt 4 Box 84 Isanti MN 55040	Lot 3 Blk 2 Palomino Acres	966.78
Adolph W. & Angeline V. Adamek Rt 4 Box 83 Isanti MN 55040	Lot 4 Blk 2 Palomino Acres	1772.43
Richard & Veronica Soderquist Rt 4 Box 69 Isanti MN 55040	Lot 5 Blk 2 Palomino Acres	966.78

Jeffrey N & Nancy Miller Rt 4 Box 66 Isanti MN 55040	Lot 6 Blk 2 Palomino Acres	966.78
Robert W. & Michelle Y. Hanson Rt 4 Box 65 Isanti MN 55040	Lot 7 Blk 2 Palomino Acres	966.78
Craig G. & Debbie A. Thurston Rt 4 Box 49 Isanti MN 55040	Lot 8 Blk 2 Palomino Acres	1772.43
Janine M. (Hentges) Bastian Rt 4 Box 47 Isanti MN 55040	Lot 9 Blk 2 Palomino Acres	966.78
Johanna N. Henderson Rt 4 Box 46 Isanti MN 55040	Lot 10 Blk 2 Palomino Acres	966.78
Jeffery & Wendy M. Osborn Rt 4 Box 44 Isanti MN 55040	Lot 11 Blk 2 Palomino Acres	2663.81
Daren T. Anderson Rt 4 Box 90 Isanti MN 55040	Lot 12 Blk 2 Palomino Acres	1539.81
Marvin S. & Angela M. Fritz Rt 4 Box 91 Isanti MN 55040	Lot 13 Blk 2 Palomino Acres	1539.81
Joseph E. & Sandra K. Kersting Rt 4 Box 93A Isanti MN 55040	Lot 14 Blk 2 Palomino Acres	1539.81
Terry L. & Margaret A. Ranua Rt 4 Box 42 Isanti MN 55040	Lot 1 Blk 3 Palomino Acres	1536.05
Scott A. & Chris L. Zoerb Rt 4 Box 43 Isanti MN 55040	Lot 2 Blk 3 Palomino Acres	2663.81

Donald R. & Tammy R. Hoag Rt 4 Box 45 Isanti MN 55040	Lot 3 Blk 3 Palomino Acres	966.78
Doreen M. Griffith Rt 4 Box 48 Isanti MN 55040	Lot 4 Blk 3 Palomino Acres	966.78
Shirley Mae Armstrong Rt 4 Box 50 Isanti MN 55040	Lot 5 Blk 3 Palomino Acres	1772.43
Norma J. Colbaugh Rt 4 Box 51 Isanti MN 55040	Lot 6 Blk 3 Palomino Acres	838.84
Paul M & Loreen K Behun Rt 4 Box 52 Isanti, MN 55040	Lot 7 & Pt Lot 8 Blk 3 Palomino Acres	1398.13
Carolyn I. Urman Rt 4 Box 53 Isanti MN 55040	Lot 8 Blk 3 Palomino Acres	1079.37
Rum River Post No 2735 VFW PO Box 55 Isanti MN 55040	Lot 69 FCT & Lot 70 Aud Sub Div 10	13,199.18
Dean & Joanne Hendricks Rt 4 Box 41 Isanti MN 55040	Sec 29 Twp 35 16-029-0100 Rg 23 PT SE 1/4 of SW 1/4	1351.61
	Sec 32 twp 35 Rg 16-032-0601 23 E 1/2 of NW 1/4 of NW 1/4 FCT	13,273.04
	Pt of Lot 67, 16-040-0630 Aud Sub 10	10,107.69
Sheldon N. Soderberg & Beverly J Soderberg PO Box 328 Isanti MN 55040	Pt SE 1/4 of 16-029-0901 SW 1/4	11,550.60
Delmyra A. Demings Rt 4 Box 93 Isanti MN 55040	Sec 32 Twp 35 Rg 23 16-032-0200 Pt NW 1/4 of NW 1/4	4653.64
Dennis J. & Linda C. Cameron Rt 4 Box 94 Isanti MN 55040	Sec 32 Twp 35 Rg 23 16-032-0300 Pt NW 1/4 of NW 1/4	2087.29

Kenneth S. & M. F. Kilpatrick Rt 4 Box 99 Isanti MN 55040	Sec 32 Twp 35 Rg 23 Pt NW 1/4 of NW 1/4	16-032-0100 4448.34
Kathryn C. Grimm Rt 4 Box 96 Isanti MN 55040	Sec 31 Twp 35 Rg 23 Pt NE 1/4 of NE 1/4	16-031-0200 5560.43
Harold Kilpatrick Rt 4 Box 40 Isanti MN 55040	Sec 32 Twp 35 Rg 23 Pt NE 1/4 of NW 1/4 of NW 1/4	16-032-0601 7307.60

Per Resolution No. 91-28 -

Deferred for one year with interest:

Dean & Joanne Hendricks Rt 4 Box 41 Isanti MN 55040	Sec 29 Twp 035 Rg 23 PT SE 1/4 of SW 1/4	16-029-0900 3534.04
Delmyra A Demings Rt 4 Box 93 Isanti MN 55040	Sec 32 Twp 35 Rg 23 Pt NW 1/4 of NW 1/4	16-032-0200 1492.76
Kenneth S & M F Kilpatrick Rt 4 Box 99 Isanti MN 55040	Sec 32 Twp 35 Rg 23 Pt NW 1/4 of NE 1/4	16-032-0100 631.58

Deferred until future services are extended from the present sanitary sewer trunk line:

Kathryn C Grimm Rt 4 Box 96 Isanti MN 55040	Sec 31 Twp 35 Rg 23 Pt NE 1/4 of NE 1/4	16-032-0200 7863.26

Deferred until property is annexed into the City of Isanti:

George R Hemen C/O Compter Revision 19340 Linden Dr Maple Grome MN 55369	Pt N 1/2 of NE 1/4 of NW 1/4	10,007.23
Kathleen I Hill Rt 4 Box 39 Isanti MN 55040	Pt NE 1/4 of NW 1/4	5074.13

RESOLUTION NO. 91-28

RESOLUTION ADOPTING ASSESSMENT

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessment for the improvement of Palomino Road between the line of State Highway 65 on the east and Railroad Avenue on the west, and has amended such proposed assessment as it deems just,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ISANTI, MINNESOTA:

1. Such proposed assessment, as amended, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.

a. A deferment shall be made for that part of sanitary sewer line, sanitary services, and water services that are not currently connected to the City sewer system for Sec 31 Twp 35 Rg 23, Pt NE 1/4 of NE 1/4 - Kathryn C Grimm property. Such deferment shall be in effect until the extension of the Southeast Sanitary Sewer trunk line is extended to the area and these services are then connected to the City sewer system.

b. A one year deferment with interest accumulating shall be made to those benefiting property owners with undeveloped, unplatted land, on the assessment of the watermain, water services, sanitary sewer, and sanitary sewer stubs.

c. The deferment of those properties that are not currently in the City of Isanti. The deferment shall be until such time as those properties are

annexed into the City.

2. Such assessment shall be payable in equal annual installments extending over a period of 15 years, the first of the installments to be payable on or before May 15, 1992 and shall bear interest at the rate of 8.5 per cent per annum from January 1, 1992. To the first installment shall be added interest on the entire assessment from January 1, 1992 until December 31, 1992. To each subsequent installment when due shall be added interest for one year on all unpaid installments.

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Treasurer, except that no interest shall be charged if the entire assessment is paid by December 31, 1991; and he may, at any time thereafter, pay to the City Treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.

4. The Clerk shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

Adopted by the Council this 17th day of September, 1991.

Mayor

ATTEST:

City Administrator

A Community For Generations.

Isanti

Request for City Council Action

To. **Mayor Johnson and Members of City Council**

From: Finance Director Betker

Date: April 11th 2019

Subject: Consider Resolution Accepting the 2018 Annual Financial Report and Management Letter

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Background:
Steve McDonald, managing partner with Abdo, Eick & Meyers (AEM) will present the 2018 Annual Financial Report and Management Letter. Also in attendance, will be Justin Nilson, Audit Manager with AEM.

Request:
Consider resolution accepting the 2018 Annual Financial Report and Management Letter

Attachment:
- Resolution 2019-XXX – Accepting the 2018 Annual Financial Report and Management Letter
- 2018 Audit Presentation Slides
- 2018 Management Letter
- 2018 Annual Financial Report

RESOLUTION 2019-XXX

RESOLUTION ACCEPTING THE 2018 ANNUAL FINANCIAL REPORT AND MANAGEMENT LETTER

WHEREAS, MN State Statutes require the City of Isanti to employ a certified public accounting firm to audit, examine and report upon the books and records of the accounts of the City; and,

WHEREAS, the City of Isanti designated the public accounting firm of Abdo, Eick & Meyers, LLP for their auditors for 2018; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves the 2018 Annual Financial Report and Management Letter.

This Resolution is hereby approved by the Isanti City Council this 16th day of April, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

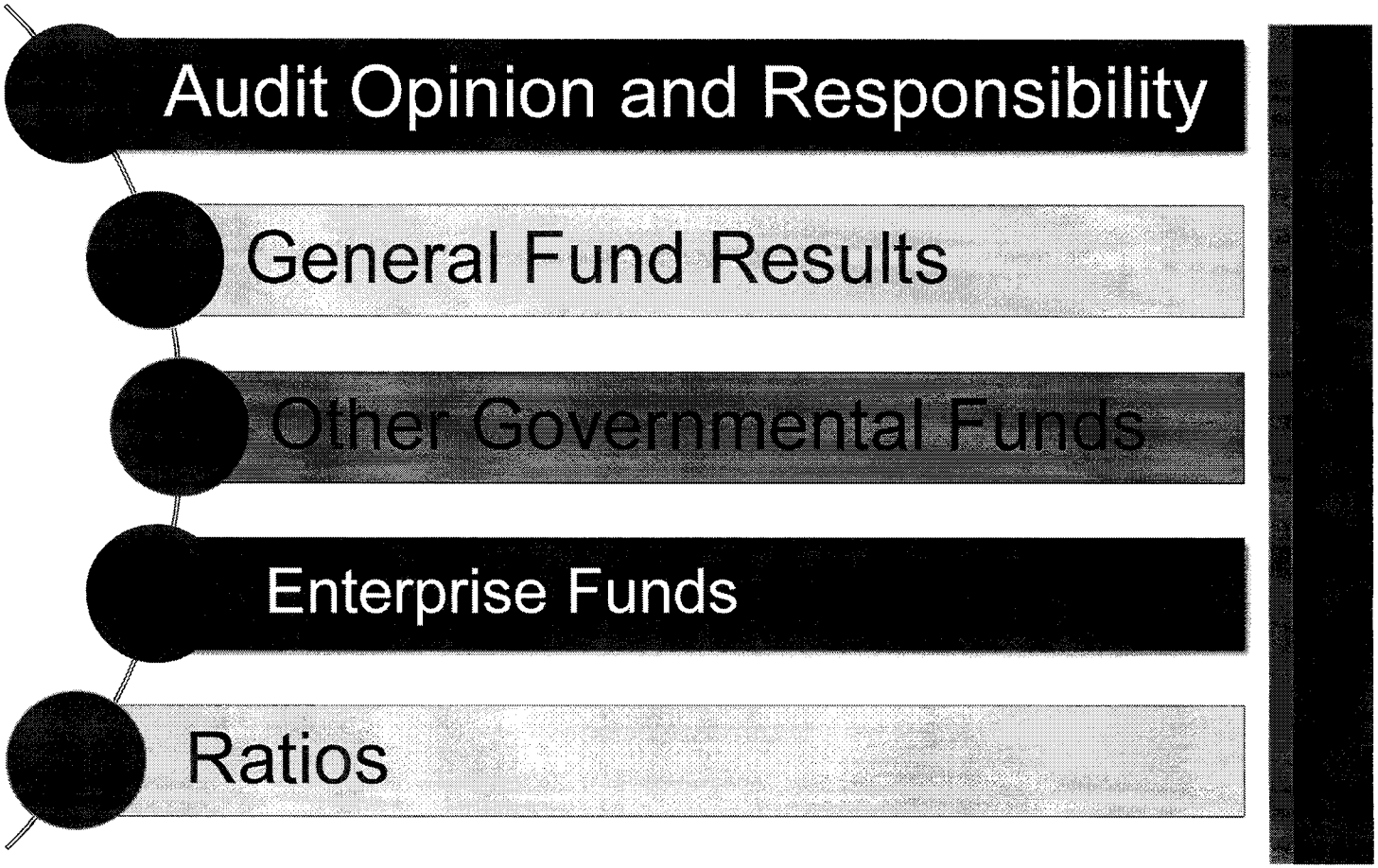
ABDO EICK & MEYERS LLP

Certified Public Accountants & Consultants

City of Isanti 2018 Financial Statement Audit

Introduction

ABDO
EICK &
MEYERS LLP
Certified Public Accountants & Consultants



Audit Results

ABDO
EICK &
MEYERS LLP
Certified Public Accountants & Consultants

Auditor's Opinion

Minnesota Legal Compliance

Audit Results

FY13 Audit Results

ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

Preparation of Financial Statements

- Internal Control Finding

Material Audit Adjustment

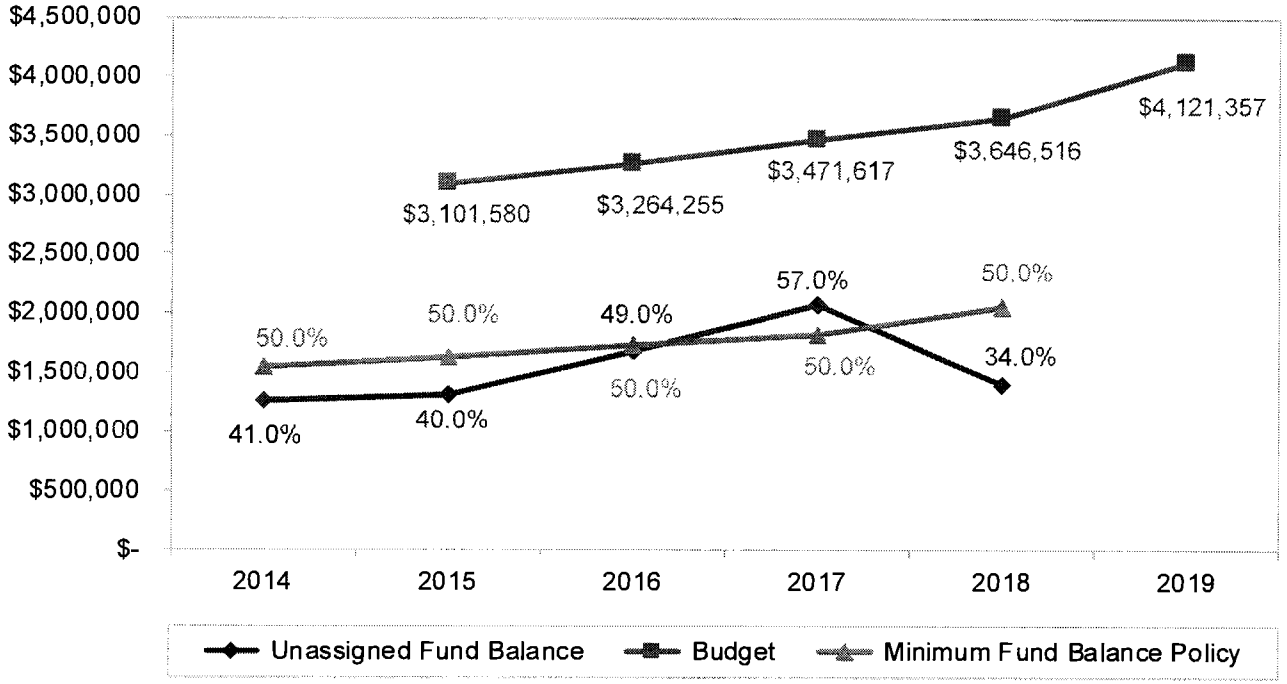
- Internal Control Finding

Collateral Coverage

- Minnesota Legal Compliance Finding

General Fund – Fund Balances

ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants



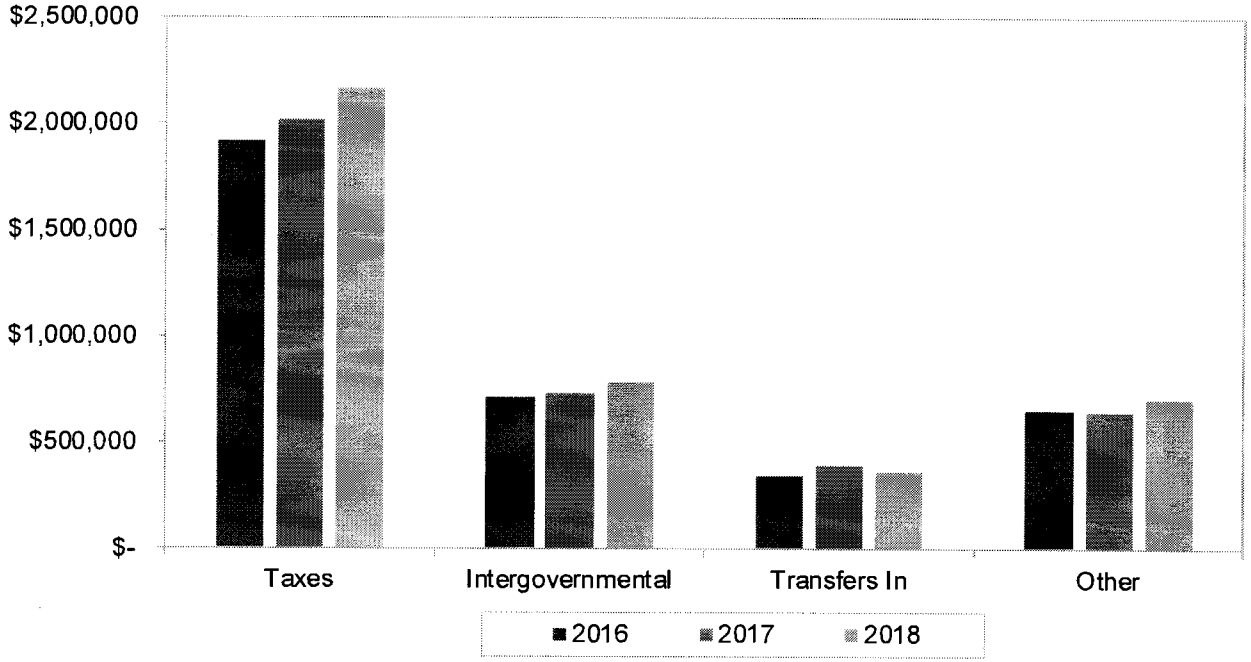
General Fund Budget to Actual

ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

	Final Budgeted Amounts	Actual Amounts	Variance with Final Budget
Revenues	$ 3,531,568	$ 3,666,708	$ 135,140
Expenditures	3,513,971	4,317,558	(803,587)
Excess (Deficiency) of Revenues Over (Under) Expenditures	17,597	(650,850)	(668,447)
Other Financing Sources (Uses)			
Sale of capital asset	-	737	737
Transfers in	369,150	369,150	-
Transfers out	(132,545)	(390,195)	(257,650)
Total Other Financing Sources (Uses)	236,605	(20,308)	(256,913)
Net Change in Fund Balances	254,202	(671,158)	(925,360)
Fund Balances, January 1	2,081,587	2,081,587	-
Fund Balances, December 31	$ 2,335,789	$ 1,410,429	$ (925,360)

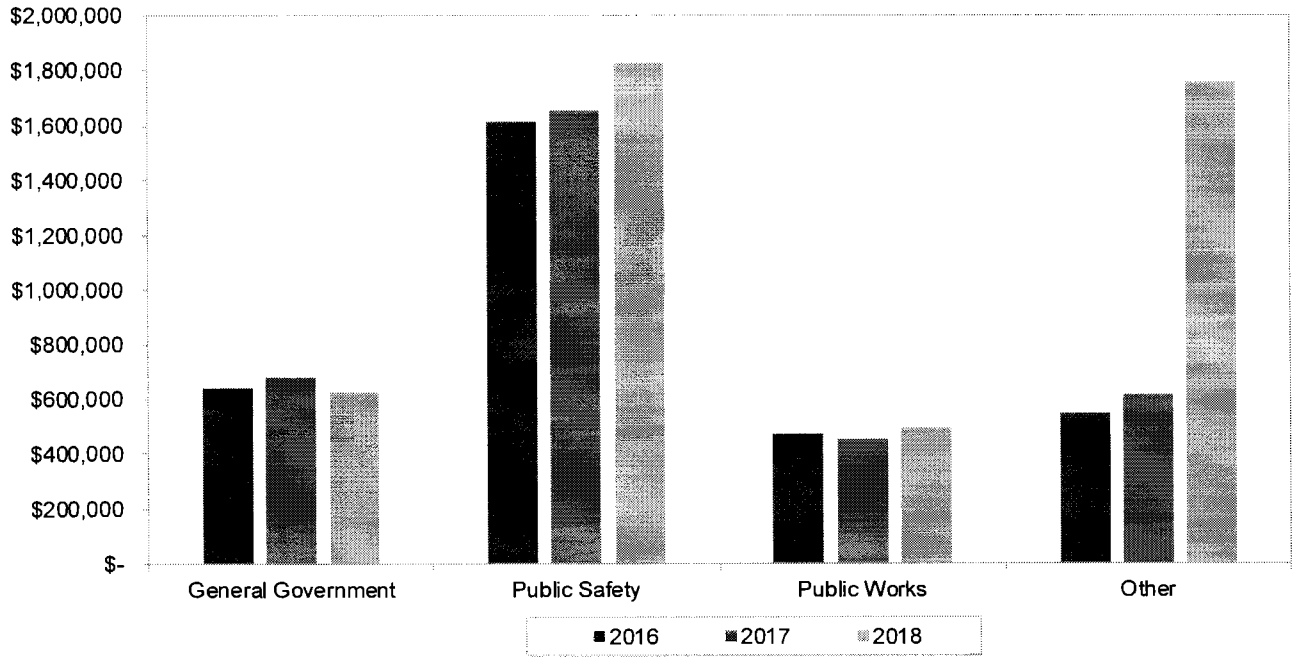
General Fund Revenues by Type

ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants



General Fund Expenditures by Type

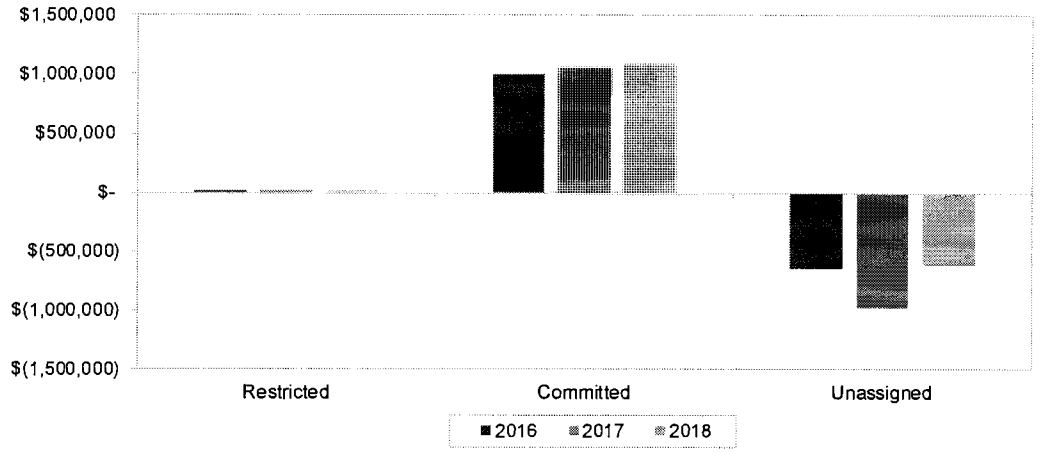
ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants



Capital Project Fund Balances

ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

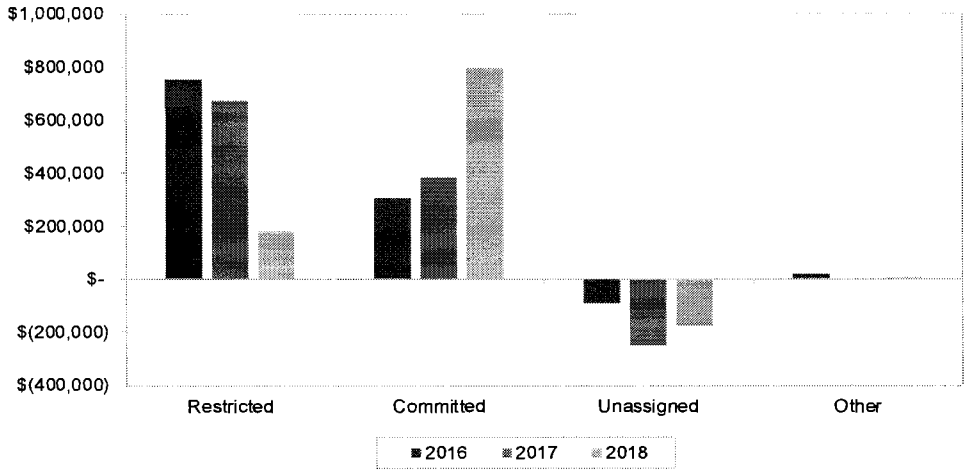
Capital Projects Fund	Fund Balances December 31, 2017	2018	Increase (Decrease)
Nonmajor			
2017 Palomino Road Street Improvements	$ (687,938)	$ (479,515)	$ 208,423
BMX & Bluebird Improvements	-	-	-
Signal Light Improvement	340,347	349,817	9,470
Fairway Blvd/County 5 Signal	191,986	194,020	2,034
Railroad Avenue Improvements	44,156	-	(44,156)
2013 Railroad Avenue and Walk Improvements	(202,959)	(5,316)	197,643
Public Works 2014 Site Improvements	(5,819)	-	5,819
Pavement Management Improvements	31,212	-	(31,212)
City Parking Improvements	(74,554)	(74,687)	(133)
2017 Pavement Management Improvements	-	(7,486)	(7,486)
Highway 64 and Cajima	-	(42,486)	(42,486)
Capital Replacement	452,130	559,684	107,554
Total	$ 88,561	$ 494,031	$ 405,470



Special Revenue Fund Balances

ABDO
EICK &
MEYERS LLP
Certified Public Accountants & Consultants

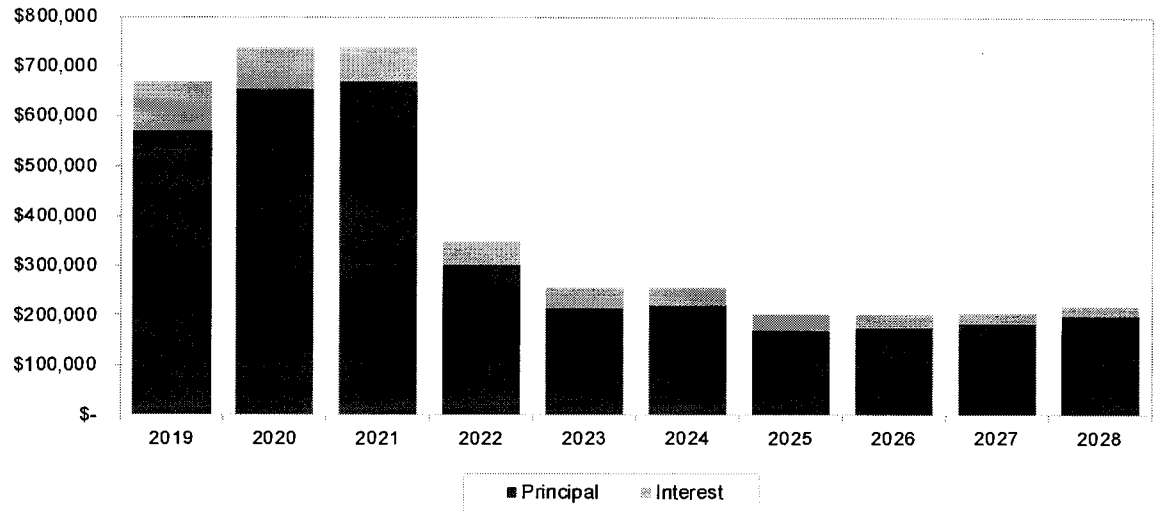
Fund	Fund Balances December 31, 2017	2018	Increase (Decrease)
Nonmajor			
Redbirds Maintenance	$ 7,677	$ 23,842	$ 16,165
Economic Development Authority	(8,914)	45,592	54,506
Park	(67,262)	6,317	73,579
Revolving Loan	555,061	335,402	(219,659)
Forfeiture	3,171	4,805	1,634
Youth Rec Education Safety	3,128	3,162	34
Cambridge Isanti Joint Event	1,472	1,472	-
Utility Franchise Fund	313,460	371,947	58,487
Isanti Indoor Arena	(176,727)	(178,172)	(1,445)
TIF 9	108,614	118,936	10,322
TIF 10	61,530	56,383	(5,147)
TIF 11	129	129	-
City Technology Improvement	5,202	9,003	3,801
Total	$ 806,541	$ 798,818	$ (7,723)



Debt Service

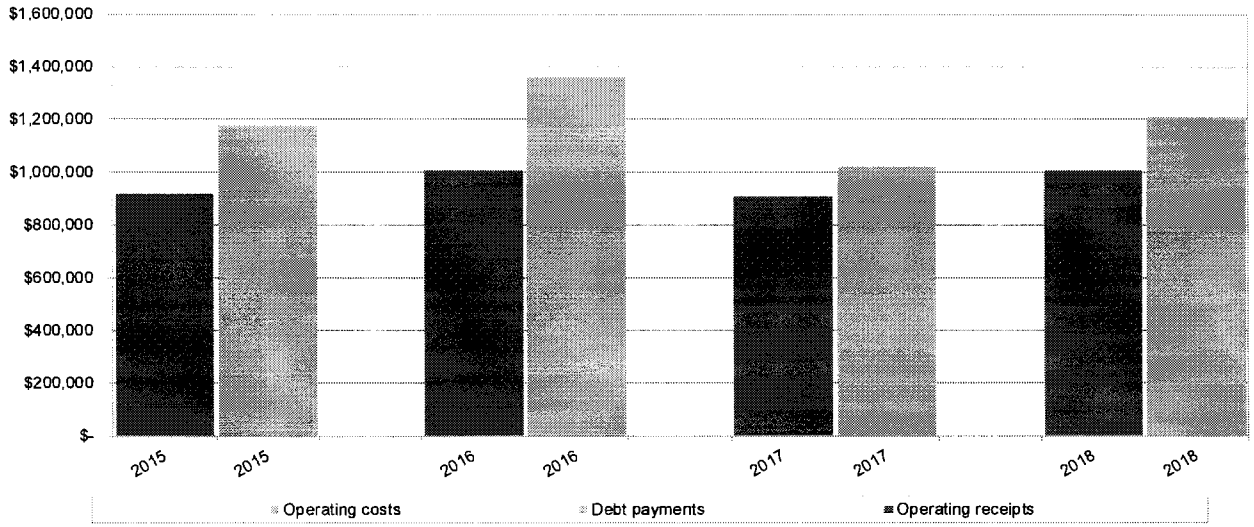
ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

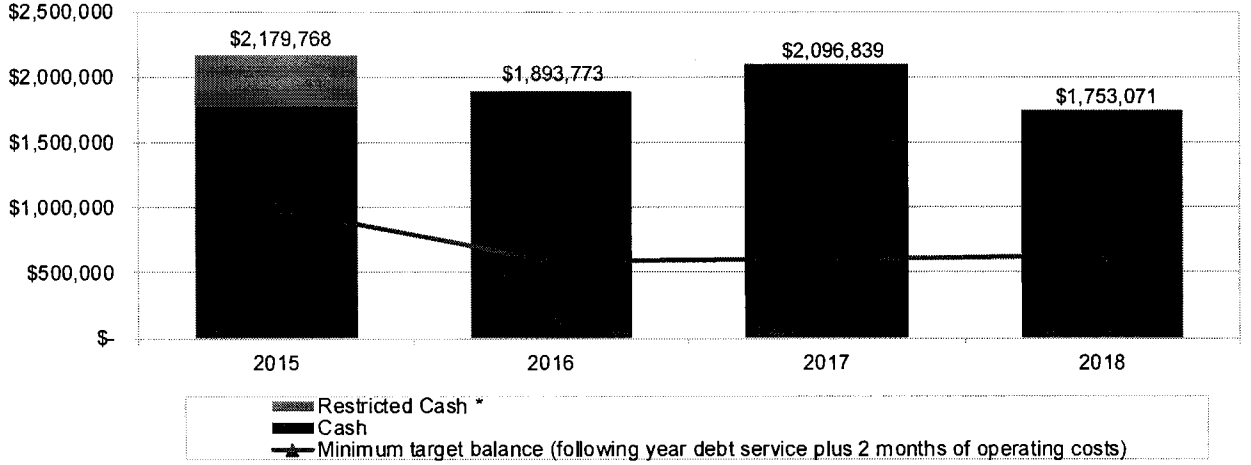
Debt Service Fund	Cash Balance	Total Assets	Bonds Outstanding	Maturity Date
2006A Improvement Bonds	$ 88,461	$ 163,501	$ -	Matured
2008A Improvement Bonds	2,372	451,606	-	Matured
2009A Crossover Refunding Bonds	50,422	366,703	-	Matured
2010B G.O. Improvement Refunding Bonds	770,138	1,058,307	1,030,000	12/01/21
2011A G.O. Improvement Bonds	181,110	251,302	340,000	02/01/22
2014A G.O.Tax Abatement Bonds	226,658	226,750	2,120,000	02/01/30
2014B G.O.Improvement Bonds	51,266	51,274	270,000	02/01/24
Total	$ 1,370,427	$ 2,569,443	$ 3,760,000	
		Total Remaining Interest Payments	$ 488,964	



Water Fund Cash Flows from Operations and Cash Balances

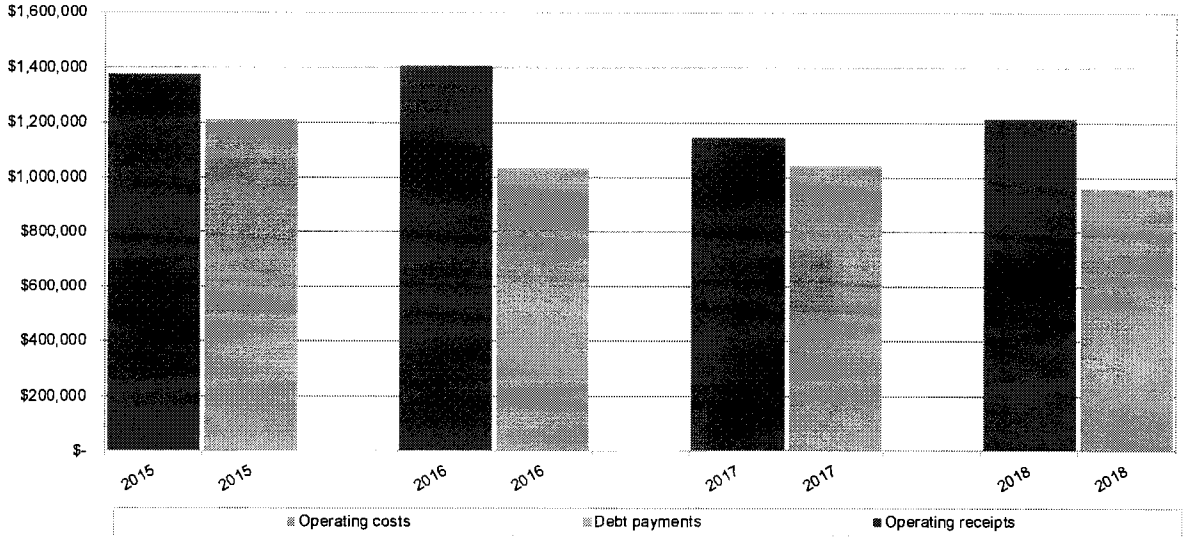
ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

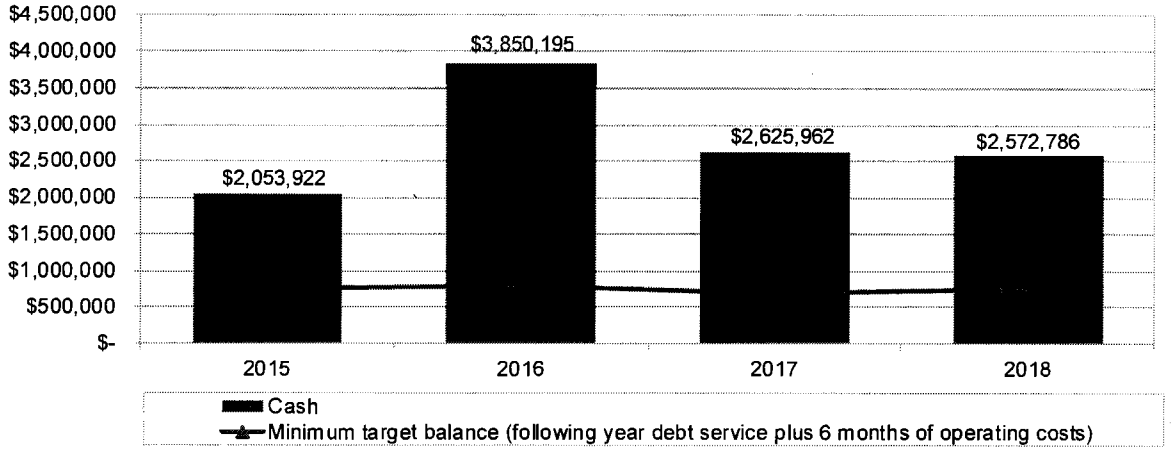




Sewer Fund Cash Flows from Operations and Cash Balances

ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants





Stormwater Fund Cash Flows from Operations and Cash Balances

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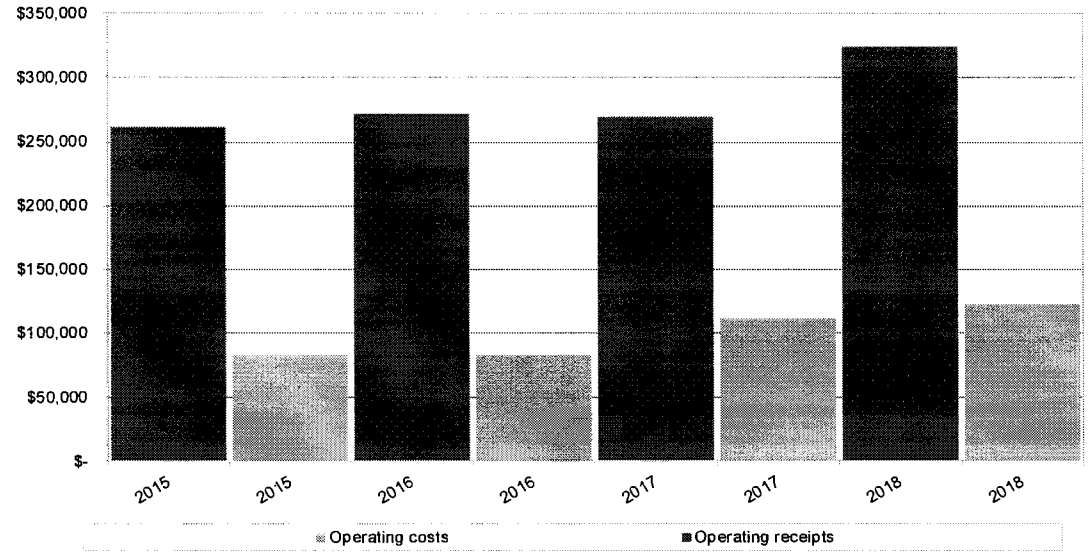

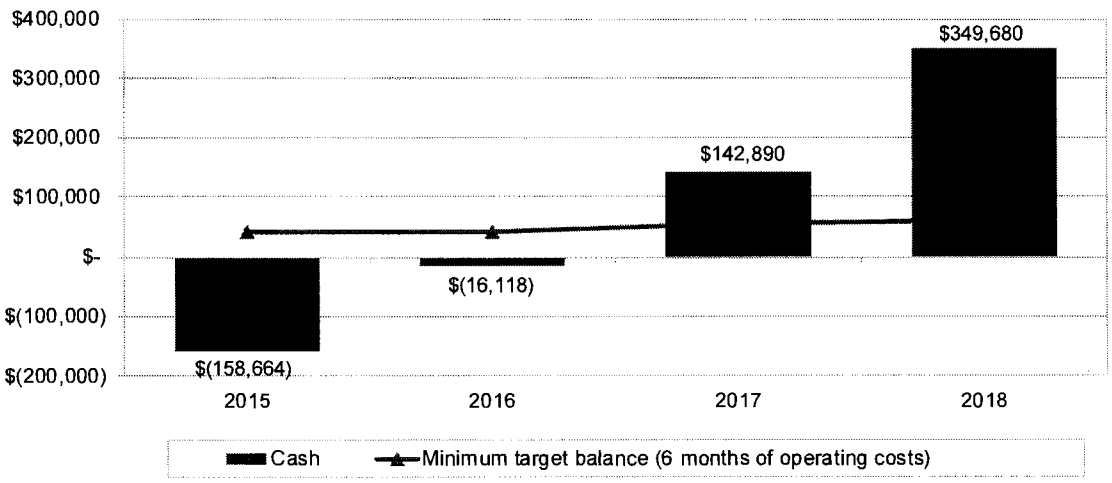

Liquor Store Fund
Gross Profit and Cash Balances

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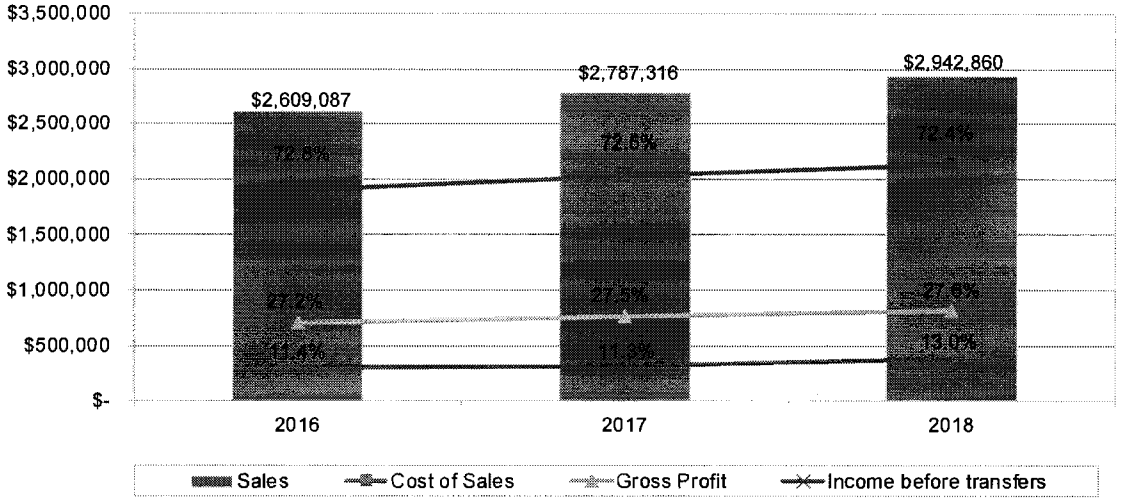

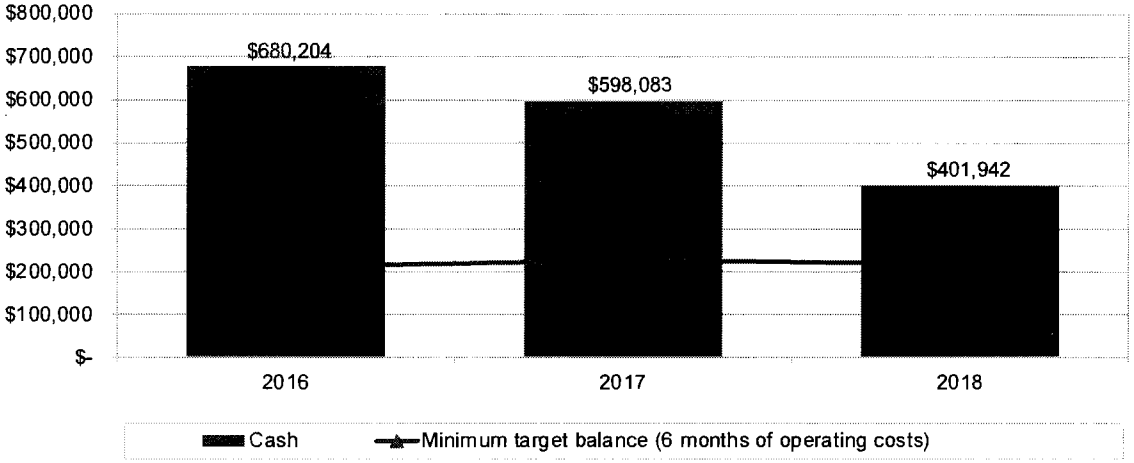

Cash and Investments Balances by Fund Type

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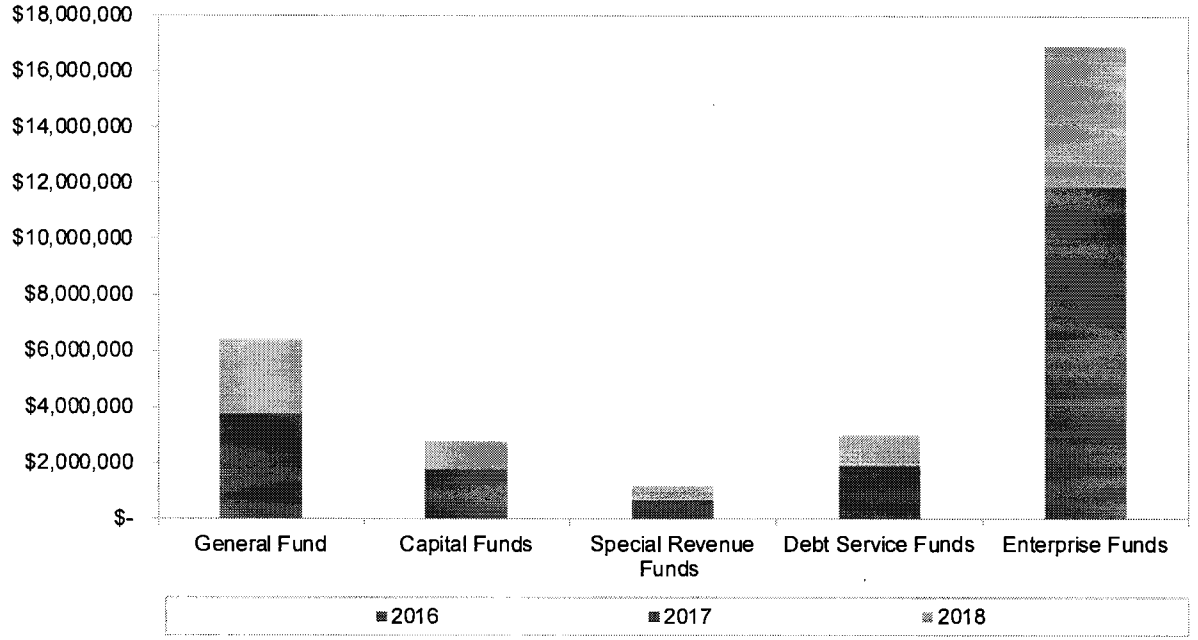

Key Ratios

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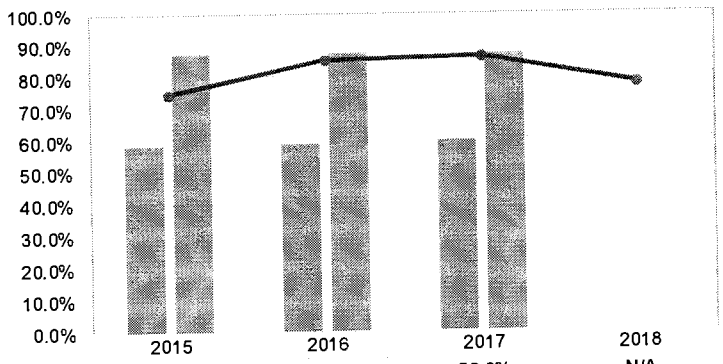
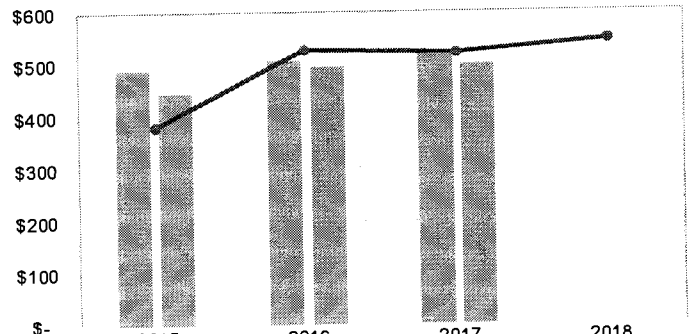
Tax Rate



	2015	2016	2017	2018
Class 4 Cities	58.4%	59.1%	59.8%	N/A
Cities in Isanti County	87.3%	87.5%	86.7%	N/A
City of Isanti	74.8%	85.3%	85.9%	77.8%

Taxes - Per Capita



	2015	2016	2017	2018
Class 4 Cities	$488	$507	$524	N/A
Cities in Isanti County	$447	$494	$498	N/A
City of Isanti	$381	$525	$521	$545

Key Ratios

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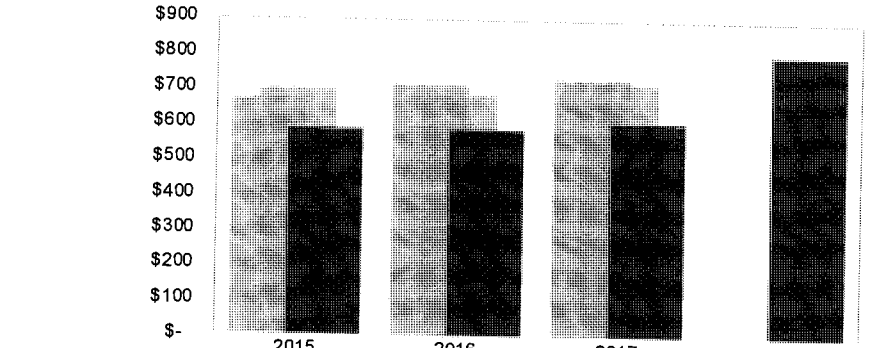
Current Expenditures - Per Capita



	2015	2016	2017	2018
Class 4 Cities	$672	$713	$730	N/A
Cities in Isanti County	$698	$686	$722	N/A
City of Isanti	$584	$587	$607	$803

Capital Expenditures - Per Capita

	2015	2016	2017	2018
Class 4 Cities	$375	$377	$418	N/A
Cities in Isanti County	$245	$367	$114	N/A
City of Isanti	$253	$62	$191	$140

Key Ratios

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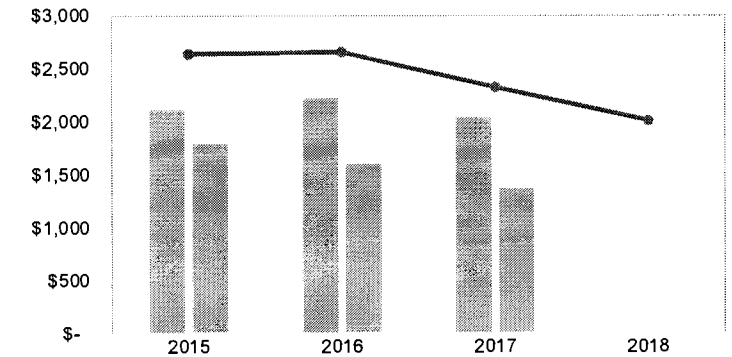
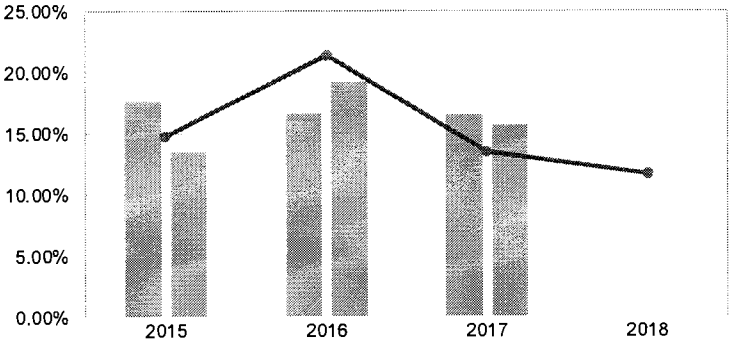
Debt Expenditures - Per Capita



	2015	2016	2017	2018
Class 4 Cities	$2,115	$2,223	$2,040	N/A
Cities in Isanti County	$1,796	$1,590	$1,371	N/A
City of Isanti	$2,633	$2,653	$2,318	$2,012

Debt Service Expenditures as a Percent of Total Expenditures



	2015	2016	2017	2018
Class 4 Cities	17.74%	16.63%	16.50%	N/A
Cities in Isanti County	13.55%	19.28%	15.72%	N/A
City of Isanti	14.81%	21.45%	13.53%	11.70%

Key Ratios

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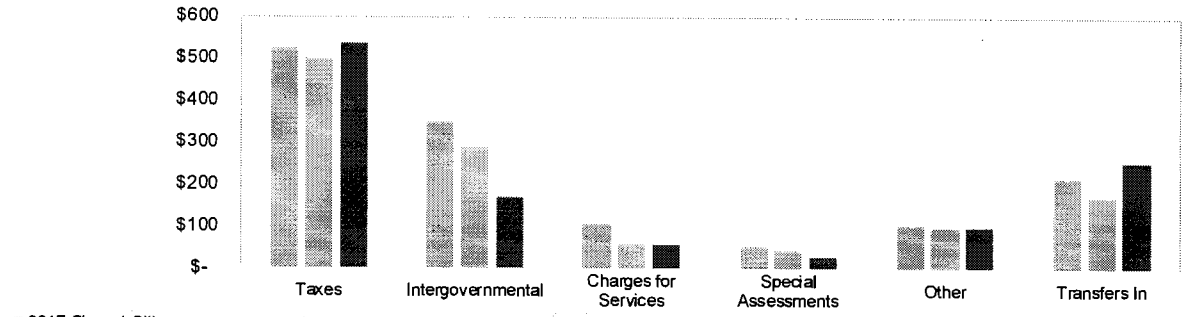
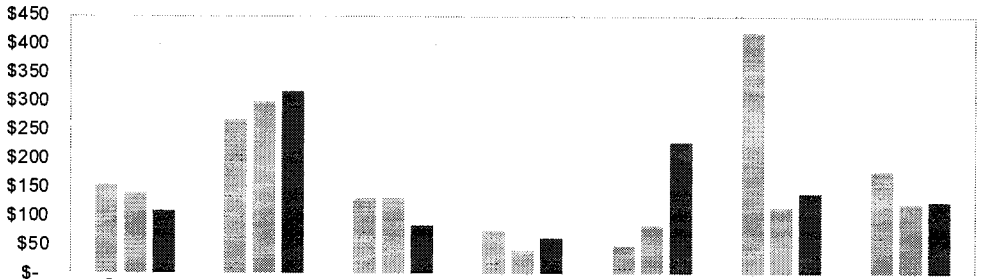
Per Capita Revenues by Source



	Taxes	Intergovernmental	Charges for Services	Special Assessments	Other	Transfers In
2017 Class 4 Cities	$524	$348	$105	$53	$104	$218
2017 Cities in Isanti County	$498	$288	$58	$44	$100	$170
City of Isanti	$535	$171	$58	$27	$100	$254

Expenditures by Program - Per Capita



	General Government	Public Safety	Public Works	Culture and Recreation	Community Development	Capital Outlay	Transfers Out
2017 Class 4 Cities	$153	$267	$133	$77	$50	$418	$178
2017 Cities in Isanti County	$140	$299	$133	$40	$84	$114	$125
City of Isanti	$110	$316	$85	$62	$229	$140	$127

Key Ratios

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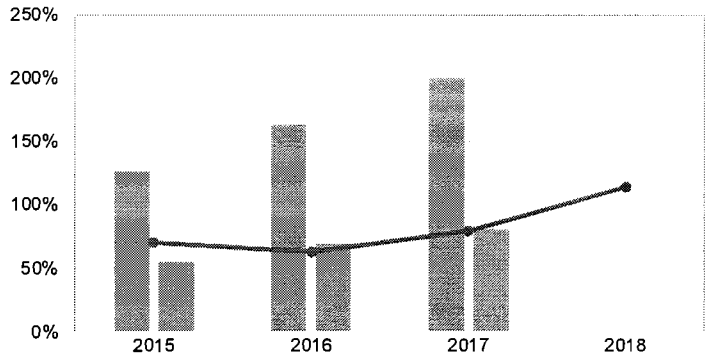
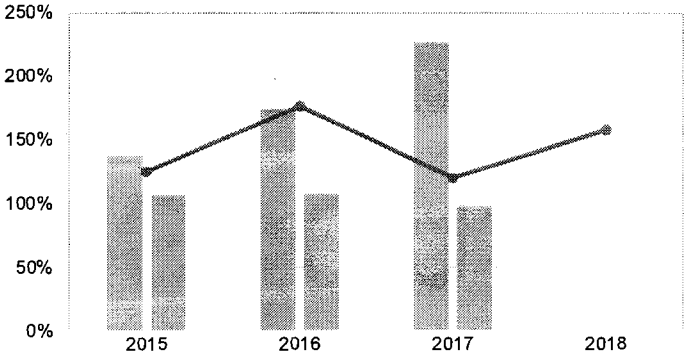
Water Fund Debt Service Coverage



	2015	2016	2017	2018
Class 4 Cities	127%	163%	200%	N/A
Cities in Isanti County	56%	70%	81%	N/A
City of Isanti	69%	62%	78%	114%

Sewer Fund Debt Service Coverage



	2015	2016	2017	2018
Class 4 Cities	138%	174%	226%	N/A
Cities in Isanti County	107%	108%	99%	N/A
City of Isanti	124%	177%	119%	157%

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Questions?

Audit Team
Steve McDonald
Justin Nilson
Sam Magureanu
Miranda Wynkoop
Alex Holmsten
Tomi McDonald

Annual Financial Report

City of Isanti

Isanti, Minnesota

For the Year Ended
December 31, 2018

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City of Isanti, Minnesota
Annual Financial Report
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INTRODUCTORY SECTION

CITY OF ISANTI
ISANTI, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2018

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City of Isanti, Minnesota
Elected and Appointed Officials
For the Year Ended December 31, 2018

ELECTED

Name	Title	Term Expires December 31,
George Wimmer	Mayor	2018
Ross Lorinser	Council Member	2020
Steve Lundeen	Council Member	2020
Paul Bergley	Council Member	2018
Dan Collison	Council Member	2018

APPOINTED

Donald Lorsung	Administrator
Mike Betker	Finance Director

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FINANCIAL SECTION

CITY OF ISANTI
ISANTI, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2018

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INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and City Council
City of Isanti, Minnesota

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Isanti, Minnesota (the City), as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City as of December 31, 2018, and the respective changes in financial position and, where applicable, cash flows thereof and the respective budgetary comparison for the General fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

5201 Eden Avenue, Suite 250
Edina, MN 55436
952.835.9090 | Fax 952.835.3261

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Change in Accounting Standards

As described in Note 7 to the financial statements, the City adopted the provisions of Governmental Accounting Standard Board (GASB) Statement No. 75, Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions, for the year ended December 31, 2018. Adoption of the provisions of these statements results in significant change to the classifications of the components of the financial statements.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis starting on page 17 and the Schedules of Employer's Share of the Net Pension Liability and the Schedules of Employer's Contributions, the related note disclosures, and the Schedule of Changes in the City's OPEB Liability and Related Ratios, on page 80 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquires, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The introductory section and combining and individual fund financial statements and schedules are presented for purposes of additional analysis and are not a required part of the financial statements.

The combining and individual fund financial statements and schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to basic the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund financial statements and schedules are fairly stated in all material respects in relation to the basic financial statements as a whole.

The introductory section has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated NEED DATE on our consideration of the City's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

ABDO, EICK & MEYERS, LLP
Minneapolis, Minnesota
NEED DATE

People + Process
Going Beyond the Numbers

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Management's Discussion and Analysis

As management of the City of Isanti, Minnesota, (the City), we offer readers of the City's financial statements this narrative overview and analysis of the financial activities of the City for the fiscal year ended December 31, 2018.

Financial Highlights

- The assets and deferred outflows of the City exceeded its liabilities and deferred inflows of resources at the close of the most recent fiscal year by $44,573,393. Of this amount, $6,539,712 (unrestricted net position) may be used to meet the City's ongoing obligations to citizens and creditors.

- The City's total net position increased by $453,461. This was largely a result of operating income within business-type activities of $953,391 as well as capital contributions of $566,517 from connection fees.

- As of the close of the current fiscal year, the City's governmental funds reported combined ending fund balances of $4,074,744, a decrease of $286,736, in comparison with the prior year.

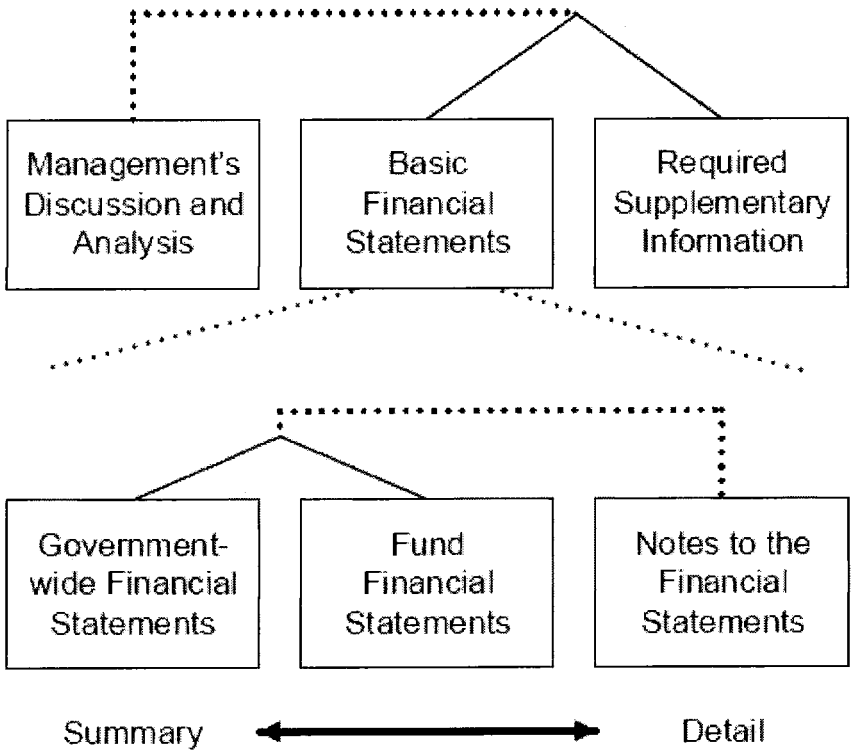
- At the end of the current fiscal year, unassigned fund balance for the General fund was $1,400,273, or 29.7 percent of 2018 expenditures and transfers out.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplemental information in addition to the basic financial statements themselves.

The following chart shows how the required parts of this annual report are arranged and relate to one another. In addition to these required elements, we have included a section with combining and individual fund financial statements and schedules that provide details about nonmajor governmental funds, which are added together and presented in single columns in the basic financial statements.

Organization of the City's Annual Financial Report



The following chart summarizes the major features of the City's financial statements, including the portion of the City's activities they cover and the types of information they contain. The remainder of this overview section of management's discussion and analysis explains the structure and contents of each of the statements.

Major Features of the Government-wide and Fund Financial Statements

		Fund Financial Statements		
	Government-wide Statements	**Governmental Funds**	**Proprietary Funds**	**Fiduciary Funds**
Scope	Entire City government (except fiduciary funds) and the City's component units	The activities of the City that are not proprietary or fiduciary, such as police, fire and parks	Activities the City operates similar to private businesses, such as the water and sewer system	Instances in which the City administers resources on behalf of someone else, such as developers
Required financial statements	• Statement of Net Position • Statement of Activities	• Balance Sheet • Statement of Revenues, Expenditures and Changes in Fund Balances	• Statements of Net Position • Statements of Revenues, Expenses and Changes in Fund Net Position • Statements of Cash Flows	• Statement of fiduciary net position
Accounting basis and measurement focus	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus	Accrual accounting and economic resources focus	Accrual accounting and economic resources focus
Type of asset/liability information	All assets and liabilities, both financial and capital, and short-term and long-term	Only assets expected to be used up and liabilities that come due during the year or soon thereafter; no capital assets included	All assets and liabilities, both financial and capital, and short-term and long-term	All assets and liabilities, both short-term and long-term; fund do not currently contain capital assets, although they can
Type of deferred outflows/inflows of resources information	All deferred outflows/inflows of resources, regardless of when cash is received or paid	Only deferred outflows of resources expected to be used up and deferred inflows of resources that come due during the year or soon thereafter; no capital assets included	All deferred outflows/inflows of resources, regardless of when cash is received or paid	
Type of inflow/out flow information	All revenues and expenses during year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and the related liability is due and payable	All revenues and expenses during the year, regardless of when cash is received or paid	All additions and deductions during the year, regardless of when cash is received or paid

Government-wide Financial Statements. The *government-wide financial statements* are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the City's assets and deferred inflows and liabilities and deferred outflows, with the difference between the four reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The *statement of activities* presents information showing how the City's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenue (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities of the City include general government, public safety, public works, culture and recreation, economic development and interest on long-term debt. The business-type activities of the City include water, sewer, storm water and a liquor store.

The government-wide financial statements start on page 31 of this report.

Fund Financial Statements. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds and the fiduciary fund.

Governmental Funds. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a City's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact by the City's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The City maintains 35 individual governmental funds, 7 of which are Debt Service funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures and changes in fund balances for the General fund and Debt Service fund, both of which are considered to be major funds. Data from the other governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these nonmajor governmental funds is provided in the form of *combining statements or schedules* elsewhere in this report.

The City adopts an annual appropriated budget for its General fund. A budgetary comparison statement has been provided for the General fund to demonstrate compliance with this budget.

The basic governmental fund financial statements start on page 36 of this report.

Proprietary Funds. The City maintains one type of proprietary fund. *Enterprise funds* are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The City uses enterprise funds to account for its water, sewer, liquor store, and storm water.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for each of the enterprise funds, all of which are considered to be major funds of the City.

The basic proprietary fund financial statements start on page 42 of this report.

Fiduciary Fund. The fiduciary fund is used to account for resources held for the benefit of parties outside the City. The fiduciary fund is *not* reflected in the government-wide financial statements because the resources of this fund are not available to support the City's own programs.

The basic fiduciary fund financial statement can be found on page 48 of this report.

Notes to the Financial Statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements start on page 49 of this report.

Other Information. In addition to the basic financial statements and accompanying notes, this report also presents *required supplementary information* concerning the City's progress in funding its obligation to provide pension benefits to its employees. Required supplementary information can be found on page 80 of this report.

The combining statements referred to earlier in connection with nonmajor governmental funds are presented following the notes to the financial statements. Combining and individual fund financial statements and schedules start on page 86 of this report.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the City, assets and deferred outflows exceeded liabilities and deferred inflows of resources by $44,573,393 at the close of the most recent fiscal year.

By far, the largest portion of the City's net position (79.0 percent) reflects its investment in capital assets (e.g., land, buildings, machinery and equipment); less any related debt used to acquire those assets that is still outstanding. The City uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

City of Isanti's Summary of Net Position

	Governmental Activities			Business-type Activities		
	2018	2017	Increase (Decrease)	2018	2017	Increase (Decrease)
Assets						
Current and other assets	$ 6,104,257	$ 6,060,970	$ 43,287	$ 6,984,348	$ 6,229,514	$ 754,834
Capital assets, net of depreciation	18,086,837	18,999,082	(912,245)	28,873,075	29,419,467	(546,392)
Total Assets	24,191,094	25,060,052	(868,958)	35,857,423	35,648,981	208,442
Deferred Outflows of Resources						
Deferred pension resource	1,144,849	1,704,525	(559,676)	81,352	133,949	(52,597)
Liabilities						
Noncurrent liabilities outstanding	5,620,888	6,361,814	(740,926)	8,533,521	9,346,470	(812,949)
Other liabilities	156,454	294,371	(137,917)	206,406	214,400	(7,994)
Total Liabilities	5,777,342	6,656,185	(878,843)	8,739,927	9,560,870	(820,943)
Deferred Inflows of Resources						
Resources received in advance	475,687	207,556	268,131	-	-	-
Deferred pension resource	1,598,249	1,882,760	(284,511)	110,120	120,204	(10,084)
Total Deferred Inflows of Resources	2,073,936	2,090,316	(16,380)	110,120	120,204	(10,084)
Net Position						
Net investment in capital assets	14,287,678	14,636,421	(348,743)	20,924,492	20,652,977	271,515
Restricted	2,821,511	3,287,731	(466,220)	-	172,524	(172,524)
Unrestricted	375,476	93,924	281,552	6,164,236	5,276,355	887,881
Total Net Position	$ 17,484,665	$ 18,018,076	$ (533,411)	$ 27,088,728	$ 26,101,856	$ 986,872

An additional portion of the City's net position (6.3 percent) represents resources that are subject to external restrictions on how they may be used. The remaining balance of *unrestricted net position,* $6,539,712, may be used to meet the City's ongoing obligations to citizens and creditors.

At the end of the current fiscal year, the City is able to report positive balances in all three categories of net position, both for the City as a whole, as well as for its separate governmental and business-type activities.

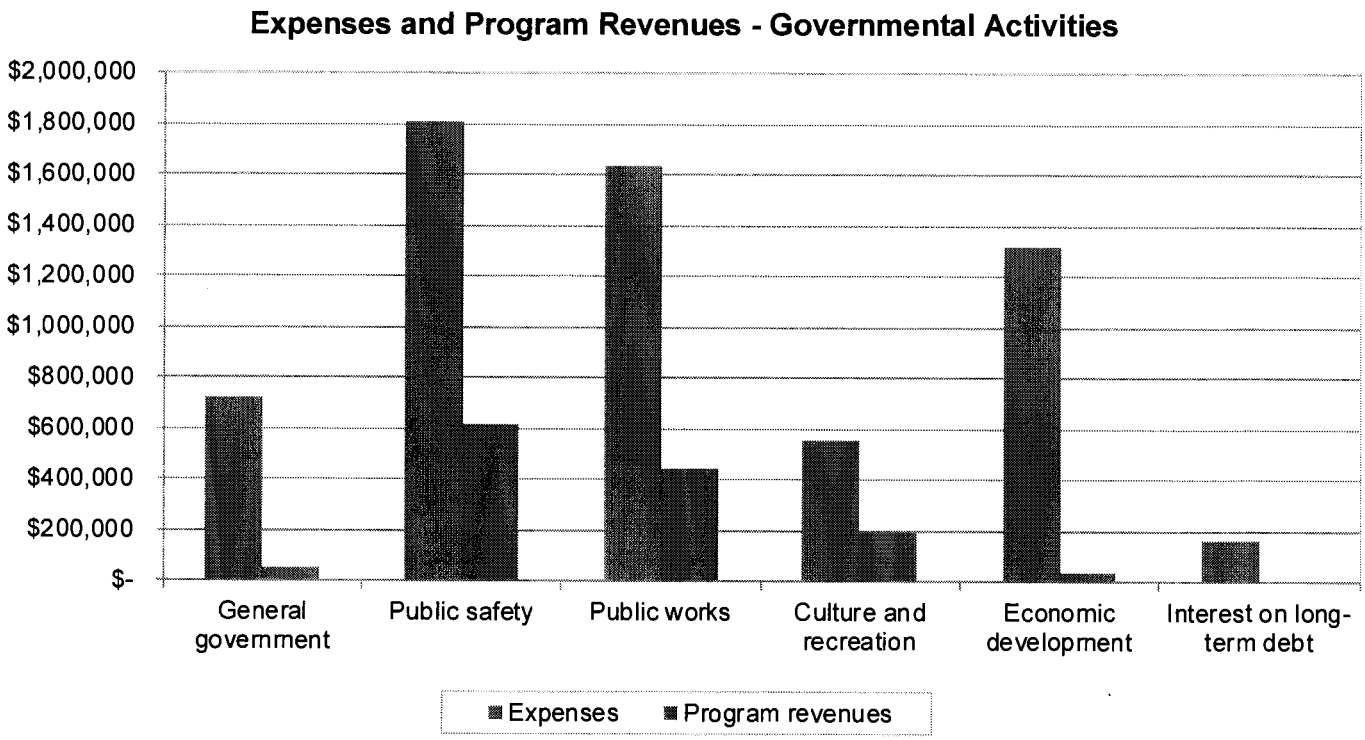
Governmental Activities. The City's net position increased $453,461 during the current fiscal year. Governmental activities decreased the City's net position by $533,411. Significant changes from the prior year are noted below:

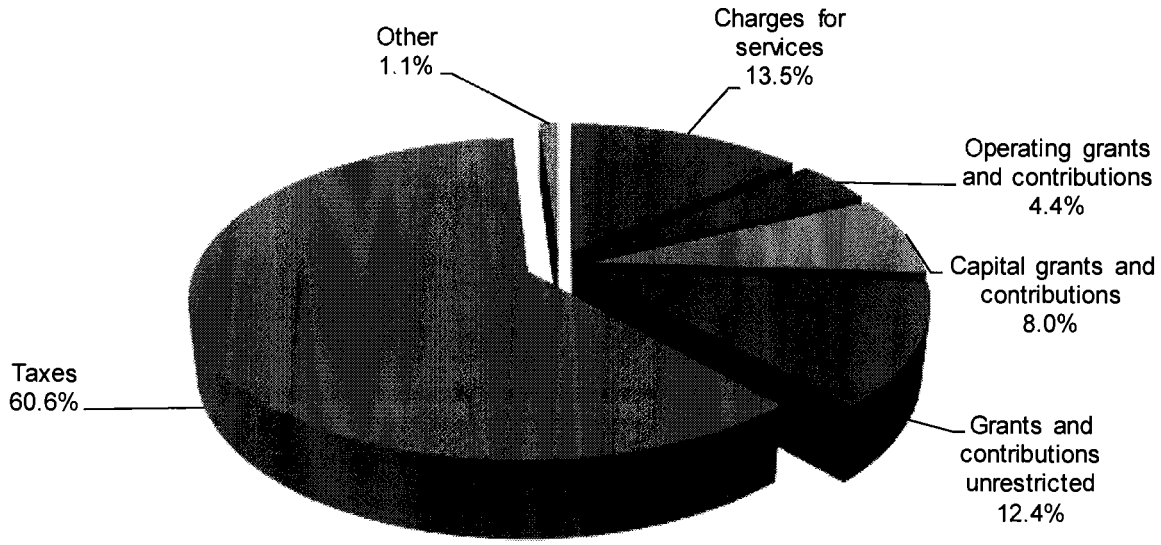
City of Isanti's Changes in Net Position

	Governmental Activities			Business-type Activities		
	2018	2017	Increase (Decrease)	2018	2017	Increase (Decrease)
Revenues						
Program Revenues						
Charges for services	$ 703,113	$ 621,573	$ 81,540	$ 5,503,469	$ 5,046,100	$ 457,369
Operating grants and contributions	228,006	190,268	37,738	12,247	12,133	114
Capital grants and contributions	415,502	413,260	2,242	566,947	964,569	(397,622)
General Revenues						
Taxes						
Property taxes	2,812,032	2,590,526	221,506	-	-	-
Tax increment	15,479	19,403	(3,924)	-	-	-
Other taxes	325,236	313,276	11,960	-	-	-
Grants and contributions not restricted to specific programs	646,624	605,002	41,622	-	-	-
Unrestricted investment earnings	54,747	33,215	21,532	60,029	47,804	12,225
Gain on sale of capital assets	737	-	737	-	-	-
Total Revenues	5,201,476	4,786,523	414,953	6,142,692	6,070,606	72,086
Expenses						
General government	722,906	765,063	(42,157)	-	-	-
Public safety	1,807,152	1,762,192	44,960	-	-	-
Public works	1,638,261	1,546,982	91,279	-	-	-
Culture and recreation	558,939	572,223	(13,284)	-	-	-
Economic development	1,317,206	262,028	1,055,178	-	-	-
Interest on long-term debt	163,131	120,909	42,222	-	-	-
Water	-	-	-	937,988	1,023,601	(85,613)
Sewer	-	-	-	1,009,703	1,076,496	(66,793)
Storm Water	-	-	-	168,280	149,826	18,454
Liquor store	-	-	-	2,567,141	2,477,553	89,588
Total Expenses	6,207,595	5,029,397	1,178,198	4,683,112	4,727,476	(44,364)
Changes in Net Position Before Transfers and Special Items	(1,006,119)	(242,874)	(763,245)	1,459,580	1,343,130	116,450
Transfers - Capital Assets	(261,542)	-	(261,542)	261,542	-	261,542
Transfers - Internal Activities	734,250	389,001	345,249	(734,250)	(389,001)	(345,249)
Change in Net Position	(533,411)	146,127	(679,538)	986,872	954,129	32,743
Net Position, January 1	18,018,076	17,871,949	146,127	26,101,856	25,147,727	954,129
Net Position, December 31	$ 17,484,665	$ 18,018,076	$ (533,411)	$ 27,088,728	$ 26,101,856	$ 986,872

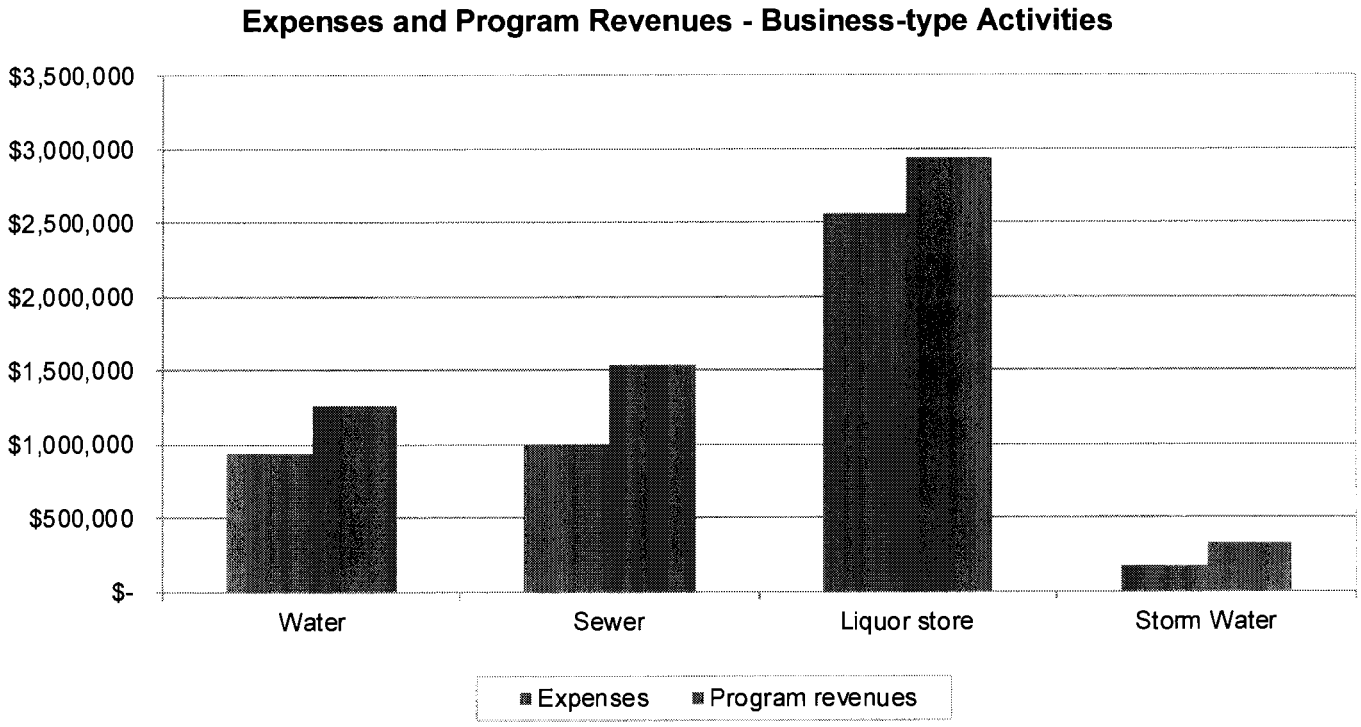
- Property taxes increased $221,506 from the prior year in line with the City's budget and capital improvement plan.
- Economic development expenses increased $1,055,178 during the year due to a business subsidy agreement. The City also recognized a loss on land sold during the year.

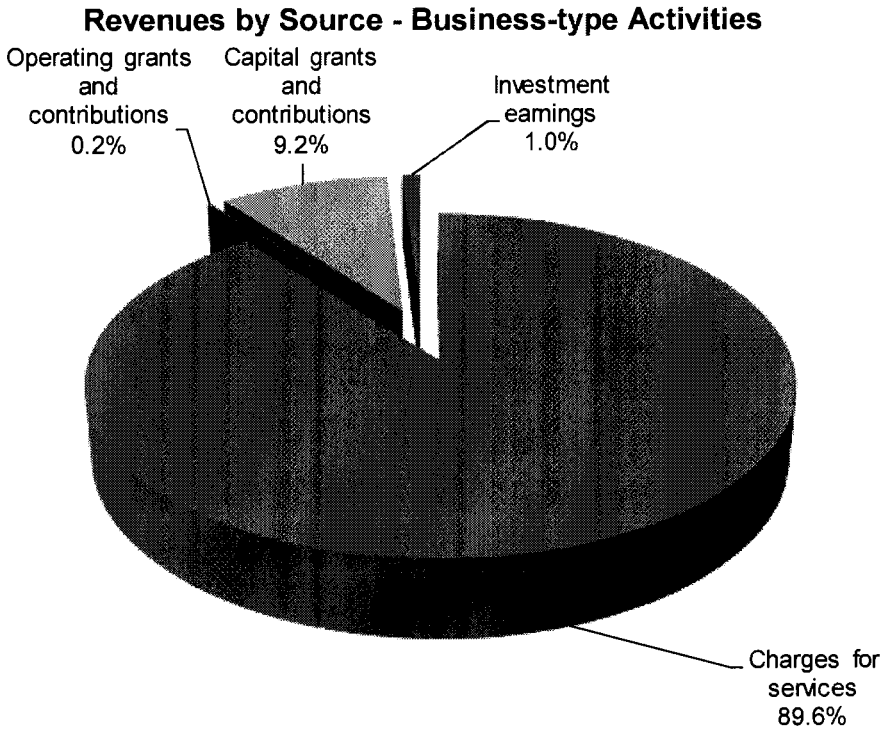
The following graph depicts various governmental activities and shows the revenues and expenses directly related to those activities.





Business-type Activities. Business-type activities increased the City's net position by $986,872. The main reason for the increase was charges for services increased $457,369 from the prior year. Additional information noted below:





Financial Analysis of the City's Funds

As noted earlier, the City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds. The focus of the City's *governmental funds* is to provide information on near-term inflows, outflows and balances of *spendable* resources. Such information is useful in assessing the City's financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the City's governmental funds reported combined ending fund balances of $4,074,744, a decrease of $286,736 in comparison with the prior year. Of this total amount, 15.0 percent, or $612,611, constitutes unassigned fund balance, which is available for spending at the City's discretion. The remainder of fund balance of $3,462,133 is not available for new spending because it is either 1) nonspendable ($11,333), 2) restricted ($1,561,719), or 3) committed ($1,889,081). For further classification, refer to Note 3F on page 68 of this report.

The General fund is the chief operating fund of the City. As a measure of the General fund's liquidity, it may be useful to compare fund balance to total fund expenditures and transfers out. Fund balance represents 34.0 percent of budgeted 2019 expenditures and transfers out. Of the fund balance, $1,400,273 is unassigned and will be used for cash flow for general operations and will be used to support operations until funds are received in June from the first tax settlement.

The debt service funds decreased $13,325 during the year mainly due to regularly scheduled principal and interest payments exceeding sources during the year.

Proprietary Funds. The City's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail. Unrestricted net position of the enterprise funds at the end of the year amounted to $6,164,236. Other factors concerning the finances of this fund have already been addressed in the discussion of the City's business-type activities.

General Fund Budgetary Highlights

The City's original General fund budget was amended during the year, increasing expenditures $41,553 and increasing revenues $125,000 with a budget to increase fund balance by $254,202. Revenues were $135,140 over budget. This is primarily due to licenses and permits being more than budgeted by $50,821. Expenditures were over budget by $803,587. The largest variance in the general fund expenditures is due to economic development which was $962,453 over budget. The budget variance is due to recognizing a loss on sold land and business subsidy payments.

Capital Assets and Debt Administration

Capital Assets. The City's investment in capital assets for its governmental and business type activities as of December 31, 2018, amounts to $46,959,912 (net of accumulated depreciation). This investment in capital assets includes land, structures, improvements, machinery and equipment, park facilities, roads and highways.

Major capital asset events during the current fiscal year included the following:

- The Wastewater Treatment Improvement Project was finalized in 2018.
- 2018 Pavement Management Project
- 2018 Street Improvements
- Water Chlorination System
- City purchased 2019 Silverado
- Tennis Court re-surfacing

City of Isanti's Capital Asset
(Net of Depreciation)

	Governmental Activities			Business-type Activities		
	2018	2017	Increase (Decrease)	2018	2017	Increase (Decrease)
Land	$ 2,424,266	$ 2,424,266	$ -	$ 94,237	$ 94,237	$ -
Construction in Progress	358,518	688,270	(329,752)	-	3,333,909	(3,333,909)
Land Improvements	6,279	6,279	-	87,660	87,660	-
Buildings	3,650,855	3,794,005	(143,150)	3,500,398	166,537	3,333,861
Infrastructure	11,131,462	11,488,854	(357,392)	24,603,015	25,169,863	(566,848)
Machinery and Equipment	379,752	445,261	(65,509)	515,502	504,028	11,474
Vehicles	135,705	152,147	(16,442)	72,263	63,233	9,030
Total	$ 18,086,837	$ 18,999,082	$ (912,245)	$ 28,873,075	$ 29,419,467	$ (546,392)

Additional information on the City's capital assets can be found in Note 3D starting on page 62 of this report.

Long-term Debt. At the end of the current fiscal year, the City had total bonded debt outstanding of $11,643,056. While all of the City's bonds have revenue streams, they are all backed by the full faith and credit of the City.

City of Isanti's Outstanding Debt

	Governmental Activities			Business-type Activities		
	2018	2017	Increase (Decrease)	2018	2017	Increase (Decrease)
G.O. Bonds	$ 2,390,000	$ 2,585,000	$ (195,000)	$ -	$ -	$ -
G.O. Improvement Bonds	1,370,000	1,735,000	(365,000)	370,000	400,000	(30,000)
G.O. Revenue Bonds	-	-	-	7,513,056	8,294,945	(781,889)
Bond Premium	39,159	42,661	(3,502)	65,527	71,545	(6,018)
Total	$ 3,799,159	$ 4,362,661	$ (563,502)	$ 7,948,583	$ 8,766,490	$ (817,907)

Minnesota statutes limit the amount of net general obligation debt a City may issue to three percent of the market value of taxable property within the City. Net debt is payable solely from ad valorem taxes and, therefore, excludes debt financed partially or entirely by special assessments, enterprise fund revenues, or tax increments. As of December 31, 2018, the City is under the legal debt margin.

Additional information on the City's long-term debt can be found in Note 3E starting on page 64 of this report.

Economic Factors and Next Year's Budgets and Rates

- Property tax valuations within the City increased in 2018 and have continued to increase for 2019.
- The 2019 budget includes a property tax levy of $2,414,591 which is 12.51% lower than the 2018 levy.
- The 2019 budget includes an amount for Local Government Aid in the amount of $635,435.
- Franchise fees were implemented in 2016 to offset capital improvements, specifically pavement management costs.
- Isanti County has an average unemployment rate for 2018 of 3.8%. This compares with unemployment rates of 2.9% for the State of Minnesota and 3.9% for the United States.

All of these factors were considered in preparing the City's budget for the 2019 fiscal year.

Requests for Information

This financial report is designed to provide a general overview of the City's finances for all those with an interest in the City's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Finance Director, City of Isanti, 110 1st Avenue Northwest, PO Box 428, Isanti, Minnesota 55040.

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GOVERNMENT-WIDE FINANCIAL STATEMENTS

CITY OF ISANTI
ISANTI, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2018

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City of Isanti, Minnesota
Statement of Net Position
December 31, 2018

	Governmental Activities	Business-type Activities	Total
Assets			
Cash and temporary investments	$ 5,200,225	$ 5,077,479	$ 10,277,704
Cash with fiscal agent	314,634	-	314,634
Receivables			
Accrued interest	11,045	12,155	23,200
Taxes	143,780	-	143,780
Accounts	138,400	286,763	425,163
Loans	212,595	-	212,595
Special assessments	1,280,754	46,692	1,327,446
Internal balances	(1,234,897)	1,234,897	-
Due from other governments	2,488	-	2,488
Inventories	-	323,025	323,025
Prepaid items	11,333	3,337	14,670
Land held for resale	23,900	-	23,900
Capital assets			
Land and construction in progress	2,782,784	94,237	2,877,021
Depreciable assets (net of accumulated depreciation)	15,304,053	28,778,838	44,082,891
Total Assets	24,191,094	35,857,423	60,048,517
Deferred Outflows of Resources			
Deferred pension resources	1,144,849	81,352	1,226,201
Liabilities			
Accounts payable	89,918	119,042	208,960
Due to other governments	14,083	29,482	43,565
Accrued salaries payable	34,804	14,349	49,153
Accrued interest payable	11,187	43,533	54,720
Unearned revenue	6,462	-	6,462
Noncurrent liabilities			
Due within one year	715,754	700,677	1,416,431
Due in more than one year	4,905,134	7,832,844	12,737,978
Total Liabilities	5,777,342	8,739,927	14,517,269
Deferred Inflows of Resources			
Resources received in advance	475,687	-	475,687
Deferred pension resources	1,598,249	110,120	1,708,369
Total Deferred Inflows of Resources	2,073,936	110,120	2,184,056
Net Position			
Net investment in capital assets	14,287,678	20,924,492	35,212,170
Restricted for			
Debt service	2,556,755	-	2,556,755
Public safety	4,805	-	4,805
Community center improvements	10,000	-	10,000
Economic development	249,951	-	249,951
Unrestricted	375,476	6,164,236	6,539,712
Total Net Position	$ 17,484,665	$ 27,088,728	$ 44,573,393

The notes to the financial statements are an integral part of this statement.

City of Isanti, Minnesota
Statement of Activities
For the Year Ended December 31, 2018

Functions/Programs	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions
Governmental Activities				
General government	$ 722,906	$ 52,554	$ -	$ -
Public safety	1,807,152	516,755	101,713	-
Public works	1,638,261	34,142	65,864	341,952
Culture and recreation	558,939	93,210	31,369	73,550
Economic development	1,317,206	6,452	29,060	-
Interest on long-term debt	163,131	-	-	-
Total Governmental Activities	6,207,595	703,113	228,006	415,502
Business-type Activities				
Water	937,988	1,006,435	8,434	254,492
Sewer	1,009,703	1,227,807	757	310,929
Liquor store	2,567,141	2,942,860	-	1,293
Stormwater	168,280	326,367	3,056	233
Total Business-type Activities	4,683,112	5,503,469	12,247	566,947
Total	$ 10,890,707	$ 6,206,582	$ 240,253	$ 982,449
General Revenues				
Taxes				
Property taxes, levied for general purposes				
Property taxes, levied for debt service				
Tax increments				
Franchise taxes				
Grants and contributions not restricted to specific programs				
Unrestricted investment earnings				
Gain on sale of capital assets				
Transfers - capital assets				
Transfers - Internal Activities				
Total General Revenues and Transfers				
Change in Net Position				
Net Position - January 1 as restated (Note 7)				
Net Position, December 31				

The notes to the financial statements are an integral part of this statement.

Net (Expenses) Revenues and Changes in Net Position		
Governmental Activities	Business-type Activities	Total
$ (670,352)	$ -	$ (670,352)
(1,188,684)	-	(1,188,684)
(1,196,303)	-	(1,196,303)
(360,810)	-	(360,810)
(1,281,694)	-	(1,281,694)
(163,131)	-	(163,131)
(4,860,974)	-	(4,860,974)
-	331,373	331,373
-	529,790	529,790
-	377,012	377,012
-	161,376	161,376
-	1,399,551	1,399,551
(4,860,974)	1,399,551	(3,461,423)
2,281,096	-	2,281,096
530,936	-	530,936
15,479	-	15,479
325,236	-	325,236
646,624	-	646,624
54,747	60,029	114,776
737	-	737
(261,542)	261,542	-
734,250	(734,250)	-
4,327,563	(412,679)	3,914,884
(533,411)	986,872	453,461
18,018,076	26,101,856	44,119,932
$ 17,484,665	$ 27,088,728	$ 44,573,393

The notes to the financial statements are an integral part of this statement.

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FUND FINANCIAL STATEMENTS

CITY OF ISANTI
ISANTI, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2018

City of Isanti, Minnesota
Balance Sheet
Governmental Funds
December 31, 2018

	101	900's		
	General	Debt Service	Other Governmental Funds	Total Governmental Funds
Assets				
Cash and temporary investments	$ 2,626,571	$ 1,055,793	$ 1,517,861	$ 5,200,225
Cash with fiscal agent	-	314,634	-	314,634
Receivables				
Accrued interest	5,634	2,232	3,179	11,045
Taxes	69,277	-	74,503	143,780
Accounts	54,841	-	83,559	138,400
Loan	-	-	212,595	212,595
Special assessments	5,171	1,196,784	78,799	1,280,754
Due from other governments	2,488	-	-	2,488
Due to other funds	25,060	-	-	25,060
Prepaid items	10,156	-	1,177	11,333
Land held for resale	5,000	-	18,900	23,900
Total Assets	$ 2,804,198	$ 2,569,443	$ 1,990,573	$ 7,364,214
Liabilities				
Accounts payable	$ 44,773	$ 1,501	$ 43,644	$ 89,918
Due to other governments	14,083	-	-	14,083
Accrued salaries payable	34,773	-	31	34,804
Advances from other funds	1,234,897	-	25,060	1,259,957
Unearned revenue	6,462	-	-	6,462
Total Liabilities	1,334,988	1,501	68,735	1,405,224
Deferred Inflows of Resources				
Unavailable revenue - delinquent taxes	53,640	-	74,503	128,143
Unavailable revenue - special assessments	5,141	1,196,476	78,799	1,280,416
Resources received in advance	-	-	475,687	475,687
Total Deferred Inflows of Resources	58,781	1,196,476	628,989	1,884,246
Fund Balances				
Nonspendable	10,156	-	1,177	11,333
Restricted	-	1,371,466	190,253	1,561,719
Committed	-	-	1,889,081	1,889,081
Unassigned	1,400,273	-	(787,662)	612,611
Total Fund Balances	1,410,429	1,371,466	1,292,849	4,074,744
Total Liabilities, Deferred Inflows of Resources and Fund Balances	$ 2,804,198	$ 2,569,443	$ 1,990,573	$ 7,364,214

The notes to the financial statements are an integral part of this statement.

City of Isanti, Minnesota
Reconciliation of the Balance Sheet
to the Statement of Net Position
Governmental Funds
December 31, 2018

Amounts reported for the governmental activities in the statement of net position are different because

Total Fund Balances - Governmental Funds	$ 4,074,744
Capital assets used in governmental activities are not financial resources and therefore are not reported as assets in governmental funds.	
Cost of capital assets	34,221,077
Less: accumulated depreciation	(16,134,240)
Noncurrent liabilities, including bonds payable, are not due and payable in the current period and therefore are not reported as liabilities in the funds.	
Noncurrent liabilities at year-end consist of	
Bond principal payable	(3,760,000)
Plus bond premium	(39,159)
Compensated absences payable	(204,529)
Other postemployment benefits payable	(183,764)
Pension liability	(1,433,436)
Some receivables are not available soon enough to pay for the current period's expenditures, and therefore are reported as unavailable revenue in the funds.	
Taxes receivable	128,143
Special assessments receivable	1,280,416
Governmental funds do not report long-term amounts related to pensions.	
Deferred outflows of pension resources	1,144,849
Deferred inflows of pension resources	(1,598,249)
Governmental funds do not report a liability for accrued interest until due and payable.	(11,187)
Total Net Position - Governmental Activities	$ 17,484,665

The notes to the financial statements are an integral part of this statement.

City of Isanti, Minnesota
Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds
For the Year Ended December 31, 2018

	101	900's		
	General	Debt Service	Other Governmental Funds	Total Governmental Funds
Revenues				
Taxes	$ 2,170,166	$ 530,936	$ 397,042	$ 3,098,144
Licenses and permits	388,821	-	-	388,821
Intergovernmental	789,501	-	197,593	987,094
Charges for services	225,713	-	107,159	332,872
Fines and forfeitures	56,808	-	-	56,808
Special assessments	-	134,109	22,231	156,340
Investment earnings (loss)	22,482	10,368	21,897	54,747
Miscellaneous	13,217	-	66,647	79,864
Total Revenues	3,666,708	675,413	812,569	5,154,690
Expenditures				
Current				
General government	628,356	-	7,773	636,129
Public safety	1,829,463	-	481	1,829,944
Public works	492,898	-	-	492,898
Culture and recreation	319,936	-	38,932	358,868
Economic development	963,684	-	363,834	1,327,518
Capital outlay				
General government	4,950	-	2,465	7,415
Public safety	-	-	-	-
Public works	32,486	-	712,046	744,532
Culture and recreation	44,823	-	10,468	55,291
Economic development	-	-	946	946
Debt service				
Principal	-	560,000	-	560,000
Interest and other	962	161,910	-	162,872
Total Expenditures	4,317,558	721,910	1,136,945	6,176,413
Excess (Deficiency) of Revenues Over (Under) Expenditures	(650,850)	(46,497)	(324,376)	(1,021,723)
Other Financing Sources (Uses)				
Gain on sale of capital assets	737	-	-	737
Transfers in	369,150	39,001	1,060,942	1,469,093
Transfers out	(390,195)	(5,829)	(338,819)	(734,843)
Total Other Financing Sources (Uses)	(20,308)	33,172	722,123	734,987
Net Change in Fund Balances	(671,158)	(13,325)	397,747	(286,736)
Fund Balances, January 1	2,081,587	1,384,791	895,102	4,361,480
Fund Balances, December 31	$ 1,410,429	$ 1,371,466	$ 1,292,849	$ 4,074,744

The notes to the financial statements are an integral part of this statement.

City of Isanti, Minnesota

Reconciliation of the Statement of Revenues, Expenditures and
Changes in Fund Balances to the Statement of Activities
Governmental Funds
For the Year Ended December 31, 2018

Amounts reported for governmental activities in the statement of activities are different because

Total Net Change in Fund Balances - Governmental Funds	$ (286,736)
Capital outlays are reported in governmental funds as expenditures. However, in the statement of activities, the cost of those assets is allocated over the estimated useful lives as depreciation expense.	
Capital outlays	712,158
Depreciation expense	(1,360,449)
Governmental funds report a gain (loss) on sale of capital assets to the extent of cash exchanged, whereas the disposition of the assets book value is included in the total gain (loss) in the statement of activities.	
Gain on trade in	(2,412)
Governmental fund report projects in capital project funds. Some of the capital assets constructed in the project will be maintained from business-type activity funds. The assets are reported as a transfer from the government-activities to the business-type activities.	(261,542)
The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position.	
Principal repayments	560,000
Amortization of bond premium	3,502
Interest on long-term debt in the statement of activities differs from the amount reported in the governmental funds because interest is recognized as an expenditure in the funds when it is due, and thus requires the use of current financial resources. In the statement of activities, however, interest expense is recognized as the interest accrues, regardless of when it is due.	(3,761)
Long-term pension activity is not reported in governmental funds.	
Pension expense	79,280
OPEB expense	(14,760)
Pension other revenue	11,483
Certain revenues are recognized as soon as they are earned. Under the modified accrual basis of accounting, certain revenues cannot be recognized until they are available to liquidate liabilities of the current period.	
Property taxes	54,603
Special assessments	(20,037)
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.	
Compensated absences	(4,740)
Change in Net Position - Governmental Activities	$ (533,411)

The notes to the financial statements are an integral part of this statement.

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City of Isanti, Minnesota

Statement of Revenues, Expenditures and Changes in Fund Balances -
Budget and Actual
General Fund
For the Year Ended December 31, 2018

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
Revenues				
Taxes	$ 2,172,468	$ 2,172,468	$ 2,170,166	$ (2,302)
Licenses and permits	213,000	338,000	388,821	50,821
Intergovernmental	762,250	762,250	789,501	27,251
Charges for services	188,450	188,450	225,713	37,263
Fines and forfeitures	32,400	32,400	56,808	24,408
Investment earnings	12,000	12,000	22,482	10,482
Miscellaneous	26,000	26,000	13,217	(12,783)
Total Revenues	3,406,568	3,531,568	3,666,708	135,140
Expenditures				
Current				
General government	691,681	691,681	628,356	63,325
Public safety	1,793,285	1,835,173	1,829,463	5,710
Public works	501,384	501,384	492,898	8,486
Culture and recreation	370,805	370,805	319,936	50,869
Economic development	1,231	1,231	963,684	(962,453)
Capital outlay	114,032	113,697	82,259	31,438
Debt service				
Interest and other	-	-	962	(962)
Total Expenditures	3,472,418	3,513,971	4,317,558	(803,587)
Excess (Deficiency) of Revenues Over (Under) Expenditures	(65,850)	17,597	(650,850)	(668,447)
Other Financing Sources (Uses)				
Sale of capital assets	-	-	737	737
Transfers in	369,150	369,150	369,150	-
Transfers out	(132,545)	(132,545)	(390,195)	(257,650)
Total Other Financing Sources (Uses)	236,605	236,605	(20,308)	(256,913)
Net Change in Fund Balances	170,755	254,202	(671,158)	(925,360)
Fund Balances, January 1	2,081,587	2,081,587	2,081,587	-
Fund Balances, December 31	$ 2,252,342	$ 2,335,789	$ 1,410,429	$ (925,360)

The notes to the financial statements are an integral part of this statement.

City of Isanti, Minnesota
Statement of Net Position
Proprietary Funds
December 31, 2018

	Business-type Activities - Enterprise Funds				
	601 Water	**439, 602** Sewer	**609** Liquor Store	Nonmajor **603** Storm Water	Total
Assets					
Current Assets					
Cash and temporary investments	$ 1,753,071	$ 2,572,786	$ 401,942	$ 349,680	$ 5,077,479
Receivables					
Accrued interest	4,591	5,545	1,325	694	12,155
Accounts	106,306	144,855	(618)	36,220	286,763
Special assessments	2,321	5,606	-	3,160	11,087
Due from other funds	283,300	-	-	-	283,300
Inventories	-	-	323,025	-	323,025
Prepaid items	947	964	1,363	63	3,337
Total Current Assets	2,150,536	2,729,756	727,037	389,817	5,997,146
Noncurrent Assets					
Special assessments receivable	-	35,605	-	-	35,605
Advances to other funds	4,768	581,940	364,889	-	951,597
Capital assets					
Land	11,078	5,000	57,159	21,000	94,237
Buildings	37,156	3,349,403	337,305	-	3,723,864
Improvements other than buildings	-	-	268,238	-	268,238
Machinery and equipment	611,883	331,911	41,357	290,601	1,275,752
Infrastructure	14,868,680	19,749,269	-	323,455	34,941,404
Less accumulated depreciation	(4,229,109)	(6,615,073)	(441,551)	(144,687)	(11,430,420)
Total Capital Assets (Net of Accumulated Depreciation)	11,299,688	16,820,510	262,508	490,369	28,873,075
Total Noncurrent Assets	11,304,456	17,438,055	627,397	490,369	29,860,277
Total Assets	13,454,992	20,167,811	1,354,434	880,186	35,857,423
Deferred Outflows of Resources					
Deferred pension resources	19,135	24,291	32,209	5,717	81,352

The notes to the financial statements are an integral part of this statement.

City of Isanti, Minnesota
Statement of Net Position (Continued)
Proprietary Funds
December 31, 2018

	Business-type Activities - Enterprise Funds				
	601 Water	439, 602 Sewer	609 Liquor Store	Nonmajor 603 Storm Water	Total
Liabilities					
Current Liabilities					
Accounts payable	$ 15,476	$ 22,207	$ 79,029	$ 2,330	$ 119,042
Due to other governments	5,038	-	24,444	-	29,482
Accrued salaries payable	3,548	4,561	5,437	803	14,349
Accrued interest payable	37,441	6,092	-	-	43,533
Current portion of compensated absences payable	10,808	14,829	14,630	2,410	42,677
Current portion of bonds payable	398,000	260,000	-	-	658,000
Total Current Liabilities	470,311	307,689	123,540	5,543	907,083
Noncurrent Liabilities					
Compensated absences payable	4,357	5,980	5,900	972	17,209
Other postemployment benefits payable	25,210	31,755	29,454	5,036	91,455
Pension liability	101,986	129,469	171,670	30,472	433,597
Bonds payable	4,000,056	3,290,527	-	-	7,290,583
Total Noncurrent Liabilities	4,131,609	3,457,731	207,024	36,480	7,832,844
Total Liabilities	4,601,920	3,765,420	330,564	42,023	8,739,927
Deferred Inflows of Resources					
Deferred pension resources	25,901	32,881	43,599	7,739	110,120
Net Position					
Net investment in capital assets	6,901,632	13,269,983	262,508	490,369	20,924,492
Unrestricted	1,944,674	3,123,818	749,972	345,772	6,164,236
Total Net Position	$ 8,846,306	$ 16,393,801	$ 1,012,480	$ 836,141	$ 27,088,728

The notes to the financial statements are an integral part of this statement.

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City of Isanti, Minnesota
Statement of Revenues, Expenses and Changes in Net Position
Proprietary Funds
For the Year Ended December 31, 2018

	Business-type Activities - Enterprise Funds				
	601 Water	**439, 602** Sewer	**609** Liquor Store	Nonmajor **603** Storm Water	Total
Operating Revenues					
Sales	$ -	$ -	$ 2,942,860	$ -	$ 2,942,860
Cost of sales	-	-	(2,129,562)	-	(2,129,562)
Gross Profit	-	-	813,298	-	813,298
Charges for services	1,007,231	1,224,147	-	326,336	2,557,714
Total Operating Revenues	1,007,231	1,224,147	813,298	326,336	3,371,012
Operating Expenses					
Personnel services	216,821	269,524	327,473	53,211	867,029
Supplies	70,375	56,779	5,338	11,103	143,595
Professional services	35,442	31,035	4,579	51,696	122,752
Communications	3,869	3,460	2,031	618	9,978
Insurance	17,043	16,746	6,999	797	41,585
Utilities	51,535	99,106	12,791	4,074	167,506
Repairs and maintenance	25,549	43,359	5,206	5,782	79,896
Depreciation	388,042	483,077	21,245	40,999	933,363
Other services and charges	-	-	51,917	-	51,917
Total Operating Expenses	808,676	1,003,086	437,579	168,280	2,417,621
Operating Income	198,555	221,061	375,719	158,056	953,391
Nonoperating Revenues (Expenses)					
Other revenues	9,213	1,746	1,293	3,320	15,572
Investment earnings	20,173	28,492	6,089	5,275	60,029
Interest expense and other	(129,312)	(6,617)	-	-	(135,929)
Total Nonoperating Revenues (Expenses)	(99,926)	23,621	7,382	8,595	(60,328)
Income Before Contributions and Transfers	98,629	244,682	383,101	166,651	893,063
Capital Contributions	252,917	313,600	-	-	566,517
Capital Contributions - Other Funds	261,542	-	-	-	261,542
Transfers In	1,590	11,115	-	-	12,705
Transfers Out	(343,047)	(53,908)	(350,000)	-	(746,955)
Change in Net Position	271,631	515,489	33,101	166,651	986,872
Net Position, January 1 as restated (Note 7)	8,574,675	15,878,312	979,379	669,490	26,101,856
Net Position, December 31	$ 8,846,306	$ 16,393,801	$ 1,012,480	$ 836,141	$ 27,088,728

The notes to the financial statements are an integral part of this statement.

City of Isanti, Minnesota
Statement of Cash Flows
Proprietary Funds
For the Year Ended December 31, 2018

	Business-type Activities - Enterprise Funds				
	601 Water	**439, 602** Sewer	**609** Liquor Store	Nonmajor **603** Storm Water	Total
Cash Flows from Operating Activities					
Receipts from customers and users	$ 1,001,627	$ 1,210,964	$ 2,944,154	$ 321,070	$ 5,477,815
Other receipts	9,213	1,746	1,293	3,320	15,572
Payments to suppliers	(465,032)	(234,156)	(2,201,459)	(70,827)	(2,971,474)
Payments to employees	(228,464)	(288,306)	(338,838)	(51,685)	(907,293)
Net Cash Provided by Operating Activities	317,344	690,248	405,150	201,878	1,614,620
Cash Flows from Noncapital Financing Activities					
Receipt on advance to other funds	(3,178)	(570,808)	(622,541)	-	(1,196,527)
Advance to other fund	4,769	15,238	364,889	-	384,896
Transfers from other funds	1,590	11,115	-	-	12,705
Transfers to other funds	(81,506)	(53,908)	(350,000)	-	(485,414)
Net Cash Used by Noncapital Financing Activities	(78,325)	(598,363)	(607,652)	-	(1,284,340)
Cash Flows from Capital and Related Financing Activities					
Transfer to other funds	(261,541)	-	-	-	(261,541)
Connection fees received	252,917	313,600	-	-	566,517
Acquisition of capital assets	(78,804)	(46,625)	-	-	(125,429)
Interest paid on bonds	(132,530)	(11,817)	-	-	(144,347)
Principal paid on bonds	(383,000)	(428,889)	-	-	(811,889)
Net Cash Used by Capital and Related Financing Activities	(602,958)	(173,731)	-	-	(776,689)
Cash Flows from Investing Activities					
Investment received	20,171	28,670	6,361	4,912	60,114
Net Increase (Decrease) in Cash and Cash Equivalents	(343,768)	(53,176)	(196,141)	206,790	(386,295)
Cash and Cash Equivalents, January 1	2,096,839	2,625,962	598,083	142,890	5,463,774
Cash and Cash Equivalents, December 31	$ 1,753,071	$ 2,572,786	$ 401,942	$ 349,680	$ 5,077,479

The notes to the financial statements are an integral part of this statement.

City of Isanti, Minnesota
Statement of Cash Flows (Continued)
Proprietary Funds
For the Year Ended December 31, 2018

	Business-type Activities - Enterprise Funds				
	601 Water	439, 602 Sewer	609 Liquor Store	Nonmajor 603 Storm Water	Total
Reconciliation of Operating Income to Net Cash Provided by Operating Activities					
Operating income	$ 198,555	$ 221,061	$ 375,719	$ 158,056	$ 953,391
Adjustments to reconcile operating income to net cash provided by operating activities					
Depreciation	388,042	483,077	21,245	40,999	933,363
Other receipts	9,213	1,746	1,293	3,320	15,572
(Increase) decrease in assets					
Accounts receivable	(8,070)	(17,600)	1,294	(8,079)	(32,455)
Special assessments	2,466	4,417	-	2,813	9,696
Due from other governments	(283,300)	-	-	-	(283,300)
Inventories	-	-	(20,932)	-	(20,932)
Prepaid items	(902)	(459)	(1,213)	(18)	(2,592)
(Increase) in deferred outflows of resources					-
Deferred pension resources	13,257	17,896	19,368	2,076	52,597
Deferred other post employement benefit resources	-	-	-	-	-
Increase (decrease) in liabilities					-
Accounts payable	12,078	9,182	32,792	2,226	56,278
Due to other governments	3,836	-	88	-	3,924
Accrued salaries payable	1,230	1,499	941	50	3,720
Compensated absences payable	1,924	2,568	1,355	(1,292)	4,555
Unearned revenue	-	-	(209)	-	(209)
Deferred other postemployment benefits payable	7,069	7,606	6,438	1,035	22,148
Pension liability	(24,887)	(35,768)	(30,344)	(53)	(91,052)
Increase (decrease) in deferred inflows of resources					
Deferred pension resources	(3,167)	(4,977)	(2,685)	745	(10,084)
Net Cash Provided by Operating Activities	$ 317,344	$ 690,248	$ 405,150	$ 201,878	$ 1,614,620
Schedule of Noncash Capital and Related Financing Activities					
Capital contributions from (to) other funds	$ 261,542	$ -	$ -	$ -	$ 261,542
Amortiation of bond premium	$ -	$ 6,018	$ -	$ -	$ 6,018

The notes to the financial statements are an integral part of this statement.

City of Isanti, Minnesota
Statement of Fiduciary Net Position
Fiduciary Fund
December 31, 2018

	Agency 505 Escrow
Assets	
Cash and temporary investments	$ 19,258
Accounts receivable	20,682
Total Assets	$ 39,940
Liabilities	
Accounts payable	$ 39,940

The notes to the financial statements are an integral part of this statement.

Note 1: Summary of Significant Accounting Policies

A. Reporting Entity

The City of Isanti, Minnesota (the City) operates under "Optional Plan A" form of government as defined in the State of Minnesota statutes. The City is governed by an elected Mayor and four-member City Council. The City Council exercises legislative authority and determines all matters of policy. The City Council appoints personnel responsible for the proper administration of all affairs relating to the City.

The City has considered all potential units for which it is financially accountable, and other organizations for which the nature and significance of their relationship with the City are such that exclusion would cause the City's financial statements to be misleading or incomplete. The Governmental Accounting Standards Board (GASB) has set forth criteria to be considered in determining financial accountability. These criteria include appointing a voting majority of an organization's governing body, and (1) the ability of the primary government to impose its will on that organization or (2) the potential for the organization to provide specific benefits to, or impose specific financial burdens on the primary government. The blended component units, although legally separate entities are, in substance, part of the City's operations and so data from these units are combined with data of the City. The City has the following component unit:

Blended Component Unit. The Economic Development Authority (EDA) of the City was created pursuant to Minnesota statutes 469.090 through 469.108 to carry out economic and industrial development and redevelopment consistent with policies established by the City Council. The City has the authority to approve and modify the EDA's budget, and the City Council has the ability to veto, overrule, or modify the decisions of the EDA Board of Commissioners. The EDA is governed by a total of seven commissioners, two of which are residents and five are City Council members. The EDA activities are blended and reported as a special revenue fund due to substantively the same governing board and due to the City having operation responsibility. Separate financial statements are not issued for this component unit.

B. Government-wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the primary government. *Governmental activities,* which normally are supported by taxes and intergovernmental revenues, are reported separately from *business-type activities,* which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. Amounts reported as *program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues.*

Separate financial statements are provided for governmental funds, proprietary funds, and the fiduciary fund, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting,* as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Note 1: Summary of Significant Accounting Policies (Continued)

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting.* Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences, and claims and judgments, are recorded only when payment is due.

Property taxes, franchise taxes, licenses and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the City.

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the year in which the resources are measurable and become available.

Non-exchange transactions, in which the City receives value without directly giving equal value in return, include property taxes, grants, entitlement and donations. On an accrual basis, revenue from property taxes is recognized in the year for which the tax is levied. Revenue from grants, entitlements and donations is recognized in the year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the year when use is first permitted, matching requirements, in which the City must provide local resources to be used for a specified purpose, and expenditure requirements, in which the resources are provided to the City on a reimbursement basis. On a modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

Unearned revenue arises when assets are recognized before revenue recognition criteria have been satisfied. Grants and entitlements received before eligibility requirements are met are also recorded as unearned revenue.

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

The City reports the following major governmental funds:

The *General fund* is the City's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The *Debt Service funds* accounts for the accumulation of resources and payment of general obligation bond principal and interest from governmental resources and special assessment bond principal and interest from special assessment levies when the City is obligated in some manner for the payment.

The City reports the following major proprietary funds:

The *Water fund* accounts for the costs associated with the City's water system and ensure that user charges are sufficient to pay for those costs.

The *Sewer fund* accounts for the costs associated with the City's sewer system and ensure that user charges are sufficient to pay for those costs.

The *Liquor Store fund* accounts for the costs associated with the City's liquor operations.

Note 1: Summary of Significant Accounting Policies (Continued)

Additionally, the City reports the following fund types:

Fiduciary fund accounts for assets held by the City in a trustee capacity or as an agent on behalf of others.

The *agency fund* is custodial in nature and does not present results of operations or have a measurement focus. Agency funds are accounted for using the modified accrual basis of accounting. This fund is used to account for assets that the City holds for others in an agency capacity.

As a general rule the effect of interfund activity has been eliminated from government-wide financial statements.

Proprietary funds distinguish *operating* revenues and expenses from *nonoperating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the City's enterprise funds are charges to customers for sales and services. The City also recognizes as operating revenue the portion of tap fees intended to recover the cost of connecting new customers to the system. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

D. Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position/Fund Balance

Deposits and Investments

The City's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition. The proprietary funds' portion in the government-wide cash and temporary investments pool is considered to be cash and cash equivalents for purposes of the statement of cash flows.

Cash balances from all funds are pooled and invested, to the extent available, in certificates of deposit and other authorized investments. It is the City's policy to refrain from investing in banks, savings and loan associations or credit unions whose equity to asset ratio is less than 10 percent. Earnings from such investments are allocated on the basis of applicable participation by each of the funds.

The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The City's recurring fair value measurements are listed in detail on page 59.

The City has the following recurring fair value measurements as of December 31, 2018:

- US Treasury securities of $1,397,330 are valued using quoted market prices (Level 1 inputs)
- Negotiable certificates of deposit of $4,566,440 are valued using a matrix pricing model (Level 2 inputs)

Note 1: Summary of Significant Accounting Policies (Continued)

The City may invest idle funds as authorized by Minnesota statutes, as follows:

1. Direct obligations or obligations guaranteed by the United States or its agencies.

2. Shares of investment companies registered under the Federal Investment Company Act of 1940 and received the highest credit rating, rated in one of the two highest rating categories by a statistical rating agency, and have a final maturity of thirteen months or less.

3. General obligations of a state or local government with taxing powers rated "A" or better; revenue obligations rated "AA" or better.

4. General obligations of the Minnesota Housing Finance Agency rated "A" or better.

5. Obligation of a school district with an original maturity not exceeding 13 months and (i) rated in the highest category by a national bond rating service or (ii) enrolled in the credit enhancement program pursuant to statute section 126C.55.

6. Bankers' acceptances of United States banks eligible for purchase by the Federal Reserve System.

7. Commercial paper issued by United States banks corporations or their Canadian subsidiaries, of highest quality category by at least two nationally recognized rating agencies, and maturing in 270 days or less.

8. Repurchase or reverse repurchase agreements and securities lending agreements with financial institutions qualified as a "depository" by the government entity, with banks that are members of the Federal Reserve System with capitalization exceeding $10,000,000, a primary reporting dealer in U.S. government securities to the Federal Reserve Bank of New York, or certain Minnesota securities broker-dealers.

9. Guaranteed investment contracts (GIC's) issued or guaranteed by a United States commercial bank, a domestic branch of a foreign bank, a United States insurance company, or its Canadian subsidiary, whose similar debt obligations were rated in one of the top two rating categories by a nationally recognized rating agency.

Investment Policy

The City's investment policy incorporates Minnesota statutes as described above which reduces the City's exposure to credit, custodial credit and interest rate risks. Specific risk information for the City is as follows:

- *Credit Risk* is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. Ratings provided by various credit rating agencies where applicable indicate associated credit risk. The City's investments in Government Agencies are fully backed by the U.S. Government and are rated AAA.

- *Custodial Credit Risk* for investments is the risk that, in the event of the failure of the counterparty to a transaction, a government will not be able to recover the value of investment or collateral securities that are in the possession of an outside party. The City limits its exposure to custodial credit risk by purchasing insured or registered investments. It is the City's policy to refrain from investing in banks, savings and loan associations or credit unions whose equity to asset ratio is less than 10%.

- *Concentration of Credit Risk.* Concentration of credit risk is the risk of loss attributed to the magnitude of a government's investment in a single issuer. The City limits investments in any one institution to 5%. The City has invested more than 5 percent of investments in the following issuers: Federal Home Loan Mortgage Corporation (8.056%).

- *Interest Rate Risk* is the risk that changes in interest rates will adversely affect the fair value of an investment. Using the segmented time distribution method, the interest rate risk of these investments ranges from less than 6 months to more than 3 years.

Note 1: Summary of Significant Accounting Policies (Continued)

Property Taxes

The City Council annually adopts a tax levy in December and certifies it to the County for collection in the following year. The County is responsible for collecting all property taxes for the City. These taxes attach an enforceable lien on taxable property within the City on January 1 and are payable by the property owners in two installments. The taxes are collected by the County Auditor and tax settlements are made to the City during January, July and December each year.

Delinquent taxes receivable include the past six years' uncollected taxes. Delinquent taxes have been offset by a deferred inflow of resources for taxes not received within 60 days after year end in the governmental fund financial statements.

Accounts Receivable

Accounts receivable include amounts billed for services provided before year end. Unbilled utility enterprise fund receivables are also included for services provided in 2018. The City annually certifies delinquent water and sewer accounts to the County for collection in the following year. Therefore, there has been no allowance for doubtful accounts established.

Special Assessments

Special assessments represent the financing for public improvements paid for by benefiting property owners. These assessments are recorded as receivables upon certification to the County. Special assessments are recognized as revenue when they are received in cash or within 60 days after year end. All special assessments receivable are offset by a deferred inflow of resources in the governmental fund financial statements.

Interfund Receivables and Payables

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds." Any residual balances outstanding between the governmental activities and business-type activities are reported in the government-wide financial statements as "internal balances."

Inventories and Prepaid Items

Inventories are valued at lower of cost or market, using the first-in, first-out (FIFO) method. Inventories of governmental funds are recorded as expenditures when consumed rather than when purchased.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

Land Held for Resale

Land held for resale is valued at the lower of the cost or the market value of the property.

Note 1: Summary of Significant Accounting Policies (Continued)

Capital Assets

Capital assets, which include property, plant, equipment and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items) are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the City as assets with an initial, individual cost of more than $5,000 (amount not rounded) and an estimated useful life in excess of one year.

In the case of initial capitalization of general infrastructure assets (i.e., those reported by governmental activities) the City chose to include items dating back to June 30, 1980. The City was able to estimate the historical cost for the initial reporting of these assets through backtrending (i.e., estimating the current replacement cost of the infrastructure to be capitalized and using an appropriate price-level index to deflate the cost to the acquisition year or estimated acquisition year). As the City constructs or acquires capital assets each period, including infrastructure assets, they are capitalized and reported at historical cost. The reported value excludes normal maintenance and repairs which are essentially amounts spent in relation to capital assets that do not increase the capacity or efficiency of the item or extend its useful life beyond the original estimate. In the case of donations the City values these capital assets at the acquisition value of the item at the date of its donation.

Property, plant and equipment are depreciated using the straight-line method over the following estimated useful lives:

Assets	Useful Lives in Years
Buildings and Structures	40
Infrastructure	10 to 50
Furniture and Equipment	3 to 20
Improvements other than Buildings	10 to 20

Deferred Outflows of Resources

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The City has two items which qualify for reporting in this category. Accordingly, the items, deferred pension resources and deferred other postemployment benefit resources, are reported only in the statement of net position. These items result from actuarial calculations and current year pension contributions and OPEB contributions made subsequent to the measurement dates.

Pensions

For purposes of measuring the net pension liability, deferred outflows/inflows of resources, and pension expense, information about the fiduciary net position of the Public Employees Retirement Association (PERA) and additions to/deductions from PERA's fiduciary net position have been determined on the same basis as they are reported by PERA except that PERA's fiscal year end is June 30. For this purpose, plan contributions are recognized as of employer payroll paid dates and benefit payments and refunds are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value. The General fund is typically used to liquidate the governmental net pension liability.

Compensated Absences

It is the City's policy to permit employees to accumulate a limited amount of earned but unused vacation, which is paid to the employee upon separation. A portion of unused sick leave may also be paid upon separation from City service. In governmental fund types the cost of these benefits is recognized when payments are made to the employees. The General fund is typically used to liquidate governmental compensated absences payable.

Note 1: Summary of Significant Accounting Policies (Continued)

Postemployment Benefits other than Pensions

Under Minnesota statue 471.61, subdivision 2b., public employers must allow retirees and their dependents to continue coverage indefinitely in an employer-sponsored health care plan, under the following conditions: 1) Retirees must be receiving (or eligible to receive) an annuity from a Minnesota public pension plan, 2) Coverage must continue in a group plan until age 65, and retirees must pay no more than the group premium, and 3) Retirees may obtain dependent coverage immediately before retirement. All premiums are funded on a pay-as-you-go basis. The liability was actuarially determined, in accordance with GASB 75, at January 1, 2018. The General fund is typically used to liquidate governmental other postemployment benefits payable.

Long-term Obligations

In the government-wide financial statements, and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position. The recognition of bond premiums and discounts are amortized over the life of the bonds using the straight-line method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as an expense in the period incurred.

In the fund financial statements, governmental fund types recognized bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Deferred Inflows of Resources

In addition to liabilities, the statement of net position and fund financial statements will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources,* represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The City has three types of items, *unavailable revenue* and *resources received in advance,* and *deferred pension resources.*

- *Unavailable revenue* arises only under a modified accrual basis of accounting that qualifies as needing to be reported in this category. Accordingly, the item, *unavailable revenue,* is reported only in the governmental funds balance sheet. The governmental funds report unavailable revenues from two sources: property taxes and special assessments. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available.

- *Resources received in advance* is reported in both the governmental fund financial statements and within the government-wide financial statements. This item is reported for amounts that have been received before time requirements are met, but after all other eligibility requirements have been met.

- *Deferred pension resources* is reported only in the statements of net position and results from actuarial calculations.

The City has an additional item which qualifies for reporting in this category. The item, deferred pension resources, is reported only in the statements of net position and results from actuarial calculations.

Furthermore, the City has additional items which qualify for reporting in this category on the statement of net position. The items, deferred pension resources and deferred other postemployment benefit resources, are reported only in the statement of net position and results from actuarial calculations involving net differences between projected and actual earnings on plan investments and changes in proportions.

Note 1: Summary of Significant Accounting Policies (Continued)

Fund Balance

In the fund financial statements, fund balance is divided into five classifications based primarily on the extent to which the City is bound to observe constraints imposed upon the use of resources reported in the governmental funds. These classifications are defined as follows:

Nonspendable - Amounts that cannot be spent because they are not in spendable form, such as prepaid items.

Restricted - Amounts related to externally imposed constraints established by creditors, grantors or contributors; or constraints imposed by state statutory provisions.

Committed - Amounts constrained for specific purposes that are internally imposed by formal action (resolution) of the City Council, which is the City's highest level of decision-making authority. Committed amounts cannot be used for any other purpose unless the City Council modifies or rescinds the commitment by resolution.

Assigned - Amounts constrained for specific purposes that are internally imposed. In governmental funds other than the General fund, assigned fund balance represents all remaining amounts that are not classified as nonspendable and are neither restricted nor committed. In the General fund, assigned amounts represent intended uses established by the City Council itself or by an official to which the governing body delegates the authority. The City Council has adopted a fund balance policy which delegates the authority to assign amounts for specific purposes to the Finance Committee.

Unassigned - The residual classification for the General fund and also negative residual amounts in other funds.

The City considers restricted amounts to be spent first when both restricted and unrestricted fund balance is available. Additionally, the City would first use committed, then assigned, and lastly unassigned amounts of unrestricted fund balance when expenditures are made. The City has formally adopted a fund balance policy for the General fund. The City's policy is to maintain a minimum unassigned fund balance of 50 percent of the following year's budgeted expenditures and transfers out.

Net Position

Net position represents the difference between assets and deferred outflows of resources and liabilities and deferred inflows of resources. Net position is displayed in three components:

a. Net investment in capital assets - Consists of capital assets, net of accumulated depreciation reduced by any outstanding debt attributable to acquire capital assets.

b. Restricted net position - Consists of net position balances restricted when there are limitations imposed on their use through external restrictions imposed by creditors, grantors, laws or regulations of other governments.

c. Unrestricted net position - All other net position balances that do not meet the definition of "restricted" or "net investment in capital assets".

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as they are needed.

Note 2: Stewardship, Compliance and Accountability

A. Budgetary Information

Annual budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America for the following funds:

- General
- Economic Development Authority
- Water
- Sewer
- Storm Water
- Liquor

All annual appropriations lapse at year end. The City does not use encumbrance accounting.

In May of each year, all departments of the City submit requests for appropriations to the City Administrator so that a budget may be prepared. Before September 30th, the proposed budget is presented to the City Council for review. The City Council holds public hearings and a final budget is prepared and adopted in early December.

The appropriated budget is prepared by fund, function and department. The City's department heads may make transfers of appropriations within a department. Transfers of appropriations between departments require the approval of the City Council. The legal level of budgetary control is the department level. The original budget was amended in 2018 increasing revenues $125,000 and increasing expenditures $41,553 for a total budgeted increase in fund balance of $254,202.

B. Excess of Expenditures Over Appropriations

For the year ended December 31, 2018, expenditures exceeded appropriations in the following fund:

Fund	Budget	Actual	Excess of Expenditures Over Appropriations
General	$ 3,513,971	$ 4,317,558	$ 803,587

C. Deficit Fund Equity

The following funds had deficit fund equity at December 31, 2018.

Fund	Amount
Nonmajor	
Isanti Indoor Arena	$ 178,172
2013 Railroad Avenue & Walk Improvements	5,316
City Parking Improvements	74,687
2017 Palomino Road Southeast Improvements	479,515
Highway 64 and Cajima	42,486

These deficits will be eliminated with future state aid, franchise taxes, and transfers from other funds.

Note 3: Detailed Notes on All Funds

A. Deposits and Investments

Deposits

Custodial credit risk for deposits and investments is the risk that in the event of a bank failure, the City's deposits and investments may not be returned or the City will not be able to recover collateral securities in the possession of an outside party. In accordance with Minnesota statutes and as authorized by the City Council, the City maintains deposits at those depository banks, all of which are members of the Federal Reserve System.

Minnesota statutes require that all City deposits be protected by insurance, surety bond or collateral. The market value of collateral pledged must equal 110 percent of the deposits not covered by insurance, bonds, or irrevocable standby letters of credit from Federal Home Loan Banks. Authorized collateral in lieu of a corporate surety bond includes:

- United States government Treasury bills, Treasury notes, Treasury bonds;
- Issues of United States government agencies and instrumentalities as quoted by a recognized industry quotation service available to the government entity;
- General obligation securities of any state or local government with taxing powers which is rated "A" or better by a national bond rating service, or revenue obligation securities of any state or local government with taxing powers which is rated "AA" or better by a national bond rating service;
- General obligation securities of a local government with taxing powers may be pledged as collateral against funds deposited by that same local government entity;
- Irrevocable standby letters of credit issued by Federal Home Loan Banks to a municipality accompanied by written evidence that the bank's public debt is rated "AA" or better by Moody's Investors Service, Inc., or Standard & Poor's Corporation; and
- Time deposits that are fully insured by any federal agency.

Minnesota statutes require that all collateral shall be placed in safekeeping in a restricted account at a Federal Reserve Bank, or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution furnishing the collateral. The selection should be approved by the City.

At year end, the City's carrying amount of deposits was $4,552,328 and the bank balance was $5,177,415. Of the bank balance, $500,000 was covered by Federal depository insurance, $2,833 was covered by National Credit Union Share Insurance Fund coverage, and $4,465,271 by collateral pledged in the City's name. The remaining balance of $677,647 was not sufficiently covered by ether federal depository insurance, credit union coverage, or collateral held in the City's name.

Note 3: Detailed Notes on All Funds (Continued)

At year end, the City's investment balances were as follows:

Types of Investments	Credit Quality/ Ratings (1)	Segmented Time Distribution (2)	Amount	Fair Value Measurement Using Level 1	Level 2	Level 3
Pooled Investments at Amortized Cost						
Broker Money Markets	N/A	less than 6 months	$ 92,273	$ -	$ -	$ -
Non-pooled Investments at Fair Value						
Negotiable CDs		less than 6 months	-	-	-	-
Negotiable CDs	N/A	6 months to 1 year	726,378	-	726,378	-
Negotiable CDs	N/A	1 to 3 years	2,468,042	-	2,468,042	-
Negotiable CDs	N/A	more than 3 years	1,372,020	-	1,372,020	-
U.S. Treasury Securities	Aaa	less than 6 months	314,634	314,634	-	-
U.S. Government Agency Securiti	Aaa	more than 3 years	1,082,696	1,082,696	-	-
Total Investments			$ 6,056,043	$ 1,397,330	$ 4,566,440	$ -

(1) Ratings are provided by various credit rating agencies where applicable to indicate associated credit risk.
(2) Interest rate risk is disclosed using the segmented time distribution method.
N/A Indicates not applicable or available.

A reconciliation of cash and investments as shown on the statement of net position for the City follows:

	Primary Government	Agency Fund	Totals
Carrying Amount of Deposits	$ 4,533,070	$ 19,258	$ 4,552,328
Investments	6,056,043	-	6,056,043
Cash on Hand	3,225	-	3,225
Total	$ 10,592,338	$ 19,258	$ 10,611,596
Cash and Temporary Investments			
Unrestricted	$ 10,277,704	$ 19,258	$ 10,296,962
Cash with fiscal agent	314,634	-	314,634
Total	$ 10,592,338	$ 19,258	$ 10,611,596

Note 3: Detailed Notes on All Funds (Continued)

B. Loans Receivables

In 2008, the City's Revolving Loan fund loaned $194,000 to EverCat Fuels for 10 years at 3 percent interest. The monthly payment is $1,873 with the final payment being due in 2018. The loan was originated through the Minnesota Investment Fund and the City has agreed to remit 80 percent of the loan received back to the state. The loan was paid in full in 2018.

In 2011, the City's Revolving Loan fund loaned $50,000 to H.M. Chris, LLC for 10 years at 3 percent interest. The monthly payment is $529. As of December 31, 2018, the loan receivable was $15,267.

In 2012, the City's Revolving Loan fund loaned $22,500 to K & D Investments for 10 years at 3 percent interest. The monthly payment is $298. As of December 31, 2018, the loan receivable was $2,025.

In 2013, the City's Revolving Loan fund loaned $25,000 to the Isanti Parkway Center for 7 years at 3 percent interest. The monthly payment is $331. As of December 31, 2018, the loan receivable was $6,120.

In 2015, the City's Revolving Loan fund loaned $17,500 to Mom's Food Co-op Inc. for 5 years at 3 percent interest. The monthly payment is $315. As of December 31, 2018. The loan was paid off in 2018.

In 2015, the City's Revolving Loan fund loaned $427,000 to Mom's Food Co-op Inc. for 7 years at zero percent interest. The monthly payment is $321. As of December 31, 2018, the loan receivable was $179,167.

In 2016, the City's Revolving Loan fund loaned $15,000 to RPF, LLC for 7 years at 3 percent interest. The monthly payment is $199. As of December 31, 2018, the loan receivable was $10,016.

C. Interfund Receivables, Payables and Transfers

In 2009, the Sewer enterprise fund advanced funds to the General fund to cover the City portion of the 2009 Street Improvements. Future General fund property tax levies will be utilized to repay the advance. Repayments will include interest of 3.25 percent. An additional $23,274 was borrowed between the funds in 2010. The outstanding balance at December 31, 2018 is $10,469.

In 2011, the Water and Sewer enterprise funds each loaned $15,897 to the General fund to cover the City portion of the Deer Haven Improvements. General fund property tax levies will be utilized to repay these advances. Repayments are interest free. The outstanding balance at December 31, 2018 is $9,539.

In 2016, the General fund loaned $25,060 to the TIF 9 nonmajor governmental fund to cover demolition costs. Future tax increment or land sale proceeds will be utilized to repay these advances. Repayments are interest free. The outstanding balance at December 31, 2018 is $25,060.

In 2017, the Liquor fund loaned $107,237 to the General fund to cover land purchase costs. Future land sale proceeds will be utilized to repay these advances. Repayments are interest free. The outstanding balance at December 31, 2018 is $107,237.

In 2018, the Liquor fund loaned $257,652 to the General fund to cover the 2018 Street and Utility Improvement Project. 2019 and 2020 levy dollars will be utilized to repay these advances. Repayments are interest free. The outstanding balance at December 31, 2018 is $257,652.

In 2018, the Water and Sewer funds loaned $283,300 and $566,700, respectively to the General fund for the business subsidy agreement relating to City development. The loan is expected to be paid back over a seven year period from future levy dollars. Repayments are interest free. The outstanding balance at December 31, 2018 is $850,000.

Note 3: Detailed Notes on All Funds (Continued)

Interfund Transfers

The following interfund transfers were made during 2018:

	Transfer in					
Fund	General	Debt Service	Nonmajor Governmental	Water	Sewer	Total
Transfer Out						
General	$ -	$ -	$ 377,490	$ 1,590	$ 11,115	$ 390,195
Nonmajor Governmental	19,150	-	319,669	-	-	338,819
Debt Service	-	-	5,829	-	-	5,829
Water	-	4,333	338,714	-	-	343,047
Sewer	-	34,668	19,240	-	-	53,908
Liquor Store	350,000	-	-	-	-	350,000
Total Transfers In	$ 369,150	$ 39,001	$ 1,060,942	$ 1,590	$ 11,115	$ 1,481,798

During the year ended December 31, 2018, the City made the following one-time transfer:

- Transfer of $50,998 from nonmajor governmental funds to nonmajor governmental funds to close fund 432.
- Transfer of $5,829 from nonmajor governmental funds to nonmajor governmental funds to close fund 436.
- Transfer of $31,369 from nonmajor governmental funds to nonmajor governmental funds to close fund 437.
- Transfer of $210,799 from nonmajor governmental funds to nonmajor governmental funds to close fund 439.
- Transfer of $261,542 made from Sewer fund to nonmajor governmental funds for costs associated with street improvement projects.
- Transfer of $237,301 made from the nonmajor governmental funds to other nonmajor governmental funds for costs associated with the Palamino road project.
- Transfers of $257,652 made from the General fund to nonmajor governmental funds for 2018 improvement project funding. The City Water and Sewer fund also transferred $77,142 and $19,420, respectively to the nonmajor governmental funds for 2018 improvement project funding.

Note 3: Detailed Notes on All Funds (Continued)

D. Capital Assets

Capital asset activity for the year ended December 31, 2018 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities				
Capital Assets not being Depreciated				
Land	$ 2,424,266	$ -	$ -	$ 2,424,266
Construction in progress	688,270	358,518	(688,270)	358,518
Total Capital Assets not being Depreciated	3,112,536	358,518	(688,270)	2,782,784
Capital Assets, being Depreciated				
Land improvements	440,300	-	-	440,300
Buildings	5,616,339	-	-	5,616,339
Infrastructure	22,863,211	746,495	-	23,609,706
Machinery and equipment	1,355,549	31,570	(28,963)	1,358,156
Vehicles	397,488	16,304	-	413,792
Total Capital Assets being Depreciated	30,672,887	794,369	(28,963)	31,438,293
Less Accumulated Depreciation for				
Land improvements	(434,021)	-	-	(434,021)
Buildings	(1,822,334)	(143,150)	-	(1,965,484)
Infrastructure	(11,374,357)	(1,103,887)	-	(12,478,244)
Machinery and equipment	(910,288)	(80,666)	12,550	(978,404)
Vehicles	(245,341)	(32,746)	-	(278,087)
Total Accumulated Depreciation	(14,786,341)	(1,360,449)	12,550	(16,134,240)
Total Capital Assets being Depreciated, Net	15,886,546	(566,080)	(16,413)	15,304,053
Governmental Activities Capital Assets, Net	$ 18,999,082	$ (207,562)	$ (704,683)	$ 18,086,837

Depreciation expense was charged to functions of the governmental activities as follows:

General Government	$ 74,329
Public Safety	34,058
Public Works	1,075,378
Culture and Recreation	176,684
Total Depreciation Expense - Governmental Activities	$ 1,360,449

Note 3: Detailed Notes on All Funds (Continued)

	Beginning Balance	Increases	Decreases	Ending Balance
Business-type Activities				
Capital Assets not being Depreciated				
Land	$ 94,237	$ -	$ -	$ 94,237
Construction in progress	3,333,909	-	(3,333,909)	-
Total Capital Assets not being Depreciated	3,428,146	-	(3,333,909)	94,237
Capital Assets being Depreciated				
Land improvements	268,238	-	-	268,238
Buildings	374,461	3,349,402	-	3,723,863
Infrastructure	34,679,862	261,542	-	34,941,404
Machinery and equipment	1,074,878	93,631	-	1,168,509
Vehicles	90,939	16,304	-	107,243
Total Capital Assets being Depreciated	36,488,378	3,720,879	-	40,209,257
Less Accumulated Depreciation for				
Land improvements	(180,578)	-	-	(180,578)
Buildings	(207,924)	(15,541)	-	(223,465)
Infrastructure	(9,509,999)	(828,390)	-	(10,338,389)
Machinery and equipment	(570,850)	(82,157)	-	(653,007)
Vehicles	(27,706)	(7,274)	-	(34,980)
Total Accumulated Depreciation	(10,497,057)	(933,362)	-	(11,430,419)
Total Capital Assets being Depreciated, Net	25,991,321	2,787,517	-	28,778,838
Business-type Activities Capital Assets, Net	$ 29,419,467	$ 2,787,517	$ (3,333,909)	$ 28,873,075

Depreciation expense was charged to programs of the business-type activities as follows:

Water	$ 388,042
Sewer	483,077
Storm Water	40,999
Liquor Store	21,244
Total Depreciation Expense - Business-type Activities	$ 933,362

Note 3: Detailed Notes on All Funds (Continued)

E. Long-term Debt

General Obligation (G.O.) Bonds

The City issues G.O. bonds to provide funds for the acquisition and construction of major capital facilities. G.O. bonds have been issued for both general government and business-type activities. These bonds are reported in the proprietary funds if they are expected to be repaid from proprietary fund revenues. In addition, bonds have been issued to refund G.O. bonds.

G.O. bonds are direct obligations and pledge the full faith and credit of the government. G.O. bonds currently outstanding are as follows:

Description	Authorized and Issued	Interest Rate	Issue Date	Maturity Date	Balance at Year End
G.O. Tax Abatement Bonds, Series 2014A	$ 2,560,000	0.50 - 2.50 %	10/01/14	02/01/30	$ 2,120,000
G.O. Bonds, Series 2014B	1,420,000	0.50 - 2.50	10/01/14	02/01/24	270,000
Total G.O. Bonds					$ 2,390,000

Annual debt service requirements to maturity for the G.O. bonds are as follows:

Year Ending December 31,	Governmental Activities		
	Principal	Interest	Total
2019	$ 200,000	$ 59,013	$ 259,013
2020	205,000	55,266	260,266
2021	210,000	51,319	261,319
2022	210,000	47,220	257,220
2023	215,000	42,545	257,545
2024 - 2028	950,000	135,674	1,085,674
2029 - 2030	400,000	13,750	413,750
Total	$ 2,390,000	$ 404,787	$ 2,794,787

Note 3: Detailed Notes on All Funds (Continued)

G.O. Revenue Bonds

The following bonds were issued to finance capital improvements in the enterprise funds. They will be repaid from future net revenues pledged from the Water and Sewer funds and are backed by the taxing power of the City. Annual principal and interest payments on the bonds and enterprise G.O. improvement bonds are expected to require over 87 and 51 percent of net revenues from the Water and Sewer funds, respectively. Principal and interest paid for 2018 and total customer net revenues for the Water fund were $515,530 and $1,007,231, respectively. Principal and interest paid for 2018 and total customer net revenues for the Sewer fund were $440,706 and $1,224,147 respectively.

Description	Authorized and Issued	Interest Rate	Issue Date	Maturity Date	Balance at Year End
MPFA - Water Revenue Bonds, Series 2007A	$ 965,000	2.63 %	07/10/08	08/20/26	$ 468,000
MPFA - Water Revenue Bonds, Series 2008	5,064,256	3.04	10/07/08	08/20/28	2,950,056
G.O. Crossover Refunding Bonds, Series 2009A	510,000	1.75 - 3.50	02/26/09	12/01/19	55,000
G.O. Utility Revenue Bonds, Series 2010A	835,000	2.00 - 3.70	07/01/10	12/01/24	365,000
MPFA - Water Revenue Bonds, Series 2011	479,047	1.533	11/23/11	08/20/31	470,000
G.O. Utility Revenue Bonds, Series 2014B	1,030,000	0.50 - 2.50	10/01/14	02/01/25	745,000
MPFA-Sewer Revenue Bonds, Series 2016A	2,525,000	2.00	07/15/16	12/01/29	2,460,000
Total G.O. Revenue Bonds					$ 7,513,056

- The 1996A Bonds are forgivable due to provisions of an agreement with the State of Minnesota. The forgiveness is recognized annually as each installment is due. The total forgiven in 2018 was $173,893.

Annual debt service requirements to maturity for the G.O. revenue bonds are as follows:

Year Ending December 31,	Business-type Activities		
	Principal	Interest	Total
2019	$ 623,000	$ 186,687	$ 809,687
2020	728,000	170,504	898,504
2021	753,000	152,684	905,684
2022	774,000	133,922	907,922
2023	789,000	114,284	903,284
2024 - 2028	3,470,056	283,282	3,753,338
2029 - 2031	376,000	8,772	384,772
Total	$ 7,513,056	$ 1,050,135	$ 8,563,191

Note 3: Detailed Notes on All Funds (Continued)

G.O. Improvement (Special Assessment) Bonds

The following bonds were issued to finance various improvements and will be repaid from special assessments levied on the properties benefiting from the improvements and/or ad valorem tax levies. All special assessment debt is backed by the full faith and credit of the City. Each year the combined assessment and tax levy equals 105 percent of the amount required for debt service. The excess of 5 percent is to cover any delinquencies in tax or assessment payments. The business-type bonds will be repaid from special assessments and future net revenues pledged from the Water and Sewer funds and are backed by the taxing power of the City.

Description	Authorized and Issued	Interest Rate	Issue Date	Maturity Date	Balance at Year End
G.O. Improvement Refunding Bonds, Series 2010B	$ 1,825,000	2.00 - 3.20 %	12/01/10	12/01/21	$ 1,030,000
G.O. Improvement Bonds, Series 2011A	790,000	0.60 - 2.70	09/29/11	02/01/22	340,000
G.O. Refunding Bonds, Series 2013A	2,160,000	0.35 - 2.50	02/01/13	12/01/28	370,000
Total G.O. Improvement Bonds					$ 1,740,000

Annual debt service requirements to maturity for the G.O. improvement bonds are as follows:

Year Ending December 31,	Governmental Activities			Business-type Activities		
	Principal	Interest	Total	Principal	Interest	Total
2019	$ 370,000	$ 38,753	$ 408,753	$ 35,000	$ 7,340	$ 42,340
2020	450,000	28,631	478,631	35,000	6,990	41,990
2021	460,000	15,578	475,578	35,000	6,430	41,430
2022	90,000	1,215	91,215	35,000	5,870	40,870
2023	-	-	-	40,000	5,310	45,310
2024 - 2028	-	-	-	190,000	14,205	204,205
Total	$ 1,370,000	$ 84,177	$ 1,454,177	$ 370,000	$ 46,145	$ 416,145

Note 3: Detailed Notes on All Funds (Continued)

Changes in Long-term Liabilities

Long-term liability activity for the year ended December 31, 2018 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance	Due Within One Year
Governmental Activities					
Bonds Payable					
General obligation bonds	$ 2,585,000	$ -	$ (195,000)	$ 2,390,000	$ 200,000
G.O. improvement bonds	1,735,000	-	(365,000)	1,370,000	370,000
Unamortized premium on bonds	42,661	-	(3,502)	39,159	-
Total Bonds Payable	4,362,661	-	(563,502)	3,799,159	570,000
Other Post Employment Benefits	169,004	14,760	-	183,764	
Pension Liability					
GERF	854,281	26,541	(105,044)	775,778	-
PEPFF	945,083	-	(287,425)	657,658	-
Compensated Absences Payable	199,789	99,895	(95,155)	204,529	145,754
Governmental Activities Long-term Liabilities	$ 6,530,818	$ 141,196	$ (1,051,126)	$ 5,620,888	$ 715,754
Business-type Activities					
Bonds Payable					
G.O. revenue bonds	$ 8,294,945	$ -	$ (781,889)	$ 7,513,056	$ 623,000
G.O. improvement bonds	400,000	-	(30,000)	370,000	35,000
Unamortized premium on bonds	71,545	-	(6,018)	65,527	
Total Bonds Payable	8,766,490	-	(817,907)	7,948,583	658,000
Other Post Employment Benefits	69,307	22,148	-	91,455	-
Pension Liability					
GERF	524,649	3,700	(94,752)	433,597	-
Compensated Absences Payable	55,331	27,666	(23,111)	59,886	42,677
Business-type Activities Long-term Liabilities	$ 9,415,777	$ 53,514	$ (935,770)	$ 8,533,521	$ 700,677

* The beginning balances include adjustment to prior period amounts for Other Post Employement Benefits

Note 3: Detailed Notes on All Funds (Continued)

F. Components of Fund Balance

At December 31, 2018, portions of the City's fund balance are not available for appropriation due to not being in spendable form (Nonspendable), legal restrictions (Restricted), City Council action (Committed), policy and/or intent (Assigned). The following is a summary of the components of fund balance:

	General	Debt Service	Other Governmental Funds	Total Governmental Funds
Nonspendable				
Prepaid items	$ 10,156	$ -	$ 1,177	$ 11,333
Restricted for				
Debt service	$ -	$ 1,371,466	$ -	$ 1,371,466
Public safety	-	-	4,805	4,805
Community center improvements	-	-	10,000	10,000
Economic development	-	-	175,448	175,448
Total Restricted	$ -	$ 1,371,466	$ 190,253	$ 1,561,719
Committed to				
Capital projects	$ -	$ -	$ 1,093,521	$ 1,093,521
Street maintenance	-	-	371,947	371,947
Culture and recreation	-	-	34,793	34,793
Economic development	-	-	379,817	379,817
City technology improvements	-	-	9,003	9,003
Total Committed	$ -	$ -	$ 1,889,081	$ 1,889,081

Note 4: Defined Benefit Pension Plans - Statewide

A. Plan Description

The City participates in the following cost-sharing multiple-employer defined benefit pension plans administered by the Public Employees Retirement Association of Minnesota (PERA). PERA's defined benefit pension plans are established and administered in accordance with Minnesota statutes, chapters 353 and 356. PERA's defined benefit pension plans are tax qualified plans under Section 401(a) of the Internal Revenue Code.

General Employees Retirement Fund (GERF)

All full-time and certain part-time employees of the City are covered by the General Employees Retirement Fund (GERF). GERF members belong to the Coordinated Plan. Coordinated Plan members are covered by Social Security.

Public Employees Police and Fire Fund (PEPFF)

The PEPFF, originally established for police officers and firefighters not covered by a local relief association, now covers all police officers and firefighters hired since 1980. Effective July 1, 1999, the PEPFF also covers police officers and firefighters belonging to a local relief association that elected to merge with and transfer assets and administration to PERA.

Note 4: Defined Benefit Pension Plans - Statewide (Continued)

B. Benefits Provided

PERA provides retirement, disability and death benefits. Benefit provisions are established by Minnesota statute and can only be modified by the state legislature. Vested, terminated employees who are entitled to benefits but are not receiving them yet are bound by the provisions in effect at the time they last terminated their public service.

GERF Benefits

Benefits are based on a member's highest average salary for any five successive years of allowable service, age, and years of credit at termination of service. Two methods are used to compute benefits for PERA's Coordinated ~~and Basic~~ Plan members. Members hired prior to July 1, 1989 receive the higher of Method 1 or Method 2 formulas. Only Method 2 is used for members hired after June 30, 1989. Under Method 1, the accrual rate for Coordinated members is 1.2 percent of average salary for each of the first 10 years of service and 1.7 percent of average salary for each additional year. Under Method 2, the accrual rate for Coordinated members is 1.7 percent for average salary for all years of service. For members hired prior to July 1, 1989 a full annuity is available when age plus years of service equal 90 and normal retirement age is 65. For members hired on or after July 1, 1989 normal retirement age is the age for unreduced Social Security benefits capped at 66.

Benefit increases are provided to benefit recipients each January. Increases are related to the funding ratio of the plan. If the General Employees Plan is at least 90 percent funded for two consecutive years, benefit recipients are given a 2.5 percent increase. If the plan has not exceeded 90 percent funded, or have fallen below 80 percent, benefit recipients are given a one percent increase. A benefit recipient who has been receiving a benefit for at least 12 full months as of June 30 will receive a full increase. Members receiving benefits for at least one month but less than 12 full months as of June 30 will receive a pro rata increase.

PEPFF Benefits

Benefits for the PEPFF members first hired after June 30, 2010, but before July 1, 2014, vest on a prorated basis from 50 percent after five years up to 100 percent after ten years of credited service. Benefits for PEPFF members first hired after June 30, 2014 vest on a prorated basis from 50 percent after ten years up to 100 percent after twenty years of credited service. The annuity accrual rate is 3.0 percent of average salary for each year of service. A full, unreduced pension is earned when members are age 55 and vested, or for members who were first hired prior to July 1, 1989, when age plus years of service equal at least 90.

Benefit increases are provided to benefit recipients each January. Police and Fire Plan benefit recipients receive a future annual 1.0 percent increase. An annual adjustment will equal 2.5 percent any time the plan exceeds a 90 percent funded ratio for two consecutive years. If the adjustment is increased to 2.5 percent and the funded ratio falls below 80 percent for one year or 85 percent for two consecutive years, the post-retirement benefit increase will be lowered to one percent. A benefit recipient who has been receiving a benefit for at least 12 full months as of June 30 will receive a full increase. Members receiving benefits for at least one month but less than 12 full months as of June 30 will receive a pro rata increase. For retirements after May 31, 2014, the first increase will be delayed two years.

C. Contributions

Minnesota statutes chapter 353 sets the rates for employer and employee contributions. Contribution rates can only be modified by the state legislature.

GERF Contributions

Plan members were required to contribute 6.50 percent of their annual covered salary and the City was required to contribute 7.50 percent of pay for Coordinated Plan members in fiscal year 2018. The City's contributions to the GERF for the years ending December 31, 2018, 2017 and 2016 were $108,556, $104,864 and $105,054, respectively. The City's contributions were equal to the required contributions for each year as set by Minnesota statute.

Note 4: Defined Benefit Pension Plans - Statewide (Continued)

PEPFF Contributions

Plan members were required to contribute 10.80 percent of their annual covered salary in calendar year 2018. The City was required to contribute 16.20 percent of pay for PEPFF members in calendar year 2018. The City's contributions to the PEPFF for the years ending December 31, 2018, 2017 and 2016 were $104,266, $113,975 and $110,692, respectively. The City's contributions were equal to the required contributions for each year as set by Minnesota statute.

D. Pension Costs

GERF Pension Costs

At December 31, 2018, the City reported a liability of $1,209,375 for its proportionate share of the GERF's net pension liability. The City's net pension liability reflected a reduction due to the State of Minnesota's contribution of $16 million to the fund in 2016. The State of Minnesota is considered a non-employer contributing entity and the State's contribution meets the definition of a special funding situation. The State of Minnesota's proportionate share of the net pension liability associated with the City totaled $39,643. The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City's proportionate share of the net pension liability was based on the City's contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2017 through June 30, 2018 relative to the total employer contributions received from all of PERA's participating employers. At June 30, 2018, the City's proportionate share was 0.0218 percent which was an increase of 0.0002 percent from its proportion measured as of June 30, 2017.

For the year ended December 31, 2018, the City recognized pension expense of $166,403 for its proportionate share of GERF's pension expense. In addition, the City recognized an additional $9,245 as pension expense (and grant revenue) for its proportionate share of the State of Minnesota's contribution of $16 million to the GERF.

At December 31, 2018, the City reported its proportionate share of GERF's deferred outflows of resources and deferred inflows of resources, and its contributions subsequent to the measurement date, from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between Expected and Actual Economic Experience	$ 32,051	$ 37,066
Changes in Actuarial Assumptions	116,149	135,886
Net Difference between Projected and Actual Earnings on Plan Investments	-	123,124
Changes in Proportion	24,904	11,070
Contributions to GERF Subsequent to the Measurement Date	53,803	-
Total	$ 226,907	$ 307,146

Note 4: Defined Benefit Pension Plans - Statewide (Continued)

Deferred outflows of resources totaling $53,803 related to pensions resulting from the City's contributions to GERF subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2019. Other amounts reported as deferred outflows and inflows of resources related to GERF pensions will be recognized in pension expense as follows:

2019	$ 40,064
2019	(54,847)
2020	(94,010)
2021	(25,249)

PEPFF Pension Costs

At December 31, 2018, the City reported a liability of $657,658 for its proportionate share of the PEPFF's net pension liability. The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City's proportion of the net pension liability was based on the City's contributions received by PERA during the measurement period for employer payroll paid dates from July 1, 2017 through June 30, 2018 relative to the total employer contributions received from all of PERA's participating employers. At June 30, 2018, the City's proportionate share was 0.0617 percent which was a decrease of 0.0002 percent from its proportion measured as of June 30, 2017.

For the year ended December 31, 2018, the City recognized pension expense of $86,114 for its proportionate share of PEPFF's pension expense. The City also recognized $5,553 for the year ended December 31, 2018, as pension revenue for its proportionate share of the State of Minnesota's on-behalf contributions to the PEPFF. Legislation passed in 2013 required the State of Minnesota to begin contributing $9 million to the PEPFF each year, starting in fiscal year 2014.

At December 31, 2018, the City reported its proportionate share of PEPFF's deferred outflows of resources and deferred inflows of resources, and its contributions subsequent to the measurement date, from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between Expected and Actual Economic Experience	$ 26,699	$ 145,132
Changes in Actuarial Assumptions	843,944	968,159
Net Difference between Projected and Actual Earnings on Plan Investments	-	156,470
Changes in Proportion	72,930	131,462
Contributions to PEPFF Subsequent to the Measurement Date	55,721	-
Total	$ 999,294	$ 1,401,223

Note 4: Defined Benefit Pension Plans - Statewide (Continued)

Deferred outflows of resources totaling $55,721 related to pensions resulting from the City's contributions to PEPFF subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended December 31, 2019. Other amounts reported as deferred outflows and inflows of resources related to GERF pensions will be recognized in pension expense as follows:

2019	$ 16,360
2020	(48,123)
2021	(99,654)
2022	(298,664)

Total Pension Expense

The total pension expense for all plans recognized by the City for the year ended December 31, 2018, was $175,648.

E. Actuarial Assumptions

The total pension liability in the June 30, 2018 actuarial valuation was determined using the following actuarial assumptions:

Inflation	2.50% per year
Active Member Payroll Growth	3.25% per year
Investment Rate of Return	7.50%

Salary increases were based on a service-related table. Mortality rates for active members, retirees, survivors and disabilitants were based on RP-2014 tables for all plans for males or females, as appropriate, with slight adjustments to fit PERA's experience. Cost of living benefit increases for retirees are assumed to be: 1 percent per year for the GERF through 2044 and PEPFF through 2064 and then 2.5 percent thereafter for both plans.

Actuarial assumptions used in the June 30, 2018 valuation were based on the results of actuarial experience studies. The most recent four-year experience study in the GERF was completed in 2015. The most recent five-year experience study for PEPFF was completed in 2016.

The following changes in actuarial assumptions occurred in 2018:

GERF

- The mortality projection scale was changed from MP-2015 to MP-2017.
- The assumed benefit increase was changed from 1.0 percent per year through 2044 and 2.50 percent per year thereafter to 1.25 percent per year.

PEPFF

- The mortality projection scale was changed from MP-2016 to MP-2017.
- As set by statute, the assumed post-retirement benefit increase was changed from 1.0 percent per year through 2064 and 2.5 percent per year, thereafter, to 1.0 percent for all years, with no trigger.

Note 4: Defined Benefit Pension Plans - Statewide (Continued)

The State Board of Investment, which manages the investments of PERA, prepares an analysis of the reasonableness on a regular basis of the long-term expected rate of return using a building-block method in which best-estimate ranges of expected future rates of return are developed for each major asset class. These ranges are combined to produce an expected long-term rate of return by weighting the expected future rates of return by the target asset allocation percentages. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Target Allocation	Long-term Expected Real Rate of Return
Domestic Stocks	36.00 %	5.10 %
International Stocks	17.00	5.30
Bonds (Fixed Income)	20.00	0.75
Alternative Assets (Private Markets)	25.00	5.90
Cash	2.00	-
Total	100.00 %	

F. Discount Rate

The discount rate used to measure the total pension liability in 2018 was 7.50 percent. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and employers will be made at rates set in Minnesota statutes. Based on these assumptions, the fiduciary net position of the GERF and PEPFF were projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

G. Pension Liability Sensitivity

The following presents the City's proportionate share of the net pension liability for all plans it participates in, calculated using the discount rate disclosed in the preceding paragraph, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate 1 percentage point lower or 1 percentage point higher than the current discount rate:

	1 Percent Decrease (6.50%)	Current (7.50%)	1 Percent Increase (8.50%)
GERF	$ 1,965,389	$ 1,209,375	$ 585,307
PEPFF	1,410,061	657,658	35,453

H. Pension Plan Fiduciary Net Position

Detailed information about each pension plan's fiduciary net position is available in a separately-issued PERA financial report that includes financial statements and required supplementary information. That report may be obtained on the Internet at www.mnpera.org.

Note 5: Postemployment Benefits other than Pensions

A. Plan Description

The City operates a single-employer retiree benefit plan ("the Plan") that provides health, life and dental insurance to eligible employees and their families through the City's health insurance plan. The full cost of the benefits is covered by the plan. Benefit and eligibility provisions are established through negotiations between the City and various unions representing City employees and are renegotiated each two-year bargaining period. The Plan does not issue a publicly available report. At December 31, 2018, the 31 active plan members/employees were covered by the benefit terms.

B. Funding Policy

OPEB benefits have historically been funded on a pay-as-you-go basis (PAYGO). Plan sponsors may set up a trust and pre-fund the benefits. There is no requirement to pre-fund benefit. However, continuing on a PAYGO basis will create a Total OPEB Liability (TOL) on the balance sheet. Results throughout the report assume continued funding under PAYGO. The overall single discount rate is 3.30%.

C. Actuarial Methods and Assumptions

The City's total OPEB liability of $275,219 was measured as of December 31, 2018, and the total OPEB liability used to calculate the total OPEB liability was determined by an actuarial valuation as of January 1, 2018. Roll forward procedures were used to roll forward the total OPEB liability to the measurement date.

The total OPEB liability in the January 1, 2018 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Discount Rate	3.30%
20-Year Municpal Bond Yield	3.30%
Inflation Rate	2.50%
Salary Increases	3.00%
Medical Trend Rate	6.50% as of January 1, 2018 grading to 5.00% over 6 y

The discount rate is based on the estimated yield of 20-Year AA-rated municipal bonds. The overall single discount rate is 3.30%. Mortality rates were based on the RP-2014 White Collar Mortality Tables with MP-2017 Generational Improvement Scale. The actuarial assumptions used in the December 31, 2018 valuation were based on input from a variety of published sources of historical and projected future financial data. Each assumption was reviewed for reasonableness with the source information as well as for consistency with the other economic assumptions.

D. Changes in the Total OPEB Liability

	Total OPEB Liability (a)
Balances at December 31, 2017	$ 238,311
Changes for the Year:	
Service cost	28,117
Interset	8,791
Benefit payments	-
Net Changes	36,908
Balances at December 31, 2018	$ 275,219

Due to this being the first valuation, there are no assumption changes.

Note 5: Postemployment Benefits other than Pensions (Continued)

E. Sensitivity of the Total OPEB Liability

The following presents the total OPEB liability of the City, as well as what the City's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage point lower (2.30 percent) or 1-percentage-point higher (4.30 percent) than the current discount rate:

1 Percent Decrease (2.3%)	Current (3.3%)	1 Percent Increase (4.3%)
$ 301,141	$ 275,219	$ 251,032

The following presents the total OPEB liability of the City, as well as what the City's total OPEB liability would be if it were calculated using a Healthcare Cost Trent Rates that is 1-percentage point lower (5.50 percent decreasing to 4.00 percent) or 1-percentage-point higher (7.50 percent increasing to 6.00 percent) than the current discount rate:

1 Percent Decrease (5.5% Decreasing to 4%)	Healthcare Cost Trend Rates (6.5% Decreasing to 5%)	1 Percent Increase (7.5% Decreasing to 6%)
$ 239,343	$ 275,219	$ 317,370

F. OPEB Expense

For the year ended December 31, 2018, the City recognized OPEB expense of $36,908. There are no deferred inflows or outflows associated with the OPEB plan.

Note 6: Other Information

A. Legal Debt Margin

In accordance with Minnesota statutes, the City may not incur or be subject to net debt in excess of three percent of the estimated market value of taxable property within the City. Net debt is payable solely from ad valorem taxes and, therefore, excludes debt financed partially or entirely by special assessments, enterprise fund revenues, or tax increments. As of December 31, 2018, the City is under the legal debt margin.

B. Risk Management

The City is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters for which the City carries insurance. The City obtains insurance through participation in the League of Minnesota Cities Insurance Trust (LMCIT), which is a risk sharing pool with approximately 800 other governmental units. The City pays an annual premium to LMCIT for its workers compensation and property and casualty insurance. The LMCIT is self-sustaining through member premiums and will reinsure for claims above a prescribed dollar amount for each insurance event. Settled claims have not exceeded the City's coverage in any of the past three fiscal years.

Liabilities are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. Liabilities, if any, include an amount for claims that have been incurred but not reported (IBNRs). The City's management is not aware of any incurred but not reported claims.

C. Isanti Area Joint Operating Fire Board District

In October of 2002, the City and the towns of Athens, Bradford, Isanti, Oxford, Spencer Brook and Stanford, entered a joint powers agreement to acquire and pay for new fire department substations in the townships. The City shall deposit in advance quarterly contributions with the treasurer of the Isanti Area Joint Operating Fire fund. The amount of the quarterly contributions to the fund shall be according to the proportions established in the fire protection contract. Upon termination of the agreement, any real property or buildings owned by the Board shall become the sole property of the City or Township in which the property lies. The City contributed $224,513 to the Board in 2018. The City's equity interest and its share of the net income (loss) of the District is not measurable and it is not explicit; therefore, no equity interest is reported in the government-wide financial statements.

D. Cambridge-Isanti Bike-Walk Trail

On September 8, 2008, the City entered into a joint and cooperative agreement with Isanti County, Isanti Township, and the City of Cambridge for the construction, operation, and maintenance of a bike-walk trail that connects the cities of Cambridge and Isanti. The trail was constructed with Federal and State grants received by Isanti County and the City of Cambridge. Isanti is responsible for maintaining and operating the part of the trail lying south of the centerline of the right of way of 301st Avenue. The agreement will terminate after 20 years. The City contributed $7,500 to the cooperative during 2018.

E. North Trunk Highway 65 Corridor Coalition

On September 19, 2006, the City of Isanti joined the North Trunk Highway 65 Corridor Coalition. The Coalition consists of cities, counties, and towns from Highway 10 in Blaine to the northern reaches of Kanabec County. The agreement states that the City must support the preservation and upgrade of the corridor to meet future transportation needs for various modes including, but not limited to, highway improvements, bus improvements, commuter, freight rail, multi-use paths, and Intelligent Transportation Systems (ITS).

Note 7: Commitments and Contingencies

A. Concentrations

The City receives a significant amount of its annual General fund revenue from the State of Minnesota from the Local Government Aid (LGA). The amount received in 2018 was $631,811 for LGA. This accounted for 17.2 percent of General fund revenues.

B. Tax Increment Districts

The City's tax increment districts are subject to review by the State of Minnesota Office of the State Auditor (OSA). Any disallowed claims or misuse of tax increments could become a liability of the applicable fund. Management has indicated that they are not aware of any instances of noncompliance which would have a material effect on the financial statements.

Note 8: Change in Accounting Principle

During fiscal year 2018, the City implemented a new accounting pronouncement issued by the Government Accounting Standards Board (GASB), Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. These standards required a retroactive implementation which resulted in the restatement of beginning balances in the December 31, 2018 financial statements. Changes related to these standards are reflected in the financial statements and schedules and related disclosures are included in Note 1.

As a result of the restatement of beginning balances, the following schedule reconciles the previously reported December 31, 2017 balances to the December 31, 2018 financial statements:

	December 31, 2018		
Fund	Net Position January 1, 2018 as Previously Reported	Prior Period Restatement	Net Position January 1, 2018 as Restated
Governmental Activities	$ 18,018,076	$ (169,004)	$ 17,849,072
Business-type Activities	$ 26,101,856	$ (69,307)	$ 26,032,549
Business-type Activities			
Water	$ 7,748,325	$ (18,141)	$ 7,730,184
Sewer	14,037,115	(24,149)	14,012,966
Stormwater	171,380	(4,001)	167,379
Liquor	1,195,545	(23,016)	1,172,529
Total Business-type Activities	$ 23,152,365	$ (69,307)	$ 23,083,058

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REQUIRED SUPPLEMENTARY INFORMATION

CITY OF ISANTI
ISANTI, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2018

City of Isanti, Minnesota
Required Supplementary Information
For the Year Ended December 31, 2018

Schedule of Employer's Share of PERA Net Pension Liability - General Employees Retirement Fund

Fiscal Year Ending	City's Proportion of the Net Pension Liability	City's Proportionate Share of the Net Pension Liability (a)	State's Proportionate Share of the Net Pension Liability Associated with the City (b)	Total (a+b)	City's Covered Payroll (c)	City's Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll ((a+b)/c)	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
06/30/18	0.0218 %	$ 1,209,375	$ 39,643	$ 1,249,018	$1,465,877	85.2 %	79.5 %
06/30/17	0.0216	1,378,930	17,319	1,396,249	1,389,926	100.5	75.9
06/30/16	0.0211	1,713,216	22,401	1,735,617	1,332,954	130.2	68.9
06/30/15	0.0219	1,134,972	-	1,134,972	1,284,497	88.4	78.2

Note: Schedule is intended to show 10-year trend. Additional years will be reported as they become available.

Schedule of Employer's PERA Contributions - General Employees Retirement Fund

Year Ending	Statutorily Required Contribution (a)	Contributions in Relation to the Statutorily Required Contribution (b)	Contribution Deficiency (Excess) (a-b)	City's Covered Payroll (c)	Contributions as a Percentage of Covered Payroll (b/c)
12/31/18	$ 108,556	$ 108,556	$ -	$ 1,447,413	7.5 %
12/31/17	104,864	104,864	-	1,398,187	7.5
12/31/16	105,054	105,054	-	1,400,720	7.5
12/31/15	97,034	97,034	-	1,293,787	7.5

Note: Schedule is intended to show 10-year trend. Additional years will be reported as they become available.

Notes to the Required Supplementary Information - General Employee Retirement Fund

Changes in Actuarial Assumptions

2018 - The mortality projection scale was changed from MP-2015 to MP-2017. The assumed benefit increase was changed from 1.00 percent per year through 2044 and 2.50 percent per year thereafter to 1.25 percent per year.

2017 - The Combined Service Annuity (CSA) loads were changed from 0.8 percent for active members and 60 percent for vested and non-vested deferred members. The revised CSA loads are now 0.0 percent for active member liability, 15.0 percent for vested deferred member liability and 3.0 percent for non-vested deferred member liability. The assumed post-retirement benefit increase rate was changed from 1.0 percent per year for all years to 1.0 percent per year through 2044 and 2.5 percent per year thereafter.

2016 - The assumed post-retirement benefit increase rate was changed from 1.0 percent per year through 2035 and 2.5 percent per year thereafter to 1.0 percent per year for all future years. The assumed investment return was changed from 7.9 percent to 7.5 percent. The single discount rate was changed from 7.9 percent to 7.5 percent. Other assumptions were changed pursuant to the experience study dated June 30, 2015. The assumed future salary increases, payroll growth and inflation were decreased by 0.25 percent to 3.25 percent for payroll growth and 2.50 percent for inflation.

2015 - The assumed post-retirement benefit increase rate was changed from 1.0 percent per year through 2030 and 2.5 percent per year thereafter to 1.0 percent per year through 2035 and 2.5 percent per year thereafter.

Changes in Plan Provisions

2017 - The State's special funding contribution increased from $6 million to $16 million.

2015 - On January 1, 2015, the Minneapolis Employees Retirement Fund was merged into the General Employees Fund, which increased the total pension liability by $1.1 billion and increased the fiduciary plan net position by $892 million. Upon consolidation, state and employer contributions were revised.

Schedule of Employer's Share of PERA Net Pension Liability - Public Employees Police and Fire Fund

Fiscal Year Ending	City's Proportion of the Net Pension Liability	City's Proportionate Share of the Net Pension Liability (a)	State's Proportionate Share of the Net Pension Liability Associated with the City (b)	Total (a+b)	City's Covered Payroll (c)	City's Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll ((a+b)/c)	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability
06/30/18	0.0617 %	$ 657,658	$ -	$ 657,658	$ 649,935	101.2 %	88.8 %
06/30/17	0.0700	945,083	-	945,083	723,699	130.6	85.4
06/30/16	0.0660	2,648,695	-	2,648,695	656,570	403.4	63.9
06/30/15	0.0620	704,465	-	704,465	563,393	125.0	86.6

Note: Schedule is intended to show 10-year trend. Additional years will be reported as they become available.

Schedule of Employer's PERA Contributions - Public Employees Police And Fire Fund

Year Ending	Statutorily Required Contribution (a)	Contributions in Relation to the Statutorily Required Contribution (b)	Contribution Deficiency (Excess) (a-b)	City's Covered Payroll (c)	Contributions as a Percentage of Covered Payroll (b/c)
12/31/18	$ 104,266	$ 104,266	$ -	$ 643,617	16.2 %
12/31/17	113,975	113,975	-	703,552	16.2
12/31/16	110,692	110,692	-	683,284	16.2
12/31/15	98,214	98,214	-	606,259	16.2

Note: Schedule is intended to show 10-year trend. Additional years will be reported as they become available.

Notes to the Required Supplementary Information - Public Employees Police and Fire Fund

Changes in Actuarial Assumptions

2018 - The mortality projection scale was changed from MP-2016 to MP-2017. As set by statute, the assumed post-retirement benefit increase was changed from 1.0 percent per year through 2064 and 2.5 percent per year, thereafter, to 1.0 percent for all years, with no trigger.

2017 - Assumed salary increases were changed as recommended in the June 30, 2016 experience study. The net effect is proposed rates that average 0.34 percent lower than the previous rates. Assumed rates of retirement were changed, resulting in fewer retirements. The Combined Service Annuity (CSA) load was 30 percent for vested and non-vested deferred members. The CSA has been changed to 33 percent for vested members and 2 percent for non-vested members. The base mortality table for healthy annuitants was changed from the RP-2000 fully generational table to the RP-2014 fully generational table (with a base year of 2006), with male rates adjusted by a factor of 0.96. The mortality improvement scale was changed from Scale AA to Scale MP-2016. The base mortality table for disabled annuitants was changed from the RP-2000 disabled mortality table to the mortality tables assumed for healthy retirees. Assumed termination rates were decreased to 3.0 percent for the first three years of service. Rates beyond the select period of three years were adjusted, resulting in more expected terminations overall. Assumed percentage of married female members was decreased from 65 percent to 60 percent. Assumed age difference was changed from separate assumptions for male members (wives assumed to be three years younger) and female members (husbands assumed to be four years older) to the assumption that males are two years older than females. The assumed percentage of female members electing joint and survivor annuities was increased. The assumed post-retirement benefit increase rate was changed from 1.00 percent for all years to 1.00 percent per year through 2064 and 2.50 percent thereafter. The single discount rate was changed from 5.6 percent to 7.5 percent.

2016 - The assumed post-retirement benefit increase rate was changed from 1.0 percent per year through 2037 and 2.5 percent per year thereafter to 1.0 percent per year for all future years. The assumed investment return was changed from 7.9 percent to 7.5 percent. The single discount rate was changed from 7.9 percent to 5.6 percent. The assumed future salary increases, payroll growth and inflation were decreased by 0.25 percent to 3.25 percent for payroll growth and 2.50 percent for inflation.

2015 - The assumed post-retirement benefit increase rate was changed from 1.0 percent per year through 2030 and 2.5 percent per year thereafter to 1.0 percent per year through 2037 and 2.5 percent per year thereafter.

Changes in Plan Provisions

2015 - The post-retirement benefit increase to be paid after attainment of the 90 percent funding threshold was changed, from inflation up to 2.5 percent, to a fixed rate of 2.5 percent.

Schedule of Changes in the City's Total OPEB Liability and Related Ratios

	2018
Total OPEB Liability	
Service cost	$ 28,116
Interest	8,792
Net Change in Total OPEB Liability	36,908
Total OPEB Liability - Beginning	238,311
Total OPEB Liability - Ending	$ 275,219
Covered - Employee Payroll	$ 1,999,517
City's total OPEB liability as a percentage of covered employee payroll	13.76 %

Note: Schedule is intended to show 10-year trend. Additional years will be reported as they become available.

COMBINING AND INDIVIDUAL FUND FINANCIAL STATEMENTS AND SCHEDULES

CITY OF ISANTI
ISANTI, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2018

City of Isanti, Minnesota
Nonmajor Governmental Funds
Combining Balance Sheet
December 31, 2018

	Special Revenue	Capital Projects	Total Nonmajor Governmental Funds
Assets			
Cash and temporary investments	$ 512,472	$ 1,005,389	$ 1,517,861
Receivables			
Accrued interest	811	2,368	3,179
Taxes	74,503	-	74,503
Accounts	83,559	-	83,559
Loans	212,595	-	212,595
Special assessments	-	78,799	78,799
Prepaid items	1,177	-	1,177
Land held for resale	18,900	-	18,900
Total Assets	$ 904,017	$ 1,086,556	$ 1,990,573
Liabilities			
Accounts payable	$ 5,605	$ 38,039	$ 43,644
Accrued salaries payable	31	-	31
Advances from other funds	25,060	-	25,060
Total Liabilities	30,696	38,039	68,735
Deferred Inflows of Resources			
Unavailable revenue - delinquent taxes	74,503	-	74,503
Unavailable revenue - special assessments	-	78,799	78,799
Resources received in advance	-	475,687	475,687
Total Deferred Inflows of Resources	74,503	554,486	628,989
Fund Balances			
Nonspendable	1,177	-	1,177
Restricted	180,253	10,000	190,253
Committed	795,560	1,093,521	1,889,081
Unassigned	(178,172)	(609,490)	(787,662)
Total Fund Balances	798,818	494,031	1,292,849
Total Liabilities, Deferred Inflows of Resources and Fund Balances	$ 904,017	$ 1,086,556	$ 1,990,573

City of Isanti, Minnesota
Nonmajor Governmental Funds
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
For the Year Ended December 31, 2018

	Special Revenue	Capital Projects	Total Nonmajor Governmental Funds
Revenues			
Taxes	$ 397,042	$ -	$ 397,042
Intergovernmental	-	197,593	197,593
Charges for services	107,159	-	107,159
Special assessments	-	22,231	22,231
Investment earnings	8,770	13,127	21,897
Miscellaneous	60,816	5,831	66,647
Total Revenues	573,787	238,782	812,569
Expenditures			
Current			
General government	7,773	-	7,773
Public safety	481	-	481
Public works	-	-	-
Culture and recreation	38,932	-	38,932
Economic development	363,834	-	363,834
Capital outlay			
General government	2,465	-	2,465
Public works	-	712,046	712,046
Culture and recreation	2,968	7,500	10,468
Economic development	946	-	946
Total Expenditures	417,399	719,546	1,136,945
Excess (Deficiency) of Revenues Over (Under) Expenditures	156,388	(480,764)	(324,376)
Other Financing Sources (Uses)			
Transfers in	92,340	968,602	1,060,942
Transfers out	(256,451)	(82,368)	(338,819)
Total Other Financing Sources (Uses)	(164,111)	886,234	722,123
Net Change in Fund Balances	(7,723)	405,470	397,747
Fund Balances, January 1	806,541	88,561	895,102
Fund Balances, December 31	$ 798,818	$ 494,031	$ 1,292,849

City of Isanti, Minnesota
Nonmajor Special Revenue Funds
Combining Balance Sheet
December 31, 2018

	104 Redbirds Maintenance	108 Economic Development Authority	214 Park	219 Revolving Loan	220 Forfeiture Fund
Assets					
Cash and temporary investments	$ 24,386	$ 36,279	$ 6,317	$ 122,548	$ 4,994
Receivables					
Accrued interest	52	83	-	259	11
Taxes	-	-	-	-	-
Accounts	-	8,125	-	-	-
Loans	-	-	-	212,595	-
Prepaid items	-	1,177	-	-	-
Land held for resale	-	-	-	-	-
Total Assets	$ 24,438	$ 45,664	$ 6,317	$ 335,402	$ 5,005
Liabilities					
Accounts payable	$ 596	$ 41	$ -	$ -	$ 200
Accrued salaries payable	-	31	-	-	-
Advance from other funds	-	-	-	-	-
Total Liabilities	596	72	-	-	200
Deferred Inflows of Resources					
Unavailable revenue - delinquent taxes	-	-	-	-	-
Fund Balances					
Nonspendable	-	1,177	-	-	-
Restricted	-	-	-	-	4,805
Committed	23,842	44,415	6,317	335,402	-
Unassigned	-	-	-	-	-
Total Fund Balances	23,842	45,592	6,317	335,402	4,805
Total Liabilities, Deferred Inflows of Resources and Fund Balances	$ 24,438	$ 45,664	$ 6,317	$ 335,402	$ 5,005

223 Youth Rec Education Safety	224 Cambridge Isanti Joint Event	225 Utility Franchise Fund	226 Isanti Indoor Arena	409 TIF 9	410 TIF 10	411 TIF 11	614 City Technology Improvement	Total
$ 3,155	$ 1,472	$ 297,628	$ (174,584)	$ 124,832	$ 57,445	$ 129	$ 7,871	$ 512,472
7	-	-	-	264	118	-	17	811
-	-	-	-	60,948	-	13,555	-	74,503
-	-	74,319	-	-	-	-	1,115	83,559
-	-	-	-	-	-	-	-	212,595
-	-	-	-	-	-	-	-	1,177
-	-	-	-	18,900	-	-	-	18,900
$ 3,162	$ 1,472	$ 371,947	$ (174,584)	$ 204,944	$ 57,563	$ 13,684	$ 9,003	$ 904,017
$ -	$ -	$ -	$ 3,588	$ -	$ 1,180	$ -	$ -	$ 5,605
-	-	-	-	-	-	-	-	31
-	-	-	-	25,060	-	-	-	25,060
-	-	-	3,588	25,060	1,180	-	-	30,696
-	-	-	-	60,948	-	13,555	-	74,503
-	-	-	-	-	-	-	-	1,177
-	-	-	-	118,936	56,383	129	-	180,253
3,162	1,472	371,947	-	-	-	-	9,003	795,560
-	-	-	(178,172)	-	-	-	-	(178,172)
3,162	1,472	371,947	(178,172)	118,936	56,383	129	9,003	798,818
$ 3,162	$ 1,472	$ 371,947	$ (174,584)	$ 204,944	$ 57,563	$ 13,684	$ 9,003	$ 904,017

City of Isanti, Minnesota
Nonmajor Special Revenue Funds
Combining Statement of Revenues, Expenditures and
Changes in Fund Balances
For the Year Ended December 31, 2018

	104 Redbirds Maintenance	108 Economic Development Authority	214 Park	219 Revolving Loan	220 Forfeiture Fund
Revenues					
Taxes					
Property taxes	$ -	$ 56,327	$ -	$ -	$ -
Tax increments	-	-	-	-	-
Franchise taxes	-	20,654	-	-	-
Charges for services	-	6,452	73,500	1,680	-
Investment earnings (loss)	192	473	(96)	1,315	48
Miscellaneous	30,500	27,380	175	-	2,067
Total Revenues	30,692	111,286	73,579	2,995	2,115
Expenditures					
Current					
General government	-	-	-	-	-
Public safety	-	-	-	-	481
Culture and recreation	14,527	-	-	-	-
Economic development	-	129,774	-	222,654	-
Capital outlay					
General government	-	-	-	-	-
Culture and recreation	-	-	-	-	-
Economic development	-	196	-	-	-
Total Expenditures	14,527	129,970	-	222,654	481
Excess (Deficiency) of Revenues Over (Under) Expenditures	16,165	(18,684)	73,579	(219,659)	1,634
Other Financing Sources (Uses)					
Transfers in	-	92,340	-	-	-
Transfers out	-	(19,150)	-	-	-
Total Other Financing Sources (Uses)	-	73,190	-	-	-
Net Change in Fund Balances	16,165	54,506	73,579	(219,659)	1,634
Fund Balances, January 1	7,677	(8,914)	(67,262)	555,061	3,171
Fund Balances, December 31	$ 23,842	$ 45,592	$ 6,317	$ 335,402	$ 4,805

223 Youth Rec Education Safety	224 Cambridge Isanti Joint Event	225 Utility Franchise Fund	226 Isanti Indoor Arena	409 TIF 9	410 TIF 10	411 TIF 11	614 City Technology Improvement	Total
$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 56,327
-	-	-	-	13,494	1,985	-	-	15,479
-	-	290,812	-	-	-	-	13,770	325,236
-	-	-	25,527	-	-	-	-	107,159
34	-	4,976	(293)	1,270	582	-	269	8,770
-	-	-	694	-	-	-	-	60,816
34	-	295,788	25,928	14,764	2,567	-	14,039	517,460
-	-	-	-	-	-	-	7,773	7,773
-	-	-	-	-	-	-	-	481
-	-	-	24,405	-	-	-	-	38,932
-	-	-	-	3,692	7,714	-	-	363,834
-	-	-	-	-	-	-	2,465	2,465
-	-	-	2,968	-	-	-	-	2,968
-	-	-	-	750	-	-	-	946
-	-	-	27,373	4,442	7,714	-	10,238	417,399
34	-	295,788	(1,445)	10,322	(5,147)	-	3,801	100,061
-	-	-	-	-	-	-	-	92,340
-	-	(237,301)	-	-	-	-	-	(256,451)
-	-	(237,301)	-	-	-	-	-	(164,111)
34	-	58,487	(1,445)	10,322	(5,147)	-	3,801	(7,723)
3,128	1,472	313,460	(176,727)	108,614	61,530	129	5,202	806,541
$ 3,162	$ 1,472	$ 371,947	$ (178,172)	$ 118,936	$ 56,383	$ 129	$ 9,003	$ 798,818

City of Isanti, Minnesota
Nonmajor Capital Projects Funds
Combining Balance Sheet
December 31, 2018

	420 Signal Light Improvement	427 Fairway Blvd/ County 5 Signal	432 Railroad Avenue Improvements	434 2013 Railroad Avenue & Walk Improvements	436 Public Works 2014 Site Improvements	437 Pavement Management Improvements
Assets						
Cash and temporary investments	$ 349,079	$ 193,611	$ -	$ 4,637	$ -	$ -
Receivables						
Accrued interest	738	409	-	10	-	-
Special assessments	-	-	-	-	-	-
Total Assets	$ 349,817	$ 194,020	$ -	$ 4,647	$ -	$ -
Liabilities						
Accounts payable	$ -	$ -	$ -	$ -	$ -	$ -
Deferred Inflows of Resources						
Unavailable revenue - special assessments	$ -	$ -	$ -	$ -	$ -	$ -
Resources received in advance	-	-	-	9,963	-	-
Total Deferred Inflows of Resources	-	-	-	9,963	-	-
Fund Balances						
Restricted	-	-	-	-	-	-
Committed	349,817	194,020	-	-	-	-
Unassigned	-	-	-	(5,316)	-	-
Total Fund Balances	349,817	194,020	-	(5,316)	-	-
Total Liabilities, Deferred Inflows of Resources and Fund Balances	$ 349,817	$ 194,020	$ -	$ 4,647	$ -	$ -

438 City Parking Improvements	440 2017 Pavement Management Improvements	441 2017 Palomino Road Southeast Improvements	442 2018 Pavement Management Improvements	443 2018 Utility And Street Construction	444 Highway 64 and Cajima	920 Capital Replacement	Total
$ (74,687)	$ (7,486)	$ (13,824)	$ -	$ 38,039	$ (42,486)	$ 558,506	$ 1,005,389
-	-	33	-	-	-	1,178	2,368
-	-	63,655	-	-	-	15,144	78,799
$ (74,687)	$ (7,486)	$ 49,864	$ -	$ 38,039	$ (42,486)	$ 574,828	$ 1,086,556
$ -	$ -	$ -	$ -	$ 38,039	$ -	$ -	$ 38,039
$ -	$ -	$ 63,655	$ -	$ -	$ -	$ 15,144	$ 78,799
-	-	465,724	-	-	-	-	475,687
-	-	529,379	-	-	-	15,144	554,486
-	-	-	-	-	-	10,000	10,000
-	-	-	-	-	-	549,684	1,093,521
(74,687)	(7,486)	(479,515)	-	-	(42,486)	-	(609,490)
(74,687)	(7,486)	(479,515)	-	-	(42,486)	559,684	494,031
$ (74,687)	$ (7,486)	$ 49,864	$ -	$ 38,039	$ (42,486)	$ 574,828	$ 1,086,556

City of Isanti, Minnesota
Nonmajor Capital Projects Funds
Combining Statement of Revenues, Expenditures and
Changes in Fund Balances
For the Year Ended December 31, 2018

	420 Signal Light Improvement	427 Fairway Blvd/ County 5 Signal	432 Railroad Avenue Improvements	434 2013 Railroad Avenue & Walk Improvements	436 Public Works 2014 Site Improvements	437 Pavement Management Improvements
Revenues						
Intergovernmental	$ -	$ -	$ -	$ 197,593	$ -	$ -
Special assessments	-	-	6,584	-	-	-
Investment earnings (loss)	3,639	2,034	259	50	(10)	157
Miscellaneous	5,831	-	-	-	-	-
Total Revenues	9,470	2,034	6,843	197,643	(10)	157
Expenditures						
Capital outlay						
Public works	-	-	-	-	-	-
Culture and recreation	-	-	-	-	-	-
Total Expenditures	-	-	-	-	-	-
Excess (Deficiency) of Revenues Over (Under) Expenditures	9,470	2,034	6,843	197,643	(10)	157
Other Financing Sources (Uses)						
Transfers in	-	-	-	-	5,829	-
Transfers out	-	-	(50,999)	-	-	(31,369)
Total Other Financing Sources (Uses)	-	-	(50,999)	-	5,829	(31,369)
Net Change in Fund Balances	9,470	2,034	(44,156)	197,643	5,819	(31,212)
Fund Balances, January 1	340,347	191,986	44,156	(202,959)	(5,819)	31,212
Fund Balances, December 31	$ 349,817	$ 194,020	$ -	$ (5,316)	$ -	$ -

438 City Parking Improvements	440 2017 Pavement Management Improvements	441 2017 Palomino Road Southeast Improvements	442 2018 Pavement Management Improvements	443 2018 Utility And Street Construction	444 Highway 64 and Cajima	920 Capital Replacement	Total
$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 197,593
-	-	15,647	-	-	-	-	22,231
(133)	845	1,093	-	6	-	5,187	13,127
-	-	-	-	-	-	-	5,831
(133)	845	16,740	-	6	-	5,187	238,782
-	8,331	69,858	237,301	354,070	42,486	-	712,046
-	-	-	-	-	-	7,500	7,500
-	8,331	69,858	237,301	354,070	42,486	7,500	719,546
(133)	(7,486)	(53,118)	(237,301)	(354,064)	(42,486)	(2,313)	(480,764)
-	-	261,541	237,301	354,064	-	109,867	968,602
-	-	-	-	-	-	-	(82,368)
-	-	261,541	237,301	354,064	-	109,867	886,234
(133)	(7,486)	208,423	-	-	(42,486)	107,554	405,470
(74,554)	-	(687,938)	-	-	-	452,130	88,561
$ (74,687)	$ (7,486)	$ (479,515)	$ -	$ -	$ (42,486)	$ 559,684	$ 494,031

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City of Isanti, Minnesota
General Fund
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual (Continued on the Following Pages)
For the Year Ended December 31, 2018
(With Comparative Actual Amounts for the Year Ended December 31, 2017)

	2018				2017
	Budget Amounts		Actual	Variance with	Actual
	Original	Final	Amounts	Final Budget	Amounts
Revenues					
Property taxes	$ 2,172,468	$ 2,172,468	$ 2,170,166	$ (2,302)	$ 2,018,262
Licenses and permits					
Business	13,000	13,000	13,325	325	12,138
Nonbusiness	200,000	325,000	375,496	50,496	349,292
Total licenses and permits	213,000	338,000	388,821	50,821	361,430
Intergovernmental					
Federal					
Other	5,000	5,000	6,477	1,477	10,906
State					
Local government aid	631,811	631,811	631,811	-	585,309
Property tax credits	-	-	391	391	18
Police aid	65,500	65,500	83,753	18,253	72,777
Municipal state aid					
street maintenance	58,734	58,734	65,864	7,130	58,734
Other	1,205	1,205	1,205	-	1,205
Regional					
Other	-	-	-	-	2,500
Total intergovernmental	762,250	762,250	789,501	27,251	731,449
Charges for services					
General government	140,900	140,900	48,838	(92,062)	37,663
Public safety	32,250	32,250	96,965	64,715	65,287
Public works	2,450	2,450	12,227	9,777	9,528
Culture and recreation	12,850	12,850	67,683	54,833	92,892
Total charges for services	188,450	188,450	225,713	37,263	205,370
Fines and forfeitures	32,400	32,400	56,808	24,408	47,217
Investment earnings	12,000	12,000	22,482	10,482	13,640
Miscellaneous					
Refunds and reimbursements	25,000	25,000	7,748	(17,252)	13,149
Other	1,000	1,000	5,469	4,469	2,821
Total miscellanious	26,000	26,000	13,217	(12,783)	15,970
Total Revenues	3,406,568	3,531,568	3,666,708	135,140	3,393,338

City of Isanti, Minnesota
General Fund
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual (Continued)
For the Year Ended December 31, 2018
(With Comparative Actual Amounts for the Year Ended December 31, 2017)

	2018				2017
	Budget Amounts		Actual	Variance with	Actual
	Original	Final	Amounts	Final Budget	Amounts
Expenditures					
Current expenditures					
General government					
Mayor and City Council					
Personnel services	$ 26,834	$ 26,834	$ 24,304	$ 2,530	$ 24,062
Supplies	4,875	4,875	707	4,168	919
Other services and charges	9,614	9,614	8,815	799	9,456
Total Mayor and City Council	41,323	41,323	33,826	7,497	34,437
Elections					
Personnel services	5,560	5,560	3,592	1,968	-
Supplies	1,400	1,400	661	739	-
Other services and charges	8,600	8,600	5,373	3,227	1,138
Total elections	15,560	15,560	9,626	5,934	1,138
Financial administration					
Personnel services	366,682	366,682	354,017	12,665	368,371
Supplies	30,417	30,417	12,942	17,475	12,290
Other services and charges	101,894	101,894	80,464	21,430	101,262
Total finance administration	498,993	498,993	447,423	51,570	481,923
Planning and zoning					
Personnel services	83,945	83,945	87,616	(3,671)	70,872
Supplies	3,145	3,145	2,157	988	3,086
Other services and charges	14,794	14,794	13,389	1,405	60,689
Total planning and zoning	101,884	101,884	103,162	(1,278)	134,647
Municipal building					
Supplies	2,565	2,565	1,060	1,505	759
Other services and charges	31,356	31,356	33,259	(1,903)	29,146
Total municipal building	33,921	33,921	34,319	(398)	29,905
Total General Government	691,681	691,681	628,356	63,325	682,050

City of Isanti, Minnesota
General Fund
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual (Continued)
For the Year Ended December 31, 2018
(With Comparative Actual Amounts for the Year Ended December 31, 2017)

	2018				2017
	Budget Amounts		Actual	Variance with	Actual
	Original	Final	Amounts	Final Budget	Amounts
Expenditures (Continued)					
Current expenditures (continued)					
Public safety					
Police					
Personnel services	$ 1,195,125	$ 1,031,125	$ 1,025,703	$ 5,422	$ 1,111,136
Supplies	23,560	23,560	22,078	1,482	19,400
Other services and charges	136,691	136,691	147,619	(10,928)	132,696
Total police	1,355,376	1,191,376	1,195,400	(4,024)	1,263,232
Fire protection					
Other services and charges	233,593	233,593	224,513	9,080	209,043
Building inspection					
Personnel services	127,216	59,249	56,557	2,692	104,729
Supplies	4,365	4,665	1,440	3,225	2,432
Other services and charges	28,996	310,246	304,051	6,195	39,302
Total building inspection	160,577	374,160	362,048	12,112	146,463
Code enforcement					
Personnel services	30,469	22,774	40,424	(17,650)	26,541
Supplies	550	550	90	460	33
Other services and charges	7,411	7,411	3,266	4,145	6,356
Total code enforcement	38,430	30,735	43,780	(13,045)	32,930
Animal control					
Supplies	200	200	-	200	200
Other services and charges	5,109	5,109	3,722	1,387	4,520
Total animal control	5,309	5,309	3,722	1,587	4,720
Total Public Safety	1,793,285	1,835,173	1,829,463	5,710	1,656,388
Public works					
Streets and highways					
Personnel services	201,213	201,213	202,462	(1,249)	191,844
Supplies	91,750	91,750	100,087	(8,337)	67,819
Other services and charges	74,834	74,834	77,453	(2,619)	74,133
Total streets and highways	367,797	367,797	380,002	(12,205)	333,796

City of Isanti, Minnesota
General Fund
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual (Continued)
For the Year Ended December 31, 2018
(With Comparative Actual Amounts for the Year Ended December 31, 2017)

	2018				2017
	Budget Amounts		Actual	Variance with	Actual
	Original	Final	Amounts	Final Budget	Amounts
Expenditures (Continued)					
Current expenditures (continued)					
Public works (continued)					
Street lighting					
Other services and charges	$ 60,200	$ 60,200	$ 46,738	$ 13,462	$ 50,391
Sanitation and waste control					
Personnel services	13,698	13,698	13,793	(95)	13,163
Supplies	950	950	1,057	(107)	766
Other services and charges	3,729	3,729	2,876	853	2,572
Total sanitation and waste control	18,377	18,377	17,726	651	16,501
General city maintenance					
Personnel services	27,416	27,416	28,177	(761)	29,068
Supplies	6,925	6,925	4,095	2,830	4,561
Other services and charges	20,669	20,669	16,160	4,509	18,292
Total general city maintenance	55,010	55,010	48,432	6,578	51,921
Total Public Works	501,384	501,384	492,898	8,486	452,609
Culture and recreation					
Parks and recreation					
Personnel services	204,141	204,141	202,927	1,214	181,169
Supplies	18,340	18,340	13,883	4,457	8,552
Other services and charges	148,324	148,324	103,126	45,198	130,913
Total parks and recreation	370,805	370,805	319,936	50,869	320,634
Total Culture and Recreation	370,805	370,805	319,936	50,869	320,634
Economic development					
Other services and charges	1,231	1,231	963,684	(962,453)	5,084
Total Current Expenditures	3,358,386	3,400,274	4,234,337	(834,063)	3,116,765

City of Isanti, Minnesota
General Fund
Schedule of Revenues, Expenditures and Changes in Fund Balances
Budget and Actual (Continued)
For the Year Ended December 31, 2018
(With Comparative Actual Amounts for the Year Ended December 31, 2017)

	2018				2017
	Budget Amounts		Actual	Variance with	Actual
	Original	Final	Amounts	Final Budget	Amounts
Expenditures (Continued)					
Capital outlay					
General government	$ 5,972	$ 8,597	$ 4,950	$ 3,647	$ 3,801
Public safety	4,000	4,000	-	4,000	62,523
Public works	41,730	41,730	32,486	9,244	30,593
Culture and recreation	62,330	59,370	44,823	14,547	43,831
Total capital outlay	114,032	113,697	82,259	31,438	140,748
Debt service					
Interest and other	-	-	962	(962)	961
Total Expenditures	3,472,418	3,513,971	4,317,558	(803,587)	3,258,474
Excess (Deficiency) of Revenues Over (Under) Expenditures	(65,850)	17,597	(650,850)	(668,447)	134,864
Other Financing Sources (Uses)					
Sale of capital assets	-	-	737	737	-
Transfers in	369,150	369,150	369,150	-	396,183
Transfers out	(132,545)	(132,545)	(390,195)	(257,650)	(147,400)
Total Other Financing Sources (Uses)	236,605	236,605	(20,308)	(256,913)	248,783
Net Change in Fund Balances	170,755	254,202	(671,158)	(925,360)	383,647
Fund Balances, January 1	2,081,587	2,081,587	2,081,587	-	1,697,940
Fund Balances, December 31	$ 2,252,342	$ 2,335,789	$ 1,410,429	$ (925,360)	$ 2,081,587

City of Isanti, Minnesota
Debt Service Funds
Combining Balance Sheet
December 31, 2018

	918 2006A Improvement Bonds	919 2008A Improvement Bonds	928 2009A Crossover Refunding Bonds	929 2010B G.O. Improvement Refunding Bonds
Assets				
Cash and temporary investments	$ 88,461	$ 2,372	$ 50,422	$ 770,138
Cash With fiscal agent	-	-	-	-
Receivables				
Accrued interest	187	5	107	1,628
Special assessments	74,853	449,229	316,174	286,541
Total Assets	$ 163,501	$ 451,606	$ 366,703	$ 1,058,307
Liabilities				
Accounts payable	$ 268	$ 268	$ 161	$ 268
Deferred Inflows of Resources				
Unavailable revenue - special assessments	74,853	449,229	316,174	286,517
Fund Balances				
Restricted for debt service	88,380	2,109	50,368	771,522
Total Liabilities, Deferred Inflows of Resources and Fund Balances	$ 163,501	$ 451,606	$ 366,703	$ 1,058,307

930 2011A G.O. Improvement Bonds	931 2014A G.O. Tax Abatement Bonds	932 2014B G.O. Improvement Bonds	Total
$ 96,892	$ 43,627	$ 3,881	$ 1,055,793
84,218	183,031	47,385	314,634
205	92	8	2,232
69,987	-	-	1,196,784
$ 251,302	$ 226,750	$ 51,274	$ 2,569,443
$ 268	$ -	$ 268	$ 1,501
69,703	-	-	1,196,476
181,331	226,750	51,006	1,371,466
$ 251,302	$ 226,750	$ 51,274	$ 2,569,443

City of Isanti, Minnesota
Debt Service Funds
Combining Schedule of Revenues, Expenditures and Changes in Fund Balances
For the Year Ended December 31, 2018

	918 2006A Improvement Bonds	919 2008A Improvement Bonds	928 2009A Crossover Refunding Bonds	929 2010B G.O. Improvement Refunding Bonds
Revenues				
Property taxes	$ -	$ -	$ -	$ 250,000
Special assessments	76,509	11,399	4,830	8,811
Investment earnings	628	142	774	7,105
Total Revenues	77,137	11,541	5,604	265,916
Expenditures				
Debt service				
Principal	-	90,000	-	195,000
Interest and other	48,561	4,092	160	36,852
Total Expenditures	48,561	94,092	160	231,852
Excess (Deficiency) of Revenues Over (Under) Expenditures	28,576	(82,551)	5,444	34,064
Other Financing Sources (Uses)				
Transfers in	-	-	-	-
Transfers out	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-
Net Change in Fund Balances	28,576	(82,551)	5,444	34,064
Fund Balances, January 1	59,804	84,660	44,924	737,458
Fund Balances, December 31	$ 88,380	$ 2,109	$ 50,368	$ 771,522

930 2011A G.O. Improvement Bonds	931 2014A G.O. Tax Abatement Bonds	932 2014B G.O. Improvement Bonds	Total
$ 7,061	$ 221,616	$ 52,259	$ 530,936
32,560	-	-	134,109
1,485	201	33	10,368
41,106	221,817	52,292	675,413
80,000	155,000	40,000	560,000
9,405	57,613	5,227	161,910
89,405	212,613	45,227	721,910
(48,299)	9,204	7,065	(46,497)
39,001	-	-	39,001
-	-	(5,829)	(5,829)
39,001	-	(5,829)	33,172
(9,298)	9,204	1,236	(13,325)
190,629	217,546	49,770	1,384,791
$ 181,331	$ 226,750	$ 51,006	$ 1,371,466

City of Isanti, Minnesota
Agency Fund
Schedule of Changes in Assets and Liabilities
For the Year Ended December 31, 2018

	Balance January 1	Additions	Deductions	Balance December 31
Developer Escrow Accounts				
Assets				
Cash and temporary investments	$ 62,852	$ 219,228	$ (262,822)	$ 19,258
Accounts receivable	1,387	22,598	(3,303)	20,682
Total Assets	$ 64,239	$ 241,826	$ (266,125)	$ 39,940
Liabilities				
Accounts payable	$ 64,239	$ 215,925	$ (240,224)	$ 39,940

City of Isanti, Minnesota
Summary Financial Report
Revenues and Expenditures For General Operations
Governmental Funds
For the Years Ended December 31, 2018 and 2017

	Total		Percent Increase (Decrease)
	2018	2017	
Revenues			
Taxes	$ 3,098,144	$ 2,929,416	5.76 %
Licenses and permits	388,821	361,430	7.58
Intergovernmental	987,094	907,652	8.75
Charges for services	332,872	237,111	40.39
Fines and forfeits	56,808	52,282	8.66
Special assessments	156,340	147,211	6.20
Investment earnings	54,747	33,215	64.83
Miscellaneous	79,864	102,607	(22.17)
Total Revenues	$ 5,154,690	$ 4,770,924	8.04 %
Per Capita	$ 891	$ 850	4.83 %
Expenditures			
Current			
General government	$ 636,129	$ 683,550	(6.94) %
Public safety	1,829,944	1,667,777	9.72
Public works	492,898	452,609	8.90
Culture and recreation	358,868	355,263	1.01
Economic development	1,327,518	248,419	434.39
Capital outlay			
General government	7,415	9,125	(18.74)
Public safety	-	62,523	(100.00)
Public works	744,532	939,452	(20.75)
Culture and recreation	55,291	51,331	7.71
Economic development	946	12,298	(92.31)
Debt service			
Principal	560,000	570,000	(1.75)
Interest and other	162,872	131,487	23.87
Total Expenditures	$ 6,176,413	$ 5,183,834	19.15 %
Per Capita	$ 1,067	$ 923	15.61 %
Total Long-term Indebtedness	$ 3,760,000	$ 4,320,000	(12.96) %
Per Capita	650	770	(15.55)
General Fund Balance - December 31	$ 1,410,429	$ 2,081,587	(32.24) %
Per Capita	244	371	(34.26)

The purpose of this report is to provide a summary of financial information concerning the City of Isanti to interested citizens. The complete financial statements may be examined at City Hall, 110 1st Avenue Northwest, PO Box 428, Isanti, MN 55040. Questions about this report should be directed to the Finance Director at (763) 444-5512.

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OTHER REQUIRED REPORTS

CITY OF ISANTI
ISANTI, MINNESOTA

FOR THE YEAR ENDED
DECEMBER 31, 2018

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Certified Public Accountants & Consultants

INDEPENDENT AUDITOR'S REPORT
ON MINNESOTA LEGAL COMPLIANCE

Honorable Mayor and City Council
City of Isanti, Minnesota

We have audited, in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Isanti, Minnesota (the City) as of and for the year ended December 31, 2018, and the related notes to the financial statements, and have issued our report thereon dated NEED DATE.

The *Minnesota Legal Compliance Audit Guide for Cities*, promulgated by the State Auditor pursuant to Minnesota Statute §6.65, contains seven categories of compliance to be tested: contracting and bidding, deposits and investments, conflicts of interest, public indebtedness, claims and disbursements, miscellaneous provisions, and tax increment financing. Our audit considered all of the listed categories.

In connection with our audit, nothing came to our attention that caused us to believe that the City failed to comply with the provisions of the *Minnesota Legal Compliance Audit Guide for Cities,* except as noted on the Schedule of Findings and Responses as findings 2018-001. However, our audit was not directed primarily toward procedures, other matters may have come to our attention regarding the City's noncompliance with the above referenced provisions. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the City's noncompliance with the above referenced provisions.

The City's responses to the findings identified in our audit are described in the accompanying Schedule of Findings and Responses. The City's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

This report is intended solely for the information and use of the City Council, management of the City, and the Minnesota Office of the State Auditor and is not intended to be and should not be used by anyone other than these specified parties.

ABDO, EICK & MEYERS, LLP
Minneapolis, Minnesota
NEED DATE

5201 Eden Avenue, Suite 250
Edina, MN 55436
952.835.9090 | Fax 952.835.3261

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MEYERS LLP
Certified Public Accountants & Consultants

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Honorable Mayor and City Council
City of Isanti, Minnesota

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Isanti, Minnesota (the City), as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the City's basic financial statements and have issued our report thereon dated NEED DATE.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified However, as described in the accompanying Schedule of Findings and Responses, we identified certain deficiencies in internal control that we consider to be a material weakness and a significant deficiency.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiency described in the accompanying Schedule of Findings and responses as item 2018-002 to be a material weakness.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiency described in the accompanying Schedule of Findings and Responses as item 2018-001 to be a significant deficiency.

5201 Eden Avenue, Suite 250
Edina, MN 55436
952.835.9090 | Fax 952.835.3261

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed one instance of noncompliance as item 2018-003 and identified no other matters that are required to be reported under *Government Auditing Standards.*

The City's Response to the Finding

The City's response to the finding identified in our audit are described in the accompanying Schedule of Findings and Responses. The City's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

ABDO, EICK & MEYERS, LLP
Minneapolis, Minnesota
NEED DATE

People + Process
Going Beyond the Numbers

City of Isanti, Minnesota
Schedule of Findings and Responses
For the Year Ended December 31, 2018

Finding	Description
2018-001	**Preparation of Financial Statements**
Condition:	As in prior years, we were requested to draft the audited financial statements and related footnote disclosures as part of our regular audit services. Recent auditing standards require auditors to communicate this situation to the City Council as an internal control deficiency. Ultimately, it is management's responsibility to provide for the preparation of your statements and footnotes, and the responsibility of the auditor to determine the fairness of presentation of those statements. It is our responsibility to inform you that this deficiency could result in a material misstatement to the financial statements that could have been prevented or detected by your management. Essentially, the auditors cannot be part of your internal control process.
Criteria:	Internal controls should be in place to provide reasonable assurance over the reliability of financial records and reporting.
Cause:	From a practical standpoint, we both prepare your statements and determine the fairness of that presentation at the same time in connection with our audit. This is not unusual for us to do with organizations of your size.
Effect:	The effectiveness of the internal control system relies on enforcement by management. The effect of deficiencies in internal controls can result in undetected errors in financial reporting. We have instructed management to review a draft of the auditor prepared financials in detail for accuracy; we have answered any questions that management might have, and have encouraged research of any accounting guidance in connection with the adequacy and appropriateness of classification of disclosures in your statements. We are satisfied that the appropriate steps have been taken to provide you with the completed financial statements.
Recommendation:	Under these circumstances, the most effective controls lie in management's knowledge of the City's financial operations. It is the responsibility of management and those charged with governance to make the decision whether to accept the degree of risk associated with this condition because of cost and other considerations. Regarding the specific situations listed above, we would offer the following specific recommendations: 1) Utilize a disclosure checklist to ensure all required disclosures are present and agree to work papers, and 2) Agree your accounting information from your accounting software to the amounts reported in the financial statements.

Management Response:

For now, the City accepts the degree of risk associated with this condition and thoroughly reviews a draft of the financial statements.

City of Isanti, Minnesota
Schedule of Findings and Responses
For the Year Ended December 31, 2018

Finding	Description
2018-002	**Material Audit Adjustments**
Condition:	During our audit, a material audit adjustment was necessary to reclassify business subsidy payments as expenses.
Criteria:	The financial statements are the responsibility of the City's management; therefore, the City must be able to prevent or detect a material misstatement in the financial statements including footnote disclosures.
Cause:	The year-end trial balance and supporting work papers did not reflect all necessary accounting entries.
Effect:	This indicates that a misstatement has occurred and was not detected by the City's system of internal control.
Recommendation:	We recommend that management review the final audit work paper and related journal entries, obtain an understanding of why the entries were necessary and modify current procedures to ensure that future corrections are not needed.

Management Response:

Management understands the finding, and concurs that complete reconciliations of all accounts, including journal entries to adjust balances to these reconciliations needs to be done prior to the start of the audit. Staff strives to make sure this is done.

2018-003	**Collateral Coverage**
Condition:	Auditing of legal compliance requires a review of the City's deposits and investments. Our testing indicated an instance of non-compliance that we believe is required to be remedied.
Criteria:	In accordance with Minnesota statute, section 118A.03, the City is required to have pledged collateral equal to 110 percent of the deposit not covered with insurance.
Cause:	The City had $467,538 of deposits uncollateralized on December 31, 2018, which calculates to the City being $677,647 under collateralized. The Minnesota Statute requires deposits over FDIC coverage to be collateralized at 110%. In the past, the City's cash has not exceeded the amount covered by Federal Depository Insurance.
Effect:	At year end, the City did not have sufficient collateral pledged and therefore was not in compliance with state statute.
Recommendation:	We recommend that the City reviews collateral coverage each month when completing the bank reconciliation and when planning for cash flow. This will not result in any additional cost and will ensure that the City complies with the applicable statue.

Management Response:

The Finance Director has taken the appropriate action to ensure that City's deposits are sufficiently covered by collateral throughout the entire year on a monthly basis.

Management Communication

City of Isanti

Isanti, Minnesota

For the Year Ended
December 31, 2018

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+Process
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Numbers

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NEED DATE

Management, Honorable Mayor and City Council
City of Isanti, Minnesota

We have audited the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Isanti, Minnesota (the City) for the year ended December 31, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated October 10, 2018. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibility Under Auditing Standards Generally Accepted in the United States of America and *Government Auditing Standards*

As stated in our engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your responsibilities.

Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement. As part of our audit, we considered the internal control over financial reporting (internal control) of the City. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control. We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

Significant Audit Findings

In planning and performing our audit of the financial statements, we considered the City's internal control to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiency described on the following pages as 2018-002 to be a material weakness.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiency described on the following pages as item 2018-001 to be a significant deficiency.

5201 Eden Avenue, Suite 250
Edina, MN 55436
952.835.9090 | Fax 952.835.3261

2018-001 **Preparation of Financial Statements**

Condition: As in prior years, we were requested to draft the audited financial statements and related footnote disclosures as part of our regular audit services. Recent auditing standards require auditors to communicate this situation to the City Council as an internal control deficiency. Ultimately, it is management's responsibility to provide for the preparation of your statements and footnotes, and the responsibility of the auditor to determine the fairness of presentation of those statements. It is our responsibility to inform you that this deficiency could result in a material misstatement to the financial statements that could have been prevented or detected by your management. Essentially, the auditors cannot be part of your internal control process.

Criteria: Internal controls should be in place to provide reasonable assurance over the reliability of financial records and reporting.

Cause: From a practical standpoint, we both prepare your statements and determine the fairness of that presentation at the same time in connection with our audit. This is not unusual for us to do with organizations of your size.

Effect: The effectiveness of the internal control system relies on enforcement by management. The effect of deficiencies in internal controls can result in undetected errors in financial reporting. We have instructed management to review a draft of the auditor prepared financials in detail for accuracy; we have answered any questions that management might have, and have encouraged research of any accounting guidance in connection with the adequacy and appropriateness of classification of disclosures in your statements. We are satisfied that the appropriate steps have been taken to provide you with the completed financial statements.

Recommendation: Under these circumstances, the most effective controls lie in management's knowledge of the City's financial operations. It is the responsibility of management and those charged with governance to make the decision whether to accept the degree of risk associated with this condition because of cost and other considerations. Regarding the specific situations listed above, we would offer the following specific recommendations: 1) Utilize a disclosure checklist to ensure all required disclosures are present and agree to work papers, and 2) Agree your accounting information from your accounting software to the amounts reported in the financial statements.

Management Response:

For now, the City accepts the degree of risk associated with this condition and thoroughly reviews a draft of the financial statements.

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2018-002 **Material Audit Adjustments**

Condition: During our audit, a material audit adjustment was necessary recognize expense activity for transactions during the year.

Criteria: The financial statements are the responsibility of the City's management; therefore, the City must be able to prevent or detect a material misstatement in the financial statements including footnote disclosures.

Cause: The year-end trial balance and supporting work papers did not reflect all necessary accounting entries.

Effect: This indicates that a misstatement has occurred and was not detected by the City's system of internal control.

Recommendation: We recommend that management review the final audit work paper and related journal entries, obtain an understanding of why the entries were necessary and modify current procedures to ensure that future corrections are not needed.

Management Response:

Management understands the finding, and concurs that complete reconciliations of all accounts, including journal entries to adjust balances to these reconciliations needs to be done prior to the start of the audit. Staff strives to make sure this is done.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. While our audit provides a reasonable basis for our opinion, it does not provide a legal determination on the City's compliance with those requirements. The results of our tests disclosed one instance of noncompliance or other matters that is required to be reported in accordance with Minnesota statutes detailed as item 2018-003 as follows.

2018-003 **Collateral Coverage**

Condition: Auditing of legal compliance requires a review of the City's deposits and investments. Our study indicated an instance of non-compliance that we believe is required to be remedied.

Criteria: In accordance with Minnesota Statute, section 118A.03, the City is required to have pledged collateral equal to 110 percent of the deposit not covered with insurance.

Cause: The City had $467,538 of deposits uncollateralized on December 31, 2018, which calculates to the City being $677,647 under collateralized. The Minnesota Statute requires deposits over FDIC coverage to be collateralized at 110%. In the past, the City's cash has not exceeded the amount covered by Federal Depository Insurance.

Effect: At year end, the City did not have sufficient collateral pledged and therefore was not in compliance with state statute.

Recommendation: We recommend that the City reviews collateral coverage each month when completing the bank reconciliation and when planning for cash flow. This will not result in any additional cost and will ensure that the City complies with the applicable statue.

Management Response:

The Finance Director has taken the appropriate action to ensure that City's deposits are sufficiently covered by collateral throughout the entire year on a monthly basis.

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Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. The City changed accounting policies during 2018 related to accounting and financial reporting for other postemployment benefits (GASB 75). We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were depreciation on capital assets, allocation of payroll and compensated absences, liability for other post-employment benefit, and the liability of the City's pensions.

- Management's estimate of depreciation is based on estimated useful lives of the assets. Depreciation is calculated using the straight-line method.

- Allocations of gross wages and payroll benefits are approved by City Council within the City's budget and are derived from each employee's estimated time to be spent servicing the respective functions of the City. These allocations are also used in allocating accrued compensated absences payable.

- The City's liability for other post-employment benefits was estimated to be zero primarily based on the assumption that employees, whom participate in the health insurance plan, will retire after the age of 65 and not continue to participate in the plan following retirement.

- Management's estimate of its pension liability is based on several factors including, but not limited to, anticipated investment return rate, retirement age for active employees, life expectancy, salary increases and form of annuity payment upon retirement.

We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole. The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. The following material misstatements detected as a result of audit procedures were corrected by management: Recognizing expense activity for business subsidy payments.

We also assisted in preparing a number of year end accounting entries. These were necessary to adjust the City's records at year end to correct ending balances. The City should establish more detailed processes and procedures to reduce the total number of entries in each category. The City will receive better and timelier information if the preparation of year end entries is completed internally.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

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Management Representations

We have requested certain representations from management that are included in the management representation letter dated NEED DATE.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Matters

We applied certain limited procedures to the required supplementary information (RSI) (Management's Discussion and Analysis, the Schedules of Employer's Share of the Net Pension Liability and the Schedules of Employer's Contributions, and the Schedule of changes in the City's OPEB Liability), which is information that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information (combining and individual fund financial statements and schedules), which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory section, which accompanies the financial statements but is not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

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Future Accounting Standard Changes

The following Governmental Accounting Standards Board (GASB) Statements have been issued and may have an impact on future City financial statements: [1]

GASB Statement No. 83 - *Certain Asset Retirement Obligations*

Summary

This Statement addresses accounting and financial reporting for certain asset retirement obligations (AROs). An ARO is a legally enforceable liability associated with the retirement of a tangible capital asset. A government that has legal obligations to perform future asset retirement activities related to its tangible capital assets should recognize a liability based on the guidance in this Statement.

This Statement establishes criteria for determining the timing and pattern of recognition of a liability and a corresponding deferred outflow of resources for AROs. This Statement requires that recognition occur when the liability is both incurred and reasonably estimable. The determination of when the liability is incurred should be based on the occurrence of external laws, regulations, contracts, or court judgments, together with the occurrence of an internal event that obligates a government to perform asset retirement activities. Laws and regulations may require governments to take specific actions to retire certain tangible capital assets at the end of the useful lives of those capital assets, such as decommissioning nuclear reactors and dismantling and removing sewage treatment plants. Other obligations to retire tangible capital assets may arise from contracts or court judgments. Internal obligating events include the occurrence of contamination, placing into operation a tangible capital asset that is required to be retired, abandoning a tangible capital asset before it is placed into operation, or acquiring a tangible capital asset that has an existing ARO.

This Statement requires the measurement of an ARO to be based on the best estimate of the current value of outlays expected to be incurred. The best estimate should include probability weighting of all potential outcomes, when such information is available or can be obtained at reasonable cost. If probability weighting is not feasible at reasonable cost, the most likely amount should be used. This Statement requires that a deferred outflow of resources associated with an ARO be measured at the amount of the corresponding liability upon initial measurement.

This Statement requires the current value of a government's AROs to be adjusted for the effects of general inflation or deflation at least annually. In addition, it requires a government to evaluate all relevant factors at least annually to determine whether the effects of one or more of the factors are expected to significantly change the estimated asset retirement outlays. A government should remeasure an ARO only when the result of the evaluation indicates there is a significant change in the estimated outlays. The deferred outflows of resources should be reduced and recognized as outflows of resources (for example, as an expense) in a systematic and rational manner over the estimated useful life of the tangible capital asset.

A government may have a minority share (less than 50 percent) of ownership interest in a jointly owned tangible capital asset in which a nongovernmental entity is the majority owner and reports its ARO in accordance with the guidance of another recognized accounting standards setter. Additionally, a government may have a minority share of ownership interest in a jointly owned tangible capital asset in which no joint owner has a majority ownership, and a nongovernmental joint owner that has operational responsibility for the jointly owned tangible capital asset reports the associated ARO in accordance with the guidance of another recognized accounting standards setter. In both situations, the government's minority share of an ARO should be reported using the measurement produced by the nongovernmental majority owner or the nongovernmental minority owner that has operational responsibility, without adjustment to conform to the liability measurement and recognition requirements of this Statement.

In some cases, governments are legally required to provide funding or other financial assurance for their performance of asset retirement activities. This Statement requires disclosure of how those funding and assurance requirements are being met by a government, as well as the amount of any assets restricted for payment of the government's AROs, if not separately displayed in the financial statements.

This Statement also requires disclosure of information about the nature of a government's AROs, the methods and assumptions used for the estimates of the liabilities, and the estimated remaining useful life of the associated tangible capital assets. If an ARO (or portions thereof) has been incurred by a government but is not yet recognized because it is not reasonably estimable, the government is required to disclose that fact and the reasons therefor. This Statement requires similar disclosures for a government's minority shares of AROs.

Future Accounting Standard Changes (Continued)

Effective Date

The requirements of this Statement are effective for reporting periods beginning after June 15, 2018. Earlier application is encouraged.

How the Changes in This Statement Will Improve Financial Reporting

This Statement will enhance comparability of financial statements among governments by establishing uniform criteria for governments to recognize and measure certain AROs, including obligations that may not have been previously reported. This Statement also will enhance the decision-usefulness of the information provided to financial statement users by requiring disclosures related to those AROs.

GASB Statement No. 84 - *Fiduciary Activities*

Summary

The objective of this Statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported.

This Statement establishes criteria for identifying fiduciary activities of all state and local governments. The focus of the criteria generally is on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. Separate criteria are included to identify fiduciary component units and postemployment benefit arrangements that are fiduciary activities.

An activity meeting the criteria should be reported in a fiduciary fund in the basic financial statements. Governments with activities meeting the criteria should present a statement of fiduciary net position and a statement of changes in fiduciary net position. An exception to that requirement is provided for a business-type activity that normally expects to hold custodial assets for three months or less.

This Statement describes four fiduciary funds that should be reported, if applicable: (1) pension (and other employee benefit) trust funds, (2) investment trust funds, (3) private-purpose trust funds, and (4) custodial funds. Custodial funds generally should report fiduciary activities that are not held in a trust or equivalent arrangement that meets specific criteria.

A fiduciary component unit, when reported in the fiduciary fund financial statements of a primary government, should combine its information with its component units that are fiduciary component units and aggregate that combined information with the primary government's fiduciary funds.

This Statement also provides for recognition of a liability to the beneficiaries in a fiduciary fund when an event has occurred that compels the government to disburse fiduciary resources. Events that compel a government to disburse fiduciary resources occur when a demand for the resources has been made or when no further action, approval, or condition is required to be taken or met by the beneficiary to release the assets.

Effective Date

The requirements of this Statement are effective for reporting periods beginning after December 15, 2018. Earlier application is encouraged.

How the Changes in This Statement Will Improve Financial Reporting

The requirements of this Statement will enhance consistency and comparability by (1) establishing specific criteria for identifying activities that should be reported as fiduciary activities and (2) clarifying whether and how business-type activities should report their fiduciary activities. Greater consistency and comparability enhances the value provided by the information reported in financial statements for assessing government accountability and stewardship.

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Future Accounting Standard Changes (Continued)

GASB Statement No. 87 - *Leases*

Summary

The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities.

Effective Date and Transition

The requirements of this Statement are effective for reporting periods beginning after December 15, 2019. Earlier application is encouraged.

Leases should be recognized and measured using the facts and circumstances that exist at the beginning of the period of implementation (or, if applied to earlier periods, the beginning of the earliest period restated). However, lessors should not restate the assets underlying their existing sales-type or direct financing leases. Any residual assets for those leases become the carrying values of the underlying assets.

How the Changes in This Statement Will Improve Accounting and Financial Reporting

This Statement will increase the usefulness of governments' financial statements by requiring reporting of certain lease liabilities that currently are not reported. It will enhance comparability of financial statements among governments by requiring lessees and lessors to report leases under a single model. This Statement also will enhance the decision-usefulness of the information provided to financial statement users by requiring notes to financial statements related to the timing, significance, and purpose of a government's leasing arrangements.

GASB Statement No. 88 - *Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements*

Summary

The primary objective of this Statement is to improve the information that is disclosed in notes to government financial statements related to debt, including direct borrowings and direct placements. It also clarifies which liabilities governments should include when disclosing information related to debt.

This Statement defines debt for purposes of disclosure in notes to financial statements as a liability that arises from a contractual obligation to pay cash (or other assets that may be used in lieu of cash) in one or more payments to settle an amount that is fixed at the date the contractual obligation is established.

This Statement requires that additional essential information related to debt be disclosed in notes to financial statements, including unused lines of credit; assets pledged as collateral for the debt; and terms specified in debt agreements related to significant events of default with finance-related consequences, significant termination events with finance-related consequences, and significant subjective acceleration clauses.

For notes to financial statements related to debt, this Statement also requires that existing and additional information be provided for direct borrowings and direct placements of debt separately from other debt.

Effective Date and Transition

The requirements of this Statement are effective for reporting periods beginning after June 15, 2018. Earlier application is encouraged.

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Future Accounting Standard Changes (Continued)

How the Changes in This Statement Will Improve Accounting and Financial Reporting

The requirements of this Statement will improve financial reporting by providing users of financial statements with essential information that currently is not consistently provided. In addition, information about resources to liquidate debt and the risks associated with changes in terms associated with debt will be disclosed. As a result, users will have better information to understand the effects of debt on a government's future resource flows.

GASB Statement No. 89 - *Accounting for Interest Cost Incurred before the End of a Construction Period*

Summary

The objectives of this Statement are (1) to enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and (2) to simplify accounting for interest cost incurred before the end of a construction period.

This Statement establishes accounting requirements for interest cost incurred before the end of a construction period. Such interest cost includes all interest that previously was accounted for in accordance with the requirements of paragraphs 5–22 of Statement No. 62, Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements, which are superseded by this Statement. This Statement requires that interest cost incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus. As a result, interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset reported in a business-type activity or enterprise fund.

This Statement also reiterates that in financial statements prepared using the current financial resources measurement focus, interest cost incurred before the end of a construction period should be recognized as an expenditure on a basis consistent with governmental fund accounting principles.

Effective Date and Transition

The requirements of this Statement are effective for reporting periods beginning after December 15, 2019. Earlier application is encouraged. The requirements of this Statement should be applied prospectively.

How the Changes in This Statement Will Improve Accounting and Financial Reporting

The requirements of this Statement will improve financial reporting by providing users of financial statements with more relevant information about capital assets and the cost of borrowing for a reporting period. The resulting information also will enhance the comparability of information about capital assets and the cost of borrowing for a reporting period for both governmental activities and business-type activities.

GASB Statement No. 90 - *Majority Equity Interests*

Summary

The primary objectives of this Statement are to improve the consistency and comparability of reporting a government's majority equity interest in a legally separate organization and to improve the relevance of financial statement information for certain component units. It defines a majority equity interest and specifies that a majority equity interest in a legally separate organization should be reported as an investment if a government's holding of the equity interest meets the definition of an investment. A majority equity interest that meets the definition of an investment should be measured using the equity method, unless it is held by a special-purpose government engaged only in fiduciary activities, a fiduciary fund, or an endowment (including permanent and term endowments) or permanent fund. Those governments and funds should measure the majority equity interest at fair value.

For all other holdings of a majority equity interest in a legally separate organization, a government should report the legally separate organization as a component unit, and the government or fund that holds the equity interest should report an asset related to the majority equity interest using the equity method. This Statement establishes that ownership of a majority equity interest in a legally separate organization results in the government being financially accountable for the legally separate organization and, therefore, the government should report that organization as a component unit.

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Future Accounting Standard Changes (Continued)

This Statement also requires that a component unit in which a government has a 100 percent equity interest account for its assets, deferred outflows of resources, liabilities, and deferred inflows of resources at acquisition value at the date the government acquired a 100 percent equity interest in the component unit. Transactions presented in flows statements of the component unit in that circumstance should include only transactions that occurred subsequent to the acquisition.

Effective Date and Transition

The requirements of this Statement are effective for reporting periods beginning after December 15, 2018. Earlier application is encouraged. The requirements should be applied retroactively, except for the provisions related to (1) reporting a majority equity interest in a component unit and (2) reporting a component unit if the government acquires a 100 percent equity interest. Those provisions should be applied on a prospective basis.

How the Changes in This Statement Will Improve Accounting and Financial Reporting

The requirements of this Statement will improve financial reporting by providing users of financial statements with essential information related to presentation of majority equity interests in legally separate organizations that previously was reported inconsistently. In addition, requiring reporting of information about component units if the government acquires a 100 percent equity interest provides information about the cost of services to be provided by the component unit in relation to the consideration provided to acquire the component unit.

[1] *Note.* From GASB Pronouncements Summaries. Copyright 2018 by the Financial Accounting Foundation, 401 Merritt 7, Norwalk, CT 06856, USA, and is reproduced with permission.

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Restriction on Use

This communication is intended solely for the information and use of the City Council, management and the Minnesota Office of the State Auditor and is not intended and should not be used by anyone other than those specified parties.

Our audit would not necessarily disclose all weaknesses in the system because it was based on selected tests of the accounting records and related data. The comments and recommendations in the report are purely constructive in nature, and should be read in this context.

If you have any questions or wish to discuss any of the items contained in this letter, please feel free to contact us at your convenience. We wish to thank you for the continued opportunity to be of service and for the courtesy and cooperation extended to us by your staff.

ABDO, EICK & MEYERS, LLP
Minneapolis, Minnesota
NEED DATE

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A Community For Generations.

Isanti

MEMO

To: Mayor Wimmer and City Council

From: Katie Brooks, Human Resources/City Clerk

Date: April 10, 2019

Subject: Application for Brewers Off Sale, Brewers Tap Room and Sunday Liquor License – First Draft Brewery

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Background:

First Draft Brewery Inc. has applied for a Brewers Off Sale, Brewers Tap Room and Sunday Liquor License for a Brewery/Tap Room located at 2 Enterprise Avenue NE, Suite A3. The company is in the process of procuring their State license for the facility. The City had previously issued a Conditional Use Permit for this facility. The company and its owners are current with taxes/assessments and has no delinquent City accounts. The applicant has passed a background check.

Council Action:

For your consideration, a Resolution is attached that approves issuance of the Liquor License pending State issuance of a Brewers License and any required ancillary State license/permits.

RESOLUTION NO. 2019-xxx

APPROVING THE BREWER OFF SALE, BREWERS TAP ROOM AND SUNDAY LIQUOR LICENSE APPLICATION FOR FIRST DRAFT BREWERY

WHEREAS, pursuant to City Code the applicant has filed an application for a Brewers Off Sale Malt Liquor, Brewers Tap Room and Sunday Sales License and has submitted proof of liquor liability insurance and paid all applicable local fees; and,

WHEREAS, the applicant is in process of receiving a Brewers License from the State of Minnesota; and,

WHEREAS, a Conditional Use Permit has been approved and issued for the proposed use; and,

WHEREAS, all taxes and assessments against the property are current; and,

WHEREAS, the applicant has no delinquent City fees; and,

WHEREAS, the applicant has passed a background check;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, that:

1. First Draft Brewery's Brewers Off Sale Malt Liquor, Brewer's Tap Room and Sunday Liquor License is approved contingent on issuance of a Brewer's License and any ancillary license/permits as may be required by the State of Minnesota. The effective date of this license is the date that the State license and any ancillary permits are effective. Proof of State licensure and any ancillary license/permits shall be provided to the City.
2. The license shall be effective for the annual term of State licensure.
3. Staff shall forward all necessary information to the State of Minnesota to complete the liquor license process as required.

This Resolution is hereby approved by the Isanti City Council this 16th day of April, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

ARTICLE FIVE: "H65" HIGHWAY 65 CORRIDOR OVERLAY DISTRICT

(Ord. No. 657)

Subdivision 1: Purpose

Highway 65 provides the main entrance into Isanti from the north and south. It is the purpose of this district to enhance the first impression of Isanti through development of a corridor that is inviting, visually appealing and a place that community members want to visit and passersby want to stop. This district is designed and intended to promote the development of an attractive view of the community from Highway 65 through architectural and signage controls, landscaping, screening, building orientation and other features.

Subdivision 2: Boundaries

The Highway 65 Corridor Overlay District shall include all properties zoned "B-2" General Business District and "T1-B" Tier One Business District lying east of the of 5th Ave NE (*a line drawn north and south using this section of 5th Ave NE as a reference point*) and west of 6th Ave NE (*a line drawn north and south based on the future plans for 6th Ave NE*), and between the north and south jurisdictional boundaries of the City. In the event a property is split by this boundary; the property shall be considered within the Highway 65 Overlay District if the majority of the property is within the described boundaries above or has frontage along Highway 65.

Subdivision 3: Permitted Uses

The following are considered permitted uses within the Highway 65 Overlay District:

A. Artist studios.

B. Bakery.

C. Broadcasting and recording studio.

D. Business service.

E. Catering establishments.

F. Coffee house.

G. Community shopping centers (medium-scale).

H. Convenience store (not accessory to a gas station).

I. Essential services.

J. Financial institutions.

K. General office.

L. General retail establishments.

M. Government office.

N. Health care clinic.

O. Health club.

P. Hospital.

Q. Hotel or motel.

R. Instruction/learning center.

S. Massage therapy (not adult use).

T. Personal service establishments.

U. Print shop.

V. Showroom.

W. Theaters, indoor (not adult use).

Subdivision 4: Conditional Uses

The following are conditional uses within the Highway 65 Corridor Overlay District and shall require a Conditional Use Permit based upon the procedures set forth and regulated by Section 21 of this Ordinance. Additional specific standards and criteria may be cited for respective conditional uses and a request shall be evaluated based upon those additional standards and criteria.

A. Automobile car wash establishment, subject to those standards as provided within Section 13 of this Ordinance. Only in conjunction with a permitted use.

B. Commercial recreation, indoor only. Outdoor commercial recreation permitted as an accessory to a permitted use with sufficient screening as determined by the City Council.

C. Community centers.

D. Drive-thru facilities.

E. Gas stations, subject to the standards as provided within Section 13 of this Ordinance.

F. Garden center as an accessory to a permitted use.

G. Helipad or helistop in conjunction with a hospital.

H. Home improvement center.

I. Hospice as an accessory to a permitted or conditional use.

J. Meat markets.

K. Medical research laboratory.

L. Medical support facilities.

M. Nursery, retail, as an accessory to a permitted use.

N. Private clubs.

O. Public buildings.

P. Restaurants (Carry-out, Drive-in, Fast food, or Sit-down).

Q. Senior residential care facilities, as defined within Section 2 of this Ordinance.

R. Trade / business school.

S. Brewpub.

T. Brewer tap room.

U. Microbrewery.

V. Micro distillery.

Subdivision 5: Interim Uses

A. Bars.

B. Gunsmith.

C. Liquor store.

D. Temporary motor vehicle sales, accessory to a financial institution, in which such sales event is permitted two (2) times per calendar year and shall not exceed three (3) days per event. No more than the number of events identified shall be permitted for the same property in any given calendar year.

Subdivision 6: Uses by Administrative Permit

A. Outdoor Sales, Temporary (General Retail Establishments and Civic Organizations), providing that such uses meet the requirements as provided within Section 13 of this Ordinance.

B. Transient merchants, providing that such uses meet the requirements as provided within Section 13 of this Ordinance and Chapter 245 of the Isanti City Code of Ordinances.

Subdivision 7: Permitted Accessory Uses

A. Accessory buildings and uses customarily incidental to any of the permitted uses. Accessory buildings are subject to the regulations as provided within Section 13 of this Ordinance.

B. Off-street parking and loading, in accordance with Section 17 of this Ordinance.

C. Outdoor patios and decks, as an accessory use to a bar, restaurant, club, or other assembly use with liquor or food sales, providing the requirements as listed in Section 13 are met.

D. Outdoor smoking shelters, as an accessory use to a bar, restaurant, club, or other assembly use with liquor or food sales, providing the requirements as listed in Section 13 are met.

E. Recreation support facilities may be permitted only as an accessory use to commercial recreation facilities.

F. Signs, in accordance with Section 16 of this Ordinance.

G. Supporting retail and service uses associated and located within a hospital or health care clinic, to include: cafeteria, employee exercise facilities, shops for medical equipment, pharmaceutical

supplies, gift shops, bookstores, florists, banking facilities, laundry/dry cleaning, community rooms, and chapels.

H. Trash receptacle enclosures, in accordance with the provisions within Section 14, Subdivision 3 of this Ordinance.

Subdivision 8: Lot Requirements and Setbacks

The following minimum requirements shall be observed in the Highway 65 Corridor Overlay District; subject to additional requirements, exceptions, and modifications as set forth within this Ordinance:

A. Lot and Building Size Requirements.

Minimum Lot Size	1 acre
Minimum Building Size	15% of lot size

B. Setbacks and Height Restrictions – Principal Building.

Minimum Front Yard Setback	30 feet
Minimum Side Yard Setback	15 feet
Minimum Street Side Yard Setback	20 feet
Minimum Rear Yard Setback	15 feet
Maximum Building Height	Three (3) stories or forty-five (45) feet, whichever is less.

C. Impervious Surface Coverage.
Twenty-five (25) percent of the total lot area shall consist of green space. Five (5) percent of the total lot area shall be green space within the parking perimeter. *(Ord. No. 618)*

Subdivision 9: Site Plan Approval Required

Prior to the construction of any building within the Highway 65 Corridor Overlay District; Site Plan Approval and Building Appearance Review shall be required in accordance with Section 18 of this Ordinance.

Subdivision 10: Use and Standards Flexibility Rules

A. Dimensional Flexibility. The City Council may approve modifications of one or more area or dimensional standards of an underlying district if an applicant demonstrates such modification will result in better integration of uses or additional public amenities that will further the intent of this Section.

B. Design Standard Flexibility. The City Council may approve an alternative approach to meeting any of the design standards in this Section if an applicant demonstrates such modification is necessary to respond to site conditions, will result in better integration of uses, or provide significant site amenities, buffers, and other elements to offset any potential harmful effect that could be caused by the use and will further the intent of this Section.

C. Use Flexibility. The City Council may recommend a use, a density of use, or a mix of uses different from what is allowed upon findings that:
   1. The modification significantly advances the intent of this Section;
   2. The modification is necessary to develop the property in an efficient, well-organized way; and
   3. The plan provides significant site amenities, buffers, and other elements to offset any potential harmful effects that could be caused by the use.

Subdivision 11: Exterior Building Materials

These standards are intended to ensure coordinated design of building exteriors, additions and accessory structure exteriors in order to prevent visual disharmony, minimize adverse impacts on adjacent properties

from buildings which are or may become unsightly, and buildings that detract from the character and appearance of the area. It is not the intent of this division of unduly restrict design freedom when reviewing and approving project architecture in relationship to the proposed land use, and site characteristics.

A. The exterior wall finishes on any building shall be comprised of one or more of the following materials:

1. Face brick.
2. Natural stone.
3. Glass.
4. Decorative concrete block as approved by the City Council.
5. Specifically designed pre-cast concrete units; if the surfaces have been integrally treated with an applied decorative material or texture.
6. Masonry stucco.
7. Other comparable or superior material as recommended by the Planning Commission and approved by the City Council.
8. No more than 75% of the building sides visible from Highway 65 may be constructed of decorative concrete block, pre-cast concrete or stucco.
9. The exterior of the building shall have varied and interesting detailing. Large unadorned walls shall be prohibited (50' or more). All large walls viewable from Highway 65 must be relieved by architectural detailing, such as change in materials, change in color, offsets, or other significant visual relief provided in a manner or at intervals in keeping with the size, mass and scale of the wall and its views from the public right-of-way.
10. Exterior building material colors shall be complimentary of other buildings within the district.
11. Exterior elevations of all sides of a proposed building noting the material and color of each component, to include exterior building materials, awnings, mechanical screening material, fencing and the like, shall be submitted with the site plan for determination of compliance with the above requirements.
12. Mechanical equipment
    a. Ground equipment shall be screened per Section 14, Subdivision 4 Mechanical Equipment.
    b. Rooftop mechanical equipment, and head-houses for elevators and stairs, shall be concealed from public view.

B. All subsequent additions and accessory buildings constructed after the erection of the original building or buildings, shall be constructed with exterior finishes comprised of the same materials as the original structure(s).

Subdivision 12: Building Orientation

Building shall be oriented towards Highway 65 or, at a minimum, give the appearance of having a front facing Highway 65 (second front).

Subdivision 13: Parking and Driveways

Parking, driveways, and driving areas shall meet the requirements of Section 17 of this Ordinance, subject to the following additional requirements, exceptions, and modifications as set forth:

A. Parking lots and drive aisles shall be setback a minimum of ten (10) feet from front, rear, and side yards.

B. When abutting a residentially zoned district, parking and drive aisles shall be setback a minimum of twenty (20) feet.

C. Loading Spaces, Overhead Doors and Service Areas.

1. Loading spaces, overhead doors and service areas cannot face Highway 65 and must be located in designated rear yards.
2. Loading and service areas must be separated from visitor and employee parking areas and general traffic circulation.
3. Loading spaces, overhead doors and service areas must be designed to be compatible with the principal building. Architectural techniques, color, and landscaping must be employed to eliminate visual impacts from adjacent properties and roadways.

Subdivision 14: Lighting

Any lighting used to illuminate off-street parking areas, signage, or buildings shall be directed away from residential properties and shall meet the standards as stipulated within Section 14 of this Ordinance.

Subdivision 15: Screening and Landscaping

Screening and Landscaping within the Highway 65 Overlay District shall be provided in accordance with the requirements as stipulated within Section 15 of this Ordinance. On lots adjacent to a residential district, a minimum twenty (20) foot landscaped buffer strip shall be planted. Landscaping plans shall be submitted and approved at the same time as the site plan.

SUMMARY OF ISANTI ORDINANCE NO. 657

AN ORDINANCE AMENDING ORDINANCE NO 445 ZONING; SECTION 7 BUSINESS DISTRICTS, SECTION 11 OVERLAY DISTRICTS, AND SECTION 12 TIER ONE DISTRICTS

The following is a summary of the contents of the City of Isanti Ordinance regulating the Highway 65 Corridor Overlay District in the City of Isanti.

SECTION 1. AMENDMENTS
The current Isanti City Code, Ordinance No. 445 Zoning, Section 7 Business Districts and Section 12 Tier One Zoning Districts is hereby amended by adding and revising the following, and Section 11 Overlay Districts of the Isanti Code of Ordinances is hereby amended with the following new provisions regulating development along the Highway 65 Corridor.

Section 7: Business Districts
Article 2: "B-2" General Business

Subdivision 13: Additional Standards

Section 11: Overlay Districts
Article Five: "H65" Highway 65 Corridor Overlay District

Subdivision 1: Purpose
Subdivision 2: Boundaries
Subdivision 3: Permitted Uses
Subdivision 4: Conditional Uses
Subdivision 5: Interim Uses
Subdivision 6: Uses by Administrative Permit
Subdivision 7: Permitted Accessory Uses
Subdivision 8: Lot Requirements and Setbacks
Subdivision 9: Site Plan Approval Required
Subdivision 10: Use and Standards Flexibility Rules
Subdivision 11: Exterior Building Materials
Subdivision 12: Building Orientation
Subdivision 13: Parking and Driveways
Subdivision 14: Lighting
Subdivision 15: Screening and Landscaping

Section 12: Tier One Zoning Districts
Article Two: "T1-B" Tier One Business Districts

Subdivision 11: Special Regulations

IV. EFFECTIVE DATE
This ordinance shall take effect upon its adoption and publication in the City's Official Newspaper.

Adopted by the City Council this 15th day of November 2016.

_____
Mayor George A. Wimmer

ATTEST:

_____

Lindsey Giese
Human Resources/City Clerk

(SEAL)

A Community For Generations.

Isanti

MEMO

To: **Mayor Johnson and Members of the City Council**
From: Katie Brooks, Human Resources / City Clerk
Date: April 16, 2019
Subject: Draft Policy for Police Officer Presence at Meetings

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The City of Isanti has historically had Police Officer presence at City Council meetings. Staff was directed to clarify which meetings IPD should be present. Staff has put together a policy addressing the details.

Draft Policy:

Police presence will be required to attend meetings involving City Staff, City Council, Board Members and the public to ensure public safety and proper behavior. Typically, these meetings occur after normal business hours. If this creates a hardship to IPD staffing, the city administrator may ask for officers from other agencies who are available or dismiss Police attendance entirely. To maintain safety standards of public meetings, the City of Isanti will require, within reason, Police Officer presence at the following meetings:

Regular City Council Meetings
Committee of the Whole
Closed/Special Meetings
Planning Commission
Economic Development Authority
Goal Setting
Park, Rec and Culture Meetings

Attachments:

- **Cost and hours associated with police presence at all meetings**
- **Resolution 2019-XXX Policy to Require Police Presence Attendance at Meetings**

MEETING	EST. AVERAGE MEETING TIME (HRS.)	KNOWN OR EST. MTGS. PER YEAR	EST TOTAL ANNUAL HRS.
REGULAR CITY COUNCIL	1.5	24	36
COMMITTEE OF THE WHOLE	2	12	24
CLOSED/SPECIAL MEETINGS	1	6	6
GOAL SETTING	4	1	4
PLANNING COMMISSION	0.5	12	6
ECONOMIC DEVELOPMENT	0.5	12	6
PARK, REC AND CULTURE	0.5	11	5.5
TOTALS	**10**	**78**	**87.5**

STEP 1 PT OFFICER TOTAL COST PER HOUR	$	34.24	$	2,996.20
STEP 7 FT POLICE CHIEF TOTAL COST PER HOUR	$	70.39	$	6,159.40

RESOLUTION NO. 2019-XXX

A RESOLUTION ADOPTING A POLICY FOR POLICE PRESENCE AT MEETINGS

WHEREAS, historically staff has asked a Police Officer to attend City Council meetings to ensure safety for staff, elected officials and attendees; and,

WHEREAS, the City Council determined it was in the best interest of the City to have a policy requiring Police Officer presence at all meetings that are open to the public; and,

WHEREAS, the policy has been created to reflect the consensus from the April 2nd, 2019 City Council Meeting and the April 16th 2019 Committee of the Whole meeting; and,

WHEREAS, policy to reflect such action is as follows:

Police presence will be required to attend meetings involving City Staff, City Council, Board Members and the public to ensure public safety and proper behavior. Typically, these meetings occur after normal business hours. If this creates a hardship to IPD staffing, the city administrator may ask for officers from other agencies who are available or dismiss Police attendance entirely. To maintain safety standards of public meetings, the City of Isanti will require, within reason, Police Officer presence at the following meetings:

- *Regular City Council Meetings*
- *Committee of the Whole*
- *Closed/Special Meetings*
- *Planning Commission*
- *Economic Development Authority*
- *Goal Setting*
- *Park, Rec and Culture Meetings*

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the City of Isanti Police Officer Presence at Meeting policy is, as outlined above, per this Resolution is hereby approved.

This Resolution is hereby approved by the Isanti City Council this 16th day of April, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.
Isanti

Request for City Council Action

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: April 16th, 2019
Subject: Consider Resolution for Employee Employment Status

At the March 5, 2019 Special Session, Gene Hill received disciplinary action in the form of a demotion, however, final disposition as to the position he would fill has not been reached.

Staff is seeking direction in regards to the employment status for Gene Hill.

Request:
Staff is requesting action on this item.

Attachment:
- Resolution 2019-XXX

RESOLUTION NO. 2019-XXX

RESOLUTION APPROVING THE DEMOTION OF GENE HILL

WHEREAS, at the March 5th, 2019 City Council meeting there was disciplinary action discussed in regards to allegations of misconduct of Gene Hill; and,

WHEREAS, a motion was passed to discipline Gene Hill by demotion; and,

WHEREAS, Gene Hill was given a 30-day notice of termination of his employment as Police Chief by the City per his employment agreement, which 30-day period ended April 6th, 2019; and,

WHEREAS, the City Council finds it appropriate to demote Gene Hill to the position of_____;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA to approve the demotion of Gene Hill to the position of _____.

This resolution was duly adopted by the Isanti City Council this 16th day of April, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

Request for City Council Action - MEMO

To: **Mayor Johnson and Members of the City Council**

From: Josi Wood, City Administrator

Date: April 16, 2019

Subject: A Resolution Approving a Special Event Permit Application for 2019 Minnesota State Series Qualifier Race

---

Background

Rum River BMX Association will be hosting the MN State Series qualifying race on June 1-2, 2019 from 1:00 am to 6:00 pm on Saturday and 9:00 am to 5:00 pm on Sunday. The estimated number of individuals in attendance is 800-950. Parking for the event will take place on in Isanti Indoor Arena lot, with overflow at Bluebird Park at the northeast and south parking lots. Pop-up canopies may be set up east and south of the Indoor Arena; Rum River BMX will be responsible for any damages to grass or the irrigation system.

Restroom facilities will be provided by the Association for the event through Absolute Portables. The Association will be responsible for upkeep of all restroom facilities over the course of the event, including those on the south end of the Isanti Indoor Arena. The Association will be responsible for clean-up of the outside areas; the $100 clean up deposit is on file, and should Public Works need to clean the grounds for any reason, this check may be cashed. The standard public addressing system will be used throughout the event.

Special Event Permit application materials, including an event map, have been included for Council review.

Staff Request

City staff are requesting City Council's approval of the Special Event Permit application for the 2019 Minnesota State Series Qualifier Race.

Attachments

- Resolution No. 2019-XXX
- Special Event Application Materials
  - Application
  - Departmental Review
  - Site Map
  - Release and Indemnification

RESOLUTION NO. 2019-XXX

RESOLUTION APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR 2019 MINNESOTA STATE SERIES QUALIFYING RACE

WHEREAS, Rum River BMX Association submitted a Special Event application requesting approval to host the 2019 MN State Series Qualifying Race; and,

WHEREAS, the event is scheduled to take place on Saturday, June 1, 2019 from 1:00 p.m. and on Sunday, June 2, 2019 from 9:00 a.m. to 5:00 p.m. at the Isanti Indoor Arena located at 101 Isanti Parkway NW; and,

WHEREAS, the estimated number of people to be in attendance is 800-950; and,

WHEREAS, the applicant would be required to provide additional portable restroom facilities for the event, in which the applicant will be contacting its current supplier to do so prior to the event; and,

WHEREAS, parking for volunteers, spectators, and participants will be at the Isanti Indoor Arena parking lot with overflow at Bluebird Park parking lots;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota to approve the special event request for the June 1-2, 2019 Minnesota State Series Qualifying Race event with the following conditions:

- No signage shall be posted for the event, unless allowed under Zoning Ordinance section 16, or a Temporary Sign Permit Application and fee are submitted.
- City staff recommend that tent stakes not be allowed in the irrigated area east of the Indoor Arena; if any irrigation lines are used, Rum River BMX Association will be billed for their repair.
- No vehicle parking will be allowed on the grass for this event.

AND FURTHERMORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that this Resolution is hereby the "Permit" for the above stated Special Event.

This resolution was duly adopted by the Isanti City Council this 16th day of April, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

SPECIAL EVENT PERMIT APPLICATION

City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

If you are a planning an event that requires a Special Event Permit, please complete the application and any required supplemental forms. To ensure your application is processed quickly, be specific and complete in all responses. **Applications must be submitted at least 30 days prior to the event to be considered.**

ITEMS TO ACCOMPANY THE APPLICATION

Required with all applications

- ☑ Complete Application Form
- ☑ Cleanup Deposit Fee - $100
- ☑ Proof of Insurance or Certificate of Insurance
- ☑ Site Map
- ☑ Approval Letter from the Property Owner
- ☒ N/A Proof of written notification to property owners within 350 feet of the special event

Check all that apply:

- ☒ N/A Signs will be posted for event:
  - ☐ Temporary Sign Permit Application required
  - ☐ $50 fee
- ☒ N/A Alcohol will be served and/or sold at event:
  - ☐ Licenses (may take up to 60 days to process)
  - ☐ Fees apply, amounts vary by license type.
- ☒ N/A Vendors will be present:
  - ☐ Peddler's Permit (background check required) submitted by event organizer only
  - ☐ $25 fee for one-day applications
  - ☐ Vendor List
- ☑ Event will occur on City Property:
  - ☑ Release and Indemnification Agreement

Supplemental information may be required by City staff.
Additional forms can be found on the City of Isanti website or requested at Isanti City Hall. Please note that additional required permits or licenses may take additional time to process.

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: 4/5/2019

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Rum River BMX

Contact Person: Larry Merchlewitz

Address: 101 Isanti Parkway NW

City: Isanti State: MN Zip: 55040

Phone: 763 - 234 - 5977 Fax: ___ - ___ - ___ Cell: ___ - ___ - ___

E-mail: Larry@rumriverbmx.com

Secondary Contact Person: Sean Wilson

Address: 101 Isanti Parkway NW

City: Isanti State: MN Zip: 55040

Phone: 763 - 444 - 5429 Cell: 612 - 308 - 9147 E-mail: Sean@rumriverbmx.com

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EVENT INFORMATION

Event Name: Minnesota State Series Qualifier Race

Date(s) of Event: June 1st & 2nd 2019

Hours of Event: Saturday 1:00pm-6:00pm and Sunday 9:00am - 5:00pm

Type of Event: [✓] Open to the Public [ ] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
BMX racing - Qualifying race for the Minnesota State BMX Championship.

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Proposed Location of the Event (be specific, site map also required):
Isanti Indoor Arena - Grass area to the east may be used for team canopies. Overnight camping Friday thru Sunday in the grass field to the south of the Isanti Indoor Arena.

Estimated Number of People in Attendance (includes staff, participants, and spectators):
800-950

Parking Impact – Describe in detail:
Parking shall be cantained to the paved surfaces. No parking on the grass areas. Overflow may be at Bluebird Park, Skateboard Park parking lots and Soccer field parking lots.

Tents, equipment, amusement rides, etc.
Type: BMX teams will bring their own canopies.
Size: 10' X 10' up to 24' X 24'
Location: South and east sides of Isanti Indoor Arena

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
Off duty first responders will be on hand. Allina Heath Services Ambulance may be on site, unless they need to respond to another call.

Are you requesting any street closures? If yes, list streets:
No.

Restrooms (Portable) – Name or entity providing these services; and number of facilities to be provided. When other restroom facilities are not provided on-site or are limited; the applicant will need to pay for additional restroom facilities. For those events exceeding 75 persons, one (1) additional restroom shall be provided; for events exceeding 150 persons, two (2) additional restrooms shall be provided. For events exceeding 250; the Planning for Special Events-Usage Chart shall be used.

Absolute Portable Restrooms, Cambridge MN. will supply five portable bathrooms. We will also have the existing restrooms in Isanti Indoor Arena.

Security Plans – Name or entity providing these services. (A Police Officer is required if alcohol is being served or at the discretion of the Police Chief).
No alcohol will be served during this event. Security is not required.

Clean-up Plans – Describe in detail:
Rum River BMX volunteers will be cleaning up on the property. We will have a roll away dumpster to handle the garbage.

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Live entertainment – Describe in detail:
No live entertainment on site.

Will any other public addressing system or sound amplification be used? If so, describe:
Only sound audio system that will be used is the current system indoors.

If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?
Race fees are collected for riders on the track only to cover the cost of the event. All overnight campers shall pay the required camping fees per City and Rum River BMX Association agreement.

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature: Larry Merchlewitz

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OFFICE USE ONLY
Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief
✓ Approved _____ Denied _____ N/A Signature: Email Approval Attached

Police Chief
✓ Approved _____ Denied _____ N/A Signature: Email Approval Attached

Public Services Director
✓ Approved _____ Denied _____ N/A Signature: Jon Wood

Community Events & Parks Coordinator
✓ Approved _____ Denied _____ N/A Signature: Jon Wood

Community Development Director
✓ Approved _____ Denied _____ N/A Signature: [signature]

City Administrator
✓ Approved _____ Denied _____ N/A Signature: Jon Wood

City Council
_____ Approved _____ Denied

Date of Review: _____

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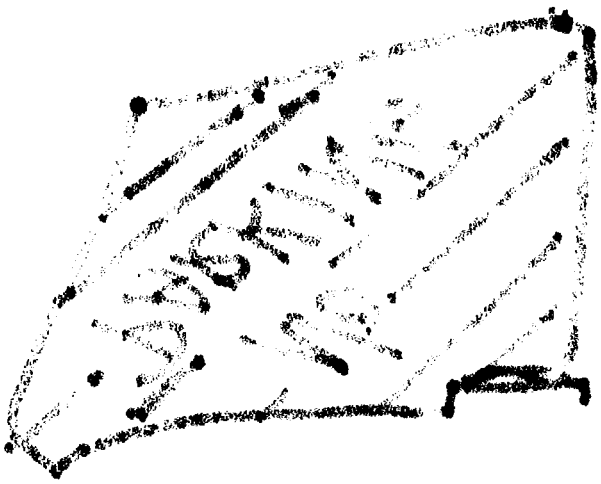
Isanti Parkway Northwest
Isanti Parkway Northwest
Isanti Parkway Northwest
Rum River BMX
1st Avenue Northwest
1st Avenue Northwest
1st Avenue Northwest
1st Avenue Northwest
Bluebird Park
NO PARKING
Legend:
Canopies
Parking
RVs



A Community For Generations.

Isanti

SPECIAL EVENT PERMIT APPLICATION
City of Isanti
110 First Avenue NW • PO Box 428
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www.cityofisanti.us

Special Event Equipment Request Form

Event Name: Minnesota State Series Qualifier Race

Date(s) of Event: June 1st and 2nd

Contact Person: Larry Merchlewitz (763)234-5977 or Larry@rumriverbmx.com

Equipment Drop Off/Pick Up Location: Isanti Indoor Arena 101 Isanti Parkway NW

Equipment Drop Off Date/Time: May 31st 2019 11:00am

[redacted]

Please list the number of each item requested. Isanti Public Works will determine the availability of equipment for each event, and reserves the right to deny requests. *All equipment must be returned no later than 24 hours after the end of the event. The replacement of any broken or missing equipment will be billed to the event organizers.*

Construction Cones: 0

Picnic Tables: 0

Barricades: 0

Stage: 0

Road Closed Signs: 0

No Parking Signs: 20 small sign

[redacted]

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Isanti Indoor Arena
Supplemental Special Event Information

Event Name: Minnesota State Series Qualifier Race

Date(s) of Event: June 1st and 2nd 2019

Contact Person: LARRY MERCHLEWITZ

Are you requesting that overnight camping be allowed for this event? Yes
How many people do you expect to camp? Up to 75 campers

Will additional tents be used outside of the building? Team Canopies
(Note: irrigation lines are installed around the perimeter of the building, if any of these lines are damaged due to event/association activities, repairs will be billed to Rum River BMX)

Are additional bleachers being brought into the building for the event? No
_____Attach proof of state bleacher safety inspections.

List any signs, barricades, or cones requested from Public Works:
Small no parking signs for sides of Isanti Pkwy (x20)

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www.cityofisanti.us

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT

City of Isanti

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on property owned by the City of Isanti:
Bmx pedal bike Minnesota State Series Qualifier Located at the Isanti Indoor Arena on June 1st and 2nd 2019.

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:
BMX pedal bike racing.

(Special Events Holder Initials Here) AM

B. If required by this paragraph, we agree to require each participant to our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Isanti, on a form approved by the City of Isanti.

Participant Release and Indemnification required? YES ☑ NO ☐

(Special Events Holder Initials Here) AM

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to the City of Isanti, for the duration of the above described activities.

(Special Events Holder Initials Here) _____

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities,

whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we further hereby exempt, release and discharge the City of Isanti, its officers, and its employees from any and all claims, demands, and actions for such injury, loss or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

F. We further agree to defend, indemnify and hold harmless the City of Isanti, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorney fees, including those arising from any third party claim asserted against the City of Isanti, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Isanti, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Event Holder Initials Here) _____

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Event Holder Initials Here) _____

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Event Holder Initials Here) _____

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special event holder, acting by and through the undersigned, who represents that he or she is property authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

Rum River BMX Association

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Larry Merchlewitz

Title Community Outreach Director

Signature Larry Merchlewitz

Date 4/5/2019

Josi Wood

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Monday, April 08, 2019 2:11 PM
To: Josi Wood
Subject: RE: Special Event Permit - BMX - June 1-2

Hi Josi,

Isanti Fire approves the June 1-2 special event permit application at the BMX track for the MN State Series Qualifier as presented.

Have a great week.

ALAN JANKOVICH | FIRE CHIEF
ISANTI FIRE DISTRICT
401 1ST AVE NW, PO BOX 490 | ISANTI MN 55040
763.444.8019 | aljankovich@isantifiredistrict.org | www.isantifiredistrict.org

From: Josi Wood <JWood@cityofisanti.us>
Sent: Monday, April 8, 2019 2:07 PM
To: Al Jankovich <aljankovich@isantifiredistrict.org>; Lt. Travis Muyres <Lt.Muyres@cityofisanti.us>
Cc: Mike Betker <MBetker@cityofisanti.us>
Subject: Special Event Permit - BMX - June 1-2

Al and Travis,
Please review the attached application for a special event for BMX June 1-2 MN state qualifier. This event has been held in year's past. There will be parking allowed with the agreed upon fee ticket structure.
If you have any questions, please let me know, otherwise, pls submit your approval/disapproval.

Thank you,
Josi

Josi Wood MPA
City Administrator
Public Services Director
CITY OF ISANTI
110 1st Ave NW, Isanti, MN 55040
Office: (763) 444-5512 | Fax: (763) 444-5560
Mobile: (612) 270-6188

NOTICE: This e-mail (including attachments) is covered by the electronic Communications Privacy Act, 18 U.S.C. §§ 2510-2521; This email may be confidential and may be legally privileged. If you are not the intended recipient, you are hereby notified that any retention, dissemination, distribution, or copying of this communication is strictly prohibited. Please reply to the sender that you have received the message in error, then delete it. Thank you.

Josi Wood

From: Lt. Travis Muyres
Sent: Tuesday, April 09, 2019 11:17 AM
To: Josi Wood
Subject: Re: Special Event Permit - BMX - June 1-2

Approval

Sent from my iPhone

On Apr 8, 2019, at 2:07 PM, Josi Wood <JWood@cityofisanti.us> wrote:

> Al and Travis,
> Please review the attached application for a special event for BMX June 1-2 MN state qualifier. This event has been held in year's past. There will be parking allowed with the agreed upon fee ticket structure.
> If you have any questions, please let me know, otherwise, pls submit your approval/disapproval.
>
> *Thank you,*
> *Josi*
>
> Josi Wood MPA
> City Administrator
> Public Services Director
>
> CITY OF ISANTI
> 110 1st Ave NW, Isanti, MN 55040
> Office: (763) 444-5512 | Fax: (763) 444-5560
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>
> <BMX MN State Series Qualifier June1_2.pdf>

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members City Council**
From: Josi Wood, City Administrator
Date: April 16, 2019
Subject: Consider Resolution Approving Fence Installation and Amenities for the City Dog Park

Background:
The 2019 budget includes $25,000 (in Park Reserves – 920-45300-501) to develop a dog park. The City Council has designated the area east of the Isanti Indoor Arena, within Bluebird Park, for this purpose.

The site plan, rules, and project details were approved on the February 5th City Council meeting.

Quotes received for the fence are as follows:

Fence Vendor	Quotation
Town & Country Fence	$13,490.00
Century Fence	$15,445.00
Arrow Fence	$15,220.00

Staff is recommending Town & Country Fence install the perimeter fence. The dog park will include concrete base beneath the fence installed by Public Works, dog amenities, park bench, doggie cleanup station, garbage cans, and signage for a total amount, not to exceed, $25,000.00.

Request:
Staff is requesting action on this item.

Attachments:
- Resolution 2019-XXX
- Arrow Fence Quotation
- Century Fence Quotation
- Town & Country Fence Quotation

RESOLUTION NO. 2019-XXX

RESOLUTION APPROVING FENCE INSTALLATION AND AMENITIES FOR THE CITY DOG PARK

WHEREAS, the City Council has identified an area east of the Isanti Indoor Arena within Bluebird Park for development of a dog park; and,

WHEREAS, the 2019 Park Reserves (920-45300-501) budget includes $25,000.00 for the first phase of this project; and,

WHEREAS, the City Council approved the site layout, rules and amenities at the February 5, 2019 City Council meeting; and,

WHEREAS, Staff solicited bids for the fence and the quotations were:

Fence Vendor	Quotation
Town & Country Fence	$13,490.00
Century Fence	$15,445.00
Arrow Fence	$15,220.00

WHEREAS, it is in the best interest of the City to accept the quotation by Town & Country Fence in the amount of $13,490.00; and,

WHEREAS, the dog park will include concrete base beneath the fence installed by Public Works, dog amenities, park bench, doggie cleanup station, garbage cans, and signage;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to authorize acceptance of the quotation from Town & Country Fence in the amount of $13,490.00 and dog park features, not to exceed, a total amount of $25,000.00.

This resolution was duly adopted by the Isanti City Council this 16th day of April, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

TOWN & COUNTRY FENCE

"The Best Name in Fence"

To: City of Isanti

Date of Estimate: 4/09/2019

RE: Dog Park
29611 Jackson St NE
Isanti, MN 55040

Terms: Net on Comp.

Furnish & Install 4' High Black Chain Link Fence & Gates:

-700' of 4' High Black Vinyl Coated Chain Link Fence
- -48" – 8 gauge black vinyl coated fabric
- -1 5/8" black SS20 top rail
- -2" black SS20 line posts driven 48" deep @ 10' on center or less
- -3" Black SS40 end, corner, and gate posts set in 36" deep concrete footings

-(2) – 4' wide swing gates for entrance/exit

-(1) – 8' wide double swing gate for maintenance access

Total Project Price = $13,490.00*
Subject to site verification

Thank you,

Mark Wassink
Commercial Sales

Office (763) 425-5050
Fax (763) 425-9006
Cell (612) 968-4945
markw@tcfence.com

CENTURY FENCE COMPANY™
SINCE 1917 THE MARK OF PERMANENCE
P.O. Box 277, Forest Lake, MN, 55025

Office (651)-464-7373
Toll Free (800)-328-9558
Fax (651)-464-7377
Cellular (612)-666-1680
Cory Capra ccapra@centuryfence.com

4/10/2019

Phone: 763-772-5856 **Fax:**

Proposal To:

City of Isanti
Katie Everett
110 1st ave NW
Isanti, MN 55040

Ship To:

Dog Park Small
Isanti, Mn

☑ Installed ☐ Material Only ☑ Prepaid Freight ☐ Freight Collect **F.O.B.** Job Site **Delivery Schedule:**

Description

Furnish and Install:

700' Black Vinyl Chain link fence 4 ' high overall. Line posts shall be 2" O.D. spaced a maximum of 10' on centers.

2 - Single swing gate 4' wide by 4' high.
1 - Double swing gate 8' wide by 4' high

6 - 3" Corner posts, 4' high.
4 - 3" Gate posts, 4' high.

All posts driven 4'

Material and Labor: $15,445.00

Notes:
Excludes locating of private utilities
Excludes excavation through rock frost and backfill
Allow up to 4 weeks for special material delivery
Proposal is valid for 30 days

Acceptance: This proposal when accepted in writing by purchaser and by Century Fence Company's Main Office becomes a contract between two parties. The conditions on the attached "Terms and Conditions" sheet are made a part of this contract.

Terms of Payment: Net Cash upon receipt of invoice.

Buyer's signature _____ Date _____ Submitted by _____

Cory Capra

ARROW FENCE CO.
18607 HWY 65 N.E. SUITE B
CEDAR, MN 55011
763-755-0088 FAX: 763-515-4213

PROPOSAL

Proposal Submitted To: **ISANTI PUBLIC WORKS** Date: **4/9/2019**

Address: 100 ISANTI PKWY W. Phone: **MATT 772-5850**

City/State/Zip: ISANTI, MN Fax:

Architect: Fence Style: Date of Plans:

Job Name: **DOG PARK** **Job Location:**

We hereby propose to furnish material and labor necessary for the completion of:

700' OF 4' BLACK CHAIN LINK FENCE WITH 9GA. CORE

2" LINES, 3" CORNER AND END POSTS WITH 1 5/8" TOP RAIL AND BOTTOM TENSION WIRE

CS40 BLACK PIPE

2 - 4' AND 1 - 8' D.D. GATE

Customer is responsible for all property lines and permits. Excess dirt from post holes will be left at job site unless otherwise specified. 50% down, balance due upon completion, unless prior arrangements have been made.

In the event of unforseen digging condtions extra charges for labor and equipment may be applied.
otherwise specified. 50% down, balance due upon completion, unless prior arrangements have been made.
Arrow Fence co. is not responsible for costs to repair sprinkler lines in conflict with the fence installation.

We propose hereby to furnish material and labor - complete in accordance with above specification, for the sum of:
FIFTEEN THOUSAND TWO HUNDRED---------- dollars $ **$15,200.00**

Payment to be made as follows

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers Compensation Insurance.

Authorized Signature _____ **Date** 4-10-19

Note: This proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL: The above prices, specification and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance _____

Signature _____ **Signature** _____

City of Isanti

Gross Payroll	86,571.94
Social Security & Medicare	4,760.13
Public Employees Retirement	8,339.99
Total City Expense	99,672.06

Pay Date 4/5/2019

Pay Period 7 (3/17-30/19)

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/19	04/09/2019	50882	1059	ANOKA COLLISION CENTER	101-20200	1,162.42
04/19	04/09/2019	50883	2719	ARK TOWING & RECOVER	220-20200	145.69
04/19	04/09/2019	50884	2030	ARTISAN BEER COMPANY	609-20200	65.20
04/19	04/09/2019	50885	53	BELLBOY CORPORATION	609-20200	3,239.71
04/19	04/09/2019	50886	9	BERNICKS PEPSI-COLA	609-20200	241.80
04/19	04/09/2019	50887	157	BOYER TRUCKS	101-20200	100.62
04/19	04/09/2019	50888	2319	BREAKTHRU BEVERAGE	609-20200	5,689.30
04/19	04/09/2019	50889	2321	C EMERY NELSON INC	602-20200	504.64
04/19	04/09/2019	50890	1629	CITY OF ISANTI	226-20200	233.86
04/19	04/09/2019	50891	1736	COMM OF MMB, TREAS DIV	101-20200	940.00
04/19	04/09/2019	50892	8	DAHLHEIMER DISTRIBUTING CO	609-20200	26,450.85
04/19	04/09/2019	50893	2720	DEFIANT DISTRIBUTORS	609-20200	394.03
04/19	04/09/2019	50894	1941	DELTA DENTAL	861-20200	2,617.80
04/19	04/09/2019	50895	55	ECM PUBLISHERS INC	101-20200	298.66
04/19	04/09/2019	50896	1866	EDINA REALTY TITLE	601-20200	61.72
04/19	04/09/2019	50897	255	ESS BROTHERS & SONS	603-20200	206.00
04/19	04/09/2019	50898	2028	FURTHER	861-20200	688.10
04/19	04/09/2019	50899	134	GOPHER STATE ONE-CALL INC	601-20200	32.40
04/19	04/09/2019	50900	739	HACH COMPANY	601-20200	729.55
04/19	04/09/2019	50901	160	HAWKINS INC	602-20200	10,285.63
04/19	04/09/2019	50902	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	61.70
04/19	04/09/2019	50903	1891	ISANTI AREA JOINT	101-20200	57,811.56
04/19	04/09/2019	50904	1563	ISANTI ELECTRIC INC	101-20200	75.00
04/19	04/09/2019	50905	113	ISANTI TIRE & AUTO CARE	101-20200	24.00
04/19	04/09/2019	50906	7	JOHNSON BROTHERS LIQUOR CO	609-20200	8,315.88
04/19	04/09/2019	50907	5	KAWALEK TRUCKING	609-20200	363.20
04/19	04/09/2019	50908	136	LEAGUE OF MN CITIES	101-20200	61.20
04/19	04/09/2019	50909	1975	LIBERTY TITLE	601-20200	24.21
04/19	04/09/2019	50910	17	MCDONALD DISTRIBUTING CO	609-20200	14,887.34
04/19	04/09/2019	50911	616	MENARDS - CAMBRIDGE	101-20200	28.70
04/19	04/09/2019	50912	110	METAL COATING & MFG CO	101-20200	45.00
04/19	04/09/2019	50913	2364	METERING & TECHNOLOGY	601-20200	3,411.54
04/19	04/09/2019	50914	1044	MINNEAPOLIS FINANCE	101-20200	96.30
04/19	04/09/2019	50915	1536	MINNESOTA DEED	219-20200	833.33
04/19	04/09/2019	50916	194	MN DEPT OF HEALTH	601-20200	3,292.00
04/19	04/09/2019	50917	2701	MUNICIPAL GROUP	101-20200	3,267.54
04/19	04/09/2019	50918	2080	MVTL LABORATORIES INC	602-20200	116.38
04/19	04/09/2019	50919	2721	OLD MASTERS TITLE	601-20200	100.19
04/19	04/09/2019	50920	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,410.55
04/19	04/09/2019	50921	2722	PLAISTED LANDSCAPE SUPPLY	101-20200	169.99
04/19	04/09/2019	50922	2625	RESULTS TITLE	601-20200	142.08
04/19	04/09/2019	50923	1361	STAPLES ADVANTAGE	101-20200	377.64
04/19	04/09/2019	50924	450	STAR QUALITY GLASS	101-20200	378.20
04/19	04/09/2019	50925	2156	SUMMIT COMPANIES	226-20200	1,025.00
04/19	04/09/2019	50926	2598	T.A.SCHIFSKY & SONS INC.	101-20200	124.25
04/19	04/09/2019	50927	1820	URBANS HARDWARE	101-20200	130.98
04/19	04/09/2019	50928	686	VERIZON WIRELESS	609-20200	1,163.85
04/19	04/09/2019	50929	427	VESSCO INC	602-20200	93.05
04/19	04/09/2019	50930	42	VIKING COCA-COLA BOTTLING CO	609-20200	149.25
04/19	04/09/2019	50931	4	WATSON CO INC	609-20200	1,113.72
04/19	04/09/2019	50932	1922	WEX BANK	101-20200	3,093.35
04/19	04/09/2019	50933	2475	White Bear IT Solutions, LLC	101-20200	2,346.00
04/19	04/09/2019	50934	2067	ZABINSKI BUSINESS	609-20200	875.00

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/19	04/11/2019	50935	2290	AMERICAN FLAGPOLE &	101-20200	757.00
04/19	04/11/2019	50936	9	BERNICKS PEPSI-COLA	609-20200	901.65
04/19	04/11/2019	50937	1474	CDW GOVERNMENT INC	603-20200	3,389.88
04/19	04/11/2019	50938	1198	CENTER POINT ENERGY	601-20200	3,734.48
04/19	04/11/2019	50939	1241	CENTRAL WOOD PRODUCTS	101-20200	3,370.00
04/19	04/11/2019	50940	1822	CENTURYLINK BUSINESS SERVICES	101-20200	38.42
04/19	04/11/2019	50941	2610	CINTAS	101-20200	441.28
04/19	04/11/2019	50942	8	DAHLHEIMER DISTRIBUTING CO	609-20200	8,861.75
04/19	04/11/2019	50943	2663	DRESEL CONTRACTING , INC.	443-20200	13,175.01
04/19	04/11/2019	50944	55	ECM PUBLISHERS INC	609-20200	355.00
04/19	04/11/2019	50945	385	FEDERATED CO-OPS INC	101-20200	2,132.46
04/19	04/11/2019	50946	2028	FURTHER	861-20200	249.00
04/19	04/11/2019	50947	2723	HUBER, MICHAELYNN	101-20200	45.00
04/19	04/11/2019	50948	2209	INNOVATIVE OFFICE SOLUTIONS, INC	609-20200	89.42
04/19	04/11/2019	50949	1619	ISANTI GARAGE DOORS	226-20200	143.00
04/19	04/11/2019	50950	1534	J. J. TAYLOR	609-20200	184.25
04/19	04/11/2019	50951	7	JOHNSON BROTHERS LIQUOR CO	609-20200	1,454.39
04/19	04/11/2019	50952	1857	JOSLIN & MOORE	101-20200	7,334.00
04/19	04/11/2019	50953	5	KAWALEK TRUCKING	609-20200	145.00
04/19	04/11/2019	50954	2648	LEPAGE & SONS	101-20200	584.42
04/19	04/11/2019	50955	131	MACQUEEN EQUIPMENT INC	603-20200	645.06
04/19	04/11/2019	50956	1789	MADDEN GALANTER HANSEN, LLP	101-20200	6,126.52
04/19	04/11/2019	50957	871	MARTIN-MCALLISTER	101-20200	500.00
04/19	04/11/2019	50958	17	MCDONALD DISTRIBUTING CO	609-20200	1,048.75
04/19	04/11/2019	50959	616	MENARDS - CAMBRIDGE	609-20200	99.28
04/19	04/11/2019	50960	281	MINNCO CREDIT UNION	101-20200	3,076.64
04/19	04/11/2019	50961	2208	MINNESOTA EQUIPMENT	101-20200	106.82
04/19	04/11/2019	50962	176	MN DEPT OF REVENUE	101-20200	21,306.00
04/19	04/11/2019	50963	2080	MVTL LABORATORIES INC	601-20200	43.20
04/19	04/11/2019	50964	2724	NOVUS GLASS	101-20200	250.00
04/19	04/11/2019	50965	617	PAUSTIS & SONS	609-20200	1,007.25
04/19	04/11/2019	50966	44	PHILLIPS WINE & SPIRITS INC	609-20200	5,108.81
04/19	04/11/2019	50967	2341	RED BULL DISTRIBUTION	609-20200	65.00
04/19	04/11/2019	50968	2031	RESOURCE TRAINING	861-20200	36,426.00
04/19	04/11/2019	50969	2396	SOUTHERN GLAZERS OF MN	609-20200	5,103.24
04/19	04/11/2019	50970	1361	STAPLES ADVANTAGE	609-20200	302.12
04/19	04/11/2019	50971	2156	SUMMIT COMPANIES	101-20200	7.00
04/19	04/11/2019	50972	2598	T.A.SCHIFSKY & SONS INC.	101-20200	372.75
04/19	04/11/2019	50973	1290	THE AMBLE GROUP	101-20200	1,078.46
04/19	04/11/2019	50974	1740	TOSHIBA FINANCIAL SERVICES	108-20200	251.65
04/19	04/11/2019	50975	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
04/19	04/11/2019	50976	2027	US INTERNET	603-20200	57.80
04/19	04/11/2019	50977	950	USABLUEBOOK	602-20200	111.43
04/19	04/11/2019	50978	42	VIKING COCA-COLA BOTTLING CO	609-20200	222.70
04/19	04/11/2019	50979	1286	VINOCOPIA INC	609-20200	88.00
04/19	04/11/2019	50980	4	WATSON CO INC	609-20200	1,965.38
04/19	04/11/2019	50981	780	WINE MERCHANTS	609-20200	204.00
Grand Totals:						133,022.27

CONTRACTOR'S PAY REQUEST 4-Final **2018 STREET & UTILITY IMPROVEMENTS** **CITY OF ISANTI, MINNESOTA** **BMI PROJECT NO. R13.116641**	**DISTRIBUTION:** CONTRACTOR (1) OWNER (1) ENGINEER (1) BONDING CO. (1)
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	$283,225.26
TOTAL, COMPLETED WORK TO DATE	$263,500.17
TOTAL, STORED MATERIALS TO DATE	$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	$263,500.17
RETAINED PERCENTAGE (0%)	$0.00
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	$263,500.17
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	$250,325.16
PAY CONTRACTOR AS ESTIMATE NO. 4	$13,175.01

Certificate for Final Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the amount for the Final Estimate, that the provisions of M. S. 290.92 have been complied with and that all claims against me by reason of the Contract have been paid or satisfactorily secured.

Contractor: Dresel Contracting, Inc.
24044 July Avenue
Chisago City, MN 55013

By _____ President.
Name Title

Date 3-27-2019

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:
ENGINEER: BOLTON & MENK, INC., 7533 Sunwood Drive NW, Suite 206, Ramsey, MN 55303

By _____, CITY ENGINEER

Date 12/28/2018

APPROVED FOR PAYMENT:
OWNER: CITY OF ISANTI, MINNESOTA

By _____
Name Title Date

And _____
Name Title Date

Partial Pay Estimate No.: 4-Final

2018 STREET & UTILITY IMPROVEMENTS

CITY OF ISANTI, MINNESOTA
BMI PROJECT NO. R13.116641
WORK COMPLETED THROUGH December 28, 2018

ITEM NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE	
			ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
1	MOBILIZATION	$20,537.50	1 LS	$20,537.50	0.75 LS	$15,403.13	1 LS	$20,537.50
2	CLEARING & GRUBBING	$217.80	10 TREE	$2,178.00	11 TREE	$2,395.80	11 TREE	$2,395.80
3	TREE TRIMMING	$102.41	29 TREE	$2,969.89	29 TREE	$2,969.89	29 TREE	$2,969.89
4	REMOVE CONCRETE CURB & GUTTER	$2.52	395 LF	$995.40	255 LF	$642.60	255 LF	$642.60
5	REMOVE BITUMINOUS PAVEMENT	$1.37	1650 SY	$2,260.50	1650 SY	$2,260.50	1,650 SY	$2,260.50
6	RELOCATE SIGN	$229.50	2 EA	$459.00	EA	$0.00	2 EA	$459.00
7	REMOVE SIGN	$56.65	3 EA	$169.95	3 EA	$169.95	3 EA	$169.95
8	SALVAGE HYDRANT	$840.00	1 EA	$840.00	1 EA	$840.00	1 EA	$840.00
9	SALVAGE GATE VALVE	$420.00	2 EA	$840.00	1 EA	$420.00	1 EA	$420.00
10	COMMON EXCAVATION (CV) (P)	$8.46	1142 CY	$9,661.32	1142 CY	$9,661.32	1,142 CY	$9,661.32
11	SUBGRADE EXCAVATION (EV)	$16.80	100 CY	$1,680.00	47.62 CY	$800.02	47.62 CY	$800.02
12	SELECT GRANULAR BORROW (CV)	$16.80	100 CY	$1,680.00	89.29 CY	$1,500.07	89.29 CY	$1,500.07
13	AGGREGATE BASE CLASS 5 (CV) (P)	$21.62	780 CY	$16,863.60	780 CY	$16,863.60	780 CY	$16,863.60
14	TOPSOIL BORROW (LV)	$17.57	360 CY	$6,325.20	120 CY	$2,108.40	120 CY	$2,108.40
15	TYPE SP 9.5 WEARING COURSE (2,B) 2" THICK	$9.95	2350 SY	$23,382.50	2161 SY	$21,501.95	2,161 SY	$21,501.95
16	TYPE SP 12.5 NON-WEARING COURSE (2,B) 2.0" THICK	$9.03	2350 SY	$21,220.50	2161 SY	$19,513.83	2,161 SY	$19,513.83
17	B618 CURB & GUTTER	$15.25	1385 LF	$21,121.25	1333 LF	$20,328.25	1,333 LF	$20,328.25
18	CONCRETE VALLEY GUTTER	$113.22	50 SY	$5,661.00	33.5 SY	$3,792.87	33.5 SY	$3,792.87
19	4" CONCRETE WALK	$4.59	4250 SF	$19,507.50	4185 SF	$19,209.15	4,185 SF	$19,209.15
20	10" WATERMAIN	$70.05	275 LF	$19,263.75	250 LF	$17,512.50	250 LF	$17,512.50
21	8" WATERMAIN	$57.23	310 LF	$17,741.30	244 LF	$13,964.12	244 LF	$13,964.12
22	FITTINGS	$5.94	1071 LB	$6,361.74	579 LB	$3,439.26	579 LB	$3,439.26
23	10" GATE VALVE & BOX	$2,585.00	2 EA	$5,170.00	2 EA	$5,170.00	2 EA	$5,170.00
24	8" GATE VALVE & BOX	$2,053.33	3 EA	$6,159.99	2 EA	$4,106.66	2 EA	$4,106.66
25	CONNECT TO EXISTING WATERMAIN	$930.00	4 EA	$3,720.00	4 EA	$3,720.00	4 EA	$3,720.00
26	WATERMAIN TESTING	$1,470.00	1 LS	$1,470.00	1 LS	$1,470.00	1 LS	$1,470.00
27	CORE & BOOT MANHOLE	$928.00	1 EA	$928.00	1 EA	$928.00	1 EA	$928.00
28	8" SANITARY SEWER	$39.55	123 LF	$4,864.65	123 LF	$4,864.65	123 LF	$4,864.65
29	6" SANITARY SEWER	$32.80	60 LF	$1,968.00	61 LF	$2,000.80	61 LF	$2,000.80
30	SANITARY SEWER MANHOLE	$354.00	10 LF	$3,540.00	7.3 LF	$2,584.20	7.3 LF	$2,584.20
31	CASTING ASSEMBLY	$650.00	3 EA	$1,950.00	3 EA	$1,950.00	3 EA	$1,950.00
32	STORM SEWER CATCH BASIN DESIGN 2'x3'	$510.00	8 LF	$4,080.00	7.3 LF	$3,723.00	7.3 LF	$3,723.00
33	12" RCP STORM PIPE	$63.52	38 LF	$2,413.76	38 LF	$2,413.76	38 LF	$2,413.76
34	15" RCP STORM PIPE	$40.92	228 LF	$9,329.76	228 LF	$9,329.76	228 LF	$9,329.76
35	CONNECT TO EXISTING STORM STRUCTURE	$756.00	1 EA	$756.00	1 EA	$756.00	1 EA	$756.00
36	ADJUST CASTING	$280.00	6 EA	$1,680.00	2 EA	$560.00	2 EA	$560.00
37	ADJUST VALVE BOX	$168.00	5 EA	$840.00	5 EA	$840.00	5 EA	$840.00
38	TRAFFIC CONTROL	$2,280.00	1 LS	$2,280.00	0.75 LS	$1,710.00	1 LS	$2,280.00
39	TRUNCATED DOMES	$61.80	50 SF	$3,090.00	56 SF	$3,460.80	56 SF	$3,460.80
40	SIGN PANEL TYPE C	$66.00	67 SF	$4,422.00	6.5 SF	$429.00	73.5 SF	$4,851.00
41	24" SOLID LINE EPOXY	$20.64	20 LF	$412.80	16.5 LF	$340.56	16.5 LF	$340.56
42	CROSS WALK MARKING EPOXY	$11.40	216 SF	$2,462.40	306 SF	$3,488.40	306 SF	$3,488.40
43	SODDING	$6.00	2700 SY	$16,200.00	SY	$0.00	3,480 SY	$20,880.00
44	SILT FENCE, TYPE MS	$2.40	250 LF	$600.00	250 LF	$600.00	250 LF	$600.00
45	BIO-ROLL TYPE WOOD MULCH	$2.40	120 LF	$288.00	80 LF	$192.00	80 LF	$192.00
46	STORM DRAIN INLET PROCTECTION	$60.00	8 EA	$480.00	5 EA	$300.00	5 EA	$300.00
47	STABILIZED CONSTRUCTION EXIT	$600.00	4 EA	$2,400.00	3 EA	$1,800.00	3 EA	$1,800.00
	TOTAL AMOUNT:			***$283,225.26***		***$232,034.79***		***$263,500.17***

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: April 8, 2019

To: Honorable Mayor Johnson and Members of the City Council

From: Bradley C. DeWolf, P.E.
City Engineer

Jason W. Cook, P.E.
Assistant City Engineer

Subject: Approval of Plans and Authorization to Advertise for Bids
TH 65 & Cajima Street RCUT Improvements
City of Isanti, MN
BMI Project No.: R13.112908

We request that the City Council approve the plans and specifications, entitled "TH 65 & Cajima Street RCUT Improvements" and authorize advertisement for bids.

Following is the schedule for the TH 65 & Cajima Street Improvements Project:

Approve Plans & Specs, Authorize Advertisement for Bids	April 16, 2019
Open Bids	May 14, 2019
Award Bid	June 4, 2019
Commence Construction	After July 8, 2019
Substantial Completion of Construction	Before November 22, 2019

We are requesting that the City Council approve plans and specifications and authorize advertisement for bids.

Jason will be at the April 16, 2019 City Council meeting to respond to any questions you have concerning the approval of plans and specifications or the authorization to advertise for bids.

Please contact us with any questions or if you would like any additional information prior to the meeting as well.

Bolton & Menk is an equal opportunity employer.

RESOLUTION NO. 2019-XXX

RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS FOR TH 65 & CAJIMA STREET RCUT IMPROVEMENTS PROJECT WITHIN THE CITY OF ISANTI

WHEREAS, the City of Isanti has identified the need to provide a safer, more efficient intersection at the intersection of Highway 65 and Cajima Street NE; and

WHEREAS, the City has entered into an agreement with MnDOT to share the cost to construct the project; and,

WHEREAS, MnDOT has agreed to pay $450,000 of the construction cost and 8% of that cost in additional engineering services; and,

WHEREAS, the plans and specifications have been completed for these improvements in accordance with direction from MnDOT and City staff.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1) That the City shall approve the plans and specifications entitled "TH 65 & Cajima Street RCUT Improvements" as completed by Bolton & Menk, Inc.

2) That the City shall authorize the advertisement for bids.

This resolution was duly approved by the Isanti City Council this 16th day of April, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2019-XXX

RESOLUTION OFFERING THE POSITION OF PUBLIC SERVICES DIRECTOR TO MATTHEW SYLVESTER

WHEREAS, the City Council of the City of Isanti is required to approve hiring of all employees; and

WHEREAS, the City Council has approved the Public Services Director position; and

WHEREAS, the Interviewing Panel has selected current Isanti Public Works Foreman, Matthew Sylvester, as the most qualified candidate for the position; and

WHEREAS, the offer is contingent on City Council approval for the promotion of Matthew Sylvester for Public Works Supervisor;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1. That Human Resources has offered the Public Services Director position to Matthew Sylvester for the City of Isanti and that he shall be eligible to start in that position after City Council approval.
2. That upon Council approval, Mr. Sylvester will begin his new position April 17th, 2019.
3. That Mr. Sylvester shall start at Step 3 of the Wage Scale at $82,631.92 annually to reflect over 15 years of experience to maintain maximum vacation accrual.
4. That Mr. Sylvester is able to maintain his water and wastewater licensure and training requirements.
5. That Human Resources/ City Clerk is directed to complete all required documentation for the completion employment contract and employment offer.
6. That the Human Resources/ City Clerk is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.
7. Employment Contract "Exhibit A"

This resolution is hereby approved by the City Council this 16th day of April, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

EMPLOYMENT AGREEMENT

THIS AGREEMENT made and entered into on April 16, 2019 by and between the City of Isanti, Minnesota, a municipal corporation, herein called EMPLOYER, and Matthew Sylvester, herein called EMPLOYEE. This Agreement shall become effective on the EMPLOYEE'S first day of employment of April 19, 2019.

EMPLOYER desires to employ the services of Matthew Sylvester as Public Services Director for the City of Isanti as provided by applicable Minnesota law and applicable ordinances of the City of Isanti, Minnesota.

It is the desire of the EMPLOYER to employ the EMPLOYEE and it is the EMPLOYEE's desire to accept employment from the EMPLOYER on the terms and conditions as set forth herein.

NOW THEREFORE IN CONSIDERATION OF THE MUTUAL COVENANTS HEREIN CONTAINED, THE EMPLOYER AND EMPLOYEE AGREE AS FOLLOWS:

1. Duties. As authorized pursuant to the provisions of Minnesota Statutes Section §412.111, the EMPLOYER hereby agrees to employ EMPLOYEE as Public Services Director of the City of Isanti to perform the functions and duties as specified in the job description for the position of Public Services Director of the City of Isanti, as approved by the City Council, and as the same may be amended from time to time.

2. Term. The EMPLOYEE's employment shall be for an indefinite term at the will of the EMPLOYER. The terms of this contract shall be applicable from April 17, 2019 and until termination of the employment relationship, or until amended by subsequent agreement approved by action of the City Council of the City of Isanti and signed by both EMPLOYER and EMPLOYEE.

3. Employment at Will. The EMPLOYEE is employed at the will of the EMPLOYER, and therefore may be terminated at any time with or without cause upon, except as hereinafter provided, not less than 30 days' written notice from EMPLOYER to EMPLOYEE. EMPLOYER may however, in EMPLOYER's sole discretion, terminate the EMPLOYEE without any prior notice for misconduct, defined as follows:

A. Conduct by the EMPLOYEE resulting in criminal charges against the EMPLOYEE (except for petty misdemeanor traffic violations); or

B. EMPLOYEE's refusal to obey a lawful directive of EMPLOYER; or

C. Acts by the EMPLOYEE intended to cause injury to the EMPLOYER.

The EMPLOYEES probationary period shall be six (6) months, unless extended for a specified period not to exceed six (6) additional months. Notwithstanding the provision for thirty (30) days' notice prior to termination, the EMPLOYER shall have the right to terminate employment with the EMPLOYEE with or without cause at any time during the EMPLOYEES probationary period without the requirement that said thirty (30) days' notice be given.

4. Salary. EMPLOYER agrees to pay EMPLOYEE for services rendered pursuant to this contract wages calculated on an annual base salary of $82,631.92 payable in installments at the same time as other payroll employees of the EMPLOYER are paid. Subsequent annual step salary increases, as applicable, shall be contingent upon on a satisfactory annual performance review. Cost of living salary adjustments, if any, shall be subject to approval by the City Council.

5. Vacation, Sick Leave and Insurance Benefits. The EMPLOYEE shall be entitled to earn vacation at an accrual rate equivalent to EMPLOYEE'S years of service

with the City of Isanti at a rate of 216 hours per year as prescribed by the EMPLOYER's personnel policy.

Sick leave shall be provided as prescribed by the EMPLOYER's personnel policy. Insurance and other employee benefits shall be provided as prescribed by the EMPLOYER's personnel policy.

6. Performance Appraisal. The City Administrator, or in absence of the City Administrator, the Mayor and Council shall review and evaluate the performance of EMPLOYEE at least once annually, preferably prior to November 1st of each year. Following completion of each such performance appraisal the EMPLOYEE shall be given a summary thereof. In the first year of employment the EMPLOYEE shall be subject to a probationary performance review after three and six months of employment as per the EMPLOYER's personnel policy.

7. Retirement Benefits. The EMPLOYEE shall be entitled to participate in the accrual of retirement benefit contributions as prescribed for public employees under PERA, and/or under any other retirement program, if any, which may now or hereafter be available pursuant to and consistent with any applicable state or federal laws and EMPLOYER's personnel policy.

8. Personnel Policy. Except where specifically abridged or modified by this Agreement, the EMPLOYEE shall be subject to all terms and provisions of the EMPLOYER's personnel policies as set forth in the EMPLOYER's personnel policy manual. If any provision of this manual conflicts with a provision in this contract, then the contractual provision shall prevail.

9. Professional Development. The EMPLOYER agrees, subject to annual budget approval and subject to preauthorization of the City Administrator and/or City Council, to

pay all necessary and reasonable expenses of EMPLOYEE for short courses, institutes and seminars that are, in the opinion of both EMPLOYER and EMPLOYEE necessary for professional development of EMPLOYEE. EMPLOYER shall pay for EMPLOYEE's attendance at necessary conferences to maintain Water and Wastewater Operator Licensures and regional meetings including two state conferences as reviewed and approved by the City Administrator. The EMPLOYER will pay costs for training fees, travel and lodging, and meals, as per the EMPLOYER's personnel policy manual. The EMPLOYER shall pay for publications for the EMPLOYEE to assist in performance of their job duties. Such publications shall be approved by the EMPLOYER.

10. Professional Membership. During the term of employment, EMPLOYER will pay EMPLOYEE's annual regular membership dues for EMPLOYEE's ongoing membership in the MRWA, APWA, MWOA, NRPA and MPWA as the same become due and payable.

11. Severability. Should any provision of this agreement be held unlawful by a Court of competent jurisdiction; all other provisions of this agreement shall remain in force for the duration of the agreement.

12. Notices. Notices pursuant to this agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, and addressed as follows:

EMPLOYER	EMPLOYEE
Mayor of City of Isanti 110 First Ave. NW P.O. Box 428 Isanti, MN 55040	Matthew Sylvester

Alternatively, notices required pursuant to this agreement may be personally served as prescribed by the Minnesota Rules of Civil Procedure. Notice shall be deemed given as

of the date of personal service or as of the date of deposit of such written notice in the United States mail.

13. Council Approval. This Employment Agreement is subject to approval by the City Council of the City of Isanti, Minnesota.

IN WITNESS WHEREOF, the EMPLOYER has caused this agreement to be signed and executed on its behalf by the Mayor and City Administrator, and the EMPLOYEE has signed and executed this agreement as of the day and year first above written.

EMPLOYER

City of Isanti, Minnesota

By:_____
Mayor Jeff Johnson
Its Mayor

By:_____
Josi Wood
Its City Administrator

EMPLOYEE

_____
Matthew Sylvester

RESOLUTION 2019-XXX

RESOLUTION OFFERING THE POSITION OF PART-TIME PUBLIC WORKS SEASONAL MAINTENANCE TO JERRY MARTINEZ, GREGORY RAMBOW, AND GENE WEST

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and,

WHEREAS, the City Council approved to advertise and accept applications to fill three Part-Time PW Seasonal Maintenance Positions; and,

WHEREAS, the Interviewing Panel selected Jerry Martinez, Gregory Rambow, and Gene West as the most qualified candidates for the open Part-Time PW Seasonal Maintenance position. The offer is contingent on successfully passing a background check;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1. That Human Resources is hereby directed to offer the Part-Time PW Seasonal Maintenance position to Jerry Martinez, Gregory Rambow and Gene West for the City of Isanti and that they shall be eligible to start in their positions on or after April 17th, 2019.
2. That Jerry Martinez shall start at Step 1 of the wage scale at $12.50 per hour.
3. That former City of Isanti seasonal employees Gene West and Gregory Rambow shall start at the wage scale of $13.00 per hour as they are re-hired from previous years.
4. That all seasonal hires shall not work over 67 days per the Union Contact in the position of the Part- Time PW Seasonal Maintenance position effective Spring through Fall 2019.
5. That Human Resources is directed to complete all required documentation for the completion of the employment offers.
6. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 16th day of April, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2019-XXX

RESOLUTION OFFERING THE POSITION OF PARKS, RECREATION AND CULTURE MANAGER TO JENNIFER GARVEY

WHEREAS, the City Council of the City of Isanti is required to approve hiring of all employees; and

WHEREAS, the City Council has approved the Parks, Recreation and Culture Manager position; and

WHEREAS, the Interviewing Panel has selected Jennifer Garvey as the most qualified candidate for the position; and

WHEREAS, the candidate has successfully completed and passed the background investigation and reference check;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1. That Human Resources has offered the Parks, Recreation and Culture Manager position to Jennifer Garvey for the City of Isanti and that she shall be eligible to start in that position Council approval, expected April 23rd, 2019.
2. That Ms. Garvey shall start at Step 2 of the wage scale at $54,541.45 annually to reflect over 20 years of experience and 10 days' vacation to begin.
3. That Human Resources/ City Clerk is directed to complete all required documentation for the completion employment contract and employment offer.
4. That the Human Resources/ City Clerk is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This resolution is hereby approved by the City Council this 16th day of April, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2019-102

RESOLUTION OFFERING THE POSITION OF COMMUNITY DEVELOPMENT DIRECTOR TO SHEILA SELLMAN

WHEREAS, the City Council of the City of Isanti approves all new employees; and

WHEREAS, the City Council approved to advertise and accept applications to fill Community Development Director Position; and

WHEREAS, the Interviewing Panel selected the most qualified candidate for Community Development Director position; and

WHEREAS, the candidate's offer is contingent on successfully completing and passing a background investigation and reference check.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1. That Human Resources offered the Community Development Director position to Sheila Sellman for the City of Isanti and that she shall be eligible to start in that position after successfully passing a background and reference check.
2. That Sheila shall start at Step 3 of the Wage Scale at $80,381.18 annually to reflect over 12 years of experience.
3. That Sheila Sellman shall receive a 10-day vacation bank to start.
4. That Sheila Sellman shall be on probationary status per the Personnel Policy in the position Community Development Director position effective April 23rd, 2019 or after.
5. That Sheila Sellman shall start at Step 4 of the Wage Scale at $83,296.94 annually upon completion of 6-month probationary period.
6. That Human Resources is directed to complete all required documentation for the completion of an employment contract and employment offer.
7. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 2nd day of April, 2019.

Mayor Jeff Johnson

Attest:

Katie Brooks
Human Resources/City Clerk

EMPLOYMENT AGREEMENT

THIS AGREEMENT made and entered into on April 2, 2019 by and between the City of Isanti, Minnesota, a municipal corporation, herein called EMPLOYER, and Sheila Sellman, herein called EMPLOYEE. This Agreement shall become effective on the EMPLOYEE'S first day of employment of April 23, 2019.

EMPLOYER desires to employ the services of Sheila Sellman as Community Development Director for the City of Isanti as provided by applicable Minnesota law and applicable ordinances of the City of Isanti, Minnesota.

It is the desire of the EMPLOYER to employ the EMPLOYEE and it is the EMPLOYEE's desire to accept employment from the EMPLOYER on the terms and conditions as set forth herein.

NOW THEREFORE IN CONSIDERATION OF THE MUTUAL COVENANTS HEREIN CONTAINED, THE EMPLOYER AND EMPLOYEE AGREE AS FOLLOWS:

1. Duties. As authorized pursuant to the provisions of Minnesota Statutes Section §412.111, the EMPLOYER hereby agrees to employ EMPLOYEE as Community Development Director of the City of Isanti to perform the functions and duties as specified in the job description for the position of Community Development Director of the City of Isanti, as approved by the City Council, and as the same may be amended from time to time.

2. Term. The EMPLOYEE's employment shall be for an indefinite term at the will of the EMPLOYER. The terms of this contract shall be applicable from April 23, 2019 and until termination of the employment relationship, or until amended by

subsequent agreement approved by action of the City Council of the City of Isanti and signed by both EMPLOYER and EMPLOYEE.

3. Employment at Will. The EMPLOYEE is employed at the will of the EMPLOYER, and therefore may be terminated at any time with or without cause upon, except as hereinafter provided, not less than 30 days' written notice from EMPLOYER to EMPLOYEE. EMPLOYER may however, in EMPLOYER's sole discretion, terminate the EMPLOYEE without any prior notice for misconduct, defined as follows:

A. Conduct by the EMPLOYEE resulting in criminal charges against the EMPLOYEE (except for petty misdemeanor traffic violations); or

B. EMPLOYEE's refusal to obey a lawful directive of EMPLOYER; or

C. Acts by the EMPLOYEE intended to cause injury to the EMPLOYER.

The EMPLOYEES probationary period shall be six (6) months, unless extended for a specified period not to exceed six (6) additional months. Notwithstanding the provision for thirty (30) days' notice prior to termination, the EMPLOYER shall have the right to terminate employment with the EMPLOYEE with or without cause at any time during the EMPLOYEES probationary period without the requirement that said thirty (30) days' notice be given.

4. Salary. EMPLOYER agrees to pay EMPLOYEE for services rendered pursuant to this contract wages calculated on an annual base salary of $80,381.18 payable in installments at the same time as other payroll employees of the EMPLOYER are paid. Upon the Successful completion of a 6-month probationary period, the employee's pay will be adjusted to step 4 of the pay scale. Subsequent annual step salary increases, as applicable, shall be contingent upon on a satisfactory annual performance review. Cost of living salary adjustments, if any, shall be subject to approval by the City Council.

5. Vacation, Sick Leave and Insurance Benefits. The EMPLOYEE shall be entitled to 10 days of vacation banked. The EMPLOYEE shall be entitled to earn vacation at an accrual rate equivalent to 48 hours per year, with any additional adjustment based on years of service as prescribed by the EMPLOYER's personnel policy.

Sick leave shall be provided as prescribed by the EMPLOYER's personnel policy. Insurance and other employee benefits shall be provided as prescribed by the EMPLOYER's personnel policy.

6. Performance Appraisal. The City Administrator, or in absence of the City Administrator, the Mayor and Council shall review and evaluate the performance of EMPLOYEE at least once annually, preferably prior to November 1st of each year. Following completion of each such performance appraisal the EMPLOYEE shall be given a summary thereof. In the first year of employment the EMPLOYEE shall be subject to a probationary performance review after three and six months of employment as per the EMPLOYER's personnel policy.

7. Retirement Benefits. The EMPLOYEE shall be entitled to participate in the accrual of retirement benefit contributions as prescribed for public employees under PERA, and/or under any other retirement program, if any, which may now or hereafter be available pursuant to and consistent with any applicable state or federal laws and EMPLOYER's personnel policy.

8. Personnel Policy. Except where specifically abridged or modified by this Agreement, the EMPLOYEE shall be subject to all terms and provisions of the EMPLOYER's personnel policies as set forth in the EMPLOYER's personnel policy manual. If any provision of this manual conflicts with a provision in this contract, then the contractual provision shall prevail.

9. Professional Development. The EMPLOYER agrees, subject to annual budget approval and subject to preauthorization of the City Administrator and/or City Council, to pay all necessary and reasonable expenses of EMPLOYEE for short courses, institutes and seminars that are, in the opinion of both EMPLOYER and EMPLOYEE necessary for professional development of EMPLOYEE. These shall include materials and coursework necessary for the EMPLOYEE to obtain their AICP certification. Once certified, these expenses include up to 40 credit hours per year of Continuing Professional Education as required for EMPLOYEE to maintain on a current basis their AICP certification. EMPLOYER shall pay for EMPLOYEE's attendance at the Minnesota Planning Association annual conference. The EMPLOYER will pay costs for training fees, travel and lodging, and meals, as per the EMPLOYER's personnel policy manual. The EMPLOYER shall pay for publications for the EMPLOYEE to assist in performance of their job duties. Such publications shall be approved by the EMPLOYER.

10. Professional Membership. During the term of employment, EMPLOYER will pay EMPLOYEE's annual regular membership dues for EMPLOYEE's ongoing membership in the AICP, APA, MNAPA, and Economic Development Association of MN as the same become due and payable.

11. Severability. Should any provision of this agreement be held unlawful by a Court of competent jurisdiction; all other provisions of this agreement shall remain in force for the duration of the agreement.

12. Notices. Notices pursuant to this agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, and addressed as follows:

EMPLOYER	EMPLOYEE
Mayor of City of Isanti 110 First Ave. NW	Sheila Sellman

P.O. Box 428 Otsego, MN 55330
Isanti, MN 55040

Alternatively, notices required pursuant to this agreement may be personally served as prescribed by the Minnesota Rules of Civil Procedure. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the United States mail.

13. Council Approval. This Employment Agreement is subject to approval by the City Council of the City of Isanti, Minnesota.

IN WITNESS WHEREOF, the EMPLOYER has caused this agreement to be signed and executed on its behalf by the Mayor and City Administrator, and the EMPLOYEE has signed and executed this agreement as of the day and year first above written.

EMPLOYER

City of Isanti, Minnesota

By:_____
Mayor Jeff Johnson
Its Mayor

By:_____
Josi Wood
Its City Administrator

EMPLOYEE

_____
Sheila Sellman

A Community For Generations.
Isanti

Isanti Police Department Monthly Report

March 2019

Reported Crime	Month to Date	Year to Date
Theft	1	23
Assault	2	5
Vandalism/Damage to Property	2	9
Narcotics	1	8
Burglary	0	2
Domestics	7	19
Crim Sex	0	0
Robbery	0	0
Loud Party/Disturbance	4	23
Medical	20	75
Permit to Purchase (Eff 3/1/2016)	8	24
Extra Patrol	69	249
Security Check	194	420

Traffic Offenses	Month to Date	Year to Date
No Insurance	2	7
DUI	3	6
Accidents	16	30
Hit & Run	1	4
Warrant P/U	3	6
Speed	19	44
DAR/DAS	1	8
Administrative Citations (Including Speed)	12	59

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	74,286	1,799	4,406
Ford Explorer 224	58,290	1,778	5,389
Ford F150 225	19,325	987	3,137
Chevy Silverado 220	108,007	151	305
Chevy Impala 223	90,844	241	921

CEZT REPORT

CATEGORY	*CURRENT*	*LAST MO*	*2 MOS*	*3 MOS*	*4 MOS*	*5 MOS*	*6 MOS*
TOTAL CASES YTD	**167**	**22**	**11**	**697**	**668**	**648**	**599**
TOTAL OPEN CASES	**68**	**4**	**13**	**33**	**15**	**24**	**75**
VIOLATIONS CLOSED THIS PERIOD	**23**	**2**	**30**	**16**	**9**	**51**	**78**
NEW ISSUES THIS PERIOD	**145**	**11**	**11**	**29**	**20**	**49**	**60**
CAN-Proh Animals	0	0	0	0	0	0	0
CCV-Comm Vehicle Storage	0	0	0	0	0	0	0
CDO--Dogs	0	0	0	0	0	37	0
CPA-Park & Store	0	2	0	10	15	7	3
CSN-Snow Removal	0	0	2	0	1	0	0
CSP-Admin Permits/Solicitors/Peddlers	0	0	0	0	0	0	0
CST--Fish Houses, PODS, Rolloffs	0	0	0	0	0	0	0
GAR - Garage Sales	0	0	0	0	0	0	0
H2O-Water restrictions	0	0	0	0	0	0	0
NEX-Exterior Structure, Paint/Repair	0	0	0	0	0	0	0
NGA-Garbage Service & Storage	0	0	0	0	0	0	0
NGR--Grass Length	0	0	0	0	0	0	49
NJU--Junk/Brush	0	0	6	18	2	1	0
NOX-Noxious Weeds	0	0	0	0	0	0	0
NUV-Unlicensed vehicle or missing plates	0	0	0	0	2	0	0
RNT-Unlicensed rental	0	0	3	1	0	1	0
SGN-Signs	0	0	0	0	0	2	3
UNP-Unpermitted work	145	9	0	0	0	1	5
ZAC-Accessory Building	0	0	0	0	0	0	0
ZFE-Fence	0	0	0	0	0	0	0
ZTD--Temporary Dwelling	0	0	0	0	0	0	0
Compliance Letters Mailed this period	145	11	14	32	24	50	103
Administrative Citations Issues/period	0	0	1	1	2	0	0
Criminal Citations Issued/period	0	0	0	0	0	0	0
Abated Properties/Period	0	0	0	0	0	0	9
Admin Hearings Requested	0	0	0	0	0	0	0
Admin Hearings Held w positive judgement	0	0	0	0	0	0	0
Criminal trials w positive judgement	0	0	0	0	0	0	0
AVERAGE TIME TO COMPLIANCE	**16**	**20**	**14**	**32**	**20**	**12**	**17**

CITY OF ISANTI MONTHLY REPORT

March 2019

Residential	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
Category	Month	YTD	Month	YTD	Month	Quarter	Month	YTD	Month	YTD
Fence	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Roofing/Siding	1	3	$0.00	$0.00	$1.00	$3.00	$80.00	$240.00		
Decks	0	1	$0.00	$500.00	$0.00	$0.25	$0.00	$82.50		
Basement Finish	2	6	$29,250.00	$116,113.00	$19.73	$63.17	$1,155.48	$3,620.58		
Addtns. Remodel	0	1	$0.00	$14,995.00	$0.00	$7.50	$0.00	$723.45		
Garages	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Miscellaneous	3	29	$6,459.86	$6,459.86	$3.00	$29.00	$283.75	$2,856.75		
Single dwellings	8	10	$1,612,743.91	$1,973,358.55	$806.37	$986.68	$18,556.50	$23,213.20		
Multi dwellings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Mechanical	5	17			$5.00	$17.00	$375.00	$1,275.00		
Plumbing	8	21			$8.00	$21.00	$576.00	$1,478.00		
									$47,152.00	
Resid. Totals	**27**	**88**	**$1,648,453.77**	**$2,111,426.41**	**$843.10**	**$1,127.60**	**$21,026.73**	**$33,489.48**	**$47,152.00**	**$ 58,768.00**
Commercial										
New Buildings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Addtns./Remodel	0	3	$0.00	$49,600.00	$0.00	$24.80	$0.00	$1,475.10		
Plumbing	1	2	$7,900.00	$19,900.00	$3.95	$9.95	$195.53	$492.53		
Mechanical	0	1	$0.00	$50,000.00	$0.00	$25.00	$0.00	$1,237.50		
Roofing	1	2	$74,365.00	$100,265.00	$37.18	$50.13	$1,485.00	$2,204.40		
Miscellaneous	2	5	$27,615.00	$327,615.00	$14.81	$166.81	$805.70	$4,800.70		
Comm. Totals	**4**	**13**	**$109,880.00**	**$547,380.00**	**$55.94**	**$276.69**	**$2,486.23**	**$10,210.23**	**$0.00**	**$0.00**
Resid. Plus Comm. Totals	**31**	**101**	**$1,758,333.77**	**$2,658,806.41**	**$899.04**	**$1,404.29**	**$23,512.96**	**$43,699.71**	**$47,152.00**	**$58,768.00**

YEARLY BUILDING PERMIT COMPARISONS

YTD March 2019

Year	# permits	Single units	Multi units	Commercial	Permit Value	Total permit income	Wac & Sac Fees
2014	70	7	0	0	$1,161,879.00	$22,997.36	$54,257.00
2015	55	9	0	0	$1,678,096.19	$28,504.71	$63,864.00
2016	107	18	0	1	$5,597,967.14	$71,010.86	$135,711.00
2017	115	16	0	0	$2,828,813.50	$51,283.20	$131,552.00
2018	131	15	0	0	$2,866,875.00	$50,919.37	$82,608.00
2019	101	10	0	0	$2,658,806.41	$43,699.71	$58,768.00

Total permit fees do not include Sac / Wac or State Surcharge fees

MONTH TO MONTH COMPARISONS FOR THE YEAR

Month	# of permits	Permits total value	Total permit fee income: Does not include WAC, SAC, or State Surcharge
January	38	$146,958.00	$6,799.70
February	32	$753,514.64	$13,387.05
March	31	$1,758,333.77	$23,512.96
April	0	$0.00	$0.00
May	0	$0.00	$0.00
June	0	$0.00	$0.00
July	0	$0.00	$0.00
August	0	$0.00	$0.00
September	0	$0.00	$0.00
October	0	$0.00	$0.00
November	0	$0.00	$0.00
December	0	$0.00	$0.00
Totals	101	$2,658,806.41	$43,699.71

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Fax: (763) 427-0833
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MEMORANDUM

Date: April 10, 2019

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W. Cook, P.E.
Assistant City Engineer

Subject: Project Status Report
Isanti, MN
Project No.: R13.117985

Please find listed below a status report of the current projects in the City of Isanti:

1) **MS4 Implementation**

We will continue to assist the City MS4 technician as requested.

2) **Cajima Street/TH 65 Signal Study**

We have submitted the 100% Plan Set to MnDOT for approval.

3) **2018 Street & Utility Improvements**

The final pay request is on the April 16, 2019 Council Agenda.

4) **2019 Storm System Maintenance Project**

A pre-construction meeting is scheduled for April 11, 2019.

5) **2019 Pavement Management Project**

The Contractor plans to begin work in June 2019.

6) **Heritage Estates**

The Contractor plans to complete the utility installation this month.

7) **Legacy Pines Subdivision**

The Contractor plans to return in May-June to complete the remaining site grading, and street improvements.

In addition to the current projects listed above we have completed and accepted 52 private developments and 70 city contracts since being selected as your City Engineer in 2008.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

A Community For Generations.

Isanti

MEMO

To: **Mayor Johnson and Members of City Council**

From: Finance Director Betker

Date: April 16, 2019

Subject: **2020 Budget Timeline**

Background:
Below is the proposed 2020 Budget Timeline

Annual Budget Process Schedule

Date	Month	Action
2nd Council Meeting	April	Memo to Council Outlining Budget Process/Timeline
3rd Thurs.	April	Prepare & Distribute Budget & Capital Outlay Request Templates
First 3 weeks	May	Input Department Head Budget Requests
Last 1 week	May	Meet With Department Heads Regarding Budget and Capital Requests
Committee of the Whole	June	Review Budget Items and Capital Outlay Requests
1st/2nd Council Meeting	July	Council Budget Workshop - Present Preliminary General Fund Budget
2nd/1st council Meeting	July/August	Council Budget Workshop - Present Preliminary Enterprise Fund Budgets & Capital Requests
1st/2nd Council Meeting	August	Council Budget Workshop - If Deemed Necessary by Council
1st Council Meeting	September	Preliminary Levy is Approved
1st Council Meeting	December	Truth in Taxation Meeting, Final Levy and Budget Adoption

Request: No action required.

A Community For Generations.

Isanti

Call for Special Meeting

AGENDA
CITY OF ISANTI
SPECIAL MEETING CITY COUNCIL
TUESDAY, April 30, 2019 at 6:00 PM
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

Business Items

1. Resolution 2019-XXX Declaring a Vacancy on the City Council
2. Resolution 2019-XXX Removing a City Councilor from City Boards and Commissions

E. Adjournment

A Community For Generations.
Isanti

Request for City Council Action

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: April 30th, 2019
Subject: Consider Resolution Declaring a Vacancy on City Council

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Per notice received by City Staff on April 19th, 2019 Councilmember Ross Lorinser has resigned from his seat on City Council. Staff has provided a resolution and requirements to fill the vacancy per City Code Chapter 18.

City Code Chapter 18, Sections 6 – 9 are below for reference:

§ 18-6 Statutory Authority.

A. Under Minn. Stat. § 205.10, Subd. 2, statutory cities may hold special elections in conjunction with the municipal general election to fill vacancies in elective City offices. Minn. Stat. § 412.02, Subd. 2a, provides for the procedure in filling these vacancies.

B. If the vacancy occurs before the first day to file affidavits of candidacy for the next regular City election and more than two years remain in the unexpired term, a special election shall be held at or before the next regular City election and the appointed person shall serve until the qualification of a successor elected at a special election to fill the unexpired portion of the term. (Minn. Stat. § 412.02, Subd. 2a)

C. If the vacancy occurs on or after the first day to file affidavits of candidacy for the regular City election or when less than two years remain in the unexpired term, there need not be a special election to fill the vacancy and the appointed person shall serve until the qualification of a successor. (Minn. Stat. § 412.02. Subd. 2a)

D. The Council must specify by ordinance under what circumstances it will hold a special election to fill a vacancy other than a special election held at the same time as the regular City election. (Minn. Stat. § 412.02. Subd. 2a)

§ 18-7 Vacancies in Council.

A. When, for any reason, a vacancy should occur in the City Council or office of the Mayor, the City Council must publicly declare such vacancy and specify the date of occurrence of the vacancy within 15 days of its occurrence. Notice of the vacancy shall be posted at City Hall and sent to the official City newspaper on the next business day. The Mayor or Council member shall forfeit the office for:

(1) Lack at any time during the term of office of any qualification for the office prescribed by law.

(2) Conviction of a crime involving moral turpitude.

(3) Failure to attend three consecutive regular meetings of the Council without being excused by the Council.

(4) Departure of residence from the City.

B. If the unexpired term of the Council vacancy is less than two years from the date of the occurrence of the vacancy, the Council by a majority vote of all its remaining members shall appoint a qualified person to fill the vacancy and the appointed person shall serve until the qualification of a successor at the next general election. If the unexpired term of the Council vacancy is two years or longer, a special election shall be called by the Council. Notice of the vacancy, with a description setting forth the minimum set of legal qualifications to hold public office, shall be posted at City Hall and sent to the official City newspaper on the next business day.

§ 18-8 Procedures to fill Council vacancies by special election.

A. If the unexpired term of the Council vacancy is two years or longer, a special election shall be called by the Council.

B. When such a vacancy occurs the Council must appoint someone to fill the office temporarily until a special election can be held. The process for such appointment shall follow the same procedures as set forth in § 18-9 below. The appointed person will remain in the office until the successor, elected at the special election, takes the oath of office. (Minn. Stat. § 412.02, Subd. 2a)

C. The City of Isanti hereby provides the following procedure in filling the vacancy:

(1) The Council must appoint someone to fill the office. The appointee shall serve for the duration of the term or until such time as the seat is filled through the process of a special election.

(2) A special election shall be called by the City Council if the unexpired term of the council vacancy is two years or longer.

(3) If a special election is required to fill a City Council vacancy, the City of Isanti hereby provides the following procedure:

(a) The City Council must by resolution order a special election and provide all means for holding it.

(b) The special election will be held at the earliest date deemed reasonably practicable by the City Council . The date designated by the City Council for special election shall comply with all applicable time frames under state law.

(c) If more than two candidates file for the unexpired term, a primary election shall be held.

(d) At least two weeks of weekly published notice of a special election shall be given in the official newspaper.

(e) The procedure at such election shall conform as nearly as possible to that prescribed for regular municipal elections.

(f) Candidates must file with payment of the required filing fee of $2 to the Clerk; the Clerk shall place the name of the candidate upon the special primary election ballot without partisan designation.

§ 18-9 Procedures to fill Council vacancies by Council appointment.

If the unexpired term of the Council vacancy is less than two years, the Council by majority vote of all its remaining members may appoint a qualified person to fill the vacancy. Notice of the vacancy, with a description setting forth the minimum set of legal qualifications to hold the subject public office shall be posted at City Hall and sent to the official City newspaper on the next business day and shall include the following description of the application and appointment process, which shall be followed by the City Council:

A. Uniform applications in a form approved by the City Council must be received by the City Clerk, not later than 21 days from the date of the declared vacancy. Application forms submitted by the applicants are public documents. Applications shall request, at a minimum, all information required by Minnesota Statutes of candidates filing for the office. Additional information forms may be adopted by the City Council and shall be required of each applicant uniformly. The applicant may submit a resume, in addition to the uniform application forms.
B. Tentative interview scheduling shall be completed and posted at City Hall not later than 25 days from the declared vacancy. Applicants shall be responsible for requesting schedule changes.
C. The interview process shall not start earlier than 28 days from the declared vacancy.

(1) Applicants shall be interviewed by the Council, in accordance with the State of Minnesota open meeting laws.

(2) A uniform list of initial questions to be asked of all applicants shall be made available to the public and the applicants in advance of interviews. To the extent reasonably practicable, questions asked of all applicants at the interviews shall be uniform.

D. Selection process. Upon completion of the interview process, the Council may call for a vote to appoint an applicant. Each Council member may cast only one vote for a preferred applicant on each called-for vote to appoint. No vote, which does not result in a majority vote for one candidate, shall result in elimination from consideration of any candidate. Written ballots listing the applicant(s) shall be used. Each Council member's vote shall be recorded. A simple majority of the Council votes shall appoint that applicant to the City Council. In the event of a tie vote of the Council, the Mayor (or Mayor pro tem if the vacancy is in the office of Mayor) shall make the appointment.
E. If the Council pursues the appointment process but then fails to fill a vacancy within 45 days from the occurrence of the vacancy, the City Clerk shall call a special election to fill the vacancy. The special election will be held as soon as reasonably practicable following such occurrence, and the procedure shall be otherwise governed by the provisions of § 18-8 above. If more than two candidates file for the unexpired term, a primary election shall be held.

Request:
Staff is requesting action on this item.

Attachment:
- Resolution 2019-XXX

RESOLUTION NO. 2019-xxx

A RESOLUTION DECLARING
A VACANCY ON THE CITY COUNCIL

WHEREAS, Councilor Ross Lorinser's seat on the City Council runs through year 2020; and

WHEREAS, Councilor Lorinser has submitted a letter of resignation from his seat on City Council effective April 19, 2019; and

WHEREAS, with Councilor Lorinser's resignation, a vacancy on the City Council has occurred; and

WHEREAS, this resignation leaves a Council vacancy with less than two years remaining on an unexpired term; and

WHEREAS, City Code Chapter 18, Article III and applicable Minn. Statutes set forth the procedure for filling vacancies on the City Council:

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of Isanti, Minnesota, as follows:

1. Councilor Ross Lorinser's letter of resignation from his seat on City Council on April 19, 2019 has been received by the City Council.

2. The City Council declares that a vacancy has occurred on the City Council on April 19, 2019.

3. That the vacancy shall be filled by Council Appointment according to the provisions within City Code Chapter 18, Article III, Paragraphs 18-7 and 18-9, and applicable Minnesota law as follows:

    a) Notice of the vacancy shall be posted at City Hall and sent to the official City newspaper on May 1, 2019.
    b) A uniform application is hereby attached (as Exhibit A) and approved by the City Council. Applications shall be accepted for no later than 21 days from the date of declared occurrence of vacancy at City Hall, by end of business day, May 10, 2019.
    c) Tentative interview scheduling shall be completed and posted at City Hall not later than 25 days from the date of declared occurrence of vacancy (therefore on or before May 14, 2019)
    d) The interview process shall not start earlier than 28 days from the occurrence of vacancy (therefore no earlier than May 17, 2019)
        1. Applicants shall be interviewed by the Council, in accordance with the State of Minnesota open meeting laws
        2. A uniform list of initial questions to be asked of all applicants shall be made available to the public and the applicants in advance of interviews. To the extent reasonably practicable, questions asked of all applicants at the interviews shall be uniform
    e) Upon completion of the interview process, the Council may call for a vote to temporarily appoint an applicant. The appointment to fill the vacant Council seat will remain active until a successor elected at the Regular Election (November 3, 2020) takes the oath of

office.

f) If the Council pursues the appointment process but then fails to fill a vacancy within 45 days from the occurrence of the vacancy, the City Clerk shall call a special election to fill the vacancy.

This Resolution was duly adopted by the Isanti City Council this 30th day of April, 2019.

_____
Mayor Jeff Johnson

ATTEST:

_____
Katie Brooks
Human Resources/City Clerk

Attachment A

Uniform Application for Candidate

Temporary Appointment to Isanti City Council

Name:_____

Street Address:_____, Isanti, Minnesota

Contact Information

Phone:_____

Email:_____

For the office of City Councilor, I swear (or affirm) that this is my true name or the name by which I am generally known in the community. I also swear (or affirm) that:

- I am eligible to vote in Minnesota;
- I am, or will be on assuming office, 21 years of age or more;
- I have maintained residence in the City for at least 30 days;
- I meet any other qualifications for that office as prescribed by law;

_____
Candidate Signature

_____
Date:

Subscribed and sworn before me this ____ of _____, 2019

_____
Notary Public or other officer empowered to take and certify acknowledgements

(Notary Stamp)

RESOLUTION NO. 2019-XXX

A RESOLUTION REMOVING A CITY COUNCILOR FROM CITY BOARDS AND COMMISSIONS

WHEREAS, pursuant to City Council Resolution No. 2019-XXX, a Resolution Declaring a Vacancy on the City Council; and

WHEREAS, pursuant to the City of Isanti City Code, Chapter 18 Elections, Article III Vacancies in Elected Offices, Section 18-7 Vacancies in Council, A.3; and,

WHEREAS, with the resignation of a City Councilor's Office pursuant to City Code, the City Council is further recommending removal of Ross Lorinser from City Boards and Commissions that had been previously assigned to him.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of Isanti, Minnesota, as follows:

1. City Councilor Ross Lorinser is officially removed for resignation of his Office, by removal from all official appointments made to Boards and Commissions, pursuant to City Resolution 2019-001.

This Resolution was duly adopted by the Isanti City Council this 30th day of April, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

(SEAL)

A Community For Generations.

Isanti

Call for Special Meeting

AGENDA
CITY OF ISANTI
SPECIAL MEETING CITY COUNCIL
TUESDAY, May 7, 2019 at 5:00 PM
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

1. League of Minnesota Cities Good Governance, Collaboration and Open Meeting Law Workshop

E. Adjournment

I, Jeff Johnson, as Mayor of the City of Isanti, hereby certify I have called a Special Meeting for the time and date specified in the Agenda above on Tuesday April 9, 2019 at 1:26 p.m. following the regular City Council Meeting.

Mayor's Signature _____ Date 4-9-19

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, MAY 7, 2019 – 7:00 P.M.
CITY HALL

I. Citizens Input

II. Agenda

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards
City of Isanti- MPCA 2018 Wastewater Treatment Facility Operation Award

F. Approve City Council Minutes
1. April 30, 2019- Special Meeting of the City Council
2. April 16, 2019 -Regular Meeting of the City Council
3. April 16, 2019- Committee of the Whole Meeting
4. March 26, 2019- Parks, Recreation, and Culture Board Meeting
5. March 5, 2019- Closed Session Minutes
6. February 5, 2019- Closed Session Minutes
7. February 5, 2019- Closed Session Minutes
8. February 5, 2019- Closed Session Minutes
9. January 24, 2019- Closed Session Minutes
10. January 24, 2019- Closed Session Minutes

G. Announcements

1. Committee of the Whole	Tuesday, May 21, 2019 at 5:00 p.m.
2. City Council Meeting	Tuesday, May 21, 2019 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, May 21, 2019 *(Immediately following the City Council Meeting)*
4. Park, Recreation, & Culture Board Meeting	Tuesday, May 28, 2019 at 6:00 p.m.

H. Council Committee Reports

I. Public Hearings
Isanti Police Department Body Worn Camera Draft Policy for Public Input (*Clark Joslin*)

J. Business Items
1. Resolution 2019-XXX Authorizing the Purchase of Squad Camera and Body Camera Equipment
2. Interview Applicant for the Vacant Planning Commission Board Seat

City Administrator Josi Wood

3. Resolution 2019-XXX Approving a Special Event Permit Application for G-Force Rally
4. Resolution 2019-XXX Approving Bluebird Park Refurbishment Quotation
5. Ordinance Amending City Code Chapter 295, Tobacco and Related Delivery Products
6. Ordinance Amending City Code Chapter 290, Tattooing and Body Piercing
7. Ordinance Amending City Code Chapter 230, Parks and Recreation Areas; adding Article III, Dog Parks

K. Approve Consent Agenda

1. Accounts Payable in the Amount of $325.817.46 and Payroll in the Amount of $194,496.32
2. Contractor's Pay Request No. 1 for Dirtworks, Inc in the Amount of $58,895.25
3. Resolution 2019-XXX Resolution to Declare Metal as Scrap and Authorize its Disposal
4. Resolution 2019-XXX Approve Placement of Two Stop Signs at the Intersection of 5th Ave SW and Birch ST SW
5. Resolution 2019-XXX Approving Exempt Gambling Permit Rum River BMX Raffle 50/50
6. Resolution 2019-XXX Approving Temporary Liquor License for Isanti Rodeo Association
7. Resolution 2019-XXX Approving a Check Be Written to Isanti Ambassadors for Volunteering at the Community Movie Night
8. Resolution 2019-XXX Setting Work Sessions for 2020 Budget
9. Resolution 2019-XXX Offering the Internal Position of Public Works Foreman to Joshua Becker
10. Resolution 2019-XXX Offering the Position of Economic Development/ Marketing Intern to Grant Matz
11. Resolution 2019-XXX Offering the Position of Part-Time Liquor Store Clerk to Catrina Chambliss
12. Resolution 2019-XXX Approving a Special Event Permit Application for 2019 Minnesota State Series Qualifying Race

L. Other Communications

1. Draft Minutes from the April 23, 2019 Parks, Recreation, and Culture Board Meeting

Adjournment

F.1.

MINUTES
CITY OF ISANTI
SPECIAL MEETING CITY COUNCIL
TUESDAY, April 30, 2019 at 6:00 PM
CITY HALL

Mayor Johnson called the Special Closed meeting to order at 6:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Paul Bergley, Steve Lundeen and Dan Collison

Members Absent: Ross Lorinser

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks and Officer Baumgart

Business Items

1. Resolution 2019-116 Declaring a Vacancy on the City Council
City Administrator Josi Wood shared that the City received a written letter of resignation from Councilmember Ross Lorinser effective on April 19, 2019. Wood continued to share that per City Code Chapter 18 section 6 it gives statutory authority to fill the vacancy if it is less than 2 years remaining in the term. There does not need to be a special election held to fill the vacancy. Wood stated the resolution outlines the dates and process current with state statute to declare a vacancy as well as to post for the vacancy and the dates that follow for accepting applications until May 10, 2019. Where the interview process should not be any later than 28 days from the occurrence of vacancy and no earlier than May 17, 2019 as staff plans to put it on May 21, 2019 City Council agenda. Councilor Steve Lundeen stated that goal always will be to be transparent for the city. However, if it was not so costly and staff time involved, he would ask for a special election, but the citizens do not need anymore further debt. Councilmember Dan Collison questioned if it would still be considered a special election if council waited until November. Wood stated if council fails to fill the vacancy within 45 days of the posting it would be declared as a special election and it would be gone through prior to the election year. Council further discussed this matter.
Motion by Lundeen, second by Bergley to declare the vacancy. Motion passed 4-0. Motion carried.

2. Resolution 2019-117 Removing a City Councilor from City Boards and Commissions
Motion by Lundeen, second by Collison to approve resolution as presented. Motion passed 4-0. Motion carried.

A. Adjournment
Motion by Bergley, second by Collison to adjourn. Motion passed 4-0. Motion carried. The meeting adjourned at 6:08 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

F.2.

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, APRIL 16, 2019 – 7:00 P.M.
CITY HALL

II. Agenda

Mayor Johnson called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Ross Lorinser, Steve Lundeen, Dan Collison and Paul Bergley

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Assistant City Attorney/ Special Projects Don Lorsung, City Attorney Clark Joslin, Finance Director Mike Betker and Assistant City Attorney Jason Cook

Others Present: Rod Barrows, Tara Barrows, Warren Thunstrom, Brett Thunstrom, George Hemen and Elizabeth Anderson

A. Adopt Agenda

City Administrator Wood shared that there are no agenda modifications or addendums, but a clarification typo on K.2 of consent agenda. Wood further shared that there was an incorrect number listed on the agenda and the correct payment is $13,175.01. Wood stated that this number was correct on the contractor pay request AP batch, but was incorrect on the agenda.
Motion by Lundeen, second by Collison to approve the agenda. Motion passed 5-0. Motion carried.

B. Proclamations/Commendations/Certificate Awards

None

F. Approve City Council Minutes

1. April 2, 2019 - Regular Meeting of the City Council
2. April 2, 2019- Economic Development Authority Meeting

Motion by Lundeen, second by Lorinser to approve minutes as presented. Motion passed unanimously 5-0. Motion carried.

G. Announcements

1. Park, Recreation, & Culture Board Meeting	Tuesday, April 23, 2019 at 6:00 p.m.
2. Good Governance Meeting	Tuesday, May 7, 2019 at 5:00 p.m.
3. City Council Meeting	Tuesday, May 7, 2019 at 7:00 p.m.
4. EDA Meeting	Tuesday, May 7, 2019 *(Immediately following the City Council Meeting)*

H. Council Committee Reports

None

I. Public Hearings

1. Resolution 2019-105 Adopting Assessment for 1990-91 Palomino Road Improvement *(Clark Joslin)*

City Attorney Clark Joslin stated the purpose of the public hearing which was for an assessment for improvements that occurred in 1990-1991 which was in the amount of $10,007.23. Joslin stated that at the March 5, 2019 meeting upon review of the information it was appropriate to grant a hearing in order to consider implementing these assessments. Joslin shared that the hearing was set for this evening and the documentation has been reviewed and indicates that the assessments were based on the front footage of the property. The formula that was in place for levying the assessments on each of the benefited properties was followed and the information is set forth in the assessment. Joslin further shared that the City Engineer has reviewed and appears to be a reasonable determination based upon the appropriate amount of the assessment based on the policies that were in place at that time. The original assessment was to be spread over 15 years and the current resolution before the council being considered would also spread the assessment over 15 years with interest accrual beginning now and not back in 1991 with interest accruing at the same rate.

Mayor Johnson opened up the hearing at 7:08 p.m. George Hemen stated that the procedure for special assessment was done incorrectly in 1991 where he was informed incorrectly. Hemen further shared that he received the notice that he was going to be assessed the day his 30-day appeal was over at 8:30 p.m. Hemen further shared that he did not receive paperwork from the 1991 file until the night of the hearing. He stated that he cannot even argue the amount of his assessment tonight because he has not even had time to look over it. Hemen continued to share that the resolution abating the taxes did not have a time limit. Hemen stated that if council decides to assess he would like the opportunity to argue the set price of the assessment. Mayor Johnson closed the Public Hearing at 7:40 p.m.

After the hearing was closed, Council held discussions regarding the assessment.

Lorinser stated that he will not make a motion on this tonight. A motion was made by Bergley, second by Lorinser to assess 1990-1991 Palomino Road Improvement. Motion passed 5-0. Motion carried.

J. <u>Business Items</u>

1. Resolution 2019-106 Accepting the 2018 Audit and Financial Statement and Presentation of 2018 Annual Financial Report and Management Letter (AEM, LLP *(Steve McDonald/ Justin Nilson)*)

Steve McDonald shared a presentation of the 2018 audit and Financial Statement to the City Council. The Council Members were provided with hard copies of the full audit to review. Mr. McDonald shared that there was one finding for legal compliance and that was there is a requirement for pledge collateral for City's deposits and at the end of December it was out of compliance.

Mr. McDonald shared that the City's General Fund balance had gone down in 2018. McDonald continued to share that the expenditures were over budget by approximately $803,000 in the General Fund. Mayor Johnson asked if the General Fund balance drops significantly due to $850,000 business subsidy to the hotel using water and sewer funds that is set to be repaid through taxes over the next 10 years. McDonald agreed and stated that is his understanding. Mayor Johnson stated that this is a huge problem. Fortunately, there is ways to fix this. City Council further discussed this matter.

Mr. McDonald continued with the Enterprise Fund, made up of the Water, Sewer, Storm Water, and Liquor Funds. McDonald further shared that both the Water and Sewer funds have healthy cash balances

and good operating margins. McDonald continued with Storm Water has grown over the past 4 years and has improved each year. McDonald stated that the Liquor store does well and when looking at the gross profit margin. The surpasses state wide average of 25% with the City Liquor store achieving 27.6%.
Motion by Lorinser, second by Lundeen to approve and accept the resolution as presented. Motion passed 5-0. Motion carried.

2. Resolution 2019-107 Approving Brewer Off Sale, Brewer Tap Room and Sunday Liquor License Application for First Draft Brewery *(Warren Thunstrom)*
Councilmember Lorinser asked Thunstrom when the first time he appeared at a City Council meeting for this matter was for conditional use permits. Thunstrom stated that it was a year ago in November. Lorinser asked if that is when Thunstrom started this process with the state. Thunstrom stated that you have to have a lease or building with a permanently legal address before you can start the proceedings with the state.
Motion by Lundeen, second by Lorinser to approve the resolution as presented. Motion passed 5-0. Motion carried.

3. Overlay District Zoning and Ordinance Discussion *(Paul Bergley)*
4. Resolution 2019-108 Policy for Police Officer Presence at Meetings
Motion to approve resolution with the removal of Park, Recreation and Culture meeting by Lundeen, seconded by Bergley. Motion passed 5-0. Motion carried.
5. Resolution 2019-109 Approving Employee Demotion
Mayor Johnson shared that upon further review of the findings in the investigation he personally felt that the position of Police Officer is not an appropriate position for this individual. He continued to share that the City does not have any positions within the police department that would be appropriate. The findings of the investigation include status as Brady/Giglio and improper release of evidence contrary to the BCA's directive. Mayor Johnson made a motion to rescind the prior motion taken on March 5, 2019 to discipline by demotion, seconded by Bergley. Motion passed 4-1 with Lorinser voting Nay. Mayor Johnson motioned to give a 30-day notice with intent to terminate, second by Bergley. Motion passed 4-1 with Lorinser voting Nay. Motion carried.

City Administrator Josi Wood

6. Resolution 2019-110 Approving a Special Event Permit Application for 2019 Minnesota State Series Qualifying Race
City Administrator Wood shared that this is a special event permit for Rum River BMX for Minnesota State Qualifier Race. Wood continued to share that this is an annual race that they have had and that it has been great for the community as well as for Rum River BMX. Wood stated that Rum River BMX has submitted all the proper documentation and fees required.
Motion by Lundeen, second by Collison to approve the resolution as presented. Motion passed 5-0. Motion carried.
7. Resolution 2019-111 Approving Fence Installation and Amenities for the City Dog Park
City Administrator Wood shared that staff has solicited quotes for the fence installation from 3 vendors. Wood continued to share that this is per direction from Council when the dog park plan was adopted earlier this year. Wood stated that staff is recommending approval from Town and Country Fence to install the fence and other amenities for the City dog park as allocated and approved within the 2019 budget.
Motion by Lundeen, second by Collison to approve the resolution as presented. Motion passed 5-0. Motion carried.

K. Approve Consent Agenda

1. Accounts Payable in the Amount of $293,518.23, Payroll in the Amount of $99,672.06
2. Final Pay Request for the 2018 Street and Utility Improvements Project in the amount of $13,175.01
3. Resolution 2019-112 Authorizing Advertisement for Bids for TH 65 & Cajima Street RCUT Improvements Project within the City of Isanti
4. Resolution 2019-113 Approving Hire of Public Services Director
5. Resolution 2019-114 Approving Hire of Seasonal Maintenance Workers
6. Resolution 2019-115 Approving Hire of Parks, Recreation, and Culture Manager
7. Resolution 2019-102 Amendment to Include Community Development Director Contract

Motion by Lundeen, second by Bergley to approve consent agenda. Motion passed 5-0. Motion carried.

L. Other Communications

1. March Police Department Reports
2. March Code Enforcement Officer Report
3. March Building Inspector Report
4. April Engineering Project Status Report
5. 2020 Budget Timeline

Adjournment

Motion by Bergley, second by Collison to adjourn. Motion passed 5-0. The meeting was adjourned at 8:35 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

Minutes
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, APRIL 16, 2019 – 5:00 P.M.
CITY HALL

F.3.

Mayor Johnson called the meeting to order at 5:00 p.m.
Members Present: Mayor Johnson, Ross Lorinser, Paul Bergley, Steve Lundeen
Members Absent: Dan Collison

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Finance Director Mike Betker, Assistant City Engineer Jason Cook and Assistant City Administrator/ Special Projects Don Lorsung

D. Committee Meeting Items

1. Police Presence at Meetings- *(Continued Discussion, also on Council)*
   - Recommendation from Committee is to move forward and vote at City Council meeting.
2. Dahlin Ave *(Continued Discussion)*
   - Recommendation from Committee is for staff to draft ordinance and bring back to Committee of the Whole meeting.
3. City Council Agenda Request *(George Hemen)*
   - Committee agreed Mr. Hemen would have the opportunity to speak at the Council meeting at the hearing.
4. Stop Sign Request on 5th Ave SW
   - Recommendation from Committee is for stop signs to be put up on 5th and Birch and have other concerning intersections brought back to Committee of the Whole for discussion.
5. Request from Rum River BMX
   - Recommendation from Committee is approval for letter of intent for Rum River BMX and further discussion regarding parking with Finance Director Betker
6. Bylaws Draft
   - Recommendation is to review and bring back to Committee of the Whole in May.
7. Ordinance Amending City Code Chapter 230 Parks and Recreation Areas; Adding Article III, Dog Parks
   - Recommendation from Committee is to move forward and post ordinance.
8. Ordinance Amending City Code Chapter 295, Tobacco and Related Delivery Products
   - Recommendation from Committee is to move forward and post ordinance.
   - Recommendation from Committee is to look into the sale of glass pipes in the City.
9. Ordinance Amending City Code Chapter 290, Tattooing and Body Piercing
   - Recommendation from Committee is to move forward and post ordinance.

E. Adjournment
Meeting adjourned at 5:56 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

F.4.

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
March 26, 2019
City Council Chambers

1. Meeting Opening.

A. Call to Order.
Zdon called the meeting to order at 6:00 p.m.

B. Pledge of Allegiance.
Everyone stood for the Pledge of Allegiance.

C. Roll Call.
Members Present: Jennifer Garvey, James Witte, Aaron Zdon, and Mayor Johnson
Staff Present: Josi Wood, City Administrator

D. Agenda Modifications.
Zdon asked if there were any agenda modifications, Wood stated there was one agenda modification for discussion of sign and lettering for Isanti Indoor Arena. Motion from Witte, second by Johnson; the motion passed.

2. Approval of Minutes from February 26, 2019 Parks, Recreation, and Culture Board Meeting

Motion by Witte second by Garvey. Minutes were unanimously approved.

3. Adopt A Park Program

Wood shared that it was requested by Park Board that this come back for discussion. She continued to share that she had updated the program back in 2013 or 2014 but have not had anyone partake in this. Zdon shared that Park Board was not aware of it. Wood stated that it has been part of the brochure and parks website with no interest. Witte asked if it is promoted on the Facebook. Wood stated that she was unsure if Katie ever shared it on Facebook. Garvey suggested that if it were changed to a one-year commitment it may get more people participating. Garvey suggested removal of the language pertaining to Mondays following a busy weekend or days directly following holidays and avoid areas where hazardous conditions may exist. Garvey continued to explain that the parking lot may be a place where it should be picked up as well. Wood suggested revising the language to say use caution in the area versus avoiding the area. Wood further suggested taking out the language of Public Works Department will provide tools and equipment required to perform tasks and have the groups responsible to provide the tools and equipment instead in order to prevent liability issues. Garvey suggested the language change to tools recommended. Johnson stated that the program should be reviewed. Wood shared that she should would review it for changes. Zdon stated that it could be looked at again in May.

4. 2019 Park Visits

Wood shared that last year everyone divvied up the parks and questioned the Board if that is how they wanted 2019 Parks. Wood continued to share that in previous years it seemed there was not enough time in one evening to get to all the Parks resulting in some Parks not getting looked at. Johnson questioned if the Board wanted to look at it as a group. Zdon stated that it takes hours and last year it was raining and cold. Zdon suggested divvying up the Parks again and everyone reporting back to the board. Johnson stated that one person is vacant and he would gladly take on the Parks of the vacant board member. Witte stated he would take River Bluff Park and Johnson agreed and said he would gladly take Legacy Park.

Wood questioned the Board if Katie Everett emailed out Park Ambassador Checklists ahead of time. Garvey stated that it was a good helpful guide with Johnson in agreeance. Garvey shared that the sooner the checklists were sent out the better. Wood said that she would email out the checklist.

5. Parks Updates

Wood shared that March movie night attendance was about 20 for the Emoji Movie with another movie coming up called Guardians of the Galaxy. Wood continued to share that the Isanti Ambassadors are volunteering and that she would be doing that movie night.

Wood further shared that Committee of the Whole had discussed the Dog Park rules and they did recommend that it be included in City Code by Ordinance. Wood stated that City Code has other park rules, skate park rules and will have a separate article 3 that will include Dog Park rules.

Wood stated that Earth Day Cleanup is coming up and that she has all the materials. Wood shared that a few groups have expressed interest but have not committed yet.

The Farmers' Market pre-season meeting is on April 26 at the Community Center. There have been a lot of great vendors coming in but are still looking for a few more.

Wood stated that Katie Everett's last day was March 20th. City staff are interviewing this week with a lot of applicants some applicable and some not.

Wood shared that Facebook pages were discussed at Goal Setting and also discussed at Committee of the Whole. It is planned to go to City Council meeting on April 2nd to have different Facebook pages where a lot of great information can get to residents and community members. Wood further shared that due to staff capacity, to make sure there is not too many sites. The plan is to combine the official City of Isanti Facebook page with Isanti Events and Community Center.

6. CICB Request to Use Unity Ballfield- More information shared at meeting

Wood shared the Cambridge-Isanti Competitive Baseball Association has reached out and had interest in Unity Ballfield. In the past there have been church leagues that have taken part in using that ballfield but not a lot. Last year there was only one church league that took advantage of the ballfield. Wood continued to share that a few years ago the field had a revamp where Public Works took bumps out of the field. Cambridge-Isanti Competitive Baseball Association has requested a flat season rate versus per day. Josh DeLeeuw from Cambridge-Isanti Competitive Associate shared that they use a number of fields in Cambridge for their baseball program and use a lot of the school fields through Community Education as well. He further shared that they would use the field for practice and make-up games. Josh stated that it would be a good asset to the baseball association as well as the City because the City is paying for the field to be maintained to sit empty. Josh DeLeeuw stated that the association pays $250 a year for the permit and the association is looking for something similar. Wood questioned what days the association is looking to use the ballfield. Josh DeLeeuw stated they are looking to use the park Monday, Wednesday and Thursdays starting April 15th until June 20th. Committee discussed that since they are renting for a number of days possibly a discount in price. Josh DeLeeuw stated that the association is Cambridge-Isanti Competitive Baseball so it would be nice to have it here in Isanti too. It was agreed by the PRC Board to have CICB rent the field at the regular rate but may consider a discount next year with more notice to discuss the matter.

6. B. Sign and Lettering- Isanti Indoor Arena

Wood stated that we have the monument sign at the Isanti Indoor Arena that is used for advertising, evening meetings for BMX and State Finals. In the past it was directed that staff would keep those letters and do all the changing of the sign. Wood stated that she would like to request to give the letters over to BMX and allow them to be able to change words on the sign. With the frequency that BMX wants to change the sign, staff does not have the capacity. BMX may have the time to fine tune it to what can and cannot be put on the sign and abbreviate it as needed. Wood further stated that it may be something that stay with the facility and can be drafted by letter as an understanding between the City and BMX that if the letters are lost, broken or want more letters than what they have, BMX can do so at their cost. Motion by Johnson to approve moving forward with Isanti Indoor Arena sign changing taken over by Rum River BMX. Motion by Johnson, second byWitte. Motion passed unanimously.

7. Adjournment

Motion by Johnson, second by Witte to adjourn the March 26, 2019 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:36 p.m.

Dated at Isanti, Minnesota this 26th day of March, 2019.

Respectfully submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

A Community For Generations.

Isanti

MEMO

To: **Mayor Johnson and Members of the City Council**
From: Lieutenant Travis Muyres
Date: May 7, 2019
Subject: Consider Resolution Approving Quotes for Squad Camera and Body Camera Equipment for the Police Department

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Background:

On March 19th 2019, City Council approved Resolution 2019-082 approving the purchase of squad and body camera equipment for the Isanti Police Department which included 8 body cameras and 6 squad cameras through the WatchGuard System.

After passing the resolution, Staff received direction that two quotations were needed.

***Bid #1 WatchGuard integrated system*:**
6 4RE/VIS-VTS Squad camera/Body camera bundle
2 additional VIS-VTS body camera
Total **$61,400**

Bid #2 Digital Ally Squad Cameras and Motorola Body cameras:

6 Digital Ally DVM-800 Squad cameras	$24,725
8 Motorola Si500 body camera system	$42,746
Total	**$67,471**
Motorola annual subscription fee	$4,723 per year [after first year]

Request:
Requesting City Council to approve the purchase of WatchGuard video system; including 8 body worn cameras and 6 squad cameras and approve the total purchase of equipment and installation. Installation includes labor to remove old squad equipment and install new equipment into current fleet vehicles, and IT installation. Total purchase of the system is, not to exceed, $65,000

Attachments:

- WatchGuard Quote
- Digital Ally Quote
- Motorola Quota

RESOLUTION NO. 2019-XXX
Supersedes Resolution 2019-082

RESOLUTION AUTHORIZING THE PURCHASE OF SQUAD AND BODY CAMERA EQUIPMENT FOR THE POLICE DEPARTMENT

WHEREAS, the City Council authorized the purchase of squad and body camera equipment; and,

WHEREAS, staff solicited quotations from WatchGuard in the amount of $61,400 and comparative equipment from Motorola and Digital Ally in the amount of $67,471; and,

WHEREAS, the Committee as a Whole has discussed the needed equipment and recommends the purchase of the WatchGuard video system; including 8 body worn cameras and 6 squad cameras; and,

WHEREAS, the total purchase of equipment and installation of the system is, not to exceed, $61,400; and,

WHEREAS, funding is identified as the Capital Improvement Fund 920-42100-500; and,

WHEREAS, this Resolution supersedes;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. Purchase the WatchGuard system including 8 body worn cameras and 6 squad cameras.
2. To install the WatchGuard equipment and server.
3. Authorize the City Administrator and City Clerk to sign the required documentation for the purchase and installation of the video system.
4. Authorize payment, if needed, at the time of delivery, prior to inclusion on Accounts Payable listing.

Adopted by the Isanti City Council this 7th day of May 2019.

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

HGACBuy	CONTRACT PRICING WORKSHEET For Catalog & Price Sheet Type Purchases	Contract No.:	EF04-17	Date Prepared:	3/26/2019

This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents MUST be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.

Buying Agency:	Isanti Police Department	Contractor:	WatchGuard
Contact Person:	Lt. Muyres	Prepared By:	Denise Tweton
Phone:	763-444-4761	Phone:	1-800-605-6734
Fax:		Fax:	
Email:	lt.muyres@cityofisanti.us	Email:	contracts@watchguardvideo.com

Catalog / Price Sheet Name:	BF03 - In-Car Video System
General Description of Product:	4RE High Definition In-Car Video System

A. Catalog / Price Sheet Items being purchased - Itemize Below - Attach Additional Sheet If Necessary

Quan	Description	Unit Pr	Total
6	4RE-VIS-WIF-BUN 4RE High Definition In-Car System w/Integrated VISTA WF	5495	32970
2	VIS-EXT-WIF-001 VISTA HD EiFi Extended Wearable Camera	995	1990
1	VIS-VTS-DTC-001 VISTA HD 8 Bay Ethernet Transfer Station	1495	1495
8	WAR-VIS-WIF-NOT Warranty, VISTA WiFi, 3 Year No-Fault	650	5200
1	KEY-EL4-SRV-001 Evidence Library 4 Web Server Site License Key	1000	1000
6	KEY-EL4-DEV-004 Evidence Library 4 Web VISTA Combo Discount License Key	75	450
2	KEY-EL4-DEV-002 Evidence Library 4 Web VISTA Device License Key	150	300
6	KEY-EL4-DEV-001 Evidence Library 4 Web 4RE In-Car Device License Key	150	900
6	CAM-4RE-PAN-NHD Upgrade front camera to the Panoramic camera	200	1200
6	4RE-WRL-KIT-101 Upgrade 4RE to wireless upload capability	200	1200
1	WAP-BLD-05G 001 4RE WiFi Access Point, 802 11n	250	250
6	WAR-4RE-4YR-BUN Warranty, 4RE, 4 Year Hardware & Software Bundle. This includes the 1st Year	1375	8250
1	SVC-4RE-ONS-400	2500	2500
			0
			0
			0
			0
			0
			0
			0
			0
			0
		Total From Other Sheets, If Any:	
		Subtotal A:	57705

B. Unpublished Options, Accessory or Service items - Itemize Below - Attach Additional Sheet If Necessary
(Note: Unpublished Items are any which were not submitted and priced in contractor's bid.)

Quan	Description	Unit Pr	Total
14	SFW-MNT-EL4-001 Software Maintenance, Evidence Library, 1st Year	0	0
14	SFW-EL4-CLD-BAS Evidence Library 4 Web CLOUD - Share Basic - For VISTA	0	0
30	SFW-EL4-CLD-BAS Evidence Library 4 Web CLOUD - Share Basic - For 4RE	0	0
1	HDW-4RE-SRV-003 Server, 4RE, Tower, 1-5 Concurrent Cars 12TB, RAID 6	4285	4285
			0
		Total From Other Sheets, If Any:	
		Subtotal B:	4285

Check: Total cost of Unpublished Options (B) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B).	For this transaction the percentage is:	7%

C. Trade-Ins / Special Discounts / Other Allowances / Freight / Installation / Miscellaneous Charges

RSM Discount	-1045
Freight	455
Subtotal C:	-590

Delivery Date:	45-60 Days ARO	D. Total Purchase Price (A+B+C):	61400

Quote	QUO-27488-B8Q2B3
Date	4/25/2019
Page	1

9705 Loiret Blvd.
Lenexa, KS 66219
1-800-440-4947 www.digitalallyinc.com

Customer:

Isanti Police Department
Travis Muyres
PO Box 428
Isanti, MN 55040

Customer ID	Salesperson	Shipping Method	Payment Terms	Created By	Quote Valid
ISAMN0	BC	FEDERAL EXPRESS	Net 30	Shawna Smith	90 Days

Ordered	Item Number	Description	Retail Price	Item Discount	Discount	Ext. Price
6	012-00042-00	ProServ-Activation Fee	$30.00	$0.00	$0.00	$180.00
1	860-00151-00	VuVault Software	$695.00	$300.00	$300.00	$395.00
6	K001-00081-00	DVM-800 Complete Kit, V2	$3995.00	$0.00	$0.00	$23,970.00

Notes:

6 DVM-800 Complete Kits
5 Year Advanced Exchange Warranty Included

** VuVualt Standalone Software is a one-time charge for software**
** Software Upgrade discount from VMII to VuVault**

Total Discount	$300.00
Subtotal	$24,545.00
Misc	
Tax	$0.00
Freight	$180.00
Total	**$24,725.00**

Thank you for your interest in Digital Ally products. If you would like to place an order, please contact the Digital Ally Sales Team at 1-800-440-4947.

TERMS OF SALE

Your purchase of goods from Digital Ally, Inc., a Nevada corporation ("Digital Ally") will be governed by the following terms of sale ("Terms"). You will be referred to throughout these Terms as **"you".**

1. Exclusion of Other Terms; Entire Agreement. Additional or different terms or conditions proposed by you (including any additional or different terms provided in a purchase order) will be void and of no effect unless specifically accepted in writing by Digital Ally. Digital Ally's sales invoice, the limited warranty accompanying the Goods, these Terms, and any special conditions agreed to in writing and signed by you and Digital Ally are incorporated and collectively referred to herein as the "Order", which supersedes and cancels all prior communications between us, whether verbal or written, and constitutes the entire agreement between us unless modified in writing and signed by each of us. In the event of a conflict between these Terms and the terms of any special conditions agreed to in writing and signed by you and Digital ("Additional Agreement(s)"), the terms of those Additional Agreements shall take precedence over these Terms but only with respect to the product or specific purchase to which such Additional Agreement

applies, except as otherwise provided in such Additional Agreement. If your purchase includes a license or licenses to permit you to use Digital Ally software, the terms of the software license(s) provided to you by Digital Ally shall apply to such software.

2. Payment. Payment terms are cash on delivery, except where credit has been established and maintained to Digital Ally's satisfaction. If you have established credit, payment terms are net 30 days from date of shipment. Any invoice that you fail to pay when due will bear interest at the rate of 1-1/2% per month or the highest rate then permitted by law, whichever is less.

3. Unpaid Charges. You will be responsible for all costs Digital Ally incurs in connection with the collection of unpaid amounts, including court costs, reasonable attorneys' fees, collection agency fees and any other associated costs.

4. Security Interest. You hereby grant Digital Ally a security interest in the Goods to secure your payment obligation to Digital Ally under this sale, pursuant to these Terms. You hereby authorize Digital Ally to file such UCC financing statements in such jurisdictions as Digital Ally deems appropriate to perfect the security interest granted hereby.

5. Taxes. In addition to the purchase price, you must pay any sales, excise or similar taxes applicable to the transaction, unless you provide Digital Ally with a valid tax exemption certificate. You must pay use taxes, if applicable to the transaction, directly to the appropriate taxing authority.

6. Shipment. Digital Ally will use commercially reasonable efforts to comply with your shipping instructions. You must prepay all transportation and insurance charges prior to shipment. Unless otherwise stated by Digital Ally, all shipments will be F.O.B. (free on board) Digital Ally's facility in Lenexa, Kansas.

7. Force Majeure. DIGITAL ALLY WILL NOT BE LIABLE TO YOU FOR ANY LOSS, DAMAGE, DELAY, OR FAILURE OF DELIVERY RESULTING FROM CAUSES THAT ARE BEYOND DIGITAL ALLY'S REASONABLE CONTROL, INCLUDING WITHOUT LIMITATION, THOSE DELAYS ARISING FROM EQUIPMENT MANUFACTURE AND SHIPPING (EACH, A "FORCE MAJEURE"). DIGITAL ALLY WILL NOT BE LIABLE FOR ANY LOST PROFITS, LOSS OF REVENUE, OR LOSS OF USE, INCIDENTAL, CONSEQUENTIAL, PUNITIVE, EXEMPLARY, OR SPECIAL DAMAGES FROM ANY FORCE MAJEURE DELAY WHATSOEVER.

8. Limitation of Liability. YOU EXPRESSLY UNDERSTAND AND AGREE THAT, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, DIGITAL ALLY AND ITS SUBSIDIARIES AND AFFILIATES (COLLECTIVELY, "DIGITAL ALLY PARTIES") WILL NOT BE LIABLE TO YOU UNDER ANY THEORY OF LIABILITY (WHETHER CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE) FOR ANY LOST PROFITS OR LOST REVENUE, LOSS OF USE, LOSS OF DATA, OR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, CONSEQUENTIAL OR EXEMPLARY DAMAGES THAT MAY BE INCURRED BY YOU ARISING FROM OR RELATING TO THE ORDER, THE GOODS, OR THESE TERMS, WHETHER OR NOT A DIGITAL ALLY PARTY OR ITS REPRESENTATIVES HAVE BEEN ADVISED OF OR SHOULD HAVE BEEN AWARE OF THE POSSIBILITY OF ANY SUCH LOSSES ARISING. YOU EXPRESSLY UNDERSTAND AND AGREE THAT, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, THE DIGITAL ALLY PARTIES' CUMULATIVE LIABILITY IN CONNECTION WITH THE ORDER, THE GOODS, AND/OR THESE TERMS WILL NOT EXCEED THE AMOUNT ACTUALLY PAID BY YOU TO DIGITAL ALLY FOR THE SPECIFIC GOODS IN CONTROVERSY. EACH CLAUSE OF THIS PARAGRAPH IS SEPARATE FROM THE OTHERS AND FROM THE REMEDY LIMITATIONS AND EXCLUSIONS ELSEWHERE IN THIS AGREEMENT, AND EACH WILL APPLY NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF A REMEDY OR TERMINATION OF THIS AGREEMENT. 9. Warranty; Limitations on Remedies. Digital Ally's repair or replacement warranty on the goods provided under the Order is set out in a separate statement (the "Limited Warranty"), which

sets forth the only warranty applicable to the goods sold under this Order. THAT LIMITED WARRANTY IS GIVEN IN LIEU OF ALL OTHER WARRANTIES. THERE ARE NO WARRANTIES, WHETHER EXPRESS OR IMPLIED, THAT EXTEND BEYOND DIGITAL ALLY'S LIMITED WARRANTY STATEMENT. OTHER THAN THE LIMITED WARRANTY, ALL EXPRESS AND IMPLIED WARRANTIES ARE DISCLAIMED, INCLUDING, WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY, NONINFRINGEMENT, FITNESS FOR A PARTICULAR PURPOSE, AND WARRANTIES IMPLIED FROM A COURSE OF DEALING, COURSE OF PERFORMANCE OR USAGE OF TRADE. DIGITAL ALLY DOES NOT WARRANT THAT THE GOODS OR ANY DELIVERABLES WILL OPERATE UNINTERRUPTED OR ERROR FREE. YOU'RE SOLE AND EXCLUSIVE REMEDY FOR A WARRANTY CLAIM ARISING FROM OR RELATING TO THE ORDER WILL BE THE REPAIR OR REPLACEMENT OF THE GOODS. The Limited Warranty applicable to the Goods is posted on the Digital Ally website at the following website address:
http://www.digitalallyinc.com/documents/txdirWarrantyPolicy.pdf The Limited Warranty provides you with warranty support from our offices in Lenexa, Kansas. You agree to appoint an Administrator (in accordance with Paragraph 17 of these Terms) at the place where the Goods are located to install and test all fixes, updates, products that we repair or replace, and to perform other actions reasonably requested by Digital Ally. Failure to properly maintain the Goods may void the Limited Warranty.

10. Third Party Claim Indemnification. You will indemnify, defend, and hold harmless Digital Ally, its managers, agents, employees, successors and assigns (collectively, the "Indemnified Parties"), from and against any claims, damages, losses, costs, and expenses (including reasonable attorneys' fees and other costs of legal defense, whether direct or indirect) arising out of or relating to any third party claim concerning (i) your use of the Goods under this Order, (ii) breach of these Terms, or (iii) violation of applicable law by you. This indemnification will survive the expiration or termination of this Order.

11. Risk of Loss. Risk of loss to goods purchased will pass to you at the earlier of the time the Goods are (a) duly delivered to the carrier, or (b) duly tendered to you for delivery.

12. Acceptance; Claims for Shortage or Non-Conformity. Delivered Goods will be deemed accepted upon the earlier of your formal acceptance of the Goods or the expiration of 30 days from delivery of the Goods ("Acceptance of the Goods"). If you discover upon initial inspection of the Goods that (a) some or all of the Goods are defective or (b) that the goods delivered do not conform to your Order, you must promptly notify Digital Ally of your rejection of the goods within 30 days from the delivery date, after which Digital Ally shall have a reasonable opportunity to cure any non-conformance with the Order. Digital Ally is not responsible for Goods lost or damaged in transit. You are solely responsible for filing claims against the carrier for any loss or damage. Digital Ally will furnish all available information and give any other reasonable assistance requested to assist you in filing a claim for deliver damage. Claims for shortages in shipment not chargeable against the carrier will not be considered unless written notice is given to Digital Ally within 10 days from date of receipt of the Goods.

13. Compliance with Laws. You will comply with all laws and regulations applicable to you, including those dealing with the use, purchase and distribution of the Goods purchased under these Terms. You will further keep Digital Ally informed of any laws, regulations, governmental orders, or requirements, which affect the ordering, shipment, importation, sale, marketing, or distribution of the Goods within your jurisdiction and will, in all cases, refrain from engaging in any activities or conduct, which would cause Digital Ally to be in violation of the laws of any jurisdiction. You agree at all times to comply with all United States laws or regulations, as they may exist from time to time, regarding export licenses or the control or regulation of exportation or reexportation of products or technical data sold or supplied to you. Without

limiting the generality of the foregoing, you specifically agree not to resell any Goods purchased under these Terms to any party, if such a sale would constitute a violation of any laws or regulations of the United States. In conformity with the FCPA, you represent and warrant that neither you, nor any of your directors or any of your members, managers, officers, employees, or agents is an official agent, or employee of any foreign government or governmental agency or political party. You agree to promptly notify Digital Ally of the occurrence of any event which would render the foregoing representation and warranty incorrect or misleading. In addition, you will at all times comply with all applicable laws of the United States concerning foreign corrupt practices or which in any manner prohibits the giving of anything of value to any official, agents or employee of any government, governmental agency, political party or any officer, employee, or agent thereof.

14. Changes to the Terms. The Terms in effect at the time you place your Order for the goods sold hereunder will apply to such Order and goods. Digital Ally reserves the right to make changes to these Terms from time to time, and any such changes will take effect immediately, except that changes with respect to your rights and obligations relating to payments, shipments, cancelled orders and/or returns, warranty, and limitations on remedies will only apply to future orders.

15. Governing Law; Jurisdiction and Venue. This Order and all disputes arising under this Order shall be governed by and construed in accordance with the law of the State of Kansas, without regard to its choice of law rules. Any action claim arising out of or relating to this Order, the Goods, or these Terms must be brought in the District Court of Johnson County, Kansas (and its appellate courts) or in the U.S. District Court for the District of Kansas (and its appellate courts), and the parties hereby irrevocably consent to the exclusive jurisdiction of, and venue in, such courts.

16. Authority. You warrant and represent to Digital Ally that you have all authority and capacity necessary to enter into this agreement and agree to these Terms. If you are entering into this agreement on behalf of a company, a government entity, or other legal entity, you represent and warrant that you are an authorized representative of the entity with the authority to bind the entity to these Terms, and that you agree to these Terms on the entity's behalf.

17. Administrator. You agree to appoint a primary administrator ("Primary Administrator") with the technical knowledge necessary to install and perform routine maintenance on the Goods, to make firmware updates and fixes, and to perform component upgrades for and basic troubleshooting on the Goods.

18. Trade-ins. (a) Traded Equipment. If, as part of your Order, Digital Ally agrees in writing to accept a trade-in from you ("Trade-In") and offers you a discount on a new Order for an equipment trade-in ("Trade-In Program"), or if Digital Ally otherwise accepts a Trade-In from you at any other time or upgrades or replaces any products or equipment ("Trade-In Offer"), the Trade-In Program or Trade-In Offer is subject to the following additional rules. You expressly understand, accept and agree that: (i) you are solely responsible for both the removal and preservation of the data previously stored on, or gathered in connection with, the products and equipment being traded ("Traded Equipment"); (ii) you will follow all Digital Ally and carrier shipping rules in returning the Traded Equipment to Digital Ally; (iii) the trade-in transaction is final and that by your accepting the Trade-In Program or Trade-In Offer, ownership of Traded Equipment is transferred irrevocably to Digital Ally immediately, the Traded Equipment will not be returned to you under any circumstances, and you are irrevocably transferring the Traded Equipment to

Digital Ally with no possibility of return; (iv) you are giving Digital Ally permission to destroy, utilize, re-sell, lease, or dispose of the Traded Equipment in Digital Ally's sole discretion; and (v) if the Traded Equipment is not returned to Digital Ally so as to be received by Digital Ally within thirty (30) days of the date of delivery of the new equipment you have received from Digital Ally as a replacement for the Traded Equipment, you will lose your discount pursuant to the Trade-In Program, and, whether pursuant to the TradeIn Program or Trade-In Offer, you will not receive any credit, refund, or value for the Traded Equipment. When returning the Traded Equipment, you must return all parts and accessories comprising of the Traded Equipment, exclusive of wiring, or you will not receive full credit for the Traded Equipment, which will be reduced pro-rata in accordance with the value that Digital Ally in its discretion assigns to the parts and accessories not returned. (b) Limitation of liability. YOU EXPRESSLY UNDERSTAND AND AGREE THAT, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, THE THEORY OF LIABILITY (WHETHER CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE) FOR ANY LOST PROFITS OR REVENUE, LOSS OF USE, LOSS OF DATA, OR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, CONSEQUENTIAL OR EXEMPLARY DAMAGES THAT MAY BE INCURRED BY YOU ARISING FROM OR RELATING TO THE TRADE-IN PROGRAM, WHETHER OR NOT A DIGITAL ALLY PARTY OR ITS REPRESENTATIVES HAVE BEEN ADVISED OF OR SHOULD HAVE BEEN AWARE OF THE POSSIBILITY OF ANY SUCH LOSSES ARISING. YOU EXPRESSLY UNDERSTAND AND AGREE THAT, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, THE DIGITAL ALLY PARTIES' TOTAL LIABILITY IN CONNECTION WITH THE TRADE-IN PROGRAM OR TRADE-IN OFFER WILL NOT EXCEED THE AMOUNT OF TEN DOLLARS ($10.00).

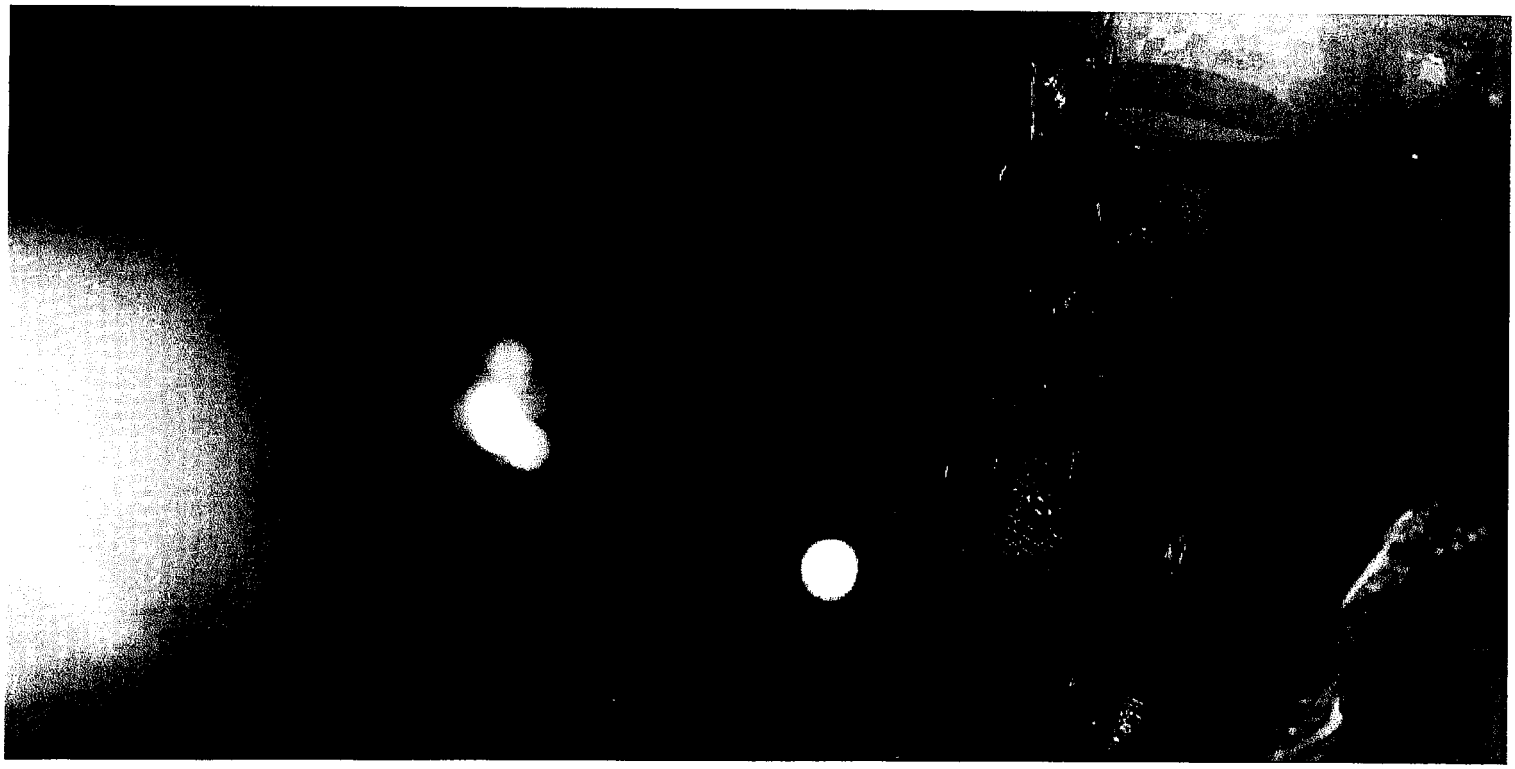
19. Advance Exchange Program. (a) Replaced Goods. If your Order includes participation in Digital Ally's Advance Exchange Program, offered in conjunction with Digital Ally's Limited Warranty, Digital Ally will send you the replacement for Goods replaced pursuant to the terms of the applicable Digital Ally Limited Warranty in advance of receiving the Goods Digital Ally has agreed in writing to replace for you ("Replaced Goods"). In such case, you expressly understand, accept and agree that: (i) you are solely responsible for both the removal and preservation of the data previously stored on, or gathered in connection with, the Replaced Goods; (ii) you will follow all Digital Ally and carrier shipping rules in returning the Replaced Goods to Digital Ally; (iii) the return of Goods is final and that by participating in the Advance Exchange Program, ownership of the Replaced Goods is transferred irrevocably to Digital Ally immediately, the Replaced Goods will not be returned to you under any circumstances, and you are irrevocably transferring the Replaced Goods to Digital Ally with no possibility of return; (iv) you are giving Digital Ally permission to destroy, utilize, re-sell, lease, or dispose of the Replaced Goods in Digital Ally's sole; and (v) you will ship the Replaced Goods back to Digital Ally within thirty (30) days of your receiving your replacement. If you fail to return the Replaced Goods to Digital Ally within such thirty (30) day period, Digital Ally may, in its sole discretion, immediately suspend your participation in the Advance Exchange Program for such breach, until you either: (i) return the Replaced Goods to Digital Ally; or (ii) pay to Digital Ally the original purchase price of the Replaced Goods. If you fail to return the Replaced Goods to Digital Ally for a period exceeding ninety (90) days, Digital Ally may, in its sole discretion, immediately terminate your participation in the Advance Exchange Program, with no further opportunity to cure the breach, and you will be immediately responsible for paying to Digital Ally an amount equal to the original purchase price of the Replaced Goods. When returning the Replaced Goods, you must return all parts and accessories comprising of the Replaced Goods, exclusive of wiring, or you will be responsible for payment of that part of the Replaced Goods not returned, which will be charged on a pro-rata basis in accordance with the value that Digital

Ally in its discretion assigns to the parts and accessories not returned.(b) Limitation of liability. YOU EXPRESSLY UNDERSTAND AND AGREE THAT, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, THE DIGITAL ALLY PARTIES WILL NOT BE LIABLE TO YOU UNDER ANY THEORY OF LIABILITY (WHETHER CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE) FOR ANY LOST PROFITS OR REVENUE, LOSS OF USE, LOSS OF DATA, OR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, CONSEQUENTIAL OR EXEMPLARY DAMAGES THAT MAY BE INCURRED BY YOU ARISING FROM OR RELATING TO THE ORDER ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL OR EXEMPLARY DAMAGES THAT MAY BE INCURRED BY YOU ARISING FROM OR RELATING TO THE ADVANCE EXCHANGE PROGRAM, WHETHER OR NOT A DIGITAL ALLY PARTY OR ITS REPRESENTATIVES HAVE BEEN ADVISED OF OR SHOULD HAVE BEEN AWARE OF THE POSSIBILITY OF ANY SUCH LOSSES ARISING. YOU EXPRESSLY UNDERSTAND AND AGREE THAT, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, THE DIGITAL ALLY PARTIES' TOTAL LIABILITY IN CONNECTION WITH THE ADVANCE EXCHANGE PROGRAM WILL NOT EXCEED THE AMOUNT OF TEN DOLLARS ($10.00).

20. General. Captions have been inserted solely for convenient reference and shall not limit or affect the scope or interpretation of any provision hereof. No provision of these Terms shall be deemed waived, amended or modified by either party unless such waiver, amendment or modification be in writing signed by the party against whom enforcement of such waiver, amendment or modification is sought. A signature provided by facsimile or other electronic transmission shall constitute a valid signature for purposes of agreeing to these Terms. If any provision of these Terms are held to be illegal or unenforceable to any extent, the legality and enforceability of the remainder of these Terms shall not be affected thereby, shall remain in full force and effect, and shall be enforced to the greatest extent permitted by law.

QUOTE-464346

MOTOROLA SOLUTIONS



ISANTI, CITY OF

04/23/2019

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MOTOROLA SOLUTIONS

QUOTE-464346

04/23/2019

ISANTI, CITY OF
PO BOX 428
ISANTI, MN 55040

Dear Lt. Muyres,

Motorola Solutions, Inc. is pleased to present Isanti Police Department with this quote for quality communications equipment and services. The development of this quote provided us the opportunity to evaluate your requirements and propose a solution to best fulfill your communications needs.

This information is provided to assist you in your evaluation process. Our goal is to provide ISANTI, CITY OF with the best products and services available in the communications industry. Please direct any questions to Madeline Hodson at Madeline.Hodson@motorolasolutions.com.

We thank you for the opportunity to provide you with premier communications and look forward to your review and feedback regarding this quote.

Sincerely,

Madeline Hodson

MOTOROLA SOLUTIONS

QUOTE-464346

Billing Address:
ISANTI, CITY OF
PO BOX 428
ISANTI, MN 55040
US

Customer:
ISANTI, CITY OF

Quote Date:04/23/2019
Expiration Date:07/22/2019
Quote Created By:
Madeline Hodson
Madeline.Hodson@
motorolasolutions.com

Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price
Digital Evidence Management Solutions							
1a	QA06312AC	ADD: GCAI CABLE WITH DEAD BAT FUNCTION	8		$58.00	$41.76	$334.08
1b	QA06899AB	ADD: HIGH CAP IMPRES BATTERY LIION 3750T	8		$50.00	$36.00	$288.00
1c	QA07493AA	ADD: HOLSTER WITH CENTER CHEST MOUNT	8		$20.00	$14.40	$115.20
1d	QA06920AA	INT: US MICRO USB CHARGER 100/240V	8		$0.00	$0.00	$0.00
2	N7001A	Si500 VIDEO CAMERAS SPEAKER MIC	8	5 YEARS	$799.00	$575.28	$4,602.24
3	SSV00S00665A	INFRASTRUCTURE, SERVICES, DIGITAL EVIDENCE MANAGEMENT SYSTEM SUBSCRIPTION*	8	5 YEARS	$4,100.00	$2,952.00	$23,616.00
4	SSV00S00329A	CC VAULT STORE*	8	5 YEARS	included	included	included
5	SSV00S00330A	CC VAULT MANAGE*	8	5 YEARS	included	included	included
6	SSV00S00331A	CC VAULT JUDICIAL*	8	5 YEARS	included	included	included

Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of use and Purchase Terms and Conditions govern the purchase of the Products.

Line #	Item Number	Description	Qty	Term	List Price	Sale Price	Ext. Sale Price
7	SSV00S00333A	STANDARD VAULT STORAGE (INCLUDED WITH VAULT SUBSCRIPTION)*	8	5 YEAR	included	included	included
8	SSV00S00666A	SOFTWARE MAINTENANCE*	8	5 YEARS	included	included	included
9	LSV00S00806A	ESSENTIAL W ACCIDENT DAMAGE	8	5 YEARS	included	included	included
10	SI208AJ	PM-SI	1		$12,000	$12,000	$12,000
11	PMNN4530A	BATT IMPRES 2 LIION 3750T	8		$95.00	$68.40	$547.20
12	PMLN7960A	MOUNTING KIT,SI MAGNETIC MOUNT CARRY HOLSTER	8		$128.00	$92.16	$737.28
13	PMPN4169A	CHGR VEHICULAR ADAPTER VPA	8		$65.00	$46.80	$374.40
14	PMPN4119A	CHARGER,CHGR VEHICULAR ADAPTER EXT USB CHGR 5VDC	8		$23.00	$16.56	$132.48

Grand Total

$42,746.88(USD)

Pricing Summary

	List Price	Sale Price	Payment Terms
Upfront Costs for Hardware, Accessories and Implementation plus Annual Subscription Fee - Year 1	$18,264.00	$23,854.08	30 NET days from Contract Execution
Annual Subscription Fee - Year 2	$6,560.00	$4,723.20	Each Anniversary of Contract Execution
Annual Subscription Fee - Year 3	$6,560.00	$4,723.20	Each Anniversary of Contract Execution
Annual Subscription Fee - Year 4	$6,560.00	$4,723.20	Each Anniversary of Contract Execution

Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of use and Purchase Terms and Conditions govern the purchase of the Products.

	List Price	Sale Price	Payment Terms
Annual Subscription Fee - Year 5	$6,560.00	$4,723.20	Each Anniversary of Contract Execution
Grand Total System Price	$44,504.00	$42,746.88	

Notes:

- **PLEASE BE ADVISED:** Motorola Solutions is moving towards being more environmentally green and emailing invoices. You may receive an email invoice instead of a mailed invoice, depending on the purchase. In addition, the invoice may have a new address for submitting payments. If you have any questions or would like to change where your electronic invoices will be delivered, please contact your credit analyst or dial 800-422-4210.

- Additional information is required for one or more items on the quote for an order.

Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of use and Purchase Terms and Conditions govern the purchase of the Products.

J.2.

A Community For Generations.

Isanti

City of Isanti Board Member Application

For consideration, please fill out the below information along with the attached conflict of interest statement signed and dated by you. Please submit all the information to:
Human Resources/City Clerk Katie Brooks. PO Box 428, Isanti, MN 55040 or
kbrooks@cityofisanti.us, 763-444-5512

Name: Alexander B. Collins E-mail:

Address:

Phone Number:

Board Seat for which you are applying for:

Parks, Recreation, and Culture Board Economic Development Authority

(Planning Commission)

For Consideration on the Board you must circle at least one:

(City of Isanti Resident) Non-Resident of Isanti

State:
Education and/or Knowledge that will be useful to the Board:
Master of Divinity – Acts Bible College
mini-MBA Certificate – Nonprofit management – ST. Thomas University
Former Budget Advisory Commissioner of Brooklyn Park
Brooklyn Area Sister City project Coordinator
Why you are interested on being on the Board?
As a Master in Global Leadership student and a former Budget Advisory Commissioner of Brooklyn Park, I would like to put my education and experience to work on the planning Commission of Isanti to move the mission and vision of the City forward.

What is your vision of Isanti?

My vision of Isanti is one of a peaceful city that nurtures its population growth with the growth of new business

Any other pertinent information that might to be taken into consideration. You may attach additional pages.

Attached please find:

① A copy of my Good Citizen Award from the city of Brooklyn Park

② A copy of my 2018 Governor Mark Dayton Outstanding Community Leadership Award.

DISCLOSURE FORM

Public Officials of the City of Isanti are required to complete and file this Disclosure Form with the City Administrator in accordance with the provisions of the Conflicts of Interest Policy.

1. **Affiliations with Agencies Doing Business with the City**
   Identify all positions as officer, director, partner, proprietor or employee of any firm or proprietary interest of ten percent (10%) or more in any company, business, enterprise, corporation, partnership, labor union or association doing business with the City.

Name of Organization	Position Held	Compensation Involved
_____	_____	Yes _____ No _____
N/A	_____	Yes _____ No _____
_____	_____	Yes _____ No _____

2. **Real Property Owned in the City of Isanti**
   Identify real property items owned or being purchased by a Public Official, spouse, or child, or in which the Official has a beneficial interest. The actual value of any item is not required.

   (Exclude homestead property.)

Property Item	Address	PID #
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Assets

Identify all ownership or beneficial interests in any company, business, enterprise, corporation, partnership, labor union or association doing business with the City where such interest exceeds ten percent (10%) of the total ownership.

Name of Organization

N/A

****

Public Official and/or Applicant:

Alexander B. Collins
Print Name

Signature

Date: 4-18-2019

Please provide the following information:
(Please Print)

Current Address and Post Office Box Number

Osanti, MN 55040
City, State, Zip Code

Home Phone Number

Work Phone Number

Cell Phone Number

Received by the City Administrator/designee on: 4-24-19

RESOLUTION NO. 2019-XXX
Amending Resolution 2019-001

RESOLUTION DESIGNATING COMMITTEES AND REPRESENTATIVES FOR CITY COMMISSIONS AND ADVISORY BOARDS FOR YEAR 2019

WHEREAS, the City is required to make certain official appointments at the beginning of each year; and,

WHEREAS, the City Council must appoint City Council members to represent the City on various City and County-wide organizations on an annual basis:

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. That the City Council appoints the following individuals to represent the City on the following commissions, boards and advisory committees for 2019:

Committee of the Whole	Mayor and City Council
Economic Development Authority	Mayor and City Council
Parks, Recreation & Culture Board	Mayor
Planning Commission	Mayor and City Council
Rum River BMX Association Board	Collison
Community Education	Mayor
Cable TV Liaison	Lundeen
Civil Defense Director	Mayor
Fire District	Lundeen, Alternate Mayor Johnson
ICICLE	
School Liaison	Mayor, Lundeen
Chamber of Commerce Liaison	Mayor
Bike Isanti County Committee	Mayor
C-I Bike/Walk Trail	Mayor
Public Works Labor Management Committee	Mayor - Guest Representative
Weed Inspector	Mayor

2. That the City Council appoints the following to act as Mayor Pro-tem in the absence of the Mayor: Councilor Steve Lundeen.

3. That the Planning Commission, Economic Development Authority Board, and Park, Recreation and Culture Board shall meet on the date and times as designated as outlined on the attached schedule and posted at Isanti City Hall.

4. That the City Council designates the following individuals to the Park, Recreation and Culture Board for 2019:

_____	*(term expiration 12-31-2020)*
Aaron Zdon	*(term expiration 12-31-2019)*
James Witte	*(term expiration 12-31-2021)*
_____	*(term expiration 12-31-2021)*
Jeff Johnson	Council Representative (*term expiration 12-31-2019*
_____	Student Representative *(term expiration 12-31-2019)*

5. That the City Council designates the following individuals to the Planning Commission for year 2019:

Mayor and City Council:	
Jeffrey Johnson	*(term expiration 12-31-2019)*
Dan Collison	*(term expiration 12-31-2019)*
_____	*(term expiration 12-31-2019)*
Paul Bergley	*(term expiration 12-31-2019)*
Steve Lundeen	*(term expiration 12-31-2019)*
Appointed Members:	
_____	*(term expiration 12-31-2021)*
Arissya Simon	*(term expiration 12-31-2019)*

6. That the City Council Economic Development Authority Board membership terms are as follows for year 2019:

Mayor and City Council:	
Jeffrey Johnson	*(term expiration 12-31-2019)*
Dan Collison	*(term expiration 12-31-2019)*
_____	*(term expiration 12-31-2019)*
Paul Bergley	*(term expiration 12-31-2019)*
Steve Lundeen	*(term expiration 12-31-2019)*
Appointed Members:	
Rod Barrows	*(term expiration 12-31-2024)*
Jill Reller	*(term expiration 12-31-2020)*

This Resolution is hereby approved by the Isanti City Council this 7th day of January, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

MEMO

To: **Mayor Johnson and Members of the City Council**
From: Jenny Garvey, Parks, Recreation, and Culture Manager
Date: May 7, 2019
Subject: A Resolution Approving a Special Event Permit Application for the G-Force Rally Event

---

Background

The City received a special event application from G-Force Rally looking to have cars drive through the city on Saturday, May 11, 2018. The event is scheduled from noon – 1:00 p.m.and is open to the public. The event will include approximately 30- 40 exotic cars driving along County Rd 5/Heritage Blvd and parking cars in the Coborn's parking lot. The event is to bring the community out to enjoy some exotic cars and inspire the youth generation. There is no clean up plan or certificate needed for this event.

Request

Staff is requesting action on this item.

Attachments

- Resolution No. 2019-
- Special Event Application
    - Special Event Application
    - Department Head Review Sheet

RESOLUTION NO. 2019-XXX

RESOLUTION APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR G-FORCE RALLY

WHEREAS, G-Force Rally submitted a Special Event application requesting approval to drive through the city with exotic cars stopping at Coborn's parking lot for public view; and,

WHEREAS, the event is scheduled to take place on Saturday May 11, 2019 from 12:00pm – 1:00pm; at Coborn's parking lot, located at 209 6th Avenue NE; and,

WHEREAS, the estimated number of cars to to be in attendance is 30-40;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the special event request for the May 11, 2019 G-Force Rally;

AND FURTHERMORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that this Resolution is hereby the "Permit" for the above stated Special Event.

This resolution was duly adopted by the Isanti City Council this 7th day of May, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

SPECIAL EVENT PERMIT APPLICATION

City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

If you are a planning an event that requires a Special Event Permit, please complete the application and any required supplemental forms. To ensure your application is processed quickly, be specific and complete in all responses. **Applications must be submitted at least 30 days prior to the event to be considered.**

ITEMS TO ACCOMPANY THE APPLICATION

Required with all applications

- ☑ Complete Application Form
- ☑ Cleanup Deposit Fee - $100
- ☑ Proof of Insurance or Certificate of Insurance
- ☑ N/A Site Map – Stated
- ☑ Approval Letter from the Property Owner
- ☑ Proof of written notification to property owners within 350 feet of the special event

Check all that apply:

- ☑ N/A Signs will be posted for event:
  - ☐ Temporary Sign Permit Application required
  - ☐ $50 fee
- ☑ N/A Alcohol will be served and/or sold at event:
  - ☐ Licenses (may take up to 60 days to process)
  - ☐ Fees apply, amounts vary by license type.
- ☑ N/A Vendors will be present:
  - ☐ Peddler's Permit (background check required) submitted by event organizer only
  - ☐ $25 fee for one-day applications
  - ☐ Vendor List
- ☑ Event will occur on City Property:
  - ☐ Release and Indemnification Agreement

Supplemental information may be required by City staff.
Additional forms can be found on the City of Isanti website or requested at Isanti City Hall. Please note that additional required permits or licenses may take additional time to process.

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: 4/10/2019

APPLICANT INFORMATION

Sponsoring Entity (if applicable): _____

Contact Person: Joey Huynh-Tran

Address: _____

Ci _____ MN 55444

Phone: - - Fax: E-mail: - - Cell: - -

_____

Secondary Contact Person: Sherif Yousef

Address: _____

City _____ State: MN Zip: 4

Phone: - - E-mail: _____

EVENT INFORMATION

Event Name: G-Force Rally

Date(s) of Event: May 11th

Hours of Event: 12-1

Type of Event: [✓] Open to the Public [✓] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):

Community Event that is open to public. Event will last about 25-45 minutes. Spoke with the Fire Chief as well, and he was very interested in the event and was willing to bring out 2/3 fire trucks as well.

Driving through city with exotic cars. Stopping at Coborns Parking lot for public to view. Driving along city Rd 5/ Heritage Blvd.

Proposed Location of the Event (be specific, site map also required):
Intended to bring the community together and have everyone enjoy the nice cars that will be present as well as inspire youth generation.

Estimated Number of People in Attendance (includes staff, participants, and spectators):
40

Parking Impact – Describe in detail:
About 30-40 exotic cars will be present.

Tents, equipment, amusement rides, etc.
Type: N/A
Size: N/A
Location: N/A

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
No

Are you requesting any street closures? If yes, list streets:
N/A

Restrooms (Portable) – Name or entity providing these services; and number of facilities to be provided. When other restroom facilities are not provided on-site or are limited; the applicant will need to pay for additional restroom facilities. For those events exceeding 75 persons, one (1) additional restroom shall be provided; for events exceeding 150 persons, two (2) additional restrooms shall be provided. For events exceeding 250; the Planning for Special Events-Usage Chart shall be used.

No

Security Plans – Name or entity providing these services. (A Police Officer is required if alcohol is being served or at the discretion of the Police Chief).
No

Clean-up Plans – Describe in detail:
There will be no clean-up plans necessary

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Live entertainment – Describe in detail:
N/A

Will any other public addressing system or sound amplification be used? If so, describe:
No

If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?
1) No there will not be 2) No there will be not 3) There will be no money being collected

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature: Joey HT

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

OFFICE USE ONLY
Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief
X Approved _____ Denied _____ N/A Signature: Email Approval

Police Chief
X Approved _____ Denied _____ N/A Signature: Email Approval

Public Services Director
X Approved _____ Denied _____ N/A Signature: Matt Sp

Community Events & Parks Coordinator
X Approved _____ Denied _____ N/A Signature: Jan Wall

Community Development Director
X Approved _____ Denied _____ N/A Signature: DM

City Administrator
X Approved _____ Denied _____ N/A Signature: Jan Wall

City Council
_____ Approved _____ Denied

Date of Review: _____

* No street closures or assistance

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

J.4.

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members City Council**
From: Matt Sylvester Public Services Director
Date: May 7, 2019
Subject: Consider Resolution Approving Bluebird Park Refurbishment Quotation

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Background:
The 2019 budget includes funds for refurbishment of the playground equipment at Bluebird Park (201 Isanti Parkway NW). The refurbishment is intended to significantly increase the lifespan of the equipment by protecting the major supporting structure. Bids received to refurbishment the equipment only included repainting the equipment in place.

Funding source is identified as Capital Outlay Fund – 920; budgeted in the amount of $24,000.00.

Quotes received:

MIWI Playground $16,887.00	SafetyFirst Playground Surfacing LLC $17,985.00

Staff Recommendation:
Staff is recommending that we move forward with MN/WI Playground.

Request:
Staff is requesting action on this item.

Attachments:
- Resolution 2019-XXX
- SafetyFirst Quote
- MI/WI Playground Quote

RESOLUTION NO. 2019-XXX

RESOLUTION APPROVING BLUEBIRD PARK REFURBISHMENT QUOTATION

WHEREAS, the 2019 Budget included funds for park equipment refurbishment; and,

WHEREAS, the following quotes were received:

MN/WI Playground	SafetyFirst Playground
$16,887.00	$17,985.00

WHEREAS, funding has been identified as Capital Outlay Fund-920 Budgeted in the amount of $24,000; and,

WHEREAS, It is in the city's best interest to accept the quotation from MN/WI Playground;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to accept the quote from MN/WI Playground to perform Bluebird Park refurbishment project in the amount of $16,887.00 funding source identified as Capital Outlay Fund 920.

This resolution was duly adopted by the Isanti City Council this 7th day of May, 2019.

ATTEST:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

SafetyFirst Playground Surfacing LLC
31095 Baugh Street NW
Princeton, MN 55371 US
320-493-1877
marissa.bauer@safetyfirstplayground.com
www.safetyfirstplayground.com

SafetyFirst
PLAYGROUND MAINTENANCE

ESTIMATE

ADDRESS
Josi Woods
City of Isanti
110 1st Ave NW
PO Box 428
Isanti, MN 55040

SHIP TO
Josi Woods
City of Isanti
110 1st Ave NW
PO Box 428
Isanti, MN 55040

ESTIMATE # 1691
DATE 03/27/2019

ACTIVITY	QTY	RATE	AMOUNT
RFP Refurbishment of Bluebird Park Playground Equipment- Paint in Place			
Electrostatic painting of playground equipment, not to include Clifford structure, up to three colors	1	15,890.00	15,890.00
Clean all plastic components and decks	1	2,095.00	2,095.00

ASTM Compliance documents may be viewed/ copied at
www.safetyfirstplayground.com
Tax ID 45-0604004

TOTAL **$17,985.00**

Accepted By

Accepted Date

MINNESOTA • WISCONSIN
PLAYGROUND

Minnesota / Wisconsin Playground
5101 Highway 55, Suite 6000
Golden Valley, Minnesota 55422
Ph. 800-622-5425 | 763-546-7787
Fax 763-546-5050 | info@mnwiplay.com

QUOTE #24528

04/30/2019

Bluebird Park Replacements Parts D8262H - Paint Existing Structure & swings

City of Isanti
Attn: Josi Wood
PO Box 428
Isanti, MN 55040
Phone: 763-444-5512
Fax: 763-444-5560
jwood@cityofisanti.us

Ship To Zip: 55040

Quantity	Part #	Description	Unit Price	Amount
1	PT	Paint existing uprights, railings, overheads, climbers (3) Clifford spring toys and three-bay swing set. - **Includes clean exisitng surfaces, scrub slides, power wash, time, materials required to prep, prime and paint 2 diffrent colors on steel components. Show fence will be erected and wood fiber will be moved 6" below* each component.	$16,887.00	$16,887.00

SubTotal: $16,887.00
Total Amount: $16,887.00

This quotation is subject to current Minnesota/Wisconsin Playground policies as well as the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of $1,000.00 to be supported by your written purchase order made out to Minnesota/Wisconsin Playground.

Indemnification; Owner/Owner's Representative will indemnify and hold Minnesota Playground, Inc., dba, Minnesota Wisconsin Playground (MWP), harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of Owner/Owner's Representative's negligence or noncompliance with any of its commitments under this document. MPW will indemnify and hold Owner/Owner's Representative harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of MWP's negligence or noncompliance with any of its commitments under this document.

Pricing: f.o.b. factory, firm for 30 days from date of quotation. A tax-exempt certificate is needed at time of order entry for all orders whether from tax-supported goverment agencies or not. Sales tax, if applicable, will be added at time of invoice unless a tax exempt certificate is provided at time of order entry.

Payment terms: net 30 days for tax supported governmental agencies. Should this quotation be forwarded to an agency not listed on this quote, credit terms, as well as other terms and conditions herein, may be need to be altered. For instance, non-tax supported organization purchasing any or all products and/or services quoted herein may require full payment for that amount due at time of order entry. Remaining balance owed by tax supported agency, if any, shall still be net 30 days. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

Exclusions: this quotation excludes any new equipment, removals of any kind, all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions.

Acceptance of quotation:

Accepted By (printed): _____ P.O. No: _____

Signature: _____ Date: _____

Title: _____ Phone: _____

Facsimile: _____ Purchase Amount: **$16,887.00**

J.5.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and City Council

From: Josi Wood, City Administrator

Date: April 29, 2019

Subject: Ordinance to Amend City Code Chapter 295, Tobacco and Related Delivery Products

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Staff and City Attorney Joslin have reviewed City Code Chapter 295, Tobacco and Related Delivery Products in light of the changes to the Isanti County Ordinance. The proposed ordinance would raise the age from 18 to 21 for those allowed in Tobacco Product Shops. This has been reviewed at City Council Committee of the Whole and has been posted as a pending ordinance.

Attached for your consideration is the proposed Ordinance that would amend our City Code to be in compliance with the County Ordinance.

ORDINANCE NO. ____

AN ORDINANCE AMENDING CITY CODE CHAPTER 295, TOBACCO AND RELATED DELIVERY PRODUCTS

Chapter 295, Article I, Smoking 295-1. Definitions is hereby amended to read and include the following:

295-1 Definitions

Tobacco Products Shop. "Tobacco Products Shops" shall mean any licensed retail establishment that derives at least 90% of its revenue from tobacco or tobacco products and where no person under the age of ~~eighteen (18)~~ twenty one (21) is present, or permitted to enter, at any time.

EFFECTIVE DATE:

This ordinance shall take effect upon it adoption and publication in the City's Official Newspaper.

Adopted by the City Council this 7th day of May, 2019.

_____
Mayor Jeff Johnson

ATTEST:

_____
Katie Brooks, Human Resources/City Clerk

Posted Date:
Adopted Date:
Publication Date:
Effective Date:

J.6.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and City Council

From: Josi Wood, City Administrator

Date: April 29, 2019

Subject: Ordinance to Amend City Code Chapter 290, Tattooing and Body Piercing

---

With the expansion of Tattoo /Body Arts facilities in the area in 2006, the City adopted an Ordinance to set standards and regulate these businesses. Recently, the City was approached by a representative of such a business that plans to pursue opening a facility in Isanti. Staff contacted the LMC to see if standards had changed since we had adopted the ordinance. Through LMC Attorneys we found out that in 2011 the State of Minnesota had pre-empted the licensing of Body Art Technicians and had adopted regulations to license the facilities. Cities that had ordinances in place prior to 2011 to regulate such facilities could keep their local licensing, but City standards have to match or exceed the State requirements.

In reviewing State standards and requirements, and in consultation with the City Attorney, staff is recommending amending our City Code to repeal the current requirements and conform the City Code to State requirements and licensing for body art facilities. A draft ordinance to amend City Code Chapter 290 has been prepared and was reviewed at the City Council Committee of the Whole meeting. The ordinance has been posted as a pending ordinance.

Attached for your consideration is the proposed Ordinance.

ORDINANCE NO. xxx

AN ORDINANCE AMENDING CITY CODE CHAPTER 290 TATTOOING AND BODY PIERCING

290-1 Repealer

The current Isanti City Code Chapter 290, Tattooing and Body Piercing, adopted by City Ordinance 376, October 17, 2006 is hereby repealed and is replaced with the following sections for the regulating of Tattooing, Body Piercing and Body Art.

290-2 Adoption of state law by reference

The provisions of Minn. Stat. Chp. 146B, as they may be amended from time to time, with reference to the definition of terms, conditions of operation, licensing, provision of operations and all other matters pertaining to tattooing, body piercing and body art regarding State regulation are hereby adopted by reference and are made a part of this Chapter as if set out in full. It is the intention of the City Council that all future amendments of Minn. Stat. Chp. 146B are hereby adopted by reference or referenced as if they had been in existence at the time this chapter was adopted.

290-3 Local Operations

Pursuant to Minn. Stat. Chp. 146B.02 Subd. 3 (c) and 146B.09, all such operations shall be in compliance with City Code Chapter 111 Building Construction, City Code Chapter 216, Nuisances and City Ordinance 445, Zoning Ordinance.

290-4 Violations and Penalties

A violation of any of the provisions of this Ordinance will be considered a misdemeanor under Minnesota Law.

290-5 Severability

If any section, sub-section, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of the Ordinance which are intended to remain in full force and effect.

290-6 Effective Date

This Ordinance shall take effect and be in force from and after its passage and publication.

Adopted by the Isanti City Council this 7th day of May 2019.

Mayor Jeff Johnson

ATTEST:

Katie Brooks, City Clerk/Human Resources

Posted Date:
Adopted Date:
Publication Date:
Effective Date:

J.7.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and City Council

From: Josi Wood, City Administrator

Date: April 29, 2019

Subject: Ordinance to Amend City Code Chapter 230, Parks and Recreation Areas

---

As discussed at the last Committee of the Whole Meeting, attached for your consideration is a draft ordinance that amends City Code Chapter 230, Parks and Recreation Areas, adding Article III, Dog Parks. The attached ordinance has been posted as a pending ordinance.

ORDINANCE NO. XXX

AN ORDINANCE AMENDING CITY CODE CHAPTER 230 PARKS AND RECREATION AREAS; ADDING ARTICLE III, Dog Parks

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Chapter 230 of the Code of the City of Isanti is hereby amended to add the following text:

ARTICLE III Dog Parks

230-9 Purpose; applicability.

A. The purpose of the Dog Park Article is to ensure that the safety of people using the dog park system.
B. This article shall apply to all dog park facilities in park and recreation areas controlled by the City of Isanti. The provision of dog park facilities is a privilege and the Park Board shall review the operation of dog park facilities at a minimum on an annual basis.

230-10 Dog park rules and regulations.

A. Dog park hours are 7:00 a.m. to 10:00 p.m.
B. Dogs must be in visual sight and voice control of their handler or owner at all times.
C. All pet waste must be cleaned up and disposed of in designated waste receptacles.
D. Dogs must be on leash when entering or exiting the fenced dog park facility.
E. No aggressive dogs are allowed in the dog park facility. At first sign of aggression, dogs must be leashed and removed.
F. Declared dangerous dogs are not allowed in the dog park facility.
G. Female dogs in heat and dogs under the age of four (4) months are prohibited from the dog park facility.
H. Users of the dog park facility do so at their and their dog's own risk. The City is not responsible for any injury or damage caused by or to a person or their dog in the off leash area.
I. The limit for dogs under one handler or owner is three (3) dogs for each visit or use of the dog park facility.
J. All children under the age of 14 shall be supervised by an Adult.
K. All personal property brought in the dog park facility shall be removed when the handler or owner has completed their visit or usage. In no case shall the personal property remain on site for over one (1) day and must be removed by park closure at 10 p.m. that day.
L. Dogs are not permitted to dig or otherwise damage the dog park facility. Dogs identified performing this damage shall be prohibited from using the dog park facility.
M. All other rules for park and recreation areas in the City apply to the dog park facility.

230-11. Enforcement

A. The City Administrator and his/her designees are specifically authorized to issue citations, and City of Isanti Law Enforcement Officers as well, may issue citations for violations of this article.

230-12 Violations.

A. Violators of this article shall be guilty of a misdemeanor.

EFFECTIVE DATE
This Ordinance takes effect upon its passage and publication in the official newspaper of the City of Isanti.

Adopted by the City Council this 7th day of May, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

Posting Date:
Reading Date:
Publication Date:
Effective Date:

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 4/22/2019 - 4/22/2019 | Apr 22, 2019 12:07PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

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04/19	04/22/2019	50987	2030	ARTISAN BEER COMPANY	609-20200	65.20
04/19	04/22/2019	50988	9	BERNICKS PEPSI-COLA	609-20200	1,044.32
04/19	04/22/2019	50989	368	BILLS QUALITY CLEANING	101-20200	446.00
04/19	04/22/2019	50990	2537	BROOKS, KATIE	101-20200	17.75
04/19	04/22/2019	50991	1815	CENTURYLINK	609-20200	885.74
04/19	04/22/2019	50992	918	CRYSTAL SPRINGS ICE	609-20200	112.05
04/19	04/22/2019	50993	8	DAHLHEIMER DISTRIBUTING CO	609-20200	1,968.45
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04/19	04/22/2019	50995	55	ECM PUBLISHERS INC	101-20200	183.25
04/19	04/22/2019	50996	2028	FURTHER	861-20200	440.45
04/19	04/22/2019	50997	424	H&L MESABI	101-20200	118.86
04/19	04/22/2019	50998	2725	HODROFF, SHAWN	101-20200	2.59
04/19	04/22/2019	50999	2209	INNOVATIVE OFFICE SOLUTIONS, INC	609-20200	135.33
04/19	04/22/2019	51000	1684	ISANTI COUNTY AUDITOR-	101-20200	1,118.92
04/19	04/22/2019	51001	1534	J. J. TAYLOR	609-20200	696.10
04/19	04/22/2019	51002	7	JOHNSON BROTHERS LIQUOR CO	609-20200	11,859.23
04/19	04/22/2019	51003	5	KAWALEK TRUCKING	609-20200	149.80
04/19	04/22/2019	51004	434	LITTLE FALLS MACHINE	101-20200	387.96
04/19	04/22/2019	51005	131	MACQUEEN EQUIPMENT INC	603-20200	1,438.33
04/19	04/22/2019	51006	17	MCDONALD DISTRIBUTING CO	609-20200	8,783.15
04/19	04/22/2019	51007	1536	MINNESOTA DEED	219-20200	1,498.45
04/19	04/22/2019	51008	161	MN POLLUTION CONTROL AGENCY	602-20200	1,450.00
04/19	04/22/2019	51009	2080	MVTL LABORATORIES INC	601-20200	130.96
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04/19	04/22/2019	51011	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,268.06
04/19	04/22/2019	51012	2396	SOUTHERN GLAZERS OF MN	609-20200	7,864.37
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04/19	04/22/2019	51014	2156	SUMMIT COMPANIES	101-20200	7.00
04/19	04/22/2019	51015	2598	T.A.SCHIFSKY & SONS INC.	101-20200	371.33
04/19	04/22/2019	51016	1290	THE AMBLE GROUP	101-20200	44.10
04/19	04/22/2019	51017	2544	TIERNEY	603-20200	47.18
04/19	04/22/2019	51018	1664	UNIQUE PAVING MATERIALS	101-20200	415.80
04/19	04/22/2019	51019	427	VESSCO INC	601-20200	173.78
04/19	04/22/2019	51020	42	VIKING COCA-COLA BOTTLING CO	609-20200	262.90
04/19	04/22/2019	51021	4	WATSON CO INC	609-20200	1,805.09
04/19	04/22/2019	51022	2009	WOOD, JOSEPHINE	101-20200	9.00
04/19	04/22/2019	51023	1129	ZARNOTH BRUSH WORKS INC	603-20200	716.00
Grand Totals:						100,677.80

M = Manual Check, V = Void Check

Report Criteria:
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04/19	04/25/2019	51028	1141	ASSURANT EMPLOYEE BENEFITS	602-20200	454.58
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04/19	04/25/2019	51030	9	BERNICKS PEPSI-COLA	609-20200	838.15
04/19	04/25/2019	51031	1500	BOLTON & MENK INC	101-20200	14,535.00
04/19	04/25/2019	51032	2487	CAPITOL BEVERAGE SALES	609-20200	250.75
04/19	04/25/2019	51033	120	CONNEXUS ENERGY	101-20200	18,311.94
04/19	04/25/2019	51034	918	CRYSTAL SPRINGS ICE	609-20200	200.88
04/19	04/25/2019	51035	8	DAHLHEIMER DISTRIBUTING CO	609-20200	17,306.70
04/19	04/25/2019	51036	55	ECM PUBLISHERS INC	108-20200	252.00
04/19	04/25/2019	51037	912	FASTENAL COMPANY	601-20200	30.24
04/19	04/25/2019	51038	385	FEDERATED CO-OPS INC	101-20200	54.99
04/19	04/25/2019	51039	1682	FERGUSON WATERWORKS	601-20200	271.54
04/19	04/25/2019	51040	235	FIRST STATE TIRE RECYCLING	101-20200	6.72
04/19	04/25/2019	51041	2028	FURTHER	603-20200	38.35
04/19	04/25/2019	51042	2028	FURTHER	861-20200	347.24
04/19	04/25/2019	51043	2574	ITL PATCH COMPANY, INC.	101-20200	201.85
04/19	04/25/2019	51044	5	KAWALEK TRUCKING	609-20200	152.40
04/19	04/25/2019	51045	1338	KNIFE RIVER	101-20200	27.30
04/19	04/25/2019	51046	434	LITTLE FALLS MACHINE	101-20200	1,485.25
04/19	04/25/2019	51047	17	MCDONALD DISTRIBUTING CO	609-20200	12,367.40
04/19	04/25/2019	51048	2500	METRO SALES INC.	101-20200	114.53
04/19	04/25/2019	51049	2080	MVTL LABORATORIES INC	602-20200	69.66
04/19	04/25/2019	51050	2726	ONLINE RETREIVERS	101-20200	390.48
04/19	04/25/2019	51051	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,840.12
04/19	04/25/2019	51052	2341	RED BULL DISTRIBUTION	609-20200	367.46
04/19	04/25/2019	51053	1361	STAPLES ADVANTAGE	603-20200	42.44
04/19	04/25/2019	51054	2598	T.A.SCHIFSKY & SONS INC.	101-20200	499.13
04/19	04/25/2019	51055	1664	UNIQUE PAVING MATERIALS	101-20200	507.60
04/19	04/25/2019	51056	42	VIKING COCA-COLA BOTTLING CO	609-20200	204.59
04/19	04/25/2019	51057	1286	VINOCOPIA INC	609-20200	589.25
04/19	04/25/2019	51058	361	VINTAGE LOCK	101-20200	125.00
04/19	04/25/2019	51059	4	WATSON CO INC	609-20200	1,606.28
04/19	04/25/2019	51060	780	WINE MERCHANTS	609-20200	108.00
Grand Totals:						89,593.69

City of Isanti

Check Register - Mayor/Council Approval
Check Issue Dates: 5/3/2019 - 5/3/2019

Report Criteria:
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Check.Type = {<>} "Adjustment"

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05/19	05/03/2019	51070	9	BERNICKS PEPSI-COLA	609-20200	843.35
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05/19	05/03/2019	51072	2537	BROOKS, KATIE	101-20200	69.61
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05/19	05/03/2019	51074	8	DAHLHEIMER DISTRIBUTING CO	609-20200	19,128.65
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05/19	05/03/2019	51077	55	ECM PUBLISHERS INC	444-20200	178.00
05/19	05/03/2019	51078	1682	FERGUSON WATERWORKS	601-20200	125.22
05/19	05/03/2019	51079	1698	FINANCE AND COMMERCE	444-20200	170.65
05/19	05/03/2019	51080	2028	FURTHER	861-20200	9.00
05/19	05/03/2019	51081	134	GOPHER STATE ONE-CALL INC	601-20200	125.55
05/19	05/03/2019	51082	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	84.22
05/19	05/03/2019	51083	2599	ISANTI AMBASSADORS	101-20200	20.73
05/19	05/03/2019	51084	1563	ISANTI ELECTRIC INC	101-20200	427.00
05/19	05/03/2019	51085	270	ISANTI READY-MIX INC	920-20200	1,215.00
05/19	05/03/2019	51086	162	ISANTI RENTAL	920-20200	38.00
05/19	05/03/2019	51087	1534	J. J. TAYLOR	609-20200	756.05
05/19	05/03/2019	51088	7	JOHNSON BROTHERS LIQUOR CO	609-20200	10,290.84
05/19	05/03/2019	51089	5	KAWALEK TRUCKING	609-20200	395.20
05/19	05/03/2019	51090	2727	LEGACY TITLE	601-20200	64.45
05/19	05/03/2019	51091	130	MARCO TECHNOLOGIES LLC	101-20200	715.00
05/19	05/03/2019	51092	17	MCDONALD DISTRIBUTING CO	609-20200	11,793.15
05/19	05/03/2019	51093	1044	MINNEAPOLIS FINANCE	101-20200	117.90
05/19	05/03/2019	51094	1536	MINNESOTA DEED	219-20200	833.33
05/19	05/03/2019	51095	2208	MINNESOTA EQUIPMENT	101-20200	61.58
05/19	05/03/2019	51096	2728	MINNESOTA TITLE	601-20200	29.69
05/19	05/03/2019	51097	2080	MVTL LABORATORIES INC	602-20200	210.16
05/19	05/03/2019	51098	2729	PAULMARK CONSTRUCTION COMPANY LLC	601-20200	5.76
05/19	05/03/2019	51099	44	PHILLIPS WINE & SPIRITS INC	609-20200	8,793.76
05/19	05/03/2019	51100	2406	QUALITY FLOW SYSTEMS INC	602-20200	649.00
05/19	05/03/2019	51101	1113	RJM DISTRIBUTING INC	609-20200	229.80
05/19	05/03/2019	51102	2730	SHERBURNE LAND COMPANY	601-20200	23.64
05/19	05/03/2019	51103	2396	SOUTHERN GLAZERS OF MN	609-20200	2,552.20
05/19	05/03/2019	51104	1442	ST. LOUIS MRO INC	101-20200	22.50
05/19	05/03/2019	51105	315	ST.PAUL STAMP WORKS	101-20200	94.15
05/19	05/03/2019	51106	2605	STAWSKI, CLAYTON	601-20200	46.40
05/19	05/03/2019	51107	2598	T.A.SCHIFSKY & SONS INC.	101-20200	372.04
05/19	05/03/2019	51108	1290	THE AMBLE GROUP	603-20200	150.93
05/19	05/03/2019	51109	1794	TITAN MACHINERY	101-20200	331.97
05/19	05/03/2019	51110	42	VIKING COCA-COLA BOTTLING CO	609-20200	309.50
05/19	05/03/2019	51111	4	WATSON CO INC	609-20200	1,368.12
05/19	05/03/2019	51112	2475	White Bear IT Solutions, LLC	101-20200	2,350.00
Grand Totals:						135,545.97

M = Manual Check, V = Void Check

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

City of Isanti

Gross Payroll	78,973.07
Social Security & Medicare	4,254.97
Public Employees Retirement	8,363.69
Total City Expense	91,591.73

Pay Date 4/19/2019

Pay Period 8 (3/31-4/13/19)

City of Isanti

Gross Payroll	89,122.50
Social Security & Medicare	4,835.38
Public Employees Retirement	8,946.71
Total City Expense	102,904.59

Pay Date 5/3/2019

Pay Period 9 (4/14-27/19)

CONTRACTOR'S PAY REQUEST 1 **2019 STORM MAINTENANCE** **CITY OF ISANTI, MINNESOTA** **BMI PROJECT NO. R13.117802**	**DISTRIBUTION:** CONTRACTOR (1) OWNER (1) ENGINEER (1) BONDING CO. (1)

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	$216,094.00
TOTAL, COMPLETED WORK TO DATE	$61,995.00
TOTAL, STORED MATERIALS TO DATE	$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	$61,995.00
RETAINED PERCENTAGE (5%)	$3,099.75
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	$58,895.25
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	$0.00
PAY CONTRACTOR AS ESTIMATE NO. 1	$58,895.25

Certificate for Partial Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

Contractor: DIRTWORKS, INC.
24656 ULYSSES ST.
EAST BETHEL, MN 55040

By _____ V.P.
Name Title

Date 04-29-19

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:
ENGINEER: BOLTON & MENK, INC., 7533 Sunwood Drive NW, Suite 206, Ramsey, MN 55303

By _____, CITY ENGINEER

Date 4/29/2019

APPROVED FOR PAYMENT:
OWNER: CITY OF ISANTI, MINNESOTA

By _____
Name Title Date

And _____
Name Title Date

Partial Pay Estimate No.: 1

2019 STORM MAINTENANCE

CITY OF ISANTI, MINNESOTA
BMI PROJECT NO. R13.117802
WORK COMPLETED THROUGH April 26th, 2019

ITEM NO.		ITEM	UNIT PRICE	AS BID ESTIMATED QUANTITY		AS BID ESTIMATED AMOUNT	PREVIOUS ESTIMATE ESTIMATED QUANTITY		PREVIOUS ESTIMATE ESTIMATED AMOUNT	COMPLETED TO DATE ESTIMATED QUANTITY		COMPLETED TO DATE ESTIMATED AMOUNT
1		MOBILIZATION	$19,000.00	1	LUMP SUM	$19,000.00	0	LUMP SUM	$0.00	0.5	LUMP SUM	$9,500.00
2		EROSION CONTROL	$5,000.00	1	LUMP SUM	$5,000.00	0	LUMP SUM	$0.00	0.0	LUMP SUM	$0.00
3		CLEARING & GRUBBING (WOODED AREAS)	$6,000.00	2	ACRE	$12,000.00	0	ACRE	$0.00	1.0	ACRE	$6,000.00
4		CLEARING & GRUBBING (PLANTED TREES)	$400.00	8	TREE	$3,200.00	0	TREE	$0.00	0.0	TREE	$0.00
5		APRON RESTORATION	$1,100.00	51	EACH	$56,100.00	0	EACH	$0.00	5.0	EACH	$5,500.00
6		REMOVE TRASH GUARD	$150.00	8	EACH	$1,200.00	0	EACH	$0.00	7.0	EACH	$1,050.00
7		COMMON EXCAVATION (EV)	$15.00	1007	CU YD	$15,105.00	0	CU YD	$0.00	0.0	CU YD	$0.00
8		TOPSOIL BORROW	$40.00	199	CU YD	$7,960.00	0	CU YD	$0.00	0.0	CU YD	$0.00
9		SODDING TYPE LAWN	$3.00	6023	SQ YD	$18,069.00	0	SQ YD	$0.00	0.0	SQ YD	$0.00
10		RIPRAP	$85.00	152	CU YD	$12,920.00	0	CU YD	$0.00	9.0	CU YD	$765.00
11		REMOVE RIPRAP	$75.00	72	CU YD	$5,400.00	0	CU YD	$0.00	12.0	CU YD	$900.00
12		REMOVE CORRUGATED METAL PIPE (CMP)	$10.00	40	LIN FT	$400.00	0	LIN FT	$0.00	10.0	LIN FT	$100.00
13		CLEAN STORM SEWER PIPE	$10.00	4174	LIN FT	$41,740.00	0	LIN FT	$0.00	3,818.0	LIN FT	$38,180.00
		SUB TOTAL:										**$61,995.00**
		SCHEDULE B (RESIDENTIAL ITEMS)										
1		SALVAGE FENCE TO RESIDENT	$6.00	520	LIN FT	$3,120.00	0	LIN FT	$0.00	0.0	LIN FT	$0.00
2		SALVAGE LANDSCAPING TO RESIDENT	$6.00	480	SQ YD	$2,880.00	0	SQ YD	$0.00	0.0	SQ YD	$0.00
3		SALVAGE & REINSTALL IRRIGATION SYSTEM	$1,500.00	8	EACH	$12,000.00	0	EACH	$0.00	0.0	EACH	$0.00
		SUB TOTAL:										**$0.00**
		TOTAL AMOUNT:				**$216,094.00**			**$0.00**			**$61,995.00**

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To. **Mayor Johnson and Members of City Council**

From: **Matt Sylvester, Public Services Director**

Date: May 7th, 2019

Subject: Consider Resolution to Declare Metal as Scrap and Authorize Its' Disposal

---

Public Works has accumulated miscellaneous items that need to be disposed of. These items are as follows:

Scrap

Iron and Steel leftover from repairs
Old Signs
Old Sign Posts
Old Meter Bodies

Per policy, Resolution 2009-078, based on current pricing, Public Services Director obtained quotes and recommends taking the scrap metal to Northern Metal Recycling in St. Cloud for the best prices on scrap metals. Any items that cannot be taken as scrap will be disposed of.

Request:
It is requested that City Council review and take action on this item.

Attachment:

- Resolution 2019-XXX – Resolution to Declare Metal as Scrap and Authorize Its' Disposal

RESOLUTION NO. 2019-XXX

A RESOLUTION TO DECLARE METAL AS SCRAP AND AUTHORIZE ITS' DISPOSAL

WHEREAS, it has been determined that the Public Works Department has scrap metal that is of no use to the City; and,

WHEREAS, Resolution No. 2009-078 provides guidelines for the disposal of scrap metal; and,

WHEREAS, among solicited quotations, current pricing yields highest with Northern Metal Recycling in St. Cloud;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City of Isanti, Minnesota, to hereby authorize the following:

1. To declare scrap metal which includes but not limited to: old iron from repairs, aluminum signs, steel signs and old meter parts, located at the Public Works Facility as surplus property and authorize for its disposal.
2. The Public Services Director shall have the authority to sign all necessary paperwork to allow for the process for the disposal of scrap metal identified per this Resolution.

This Resolution was duly adopted by the Isanti City Council the 7th day of May, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2019-XXX

APPROVE PLACEMENT OF TWO STOP SIGNS AT THE INTERSECTION OF 5TH AVE SW and BIRCH ST SW

WHEREAS, a request was received for consideration of placing stop signs at the intersection of 5th Ave SW and Birch St SW; and

WHEREAS, the intersection currently does not have stop signs on 5th Ave SW traveling north and south. There are stop signs on Birch St traveling east and west; and

WHEREAS, the City Engineer and City Staff have reviewed the request for stop signs at the intersection of 5th Ave SW and Birch St SW, and recommending placement of two stop signs on 5th Ave SW to make this a 4 way stop; and

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve placement of two stop signs at the intersection of 5th Ave SW and Birch St SW to make the intersection safer to the public.

This resolution was duly adopted by the Isanti City Council this 7th day of May 2019.

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

(SEAL)

A Community For Generations.

Isanti

K.5.

APPLICATION FOR AN EXEMPT GAMBLING PERMIT

City of Isanti
110-1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

Applicant Instructions:

1. Fee upon application is $50.00 and must be made payable to **City of Isanti.**

Name of Organization: Rum River Bmx

Address of Organization: 101 Isanti Pkwy NW Isanti Mn 55040

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Sean Wilson
Name Address Phone No.

Cherie Sullivan
Name Address Phone No.

Name Address Phone No.

Type of Event: Raffle / 50150 Date of event: June 1st and 2nd 2019

Use of Proceeds: Offset COSTS FOR EVENT AND AWARDS FOR THE EVENT

Location and address of event:

ISANTI INDOOR ARENA 101 ISANTI PKWY NW ISANTI MN 55040

Estimated value of prizes to be awarded: $5000.00

Name of applicant: Sean P. Wilson Applicant's phone number:

Signature of applicant:

Date: 4/12/19

Approved by City Council _____ Resolution # _____

POS = 3 / 311

C:\Users\admindataclerk\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\LCCS2M5N\Exempt Gambling Application.docx

RESOLUTION 2019-XXX

A RESOLUTION APPROVING APPLICATION FOR AN EXEMPT GAMBLING PERMIT FOR RUM RIVER BMX 50/50 RAFFLE

WHEREAS, the City has received an application for an exempt gambling permit from Rum River BMX to hold an event on June 1, 2019 and June 2, 2019 at Rum River BMX, Isanti, MN; and

WHEREAS, the applicant estimates the value of prizes to be awarded is more than $1,500 and will require state approval; and,

WHEREAS, the City of Isanti has no objection to the conduct of lawful gambling by the applicant, in accordance with law, at the designated location; and,

WHEREAS, the applicant has successfully passed a background check by the Isanti Police Department.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the application for an exempt gambling permit is approved for the following dates: Saturday, June 1st, 2019 and Sunday, June 2nd, 2019 at Rum River BMX

BE IT FURTHER RESOLVED, that approval is subject to the approval for such permits under laws of the State of Minnesota and their compliance with all laws.

This Resolution is hereby approved by the Isanti City Council this 7th day of May, 2019

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

A Community For Generations.

Isanti

K.6.

City of Isanti
PO Box 428
110 1st Avenue NW
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

APPLICATION FOR TEMPORARY ON-SALE LIQUOR LICENSE 1-4 DAY

TYPE OR PRINT INFORMATION

NAME OF ORGANIZATION	DATE ORGANIZED	TAX EXEMPT NUMBER	
Isanti Firefighters Rodeo Association	9-1-1995	41-1819383	
STREET ADDRESS	CITY	STATE	ZIP CODE
301-1st Ave North	Isanti	MN	55040
NAME OF PERSON MAKING APPLICATION	BUSINESS PHONE	HOME PHONE	
Marc Volk			

DATES & HOURS ON-SALE LIQUOR WILL BE SOLD (1 to 4 days)	TYPE OF ORGANIZATION
Friday, July 12th at noon thru Sunday, July 14th at 2:00 am	☐ CLUB ☒ CHARITABLE ☐ RELIGIOUS ☐ OTHER NONPROFIT
ORGANIZATION OFFICER'S NAME: Jason Polzin	ADDRESS
ORGANIZATION OFFICER'S NAME: Marc Volk	ADDRESS
ORGANIZATION OFFICER'S NAME: Jeff Holmgren	ADDRESS

Description of Event:

43rd Annual Isanti Firefighters Rodeo

Location where license will be used. If an outdoor area, describe.

Fenced in Rodeo Ground at 500 - 3rd Ave N, Isanti, MN 55040

Premise Address 500 - 3rd Ave N, Isanti, MN 55040

Name of applicant's liquor liability insurance carrier:

Western Specialty Insurers

Signature: Marc Volk Date: 04/17/2019

APPROVAL

FOR OFFICE USE

CITY FEE AMOUNT _____	DATE APPROVED _____
DATE FEE PAID _____	LICENSE DATES _____
BACKGROUND CHECK APPROVED ☐ Yes ☐ No	
APPLICANT HAS MET WITH POLICE CHIEF ☐ Yes ☐ No	

MCD 4/22/19

CITY OF ISANTI
110 1st Avenue North - PO Box 428
ISANTI, MN 55040
763/444-5512 - Fax: 763/444-5560

PLEASE PROVIDE THE FOLLOWING INFORMATION AS A PART OF THE APLICATION FOR A TEMPORARY ON-SALE LIQUOR LICENSE:

If Minors are to be present the following information is required:

Designate Area of Event:

Rodeo Grounds Fenced in Area

Describe Designated Entry into the Event Area:

Main entrance on the south end of the rodeo grounds

Describe What Controls will be Used at the Entrance (I.D. Bands etc):

ID of patrons by Security Specialists Inc. Wrist band of patrons be Security Specialist. Security Specialist will be at all entries and exits making sure no beverages enter or Leaves the grounds. Isanti PD and Isanti Co deputies are normally onsite and welcome.

RESOLUTION No. 2019-XXX

APPROVING A TEMPORARY ON-SALE LIQUOR LICENSE FOR ISANTI FIREFIGHTER'S RODEO ASSOCIATION

WHEREAS, the City has received a Temporary On-Sale Liquor License application from the Isanti Firefighter's Rodeo Association for the 2019 Rodeo event; and,

WHEREAS, the applicant has paid the $50 Temporary Liquor License application fee as established by City Code Chapter 160; and,

WHEREAS, the Police Department has reviewed the application and made a recommendation for approval of the application subject to certain conditions.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. That the Isanti Firefighter's Rodeo Association Temporary On-Sale Liquor License for the Rodeo event scheduled for July 12 through 14, 2019 is approved subject to the following condition:

    a) A Certificate of Liquor Liability Insurance for the event is received by the City prior to the event date.

2. That the procedures as outlined in Resolution 99-32 shall be met.

This Resolution is hereby approved by the Isanti City Council this 7th day of May, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2019-

RESOLUTION APPROVING A CHECK BE WRITTEN TO ISANTI AMBASSADORS FOR VOLUNTEERING AT THE COMMUNITY MOVIE NIGHT

WHEREAS, free public movie nights at the Isanti Community Center were approved by City Council January 21, 2014 Resolution No. 2014-013; and,

WHEREAS, the City of Isanti receives requests from various non-profit youth organizations and groups from Isanti to volunteer at the ICC Movie Nights approved by City Council September 16, 2014 Resolution No. 2014-226; and,

WHEREAS, the volunteer group per the policy are to receive the profits from the concessions sold at the movie night; and,

WHEREAS, the City of Isanti received an application for the Isanti Ambassadors to volunteer at the April 19, 2019 movie; and,

WHEREAS, the profit from the April 19, 2019 movie night was $20.73;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that a check will be written to Isanti Ambassadors in the amount of $20.73.

This resolution was duly adopted by the Isanti City Council this May 7, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/ City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To. **Mayor Johnson and Members of City Council**

From: Finance Director Betker

Date: May 2nd 2019

Subject: Consider Resolution Setting Work Sessions for 2020 Budget

---

Background:
Below is the proposed 2020 Budget Timeline

Annual Budget Process Schedule

Date	Month	Action
2nd Council Meeting	April	Memo to Council Outlining Budget Process/Timeline
3rd Thurs.	April	Prepare & Distribute Budget & Capital Outlay Request Templates
First 3 weeks	May	Input Department Head Budget Requests
Last 1 week	May	Meet With Department Heads Regarding Budget and Capital Requests
2nd week	June	Department Head Meeting on Budget to be Presented at C.O.W.
Committee of the Whole	June	Review Budget Items and Capital Outlay Requests
1st/2nd Council Meeting	July	Council Budget Workshop - Present Preliminary General Fund Budget
2nd/1st council Meeting	July/August	Council Budget Workshop - Present Preliminary Enterprise Fund Budgets & Capital Requests
1st/2nd Council Meeting	August	Council Budget Workshop - If Deemed Necessary by Council
1st Council Meeting	September	Preliminary Levy is Approved
1st Council Meeting	December	Truth in Taxation Meeting, Final levy and budget adoption

Request: Staff is recommending that Budget workshops be held immediately following the regular Council Meetings on Tuesday July 16th and Wednesday August 7th. As well as Tuesday August 20th if deemed necessary by the Council.

Attachment:

- Resolution 2019-XXX – Setting Work Sessions for 2020 Budget

RESOLUTION 2019-XXX

RESOLUTION SETTING WORK SESSIONS FOR 2020 BUDGET

WHEREAS, the City Council schedules Work Sessions as needed from time to time in accordance with City Code Chapter 8-12, B.; and

WHEREAS, annually the City Council meets in Work Sessions regarding the proposed City Budget with three scheduled Work Sessions. The need for the third Work Session will be affirmed prior to adjournment of the second Work Session.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to set the following Budget Work Sessions, to be held immediately after the regular City Council Meeting on the following dates:

1. Tuesday, July 16, 2019
2. Wednesday, August 6, 2019
3. Tuesday, August 20, 2019 (Optional Third Workshop – held only if needed)

This Resolution is hereby approved by the Isanti City Council this 7th day of May, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2019-XXX

RESOLUTION OFFERING THE INTERNAL POSITION OF PUBLIC WORKS FOREMAN TO JOSHUA BECKER

WHEREAS, the City Council of the City of Isanti is required to approve hiring of all employees; and,

WHEREAS, the Public Works Foreman posting was made available to all internal Public Works staff; and,

WHEREAS, interviews were conducted for the Public Works Foreman position and the interview panel deemed Mr. Joshua Becker to be the best candidate for the position; and,

WHEREAS, the offer is contingent on City Council approval for the promotion of Joshua Becker for Public Works Foreman; and,

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA AS FOLLOWS:

1. That Human Resources has offered the Public Works Foreman position to Joshua Becker for the City of Isanti and that he shall be eligible to start in that position after City Council approval.
2. That upon Council approval, Mr. Becker will begin his new position on or after May 8, 2019.
3. That Mr. Becker shall start at starting step of the wage scale at $27.01/hr.
4. Human Resources and the City Administrator are authorized to complete all required documentation for the position change.
5. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference

This resolution was duly adopted by the Isanti City Council this 7th day of May, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2019-XXX

RESOLUTION OFFERING THE POSITION OF ECONOMIC DEVELOPMENT/ MARKETING INTERN TO GRANT MATZ

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and

WHEREAS, the City Council approved to advertise and accept applications to fill a paid part-time Economic Development/Marketing internship; and

WHEREAS, the Interviewing Panel selected Mr. Grant Matz as the most qualified candidate for the internship; and,

WHEREAS, the candidate's offer is contingent on successfully completing and passing a background investigation and reference check.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL of the City of Isanti, Minnesota as follows:

1. That Human Resources is hereby directed to offer the Economic Development/Marketing Internship to Mr. Grant Matz for the City of Isanti and that he shall start in that position effective May 8, 2019 or later.
2. That Mr. Grant Matz be paid $14.00/hour.
3. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
4. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This resolution was duly adopted by the Isanti City Council this 7th Day of May, 2019.

Attest: Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2019-XXX **K.11.**

RESOLUTION OFFERING THE POSITION OF PART-TIME LIQUOR STORE CLERK TO CATRINA CHAMBLISS

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and,

WHEREAS, the Personnel Committee approved to advertise and accept applications to fill a Liquor Store Part-Time Clerk position; and,

WHEREAS, the Interviewing Panel selected Catrina Chambliss as the most qualified candidate for the open Part-Time Liquor Store Clerk position. Offers are contingent on successfully passing a background check and reference check. If any of the mentioned contingencies are not met, the offer can and will be rescinded.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1. That Human Resources is hereby directed to offer the Part-Time Liquor Store Clerk position to Catrina Chambliss for the City of Isanti and that he shall be eligible to start in that position on or after May 8th, 2019.
2. That Catrina Chambliss shall start at Step 1 of the Wage Scale at $11.55 per hour.
3. That Catrina Chambliss shall be on probationary status per the Personnel Policy in the position of the Part-Time Clerk position.
4. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
5. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 7th day of May 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

Request for City Council Action - MEMO

To: **Mayor Johnson and Members of the City Council**

From: Jenny Garvey Parks, Recreatoin and Culture Manager

Date: May 7, 2019

Subject: Consider Resolution Re-Approving a Special Event Permit Application for 2019 Minnesota State Series Qualifier Race

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Background

On April 16th, 2019 City Council approved resolution no. 2019-110 for the Rum River BMX Association to host the MN State Series qualifying race on June 1-2, 2019 from 1:00 am to 6:00 pm on Saturday and 9:00 am to 5:00 pm on Sunday.

After passing the resolution, Staff had omitted a few items that need to be added to the resolution.

The estimated number of individuals in attendance is 800-950. Parking for the event will take place on in Isanti Indoor Arena lot, with overflow at Bluebird Park at the northeast and south parking lots. Pop-up canopies may be set up east and south of the Indoor Arena; Rum River BMX will be responsible for any damages to grass or the irrigation system. Updated information includes that RV camping/parking will be in the grass area to the south of the Isanti Indoor Arena and follow the fee schedule of $5/day for cars and trucks and $25 per weekend for Rv's and the main lot will be reserved for team canopies and event activities.

Restroom facilities will be provided by the Association for the event through Absolute Portables. The Association will be responsible for upkeep of all restroom facilities over the course of the event, including those on the south end of the Isanti Indoor Arena. The Association will be responsible for clean-up of the outside areas; the $100 clean up deposit is on file, and should Public Works need to clean the grounds for any reason, this check may be cashed. The standard public addressing system will be used throughout the event.

Special Event Permit application materials, including an UPDATED event map, have been included for Council review.

Request

Requesting City Council to approve the Special Event Permit application for the 2019 Minnesota State Series Qualifier Race.

Attachments

- Resolution No. 2019-XXX
- Special Event Application Materials
    - Application - UPDATED
    - Site Map - UPDATED

RESOLUTION NO. 2019-XXX
Supersedes Resolution No. 2019-110

RESOLUTION APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR 2019 MINNESOTA STATE SERIES QUALIFYING RACE

WHEREAS, Rum River BMX Association submitted a Special Event application requesting approval to host the 2019 MN State Series Qualifying Race; and,

WHEREAS, the event is scheduled to take place on Saturday, June 1, 2019 from 1:00 p.m.- 6:00 p.m. and on Sunday, June 2, 2019 from 9:00 a.m. to 5:00 p.m. at the Isanti Indoor Arena located at 101 Isanti Parkway NW; and,

WHEREAS, the estimated number of people to be in attendance is 800-950; and,

WHEREAS, the applicant would be required to provide additional portable restroom facilities for the event, in which the applicant will be contacting its current supplier to do so prior to the event; and,

WHEREAS, parking for volunteers, spectators, and participants will be at the Isanti Indoor Arena parking lot with overflow at Bluebird Park parking lots and Soccer field parking lots; and,

WHEREAS, event parking will occur on the grass south of the Isanti Indoor Arena, per the Special Event Paid Parking Agreement, and the fees for this event will be $5/day for cars and trucks and $25/weekend for RVs; and,

WHEREAS, the east parking lot at Isanti Indoor Arena will be reserved for team canopies and event activities; and,

WHEREAS, this Resolution supersedes;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota to approve the special event request for the June 1-2, 2019 Minnesota State Series Qualifying Race event with the following conditions:

- No signage shall be posted for the event, unless allowed under Zoning Ordinance section 16, or a Temporary Sign Permit Application and fee are submitted.
- City staff recommends that tent stakes not be allowed in the irrigated area east of the Indoor Arena; if any irrigation lines are damaged, Rum River BMX Association will be billed for their repair.

AND FURTHERMORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that this Resolution is hereby the "Permit" for the above stated Special Event.

Adopted by the Isanti City Council this 7th day of May, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: 4/5/2019

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Rum River BMX

Contact Person: Larry Merchlewitz

Address:

City: Isanti State: MN Zip: 55040

Phone: Fax: Cell:

E-mail:

Secondary Contact Person: Sean Wilson

Address:

City: Isanti State: MN Zip: 55040

Phone: ~~Cell: E-mail:~~

EVENT INFORMATION

Event Name: Minnesota State Series Qualifier Race

Date(s) of Event: June 1st & 2nd 2019

Hours of Event: Saturday 1:00pm-6:00pm and Sunday 9:00am - 5:00pm

Type of Event: [✓] Open to the Public [ ] Private [ ] Other:

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
BMX racing - Qualifying race for the Minnesota State BMX Championship.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Proposed Location of the Event (be specific, site map also required):
Isanti Indoor Arena - Grass area to the east may be used for team canopies. Overnight camping Friday thru Sunday in the grass field to the south of the Isanti Indoor Arena. Fees for overnight camping shall be structured per parking/camping agreement with the city of Isanti.

Estimated Number of People in Attendance (includes staff, participants, and spectators):
800-950

Parking Impact – Describe in detail:
Parking shall be cantained to the paved surfaces. No parking on grass on the east side of the Isanti Indoor Arena. Overflow may be at Bluebird Park, Skateboard Park parking lots and Soccer field parking lots. Grass area to the south will be for paid autos & RVs per agreement with the City of Isanti.

Tents, equipment, amusement rides, etc.
Type: BMX teams will bring their own canopies.
Size: 10' X 10' up to 24' X 24'
Location: South and east sides of Isanti Indoor Arena

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
Off duty first responders will be on hand. Allina Heath Services Ambulance may be on site, unless they need to respond to another call.

Are you requesting any street closures? If yes, list streets:
No

Restrooms (Portable) – Name or entity providing these services; and number of facilities to be provided. When other restroom facilities are not provided on-site or are limited; the applicant will need to pay for additional restroom facilities. For those events exceeding 75 persons, one (1) additional restroom shall be provided; for events exceeding 150 persons, two (2) additional restrooms shall be provided. For events exceeding 250; the Planning for Special Events-Usage Chart shall be used.

Absolute Portable Restrooms, Cambridge MN. will supply five portable bathrooms. We will also have the existing restrooms in Isanti Indoor Arena.

Security Plans – Name or entity providing these services. (A Police Officer is required if alcohol is being served or at the discretion of the Police Chief).
No alcohol will be served during this event. Security is not required.

Clean-up Plans – Describe in detail:
Rum River BMX volunteers will be cleaning up on the property. We will have a roll away dumpster to handle the garbage.

City of Isanti
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Live entertainment – Describe in detail:
No live entertainment on site.

Will any other public addressing system or sound amplification be used? If so, describe:
Only sound audio system that will be used is the current system indoors.

If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?
Race fees are collected for riders on the track only to cover the cost of the event. All overnight campers shall pay the required camping fees per City and Rum River BMX Association agreement.

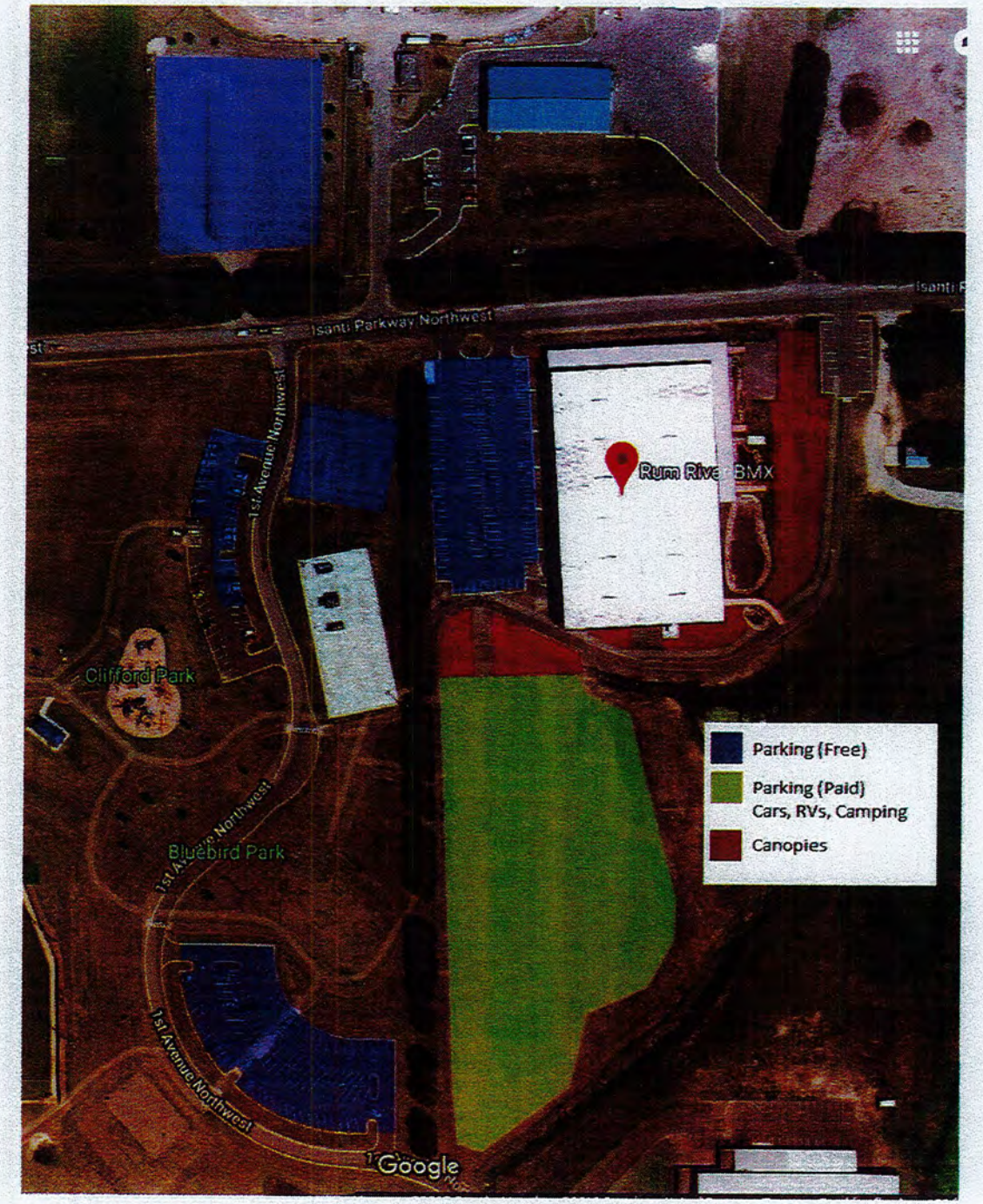
Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature: Larry Marchlewski

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560


Isanti Parkway Northwest
1st Avenue Northwest
Clifford Park
Bluebird Park
1st Avenue Northwest
1st Avenue Northwest
Google
Parking (Free)
Parking (Paid)
Cars, RVs, Camping
Canopies

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
April 23, 2019
City Council Chambers

1. Meeting Opening.

A. Call to Order.

B. Pledge of Allegiance
Everyone stood for the Pledge of Allegiance

C. Roll Call
Members Present: James Witte, Aaron Zdon, and Mayor Johnson
Staff Present: Jenny Garvey, Parks, Recreation and Culture Manager, Josi Wood, City Administrator

Zdon stated that Garvey is no longer board member, and is now city staff. Wood stated that the city is advertising for the open vacancies of additional board members. Garvey was vice chair of the board. Wood continued that if a board member is going to be absent, please notify staff as soon as possible, as we will not be able to hold a board meeting with less than three people because there will not be a quorum.

D. Agenda Modifications
Zdon asked if there were any agenda modifications, Wood stated there was one agenda modification for nominating a new vice chair to the board. Motion by Johnson, seconded by Witte; the motion passed.

2. Approval of Minutes from March 26, 2019, Parks, Recreation, and Culture Board Meeting
Motion by Johnson and second by Witte. Minutes were unanimously approved.

3. Park Visits Summary
Garvey reported on - Bluebird, Riverside, and Unity Parks. Garvey shared that Bluebird colors are fading. Garvey noted that the north wheel on the north side of park; appears that there is a bolt that needs tightening, mulch looked good, trail looks good. Garvey continued that the curb along the drive by the basketball court is in very rough shape and will need some concrete work. Wood added that the city will be doing curb side repair for the Farmers Markets, will do this repair at the same time. Garvey further shared the pavilion looks good and that the basketball court needs new lines painted on. The skate park equipment looked good. Garvey noted that there is a lot of debris that needs to be taken care. Need to let city maintenance aware of the debris and they will take care of it. Wood noted that we have a box for the lights at the skate park have been continually broken into. We are having a new box put in and up higher on the pole so that kids can't break into it. Lights in the park automatically go off at 10 PM. Need to

the check to see if lights are on timer for winter or summer hours. The control box for the timer is control by the electrician or public works. Garvey further discussed Riverside Park with an overall rating of a 4. Garvey noted that a couple of items for maintenance, one is the swing step. It has a bracket that appears to be off or twisted. Garvey further shared that the tot area where the fish piece is appears to have some moss growing on it, needs to be pressure washed. The mulch looks good, but in some spots it appears that too much mulch was used under tot car. Garvey mentioned that the trail looked good, and asked about the green gate that has access to the river, do we need to put up a sign stating city property ends here. Garvey finished with Unity Park and noted that the infield for the ball field has just been done and is ready the season, but the grass area is in rough shape. Garvey reported that the two small pavilions; one has shingles on the roof and are holding up and one has wood shingles. The large pavilion, roof appears to be in good shape. Once the snow is gone, people are parking on the grass when picking up their kids. Maybe we need to put up a sign stating no parking on grass. Garvey noted that the bleachers need a bit of leveling and repair. Wood shared that these are the property of the Rodeo, and the board should look at this item for future use/purchase and the Park Board may need to look into compliance with liability issues. Garvey noted that we should add to our equipment box the city of Isanti name to it. Garvey noted that there has been a porta potty put in the one spot that is helping with parking on the grass.

Mayor Johnson reported on Mattson, VFW, and Legacy Parks. Johnson reported that Mattson's overall appearance looked fantastic and rated it a 5. The playground is in good shape and had adequate mulch, however the trails and sidewalks are in need of some repair. Wood noted that the sidewalks are city property. Johnson continued that the pavilion looks fine, the tennis courts are in great shape and the picnic table looks great. VFW with overall appearance was rated a 4 plus. The swing posts look rusty. It was discussed that the posts could be sprayed with a galvanized coating to help with the rust and to let public works decide at their discretion as to how best to proceed. The playground mulch is sufficient and no obstruction in the park. Trails are good. The park is mainly city sidewalks. No pavilion in this park. Johnson continued with reviewing Legacy Park which has no playground equipment, no safety concerns and no mulch. Wood notated that we use lime ag on the trail, and we have budgeted some money for this year to spot update along trails and the cost of $20,000 to $30,000 to re lime ag the whole trail. The paths are becoming narrow because of erosion. It is on public works radar for this year to spot check areas that need attention. Johnson continued with his update of no pavilion and rated Legacy at a 5, all equipment in the park look great. Discussion continued with that in the past there have been problems with the picnic tables, but these problems have gone away. Discussion continued about the parking lot for this park as to when it will be done. Wood noted that it will probably be done during the second phase of construction. The city will probably be working with the construction company in regards to the paving of the parking lot. The board discussed steps and that there are apparently a couple of loose steps that are in need of repair. Wood noted she had noticed during a recent trip she had to the park that the area around the steps need to be filled in the lime ag.

Witte reported on Rum River Bluff Preserve, Isanti Hills, and Rum River Meadow Parks. Witte shared that Rum River Bluff Preserve was rated a 5. The bike racks look great and that is there is no playground mulch in this park. Witte noted that the steps are in of some repairs, with loose anchor bolts that need to be pounded down. The railing on the staircase are in good shape. Witte continued that the trails look good, however the trails are flooded in both directions. Witte noted that the stairs need to be clear of debris and the fishing pier has not been put in as of yet because the river is high. Wood noted that when she was there she noticed that there were a lot of golf balls in the park, this needs to be addressed in the future. Witte continued with Isanti Hills and an overall rating a 4. Witte noted that profanity has been engraved into the bench in the southeast corner of the park and also there is profanity on one the swings further to the south. The colors on the bouncy animals are fading and the slides have streak marks on them from boots. Witte noted that the grounds look good, but add some mulch around the swing set and bouncy animals. The pavilion and benches look fine. An update to the equipment is needed. Wood noted we can't find the replacement parts for this playground equipment. This playground equipment might be grandfather in but if you start doing improvements, it would need to be brought up to code and doesn't meet ADA code and safety compliance. The playground equipment would have to be replaced and not updated. Witte finished with reviewing Rum River Meadows and gave it an overall rating of a 5. Witte noted that the barrier around the perimeter of the park, plastic curbing, on the southwest corner, is coming up and needs to be pushed back down as some of the bolts are working their way up. Wood added that concrete edging is to be put in this year, depending on budget. The two parks that are left to have this done are Rum River Meadows and Riverside. Witte continued that the rock wall the handles are good. There is small hole at the bottom of the volleyball net. The picnic tables look fine. Witte observed that kids are playing with the cover that goes over the irrigation system. Wood noted that she has seen some others have a concrete slab to lock it in place and something we can look into. An ongoing problem within the park is dog feces issue. Public works has spent a lot of time at this park picking up dog feces. Possible solution would be to a fence around the playground area.

Wood asked if the board was aware of the project that is budgeted this year for a fence over at River Bluff Preserve, for a property to the north of the parking lot. Wood wasn't sure if this was brought to this board in the past. Jenny will be working on the project and will update the board at the next month meeting.

Zdon reported on Academy and Whisper Ridge Parks Zdon rated Academy a 5. Zdon reported that this is a new park as of last year and this park is also used by the school as a playground. The mulch needs to be raking this year as it has matted down, especially under the swings. Wood noted that mulch was added last year. Zdon noted that he saw no safety or maintenance issues, the trails look good and no obstructions. Zdon continued with his observation of Whisper Ridge and gave it an overall rating a 2. Zdon noted these safety issues - gate needs a new latch, possibly remove the gate. Half tennis court and basketball court. Zdon stated the trails are a 3 and are cracking and heaving. There are no obstructions, no pavilion and no mulch at this park.

Zdon reported that this park is at a 2, the board will need to decide if we fix the park or get rid of it. Zdon continued with do we resurface it as it does get some use. The surface is in bad shape. Wood added that the resurface of Mattson Park tennis courts cost approximately $15,000 and awhile back had looked at doing Whisper Ridge at that time and the cost would be close to $40,000. Discussion followed about what possibilities we could do, take out the court and replace with green space or just put in the basketball court.

Johnson noted that the concrete edging were put in Mattson park. Wood followed up that she did a cost analysis on concrete vs the plastic edging. The plastic is not cheap and has to be replaced every couple of years. The two remaining parks will have the concrete edging done this year as budgets allow.

4. Park Updates –
Wood shared that Earth Day cleanup on Monday, April 22nd. The groups this year included the: Cub scouts, Flagship Bank, C-I Middle School National Honor Society, Boy Scouts, Isanti Ambassadors and the Girls Scouts who will be out on Thursday, April 25th. Wood continued that this year we had every park covered and also included was the ditch along Cajima by Knife River. The National Honor Society they hit south passage and river bluff and walked down the street along the ditch, which was really full of debris.

Wood further shared that the Farmers' Market pre-season meeting is scheduled for Friday, April 26th at the Community Center. We have a numerous vendors interested this year. The market open May 31st and runs through September 27th every Friday from 2 PM to 6 PM.

Wood noted that the Adopt-A-Park program will be brought back to the board at another meeting.

Wood continued that the Bluebird Park refurbish project received two quotes. What the city received were different than the RFP that was stated. Wood shared that the city found out after reviewing the bids that it is not a good idea to completely dismantle an old park, powder coat it and put it back together because of stability issues. It is recommended that we to do electric static painting on site, which would not require that equipment to be dismantled. Jenny and Matt will take a look at the different parks that have been done. The two vendors have done this before, one of them we have never used before and staff will check out the quality of each vendor. Wood discussed that included at tonight's meeting for the board to review are pictures of colors that are being suggested to go along with the teal color on the slides are sand and royal blue. The swing set would be royal blue. It was felt the sand or beige would stand the test of time with fading. The board members noted that they liked the color scheme. The Clifford playground or tot playground within Bluebird park, will not be included in the refurbish, as this piece is obsolete with replacement pieces and when items break we will not be able to replace them and we will have to take that piece down. Wood noted that the bids that came in were between $8,000 and $9,000, under budget. This is a project is in capital improvement plan and the balance would stay there and staff is recommending the funds to stay there to be used for

another project and board agreed. Wood shared that this will need to go the council for final approval and also noted that a small slide is being replaced at Bluebird park.

Wood shared that the dog park received three quotes from fence companies. Council approved using Town & Country Fencing. Public works will be putting in the edging. Town & Country will come back to put in the rest of the fencing. This will all be done in the next 3 to 4 weeks. There are funds available for benches, porta potty, dog clean up area station, and one to two elements for dogs. A grand opening date is tentative for June.

5. Additional Item to Agenda

New Vice Chair for PRC board, with vacancy of Garvey, new vice chair to be nominated to board is Witte.
Motion by Johnson, second by Zdon. Motion passed. James Witte accepted the nomination.

Two more members are needed and are advertised as open.

6. Adjournment

Motion by Mayor Johnson, second by Witte to adjourn the April 23, 2019 meeting of the Parks, Recreation and Culture Board. Motion was approved.

The meeting adjourned at 6:53 PM

Dated at Isanti, Minnesota this 1st day of May, 2019.

Respectfully Submitted,

_____

Jenny Garvey
Parks, Recreation and Culture Manager

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, MAY 21, 2019 – 7:00 P.M.
CITY HALL

I. Citizens Input
II. City Council Agenda

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Minutes
1. May 7, 2019- Special Meeting
2. May 7, 2019 - Regular Meeting of the City Council

G. Announcements

1. Park, Recreation, & Culture Board Meeting	Tuesday, May 28, 2019 at 6:00 p.m.
2. City Council Meeting	Tuesday, June 4, 2019 at 7:00 p.m.
3. EDA Meeting	Tuesday, June 4, 2019 *(Immediately following the City Council Meeting)*

H. Council Committee Reports

I. Public Hearings

J. <u>Business Items</u>
1. Interview Candidates for Interim Appointment to Vacant City Council Seat
    a. Resolution 2019-XXX Appointing Candidate to Fill the Vacant City Council Seat on the Isanti City Council for the Remainder of the Term Until the Next Election

City Administrator Josi Wood
2. Resolution 2019-XXX Approving Website Redesign with CivicPlus
3. Resolution 2019-XXX Approving City Social Media Facebook Pages Allowing Comments
4. Resolution 2019-XXX Approving a Special Event Permit for the BMC British Auto Car Show
5. Resolution 2019-XXX Accepting Quote for Animal Control Services
6. Resolution 2019-XXX Amending Resolution 2019-119 Designating Committees and Representatives for City Commissions and Advisory Boards for Year 2019

Assistant City Engineer Jason Cook
7. Resolution for 2019- XXX Bid Opening Results- Revised Construction Completion Date

K. Consent Agenda

1. Accounts Payable in the Amount of $513,136.20, Payroll in the Amount of $102,078.63
2. Resolution 2019-XXX Accepting Resignation of Maintenance Technician II William Ross
3. Resolution 2019-XXX Promotion of Public Works Jordan Rapp to Maintenance Technician II
4. Resolution 2019-XXX Accepting Resignation of Assistant Finance Director Shayna Forster
5. Resolution 2019-XXX Offering the Position of Parks Intern to Current ED Intern Grant Matz
6. Resolution 2019-XXX Reduction in the Letter of Credit for Heritage Estates Subdivision
7. Resolution 2019-XXX Entering into MNDOT Agreement NO 1031859 for Street Rcut Improvements
8. Resolution 2019-XXX Extending SonicWall Subscription License
9. Resolution 2019-XXX Authorizing the Execution of Repayment Agreement on Lots 1 Block 1, Sun Prairie Fourth Addition with J Robinson Construction, Inc
10. Resolution 2019-XXX Authorizing the Execution of Repayment Agreement on Lots 2 Block 1, Sun Prairie Fourth Addition with J Robinson Construction, Inc
11. Resolution 2019-XXX Authorizing the Execution of Repayment Agreement on Lots 3 Block 1, Sun Prairie Fourth Addition with J Robinson Construction, Inc

L. Other Communications

1. April Police Department Reports
2. April Code Enforcement Officer Report
3. April Building Inspector Report
4. May Engineering Project Status Report

Adjournment

MINUTES OF THE CITY COUNCIL
CITY OF ISANTI
SPECIAL MEETING CITY COUNCIL
TUESDAY, May 7, 2019 at 5:00 PM
CITY HALL

Mayor Johnson called the Special meeting to order at 5:04 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Paul Bergley (arrived at 5:17 p.m.), Steve Lundeen and Dan Collison

Members Absent: None.

Staff Present: City Administrator Josi Wood, Human Resources City Clerk Katie Brooks, Community Development Director Sheila, Public Works Director Matt Sylvester, Finance Director Mike Betker and Lieutenant Travis Muyres

Others Present: Pam Whitmore

Mayor Johnson turned the meeting over to Pam Whitmore from the League of Minnesota Cities Insurance Trust.

Pam Whitmore shared key roles to good governance, agenda policies, quorum rules, communication tips, Data Practices Act and open meeting laws.

A. Adjournment
Motion by Lundeen, second by Collison to adjourn. Motion passed 4-0. Motion carried. The meeting adjourned at 6:47 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

F.2.

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, MAY 7, 2019 – 7:00 P.M.
CITY HALL

II. Agenda

Mayor Johnson called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Paul Bergley, Steve Lundeen and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, City Attorney Clark Joslin, Community Development Director Sheila Sellman and Assistant City Engineer Jason Cook

Others Present: Mark Reller and Rod Barrows

A. Adopt Agenda

Motion by Lundeen, second by Collison to adopt the agenda as presented. Motion passed 4-0. Motion carried.

B. Proclamations/Commendations/Certificate Awards

City of Isanti- MPCA 2018 Wastewater Treatment Facility Operation Award
Mayor Johnson shared that the City of Isanti has received this award from MPCA for monthly reporting for required discharge monitoring reports. Johnson continued to shared that this a great achievement and testament to the skills and dedication of Public Works employees.

C. Approve City Council Minutes

1. April 30, 2019- Special Meeting of the City Council
2. April 16, 2019 -Regular Meeting of the City Council
3. April 16, 2019- Committee of the Whole Meeting
4. March 26, 2019- Parks, Recreation, and Culture Board Meeting
5. March 5, 2019- Closed Session Minutes
6. February 5, 2019- Closed Session Minutes
7. February 5, 2019- Closed Session Minutes
8. February 5, 2019- Closed Session Minutes
9. January 24, 2019- Closed Session Minutes
10. January 24, 2019- Closed Session Minutes

Motion by Lundeen, second by Collison to approve minutes as presented. Motion passed 4-0. Motion carried.

G. Announcements

1. Committee of the Whole	Tuesday, May 21, 2019 at 5:00 p.m.
2. City Council Meeting	Tuesday, May 21, 2019 at 7:00 p.m.

3. Planning Commission Meeting — Tuesday, May 21, 2019 *(Immediately following the City Council Meeting)*

4. Park, Recreation, & Culture Board Meeting — Tuesday, May 28, 2019 at 6:00 p.m.

H. Council Committee Reports

Councilmember Bergley stated he would like to see reports from Public Works, Police Department and Liquor store for updates quarterly. City Council further discussed this matter being brought to Committee of a Whole for further discussion.

I. Public Hearings

Isanti Police Department Body Worn Camera Draft Policy for Public Input (*Clark Joslin*)
Mayor Johnson opened up the hearing at 7:04 p.m. Rodrick Barrows stated that as a retired officer for the Isanti Police Department he believes the department needs to stay current on these policies. He continued to shared that this needs to be strongly supported and enforced in the community.

Lundeen asked if a draft policy had been made yet. Joslin stated that the draft has been prepared and reviewed by Labor Attorney Susan Hansen. Joslin further stated that Hansen and her office have expertise in regard to the body camera legislation. Joslin stated he believes the policy to be appropriate. Lundeen asked if Interim Police Chief Travis Muyres was in accordance with the policy. Muyres stated that he drafted the policy and sent it to Labor Attorney Susan Hansen. Mayor Johnson closed the Public Hearing at 7:08 p.m.

There was no further discussion regarding this matter.

J. Business Items

1. Resolution 2019-118 Authorizing the Purchase of Squad Camera and Body Camera Equipment
City Administrator Josi Wood shared that this is what was presented before but needed a second quote because of the dollar value and the amount. Wood further shared that staff is recommending approval of the resolution presented with additional language to not exceed $65,000.
Motion by Lundeen, second by Collison to approve resolution with the additional language as stated above. Motion passed 4-0. Motion carried.

2. Interview Applicant for the Vacant Planning Commission Board Seat

a. Resolution 2019-119 to Appoint Candidate to Fill Vacant Planning Commission Seat

Applicant Alexander Collins was interviewed by Mayor Johnson for the open Planning Commission seat. Mr. Collins was asked questions specific to Planning Commission.
Motion by Lundeen, second by Collison to approve and appoint the applicant to the seat.
Motion passed 4-0. Motion carried.

<u>City Administrator Josi Wood</u>

3. Resolution 2019-120 Approving a Special Event Permit Application for G-Force Rally
Wood stated this is a unique Special Event Permit and that it is great for the community to be aware of the event. Wood read a statement that the applicant wrote regarding this special event. In that statement the applicant expressed his goal is to inspire young children with super cars as it has inspired him.
Council further discussed this matter.
Motion by Lundeen, second by Bergley to approve the resolution as presented. Motion passed 4-0. Motion carried.

4. Resolution 2019-121 Approving Bluebird Park Refurbishment Quotation

Wood stated that this is the project to recoat Bluebird Park Equipment. Wood continued to share that the RFP that went out was different than the quotes that were received. The quotes that were received were to paint it onsite. Wood stated it was a safety concerns to take down, removed, powder coated and reinstall the equipment. Wood further shared that the work will be done with an electrostatic painting. Motion Lundeen, second by Collison to approve resolution as presented. Motion passed 4-0. Motion carried.

5. Ordinance-699 Amending City Code Chapter 295, Tobacco and Related Delivery Products
City Administrator Wood stated that this is to update City Code to make the age requirement change from 18 years old to 21 years old to comply with the County Ordinance.
Motion by Lundeen, second by Collison to approve Ordinance as presented. Motion passed 4-0. Motion carried.

6. Ordinance-700 Amending City Code Chapter 290, Tattooing and Body Piercing
City Administrator Wood stated that this it to amend City Code Chapter 290 to repeal current requirements and to conform from City Code to state requirements for licensing of body art and facilities.
Motion by Lundeen, second by Bergley to approve Ordinance as presented. Motion passed 4-0. Motion carried.

7. Ordinance-701 Amending City Code Chapter 230, Parks and Recreation Areas; adding Article III, Dog Parks
City Administrator Wood shared that this Ordinance was discussed at Committee of the Whole to include dog park rules and regulations to City Code Chapter 230 for Parks and Recreation.
Motion by Collison, second by Bergley to approve Ordinance as presented. Motion passed 4-0. Motion carried.

K. Approve Consent Agenda

1. Accounts Payable in the Amount of $325.817.46 and Payroll in the Amount of $194,496.32
2. Contractor's Pay Request No. 1 for Dirtworks, Inc in the Amount of $58,895.25
3. Resolution 2019-122 Resolution to Declare Metal as Scrap and Authorize its Disposal
4. Resolution 2019-123 Approve Placement of Two Stop Signs at the Intersection of 5th Ave SW and Birch ST SW
5. Resolution 2019-124 Approving Exempt Gambling Permit Rum River BMX Raffle 50/50
6. Resolution 2019-125 Approving Temporary Liquor License for Isanti Rodeo Association
7. Resolution 2019-126 Approving a Check Be Written to Isanti Ambassadors for Volunteering at the Community Movie Night
8. Resolution 2019-127 Setting Work Sessions for 2020 Budget
9. Resolution 2019-128 Offering the Internal Position of Public Works Foreman to Joshua Becker
10. Resolution 2019-129 Offering the Position of Economic Development/ Marketing Intern to Grant Matz
11. Resolution 2019-130 Offering the Position of Part-Time Liquor Store Clerk to Catrina Chambliss
12. Resolution 2019-131 Approving a Special Event Permit Application for 2019 Minnesota State Series Qualifying Race

Motion by Bergley, second by Collison to approve consent agenda as presented. Motion passed 4-0. Motion carried.

L. Other Communications

1. Draft Minutes from the April 23, 2019 Parks, Recreation, and Culture Board Meeting

Adjournment
Motion by Bergley, second by Collison to adjourn. Motion passed 4-0. The meeting was adjourned at 7:24 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

J.1.

RESOLUTION NO. 2019-XXX

A RESOLUTION APPOINTING CANDIDATE TO FILL THE VACANT CITY COUNCIL SEAT ON THE ISANTI CITY COUNCIL FOR THE REMAINDER OF THE TERM UNTIL THE NEXT ELECTION

WHEREAS, a vacant seat occurred on the City Council with the absence of Councilor Ross Lorinser; and

WHEREAS, with said vacancy created by Councilor Johnson, the City Council adopted Resolution No. 2019-116, A Resolution Declaring a Vacancy on the City Council; and

WHEREAS, Resolution No. 2019-116 provides for temporary appointment of a qualified person to fill the vacancy until the Successor, elected at the General Election, takes office; and

WHEREAS, City Code Chapter 18, Article III, Vacancies in Elected Offices, provides the process for making a temporary appointment to fill Council vacancies until an election takes place to fill the vacant Council seat; and

WHEREAS, an ad was placed in the official newspaper and posted seeking interested persons to be appointed to fill the vacant Council seat until such time as a candidate is elected through the special election process. Uniform Applications from qualified applicants were due on May 10, 2019. Six applications were received from qualified candidates. The City Council shall interview the candidates and then vote by written ballot.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of Isanti, Minnesota, to appoint _____ to fill the vacant Council seat until such time as a candidate is elected through the general election process.

1. The appointed person shall take office after administration of the Oath of Office by the City Clerk.

2. The term of office expires upon their Successor, elected at the General Election, takes office on January 1, 2020.

Adopted by the Isanti City Council this 21st day of May, 2019.

Attest: _____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

Candidates for the Open Seat

Interviews will be conducted in the following order:

1. David Apitz
2. Luke Merrill
3. James Gordon
4. Rodrick Barrows
5. Walter Hansen
6. Leroy Johnson

ORAL INTERVIEW
CITY COUNCIL CANDIDATES

NAME: _____ DATE: _____

1. If you were going to describe Isanti to a new resident, what would you say?

_____

_____

_____

_____

2. How will your professional work experience help you as a council member?

_____

_____

_____

_____

3. What is the role of a City Council Member?

_____

_____

_____

_____

4. The City Council works as a team, along with Isanti City Staff. Tell us about the most recent collaborative effort you have participated in.

_____

_____

_____

_____

5. What do you think are the major issues facing the City? How do you see yourself playing a role in the major issues facing the City?

6. The City Council works as a team, along with Isanti City Staff. Tell us about the most recent collaborative effort you have participated in.

7. If you could change one thing about Isanti, what would it be?

8. Why should the City Council appoint you to this vacancy?

9. Are you able to attend City Council meetings two (2) Tuesday's a month beginning at 7:00pm?
Are you able to attend Committee of a Whole meetings once a month beginning at 5:00pm?
Are you able to attend other special meetings as needed?

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and City Council Members

From: Mike Betker, Finance Director

Date: May 15, 2019

Subject: Website Redesign Proposals

Background:

The 2019 budget includes $30,000 for website redevelopment from the following sources

$20,000	General Fund
$ 2,500	Water Fund
$ 2,500	Sewer Fund
$ 2,500	Stormwater Fund
$ 2,500	Liquor Fund

Per Resolution 2019-050, directed staff to publish a Notice of the Request for Proposals and distribution to seek proposals for such services from qualified design firms. Staff has reviewed the proposals received, viewed demonstrations from 2 vendors and is recommending the Council consider a draft contract with CivicPlus (aka CivicCMS).

Proposals Received

Staff received proposals from 4 vendors. The vendors and costs associated with each proposal are listed below.

				IF SPECIFIED			TOTAL 1 YEAR	TOTAL 2 YEAR
VENDOR	OPTION	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	COST	COST
REVIZE		$ 29,700	$ 5,900				$ 29,700	$ 35,600
GRANICUS	A	$ 15,000	$ 4,000	$ 4,200	$ 4,410	$ 4,631	$ 15,000	$ 19,000
CIVICCMS		$ 13,350	$ 2,250				$ 13,350	$ 15,600
GRANICUS	B	$ 7,500	$ 4,000	$ 4,200	$ 4,410	$ 4,631	$ 7,500	$ 11,500
TOWN WEB		$ 2,562	$ 1,548				$ 2,562	$ 4,110

Granicus did submit 2 proposals, at different cost and service levels. Upon review, of the 2 proposals Granicus submitted, option "A" as noted above, was identified as the better fit for the City's needs. Granicus and CivicPlus (CivicCMS) were selected to provide hour long demonstrations. Either would provide a significant upgrade to our current website, both in terms of the resident or outside user experience but also from the perspective of staff updating the site, and ease with which that could be done.

Staff Recommendation

Staff carefully considered both vendors and their proposals. Ultimately staff concluded that the two proposals were exceptionally competitive, with unique strengths to each. However the significantly lower ongoing support/maintenance fees associated with the CivicPlus proposal led in large part to staff recommending that the City move forward with CivicPlus as their proposal appears to provide the best overall value to the City of Isanti.

Timeline

Date / Timeframe	Action
5/21/2019	Council Consider Approval of Contract with CivicPlus
1 Week	Define Core Objective / Needs Assessment
3-4 Weeks	Website Committee Meeting(s) / Design Options and Layout / Finalize Design
2-3 Weeks	Identify Site Navigation and Links, Implement Design within CivicCMS
4-5 Weeks	Migrate Agreed Existing Content on Current Website
1 Week	Group and Individual Training Sessions
1 Week	Final Quality Check
9/9/2019	Go Live with New Website (Target Date)

Current Action:

Authorize staff to execute enclosed draft contract with CivicPlus (CivicCMS)

Attachments:

Resolution XXX-2019 Approving Website Redesign Contract with CivicPlus
Draft Contract with CivicPlus (Civic CMS)
Vendor Proposals from:
- Revize
- Granicus
- CivicPlus (CivicCMS)
- Town Web

RESOLUTION NO. 2019-XXX

A RESOLUTION APPROVING WEBSITE REDESIGN CONTRACT WITH CIVICPLUS

WHEREAS, the City Council, at their February 19, 2019 directed staff to publish a Notice of the Request for Proposals and distribution to seek proposals for website redesign services from qualified design firms; and,

WHEREAS, quotes were received as follows:

			IF SPECIFIED			TOTAL	TOTAL
VENDOR	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	1 YEAR COST	2 YEAR COST
REVIZE	$ 29,700	$ 5,900				$ 29,700	$ 35,600
GRANICUS - A	$ 15,000	$ 4,000	$ 4,200	$ 4,410	$ 4,631	$ 15,000	$ 19,000
CIVICCMS	$ 13,350	$ 2,250				$ 13,350	$ 15,600
GRANICUS B	$ 7,500	$ 4,000	$ 4,200	$ 4,410	$ 4,631	$ 7,500	$ 11,500
TOWN WEB	$ 2,562	$ 1,548				$ 2,562	$ 4,110

WHEREAS, the City finds it is in the best interest to select CivicPlus as the vendor; and,

WHEREAS, a draft contract has been prepared by CivicPlus with the staff and the City Attorney input and review; and,

WHEREAS, Council authorizes Staff to coordinate the layout and information on the website to be in a format that engages and informs website users while also being easy to navigate; and,

WHEREAS, regular updates on status and implementation will be provided by Staff to Council through correspondence;

WHEREAS, this is a budgeted expenditure with available funding as follows;

General Fund	$20,000
Water Fund	$2,500
Sewer Fund	$2,500
Stormwater Fund	$2,500
Liquor Fund	$2,500

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. Hereby approves the Website Redesign and Services Contract with CivicPlus per this Resolution.
2. Authorizes the City Administrator, or their designee, to work with CivicPlus on the design and layout in a way to enhance the City of Isanti through the website.
3. City Administrator to sign all necessary documents related to the execution of the contract with CivicPlus.

This Resolution was duly adopted by the Isanti City Council this 21st day of May, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

License and Service Agreement

Date: May 6, 2019

Client: City of Isanti

Client Address: 110 First Avenue, NW, Isanti, MN 55040

Phone: (763) 444-5512

This License and Service Agreement ("Agreement") sets forth the agreed upon terms and conditions under which CivicPlus, Inc ("CivicPlus") will provide the Services, as outlined and defined in the attached Exhibit A – Statement of Work ("SOW").

Term and Termination

1. This agreement shall be for a one-year period, starting at signing, and shall automatically renew, year-to-year, unless terminated by either party.
2. Either party may terminate the Services by providing the other party with at least 60 days written notice prior to the renewal date.
3. Client may terminate this Agreement at any time if CivicPlus is found in default of any obligation defined within this Agreement which has not been cured within thirty days after receipt of written notice of such default.
4. Notwithstanding the above, in the event this Agreement and the Services are terminated, any outstanding invoices for Services performed shall become due in full and any outstanding fees for annual services shall be prorated from the beginning of the renewal term to the date of termination.

Intellectual Property & Ownership

5. This Agreement is not a sale of CivicCMS Content Management System (the "CMS") and its associated applications and modules. CivicPlus provides a right of use to the Client during the period of this Agreement. Rights are non-transferable.
6. The Client will own the graphic designs and web content that are incorporated into the CMS; ownership assumes all invoices for development have been paid by the Client. Upon completion and delivery of the website to Client, Client will assume full responsibility of the content maintenance and administration. Client, not CivicPlus, shall have sole responsibility for the accuracy, quality, integrity, legality, reliability, appropriateness, and intellectual property ownership or right to use of all Client Content.
7. Regarding the CMS, Client may not: a) license, sublicense or in any way commercially exploit or make it available to any third party, b) make derivative works based upon it, c) reverse engineer or access it in order to build a similar product, copy features or functions, or share it with third parties, or d) copy any ideas, features, functions or graphics.
8. The CivicPlus name, the CivicPlus and CivicCMS logo, and the products and modules associated with these services provided are trademarks of CivicPlus, and no right or license is granted to use them.

Billing & Payment Terms

9. The project charges include the one-time development costs ($11,100) and the annual services ($2,250) as detailed on Exhibit A. The client will be invoiced as follows:
   a. 50% ($6,675) will be invoiced 30 days after the signing of this agreement.
   b. 50% ($6,675) will be invoiced 90 days after the signing of this agreement.
10. Annual services, including but not limited to hosting, support and maintenance services, shall be subject to a 5% annual increase beginning in Year 3 of service.
11. The Client shall only pay those expenses which are specifically defined in this Agreement or defined in writing and approved as an addendum to this Agreement.
12. If the Client's account exceeds 90 days past due, the web service may be temporarily removed from service until the Client's account is made current. Client will be given 30 days' notice prior to any removal of the website for non-payment.
13. The Client will be invoiced electronically through email. Upon request CivicPlus will mail invoices and the Client will be charged a $5.00 convenience fee.

Taxes

14. It is CivicPlus' policy to pass through sales tax in those jurisdictions where such tax is required. If the Client is tax-exempt, the Client must provide CivicPlus proof of their tax-exempt status, within fifteen (15) days of contract signing, and this Agreement will not be taxed. If the Client's state taxation laws change, the Client will begin to be charged sales tax in accordance with their jurisdiction's tax requirements and CivicPlus has the right to collect payment from the Client for past due taxes

Marketing

15. Client allows CivicPlus to display a "Government Websites by CivicPlus" insignia, and web link at the bottom of their web pages.
16. Client agrees to allow CivicPlus to include a reference(s) to the Client's website on the CivicPlus corporate website. This may include a mention of the Client, a picture of the Client's home page, and/or a case study of the Client's project.

Liability

17. CivicPlus will not be liable for any act, omission of act, negligence or defect in the quality of service of any underlying carrier or other service provider whose facilities or services are used in furnishing any portion of the service received by the Client.
18. CivicPlus will not be liable for any failure of performance that is caused by or the result of any act or omission by Client or any entity employed/contracted on the Client's behalf
19. Client agrees that it is solely responsible for any solicitation, collection, storage, or other use of end-users' Personal Data on any website or online service provided by CivicPlus. Client further agrees that CivicPlus has no responsibility for the use or storage of end-users' Personal Data in connection with the website or the

consequences of the solicitation, collection, storage, or other use by Client or by any third party of Personal Data.

20. To the extent it may apply to any service or deliverable of any SOW, user logins are for designated individuals chosen by Client ("Users") and cannot be shared or used by more than one User. Client will be responsible for the confidentiality and use of User's passwords and user names. Client will also be responsible for all Electronic Communications, including those containing business information, account registration, account holder information, financial information, Client Data, and all other data of any kind contained within emails or otherwise entered electronically through any CivicPlus Property or under Client's account. CivicPlus will act as though Client will have sent any Electronic Communications it receives under Client's passwords, user name, and/or account number. Client shall use commercially reasonable efforts to prevent unauthorized access to or use of any CivicPlus Property and shall promptly notify CivicPlus of any unauthorized access or use ofany CivicPlus Property and any loss or theft or unauthorized use of any User's password or name and/or user personal information.
21. Client shall comply with all applicable local, state, and federal laws, treaties, regulations, and conventions in connection with its use of any CivicPlus Property.

Indemnification

22. To the extent allowed by law, CivicPlus agrees to indemnify and hold Client harmless from any and all claims for bodily injury, death, personal injury and property damage and for any other expenses (including attorney's fees) which arise out of the negligent actions or omissions of CivicPlus during the performance of this Agreements.

Force Majeure

23. Neither party will be liable to the other for any failure or delay in rendering performance arising out of causes beyond its control and without its fault or negligence. Such causes may include, but not be limited to, acts of God or the public enemy, freight embargoes, power outages, and unusually severe weather; but the failure or delay must be beyond its control and without its fault or negligence and shall only be for the period causing the delay.

Miscellaneous

24. At all times and for all purposes hereunder, CivicPlus is an independent contractor and not an employee of the Client.
25. Any and all modifications of the services and/or terms of this agreement, shall be accomplished by an amendment, which must be approved in writing by both parties.
26. The invalidity, in whole or in part, of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.
27. Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. Each party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such party's obligations hereunder have been duly authorized

and that the Agreement is a valid and legal agreement binding on such party and enforceable in accordance with its terms.

Acceptance

We, the undersigned, agreeing to the conditions specified in this document, understand and consent to the terms & conditions of this Agreement.

Client	**CivicPlus**
By:	By:
Name:	Name: Bill Letsky
Title:	Title: Sales Director
Date:	Date:

Standard Website Services — Exhibit A

City of Isanti, MN

Initial Services

Phase 1: Website Design

- Create Custom Site Homepage Design & Layout
- Create Subpage Design & Layout
- Modify Design with Client Input until Approved

Phase 2: Site Implementation

- Identify Global Navigation, Cascading Navigation, Mega-Menus & Related Links
- Implement Design within CMS
- Develop Department Landing Pages

Phase 3: Content Development

- Create All Department & Board Landing Pages
  - Contact Information
  - Staff Table
  - Welcome Text
- Build out ALL Additional Pages/Files of Content
- Build out ALL Historic Meeting Minutes (We do not migrate historic events or agendas)

Phase 4: User Training

- One Day of Online User training sessions: Group & Individual, as needed

Phase 5: Website Deployment

- Final Site Review and Link Checking
- Install & Activate related modules
- DNS Activities

Total Project Cost: $11,100

Annual Services — Exhibit A

Hosting

- Secure Hosting in domestic data center
- Shared Web/SQL Server
- Redundant ISP
- 24/7 Monitored facility
- Redundant Power supplies with back-up generator
- Daily backups off-site
- 99.9% Uptime
- Intrusion Detection & Prevention

Support

- 24/7 Emergency Support
- Up to Four (4) Designated Support Users
- Unlimited Number of Content Editors
- Unlimited User Support, 9am to 5pm, Monday – Friday
- Personnel dedicated solely to User Support
- Same day response (24 Hour Window)
- Online Training Documentation
- Monthly User Tutorials

CMA Application & Modules

- Annual CMS Usage License
- Periodic CMS Upgrades
- Core Drupal Upgrades, as Applicable
- Periodic Module Upgrades
- Install Service Patches, as Applicable

Total Annual Cost **$2,250**

Additional supported users may be added at an annual cost of $250 per user.

Included in your website package:

- Apache Solr Search Appliance
- Google Analytics for Traffic Statistics
- E-Subscriber Mail Lists
- Online Web Forms
- Online Monthly User Webinars
- No Limit as to the Number of Pages You Can Add Over Time

J.3.

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MEMO for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: May 21, 2019
Subject: Consider New Resolution Approving City Social Media Facebook Pages allowing comments

---

Council approved the City utilizing social media Facebook sites to share information with the community by creating a City Hall, Liquor and Police Department Pages on April 2nd, 2019.

After further review, there is not an option to prohibit comments to be posted. There are only filters that can be put in place. Staff is recommending we do allow comments with the following guidelines:

> The City of Isanti reserves the right to not publish comments, questions, or postings containing: profane language or content; personal attacks, harassments, or threats against any individual or organization; discrimination against race, creed, color, age, gender, sexual orientation, physical or mental disability, etc.; copyright infringements or other illegal activity; sexual content, or links to sexual content.

It is also recommended that the Police Department have a separate policy for their Facebook Page due to their content being different than the other City Facebook pages. That draft policy for Council review will be brought at a later time.

Request
Staff is requesting action on this item.

Attachments
- Resolution 2019-XXX
- Social Media Guidelines - 'Exhibit A'

RESOLUTION NO. 2019-

RESOLUTION APPROVING CITY SOCIAL MEDIA FACEBOOK PAGES

WHEREAS, City Council met on January 29, 2019 to establish goals for year 2019 and having a presence on social media sites such as Facebook was an established goal; and,

WHEREAS, Staff presented information regarding city Facebook pages to Committee of the Whole on March 19, 2019; and,

WHEREAS, the City will utilize social media through Facebook pages for the Isanti Family Farmers Market, City of Isanti, Isanti Municipal Liquor and the Isanti Police Department; and,

WHEREAS, the City currently has a social media policy as defined in the Personnel Policy and further social media guidelines were established as outlined per this Resolution and 'Exhibit A'; and,

WHEREAS, a separate policy will be adopted for the Isanti Police Department Facebook page prior to launching;

WHEREAS, this Resolution supercedes;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the city having Facebook presence with a Liquor Store page, Police Department page, Official City page which includes Isanti events and community center information, and an Isanti Family Farmers Market page. The City Administrator or designee will manage the following:

1. A Site Administrator shall be assigned for each page to ensure quality and timeliness of posts.
2. The Site Administrator has the authority to post content that fits within the City's policy on social media in a creative and engaging way. Posts should be directed to the City Administrator or his/her designee for approval if the Site Administrator needs direction or clarification.
3. The City of Isanti reserves the right to not publish comments, questions, or postings containing: profane language or content; personal attacks, harassments, or threats against any individual or organization; discrimination against race, creed, color, age, gender, sexual orientation, physical or mental disability, etc.; copyright infringements or other illegal activity; sexual content, or links to sexual content.
4. Only City content will be allowed to be posted. This may be re-evaluated at a later date.
5. Information such as Overview, Demographics, History, Etc. should be written by the Site Administrator.
6. Layouts of banners should include the City of Isanti logo.

This resolution was duly adopted by the Isanti City Council this 2nd day of April, 2019

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

'Exhibit A'

Social Media Guidelines
The City will strive to keep its citizens and business owners informed on city issues by utilizing social media.

When using social media to disseminate information, the posts will be factual and not personal opinion. The main communication goal is to educate. Information will be posted approximately once per week or as time allows for the Site Administrator. Notifications and important updates that are time sensitive will be posted as soon as practical and when the Site Administrator is able.

Posts will contain general information but may also include specific posts on subjects, including but not limited to, the following areas:

- Administration
  - Post all council, commission, board agendas

- Community Development
  - How to access Building Information and Permits
  - Code Enforcement Information
  - Highlight new businesses in town with a link to their website

- Parks, Recreation and Culture
  - Park closures and/or notifications
  - Events and activities
  - Rain garden – Incentive Program
  - Community garden information

- Finance
  - Water, Sewer, Storm Sewer Billing – where does the money go to (pipes, operation, plant, et al)
  - City Finances, Levy, Budget
  - Property tax information

- Public Works
  - Sidewalks – clearing, reporting problems, etc.
  - Seal coating, crack sealing projects
  - Engineering projects
  - Flushing hydrants
  - City wide cleanup information

Request for City Council Action - MEMO

To: **Mayor Johnson and Members of the City Council**

From: Jenny Garvey, Parks, Recreation, and Culture Manager

Date: May 14, 2019

Subject: A Resolution Approving a Special Event Permit Application for BMC British Auto Car Show

---

Background

The City received a special event application from BMC British Auto which will be hosting a car show on their premises at 444 East Dual Blvd on Saturday, June 1, 2019 from 10:00 am to 3:00 pm. Organizers are expecting 75 – 100 people for the event. Show cars will be parked on the premises; spectators will park along both sides of East Dual Blvd. Organizers have also received permission from Metal Coatings to use their property for additional show car parking; permission email is attached. Event organizers anticipate their onsite restrooms to be adequate for the event. Their staff and volunteers will clean up after the event; the $100 clean up deposit has been submitted. Organizers have notified area businesses of the event as well.

Event organizers have indicated that they will be putting out ground signs the day of the event at the intersection of Heritage Blvd and East Dual Blvd; this use is allowed under City Code without a permit.

A copy of the application and department approval has been attached for City Council review.

Staff Request

City staff is requesting action on this item.

Attachments

- Resolution No. 2019-XXX
- Special Event Application
    - Special Event Application
    - Department Head Review Sheet

RESOLUTION 2019-XXX

A RESOLUTION APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR THE BMC BRITISH AUTO CAR SHOW

WHEREAS, BMC British Auto will be hosting a car show on Saturday, June 1st, 2019 from 10:00 am to 3:00 pm on their premises at 444 East Dual Blvd in Isanti; and,

WHEREAS, the estimated number of participants 75-100; and,

WHEREAS, show cars will be parked on BMC premises with potential overflow on the Metal Coatings property on the west side of East Dual Blvd, spectator parking will occur on the street; and,

WHEREAS, event organizers have indicated they will put out signs which are allowed within City Code the day of the event and will remove them when the event has finished, and other signs not on City property must be approved by the property owner prior to the event; and,

WHEREAS, event staff and volunteers will clean-up after the event, and the organizers have submitted the $100 clean up deposit;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve the application for the BMC British Auto Car Show to be held on June 1, 2019 with the following conditions:

- Property owner approval is submitted for any signs not on City property.

BE IT FURTHER RESOLVED by the City Council of the City of Isanti, Minnesota that this Resolution is hereby the 'Permit' for the above stated Special Event.

This Resolution hereby approved by the Isanti City Council this 21st day of May, 2019.

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: 4/23/19

APPLICANT INFORMATION

Sponsoring Entity (if applicable): BMC British Auto

Contact Person: John Engstrom

Address: City: State: Minnesota Zip: 55040

Phone: Fax: Cell:

E-mail:

Secondary Contact Person: Brian McCullough

Address: City: State: Minnesota Zip: 55040

Phone: Cell: E-mail:

EVENT INFORMATION

Event Name: Spring into Summer Charity Car Show to benefit The Harbor Room

Date(s) of Event: Saturday, June 1st 2019

Hours of Event: 10 AM until 3PM

Type of Event: [✔] Open to the Public [ ] Private [ ] Other:

Describe Event (List all activities. Provide flyer or other marketing materials as available.):

Car show sponsored by the Jaguar Club of Minnesota. Featuring British cars but open to all classic cars though. Benefit car show to support the Harbor room, a Cancer Resource Center at the Cambridge Hospital.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Proposed Location of the Event (be specific, site map also required):

444 East Dual Blvd, Isanti. - place of Business for BMC

Estimated Number of People in Attendance (includes staff, participants, and spectators):

75

Parking Impact – Describe in detail:

Street Parking plus parking in empty lot across the street

Tents, equipment, amusement rides, etc.

Type: Pop Up Covers for Craft Show participants

Size:

Location: On BMC property

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:

No

Are you requesting any street closures? If yes, list streets:

No

Restrooms (Portable) – Name or entity providing these services; and number of facilities to be provided. When other restroom facilities are not provided on-site or are limited; the applicant will need to pay for additional restroom facilities. For those events exceeding 75 persons, one (1) additional restroom shall be provided; for events exceeding 150 persons, two (2) additional restrooms shall be provided. For events exceeding 250; the Planning for Special Events-Usage Chart shall be used.

Two restrooms inside of business will be available

Security Plans – Name or entity providing these services. (A Police Officer is required if alcohol is being served or at the discretion of the Police Chief).

BMC employees

Clean-up Plans – Describe in detail:

Clean up will be by BMC Employees

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Live entertainment – Describe in detail:

~~No entertainment is scheduled~~

Will any other public addressing system or sound amplification be used? If so, describe:

~~NO public address system will be used~~

If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?

~~Event to be held on private property~~

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature: John Engstrom

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

OFFICE USE ONLY

Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief
✓ Approved _____ Denied _____ N/A Signature: JN per email

Police Chief
✓ Approved _____ Denied _____ N/A Signature: JN per email

Public Services Director
✓ Approved _____ Denied _____ N/A Signature: MS

Community Events & Parks Coordinator
✓ Approved _____ Denied _____ N/A Signature: [signature]

Community Development Director
✓ Approved _____ Denied _____ N/A Signature: JN per email

City Administrator
✓ Approved _____ Denied _____ N/A Signature: Jon Wood

City Council
_____ Approved _____ Denied

Date of Review: _____

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

A Community For Generations.

Isanti

MEMO

J.5.

To: **Mayor Johnson and City Council Members**

From: Don Lorsung, Assistant City Administrator/Special Projects

Date: May 16, 2019

Subject: Animal Control & Kennel Services

A request for quotes was placed in the Official Newspaper and posted for Animal Control and Kennel Services for the City. Contracted services shall run from June 1, 2019 through March 31, 2022. The City received two quotes/proposals for animal control services. The proposals were submitted by our interim animal control/kennel provider, On-line Retrievers and Gratitude Farms. Their proposals are attached.

Staff Review:

The proposal from our interim provider, On-line Retrievers, Ogilvie, MN is structured the same as their current contract. They would charge and retain a flat fee per dog (with mileage) for animal control services, and a daily charge for kenneling. These charges would be paid by the Owner when the dog is released. The costs to the City would be for animal control fees/mileage and kenneling for dogs (that are not redeemed or adopted out), charges for cancelled calls and vet/rabies situations. There is not a set monthly or annual cost to the City. To date in 2019, the City has incurred charges of $390.48 for their services. The Police Department has indicated that satisfactory services have been provided by On-line Retrievers during the interim time period.

The proposal from Gratitude Farms is similar in that animal control and kennel fees are charged to the Owner and retained by the provider. Under their proposal, a monthly service fee of $250.00 ($3,000.00 annually) would be charged. The fee is all inclusive of animal control/kenneling services, and there would be no other charges to the City. Staff has checked their references with two area cities and they have provided good service to those communities.

Staff Recommendation:

From a cost to the City perspective, the proposal from On-line Retrievers is less expensive annually since there is not a monthly service fee. Comparatively for the resident, if the dog is impounded and boarded for the total 5 day period, Gratitude Farms would be $210.00, and On-line Retrievers would be $290.60. Distance for the citizen to re-claim a dog is further to On-line Kennels (Ogilvie) versus Gratitude Farms (East Bethel). Staff requests that the City Council further discusses this matter, as there are both Cost and Citizen Service (distance/cost) considerations. A resolution that can award to either vendor is attached.

RESOLUTION NO. 2019-xxx

RESOLUTION ACCEPTING QUOTE FOR ANIMAL CONTROL AND KENNEL SERVICES

WHEREAS, the City of Isanti has requested quotes for Animal Control and Kennel Services; and

WHEREAS, staff has received quotations for Animal Control and Kennel Services from On-line Retrievers and Gratitude Farms; and

WHEREAS, both vendors are qualified service providers and their proposals are as follows:

QUOTER			Comments
Gratitude Farms	$85 Impound Fee	$25/day Boarding Fee	$250 monthly all-inclusive fee to City. Vendor keeps all fees charged.
On-line Retrievers	$100 Impound Fee, plus mileage/ IRS rate	$30/day Boarding Fee, $15/Day City Boarding Fee	No monthly City fee, $100.00 response for a complaint / response plus Mileage. Rabies U/M quarantine (10 day boarding - $250) plus $100 fee and mileage/IRS rate for transport. Vendor keeps all fees charged.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. The City Council hereby accepts the quote from _____ for Animal Control and Kennel Services

2. That the City Administrator is hereby authorized to complete and enter into the City Animal Control and Kennel services contracts for the provision of Animal Control and Kennel Services with _____.

This resolution was duly adopted by the Isanti City Council this 21st day of May, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

April 23, 2019

City of Isanti Staff,

This cover letter will help explain my quote for Animal Control and Kennel Services for the City of Isanti. Cities that I do Animal Control for I charge a monthly fee for On Call 24 hours a day 7 days a week service. For the City of Isanti, I would charge $250 per month, that would include all Dog pick up, transport, all food, water and exercising, insurance, any cancellations and everything included for Animal Control Services for Dogs not claimed in the City after 5 days. This fee is firm regardless of number of dogs picked up per month.

For Dogs that are picked up, I charge a fine to the owner/person:

Impound fee (includes administrative and pick-up) $85

Boarding (any portion of the day is boarded) $25/day

The City is <u>not</u> responsible for these charges if dog is not claimed.

These are the fees charged to Cambridge residents, I am willing to change any of these to assist with your Cities Price Schedule if you have one.

Thank you for your consideration.

Gratitude Farms

Tammy Gimpl

CITY OF ISANTI
ISANTI, MINNESOTA
ANIMAL CONTROL SERVICES QUOTE SHEET

I (we) submit the following quote for animal control (dog catcher) services for the City of Isanti. The quote shall be fully completed to be considered in the award of the quote per the attached specifications. Quotes will be accepted until 1:00 p.m. Tuesday, April 23, 2019 at Isanti City Hall, 110 1st Avenue NW, PO Box 428, Isanti, MN 55040.

All bids shall be based on direction by the City for service.

Quote for Services from the hours 8:00 a.m. to 7:00 p.m.

1. Dog Pick-up & Transport to Kennel or other animal as directed by City staff _____
2. Same Call – Pick-up of each Additional Dog & Transport to Kennel _____
3. Transport only, one or more dogs to a kennel when held at Police Department or City Hall _____
4. Respond to Complaint _____

Quote for Services from the hours 7:00 p.m. to 8:00 a.m. and designated holidays

5. Dog Pick up or other Animals & Transport to Kennel _____
6. Hourly Rate for Public Services _____
7. Dog bite incidents including transport to University of Minnesota _____
8. Price Adjustment over Service Years of contract* (if any) _____

See cover letter - flat fee charged to City of Isanti, which covers All of this.

Tammy

Tammy Gimpl
Name

Gratitude Farms
Company Name

Address EAST Bethel MN 55011

Phone Number

Authorized Signature

*Service Years are time periods defined as follows:

Year 1 – June 1, 2019 through March 31, 2020
Year 2 – April 1, 2020 through March 31, 2021
Year 3 – April 1, 2021 through March 31, 2022

CITY OF ISANTI
ISANTI, MINNESOTA
KENNEL SERVICES QUOTE SHEET

I (we) submit the following quote for kennel services for the City of Isanti. The quote shall be fully completed to be considered in the award of the bid per the attached specifications. Quotes will be accepted until 1:00 p.m. Tuesday, April 23, 2019 at Isanti City Hall, 110 1st Avenue NW, PO Box 428, Isanti, MN 55040

1. Per Day Fee for care of dog (Includes kennel, food, water, walking/exercising, etc) $25
2. Transport to Veterinarian/shelter $85
3. Price Adjustment over term of contact per service year * (if any) Ø

Charged to owner Not the City of Isanti

Tammy Compe
Name

Gratitude Farms
Company Name

Address

Phone Number

Authorized Signature

*Service Years are time periods defined as follows:

Year 1 – June 1, 2019 through March 31, 2020
Year 2 – April 1, 2020 through March 31, 2021
Year 3 – April 1, 2021 through March 31, 2022

On-Line Retrievers
Same as temporary Contract

CITY OF ISANTI
ISANTI, MINNESOTA
ANIMAL CONTROL SERVICES QUOTE SHEET

I (we) submit the following quote for animal control (dog catcher) services for the City of Isanti. The quote shall be fully completed to be considered in the award of the quote per the attached specifications. Quotes will be accepted until 1:00 p.m. Tuesday, April 23, 2019 at Isanti City Hall, 110 1st Avenue NW, PO Box 428, Isanti, MN 55040.

All bids shall be based on direction by the City for service.

Quote for Services from the hours 8:00 a.m. to 7:00 p.m.

1. Dog Pick-up & Transport to Kennel or other animal as directed by City staff — $100.00 plus IRS mileage .58 per mile
2. Same Call – Pick-up of each Additional Dog & Transport to Kennel — $0
3. Transport only, one or more dogs to a kennel when held at Police Department or City Hall — Same as 100.1
4. Respond to Complaint — Same as 100.1

Quote for Services from the hours 7:00 p.m. to 8:00 a.m. and designated holidays

5. Dog Pick up or other Animals & Transport to Kennel — Same as 100.1
6. Hourly Rate for Public Services
7. Dog bite incidents including transport to University of Minnesota — Call out fee $100.00 plus mileage. 10 day quarantine $25.00 per day
8. Price Adjustment over Service Years of contract* (if any)

Name

Company Name

Address

Phone Number

Authorized Signature

*Service Years are time periods defined as follows:

Year 1 – June 1, 2019 through March 31, 2020
Year 2 – April 1, 2020 through March 31, 2021
Year 3 – April 1, 2021 through March 31, 2022

CITY OF ISANTI
ISANTI, MINNESOTA
KENNEL SERVICES QUOTE SHEET

I (we) submit the following quote for kennel services for the City of Isanti. The quote shall be fully completed to be considered in the award of the bid per the attached specifications. Quotes will be accepted until 1:00 p.m. Tuesday, April 23, 2019 at Isanti City Hall, 110 1st Avenue NW, PO Box 428, Isanti, MN 55040

1. Per Day Fee for care of dog
   (Includes kennel, food, water, walking/exercising, etc) $15.00 per day for city $30.00 per day for owner
2. Transport to Veterinarian/shelter .58 per mile
3. Price Adjustment over term of contact
   per service year * (if any)

David A. & Michelle Ousdigian
Name

On-Line Advisory
Company Name

Address

Phone Number

David A. Ousdigian
Authorized Signature

*Service Years are time periods defined as follows:

Year 1 – June 1, 2019 through March 31, 2020
Year 2 – April 1, 2020 through March 31, 2021
Year 3 – April 1, 2021 through March 31, 2022

ON-CALL ANIMAL CONTROL OFFICER (Dog Catcher) CONTRACT

THIS AGREEMENT, entered into this ____ day of May, 2019 between _____ , hereinafter referred to as "**Contractor**," and the **City of Isanti**, Minnesota, hereinafter referred to as "**City**".

WITNESSETH, that Contractor and City, for the consideration stated herein, mutually agree as follows:

ARTICLE I
STATEMENT OF WORK

Contractor shall furnish all labor, equipment, and services performed for the job of Animal Control Officer (dogcatcher) for the City, as set forth below in an efficient, humane and workman like manner in accordance with this Agreement.

ARTICLE II

PEROD OF AGREEMENT

City hereby agrees to hire Contractor to render services as a Animal Control Officer (dog catcher), and Contractor faithfully agrees to diligently perform such duties for the period from June 1, 2019 through March 31, 2022; unless either party gives to the other written notice of not less than sixty (60) days, said notice stating that this Agreement shall be terminated and the effective date of termination.

ARTICLE III
THE CONTRACT PRICE

If not paid by Owner to the Animal Control Officer, the City will pay Contractor for performance of this Contract, in current funds as follows:

1. _____ for the first dog – pick up and transport to Kennel when requested.

2. Same Call – Additional dog - (_____) for pickup and transport to kenned as directed by the City.

3. _____ for transport of one dog as directed by the City to the designated dog kennel when animal is held at the Police Department or City Hall.

4. Between the hours of 7:00 p.m. and 8:00 a.m. and holidays the pickup and transport fee shall be _____ per dog.

5. _____ for a dog bite incident for transport to veterinarian; then to the University of Minnesota.

The contractor shall provide a monthly report for the Isanti Police Department for each animal impounded. The report shall include the following:

a) Isanti Police Department Incident Number (ICR Number)

b) Date and location of impoundment

c) Date and location of release

d) Full name of person the animal was released to

e) Animal Breed and Sex

f) Detailed information if any medical treatment was provided

g) Information regarding City Licensure of the animal

ARTICLE IV
CONTRACTOR'S DUTIES

Contractor shall, upon request of the Isanti Police Department, City Administrator (or designee), or other Law Enforcement Agency, take all reasonable and necessary steps to catch and take into custody any dog determined to be in violation of any City Ordinance or Minnesota State Statute in the corporate limits of the City of Isanti. Contractor shall also have the authority to pick up any dog that is observed by the Contractor and only those dogs that are determined to be in violation of any City Ordinance or Minnesota State Statute, when he/she is driving through the City without a direct request from the Isanti Police Department or City Administrator (or designee). All apprehensions of dogs or other animals shall be in a lawful, efficient and workman like manner. All animals apprehended pursuant to this contract shall be treated humanely, and shall be delivered into the custody of the party or facility designated by the City. The Contractor shall respond to calls for service within a four (4) hour time frame Monday through Sunday, 8:00 a.m. to 7:00 p.m. and 7:00 p.m to 8:00 a.m. If not available for immediate response, the City of Isanti reserves the right to bring the dog to the kennel facilities for containment.

ARTICLE V
IDENTIFICATION

City shall provide Contractor with appropriate credentials and/or identification to identify the Contractor as the "Official Animal Control Officer for the City of Isanti"

ARTICLE VI
INDEMNIFICATION

Contractor agrees to indemnify and hold the City harmless against all claims, losses, causes of action, and expenses, including legal expenses, arising relative to Contractor's performance of this Contract. City shall not be liable for any loss suffered by Contractor due to personal injury or because of damage to, or destruction of, any property, or any loss of profits or other consequential damages or any inconveniences resulting from the theft, damage to, or destruction of personal property. City may, at its option, but with no obligation to do

so, obtain insurance covering Contractor against liability to third parties relative to Contractor's performance of this Contract. Contractor shall be solely responsible for obtaining, at contractor's expense, liability insurance coverage naming the **City of Isanti** as additional insured, in an amount of not less than $1,000,000.00 insuring against personal injury or property damage for liability to third parties.

ARTICLE VII
TERMINATION

It is further agreed that in case of violation, breach or non-performance by Contractor of any of the agreements contained in this Contract, City shall have the right to declare this Contract immediately null and void upon written notice to Contractor. This Contract shall become effective as of June 1, 2019 through March 31, 2022; unless either party gives to the other written notice of not less than sixty (60) days, said notice stating that this Agreement shall be terminated and the effective date of termination. No amendment or modification of this Contract shall be effective unless made in writing and signed by both the City and Contractor.

_____

_____ _____
Date:

_____ _____
Josi Wood, City Administrator Date:

SPECIFICATIONS
ON-CALL ANIMAL CONTROL OFFICER (Dog Catcher)
ANIMAL CONTROL SERVICES
CITY OF ISANTI

Statement of Work
On-Call Animal Control Officer shall furnish all labor, equipment, and services performed for the job of dog catcher for the City of Isanti. Services shall be provided in an efficient and workman like manner.

On-Call Animal Control Officer Duties
Upon request of the Isanti Police Department, City Administrator (or Designee), or other Law Enforcement Agency, shall take all reasonable and necessary steps to catch and take into custody any dog determined to be in violation of any City Ordinance or Minnesota State Statute in the corporate limits of the City of Isanti. The Animal Control Officer shall also have the authority to pick up any dog that is observed by the Officer and only those dogs that are determined to be in violation of any City Ordinance or Minnesota State Statute, when driving through the City without a direct request from the Isanti Police Department or City Administrator (or Designee).

Services to be Provided
The On-Call Animal Control Officer shall provide the following services:

- Respond to a call by the Police Department or authorized City Staff to pick up and / or transport dogs.
- Respond to call to assist law enforcement for pick-up / and or transport of other animals.
- Transport one or more dogs or other animals as directed by the City to a designated dog kennel when animal is held at City Hall.
- Respond to complaints as directed by the Police Department or authorized City Staff.
- Provide services on a holiday as available.

.

Holidays shall be identified as follows:

New Year's Day	Martin Luther King Jr. Day
President's Day	Memorial Day
Independence Day	Labor Day
Columbus Day	Veteran's Day
Thanksgiving Day	Day After Thanksgiving Day
½ day Christmas Day Eve Day	Christmas Day

Identification

The City shall provide the Animal Control Officer with appropriate credentials and/or identification to identify the Contractor as the "Official Animal Control Officer" for the City of Isanti.

Indemnification

The Animal Control Officer shall agree to an indemnification clause as provided within the contract between the City of Isanti and the Animal Control Officer.

Insurance

The Animal Control Officer must provide liability insurance coverage and shall provide a Certificate of Liability Insurance to the City of Isanti and shall name the **City of Isanti** as an additional insured. Said insurance shall protect against liability for personal injury or property damage to third parties of not less than $1,000,000.00.

Termination

Animal Control Officer must agree to a sixty (60) day termination clause as provided in a contract between the City of Isanti and the service provider.

CITY OF ISANTI

KENNEL SERVICES
INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT between the **City of Isanti** (hereinafter "**City**"), whose principal office is located at 110 First Avenue NW, City of Isanti, State of Minnesota, and _____, (hereinafter "**Contractor**"), is made and entered into on the ____ day of May, 2019.

A. Period of Agreement.

City hereby agrees to hire Contractor to render temporary services as a dog care provider (kennel services), and Contractor faithfully agrees to diligently perform such duties for the period from June 1, 2019 through March 31, 2022.

B. Nature of Services.

Contractor shall perform the services contemplated by this Agreement in a discreet, humane manner. Contractor is retained as an independent contractor to assist with the dog care for unleashed dogs picked up by Isanti City's Animal Control Officer and/or law enforcement within the City of Isanti. It is specifically made part of this Agreement that the nature of services to be provided by Contractor shall include the provision of a place for each dog to stay; together with the provision of food, water and walking/exercising the dogs. The Contractor will be responsible to contact the rescue party i.e. animal shelter, human society, etc. for pick-up, or shall transport all dogs to the vet at the end of the five (5) days each unclaimed dog is to be held pursuant to City Ordinance and State Statute. If a dog that has bitten a person is impounded, that dog must be kept apart from other animals and observed for a period of ten (10) days pursuant to City Ordinance and State Statute, during which time the Contractor shall notify the City of signs of any transmittable diseases.

In the event of a dog bite, Contractor shall hold for ten (10) days pursuant to City Ordinance and State Statute; unless a release signed by the owner of the dog(s) is received authorizing euthanasia or disposal of the dog(s); and the owner has provided payment of all fees relating to the impoundment and kenneling of the dog(s).

It is understood, pursuant to this Agreement, that the Animal Control Officer shall bring all dogs caught directly to Contractor. Contractor will provide services for the City of Isanti seven days a week, twenty-four hours per day.

C. Compensation

Contractor shall receive _____ per day per City dog and _____ per day for Owner dog (plus sales tax) for the provision of food, water and walking/exercising. The Contractor shall keep fees for kenneling from the Owner of the dog. All fees must be paid by the Owner at the time the dog is picked up from the Kennel. If the dog is unlicensed and released to the owner after payment of all fees, the Contractor shall notify the Police Department. Contractor shall also receive _____ for the transportation of a dog kept pursuant to this Agreement to the rescue party, shelter or Veterinarian at the end of five (5) working days pursuant to City Ordinance and State Statute; or in the case of a dog bite to the veterinarian after ten (10) working days. Contractor shall also be

reimbursed the cost of medication for animal boarding services. Contractor shall provide proof of purchase of any said medication and verify which impounded dog received said medication. Contractor shall receive no other benefits than the above referenced dollar amounts or items stated in this contract.

D. **Licensing and Certification.**
Contractor hereby agrees to maintain all Professional Licensing and Certification required by local, state and federal law, and/or Associations for Dog Catchers and Dog Kennels.

E. **Relationship of Parties**
The parties intend that an independent contractor relationship will be created by this Agreement. The City is interested only in the results to be achieved, specifically; the caring for dogs not restrained with City limits, and the conduct and control of the work will lay solely with the Contractor. Contractor is not to be considered an agent or employee of the City for any purpose, and the employees of the Contractor, if any, are not to be considered employees of the City, and are not entitled to any of the benefits that the City provides its employees. It is further understood that Contractor may perform services for other entities, as long as such relationship does not impede, or prohibit, the provision of services for City pursuant to this Agreement.

F. **Liability Insurance and Indemnification.**
The services to be performed by Contractor pursuant to this Agreement will be performed entirely at Contractor's risk, and Contractor assumes all responsibility for the use and condition of tools and equipment used in the performance of Contractor's duties, efforts and work as dog care provider. Contractor shall be solely responsible for obtaining, at contractor's expense, liability insurance coverage naming the **City of Isanti** as additional insured, in an amount of not less than $1,000,000.00 insuring against personal injury or property damage for liability to third parties. Contractor further agrees to indemnify City for any and all liability or loss arising in any way out of the performance of this Agreement, including costs and attorney's fees.

G. **Termination.**
City and Contractor may terminate this Agreement at any time by providing written notice of not less than sixty (60) days. Such notice shall be given to City at City offices. Such notice shall be given to Contractor at its place of business.

H **Facilities and Equipment.**
Contractor shall be responsible for providing all tools and equipment necessary to perform the duties of dog care provider. The City will not provide office space to Contractor for services as dog care provider. Contractor shall also provide appropriate kennels for the retention of dogs caught by Contractor until appropriate disposition can be made for each such dog retained.

I. **Accounting and Billing.**
Contractor agrees to provide to City at the end of each month a summary of all dogs cared for, and an itemization of any charges to the City for each such dog cared for by Contractor. City agrees to pay for such services each month and within thirty (30) days of its receipt of each month's billing from Contractor. City shall be responsible for collecting payments from any individual, or individuals, for retrieving their dog.

J. **Business Records.**

At all times during the course of the Agreement, and upon termination of this Agreement by either party, all files, documents and records relating to performance of dog caring by Contractor shall remain the property of City, and shall be provided to City at any time upon its request to Contractor.

K. **Entire Agreement.**

This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes all other agreements or representations, whether written or oral.

L. **Headings**

Headings are for convenience only and are not a part of this Agreement.

CONTRACTOR

_____

_____

CITY OF ISANTI

_____

Josi Wood, City Administrator

SPECIFICATIONS
KENNEL SERVICES
CITY OF ISANTI

Statement of Work

Provide kennel services as a dog care provider providing room and board for dogs impounded by the City of Isanti or the Animal Control Officer.

Services to be Provided

- Provided dog care services in a discreet and humane manner.
- Care for unleashed dogs picked up by Isanti City's Animal Control Officer and / or law enforcement within the City of Isanti.
- Assist in the pick up of unleashed dogs in the event the Animal Control Officer and / or law enforcement is unable to pick up an unleashed dog due to other emergency.
- Provide a place for each dog to stay.
- Provide food, water, and walking / exercising the dogs.
- Provide medication for the needs of any dogs in care of the provider.
- Transport all dogs to the vet at the end of the required number of days pursuant to State Statute for each unclaimed dog.
- Observe any dog for a period of ten (10) days (or pursuant to State Statute) that has bitten a person and is impounded; as well as keep the dog apart from other animals; and notify the City of signs of any transmittable diseases.
- Transport all unleashed dogs to the kennel that may have been picked up by law enforcement and are held in the City Garage.
- Provide kennel services seven (7) days a week, twenty-four (24) hours per day.

Equipment

- Provide all tools and necessary equipment.
- Provide appropriate kennels for the retention of dogs to be cared for.

Accounting, Billing, Business Records

- Provide to City at the end of each month a summary of all dogs cared for, and an itemization of charges for each such dog cared for.
- Files, documents, and records relating to performance of dog caring shall remain the property of the City, and shall be provided to the City at any time upon its request by the kennel provided.

Licensing and Certification

Maintain all Professional Licensing and Certification required by local, state, and federal law, and / or Associations for Dog Catchers and Dog Kennels.

Liability Insurance and Indemnification

- Provide services at own risk.
- Assumes all responsibility for the use and condition of tools and equipment used in the performance of required duties, efforts and work.
- Carry liability insurance for an amount of not less than $1,000,000.00 and provide a certificate of said insurance as provided in the proposed contract with the City.
- Agree to an indemnification clause as provided within the contract between the City of Isanti and the kennel services provided.

Termination

Contractor must agree to a sixty (60) day termination clause as provided in a contract between the City of Isanti and the service provider

A Community For Generations.
Isanti

Request for City Council Action

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: May 21, 2019
Subject: Consider Resolution 2019-XXX to Amend Resolution 2019-119 Annual Appointments

---

With the appointment of a new Council Member to fill the vacant seat, term expiring on 12-31-2019, the Annual Appointments Resolution 2019-119 needs to be amended.

The following advisory committee was tabled at the January City Council meeting thus discussion should be held regarding Staff and a Council member appointment (and Alternate appointment if desired) to the following:

ICICLE	

Request:
Staff is requesting action on this item.

Attachment:
- Resolution 2019-XXX

RESOLUTION NO. 2019-XXX
Amending Resolution 2019-119

RESOLUTION DESIGNATING COMMITTEES AND REPRESENTATIVES FOR CITY COMMISSIONS AND ADVISORY BOARDS FOR YEAR 2019

WHEREAS, the City is required to make certain official appointments at the beginning of each year; and,

WHEREAS, the City Council must appoint City Council members to represent the City on various City and County-wide organizations on an annual basis:

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. That the City Council appoints the following individuals to represent the City on the following commissions, boards and advisory committees for 2019:

Committee of the Whole	Mayor and City Council
Economic Development Authority	Mayor and City Council
Parks, Recreation & Culture Board	Mayor
Planning Commission	Mayor and City Council
Rum River BMX Association Board	Collison
Community Education	Mayor
Cable TV Liaison	Lundeen
Civil Defense Director	Mayor
Fire District	Lundeen, Alternate Mayor Johnson
ICICLE	
School Liaison	Mayor, Lundeen
Chamber of Commerce Liaison	Mayor
Bike Isanti County Committee	Mayor
C-I Bike/Walk Trail	Mayor
Public Works Labor Management Committee	Mayor - Guest Representative
Weed Inspector	Mayor

2. That the City Council appoints the following to act as Mayor Pro-tem in the absence of the Mayor: Councilor Steve Lundeen.

3. That the Planning Commission, Economic Development Authority Board, and Park, Recreation and Culture Board shall meet on the date and times as designated as outlined on the attached schedule and posted at Isanti City Hall.

4. That the City Council designates the following individuals to the Park, Recreation and Culture Board for 2019:

_____	*(term expiration 12-31-2020)*
Aaron Zdon	*(term expiration 12-31-2019)*
James Witte	*(term expiration 12-31-2021)*
_____	*(term expiration 12-31-2021)*
Jeff Johnson	Council Representative (*term expiration 12-31-2019*
_____	Student Representative *(term expiration 12-31-2019)*

5. That the City Council designates the following individuals to the Planning Commission for year 2019:

Mayor and City Council:	
Jeffrey Johnson	*(term expiration 12-31-2019)*
Dan Collison	*(term expiration 12-31-2019)*
_____	*(term expiration 12-31-2019)*
Paul Bergley	*(term expiration 12-31-2019)*
Steve Lundeen	*(term expiration 12-31-2019)*
Appointed Members:	
Alexander Collins	*(term expiration 12-31-2021)*
Arissya Simon	*(term expiration 12-31-2019)*

6. That the City Council Economic Development Authority Board membership terms are as follows for year 2019:

Mayor and City Council:	
Jeffrey Johnson	*(term expiration 12-31-2019)*
Dan Collison	*(term expiration 12-31-2019)*
_____	*(term expiration 12-31-2019)*
Paul Bergley	*(term expiration 12-31-2019)*
Steve Lundeen	*(term expiration 12-31-2019)*
Appointed Members:	
Rod Barrows	*(term expiration 12-31-2024)*
Jill Reller	*(term expiration 12-31-2020)*

This Resolution is hereby approved by the Isanti City Council this 21st day of May, 2019.

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: May 15, 2019

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W. Cook, P.E.
Assistant City Engineer

Subject: Bid Opening Results – Revised Construction Completion Date
TH 65 & Cajima Street RCUT Improvements
City of Isanti, MN
BMI Project No.: R13.112908

A bid opening was held May 14, 2019 for the TH 65 & Cajima Street RCUT Improvements. No bids were received.

We contacted the plan holders to determine the reason for not bidding the project. The majority of the responses were that they couldn't line up all the sub-contractors they need to complete the project this fall.

All of the plan holders said they expected the City would receive bids and lower pricing if they allowed an alternate construction schedule that would all the project to be constructed in the spring of 2020.

Following are the two alternate construction schedules we propose to allow for the TH 65 & Cajima Street Improvements Project:

Original Schedule:

Commence Construction	After July 8, 2019
Substantial Completion of Construction	Before November 22, 2019

Alternate Schedule:

Commence Construction	After May 1, 2020
Substantial Completion of Construction	Before July 31, 2020

The contractor would be able to choose which construction schedule works the best with their schedule and would provide the lowest cost to the City.

We are requesting that the City Council approve the addition of the alternate construction completion date of July 31, 2020 and authorize re-advertisement for bids.

Please contact me with any questions or if you would like any additional information prior to the meeting as well.

Bolton & Menk is an equal opportunity employer.

RESOLUTION 2019-XXX

RESOLUTION AUTHORIZING CHANGE IN CONSTRUCTION SCHEDULE FOR TH 65 & CAJIMA STREET RCUT IMPROVEMENTS PROJECT WITHIN THE CITY OF ISANTI

WHEREAS, the City of Isanti held a bid opening on May 14, 2019 for the TH 65 & Cajima Street RCUT Improvements Project; and,

WHEREAS, the City did not receive any bids; and,

WHEREAS, an alternative construction schedule to allow the project to either be completed in the fall of 2019 or in the spring of 2020 may increase bidding interest; and,

WHEREAS, work would either be substantially completed by November 22, 2019 or work would not begin until after May 1, 2020 with a substantial completion date of July 31, 2020; and,

WHEREAS, MnDOT has agreed to pay $450,000 of the construction cost and 8% of that cost in additional engineering services; and,

WHEREAS, the plans and specifications have been completed for these improvements in accordance with direction from MnDOT and City staff; and,

WHEREAS, the project will be re-advertised following state requirements to receive new bids.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1) That the City shall approve the alternative construction completion schedule for the "TH 65 & Cajima Street RCUT Improvements".

2) That the City shall authorize the re-advertisement for bids.

This resolution was duly approved by the Isanti City Council this 21st day of May, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 5/10/2019 - 5/10/2019 | May 10, 2019 12:36PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/19	05/10/2019	51113	9	BERNICKS PEPSI-COLA	609-20200	1,683.16
05/19	05/10/2019	51114	1427	BRIGGS	226-20200	1,950.00
05/19	05/10/2019	51115	2321	C EMERY NELSON INC	602-20200	457.14
05/19	05/10/2019	51116	2082	CEMSTONE PRODUCTS COMPANY	101-20200	142.60
05/19	05/10/2019	51117	1198	CENTER POINT ENERGY	601-20200	2,700.81
05/19	05/10/2019	51118	1629	CITY OF ISANTI	226-20200	233.86
05/19	05/10/2019	51119	2234	COMPLETE INTEGRATED	614-20200	3,329.00
05/19	05/10/2019	51120	918	CRYSTAL SPRINGS ICE	609-20200	463.32
05/19	05/10/2019	51121	8	DAHLHEIMER DISTRIBUTING CO	609-20200	11,153.35
05/19	05/10/2019	51122	1941	DELTA DENTAL	861-20200	2,444.35
05/19	05/10/2019	51123	912	FASTENAL COMPANY	602-20200	215.16
05/19	05/10/2019	51124	385	FEDERATED CO-OPS INC	101-20200	54.99
05/19	05/10/2019	51125	2028	FURTHER	861-20200	65.00
05/19	05/10/2019	51126	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	22.34
05/19	05/10/2019	51127	1684	ISANTI COUNTY AUDITOR-	101-20200	1,095.64
05/19	05/10/2019	51128	252	ISANTI REDBIRDS	104-20200	541.93
05/19	05/10/2019	51129	1534	J. J. TAYLOR	609-20200	366.95
05/19	05/10/2019	51130	7	JOHNSON BROTHERS LIQUOR CO	609-20200	1,650.05
05/19	05/10/2019	51131	2648	LEPAGE & SONS	101-20200	2,139.75
05/19	05/10/2019	51132	1745	LINDEN WEB DESIGN	101-20200	16.62
05/19	05/10/2019	51133	1124	LORSUNG, DON	101-20200	130.85
05/19	05/10/2019	51134	17	MCDONALD DISTRIBUTING CO	609-20200	15,141.65
05/19	05/10/2019	51135	2731	MELLAND, LISA	101-20200	53.44
05/19	05/10/2019	51136	616	MENARDS - CAMBRIDGE	101-20200	169.55
05/19	05/10/2019	51137	281	MINNCO CREDIT UNION	101-20200	956.13
05/19	05/10/2019	51138	176	MN DEPT OF REVENUE	101-20200	22,909.00
05/19	05/10/2019	51139	2732	MUNICIPAL GROUP	101-20200	2,153.79
05/19	05/10/2019	51140	2341	RED BULL DISTRIBUTION	609-20200	212.50
05/19	05/10/2019	51141	2031	RESOURCE TRAINING	861-20200	32,429.50
05/19	05/10/2019	51142	2733	SINN, DANIEL & LAUREN	101-20200	100.00
05/19	05/10/2019	51143	315	ST.PAUL STAMP WORKS	101-20200	16.20
05/19	05/10/2019	51144	1361	STAPLES ADVANTAGE	603-20200	157.97
05/19	05/10/2019	51145	2598	T.A.SCHIFSKY & SONS INC.	101-20200	247.08
05/19	05/10/2019	51146	1290	THE AMBLE GROUP	603-20200	54.25
05/19	05/10/2019	51147	1333	TOWN & COUNTRY FENCE	920-20200	13,490.00
05/19	05/10/2019	51148	1820	URBANS HARDWARE	101-20200	210.52
05/19	05/10/2019	51149	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
05/19	05/10/2019	51150	686	VERIZON WIRELESS	609-20200	1,162.51
05/19	05/10/2019	51151	42	VIKING COCA-COLA BOTTLING CO	609-20200	305.31
05/19	05/10/2019	51152	1286	VINOCOPIA INC	609-20200	82.50
05/19	05/10/2019	51153	4	WATSON CO INC	609-20200	2,493.82
05/19	05/10/2019	51154	1922	WEX BANK	609-20200	3,062.29
05/19	05/10/2019	51155	2009	WOOD, JOSEPHINE	101-20200	80.27
Grand Totals:						126,408.15

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/19	05/17/2019	51159	127	ABDO, EICK & MEYERS, LLP	609-20200	14,150.00
05/19	05/17/2019	51160	915	ABLE HOSE & RUBBER, LLC	601-20200	515.70
05/19	05/17/2019	51161	953	ALL AMERICAN TITLE CO,INC.	601-20200	24.60
05/19	05/17/2019	51162	494	ALLINA HEALTH SYSTEM	101-20200	301.30
05/19	05/17/2019	51163	2030	ARTISAN BEER COMPANY	609-20200	367.25
05/19	05/17/2019	51164	598	ASPEN MILLS	101-20200	50.58
05/19	05/17/2019	51165	53	BELLBOY CORPORATION	609-20200	2,328.34
05/19	05/17/2019	51166	9	BERNICKS PEPSI-COLA	609-20200	554.36
05/19	05/17/2019	51167	368	BILLS QUALITY CLEANING	101-20200	546.00
05/19	05/17/2019	51168	1474	CDW GOVERNMENT INC	614-20200	296.71
05/19	05/17/2019	51169	1815	CENTURYLINK	609-20200	863.23
05/19	05/17/2019	51170	1822	CENTURYLINK BUSINESS SERVICES	101-20200	46.13
05/19	05/17/2019	51171	2610	CINTAS	101-20200	540.16
05/19	05/17/2019	51172	2428	CONCIERGE TITLE INC	601-20200	4.36
05/19	05/17/2019	51173	8	DAHLHEIMER DISTRIBUTING CO	609-20200	13,760.65
05/19	05/17/2019	51174	2720	DEFIANT DISTRIBUTORS	609-20200	496.02
05/19	05/17/2019	51175	2478	EAST CENTRAL ENERGY	101-20200	42.85
05/19	05/17/2019	51176	55	ECM PUBLISHERS INC	601-20200	124.37
05/19	05/17/2019	51177	2734	ENTITLE	601-20200	15.06
05/19	05/17/2019	51178	385	FEDERATED CO-OPS INC	101-20200	135.99
05/19	05/17/2019	51179	2028	FURTHER	861-20200	36.00
05/19	05/17/2019	51180	2735	GARVEY, JENNY	101-20200	19.54
05/19	05/17/2019	51181	2357	GRONOMICS	101-20200	304.00
05/19	05/17/2019	51182	2741	GS LAND LLC	505-20200	311,310.85
05/19	05/17/2019	51183	2181	HUGHES, JOSEPH D.	601-20200	77.92
05/19	05/17/2019	51184	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	46.29
05/19	05/17/2019	51185	1684	ISANTI COUNTY AUDITOR-	918-20200	614.00
05/19	05/17/2019	51186	270	ISANTI READY-MIX INC	101-20200	474.25
05/19	05/17/2019	51187	113	ISANTI TIRE & AUTO CARE	101-20200	48.00
05/19	05/17/2019	51188	7	JOHNSON BROTHERS LIQUOR CO	609-20200	6,450.08
05/19	05/17/2019	51189	1857	JOSLIN & MOORE	101-20200	6,732.00
05/19	05/17/2019	51190	5	KAWALEK TRUCKING	609-20200	209.00
05/19	05/17/2019	51191	1170	LAND TITLE INC	601-20200	300.03
05/19	05/17/2019	51192	1282	LEAF TOWING AND	220-20200	550.00
05/19	05/17/2019	51193	2648	LEPAGE & SONS	101-20200	584.42
05/19	05/17/2019	51194	1975	LIBERTY TITLE	601-20200	55.27
05/19	05/17/2019	51195	871	MARTIN-MCALLISTER	101-20200	2,000.00
05/19	05/17/2019	51196	17	MCDONALD DISTRIBUTING CO	609-20200	10,517.65
05/19	05/17/2019	51197	616	MENARDS - CAMBRIDGE	101-20200	109.33
05/19	05/17/2019	51198	2208	MINNESOTA EQUIPMENT	101-20200	59.95
05/19	05/17/2019	51199	2116	MINUTEMAN PRESS	101-20200	455.68
05/19	05/17/2019	51200	2736	MUELLER, CORY	603-20200	35.15
05/19	05/17/2019	51201	2737	NELSON, MICHAEL & MELISSA	601-20200	63.72
05/19	05/17/2019	51202	617	PAUSTIS & SONS	609-20200	883.75
05/19	05/17/2019	51203	44	PHILLIPS WINE & SPIRITS INC	609-20200	6,581.99
05/19	05/17/2019	51204	2738	SEARCY, JAYME	101-20200	50.00
05/19	05/17/2019	51205	2739	SIMON, TRACIE	601-20200	43.16
05/19	05/17/2019	51206	2733	SINN, DANIEL & LAUREN	601-20200	62.11
05/19	05/17/2019	51207	2156	SUMMIT COMPANIES	101-20200	8.00
05/19	05/17/2019	51208	1290	THE AMBLE GROUP	101-20200	23.13
05/19	05/17/2019	51209	2362	TITLE WERKS, LLC	601-20200	61.41
05/19	05/17/2019	51210	2027	US INTERNET	603-20200	57.80
05/19	05/17/2019	51211	42	VIKING COCA-COLA BOTTLING CO	609-20200	183.20

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/19	05/17/2019	51212	4	WATSON CO INC	609-20200	1,636.12
05/19	05/17/2019	51213	2740	WESTBEND MUTUAL INSURANCE CO	104-20200	920.59
Grand Totals:						386,728.05

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

City of Isanti

Gross Payroll	88,091.14
Social Security & Medicare	4,778.03
Public Employees Retirement	9,209.46
Total City Expense	102,078.63

Pay Date 5/17/2019

Pay Period 10 (4/28-5/11/19)

RESOLUTION 2019-XXX

K.2.

RESOLUTION ACCEPTING FULL-TIME MAINTENANCE TECH II WILLIAM (BILLY) ROSS III LETTER OF RESIGNATION

WHEREAS, full-time Maintenance Tech II Billy Ross has submitted a letter of resignation to the City of Isanti and presented this to Public Services Director Matt Sylvester on May 8, 2019; and,

WHEREAS, the effective date of this resignation is May 22, 2019; and,

WHEREAS, Billy Ross is leaving employment in good standing; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve as follows:

1. That the resignation of Billy Ross is hereby accepted effective May 22, 2019.

2. That Human Resources/City Clerk and Public Services Director Matt Sylvester are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 21st day of May, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2019-XXX

K.3.

RESOLUTION OFFERING THE INTERNAL POSITION OF FULL-TIME PUBLIC WORKS MAINTENANCE TECHNICIAN II TO JORDAN RAPP

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and,

WHEREAS, the City Council approved to accept internal applications to fill a Full-Time Public Works Maintenance Technician II position; and,

WHEREAS, the Maintenance Technician II job posting was made available to all internal Public Works staff for the 5-day posting requirement in compliance to the I.U.O.E Local 49 union contract; and,

WHEREAS, the Human Resources selected internal candidate, Jordan Rapp Maintenance Technician I, as the most qualified candidate for the open Full-Time Public Works Maintenance Technician II position.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1. That Human Resources is hereby directed to offer the Full-Time Public Works Maintenance Technician II position to Jordan Rapp for the City of Isanti and that he shall be eligible to start in that position on or after May 22th, 2019.
2. That Jordan Rapp shall start at Step 1 of the Wage Scale at $21.25 per hour.
3. Human Resources is authorized to complete all required documentation for the position change.

This Resolution is hereby approved by the Isanti City Council this 21st day of May, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

K.4.

RESOLUTION 2019-XXX

ACCEPTING FULL-TIME ASSISTANT FINANCE DIRECTOR LETTER OF RESIGNATION FOR SHAYNA FORSTER

WHEREAS, Assistant Finance Director Shayna Forster has submitted a letter of resignation to the City of Isanti on Wednesday May 15th, 2019; and,

WHEREAS, the final effective date of this two-week notice is May 29th, 2019; and,

WHEREAS, Shayna Forster is leaving employment in good standing; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve as follows:

1. That the resignation of Shayna Forster is hereby accepted effective May 29, 2019.

2. That Human Resources, Finance Director and City Administrator will evaluate the position and department needs before posting for the positions.

This Resolution is hereby approved by the Isanti City Council this 21st day of May, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2019-XXX

RESOLUTION OFFERING THE POSITION OF PARKS INTERN TO CURRENT ECONOMIC DEVELOPMENT-MARKETING INTERN GRANT MATZ

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and

WHEREAS, the City Council approved to advertise and accept applications to fill a paid part-time Parks internship; and

WHEREAS, current Economic Development Intern, Grant Matz, was offered a secondary internship for Parks Intern to bring him to temporary- full time status; and,

WHEREAS, the combination of the temporary internship positions will not be eligible for PERA or health insurance benefits; and,

WHEREAS, the internships are within budget and will last until end of Summer/early Fall.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL of the City of Isanti, Minnesota as follows:

1. That Human Resources is hereby directed to offer the Parks Internship to Mr. Grant Matz for the City of Isanti and that he shall start in that position effective May 22, 2019 or later.
2. The wage will remain the same in both internship positions at $14.00 per hour.
3. That Human Resources is directed to complete all additional documentation for the completion of the employment offer.
4. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This resolution was duly adopted by the Isanti City Council this 21st day of May, 2019.

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2019-xxx

A RESOLUTION AUTHORIZING A REDUCTION IN THE LETTER OF CREDIT FOR HERITAGE ESTATES SUBDIVISION

WHEREAS, Level Contracting, LLC (developer) has submitted a written request for a reduction in the letter of credit as described in the development agreement between the developer and the City of Isanti; and,

WHEREAS, the developer has requested a reduction in the letter of credit from $564,545.49 to $253,234.84, a reduction of $311,310.65; and,

WHEREAS, the developer has successfully installed municipal water and sewer improvements; and,

WHEREAS, the Community Development Director and City Engineer have reviewed the request and recommended approval.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that the requested reduction in the letter of credit be hereby **APPROVED** as requested, **BE IT FURTHER RESOLVED** that the City Council of the City of Isanti authorizes City Staff to execute said reduction.

This Resolution is adopted this 21st day of May, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
City Clerk/Human Resources

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: May 10, 2019

To: Sheila Sellman, Community Development Director

From: Jason W. Cook, P.E.
Assistant City Engineer

Subject: Heritage Estates – Developer Requested Letter of Credit Reduction
City of Isanti, MN
Project No.: R13.118416

Level Contracting, LLC, the developer of Heritage Estates, has requested a reduction of $311,310.85 to the Letter of Credit for the Heritage Estates development.

They have paid C.W. Houle, Inc $311,310.85 for work completed to date, including the installation of all sewer and water services and mains planned for this development.

The work has been found to be in compliance with City standards and all tests have passed to date.

We recommend approving the reduction of the Letter of Credit in the amount of $311,310.85 for work completed to date.

The remaining balance of the Letter of Credit is anticipated to be sufficient to complete the project as proposed while covering all incurred overhead costs including testing, inspection, and contract administration.

Attached is the request for the reduction as well and the invoice paid and the lien waiver from C.W. Houle, Inc for work completed to date.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

Alliant FINANCE LLC

May 7, 2019

Mr. Jason Cook
Bolton & Menk
7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303

RE: Heritage Estates Subdivision
Request for Reduction of Financial Guarantee

Dear Jason:

Given the completion of certain improvements in the Heritage Estates Subdivision, at this time I am requesting a reduction in the amount of the Financial Guarantee that was provided to the City of Isanti in connection with this development. The reduction requested is $311,310.65.

I have attached the amount paid and the applicable lien waiver from C.W. Houle, Inc. for the amount requested and paid.

I would like to request that the City process this request as soon as possible. The reduction in the deposit being held by the City should be released according to the terms outlined in the Deposit Agreement for Heritage Estates.

If you have any questions or need any further information, please don't hesitate to contact me. Thank you for your assistance in processing this request.

Sincerely,

ALLIANT FINANCE, LLC

Robert J. Machacek
Chief Operating Officer

ALLIANT VENTURES II, LLC

DRAW REQUEST

Email Request or Call Before Presenting This Draw Request For Payment

This Draw Request must be an original signed by both the Builder & Subcontractor in order to receive payment

Alliant Office Address: 4655 Nicols Road, Suite 106 Eagan, MN 55122

Builder/Borrower: Level Contracting, LLC

Date: 5-10-19

Pay to the Order of: C.W. Houle, Inc.

Loan #: 4000

Address: 1300 West Cty Rd. 1

For AF use Only

City/State/Zip: Shoreview MN 55126

Telephone: 651-484-6027

AMOUNT: $ 311,310.85/100

For the following work completed: Excavating + Utility work

Builder/Borrower: Level Contracting, LLC

By:

For AF Use Only:

Property Address:

Unfunded Balance:

Amount Previously Paid:

WE ARE REQUIRED BY THE INTERNAL REVENUE SERVICE TO GET YOUR TAX ID NUMBER BEFORE PAYMENT IS MADE

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

DATED:

THE UNDERSIGNED HEREBY ACKNOWLEDGES RECEIPT OF THE SUM OF $ 311,310.85/100

CHECK ONLY ONE:

1) [X] As partial payment for labor and materials furnished

2) [ ] As payment for all labor and materials furnished

of $

3) [ ] As full and final payment for all labor and materials furnished

to the undersigned for property legally described as follows:

Heritage Estates - Isanti County, Minnesota

If payment is processed through the mail, this lien waiver is NOT valid until check has cleared the bank

[X] Corporation

[ ] Individual

[ ] Sole Proprietor

[ ] Partnership

[ ] Limited Liability Company

C.W. Houle, Inc.

Company Name

Bryan W Houle

Signature

Bryan W Houle

Printed Name of Individual

President

Title

1300 West Cty Rd 1

Address

651-484-6077

Telephone No.

FID #: 41-0834680

SSN#:

[ ]

C.W. Houle, Inc.
Excavating • Sewer-Water Construction
1300 WEST COUNTY ROAD I
SHOREVIEW, MINNESOTA 55126-5611
TELEPHONE: (651) 484-6077 FAX: (651) 484-8895 Email: info@cwhoule.com

April 29, 2019

HERITAGE BUILDERS, LLC
ATTN: MONTY JENSEN
20891 - 145TH STREET NW
ELK RIVER, MN 55330

RE: Isanti - Heritage Estates 18-02
EST # 1

TOTAL WORK TO DATE:	$325,253.42
EXTRA WORK PERFORMED:	$2,442.00
GROSS AMOUNT DUE:	$327,695.42
LESS 5% RETAINAGE:	$16,384.77
LESS PREVIOUS ESTIMATES:	$0.00
TOTAL AMOUNT DUE:	$311,310.65

EXTRA WORK:

INVOICE 10924 (SEE ATTACHED)	$825.00
INVOICE 10925 (SEE ATTACHED)	$1,617.00
TOTAL EXTRA WORK:	$2,442.00

C. W. HOULE, INC
1300 WEST COUNTY ROAD I
SHOREVIEW, MN 55126

April 29, 2019

HERITAGE BUILDERS, LLC
ATTN: MONTY JENSEN
20891 - 145TH STREET NW
ELK RIVER, MN 55330

RE: Isanti - Heritage Estates 19-02
EST # 1

	DESCRIPTION	CONTRACT QUANTITY	AMOUNT	UNIT PRICE	UNIT	CURRENT QUANTITY	AMOUNT	QTY TO DATE	AMOUNT TO DATE
	SANITARY SEWER								
1	CONNECT TO EXISTING	3	$16,650.00	$5,550.00	/EA	3	$16,650.00	3	$16,650.00
2	8" DIP CL 52	120	$4,920.00	$41.00	/LF	120	$4,920.00	120	$4,920.00
3	8" PVC (35)	2090	$50,160.00	$24.00	/LF	2090	$50,160.00	2090	$50,160.00
4	4" SDR (26)	750	$12,750.00	$17.00	/LF	461	$7,837.00	461	$7,837.00
5	MANHOLES	15	$52,200.00	$3,480.00	/EA	15	$52,200.00	15	$52,200.00
6	OUTSIDE DROPS	6	$21,900.00	$3,650.00	/EA	6	$21,900.00	6	$21,900.00
7	TELEVISE SEWER	2250	$5,850.00	$2.60	/LF	0	$0.00	0	$0.00
8	DEWATERING	1	$41,850.00	$41,850.00	/LS	1	$41,850.00	1	$41,850.00
9	SEWER ROCK	100	$3,200.00	$32.00	/T	79.06	$2,529.92	79.06	$2,529.92
10	8X4 WYES	48	$7,920.00	$165.00	/EA	49	$8,085.00	49	$8,085.00
11	CUT IN 8X4 WYE	1	$5,210.00	$5,210.00	/EA	1	$5,210.00	1	$5,210.00
12	SEEDING WITH MULCH	2.5	$4,000.00	$1,600.00	/AC	0	$0.00	0	$0.00
	SANITARY SEWER SUBTOTALS:		**$226,610.00**				**$211,341.92**		**$211,341.92**
	WATERMAIN								
1	CONNECT TO EXISTING	3	$10,800.00	$3,600.00	/EA	3	$10,800.00	3	$10,800.00
2	FLUSHING HYDRANT W/ GV	3	$11,640.00	$3,880.00	/EA	2	$7,760.00	2	$7,760.00
3	6" DIP CL 52	2160	$66,960.00	$31.00	/LF	1440	$44,640.00	1440	$44,640.00
4	8" DIP CL 52	20	$740.00	$37.00	/LF	0	$0.00	0	$0.00
5	FITTINGS	1	$9,750.00	$9,750.00	/LS	0.65	$6,337.50	0.65	$6,337.50
6	8" GATE VALVE	1	$2,130.00	$2,130.00	/EA	0	$0.00	0	$0.00
7	1" SERVICE GROUP	46	$21,390.00	$465.00	/EA	28	$13,020.00	28	$13,020.00
8	1 1/4" SERVICE GROUP	2	$1,880.00	$940.00	/EA	1	$940.00	1	$940.00
9	1" COPPER	900	$16,200.00	$18.00	/LF	615	$11,070.00	615	$11,070.00
10	1 1/4" COPPER	220	$4,840.00	$22.00	/LF	90	$1,980.00	90	$1,980.00
11	BIO LOG - EROSION	2200	$3,960.00	$1.80	/LF	0	$0.00	0	$0.00
	WATERMAIN SUBTOTALS:		**$150,290.00**				**$96,547.50**		**$96,547.50**
	STORM SEWER								
1	CONNECT TO EXISTING	2	$3,360.00	$1,680.00	/EA	1	$1,680.00	1	$1,680.00
2	12" HDPE	560	$10,640.00	$19.00	/LF	336	$6,384.00	336	$6,384.00
3	48" CBMH	3	$7,410.00	$2,470.00	/EA	2	$4,940.00	2	$4,940.00
4	27" CB	2	$3,460.00	$1,730.00	/EA	2	$3,460.00	2	$3,460.00
5	INLET PROTECTION	16	$4,050.00	$270.00	/EA	0	$0.00	0	$0.00
	STORM SEWER SUBTOTALS:		**$28,920.00**				**$16,464.00**		**$16,464.00**
	STREETS								
1	REMOVE SIDEWALK	1000	$1,200.00	$1.20	/SF	750	$900.00	750	$900.00
2	5' CONCRETE SIDEWALK W/ 4" AGG BASE	4000	$23,200.00	$5.80	/SF	0	$0.00	0	$0.00
3	PED RAMP	1	$1,650.00	$1,650.00	/EA	0	$0.00	0	$0.00
4	STRAW BLKT W/ SEED	1000	$3,000.00	$3.00	/SY	0	$0.00	0	$0.00
	STREETS SUBTOTALS:		**$29,050.00**				**$900.00**		**$900.00**
	TOTALS:		**$434,870.00**				**$325,253.42**		**$325,253.42**

C. W. HOULE, INC.
1300 WEST COUNTY ROAD I
SHOREVIEW, MN 55126
Telephone: (651) 484-6077

DATE: 4/29/2019
INVOICE: 10924
PAGE: 1

BILL TO: HERITAGE BUILDERS, LLC
MAIL TO: ATTN: MONTY JENSEN
20891 - 145TH STREET NW
ELK RIVER, MN 55330

LOCATION: ISANTI - HERITAGE ESTATES 19-02

INSTALL TEMPORARY SIDEWALK. WORK INCLUDES TIME ON S-160 BOBCAT AND CLASS 5. WORK DONE ON 4/15/2019.

QUANTITY		DESCRIPTION	UNIT PRICE	AMOUNT
1	LS	INSTALL TEMP SIDEWALK	$825.00	$825.00
		SUBTOTAL:		$825.00
		15% OVERHEAD/PROFIT:		$0.00
		TOTAL AMOUNT DUE:		**$825.00**

TERMS - NET 30 DAYS

C. W. HOULE, INC.
1300 WEST COUNTY ROAD I
SHOREVIEW, MN 55126
Telephone: (651) 484-6077

DATE: 4/29/2019
INVOICE: 10925
PAGE: 1

BILL TO: HERITAGE BUILDERS, LLC
MAIL TO: ATTN: MONTY JENSEN
20891 - 145TH STREET NW
ELK RIVER, MN 55330

LOCATION: ISANTI - HERITAGE ESTATES 19-02

12" RCP INSTALLED FROM EXISTING CBMH TO CB # 1. WORK DONE ON 4/26/2019.

QUANTITY		DESCRIPTION	UNIT PRICE	AMOUNT
49	LF	12" RCP	$33.00	$1,617.00

SUBTOTAL:	$1,617.00
15% OVERHEAD/PROFIT:	$0.00
TOTAL AMOUNT DUE:	**$1,617.00**

TERMS - NET 30 DAYS

RESOLUTION NO. 2019-XXX

RESOLUTION ENTERING INTO MNDOT AGREEMENT NO 1031859
FOR
TH 65 & CAJIMA STREET RCUT IMPROVEMENTS PROJECT
WITHIN THE CITY OF ISANTI

WHEREAS, the City of Isanti has identified the need to provide a safer, more efficient intersection at the intersection of Highway 65 and Cajima Street NE; and

WHEREAS, To provide for payment by the State to the City of the State's share of the costs of the Restricted Crossing U-Turn construction and other associated construction to be performed upon, along, and adjacent to Trunk Highway No. 65 from 980 feet south of Cajima Street Northeast to 1,190 feet north of Cajima Street Northeast within the corporate City limits under State Project No. 3003-49 (T.H. 65=005); and

WHEREAS, MnDOT has agreed to pay $450,000 of the construction cost and 8% of that cost in additional engineering services.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1) That the City of Isanti enter into MnDOT Agreement No. 1031859 with the State of Minnesota, Department of Transportation.

2) That the Mayor and the City Administrator are authorized to execute the Agreement and any amendments to the Agreement.

This resolution was duly approved by the Isanti City Council this 21st day of May, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

DEPARTMENT OF TRANSPORTATION

District 3
7694 Industrial Park Road
Baxter, MN 56425

May 3, 2019

Josi Wood
City Administrator
City of Isanti
110 First Avenue Northwest
Isanti, MN 55040

RE: S.P. 3003-49, (T.H. 65=005)
Proposed Cooperative Construction Agreement No. 1031859
State cost for RCUT construction

Dear Ms. Wood:

Please present this agreement to the City Council for their approval and execution that includes original signatures of the City Council authorized City Officers on two copies of the agreement. Also required are two original copies of a resolution passed by the City Council authorizing its officers to sign the agreement on its behalf. A suggested form of such resolution is enclosed.

The executed agreements and resolutions (two originals of each) should be sent to me as soon as possible. A copy will be returned to the City when fully executed.

Please contact me at 218-828-5708 with any questions.

Sincerely,

Brett Stark
District 3 State Aid Assistant

Cc: Jason Cook, Bolton & Menk, Inc.
(Letter only) Malaki Ruranika
Kelvin Howieson
Darren Nelson
Tim Paul

MnDOT Contract No.: **1031859**

STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
And
CITY OF ISANTI
COOPERATIVE CONSTRUCTION
AGREEMENT

State Project Number (S.P.): **3003-49**
Trunk Highway Number (T.H.): **65=005**
Lighting System Feed Point No.: **"A"**

Original Amount Encumbered
$486,000.00

This Agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State") and the City of Isanti acting through its City Council ("City").

Recitals

1. The City will perform grading, aggregate base, plant mixed bituminous pavement, concrete curb and gutter, storm sewer, ADA improvements, street lighting, and erosion control construction and other associated construction upon, along, and adjacent to Trunk Highway No. 65 from 980 feet south of Cajima Street Northeast to 1,190 feet north of Cajima Street Northeast according to City-prepared plans, specifications, and special provisions designated by the City and by the State as State Project No. 3003-49 (T.H. 65=005) ("Project"); and
2. The City requests the State participate in the costs of the Restricted Crossing U-Turn ("RCUT") construction and the State is willing to participate in the costs of said construction and associated construction engineering; and
3. Minnesota Statutes § 161.20, subdivision 2 authorizes the Commissioner of Transportation to make arrangements with and cooperate with any governmental authority for the purposes of constructing, maintaining, and improving the trunk highway system.

Agreement

1. Term of Agreement; Survival of Terms; Plans; Incorporation of Exhibits

1.1. ***Effective Date.*** This Agreement will be effective on the date the State obtains all signatures required by Minnesota Statutes § 16C.05, subdivision 2.

1.2. ***Expiration Date.*** This Agreement will expire when all obligations have been satisfactorily fulfilled.

1.3. ***Survival of Terms.*** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: 2.4. State Ownership of Improvements; 5. Maintenance by the City; 10. Liability; Worker Compensation Claims; Insurance; 12. State Audits; 13. Government Data Practices; 14. Governing Law; Jurisdiction; Venue; and 16. Force Majeure.

1.4. ***Plans, Specifications, and Special Provisions.*** State-approved City plans, specifications, and special provisions designated by the City and by the State as State Project No. 3003-49 (T.H. 65=005) are on file in the office of the City's Administrator and incorporated into this Agreement by reference ("Project Plans").

1.5. ***Exhibits.*** Preliminary Schedule "I" is attached and incorporated into this Agreement.

2. Right-of-Way Use

2.1. ***Limited Right to Occupy.*** The State grants to the City (and its contractors and consultants) the right to occupy Trunk Highway Right-of-Way as necessary to perform the work described in the Project Plans. This right is limited to the purpose of constructing the project, and administering such construction, and may be revoked by the State at any time, with or without cause. Cause for revoking this right of occupancy includes, but is not limited to, breaching the terms of this or any other agreement (relevant to this project) with the State, failing to provide adequate traffic control or other safety measures, failing to perform the construction properly and in a timely manner, and failing to observe applicable environmental laws or terms of applicable permits. The State will have no liability to the City (or its contractors or consultants) for revoking this right of occupancy.

2.2. ***State Access; Suspension of Work; Remedial Measures.*** The State's District Engineer or assigned representative retains the right to enter and inspect the Trunk Highway Right-of-Way (including the construction being performed on such right-of-way) at any time and without notice to the City or its contractor. If the State determines (in its sole discretion) that the construction is not being performed in a proper or timely manner, or that environmental laws (or the terms of permits) are not being complied with, or that traffic control or other necessary safety measures are not being properly implemented, then the State may direct the City (and its contractor) to take such remedial measures as the State deems necessary. The State may require the City (and its contractors and consultants) to suspend their operations until suitable remedial action plans are approved and implemented. The State will have no liability to the City (or its contractors or consultants) for exercising its rights under this provision.

2.3. ***Traffic Control; Worker Safety.*** While the City (and its contractors and consultants) are occupying the State's Right-of-Way, they must comply with the approved traffic control plan, and with applicable provisions of the Work Zone Field Handbook (*http://www.dot.state.mn.us/trafficeng/workzone/index.html*). All City, contractor, and consultant personnel occupying the State's Right-of-Way must be provided with required reflective clothing and hats.

2.4. ***State Ownership of Improvements.*** The State will retain ownership of its Trunk Highway Right-of-Way, including any improvements made to such right-of-way under this Agreement, unless otherwise noted. The warranties and guarantees made by the City's contractor with respect to such improvements (if any) will flow to the State. The City will assist the State, as necessary, to enforce such warranties and guarantees, and to obtain recovery from the City's consultants, and contractor (including its sureties) for non-performance of contract work, for design errors and omissions, and for defects in materials and workmanship. Upon request of the State, the City will undertake such actions as are reasonably necessary to transfer or assign contract rights to the State and to permit subrogation by the State with respect to claims against the City's consultants and contractors.

3. Contract Award and Construction

3.1. ***Bids and Award.*** The City will receive bids and award a construction contract to the lowest responsible bidder (or best value proposer), subject to concurrence by the State in that award, according to the Project Plans. The contract construction will be performed according to the Project Plans.

3.2. ***Bid Documents Furnished by the City.*** The City will, within 7 days of opening bids for the construction contract, submit to the State's District Engineer a copy of the low bid and an abstract of all bids together with the City's request for concurrence by the State in the award of the construction contract. The City will not award the construction contract until the State advises the City in writing of its concurrence.

3.3. ***Rejection of Bids.*** The City may reject and the State may require the City to reject any or all bids for the construction contract. The party rejecting or requiring the rejection of bids must provide the other party

written notice of that rejection or requirement for rejection no later than 30 days after opening bids. Upon the rejection of all bids, a party may request, in writing, that the bidding process be repeated. Upon the other party's written approval of such request, the City will repeat the bidding process in a reasonable period of time, without cost or expense to the State.

3.4. ***Contract Terms.*** The City's contract with its construction contractor(s) must include the following terms:

A. A clause making the State of Minnesota, acting through its Commissioner of Transportation, an intended third-party beneficiary of the contract with respect to the portion of work performed on the State's Right-of-Way; and

B. A clause requiring the State to be named as an additional insured on any insurance coverage which the contractor is required to provide; and

C. A clause stating that any warranties provided by the contractor, for the work performed on the trunk highway, will flow to, and be enforceable by, the State as the owner of such improvements.

3.5. ***Direction, Supervision, and Inspection of Construction.***

A. The contract construction will be under the direction of the City and under the supervision of a registered professional engineer; however, the State participation construction covered under this Agreement will be open to inspection by the State District Engineer's authorized representatives. The City will give the District Engineer at Brainerd five days notice of its intention to start the contract construction.

B. Responsibility for the control of materials for the contract construction will be on the City and its contractor and will be carried out according to Specifications No. 1601 through and including No. 1609 in the State's current "Standard Specifications for Construction".

3.6. ***Contaminated Soils and Groundwater within the State's Cost Participation Limits.***

A. ***24 Hour Notification.*** The City will notify the State District Engineer's authorized representative a minimum of 24 hours prior to the contractor beginning the excavation and removal of any contaminated soils that have been identified within the Project limits.

B. ***Immediate Notification.*** The City will notify the State District Engineer's authorized representative immediately upon the contractor encountering contaminated soils and/or groundwater in areas that are within the Project limits. The City will confer with the State as to the handling, disposal, and any other issues related to contaminated materials found on State Right-of-Way or import of materials onto State Right-of-Way.

C. ***Environmental Consultant.*** The City will provide for an Environmental Consultant to be on site to observe and document the excavation, handling and disposal of contaminated soils that have been identified within the Project limits. If the contractor encounters contaminated materials in areas not previously identified and upon notification by the City to MnDOT, the City hired Environmental Consultant will be provided to collect and analyze soil and/or groundwater samples to determine contaminant levels, work with the landfill for disposal of the soil waste, and provide oversight of any soil and groundwater handling and disposal. The City will not allow the contractor to excavate any contaminated soil unless the Environmental Consultant is present.

3.7. ***Completion of Construction.*** The City will cause the contract construction to be started and completed according to the time schedule in the construction contract special provisions. The completion date for the contract construction may be extended, by an exchange of letters between the appropriate City official

and the State District Engineer's authorized representative, for unavoidable delays encountered in the performance of the contract construction.

3.8. ***Plan Changes.*** All changes in the Project Plans and all addenda, change orders, supplemental agreements, and work orders entered into by the City and its contractor for contract construction must be approved in writing by the State District Engineer's authorized representative.

3.9. ***Compliance with Laws, Ordinances, and Regulations.*** The City will comply and cause its contractor to comply with all Federal, State, and Local laws, and all applicable ordinances and regulations. With respect only to that portion of work performed on the State's Trunk Highway Right-of-Way, the City will not require the contractor to follow local ordinances or to obtain local permits.

3.10. ***Construction Documents Furnished by the City.*** The City will keep records and accounts that enable it to provide the State, when requested, with the following:

A. Copies of the City contractor's invoice(s) covering all contract construction.

B. Copies of the endorsed and canceled City warrant(s) or check(s) paying for final contract construction, or computer documentation of the warrant(s) issued, certified by an appropriate City official that final construction contract payment has been made.

C. Copies of all construction contract change orders, supplemental agreements, and work orders.

D. A certification form, provided by the State, signed by the City's Engineer in charge of the contract construction attesting to the following:

i. Satisfactory performance and completion of all contract construction according to the Project Plans.

ii. Acceptance and approval of all materials furnished for the contract construction relative to compliance of those materials to the State's current "Standard Specifications for Construction".

iii. Full payment by the City to its contractor for all contract construction.

E. Copies, certified by the City's Engineer, of material sampling reports and of material testing results for the materials furnished for the contract construction.

F. A copy of the "as built" plan sent to the District Engineer.

4. Right-of-Way; Easements; Permits

4.1. The City will obtain all rights-of-way, easements, construction permits, and any other permits and sanctions that may be required in connection with the local and trunk highway portions of the contract construction. Before payment by the State, the City will furnish the State with certified copies of the documents for rights-of-way and easements, construction permits, and other permits and sanctions required for State participation construction covered under this Agreement.

4.2. The City will convey to the State by quit claim deed, all newly acquired rights needed for the continuing operation and maintenance of the Trunk Highway, if any, upon completion of the Project, at no cost or expense to the State.

4.3. The City will comply with Minnesota Statutes § 216D.04, subdivision 1(a), for identification, notification, design meetings, and depiction of utilities affected by the contract construction.

5. Maintenance by the City

Upon completion of the Project, the City will provide the following without cost or expense to the State:

5.1. ***Lighting.*** Maintenance and ownership of any lighting facilities construction. Maintenance of electrical lighting systems includes everything within the system, from the point of attachment to the power source or utility, to the last light on the feed point, including but not limited to re-lamping of lighting units or replacing of LED luminaires, repair or replacement of all damaged luminaire glassware, loose connections, luminaires when damaged or when ballasts fail, photoelectric control on luminaires, defective starter boards or drivers, damaged fuse holders, blown fuses, knocked down poles including wiring within the poles, damaged poles, pullboxes, underground wire, damaged foundations, equipment pad, installation of approved splices or replacement of wires, repair or extending of conduit, lighting cabinet maintenance including photoelectric cell, electrical distribution system, Gopher State One Call (GSOC) locates, and painting of poles and other equipment. The City will be responsible for the hook up cost and application to secure an adequate power supply to the service pad or pole and will pay all monthly electrical service expenses necessary to operate the lighting facility.

5.2. ***Additional Drainage.*** No party to this Agreement will drain any additional drainage volume into the storm sewer facilities constructed under the construction contract that was not included in the drainage for which the storm sewer facilities were designed, without first obtaining written permission to do so from the other party.

6. Basis of State Cost

6.1. ***Schedule "I".*** The Preliminary Schedule "I" includes all anticipated State participation construction items and the construction engineering cost share covered under this Agreement.

6.2. ***State Participation Construction.*** The State will participate in the following at the percentages indicated. The construction includes the State's proportionate share of item costs for mobilization and traffic control.

A. 100 Percent will be the State's rate of cost participation in all of the RCUT construction up to the capped amount.

6.3. ***Construction Engineering Costs.*** The State will pay a construction engineering charge equal to 8 percent of the total capped State participation construction covered under this Agreement.

6.4. ***Capped Funds.*** The State's cost participation for the Project will not exceed **$450,000.00** for construction and **$36,000.00** for construction engineering for a total State cost participation of **$486,000.00**.

7. State Cost and Payment by the State

7.1. ***State Cost.*** **$486,000.00** is the State's estimated share of the costs of the contract construction, which includes the 8 percent construction engineering cost share, and a **$0.00** contingency amount as shown in the Preliminary Schedule "I". The Preliminary Schedule "I" was prepared using estimated quantities and unit prices, and may include any credits or lump sum costs. Upon review of the construction contract bid documents described in Article 3.2., the State will decide whether to concur in the City's award of the construction contract and, if so, prepare a Revised Schedule "I" based on construction contract unit prices, which will replace and supersede the Preliminary Schedule "I" as part of this Agreement. The contingency amount is provided to cover increased State cost in order to prepare the Revised Schedule "I" with contract unit prices.

7.2. ***Conditions of Payment.*** The State will pay the City the full and complete lump sum amount as shown in the Revised Schedule "I", after the following conditions have been met:

A. Encumbrance by the State of the State's full and complete State funded lump sum cost share as shown in the Revised Schedule "I".

B. Approval by the State's Land Management Director at St. Paul of certified documentation, submitted by the City, for all right-of-way and easement acquisitions required for the contract construction.

C. Execution of this Agreement and transmittal to the City, including a letter advising of the State's concurrence in the award of the construction contract.

D. The State's receipt of a written request from the City for the advancement of funds. The request will include certification by the City that all necessary parties have executed the construction contract.

7.3. ***Limitations of State Payment; No State Payment to Contractor.*** The State's participation in the contract construction is limited to the lump sum amount shown in Article 7.1, and the State's participation will not change except by a mutually agreed written amendment to this Agreement. The State's payment obligation extends only to the City. The City's contractor is not intended to be and will not be deemed to be a third party beneficiary of this Agreement. The City's contractor will have no right to receive payment from the State. The State will have no responsibility for claims asserted against the City by the City's contractor.

8. Authorized Representatives

Each party's Authorized Representative is responsible for administering this Agreement and is authorized to give and receive any notice or demand required or permitted by this Agreement.

8.1. The State's Authorized Representative will be:

Name, Title:	Malaki Ruranika, Cooperative Agreements Engineer (or successor)
Address:	395 John Ireland Boulevard, Mailstop 682, St. Paul, MN 55155
Telephone:	(651) 366-4634
E-Mail:	malaki.ruranika@state.mn.us

8.2. The City's Authorized Representative will be:

Name, Title:	Josi Wood, City Administrator (or successor)
Address:	110 First Avenue Northwest, Isanti, MN 55040
Telephone:	(763) 444-5512
E-Mail:	jwood@cityofisanti.us

9. Assignment; Amendments; Waiver; Contract Complete

9.1. ***Assignment.*** No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other party and a written assignment agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.

9.2. ***Amendments.*** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.

9.3. ***Waiver.*** If a party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party's right to subsequently enforce it.

9.4. ***Contract Complete.*** This Agreement contains all prior negotiations and agreements between the State and the City. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

10. Liability; Worker Compensation Claims; Insurance

10.1. Each party is responsible for its own acts, omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of others and the results thereof. Minnesota Statutes § 3.736 and other applicable law govern liability of the State. Minnesota Statutes Chapter 466 and other applicable law govern liability of the City. Notwithstanding the foregoing, the City will indemnify, hold harmless, and defend (to the extent permitted by the Minnesota Attorney General) the State against any claims, causes of actions, damages, costs (including reasonable attorneys fees), and expenses arising in connection with the project covered by this Agreement, regardless of whether such claims are asserted by the City's contractor(s) or consultant(s) or by a third party because of an act or omission by the City or its contractor(s) or consultant(s).

10.2. Each party is responsible for its own employees for any claims arising under the Workers Compensation Act.

10.3. The City may require its contractor to carry insurance to cover claims for damages asserted against the City's contractor.

11. Nondiscrimination

Provisions of Minnesota Statutes § 181.59 and of any applicable law relating to civil rights and discrimination are considered part of this Agreement.

12. State Audits

Under Minnesota Statutes § 16C.05, subdivision 5, the City's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State and the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

13. Government Data Practices

The City and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the City under this Agreement. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the City or the State.

14. Governing Law; Jurisdiction; Venue

Minnesota law governs the validity, interpretation and enforcement of this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

15. Termination; Suspension

15.1. ***By Mutual Agreement.*** This Agreement may be terminated by mutual agreement of the parties or by the State for insufficient funding as described below.

15.2. ***Termination for Insufficient Funding.*** The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the City. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the City will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be

assessed any penalty if this Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds.

15.3. ***Suspension.*** In the event of a total or partial government shutdown, the State may suspend this Agreement and all work, activities, performance and payments authorized through this Agreement. Any work performed during a period of suspension will be considered unauthorized work and will be undertaken at the risk of non-payment.

16. Force Majeure

No party will be responsible to the other for a failure to perform under this Agreement (or a delay in performance), if such failure or delay is due to a force majeure event. A force majeure event is an event beyond a party's reasonable control, including but not limited to, unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

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MnDOT Contract No.: **1031859**

STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes § 16A.15 and 16C.05.

Signed: _____

Date: _____

SWIFT Purchase Order: 3000471435

CITY OF ISANTI

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

Recommended for Approval:

By: _____
(District Engineer)

Date: _____

Approved:

By: _____
(State Design Engineer)

Date: _____

COMMISIONER OF ADMINISTRATION

By: _____
(With Delegated Authority)

Date: _____

INCLUDE COPY OF RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION.

MMR

Payable Lump Sum on Low Bid (Cooperative Agreements)

PRELIMINARY SCHEDULE "I"
Agreement No. 1031859
City of Isanti

S.P. 3003-49 (T.H. 65=005) Preliminary: May 3, 2019
State Funds

Grading, aggregate base, plant mixed bituminous pavement, concrete curb and gutter, storm sewer, ADA improvements, street lighting, and erosion control construction performed under
City contract with ____
located on T.H. 65 from 980 feet south of Cajima Street NE to 1,190 feet north of Cajima Street NE

STATE COST PARTICIPATION	
(1) From Sheet No. 3	450,000.00
Subtotal	$450,000.00
Construction Engineering (8%)	36,000.00
(2) Subtotal	$486,000.00
(3) Contingency Amount	0.00
Encumbered Amount	$486,000.00

(1) State cost participation for construction is capped at $450,000.00 as described in Article 6.4.
(2) Amount of advance payment as described in Article 7 of the Agreement (estimated amount)
(3) For the State's use only as described in Article 7.1 of the Agreement

(1) 100% STATE
(P) = PLAN QUANTITY

1031859

ITEM NUMBER	S.P. 3003-49 WORK ITEM	UNIT	QUANTITY	UNIT PRICE	COST (1)
2011.601	AS BUILT	LUMP SUM	1.00	200.00	200.00
2021.501	MOBILIZATION	LUMP SUM	1.00	40,000.00	40,000.00
2102.503	PAVEMENT MARKING REMOVAL	LIN FT	3,325.00	2.50	8,312.50
2102.518	PAVEMENT MARKING REMOVAL	SQ FT	192.00	4.00	768.00
2104.502	REMOVE CATCH BASIN	EACH	4.00	250.00	1,000.00
2104.502	REMOVE CASTING	EACH	1.00	100.00	100.00
2104.502	REMOVE PIPE APRON	EACH	4.00	250.00	1,000.00
2104.502	REMOVE SIGN	EACH	23.00	250.00	5,750.00
2104.503	REMOVE CURB & GUTTER	LIN FT	800.00	10.00	8,000.00
2104.503	REMOVE PIPE SEWERS	LIN FT	190.00	20.00	3,800.00
2104.503	REMOVE PIPE CULVERTS	LIN FT	85.00	20.00	1,700.00
2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	10.00	10.00	100.00
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	3,675.00	5.00	18,375.00
2104.504	REMOVE CONCRETE WALK	SQ YD	150.00	10.00	1,500.00
2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	5,430.00	4.00	21,720.00
2106.507	EXCAVATION - COMMON (EV) (P)	CU YD	3,970.00	15.00	59,550.00
2106.507	COMMON EMBANKMENT (CV)	CU YD	1,635.00	18.00	29,430.00
2106.507	SELECT GRANULAR EMBANKMENT (CV)	CU YD	2,375.00	16.00	38,000.00
2118.509	AGGREGATE SURFACING CLASS 2 MOD	TON	125.00	20.00	2,500.00
2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	50.00	140.00	7,000.00
2211.509	AGGREGATE BASE CLASS 6	TON	2,130.00	18.00	38,340.00
2301.602	DRILL & GROUT REINFORCEMENT BAR (EPOXY COATED)	EACH	16.00	25.00	400.00
2360.509	TYPE SP 9.5 WEARING COURSE MIX (3,B)	TON	460.00	85.00	39,100.00
2360.509	TYPE SP 12.5 WEARING COURSE MIX (3,B)	TON	1,070.00	80.00	85,600.00
2451.507	FINE AGGREGATE BEDDING (CV)	CU YD	321.00	16.00	5,136.00
2501.502	15" RC SAFETY APRON	EACH	2.00	750.00	1,500.00
2501.502	28" SPAN CS SAFETY APRON & GRATE DES 3128	EACH	6.00	2,000.00	12,000.00
2501.503	28" SPAN RC PIPE-ARCH CULVERT CL IIA	LIN FT	444.00	90.00	39,960.00
2503.503	15" RC PIPE SEWER DES 3006 CLASS III	LIN FT	112.00	40.00	4,480.00
2503.602	CONNECT TO EXISTING STORM SEWER	EACH	1.00	500.00	500.00
2503.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	1.00	1,000.00	1,000.00
2506.502	CONSTRUCT DRAINAGE STRUCTURE DES 48-4020	EACH	2.00	2,750.00	5,500.00
2506.502	CONSTRUCT DRAINAGE STRUCTURE DES 60-4020	EACH	2.00	3,000.00	6,000.00
2506.502	CASTING ASSEMBLY	EACH	1.00	750.00	750.00

(1) 100% STATE
(P) = PLAN QUANTITY

1031859

ITEM NUMBER	S.P. 3003-49 WORK ITEM	UNIT	QUANTITY	UNIT PRICE	COST (1)
2521.518	6" CONCRETE WALK	SQ FT	2,490.00	10.00	24,900.00
2531.503	CONCRETE CURB & GUTTER DESIGN S524	LIN FT	775.00	20.00	15,500.00
2531.503	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	500.00	20.00	10,000.00
2531.618	TRUNCATED DOMES	SQ FT	112.00	60.00	6,720.00
2545.501	LIGHTING SYSTEM	LUMP SUM	1.00	55,000.00	55,000.00
2563.601	TRAFFIC CONTROL	LUMP SUM	1.00	20,000.00	20,000.00
2564.502	OBJECT MARKER TYPE X4-2	EACH	10.00	150.00	1,500.00
2564.502	OBJECT MARKER TYPE X4-5	EACH	2.00	150.00	300.00
2564.502	DELINEATOR TYPE X4-13	EACH	8.00	150.00	1,200.00
2564.518	SIGN PANELS TYPE C	SQ FT	226.00	55.00	12,430.00
2573.502	STORM DRAIN INLET PROTECTION	EACH	5.00	250.00	1,250.00
2573.502	CULVERT END CONTROLS	EACH	8.00	300.00	2,400.00
2573.503	SILT FENCE, TYPE MS	LIN FT	1,900.00	2.00	3,800.00
2573.503	SEDIMENT CONTROL LOG TYPE COMPOST	LIN FT	2,000.00	2.50	5,000.00
2574.505	SOIL BED PREPARATION	ACRE	2.00	200.00	400.00
2574.508	FERTILIZER TYPE 3	POUND	600.00	1.00	600.00
2575.504	EROSION CONTROL BLANKET CATEGORY 3N	SQ YD	9,950.00	2.25	22,387.50
2575.504	RAPID STABILIZATION METHOD 4	SQ YD	6,000.00	2.00	12,000.00
2575.505	SEEDING (P)	ACRE	2.00	2,000.00	4,000.00
2575.508	SEED MIXTURE 25-121	POUND	185.00	5.00	925.00
2582.503	4" SOLID LINE MULTI COMP	LIN FT	8,120.00	1.00	8,120.00
2582.503	4" DOTTED LINE MULTI COMP	LIN FT	90.00	2.00	180.00
2582.503	4" DOUBLE SOLID LINE MULTI COMP	LIN FT	755.00	2.00	1,510.00
2582.503	24" SOLID LINE MULTI COMP	LIN FT	200.00	6.00	1,200.00
2582.518	PAVEMENT MESSAGE MULTI COMP	SQ FT	240.00	25.00	6,000.00
				TOTAL	$706,394.00
	(1) **100% STATE**	**$450,000.00**	*construction capped at $450,000.00		

CITY OF ISANTI

RESOLUTION

IT IS RESOLVED that the City of Isanti enter into MnDOT Agreement No. 1031859 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the City of the State's share of the costs of the Restricted Crossing U-Turn construction and other associated construction to be performed upon, along, and adjacent to Trunk Highway No. 65 from 980 feet south of Cajima Street Northeast to 1,190 feet north of Cajima Street Northeast within the corporate City limits under State Project No. 3003-49 (T.H. 65=005).

IT IS FURTHER RESOLVED that the Mayor and the _____
(Title)
are authorized to execute the Agreement and any amendments to the Agreement.

CERTIFICATION

I certify that the above Resolution is an accurate copy of the Resolution adopted by the Council of the City of Isanti at an authorized meeting held on the _____ day of _____, 2019, as shown by the minutes of the meeting in my possession.

Subscribed and sworn to me this
_____ day of _____, 2019

Notary Public _____

My Commission Expires _____

_____
(Signature)

_____
(Type or Print Name)

_____
(Title)

A Community For Generations.

Isanti

Request for City Council Action

To. **Mayor Johnson and Members of City Council**

From: Finance Director Betker

Date: May 15, 2019

Subject: Consider Resolution Extending SonicWall Firewall Subscription License

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Background:
The current subscription license for the SonicWall Comprehensive Gateway Security Suite (Firewall) expires in June of 2019. Extending the subscription license is imperative to protect City network infrastructure against cyber threats. Funding would come from Technology fund 614. The one year cost of renewal for City Hall, Police Department and Public Works building is $1,581. While the three year renewal rate is $2,994. Staff is recommending the 3 year package which has the lowest annual cost.

Request:
Consider resolution approving 3 year SonicWall Comprehensive Gateway Security Suite

Attachment:
- Resolution 2019-XXX – Extending SonicWall Comprehensive Gateway Security Suite
- Quote for SonicWall Comprehensive Gateway Security Suite

RESOLUTION NO. 2019-XXX

A RESOLUTION APPROVING EXTENSION OF THE SONICWALL COMPREHENSIVE GATEWAY SECURITY SUITE TO JUNE 2022

WHEREAS, the comprehensive gateway security suite for the City's SonicWall firewall will expire in June of 2019; and,

WHEREAS, the useful life of the SonicWall hardware is expected to be at least 3 additional years; and,

WHEREAS, the City's IT consultant, recommends the purchase of the comprehensive gateway security suite to protect the City's network infrastructure; and,

WHEREAS, the purchase is unbudgeted, the funding source would be from the Technology Fund (Fund 614) fund balance, increasing budgeted expenditures to 614-49845-500 (Capital Outlay).

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota hereby approving extending the SonicWall comprehensive gateway security suite to June of 2022, and authorize the Finance Director to make the necessary budget adjustment.

This resolution was duly adopted by the Isanti City Council this 21st day of May 2019.

Attested:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

(SEAL)

White Bear IT Solutions LLC
4986 Stewart Ave
White Bear Lake, MN 55110
United States
jkritta@wbitsolutions.net

Estimate 1229

ADDRESS
Shayna Forster
City of Isanti
110-1st Avenue NW
Isanti, MN 55040 USA

DATE
04/30/2019

TOTAL
$6,744.00

ACTIVITY	QTY	RATE	AMOUNT
Hardware - Networking:SonicWALL - TZ 400 - 1 Year Comprehensive Gateway Suite Renewal SONICWALL COMPREHENSIVE GATEWAY SECURITY SUITE FOR SONICWALL TZ 400 - SUBSCRIPTION LICENSE (1 YEAR) - 1 APPLIANCE (CH, PD & PW)	3	527.00	1,581.00
Hardware - Networking:SonicWALL - TZ 400 - 2 Year Comprehensive Gateway Suite Renewal SONICWALL COMPREHENSIVE GATEWAY SECURITY SUITE FOR SONICWALL TZ 400 - SUBSCRIPTION LICENSE (2 YEAR) - 1 APPLIANCE (CH, PD & PW)	3	723.00	2,169.00
Hardware - Networking:SonicWALL - TZ 400 - 3 Year Comprehensive Gateway Suite Renewal SONICWALL COMPREHENSIVE GATEWAY SECURITY SUITE FOR SONICWALL TZ 400 - SUBSCRIPTION LICENSE (3 YEAR) - 1 APPLIANCE (CH, PD & PW)	3	998.00	2,994.00

TOTAL $6,744.00

THANK YOU.

Accepted By

Accepted Date

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members City Council
From: Sheila Sellman, Community Development Director
Date: May 21, 2019
Subject: **RESOLUTION NO. 2019-XXX AUTHORIZING THE EXECUTION OF REPAYMENT AGREEMENT ON LOTS 1 BLOCK 1, SUN PRAIRIE FOURTH ADDITION WITH J ROBINSON CONSTRUCTION, INC**

Background:
On December 19, 2017 the City Council amended and extended a SAC and WAC deferral program through Resolution 2017-304 to continue to spur development activity and in 2018, the City Council extended the program to December 31, 2019 by Resolution 2018-268. J Robinson Construction, Inc. has requested that the City execute a Repayment Agreement for three new lots legally described as Lot 1-3, Block 1, Sun Prairie Fourth Addition, for the construction of three homes. The business is in 'good standing' upon review of the MN Secretary of State Office as of May 14, 2019.

The form of the Repayment Agreement is consistent with the form approved by the City Council on December 19, 2017. The Repayment Agreement will be dated as of the date that the Building Permit is paid for by the Developer.

Request
Staff is requesting that the City Council adopt the attached Resolution.

Attachments:
- Resolution 2019-XXX
- Repayment Agreement

RESOLUTION NO. 2019-XXX

AUTHORIZATION AND EXECUTION OF REPAYMENT AGREEMENT ON LOT 1, BLOCK 1, SUN PRAIRIE FOURTH ADDITION WITH J ROBINSON CONSTRUCTION, INC

WHEREAS, the City of Isanti adopted a SAC and WAC Deferral program on December 19, 2017 which is documented by Resolution 2017-304 and extended the program to December 31, 2019 by Resolution 2018-268; and

WHEREAS, A boiler plate Repayment Agreement was drafted by City Development Attorney and the City Council directed Staff to utilize this agreement for parties interested in SAC and WAC Deferral for commercial or residential development; and

WHEREAS, J Robinson Construction, Inc (the "Developer") has asked the City of Isanti to enter into a Repayment Agreement for the properties legally described as: Lot 1, Block 1, Sun Prairie Fourth Addition (the "Property") and has agreed to pay the recording fee associated with the filing of the Repayment Agreement; and

WHEREAS, the Developer has stated the it will be the owner of the Property at the time of execution of the Repayment Agreement; and

WHEREAS, the date of the Repayment Agreement will be when the Developer signs prior to the payment of the building permit; and

WHEREAS, the Developer is registered, active and is in good standing with the Minnesota Secretary of State Office as of May 14, 2019.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota authorized the Mayor and City Administrator to execute the Repayment Agreement attached hereto contingent upon satisfactory proof of ownership witnessed in a recorded instrument of conveyance to the Developer.

This Resolution hereby approved by the Isanti City Council this 21st day of May 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS

THIS REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS ("AGREEMENT"), made on or as of the ____ day of _____, 2019, by and between the City of Isanti, Minnesota, a Minnesota municipal corporation (hereinafter referred to as the "City") having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040, and J Robinson Construction, Inc. , a corporation under the laws of the State of Minnesota (hereinafter referred to as the "Developer"), having its principal office at 27178 Tamarack St NW, Isanti, MN 55040.

WITNESSETH:

WHEREAS, the Developer intends to construct three single family homes (the "Improvements") on certain real property (the "Property") in the City; and

WHEREAS, in connection with the construction of the Improvements there are certain water and sanitary sewer charges that are payable by the Developer to the City; and

WHEREAS, the Developer has demonstrated to the satisfaction of the City that the Developer is unable to pay the full amount of the charges now and has asked the City to defer such charges and make them payable at a future point in time; and

WHEREAS, the City believes that the development of the Improvements by the Developer is in the best interests of the City and, therefore, it is willing to defer the charges if doing so will facilitate the development and viability of the Improvements.

NOW, THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

ARTICLE I
Definitions

Section 1.1. Definitions. In this Agreement, unless a different meaning clearly appears from the context:

"Agreement" means this Agreement, as the same may be from time to time modified, amended, or supplemented.

"City" means the City of Isanti, Minnesota, its successors and assigns.

"County" means Isanti County, Minnesota.

"Deferred Charges" means the utility charges described in Section 3.1 of this Agreement being deferred by the City and which the Developer is obligated to pay in accordance with this Agreement.

"Developer" means J Robinson Construction, Inc, a Minnesota Corporation, its successors and assigns.

"Event of Default" means an action by the Developer listed in Article IV of this Agreement.

"Improvements" means the single-family home to be constructed by the Developer on the Property.

"Property" means the real property described on the attached Schedule A to this Agreement.

"State" means the State of Minnesota.

ARTICLE II
Representations

Section 2.1. Representations by the City. The City makes the following representations as the basis for the undertaking on its part herein contained:

(a) The City is a statutory city duly organized and existing under the laws of the State. Under State law, the City has the power to enter into this Agreement and to perform its obligations hereunder.

Section 2.2. Representations by the Developer. The Developer represents that:

(a) The Developer is a corporation duly organized and authorized to transact business in the State, is not in violation of any provisions of its Bylaws or the laws of the State, has power to enter into this Agreement and has duly authorized the execution, delivery and performance of this Agreement by proper action of its Board of Directors.

ARTICLE III
Deferred Charges, Payment and Security

Section 3.1. Deferred Charges. The Developer owes to the City the sum of **$ 5,894.00** in deferred utility charges ("Deferred Charges"). The Deferred Charges consist of **$ 2,613.00** in Water Availability Charges and **$ 3,281.00** in Sewer Availability Charges. The City has agreed to defer the payment of the Deferred Charges as described in this Agreement.

Section 3.2. Payment of the Deferred Charges. The Developer covenants and agrees that it will pay the Deferred Charges to the City on the earliest to occur of the following:

(a) on the date that is one hundred and twenty (120) days after the date of this Agreement;

(b) on the date that the Developer sells or transfers the Property or Improvements, or any portion thereof; or

(c) on the date that the City issues a certificate of occupancy for the Improvements.

Interest shall accrue on the Deferred Charges at the rate of zero percent (0%) from the date hereof and continuing until the Deferred Charges and all accrued interest have been paid in full.

Section 3.3. Payment of Costs.

(a) The Developer shall pay all costs for title work and recording of this Agreement.

(b) The Developer shall pay all costs incurred by the City in connection with the preparation and implementation of this Agreement and related documents, including, without limitation, fees of attorneys related the preparation of this Agreement and related documents, if the Developer fails to complete construction of the Improvements within one hundred and twenty (120) days after the date of this Agreement.

Section 3.4 Security. As security for Developer's obligation of repayment of the Deferred Charges and Costs identified in Sections 3.1 and 3.3, Developer hereby grants and the City shall and hereby does have, a lien on the Property in the full amount necessary to satisfy any repayment obligation of the fees and charges identified in Sections 3.1 and 3.3 under this Agreement and the cost including reasonable attorney's fees, of collecting the same.

Section 3.5 Notice. At least 10 days before the date of any sale, cash out refinance, transfer or other conveyance of the Property or, in the event of a sale by contract for deed, Developer or their heirs, executors or representatives, shall give the City notice thereof.

Section 3.6 Mortgage. To secure any such repayment of the Deferred Charges under Section 3.1 and 3.3 as may become due under the provisions of this Article, the Developer hereby

grants to the City a Statutory Short Form Mortgage pursuant to the provisions of Minnesota Statutes Section 507.15 (2016) as follows:

UNIFORM SHORT FORM MORTGAGE

This statutory mortgage, made this ___ day of _____, 2019 between the City of Isanti, a Minnesota Municipal having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040 (the "Mortgagor"), and J Robinson Construction, Inc., a corporation under the laws of the State of Minnesota having its principal office at 27178 Tamarack St NW, Isanti, MN 55040 (the "Mortgagee"),

Witnesseth, that to secure the payment of the Deferred Charges by the Mortgagee to the Mortgagor of $5,894.00 as described in Article 3 of this Agreement (the "Indebtedness") the Mortgagor, hereby mortgages to the mortgagee and grants a security interest in the real property located at 301 9th Ave SE, in the City of Isanti, Isanti County, Minnesota, as legally described and set forth in "Schedule A" attached hereto and made a part hereof ("Property"), subject only to any liens or encumbrances of record thereon as of the date hereof.

And Mortgagor agrees and covenants with the Mortgagee the following statutory covenants;

1. To warrant the title to the Property, subject only to prior encumbrances of record as of the date hereof.
2. To pay the indebtedness as herein provided.
3. To pay all taxes.
4. To keep the buildings located on the Property insured against fire, windstorm and extended coverage for their full insurable value for the protection of the Mortgagee.
5. That the Property shall be kept in repair and no waste shall be committed.
6. That the whole of the principal sum shall become due after default, in the payment of any installment of principal or interest, or of any tax, or in the performance of any other covenant, at the option of the Mortgagee.

If default be made in any payment or covenant herein, the mortgagee shall have the statutory power of sale, and on foreclosure may retain statutory costs and attorney's fees.

Section 3.7. In the event Mortgagor or their heirs, executors or representatives shall fail or refuse to make a required repayment of the Indebtedness within the limited period set forth herein, the Mortgagee may, with or without notice to Mortgagor foreclose said lien in the same manner as provided pursuant an action for the foreclosure of mortgage upon said Property, as by statute provided, or may at its option proceed with foreclosure by advertisement pursuant to the statutory power of sale which the Mortgagor grants to the Mortgagee provided under this Mortgage, in accordance with applicable law. In the event of default by Mortgagor on any of Mortgagor's obligations under the terms of this Mortgage, Mortgagee shall also have the right to pursue any remedy available to it at law or in equity.

ARTICLE IV
Events of Default

Section 4.1. Events of Default Defined. The following shall be "Events of Default" under this Agreement and the term "Event of Default" shall mean, whenever it is used in this Agreement (unless the context otherwise provides), any one or more of the following events:

(a) Failure by the Developer to pay when due any payments required to be paid under this Agreement.

(b) The Developer of the following: (i) file any petition in bankruptcy or for any reorganization, arrangement, composition, readjustment, liquidation, dissolution, or similar relief under United States Bankruptcy Laws or any similar Federal or State Laws; or (ii) make an assignment for the benefit of its creditors; or (iii) admits, in writing, its inability to pay its debts generally as they become due; or (iv) be adjudicated, bankrupt or insolvent.

Section 4.2. City's Remedies on Default. Whenever any Event of Default by Developer referred to in Section 4.1 of this Agreement occurs, the City may take any one or more of the following actions after providing ten (10) days written notice to the Developer of the Event of Default, but only if the Event of Default has not been cured within said ten (10) days:

(a) Declare the entire outstanding balance of the Deferred Charges immediately due and payable;

(b) Terminate this Agreement;

(c) Deny issuance of certificates of occupancy or temporary certificates of occupancy;

(c) Take whatever action, including legal, equitable or administrative action, which may appear necessary or desirable to the City to collect any payments due under this Agreement, or to enforce performance and observance of any obligation, agreement, or covenant of the Developer under this Agreement, including the remedies provided under Article 3.

Section 4.3. No Remedy Exclusive. No remedy herein conferred upon or reserved to the City or Developer is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the City or the Developer to exercise any remedy reserved to it, it shall not be necessary to give notice, other than such notice as may be required in this Article IV.

Section 4.4. No Additional Waiver Implied by One Waiver. In the event any agreement contained in this Agreement should be breached by either party and thereafter waived by the other

party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

Section 4.5. Costs of Enforcement. Whenever any Event of Default occurs and the City shall employ attorneys or incur other expenses for the collection of payments due or to become due or for the enforcement of performance or observance of any obligation or agreement on the part of the Developer under this Agreement, the Developer agrees that it shall, within ten (10) days of written demand by the City, pay to the City the reasonable fees of such attorneys and such other expenses so incurred by the City.

Section 4.6. Certificate of Occupancy. The City may deny a certificate of occupancy or temporary certificate of occupancy for the Property until all amounts owed to the City under the terms of this Agreement have been paid by Developer.

ARTICLE V
Additional Provisions

Section 5.1. Representatives Not Individually Liable. No member, official, or employee of the City shall be personally liable to the Developer, or any successor in interest, in the event of any default or breach or for any amount which may become due to Developer or successor in interest or on any obligations under the terms of this Agreement.

Section 5.2. Titles of Articles and Sections. Any titles of the several parts, Articles, and Sections of the Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

Section 5.3. Notices and Demands. Except as otherwise expressly provided in this Agreement, a notice, demand, or other communication under the Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally; and

(a) in the case of the Developer, is addressed to or delivered personally to J Robinson Construction, Inc. 27178 Tamarack St NW, Isanti, MN 55040; and

(b) in the case of the City, is addressed to or delivered personally to the City at 110 First Avenue N.W., P.O. Box 428, Isanti, Minnesota 55040,

or at such other address with respect to either such party as that party may, from time to time, designate in writing and forward to the other as provided in this Section.

Section 5.4. Disclaimer of Relationships. The Developer acknowledges that nothing contained in this Agreement nor any act by the City or the Developer shall be deemed or construed by the Developer or by any third person to create any relationship of third-party beneficiary, principal and agent, limited or general partner, or joint venture between the City and the Developer or any third party.

Section 5.5. Release. Upon payment of all fees and charges under Article III in accordance with the provisions of this Agreement, the City will furnish Developer with a Release of Mortgage for the Property within a reasonable period of time following the request. Developer shall be responsible for recording the Release of Mortgage.

Section 5.6. Modifications. This Agreement may be modified solely through written amendments hereto executed by the Developer and the City.

Section 5.7. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

Section 5.8. Judicial Interpretation. Should any provision of this Agreement require judicial interpretation, the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agent or attorney prepared the same, it being agreed that the agents and attorneys of both parties have participated in the preparation hereof.

Section 5.9. Run with the Land. This Agreement may be recorded against the Property and shall run with the aforesaid Property and shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, representatives, successors and assigns.

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed in its name and behalf and the Developer has caused this Agreement to be duly executed in its name and behalf on or as of the date first above written.

[remainder of page intentionally left blank]
[signature pages to follow]

CITY/MORTGAGEE:
CITY OF ISANTI, MINNESOTA

By _____
Its Mayor

By _____
Its City Administrator

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ___ day of _____, 2019, by Jeff Johnson and Josi Wood, the Mayor and City Administrator of the City of Isanti, Minnesota, a Minnesota municipal corporation, on behalf of the City.

_____
Notary Public

DEVELOPER/MORTGAGOR:
J Robinson Construction, Inc.

By _____
Its President

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ____ day of _____, 2019, by Joshua W. Robinson, the President of J Robinson Construction, Inc, a corporation under the laws of the State of Minnesota, on behalf of the corporation.

_____
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

City of Isanti
110 1st Avenue NW
PO Box 428
Isanti, MN 55040
Telephone: (763) 444-5512

SCHEDULE A

Description of Property

Lot 1, Block 1, Sun Prairie Fourth Addition, Isanti County, Minnesota

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members City Council
From: Sheila Sellman, Community Development Director
Date: May 21, 2019
Subject: **RESOLUTION NO. 2019-XXX AUTHORIZING THE EXECUTION OF REPAYMENT AGREEMENT ON LOT 2, BLOCK 1, SUN PRAIRIE FOURTH ADDITION WITH J ROBINSON CONSTRUCTION, INC**

Background:
On December 19, 2017 the City Council amended and extended a SAC and WAC deferral program through Resolution 2017-304 to continue to spur development activity and in 2018, the City Council extended the program to December 31, 2019 by Resolution 2018-268. J Robinson Construction, Inc. has requested that the City execute a Repayment Agreement for three new lots legally described as Lot 1-3, Block 1, Sun Prairie Fourth Addition, for the construction of three homes. The business is in 'good standing' upon review of the MN Secretary of State Office as of May 14, 2019.

The form of the Repayment Agreement is consistent with the form approved by the City Council on December 19, 2017. The Repayment Agreement will be dated as of the date that the Building Permit is paid for by the Developer.

Request
Staff is requesting that the City Council adopt the attached Resolution.

Attachments:
- Resolution 2019-XXX
- Repayment Agreement

RESOLUTION NO. 2019-XXX

AUTHORIZATION AND EXECUTION OF REPAYMENT AGREEMENT ON LOT 2, BLOCK 1, SUN PRAIRIE FOURTH ADDITION WITH J ROBINSON CONSTRUCTION, INC

WHEREAS, the City of Isanti adopted a SAC and WAC Deferral program on December 19, 2017 which is documented by Resolution 2017-304 and extended the program to December 31, 2019 by Resolution 2018-268; and

WHEREAS, A boiler plate Repayment Agreement was drafted by City Development Attorney and the City Council directed Staff to utilize this agreement for parties interested in SAC and WAC Deferral for commercial or residential development; and

WHEREAS, J Robinson Construction, Inc (the "Developer") has asked the City of Isanti to enter into a Repayment Agreement for the properties legally described as: Lot 2, Block 1, Sun Prairie Fourth Addition (the "Property") and has agreed to pay the recording fee associated with the filing of the Repayment Agreement; and

WHEREAS, the Developer has stated the it will be the owner of the Property at the time of execution of the Repayment Agreement; and

WHEREAS, the date of the Repayment Agreement will be when the Developer signs prior to the payment of the building permit; and

WHEREAS, the Developer is registered, active and is in good standing with the Minnesota Secretary of State Office as of May 14, 2019.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota authorized the Mayor and City Administrator to execute the Repayment Agreement attached hereto contingent upon satisfactory proof of ownership witnessed in a recorded instrument of conveyance to the Developer.

This Resolution hereby approved by the Isanti City Council this 21st day of May 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS

THIS REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS ("AGREEMENT"), made on or as of the ____ day of _____, 2019, by and between the City of Isanti, Minnesota, a Minnesota municipal corporation (hereinafter referred to as the "City") having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040, and J Robinson Construction, Inc. , a corporation under the laws of the State of Minnesota (hereinafter referred to as the "Developer"), having its principal office at 27178 Tamarack St NW, Isanti, MN 55040.

WITNESSETH:

WHEREAS, the Developer intends to construct three single family homes (the "Improvements") on certain real property (the "Property") in the City; and

WHEREAS, in connection with the construction of the Improvements there are certain water and sanitary sewer charges that are payable by the Developer to the City; and

WHEREAS, the Developer has demonstrated to the satisfaction of the City that the Developer is unable to pay the full amount of the charges now and has asked the City to defer such charges and make them payable at a future point in time; and

WHEREAS, the City believes that the development of the Improvements by the Developer is in the best interests of the City and, therefore, it is willing to defer the charges if doing so will facilitate the development and viability of the Improvements.

NOW, THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

ARTICLE I
Definitions

Section 1.1. Definitions. In this Agreement, unless a different meaning clearly appears from the context:

"Agreement" means this Agreement, as the same may be from time to time modified, amended, or supplemented.

"City" means the City of Isanti, Minnesota, its successors and assigns.

"County" means Isanti County, Minnesota.

"Deferred Charges" means the utility charges described in Section 3.1 of this Agreement being deferred by the City and which the Developer is obligated to pay in accordance with this Agreement.

"Developer" means J Robinson Construction, Inc, a Minnesota Corporation, its successors and assigns.

"Event of Default" means an action by the Developer listed in Article IV of this Agreement.

"Improvements" means the single-family home to be constructed by the Developer on the Property.

"Property" means the real property described on the attached Schedule A to this Agreement.

"State" means the State of Minnesota.

ARTICLE II
Representations

Section 2.1. Representations by the City. The City makes the following representations as the basis for the undertaking on its part herein contained:

(a) The City is a statutory city duly organized and existing under the laws of the State. Under State law, the City has the power to enter into this Agreement and to perform its obligations hereunder.

Section 2.2. Representations by the Developer. The Developer represents that:

(a) The Developer is a corporation duly organized and authorized to transact business in the State, is not in violation of any provisions of its Bylaws or the laws of the State, has power to enter into this Agreement and has duly authorized the execution, delivery and performance of this Agreement by proper action of its Board of Directors.

ARTICLE III
Deferred Charges, Payment and Security

Section 3.1. Deferred Charges. The Developer owes to the City the sum of **$ 5,894.00** in deferred utility charges ("Deferred Charges"). The Deferred Charges consist of **$ 2,613.00** in Water Availability Charges and **$ 3,281.00** in Sewer Availability Charges. The City has agreed to defer the payment of the Deferred Charges as described in this Agreement.

Section 3.2. Payment of the Deferred Charges. The Developer covenants and agrees that it will pay the Deferred Charges to the City on the earliest to occur of the following:

(a) on the date that is one hundred and twenty (120) days after the date of this Agreement;

(b) on the date that the Developer sells or transfers the Property or Improvements, or any portion thereof; or

(c) on the date that the City issues a certificate of occupancy for the Improvements.

Interest shall accrue on the Deferred Charges at the rate of zero percent (0%) from the date hereof and continuing until the Deferred Charges and all accrued interest have been paid in full.

Section 3.3. Payment of Costs.

(a) The Developer shall pay all costs for title work and recording of this Agreement.

(b) The Developer shall pay all costs incurred by the City in connection with the preparation and implementation of this Agreement and related documents, including, without limitation, fees of attorneys related the preparation of this Agreement and related documents, if the Developer fails to complete construction of the Improvements within one hundred and twenty (120) days after the date of this Agreement.

Section 3.4 Security. As security for Developer's obligation of repayment of the Deferred Charges and Costs identified in Sections 3.1 and 3.3, Developer hereby grants and the City shall and hereby does have, a lien on the Property in the full amount necessary to satisfy any repayment obligation of the fees and charges identified in Sections 3.1 and 3.3 under this Agreement and the cost including reasonable attorney's fees, of collecting the same.

Section 3.5 Notice. At least 10 days before the date of any sale, cash out refinance, transfer or other conveyance of the Property or, in the event of a sale by contract for deed, Developer or their heirs, executors or representatives, shall give the City notice thereof.

Section 3.6 Mortgage. To secure any such repayment of the Deferred Charges under Section 3.1 and 3.3 as may become due under the provisions of this Article, the Developer hereby

grants to the City a Statutory Short Form Mortgage pursuant to the provisions of Minnesota Statutes Section 507.15 (2016) as follows:

UNIFORM SHORT FORM MORTGAGE

This statutory mortgage, made this ___ day of _____, 2019 between the City of Isanti, a Minnesota Municipal having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040 (the "Mortgagor"), and J Robinson Construction, Inc., a corporation under the laws of the State of Minnesota having its principal office at 27178 Tamarack St NW, Isanti, MN 55040 (the "Mortgagee"),

Witnesseth, that to secure the payment of the Deferred Charges by the Mortgagee to the Mortgagor of $5,894.00 as described in Article 3 of this Agreement (the "Indebtedness") the Mortgagor, hereby mortgages to the mortgagee and grants a security interest in the real property located at 207 9th Ave, in the City of Isanti, Isanti County, Minnesota, as legally described and set forth in "Schedule A" attached hereto and made a part hereof ("Property"), subject only to any liens or encumbrances of record thereon as of the date hereof.

And Mortgagor agrees and covenants with the Mortgagee the following statutory covenants;

1. To warrant the title to the Property, subject only to prior encumbrances of record as of the date hereof.
2. To pay the indebtedness as herein provided.
3. To pay all taxes.
4. To keep the buildings located on the Property insured against fire, windstorm and extended coverage for their full insurable value for the protection of the Mortgagee.
5. That the Property shall be kept in repair and no waste shall be committed.
6. That the whole of the principal sum shall become due after default, in the payment of any installment of principal or interest, or of any tax, or in the performance of any other covenant, at the option of the Mortgagee.

If default be made in any payment or covenant herein, the mortgagee shall have the statutory power of sale, and on foreclosure may retain statutory costs and attorney's fees.

Section 3.7. In the event Mortgagor or their heirs, executors or representatives shall fail or refuse to make a required repayment of the Indebtedness within the limited period set forth herein, the Mortgagee may, with or without notice to Mortgagor foreclose said lien in the same manner as provided pursuant an action for the foreclosure of mortgage upon said Property, as by statute provided, or may at its option proceed with foreclosure by advertisement pursuant to the statutory power of sale which the Mortgagor grants to the Mortgagee provided under this Mortgage, in accordance with applicable law. In the event of default by Mortgagor on any of Mortgagor's obligations under the terms of this Mortgage, Mortgagee shall also have the right to pursue any remedy available to it at law or in equity.

ARTICLE IV
Events of Default

Section 4.1. Events of Default Defined. The following shall be "Events of Default" under this Agreement and the term "Event of Default" shall mean, whenever it is used in this Agreement (unless the context otherwise provides), any one or more of the following events:

(a) Failure by the Developer to pay when due any payments required to be paid under this Agreement.

(b) The Developer of the following: (i) file any petition in bankruptcy or for any reorganization, arrangement, composition, readjustment, liquidation, dissolution, or similar relief under United States Bankruptcy Laws or any similar Federal or State Laws; or (ii) make an assignment for the benefit of its creditors; or (iii) admits, in writing, its inability to pay its debts generally as they become due; or (iv) be adjudicated, bankrupt or insolvent.

Section 4.2. City's Remedies on Default. Whenever any Event of Default by Developer referred to in Section 4.1 of this Agreement occurs, the City may take any one or more of the following actions after providing ten (10) days written notice to the Developer of the Event of Default, but only if the Event of Default has not been cured within said ten (10) days:

(a) Declare the entire outstanding balance of the Deferred Charges immediately due and payable;

(b) Terminate this Agreement;

(c) Deny issuance of certificates of occupancy or temporary certificates of occupancy;

(c) Take whatever action, including legal, equitable or administrative action, which may appear necessary or desirable to the City to collect any payments due under this Agreement, or to enforce performance and observance of any obligation, agreement, or covenant of the Developer under this Agreement, including the remedies provided under Article 3.

Section 4.3. No Remedy Exclusive. No remedy herein conferred upon or reserved to the City or Developer is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the City or the Developer to exercise any remedy reserved to it, it shall not be necessary to give notice, other than such notice as may be required in this Article IV.

Section 4.4. No Additional Waiver Implied by One Waiver. In the event any agreement contained in this Agreement should be breached by either party and thereafter waived by the other

party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

Section 4.5. Costs of Enforcement. Whenever any Event of Default occurs and the City shall employ attorneys or incur other expenses for the collection of payments due or to become due or for the enforcement of performance or observance of any obligation or agreement on the part of the Developer under this Agreement, the Developer agrees that it shall, within ten (10) days of written demand by the City, pay to the City the reasonable fees of such attorneys and such other expenses so incurred by the City.

Section 4.6. Certificate of Occupancy. The City may deny a certificate of occupancy or temporary certificate of occupancy for the Property until all amounts owed to the City under the terms of this Agreement have been paid by Developer.

ARTICLE V
Additional Provisions

Section 5.1. Representatives Not Individually Liable. No member, official, or employee of the City shall be personally liable to the Developer, or any successor in interest, in the event of any default or breach or for any amount which may become due to Developer or successor in interest or on any obligations under the terms of this Agreement.

Section 5.2. Titles of Articles and Sections. Any titles of the several parts, Articles, and Sections of the Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

Section 5.3. Notices and Demands. Except as otherwise expressly provided in this Agreement, a notice, demand, or other communication under the Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally; and

(a) in the case of the Developer, is addressed to or delivered personally to J Robinson Construction, Inc. 27178 Tamarack St NW, Isanti, MN 55040; and

(b) in the case of the City, is addressed to or delivered personally to the City at 110 First Avenue N.W., P.O. Box 428, Isanti, Minnesota 55040,

or at such other address with respect to either such party as that party may, from time to time, designate in writing and forward to the other as provided in this Section.

Section 5.4. Disclaimer of Relationships. The Developer acknowledges that nothing contained in this Agreement nor any act by the City or the Developer shall be deemed or construed by the Developer or by any third person to create any relationship of third-party beneficiary, principal and agent, limited or general partner, or joint venture between the City and the Developer or any third party.

Section 5.5. Release. Upon payment of all fees and charges under Article III in accordance with the provisions of this Agreement, the City will furnish Developer with a Release of Mortgage for the Property within a reasonable period of time following the request. Developer shall be responsible for recording the Release of Mortgage.

Section 5.6. Modifications. This Agreement may be modified solely through written amendments hereto executed by the Developer and the City.

Section 5.7. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

Section 5.8. Judicial Interpretation. Should any provision of this Agreement require judicial interpretation, the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agent or attorney prepared the same, it being agreed that the agents and attorneys of both parties have participated in the preparation hereof.

Section 5.9. Run with the Land. This Agreement may be recorded against the Property and shall run with the aforesaid Property and shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, representatives, successors and assigns.

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed in its name and behalf and the Developer has caused this Agreement to be duly executed in its name and behalf on or as of the date first above written.

[remainder of page intentionally left blank]
[signature pages to follow]

CITY/MORTGAGEE:
CITY OF ISANTI, MINNESOTA

By _____
Its Mayor

By _____
Its City Administrator

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ___ day of _____, 2019, by Jeff Johnson and Josi Wood, the Mayor and City Administrator of the City of Isanti, Minnesota, a Minnesota municipal corporation, on behalf of the City.

_____
Notary Public

DEVELOPER/MORTGAGOR:
J Robinson Construction, Inc.

By _____
Its President

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ____ day of _____, 2019, by Joshua W. Robinson, the President of J Robinson Construction, Inc, a corporation under the laws of the State of Minnesota, on behalf of the corporation.

_____
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

City of Isanti
110 1st Avenue NW
PO Box 428
Isanti, MN 55040
Telephone: (763) 444-5512

SCHEDULE A

Description of Property

Lots 2, Block 1, Sun Prairie Fourth Addition, Isanti County, Minnesota

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members City Council
From: Sheila Sellman, Community Development Director
Date: May 21, 2019
Subject: **RESOLUTION NO. 2019-XXX AUTHORIZING THE EXECUTION OF REPAYMENT AGREEMENT ON LOT 3, BLOCK 1, SUN PRAIRIE FOURTH ADDITION WITH J ROBINSON CONSTRUCTION, INC**

Background:
On December 19, 2017 the City Council amended and extended a SAC and WAC deferral program through Resolution 2017-304 to continue to spur development activity and in 2018, the City Council extended the program to December 31, 2019 by Resolution 2018-268. J Robinson Construction, Inc. has requested that the City execute a Repayment Agreement for three new lots legally described as Lot 1-3, Block 1, Sun Prairie Fourth Addition, for the construction of three homes. The business is in 'good standing' upon review of the MN Secretary of State Office as of May 14, 2019.

The form of the Repayment Agreement is consistent with the form approved by the City Council on December 19, 2017. The Repayment Agreement will be dated as of the date that the Building Permit is paid for by the Developer.

Request
Staff is requesting that the City Council adopt the attached Resolution.

Attachments:
- Resolution 2019-XXX
- Repayment Agreement

RESOLUTION NO. 2019-XXX

AUTHORIZATION AND EXECUTION OF REPAYMENT AGREEMENT ON LOT 3, BLOCK 1, SUN PRAIRIE FOURTH ADDITION WITH J ROBINSON CONSTRUCTION, INC

WHEREAS, the City of Isanti adopted a SAC and WAC Deferral program on December 19, 2017 which is documented by Resolution 2017-304 and extended the program to December 31, 2019 by Resolution 2018-268; and

WHEREAS, A boiler plate Repayment Agreement was drafted by City Development Attorney and the City Council directed Staff to utilize this agreement for parties interested in SAC and WAC Deferral for commercial or residential development; and

WHEREAS, J Robinson Construction, Inc (the "Developer") has asked the City of Isanti to enter into a Repayment Agreement for the properties legally described as: Lot 3, Block 1, Sun Prairie Fourth Addition (the "Property") and has agreed to pay the recording fee associated with the filing of the Repayment Agreement; and

WHEREAS, the Developer has stated the it will be the owner of the Property at the time of execution of the Repayment Agreement; and

WHEREAS, the date of the Repayment Agreement will be when the Developer signs prior to the payment of the building permit; and

WHEREAS, the Developer is registered, active and is in good standing with the Minnesota Secretary of State Office as of May 14, 2019.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota authorized the Mayor and City Administrator to execute the Repayment Agreement attached hereto contingent upon satisfactory proof of ownership witnessed in a recorded instrument of conveyance to the Developer.

This Resolution hereby approved by the Isanti City Council this 21st day of May 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS

THIS REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS ("AGREEMENT"), made on or as of the ____ day of _____, 2019, by and between the City of Isanti, Minnesota, a Minnesota municipal corporation (hereinafter referred to as the "City") having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040, and J Robinson Construction, Inc. , a corporation under the laws of the State of Minnesota (hereinafter referred to as the "Developer"), having its principal office at 27178 Tamarack St NW, Isanti, MN 55040.

WITNESSETH:

WHEREAS, the Developer intends to construct three single family homes (the "Improvements") on certain real property (the "Property") in the City; and

WHEREAS, in connection with the construction of the Improvements there are certain water and sanitary sewer charges that are payable by the Developer to the City; and

WHEREAS, the Developer has demonstrated to the satisfaction of the City that the Developer is unable to pay the full amount of the charges now and has asked the City to defer such charges and make them payable at a future point in time; and

WHEREAS, the City believes that the development of the Improvements by the Developer is in the best interests of the City and, therefore, it is willing to defer the charges if doing so will facilitate the development and viability of the Improvements.

NOW, THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

ARTICLE I
Definitions

Section 1.1. Definitions. In this Agreement, unless a different meaning clearly appears from the context:

"Agreement" means this Agreement, as the same may be from time to time modified, amended, or supplemented.

"City" means the City of Isanti, Minnesota, its successors and assigns.

"County" means Isanti County, Minnesota.

"Deferred Charges" means the utility charges described in Section 3.1 of this Agreement being deferred by the City and which the Developer is obligated to pay in accordance with this Agreement.

"Developer" means J Robinson Construction, Inc, a Minnesota Corporation, its successors and assigns.

"Event of Default" means an action by the Developer listed in Article IV of this Agreement.

"Improvements" means the single-family home to be constructed by the Developer on the Property.

"Property" means the real property described on the attached Schedule A to this Agreement.

"State" means the State of Minnesota.

ARTICLE II
Representations

Section 2.1. Representations by the City. The City makes the following representations as the basis for the undertaking on its part herein contained:

(a) The City is a statutory city duly organized and existing under the laws of the State. Under State law, the City has the power to enter into this Agreement and to perform its obligations hereunder.

Section 2.2. Representations by the Developer. The Developer represents that:

(a) The Developer is a corporation duly organized and authorized to transact business in the State, is not in violation of any provisions of its Bylaws or the laws of the State, has power to enter into this Agreement and has duly authorized the execution, delivery and performance of this Agreement by proper action of its Board of Directors.

ARTICLE III
Deferred Charges, Payment and Security

Section 3.1. Deferred Charges. The Developer owes to the City the sum of **$ 5,894.00** in deferred utility charges ("Deferred Charges"). The Deferred Charges consist of **$ 2,613.00** in Water Availability Charges and **$ 3,281.00** in Sewer Availability Charges. The City has agreed to defer the payment of the Deferred Charges as described in this Agreement.

Section 3.2. Payment of the Deferred Charges. The Developer covenants and agrees that it will pay the Deferred Charges to the City on the earliest to occur of the following:

(a) on the date that is one hundred and twenty (120) days after the date of this Agreement;

(b) on the date that the Developer sells or transfers the Property or Improvements, or any portion thereof; or

(c) on the date that the City issues a certificate of occupancy for the Improvements.

Interest shall accrue on the Deferred Charges at the rate of zero percent (0%) from the date hereof and continuing until the Deferred Charges and all accrued interest have been paid in full.

Section 3.3. Payment of Costs.

(a) The Developer shall pay all costs for title work and recording of this Agreement.

(b) The Developer shall pay all costs incurred by the City in connection with the preparation and implementation of this Agreement and related documents, including, without limitation, fees of attorneys related the preparation of this Agreement and related documents, if the Developer fails to complete construction of the Improvements within one hundred and twenty (120) days after the date of this Agreement.

Section 3.4 Security. As security for Developer's obligation of repayment of the Deferred Charges and Costs identified in Sections 3.1 and 3.3, Developer hereby grants and the City shall and hereby does have, a lien on the Property in the full amount necessary to satisfy any repayment obligation of the fees and charges identified in Sections 3.1 and 3.3 under this Agreement and the cost including reasonable attorney's fees, of collecting the same.

Section 3.5 Notice. At least 10 days before the date of any sale, cash out refinance, transfer or other conveyance of the Property or, in the event of a sale by contract for deed, Developer or their heirs, executors or representatives, shall give the City notice thereof.

Section 3.6 Mortgage. To secure any such repayment of the Deferred Charges under Section 3.1 and 3.3 as may become due under the provisions of this Article, the Developer hereby

grants to the City a Statutory Short Form Mortgage pursuant to the provisions of Minnesota Statutes Section 507.15 (2016) as follows:

UNIFORM SHORT FORM MORTGAGE

This statutory mortgage, made this ___ day of _____, 2019 between the City of Isanti, a Minnesota Municipal having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040 (the "Mortgagor"), and J Robinson Construction, Inc., a corporation under the laws of the State of Minnesota having its principal office at 27178 Tamarack St NW, Isanti, MN 55040 (the "Mortgagee"),

Witnesseth, that to secure the payment of the Deferred Charges by the Mortgagee to the Mortgagor of $5,894.00 as described in Article 3 of this Agreement (the "Indebtedness") the Mortgagor, hereby mortgages to the mortgagee and grants a security interest in the real property located at 205 9th Ave SE, in the City of Isanti, Isanti County, Minnesota, as legally described and set forth in "Schedule A" attached hereto and made a part hereof ("Property"), subject only to any liens or encumbrances of record thereon as of the date hereof.

And Mortgagor agrees and covenants with the Mortgagee the following statutory covenants;

1. To warrant the title to the Property, subject only to prior encumbrances of record as of the date hereof.
2. To pay the indebtedness as herein provided.
3. To pay all taxes.
4. To keep the buildings located on the Property insured against fire, windstorm and extended coverage for their full insurable value for the protection of the Mortgagee.
5. That the Property shall be kept in repair and no waste shall be committed.
6. That the whole of the principal sum shall become due after default, in the payment of any installment of principal or interest, or of any tax, or in the performance of any other covenant, at the option of the Mortgagee.

If default be made in any payment or covenant herein, the mortgagee shall have the statutory power of sale, and on foreclosure may retain statutory costs and attorney's fees.

Section 3.7. In the event Mortgagor or their heirs, executors or representatives shall fail or refuse to make a required repayment of the Indebtedness within the limited period set forth herein, the Mortgagee may, with or without notice to Mortgagor foreclose said lien in the same manner as provided pursuant an action for the foreclosure of mortgage upon said Property, as by statute provided, or may at its option proceed with foreclosure by advertisement pursuant to the statutory power of sale which the Mortgagor grants to the Mortgagee provided under this Mortgage, in accordance with applicable law. In the event of default by Mortgagor on any of Mortgagor's obligations under the terms of this Mortgage, Mortgagee shall also have the right to pursue any remedy available to it at law or in equity.

ARTICLE IV
Events of Default

Section 4.1. Events of Default Defined. The following shall be "Events of Default" under this Agreement and the term "Event of Default" shall mean, whenever it is used in this Agreement (unless the context otherwise provides), any one or more of the following events:

(a) Failure by the Developer to pay when due any payments required to be paid under this Agreement.

(b) The Developer of the following: (i) file any petition in bankruptcy or for any reorganization, arrangement, composition, readjustment, liquidation, dissolution, or similar relief under United States Bankruptcy Laws or any similar Federal or State Laws; or (ii) make an assignment for the benefit of its creditors; or (iii) admits, in writing, its inability to pay its debts generally as they become due; or (iv) be adjudicated, bankrupt or insolvent.

Section 4.2. City's Remedies on Default. Whenever any Event of Default by Developer referred to in Section 4.1 of this Agreement occurs, the City may take any one or more of the following actions after providing ten (10) days written notice to the Developer of the Event of Default, but only if the Event of Default has not been cured within said ten (10) days:

(a) Declare the entire outstanding balance of the Deferred Charges immediately due and payable;

(b) Terminate this Agreement;

(c) Deny issuance of certificates of occupancy or temporary certificates of occupancy;

(c) Take whatever action, including legal, equitable or administrative action, which may appear necessary or desirable to the City to collect any payments due under this Agreement, or to enforce performance and observance of any obligation, agreement, or covenant of the Developer under this Agreement, including the remedies provided under Article 3.

Section 4.3. No Remedy Exclusive. No remedy herein conferred upon or reserved to the City or Developer is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the City or the Developer to exercise any remedy reserved to it, it shall not be necessary to give notice, other than such notice as may be required in this Article IV.

Section 4.4. No Additional Waiver Implied by One Waiver. In the event any agreement contained in this Agreement should be breached by either party and thereafter waived by the other

party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

Section 4.5. Costs of Enforcement. Whenever any Event of Default occurs and the City shall employ attorneys or incur other expenses for the collection of payments due or to become due or for the enforcement of performance or observance of any obligation or agreement on the part of the Developer under this Agreement, the Developer agrees that it shall, within ten (10) days of written demand by the City, pay to the City the reasonable fees of such attorneys and such other expenses so incurred by the City.

Section 4.6. Certificate of Occupancy. The City may deny a certificate of occupancy or temporary certificate of occupancy for the Property until all amounts owed to the City under the terms of this Agreement have been paid by Developer.

ARTICLE V
Additional Provisions

Section 5.1. Representatives Not Individually Liable. No member, official, or employee of the City shall be personally liable to the Developer, or any successor in interest, in the event of any default or breach or for any amount which may become due to Developer or successor in interest or on any obligations under the terms of this Agreement.

Section 5.2. Titles of Articles and Sections. Any titles of the several parts, Articles, and Sections of the Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

Section 5.3. Notices and Demands. Except as otherwise expressly provided in this Agreement, a notice, demand, or other communication under the Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally; and

(a) in the case of the Developer, is addressed to or delivered personally to J Robinson Construction, Inc. 27178 Tamarack St NW, Isanti, MN 55040; and

(b) in the case of the City, is addressed to or delivered personally to the City at 110 First Avenue N.W., P.O. Box 428, Isanti, Minnesota 55040,

or at such other address with respect to either such party as that party may, from time to time, designate in writing and forward to the other as provided in this Section.

Section 5.4. Disclaimer of Relationships. The Developer acknowledges that nothing contained in this Agreement nor any act by the City or the Developer shall be deemed or construed by the Developer or by any third person to create any relationship of third-party beneficiary, principal and agent, limited or general partner, or joint venture between the City and the Developer or any third party.

Section 5.5. Release. Upon payment of all fees and charges under Article III in accordance with the provisions of this Agreement, the City will furnish Developer with a Release of Mortgage for the Property within a reasonable period of time following the request. Developer shall be responsible for recording the Release of Mortgage.

Section 5.6. Modifications. This Agreement may be modified solely through written amendments hereto executed by the Developer and the City.

Section 5.7. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

Section 5.8. Judicial Interpretation. Should any provision of this Agreement require judicial interpretation, the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agent or attorney prepared the same, it being agreed that the agents and attorneys of both parties have participated in the preparation hereof.

Section 5.9. Run with the Land. This Agreement may be recorded against the Property and shall run with the aforesaid Property and shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, representatives, successors and assigns.

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed in its name and behalf and the Developer has caused this Agreement to be duly executed in its name and behalf on or as of the date first above written.

[remainder of page intentionally left blank]
[signature pages to follow]

CITY/MORTGAGEE:
CITY OF ISANTI, MINNESOTA

By _____
Its Mayor

By _____
Its City Administrator

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ___ day of _____, 2019, by Jeff Johnson and Josi Wood, the Mayor and City Administrator of the City of Isanti, Minnesota, a Minnesota municipal corporation, on behalf of the City.

_____
Notary Public

DEVELOPER/MORTGAGOR:
J Robinson Construction, Inc.

By _____
Its President

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ____ day of _____, 2019, by Joshua W. Robinson, the President of J Robinson Construction, Inc, a corporation under the laws of the State of Minnesota, on behalf of the corporation.

_____
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

City of Isanti
110 1st Avenue NW
PO Box 428
Isanti, MN 55040
Telephone: (763) 444-5512

SCHEDULE A

Description of Property

Lots 3, Block 1, Sun Prairie Fourth Addition, Isanti County, Minnesota

A Community For Generations.
Isanti

Isanti Police Department Monthly Report

April 2019

Reported Crime	Month to Date	Year to Date
Theft	6	29
Assault	1	6
Vandalism/Damage to Property	4	13
Narcotics	3	11
Burglary	0	2
Domestics	8	27
Crim Sex	0	0
Robbery	0	0
Loud Party/Disturbance	13	36
Medical	22	97
Permit to Purchase	9	33
Security Check / Extra Patrol	317	986

Traffic Offenses	Month to Date	Year to Date
No Insurance	6	13
DUI	1	7
Accidents	6	36
Hit & Run	0	4
Warrant P/U	9	15
Speed	19	63
DAR/DAS	8	16
Administrative Citations (Including Speed)	11	70

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	75,926	1,640	6,046
Ford Explorer 224	60,375	2,085	7,474
Ford F150 225	19,710	385	3,522
Chevy Silverado 220	108,007	0	305
Chevy Impala 223	91,514	670	1,591

CEZT REPORT

CATEGORY	*CURRENT*	*LAST MO*	*2 MOS*	*3 MOS*	*4 MOS*	*5 MOS*	*6 MOS*
TOTAL CASES YTD	**167**	**22**	**11**	**697**	**668**	**648**	**599**
TOTAL OPEN CASES	**68**	**4**	**13**	**33**	**15**	**24**	**75**
VIOLATIONS CLOSED THIS PERIOD	**23**	**2**	**30**	**16**	**9**	**51**	**78**
NEW ISSUES THIS PERIOD	**145**	**11**	**11**	**29**	**20**	**49**	**60**
CAN-Proh Animals	0	0	0	0	0	0	0
CCV-Comm Vehicle Storage	0	0	0	0	0	0	0
CDO--Dogs	0	0	0	0	0	37	0
CPA-Park & Store	0	2	0	10	15	7	3
CSN-Snow Removal	0	0	2	0	1	0	0
CSP-Admin Permits/Solicitors/Peddlers	0	0	0	0	0	0	0
CST--Fish Houses, PODS, Rolloffs	0	0	0	0	0	0	0
GAR - Garage Sales	0	0	0	0	0	0	0
H2O-Water restrictions	0	0	0	0	0	0	0
NEX-Exterior Structure, Paint/Repair	0	0	0	0	0	0	0
NGA-Garbage Service & Storage	0	0	0	0	0	0	0
NGR--Grass Length	0	0	0	0	0	0	49
NJU--Junk/Brush	0	0	6	18	2	1	0
NOX-Noxious Weeds	0	0	0	0	0	0	0
NUV-Unlicensed vehicle or missing plates	0	0	0	0	2	0	0
RNT-Unlicensed rental	0	0	3	1	0	1	0
SGN-Signs	0	0	0	0	0	2	3
UNP-Unpermitted work	145	9	0	0	0	1	5
ZAC-Accessory Building	0	0	0	0	0	0	0
ZFE-Fence	0	0	0	0	0	0	0
ZTD--Temporary Dwelling	0	0	0	0	0	0	0
Compliance Letters Mailed this period	145	11	14	32	24	50	103
Administrative Citations Issues/period	0	0	1	1	2	0	0
Criminal Citations Issued/period	0	0	0	0	0	0	0
Abated Properties/Period	0	0	0	0	0	0	9
Admin Hearings Requested	0	0	0	0	0	0	0
Admin Hearings Held w positive judgement	0	0	0	0	0	0	0
Criminal trials w positive judgement	0	0	0	0	0	0	0
AVERAGE TIME TO COMPLIANCE	**16**	**20**	**14**	**32**	**20**	**12**	**17**

CITY OF ISANTI MONTHLY REPORT

April 2019

Residential	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
Category	Month	YTD	Month	YTD	Month	Quarter	Month	YTD	Month	YTD
Fence	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Roofing/Siding	3	6	$0.00	$0.00	$3.00	$4.00	$240.00	$480.00		
Decks	6	7	$27,888.48	$28,388.48	$14.32	$14.32	$1,242.45	$1,324.95		
Basement Finish	3	9	$83,978.00	$200,091.00	$41.99	$41.99	$2,253.90	$5,874.48		
Addtns. Remodel	1	2	$7,450.00	$22,445.00	$3.73	$3.73	$277.20	$1,000.65		
Garages	1	1	$5,000.00	$5,000.00	$2.50	$2.50	$202.95	$202.95		
Miscellaneous	11	40	$2,500.00	$8,959.86	$11.25	$11.25	$1,313.45	$4,170.20		
Single dwellings	7	17	$1,407,156.71	$3,380,515.26	$622.58	$622.58	$19,034.20	$42,247.40		
Multi dwellings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Mechanical	11	28			$11.00	$12.00	$800.00	$2,075.00		
Plumbing	11	32			$11.00	$11.00	$874.00	$2,352.00		
									$41,086.00	
Resid. Totals	**54**	**142**	**$1,533,973.19**	**$3,645,399.60**	**$721.37**	**$723.37**	**$26,238.15**	**$59,727.63**	**$41,086.00**	**$ 99,854.00**
Commercial										
New Buildings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Addtns./Remodel	0	3	$0.00	$49,600.00	$0.00	$0.00	$0.00	$1,475.10		
Plumbing	0	2	$0.00	$19,900.00	$0.00	$0.00	$0.00	$492.53		
Mechanical	0	1	$0.00	$50,000.00	$0.00	$0.00	$0.00	$1,237.50		
Roofing	0	2	$0.00	$100,265.00	$0.00	$0.00	$0.00	$2,204.40		
Miscellaneous	1	6	$0.00	$327,615.00	$1.00	$1.00	$100.00	$4,900.70		
Comm. Totals	**1**	**14**	**$0.00**	**$547,380.00**	**$1.00**	**$1.00**	**$100.00**	**$10,310.23**	**$0.00**	**$0.00**
Resid. Plus Comm. Totals	**55**	**156**	**$1,533,973.19**	**$4,192,779.60**	**$722.37**	**$724.37**	**$26,338.15**	**$70,037.86**	**$41,086.00**	**$99,854.00**

YEARLY BUILDING PERMIT COMPARISONS

YTD April 2019

Year	# permits	Single units	Multi units	Commercial	Permit Value	Total permit income	Wac & Sac Fees
2014	115	14	0	0	$3,172,191.00	$48,697.99	$108,514.00
2015	114	12	0	0	$2,203,220.45	$42,200.42	$87,813.00
2016	107	18	0	1	$5,597,967.14	$71,010.86	$135,711.00
2017	193	28	0	1	$5,566,976.50	$88,516.65	$242,988.80
2018	182	25	0	0	$4,968,962.00	$84,536.30	$122,662.00
2019	156	17	0	0	$4,192,779.60	$70,037.86	$99,854.00

Total permit fees do not include Sac / Wac or State Surcharge fees

MONTH TO MONTH COMPARISONS FOR THE YEAR

Month	# of permits	Permits total value	Total permit fee income: Does not include WAC, SAC, or State Surcharge
January	38	$146,958.00	$6,799.70
February	32	$753,514.64	$13,387.05
March	31	$1,758,333.77	$23,512.96
April	55	$1,533,973.19	$26,338.15
May	0	$0.00	$0.00
June	0	$0.00	$0.00
July	0	$0.00	$0.00
August	0	$0.00	$0.00
September	0	$0.00	$0.00
October	0	$0.00	$0.00
November	0	$0.00	$0.00
December	0	$0.00	$0.00
Totals	156	$4,192,779.60	$70,037.86

BOLTON & MENK

Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: May 15, 2019

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W. Cook, P.E.
Assistant City Engineer

Subject: Project Status Report
Isanti, MN
Project No.: R13.117985

Please find listed below a status report of the current projects in the City of Isanti:

1) **MS4 Implementation**

We will continue to assist the City MS4 technician as requested.

2) **TH 65 & Cajima Street RCUT Improvements**

MnDOT has approved the plans. The final agreement with MnDOT will be on the May 21, 2019 Council Agenda.

3) **2018 Street & Utility Improvements**

Final payment has been made and the 2-year warranty has begun.

4) **2019 Storm System Maintenance Project**

The Contractor has cleaned the storm pipes on the project and will continue to clear brush and restore aprons this month.

5) **2019 Pavement Management Project**

The Contractor plans to begin work in June 2019.

6) **Heritage Estates**

All utilities have been installed. The contractor will stabilize the site this month and begin constructing homes.

7) **Legacy Pines Subdivision**

The Contractor will complete the remaining site grading, and street improvements this month.

In addition to the current projects listed above we have completed and accepted 52 private developments and 70 city contracts since being selected as your City Engineer in 2008.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

CIVICCMS®

City of Isanti, MN

Request for Proposal

City Website Redesign

Presented by

Jordan Cairns

Sales Representative

cairns@civicplus.com

(785) 370-7764

CIVICPLUS®

302 S. 4th Street, Suite 500 | Manhattan, KS 66502

1300 Massachusetts Ave., Boxborough, MA 01719

www.civicplus.com

Letter of Introduction

Katie Everett
Parks, Recreation & Culture Manager
110 First Avenue NW
P.O. Box 428
Isanti, MN 55040

April 5, 2019

Dear Katie,

I am delighted to submit this Proposal for a website redesign for the City of Isanti.

CivicPlus is the leading developer of municipal websites in the United States, with over 3,500 clients. Our sole focus is the municipal sector, including counties, cities, townships, villages, boroughs ,special districts and municipal related associations.

As you consider your options, I did want to highlight the following:

- We have numerous municipal clients throughout the state of MN—three references are included.
- You will receive a custom new design and layout, built in Responsive Design, to accommodate the various sizes of mobile and tablet devices currently in use.
- This proposal includes full content development, migrating existing pages and building out new content, as provided.
- We offer two-way integration with Social Media.
- Our CMS is very intuitive and we believe the easiest to use in the industry.
- We can also provide optional software for a variety of online services such as Emergency Notifications and Recreation Registration.

I look forward to having the opportunity to present our services and demo our application in the weeks ahead.

Sincerely,

Jordan Cairns
Minnesota Sales Representative
cairns@civicplus.com

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Executive Summary

The following is a brief overview of what we feel are our key differentiators and what has led to our national success serving the municipal sector.

Created to Meet Your Needs

Developing your new website under the Open Source Initiative provides CivicCMS with the flexibility to develop new features and modules to help you meet your goals and vision.

Our Drupal Platform

CivicPlus will develop your site on one of the industry's most trusted open source platforms, Drupal. It is the platform of choice by national, state, and local governments all over the world.

We Build Long-Term Relationships

Our partnership with you is only beginning at go-live! We provide ongoing customer support and our Account Management team will work with you to help you evolve your web environment throughout your relationship with CivicPlus.

Easiest System for Updating & Adding New Content

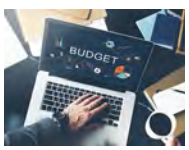
Your new CivicCMS website will be specifically designed for ease-of-use so your staff, regardless of their technical skill level, can maintain and update your new website easily and efficiently.

Custom & Responsive Design

Your custom-designed website will be fully responsive on multiple devices including smart phones, tablets and wide screen monitors.

Useful & Relevant Modules

CivicCMS is flexible and scalable to grow with your web environment at your speed and need without extra features and functionalities that are not as relevant.



Affordable Cost, Flexible Payments

We understand the fiscal challenges municipalities face on a daily basis, so CivicPlus offers payment options to meet your budgeting needs.

Security and Protection—Priority One!

Our Tier IV secure hosting facilities are monitored 24/7 and your website is backed up daily off-site. We deploy state-of-the-art hardware and software to prevent DDoS and hacking attacks to protect your investment.

CivicPlus Company Profile

CivicPlus is the leading national provider of local municipal websites—the most innovative, user-friendly and comprehensive source for engaging constituents online. Our clients' solutions are based on the latest in web coding technologies. They function across all major browsers, platforms (including mobile) and incorporate engaging features such as social media integration.

CivicPlus was founded over 20 years ago. Today, we have 265 staff members and continue to implement new technologies and services to maintain the highest standards of excellence and efficiency for our more than 3,500 clients and over 70,000 users. Our commitment to setting the standard in website design, management and government communication has been instrumental in making CivicPlus a leader in web design, communication programming and hosting.

Your new website will convey a sense of place for your community, be visually appealing and utilize the latest technology to provide a convenient source of information to communicate and engage your community so they can find the information they need, when they want it.

Why should the City of Isanti choose CivicPlus to achieve its vision?

- We are driven by client service, not billings. Our goal is to become your trusted partner and deliver what you need.
- We set the industry standard and have the reputation to back it up, for helping governments better connect with citizens and constituents and we will bring that same expertise to your project.
- We deliver in-house professional services to provide direction for your vision, alignment, consistency and peace of mind knowing your website will be what you need today and tomorrow.

CivicPlus Company Profile

- We develop highly-usable, mobile responsive sites so your website is available anywhere at any time.
- We create a website specific to how you and your citizens will use it and design it to be both end-user and maintenance friendly. We securely host your site in our state-of-the-art facilities – keeping it safe. We exceed industry standards maintaining over 99.9% up time for our clients' websites!
- Our proven step-by-step implementation process has been effective for clients throughout the United States, Canada and Australia.

Since our inception nearly 20 years ago, our focus has been and continues to be, helping local governments work better and that involves knowing what you need to be successful in your procurement process. From the RFP process and finalization interviews to contract negotiation and approval to accounting and billing, CivicPlus brings the experience and familiarity with procurement processes to help keep your project moving forward and moving smoothly.

In the last four years, CivicPlus clients have been honored with more than 290 top website awards. With a concentrated focus on e-government, transparency, usability, functionality, unique design and Web 2.0 technologies, your municipality cannot only receive the rewards that come from a seamless communications platform, but also the honor of industry and peers.

Through the implementation of strategic website solutions CivicPlus clients have won top awards from the nation's premier government associations.

- City-County Communications & Marketing Association (3CMA)
- National Association of Government Webmasters (NAGW)
- National Association of County Information Officers (NACIO)
- California Association of Public Information Officials (CAPIO)
- Center for Digital Government Digital Counties Survey
- Public Technology Institute
- Best of the Web Awards

Here is a link to some of our award winners:

https://www.civicplus.com/local-government-website-awards

Your Project Team

The following personnel would comprise the Deployment Team for this project.

Bill Letsky, Account Director

Area of Responsibility: Account Manager

Bill has over 12 years of direct account management supervision and over 15 years of related industry experience. Bill has broad experience in customer support, content development, user training and sales solutions. He has also created annual regional user group meetings. Bill has an M.B.A. in marketing from the College of William and Mary and an undergraduate degree in Economics.

Dave Casaceli, Client Service Director

Area of Responsibility: Implementation, Quality Control, Hosting

Dave is part of the Management Committee and has been an employee since 2007. His prior work experience includes technical management positions with Lycos, Stratus, and Intrinsix.

Tom Peacock, Senior Customer Service Manager

Area of Responsibility: Training, User Support

Tom is our lead trainer and also manages a staff of 4 Customer Service Representatives. Tom has worked for us since 2006, and has an extensive background in content management systems and related applications.

Miriam Gross, Lead Developer

Area of Responsibility: Content Development

Miriam has been with us since 2008 and would be the lead content developer on this project. Miriam is well versed in Drupal systems, as well as many other our of applications.

Phil Peacock, Systems Administrator

Area of Responsibility: Implementation, Drupal Back-End

Phil has been with us for five years and is a network administrator for our content management systems. Phil knows the technical capabilities of our Drupal CMS and works directly with our software developers on custom requirements, platform enhancements, and any bugs that may arise.

Your Project Team

Lisa Shuster, Project Manager

Area of Responsibility: Implementation

Lisa has been with us for three years and has assisted in the implementation of dozens of municipal websites. Lisa is especially adept at working with clients to maximize their website content and to make sure our clients follow through on each of our checkpoints prior to a new site launch.

Tom Rose, Senior Graphic Designer

Area of Responsibility: Website Design

Tom is our lead designer and has been designing websites for cities, towns, public schools, libraries and other municipal entities since 2001. Tom has a keen understanding of the user experience and keeps up to date with emerging trends and technologies such as Responsive Design, HTML5 and CSS3.

Implementation Plan & Timeline

Phase 1 – Strategy Session & Discovery

CivicPlus will conduct an online meeting with staff to clearly define your objectives and better understand the culture and stakeholder components. Once we have a clear assessment of objectives, we will undertake a strategic design session to discuss design elements, layouts, and preferences. We aim to make design options that evoke these elements while also providing visitors quick and easy access to the information they are looking for. This design meeting will serve as the basis for rendering initial prototypes. Your design will be revised until you are completely satisfied will all elements. You are not picking a template; all designs are custom and you are not limited to designs CivicPlus has previously created.

Phase 2 – Design & Architecture

Responsive Design

Your site will be designed to be "Responsive" in order to maximize the viewing experience. This means it will reshape itself depending on the screen size of the device a visitor is using to access the website. Compared to a traditional computer layout, the site would expand if viewed on a large screen monitor and reshape its layout when viewed on tablets and/or smart phones.

Navigation and Layout

Visitors to municipal websites are usually not surfing the site but looking for specific information. Generally they want to find their information within a couple of clicks or they may lose patience and give up. It is CRUCIAL that a municipal website have multiple ways for visitors to find what they are looking for and for the paths to be easy and obvious**.**

A. Search Engines: We utilize robust search engines that allow for advanced features and search ability within PDF documents.

B. Online Document Center: Forms, applications, documents and permits are created at the dept/board level and can also appear in an aggregate file center.

C. Views & Taxonomy: Our websites have the ability to auto-link content in multiple places while the content is being created. Visitors gain quick access in multiple locations and changes only need to done once. These would include modules such as FAQs, Services A-Z, Residents, Businesses, Visitors and Newcomers.

D. Home Page Navigation: We also utilize Cascading Navigation, Mega-Menus, and Help Centers to provide easy access to core information right from the home page.

Our Project Plan

Phase 3- Site Implementation

Once the design has been finalized and approved, we implement it into our content management system. All landing pages for your departments and boards are also created. The result is a shell of your new site ready for content.

Phase 4 - Content Development

Clients will identify existing content to be moved. New content may be submitted electronically to us anytime during this development phase up until the site goes live. We will also use online surveys to help us identify content. There is no limit to the number of pages we will create during this phase until you go live.

Phase 5 - User Training & Initial Support

CMS Training Plan

Our content management system is very intuitive and documentation is built into each form. All staff training will be conducted online. Training will be a combination of small group sessions and individual instruction. There will be a separate session for site administrators. We are not limiting the number of hours of training required to get each fully up to speed. We will also supply training manuals for those preferring written documentation.

CivicPlus also offers an online video library and no-cost monthly online webinars for any other employees or board members designated to maintain part of the website. Each webinar session is 30 minutes long and every month includes a basic session for new employees/new users along with some specialized topics. Staff can take the sessions at their workstations and interact with the trainer via phone.

Customer Support

Once the new website is live, staff will be responsible for updating the content. As part of this proposal, CivicPlus will provide unlimited, ongoing support for your core staff members. Each member can contact us via phone or email Mon-Fri, 8:00 a.m. to 5:00 p.m., PST for any type of assistance building or editing content. This is no limit to the amount of assistance we would provide. (Note we are not limiting the number of content editors you may have, just the number of users able to access direct support).

Phase 6 - Website Deployment & GO LIVE

Once all content has been built and all staff has been trained, you will decide on a Go Live date. CivicPlus will perform various QA tasks prior to going live and activate any remaining modules. DNS and SEO related activities will be performed at this time.

Typical Project Timeline

The support has been amazing from day one. We worked closely with your employees during initial setup stages, creating the webpage, training, and for follow-up. Your team of employees know what the City was looking for and created it with ease.

Felicia B., Aberdeen, MD

Design creation, accessibility, usability guidance, content optimization, training - CivicPlus delivers all of this and more during the development of your CivicCMS new website. Your exact project timeline can vary based on determined project scope, project enhancements purchased, your availability for meeting coordination, action item return and completion, approval dates kept, and other factors. Based on our experience, the estimated timeline for the successful completion of your CivicCMS project is approximately 12-15 weeks.

Implementation Phase	Timeframe	Deliverables
Phase 1 Strategy Sessions & Discovery	1 Week	• Define Core Objectives • Needs Assessment
Phase 2 Design & Architecture	3-4 Weeks	• Design Meeting with Client Website Committee • Homepage Options & Layout • Subpage Design and Layout • Finalize Design (once you are completely satisfied)
Phase 3 Site Implementation	2-3Weeks	• Identify Global and Cascading Navigation (and related links) • Implement Design within CivicCMS
Phase 4 Content Development	4-5 Weeks	• Migrate Agreed Existing Content
Phase 5 Training & Education	1 Week	• Sessions for Content Editors and Site Administrators • Group and Individual Sessions
Phase 6 Deployment & Go-Live	1Week	• Final Quality Check of Website • Install and Activate Selected Modules • DNS & SEO Activities

Content Management System (CMS)

Our exclusive ***CivicCMS*** software has been built using the open source Drupal platform and has been customized solely for municipal use. We have created unique content types and modified dozens of modules to conform to the needs of local governments.

Drupal is the most common website platform in use by national, state and local governments all over the world. Many large cities (such as San Francisco, Boston, and Los Angeles), and hundreds of towns have committed to migrating their websites to Drupal. Recently, the state of Massachusetts upgraded all of their websites onto the Drupal platform. Other Drupal websites include the White House, Homeland Security, FEMA, dozens of other Federal Departments, and the States of Georgia and North Carolina.

Please view the next two pages for examples of our features and modules.

Interactivity

Our CMS comes equipped with numerous tools and modules to maximize the interactive experience between visitors and your website content. Examples include:

I. Email Broadcast of New Content

Email notification lists are managed within the Drupal platform, allowing our clients to create lists for visitors to sign up (i.e., News & Notices, Urgent Alerts, Board Minutes, etc). There is no limit to the number of lists you can create; our CMS maintains each list individually. Postings can be made from any computer/ mobile device and can be scheduled in advanced. We can bulk load any current lists into our CMS.

II. Social Media Integration

Our CMS is integrated with both Twitter and Facebook. Posting something like a news item or notice to the website could also be sent out as a Twitter feed and/or post to a Facebook page. Conversely, we often use I -Frames to display your Twitter and/or Facebook feeds right into your website page. Our web pages also come equipped with built-in YouTube Video Players.

III. Text Messaging

Our system allows clients to send out text messages for city alerts and news items at no additional cost

IV. Webforms Module

Incorporated into our CMS is a webforms application that allows clients to create fillable forms and surveys for a variety of needs. Every online submission goes into immediately into a database and may be routed to one or more email accounts simultaneously.

ADA Compliance

CivicPlus is committed to making our client websites as compliant with Section 508 and the ADA guidelines as possible. We guarantee there will be no ADA errors when your website goes live.

When it comes to compliance, websites need to consider both the back-end (platform) and the front-end (theme & design).

The Drupal platform, upon which our CMS is based, supports web accessibility (it should be noted that thousands of government sites, including the White House and Homeland Security, have been built with Drupal). Our CMS will require any images uploaded to any part of the website to provide an ALT TAG to help special needs screen readers to define what that image is.

The front end can vary site-to-site, depending upon the specific theming, design, CSS and content. Our goal in each case is to make sure there is appropriate text to background contrasts, suitable font usage, and readable font sizes.

We can provide guidelines to help you to keep your website in compliance. We also partner with Audio Eye, an application which takes a proactive role in helping clients keep sites in compliance. Audio Eye is further discussed within the section “Optional Services”.

Available Apps & Modules

Constituent Communication Apps

- E-Alert Center
- Document Center
- Calendar Center
- Webforms Center
- Notify Me
- Bid Postings
- FAQs
- Interactive Maps
- Job Postings
- Business Directory
- Recyclopedia
- Facebook Integration
- Service Requests
- Twitter Integration
- Google Translate
- Sharing Widget
- RSS Feeds
- Agenda Builder
- Comment Center
- Advanced Search Engine
- Surveys & Polling
- Trash/Recycling Week
- Quick Links
- VTS Blog

Available Apps & Modules

Design & Graphics Modules

Responsive Design	Bulletin Boards	Photo Gallery	Embedded Video
Mega Menus	Custom Subsites	Help Centers	ADA Compliance
Dynamic Breadcrumbs	Captioning/ALT Tags	Image Library	Printer Friendly

Content Management Features

WYSIWYG Editor	'Review On' Dating	Schedule Publishing	Schedule Expiration
Image Editor	Versioning	Taxonomy	Staff Intranet
Previewing	Auto Cascading	Persistent Navigation	Dynamic Site Map
Forms Builder	Tags/Views	Menu Manager	Font Creator

Administration & Security

Roles & Permissions	Content Workflow	CAPTCHA Secure	Archive Center
Broken Links Reports	Audit Trail/History Logs	Domain Management	Google Analytics
Secure Site Gateway	Link Checker	In-Site Documentation	Password Secure

Support, Maintenance & Hosting

Our proposal is to train your staff to maintain the website once it is fully built out and to provide ongoing support to them as needed. Our content management system is very intuitive and documentation is built into each form. Staff training is conducted online and will be a combination of small group sessions and individual instruction. There will be a separate session for site administrators. CivicPlus will also supply training manuals for those preferring written documentation.

Our proposal also includes the ongoing hosting of the website in a secure environment.

Support & Maintenance

Once the new website is live, staff will be responsible for updating the content. As part of this proposal, we will provide unlimited, ongoing customer support for your core staff members. Each member can contact us via phone or email Monday-Friday, 8:00 a.m. to 5:00 p.m. EST or any type of assistance building or editing content. This is no limit to the amount of assistance we would provide.

We also offer an **Online Support Center** which includes a variety of short online videos, quick reference guides, webform examples and useful tips. CivicPlus also provides no-cost monthly online webinars for any other employees or board members designated to maintain part of the website. Each webinar session is 30 minutes long and every month includes a basic session for new employees/new users along with some specialized topics. Staff can take the sessions at their workstations and interact with the trainer via phone.

CivicPlus is responsible for all ongoing maintenance. This includes various security and other patches provided by the greater Drupal community, as well as any module updates provided by the module maintainers, We also provide ongoing development of our CMS with releases of new functionalities and features usually on a quarterly basis. We encourage our clients to submit suggestions. These will be added to our development roadmap and addressed if both appropriate and possible. We have yet to charge any of our clients for the implementation of their suggestions, as long as they can be used across our client base.

Support, Maintenance & Hosting

Our clients do not host their website internally. All of our websites are hosted by us in conjunction with a third party managed solution, Contegix, a national hosting provider specializing in the Drupal Platform (www.contegix.com). This will allow us to maintain strict control over hacking attempts and DDoS attacks and provide an easy pathway for us to implement feature upgrades and service patches.

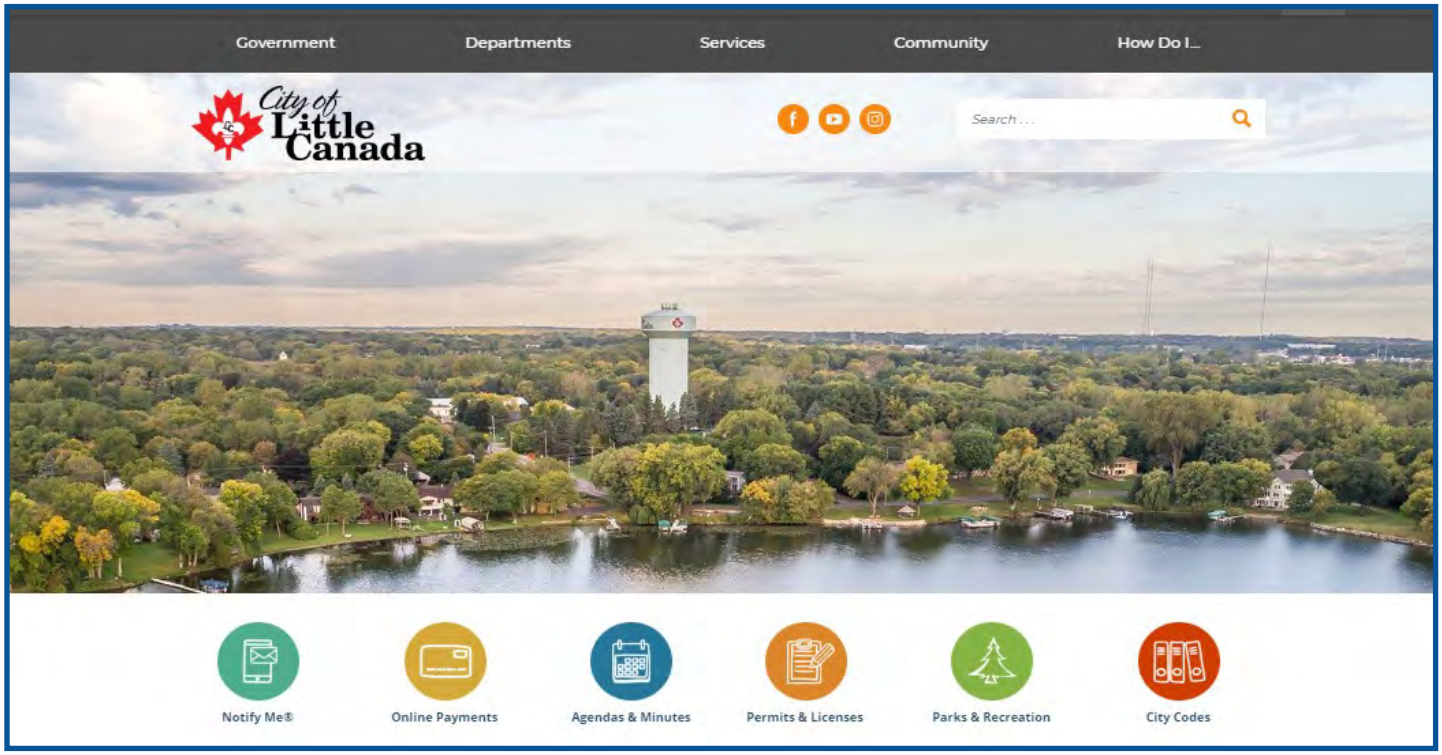
Your website would be hosted at their Reston, VA data center. This is a state-of-the-art, Tier 4 facility, with N+2 power, cooling, generators, armed guards and manned 24/7/365. The systems have redundant power supplies and disk arrays with a hardware RAID card. For hosting we utilize an OpenStock based cloud that is fully redundant. The server that would host your site is a dedicated VTS server that utilizes 12 webheads and a load balancer to account for traffic surges as needed. It is a multitenant server, all municipalities utilizing the same CMS. Your website is backed up daily to a Contegix data center in Las Vegas, Nevada.

We are committed to 99.9% uptime and rapid response to any technical issues that may arise. For any technical issues or needs, clients have 24/7 access to our support team.

Occasionally our clients encounter natural disasters such as tornadoes or tropical storms, and man-made crises (Newtown, CT, Parkland, FL). In all cases, our staff is committed to take on an active webmaster role as needed at no cost to our clients.

Hosting	Support	CMS Application & Maintenance
Secure Host in Blackmesh Data Center	Customer Support, 8-6 EST, Mon-Fri	Automatic Upgrades of Enhancements
Shared Web/SQL Server, Load Balancing	24/7 Emergency Support	Install Service Patches, as Applicable
Redundant ISP	Dedicated Support Personnel	Ongoing Module Upgrades
24/7 Monitored Facility	Max. 2 Hr Response for Customer Support	Core Drupal Upgrades, as Applicable
Redundant Power Supplies with Backup Generator	Built in Training Documentation within CMS	Full CMS Licensing
Mirrored Backup Server to Nevada Center	Monthly User Tutorials	New Features Roadmap
99.999% Uptime	Periodic User Group Meetings	Staging Environment for All Testing
Intrusion Detection & Protection	Newsletters & Email Notices	SSL Certificates

Client References & Designs



City of Little Canada, MN

Bryce Shearen

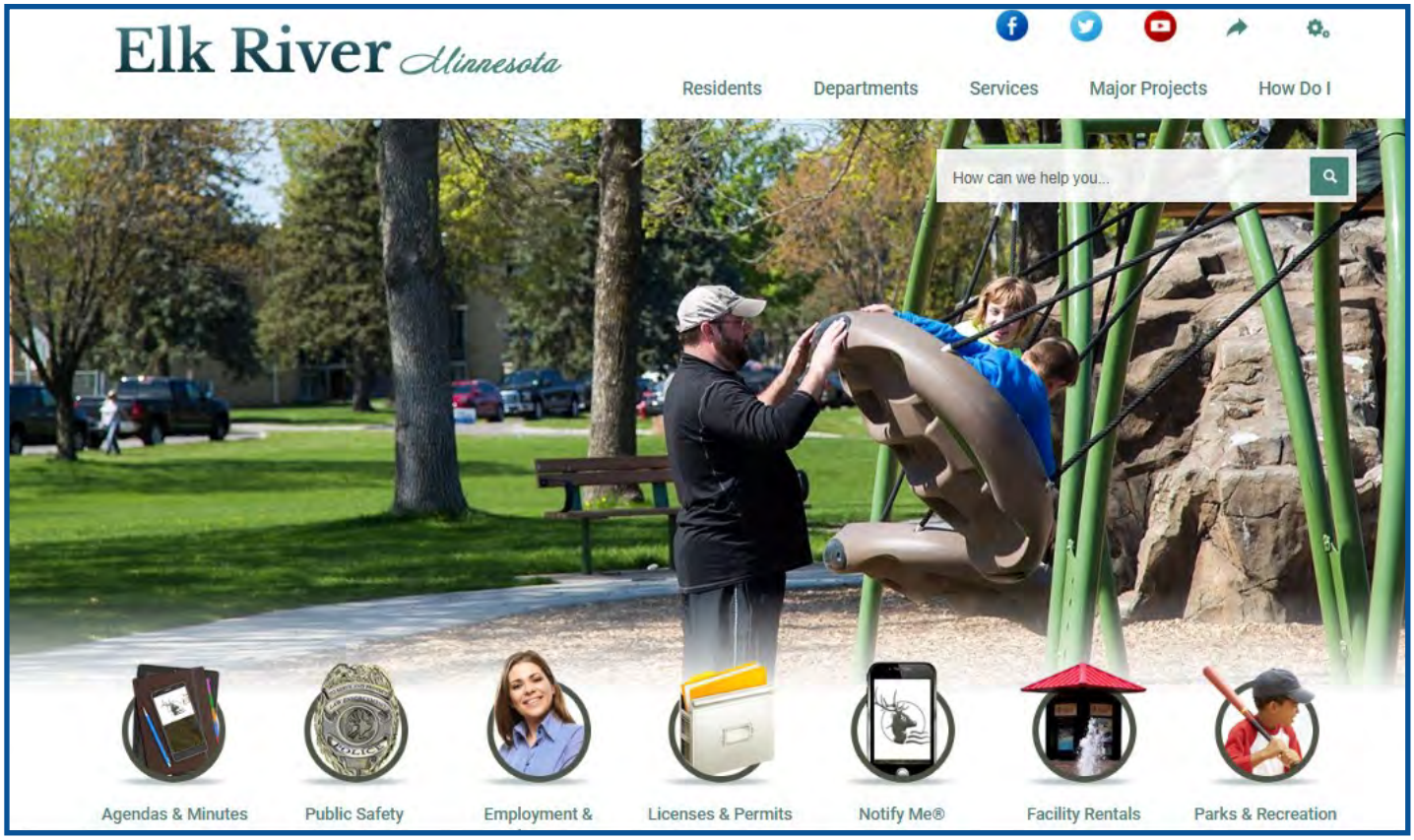
JOB TITLE: Community Services Manager

EMAIL: bryce.shearen@littlecanadamn.org

MAIN PHONE: 651-766-4045

WEBSITE: www.littlecanadamn.org

Client References & Designs



Elk River, MN

Kaylin Clement

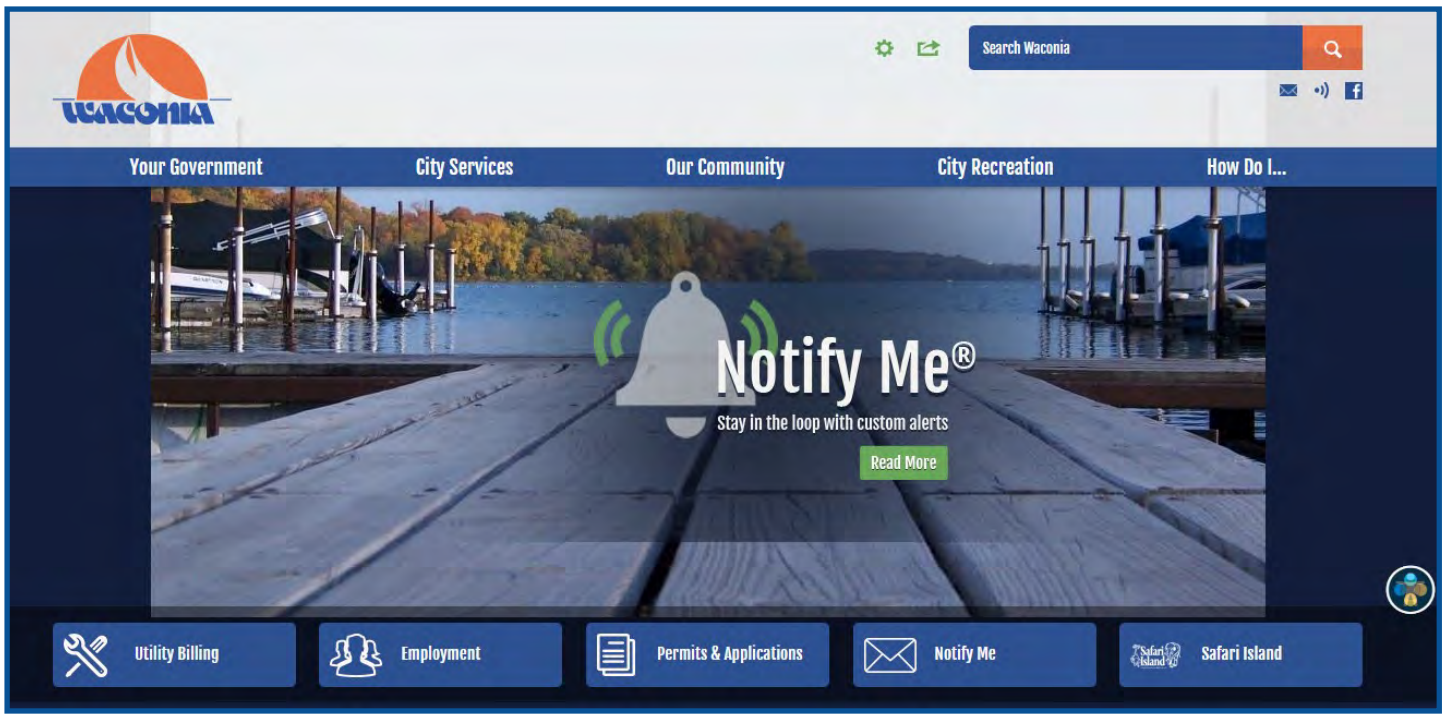
JOB TITLE: Senior Communications Coordinator

EMAIL: **kclement@elkrivermn.gov**

MAIN PHONE: 763.635.1005

WEBSITE: **https://www.elkrivermn.gov**

Client References & Designs



Waconia MN

Jackie Schwerm

JOB TITLE: Public Information Officer

EMAIL: jschwerm@waconia.org

MAIN PHONE: 952-442-3103

WEBSITE: http://www.waconia.org/

Costs & Deliverables

CIVICCMS Website Package

Graphic Design

- Custom Design; Fully Responsive Format (Smart Phones, Tablets)

Content Development

- Full Content Development
- **Build out ALL Additional Pages/Files of Content identified by client**
- **Migrate ALL Historic Meeting Minutes**

Staff Training

- Online Training, as needed; minimum One Day
- Full Access to Library of Videos/Documentation

Post Launch Analysis (After 60-90 Days)

- Group Refresher Training Session (2 Hours)
- Project Manager Review

Supplemental Modules at No Cost

- Bids/RFPS
- Intranet
- Agenda Manager
- Popular Pages

Year One Investment: $13,350

Includes Upfront Development & Annual Services

OPTION: Spread All Costs over 3 Yrs: $5,950 per Year

Secure Hosting

- SSL Certificates
- Tier 4 Data Center
- Nightly Offsite Backups
- Intrusion Detection, DDoS Mitigation

Ongoing Customer Support

- Unlimited Live Support for Up to 4 Users
- Unlimited Number of Content Editors
- Free Monthly Webinars
- 24/7 Technical Support

CIVICCMS Application

- Annual CMS Usage License
- Unlimited Number of Content Editors
- Periodic Module Upgrades
- Full Maintenance & Service Patches

Also Includes

- Apache Solr Search Appliance
- Google Analytics
- E-Subscriber Mail Lists
- Social Media Integration
- Web Forms Builder
- No Storage Limit on Future Pages & Files

Annual Services

Hosting, Support & Maintenance

Each year of your contract, you'll receive system enhancements, maintenance, optimization, and have full access to our support staff so your site stays up-to-date with our latest features and functionality. (*Annual Hosting/Maintenance Services are subject to a cumulative annual 5% technology fee increase beginning Year 3 and beyond)*

- **Secure Hosting and Security Services**
- **Software maintenance including service patches and system enhancements**
- **24/7 technical support and access to the Online Help Center**
- **Unlimited Live Customer Support for up to 4 Designated Users**
- **Account Management Team for ongoing support and web environment evolvement**

$2,250 per year

CivicMedia Option

We also recommend the addition of CivicMedia to your solution. CivicMedia allows for both the live streaming of board and commission meetings and the online archiving of all historic meetings . See the attached brochure. There is a one-time set-up charge of $1,000 and an annual cost of $3,000 for these services.

Optional Services

Our website solution comes fully featured, as described within the Content Management section. There are no add-on charges. Other modules are optional for your use and can be enabled at no additional cost. These include:

- **Business Directory**
- **Bids/RFP Module**
- **Recyclopedia**
- **Intranet**
- **Popular Pages**
- **Agenda Manager**

We do provide optional applications for clients to expand their online capabilities now or anytime in the future. Some of these are outlined below; more information can be provided upon request.

Optional Services

- **Migrate All Existing Meeting Agendas: $750**
- **Additional Supported Users: $250 per user per 12 months**
- **Audio Eye: Online application to increase website accessibility and help maintain ADA compliance; includes voice reader, text magnification, and certificate of compliance. $3,500 per year.**
- **CivicReady: Emergency notifications and reverse 911 services (Quote available upon request)**
- **CivicRec: Online Recreation Registration and Payment Processing (Quote available upon request)**
- **Email Services: One Time Set-up: $60 per account; Annual Hosting/Support: $60 per account, including automatic archiving of all email. All accounts fully transferrable as staff come and go.**

CIVICPLUS® PLATFORM

CP Media™

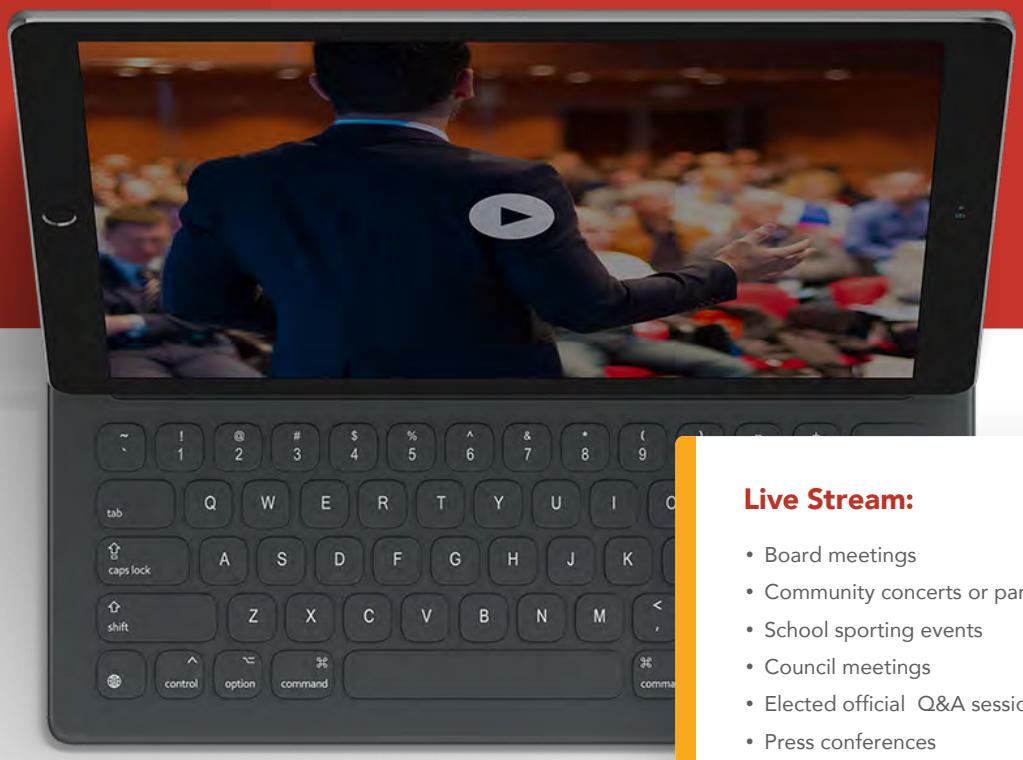
Engage Your Citizens with Live and Recorded Video

Today's digitally-minded citizens are logging more hours watching online video than ever before, and they are searching for content that ranges from entertaining, to informative. For local governments, video is a powerful mechanism for sharing news and events, encouraging civic participation, meeting transparency requirements, building a brand, recruiting employees, and encouraging citizens to develop a sense of civic pride.

888.228.2233 civicplus.com 302 S. 4th Street, Suite 500, Manhattan, KS 66502

CIVICPLUS

CIVICPLUS® PLATFORM



Live Stream:

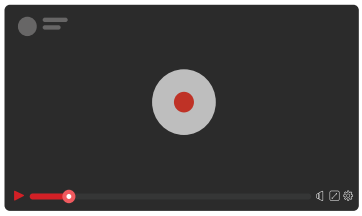
- Board meetings
- Community concerts or parades
- School sporting events
- Council meetings
- Elected official Q&A sessions
- Press conferences

Live and On-Demand Video Streaming

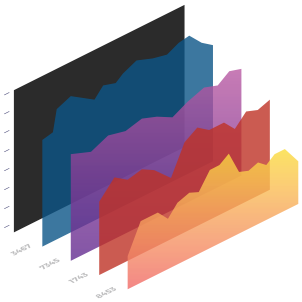
CP Media is a core component of the CivicPlus® Platform and is accessible by all our unified applications, including our CivicEngage® website design and hosting solution and our CivicClerk® agenda and meeting management solution. With CP Media, you can integrate live or recorded videos of meetings and events anywhere on your CivicEngage website that are easily accessible by citzens from any desktop computer or mobile device—no technical or coding skills necessary.

CIVICPLUS® PLATFORM

Modern Functionality for Modern Communities



Simple live stream recording.



View insightful analytics to optimize civic participation.

- Immediate availability of recorded videos for on-demand viewing—no additional steps or manual file uploads.
- Convenient integration with social media platforms including Facebook, YouTube, and Twitter.
- High-definition video for professional quality presentations.
- Link meeting agendas and bookmarks.
- Auto-start recording's of meetings, so video viewers never miss a moment of live proceedings.
- Create event templates for effortless set up of recurring meetings.
- Pause live streaming and post a custom message to viewers.
- Accommodate unlimited events and viewers.
- Closed captioning support.

GRANICUS

Empowering Modern Digital Government

Isanti, MN

Website Design, Development & Hosting Proposal

Will Trost
Account Specialist – Website Solutions
(720) 770-5582
Will.Trost@Granicus.com

Granicus
1999 Broadway
Suite 3600
Denver, Colorado 80202www.granicus.com
Date: March 29th, 2019

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Dear Selection Committee Members,

Thank you for the opportunity to submit a proposal for the upgrade of Isanti's website. Based on our conversations and the thoroughness of your RFP, we feel our comprehensive offering will enable you to transform your web presence into a true "Digital City Hall."

Granicus is uniquely positioned to help you serve, engage and reach – residents, visitors and businesses in Isanti. Here is how we can help you:

- Serve. Like most government organizations, you are looking to bring more services online. We'll help you transform your website into a true service portal. We'll start by identifying the top tasks users perform on your website – like paying a ticket – and make it easy for visitors to find and complete those tasks.
- Engage. Connect with your citizens in a whole new way. With Granicus govAccess you can gather input on important issues, conduct polls, and aggregate and analyze data to inform public policy.
- Protect. Keep critical data safe by working with a vendor serving federal agencies that require the highest levels of security. At a time when ransomware attacks are growing in local government, you can never be too careful. We are here to help!
- Mobilize. With nearly 50 percent of traffic to local government websites coming from a mobile device, responsive design is no longer enough. Granicus offers the tools to truly optimize the mobile experience for your users.

We see tremendous potential for your website and would welcome the opportunity to help you achieve it. I look forward to talking with you soon about what's next for Isanti.

Respectfully submitted,

Will Trost
Account Specialist – Website Solutions

**Because much of our proposal contains proprietary trade secrets that could substantially harm Granicus financially if revealed, we ask the city to allow us to redact this document prior to fulfilling any public records request per 5 U.S.C. § 552(b)(4) and O.C.G.A. § 50-18-72.*

GRANICUS

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GRANICUS

Section 1

Executive Summary

Executive Summary

Better Serve Your Citizens

Your citizens approach their digital interactions with government in the same manner they do elsewhere on the web – as customers. Whether they are looking for information on a consumer website or a government website, they expect to find clear and understandable answers to their questions, quickly, in plain language they understand, at any time of day and via the device of their choice. Increasingly, that device is a mobile one, which requires additional thought to ensure this emerging group of site visitors can easily navigate your site.

The Granicus Experience

Granicus has partnered with more than 800 leading local government agencies to design, develop and host their websites. Through these partnerships we continuously evolve our processes and technology to put our government clients at the forefront of innovation in digital government. Everything we do contributes to our mission to help YOU create a superior digital customer experiences including:

*"I've never worked with a **vendor that has been more** invested in our success."*

Robert Rasmussen
Assistant IT Director
Amarillo, TX

A citizens-focused project approach that starts with research into how your website visitors want to engage with you and what services and information is most important to them. We'll also interview internal stakeholder to understand your goals. This research informs the design, content structure and development of your website – ultimately helping you deliver a superior digital CX.

Ongoing support and continuous improvement that helps ensure your website evolves with customer expectations. The Granicus team conducts an annual analysis of your website using proprietary data and makes recommendations to improve your customer experience leveraging our flexible CMS. You'll also benefit from a guaranteed free redesign.

A CMS that powers superior digital citizen experiences. After we hand over your new website, our CMS solution is there to help you carry on the superior digital citizen experience mission. The casual user can easily update the website with fresh content and visuals, while the power user can monitor, manage, analyze and optimize the website over time.

GRANICUS

Section 2

About Granicus

Meet Granicus

Granicus provides technology and services that empowers government organizations to create seamless digital experiences for the people they serve. Offering the industry's leading cloud-based solutions for communications, content management, meeting and agenda management, and digital services to more than 4,000 public sector organizations, Granicus helps turn government missions into quantifiable realities.

Granicus acquired Vision in 2018, the national leader in government website design, development and hosting. Granicus was impressed by the evolution of the Vision CMS to meet the changing needs of government and the people they serve. They were equally impressed by the process the team perfected to design and develop award-winning government websites.

Company Contact Info:

Will Trost, Account Specialist – Website Solutions
(720) 770-5582
Will.Trost@Granicus.com

Years in Business
21 Years (Vision) / 19 Years (Granicus)

Number of Employees
487

Number of Clients
4,000+

Company Website
www.Granicus.com

Office Locations:

Los Angeles
222 N Sepulveda Blvd,
Suite 1500
El Segundo, CA 90245

Denver
1999 Broadway
Suite 3600
Denver, Colorado
80202

Washington D.C.
1152 15th Street NW
Suite 800
Washington, DC 20005

St. Paul
408 St. Peter St.
Suite 600
St. Paul, MN 55102

GRANICUS

BY THE NUMBERS

1999
FOUNDED

4000+
GOV CLIENTS

40
OF THE 50 MOST POPULOUS U.S. CITIES

2018
GRANICUS ACQUIRES VISION

GRANICUS

Relentless Focus on Client Satisfaction

Simply saying we're dedicated to client satisfaction isn't enough. It's our relentless focus, and one that we measure. In fact, across all of our client implementations over the past three years, our average client satisfaction rating is 9 on a 10 point scale.

At Granicus, anything less than the best for our clients is unacceptable.

- Executives – Our leadership team guides the entire company to do what is best for our clients. Each week the leadership team reviews client satisfaction survey results and discusses any proactive actions that need to be taken. Our leadership team also brings years of experience across government, software, design and technology industries to the table.
- Certified Experts – Our certified experts are passionate about helping you deliver a superior digital customer experience, which is why we are constantly learning new and better ways of doing things. Many of our team members hold the following certifications: NN/g certified User Experience Specialist, Web Graphic Design certified, WebAIM WCAG 2.0 educated, Network and CCNA certified.
- Project Managers and Customer Support – Our project managers and customer support team are fanatical about your success and will go above and beyond to support you.

ACCOLADES

★★★★★★★★★☆

9 OUT OF **10**

PROJECT SATISFACTION

250+

AWARD WINNING SITES

COMPANY RECOGNITION

GovTech 100 Company 2017

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GRANICUS

Section 3

Project Development Approach

Project Promise

Over the last 20-plus years, Granicus has created hundreds of award-winning local government websites. We'll bring this expertise to your project, while also working to meet and exceed your unique goals. Here are a few things you can expect from your partnership with Granicus.

Your Goals	The Granicus Difference
A digital city hall experience that promotes self-service across all departments.	Granicus believes your website should truly serve citizens, making it easy to find and complete common tasks, like paying a ticket. Our data-driven approach will help us identify top services and tasks so we can optimize the online customer journey.
Encourage civic participation.	Connect with your citizens in a whole new way. With Granicus govAccess you can gather input on important issues, conduct polls, and aggregate and analyze data. You may also want to consider govDelivery, enabling you to publish content to our network of 150M people.
A citizen-centric design, release early, iterate often.	With our public beta site offering we can launch early, gather feedback and iterate to ensure we deliver a website that truly meets the needs of your citizens.
Data-driven approach to the website redesign.	Our process takes the guesswork out of your website redesign by basing key project decisions on the data we collect about your website, not on opinions. As a result, your team will be informed and aligned.
A unified web presence with apps used by the city seamlessly integrated.	Extend the impact of your website with the Granicus platform – publish content to our network of 150M+ citizens, simplify agenda creation, stream meetings to video, and much more. You can also choose from an extensive list of pre-built integrations with best-in-class apps like Laserfiche, NeoGov, Esri, SiteImprove, Twitter, Facebook and more.

GRANICUS

Timeline + Development Plan

Over the last 20-plus years, we've developed thousands of websites for some of the most progressive local government agencies. Lessons learned from this experience have helped us refine our process in order to deliver consistent, superior results. Here's what you can expect.

1 Research	GOAL Conduct analysis to understand how your website is used.	1-3 weeks
2 Design	GOAL Develop a website that reflects your community and brand and delivers superior digital customer experience.	2-4 weeks
3 Site Development	GOAL Refine the website's content and implement Granicus govAccess.	8-10 weeks
4 Launch	GOAL Train your team and bring the new site live to the public.	2-4 weeks
5 Post Launch	GOAL Provide ongoing support and maintain a superior digital customer experience.	Ongoing

GRANICUS

1 Research

GOAL
Gain alignment on website goals, design, branding, functionality, and layout – guided by best practices.

Deliverables
- Library of Best Practice Wireframe templates

Toolkits
- Project Kick-off Kit

Your Role
- Identify web team
- Complete Stakeholder Survey
- Signoff on wireframe

1-3 weeks

Granicus' primary objective is to develop a website that makes it easy for people to get things done online. In order to achieve this mission, our process begins with an analysis of your current website and future needs.

- Needs Analysis: Through a series of exercises and meetings we will work to better understand how your website is working for you today and where you'd like to improve it.
- Stakeholder Survey: This process will include a stakeholder survey with questions designed to help define overall project goals.
- Wireframe: You will be presented with several best practices wireframe options based on the needs analysis and stakeholder survey.

2 Design

GOAL
Create a website design to meet the needs of your community, based on the selected best-practice template.

Deliverables
- Color Palette
- Graphic Design Comp

Your Role
- Share any existing brand guidelines
- Gather any photos + logos + video to be used in your website design
- Sign-off on color palette and design comp

2-4 weeks

During the design phase we leverage best practices to balance aesthetics with usability, mobility and accessibility principles to ensure the final result is a combination of beauty and function.

- Navigation: To ensure visitors to your site can easily find the services and information they seek, we provide you with a navigation recommendation for your new website that is based on our years of experience and your unique engagement goals.
- Color Palette: We will also collaborate with your team to ensure the color palette for the new website reflects the tone you are looking for.
- Graphic Design Comp: Your project team will present your layout, functionality and design.

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3 Site Development

GOAL
Program the website, prepare content for migration, train content contributors on the CMS.

Deliverables
- Sitemap Recommendations
- Web-based content training
- 50 Pages of Migrated Content
- Program Website

Toolkits
- Work Plan Template
- Pre-Launch Preparation
- Content Migration Guide
- "How Do I..." Menu Guide

Your Role
- Supply list of all 3rd party apps used w/ site
- Sign-off on site map
- Collaborate with your PM to map current pages to new site map / identify redirects
- Attend writing for the web / accessibility training
- Edit existing content / create content for new pages (we offer additional content writing + editing services)

8-10 weeks

Content Should Enable a Customer Mission

"The writing for the web training was critical for helping our staff think about our customer and what they're trying to accomplish in every decision we make about content."

Abbot Chambers
Librarian/Director Comms
City of Sausalito

The site development phase has two major components: the actual technical programming of the website and finalization of content that will be added to your site. While our development team is busy, our content strategy experts will work with your staff to finalize the sitemap and migrate and refine content.

- Sitemap Consultation: At this stage we will finalize the site map, consulting with you to make sure all navigation is organized and labeled in an effective manner to accomplish your goals.

- Work Plan: To help your team lead communicate project goals, deliverables, and deadlines, we provide a Work Plan Template. This template includes a project introduction, breakdown of individual project-related tasks and timeline for completion.

- Communication Cadence: Communication templates and a recommended cadence around tasks and deadlines, meetings and agendas are also provided. These tools not only ensure a smoother project, they will help your team lead establish credibility.

- Writing for the Web Training: Even the most visually stunning website will not be effective if information is difficult to find and understand. To help, we will conduct a web-based training workshop to introduce overall best practices for creating great, action-oriented content. Following the session, we'll provide resources to help reinforce the concepts learned with your content editors.

- Content Migration: We'll help begin the process of populating your new website with content by migrating 50 pages. Once the migration is complete, you'll be given access to the development website in order to review and refine the information.

4 Launch

GOAL
Transfer site to production environment, train team on CMS, and bring the new site live to the public.

Deliverables
- Staging Site
- CMS Training
- UAT Kick-Off Meeting

Toolkits
- User Setup Guide
- UAT Guide
- Launch Planning Guide

Your Role
- Attend CMS training
- Conduct User Acceptance Testing (UAT)
- Create marketing plan for website launch
- Final sign-off prior to go live

2-4 weeks

After extensive quality assurance testing, our developers will hand over the site to your team in a staging environment. This major milestone typically brings excitement and anxiety – with extensive activity and coordination needed across the organization before your site is ready to launch. To help, Granicus has perfected the process to ensure everything on your site functions as expected and internal signoff is complete before your site goes live.

- Granicus Quality Assurance Testing - The Granicus team will conduct testing to identify broken links, accessibility violations and general issues. Any issues will be flagged for your team to check before the site goes live.
- CMS Training – While our team is conducting final QA testing, our trainers will work with your team to teach them about the new tools they will be able to leverage in the CMS. All users will go through Basic CMS Training, to fully prepare them to review, add and edit content. Your super users will gain a deeper understanding of specific departmental functionality and how to set up roles, permissions and workflow/approval cycles.
- Staging Site – Our technical team transfers your site to a production environment in Rackspace.
- User Acceptance Testing (UAT) - While our team has already conducted a quality assurance process against the approved design specifications and Granicus migrated content, you will have the opportunity to conduct your own review during the UAT process.
- Launch Planning Meeting – Prior to your go-live date we will conduct a launch planning meeting to prepare your team and the Granicus team for pre- and post-launch configuration activities that can only occur once the site has gone live (Granicus Search & SSL set up, for example).
- Final Signoff - Once UAT has been completed and all stakeholders are comfortable, we'll flip the switch, and your new site will make its debut.

GRANICUS

5 | Post Launch

GOAL
Ensure your team is effectively supported and your website evolves as needed to maintain a superior digital customer experience.

Deliverables
- Ongoing technical support
- Guaranteed 99.9% uptime
- Annual CX consultation and recommendations

Your Role
- Setup metrics dashboard and measure results – top pages, traffic sources, etc.
- Keep your content fresh
- Reach out to our support team with questions anytime

Ongoing

Guaranteed Redesign

Guaranteed redesign after your contract term.

Adapt your website to meet changing needs with our ongoing support, flexible CMS and a guaranteed redesign with no further out-of-pocket expense.

Unlimited Technical Support: Granicus provides comprehensive, unlimited technical support including:
- *On Demand Videos* – Step-by-step tutorial videos provide a quick overview of features and tools. These videos are particularly helpful for supplementing training, bringing new staff up to speed or providing refresher.
- *Live Chat* – Initiate a chat from anywhere in the CMS.

Ongoing Training: Bring new staff members up to speed and stay current on the latest government website trends through free live training sessions and educational webinars. These sessions focus on CMS functionality, client best practices and general trends from the industry, such as transparency, accessibility and content strategy. Anyone from your organization that is interested may attend at no cost.

Regional Events and National Summit: Granicus offers a number of free in-person events throughout the year, bringing our clients together to collaborate and share best practices. Each event features educational sessions designed to help get the most out of your website. We are at our best when we're listening to our clients and these events provide a unique opportunity to learn and develop together.

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GRANICUS

Section 4

CMS, Hosting and Security

GRANICUS

The govAccess Content Management System

Our content management system, Granicus govAccess, is designed to help you deliver a superior digital customer experience to your community.

So, how do we deliver on this promise?

- Ease of Use & Administrative Control – Lock down user permissions while providing drag-and-drop simplicity to users where help is never more than a click away.
- Mobile Management – Offer a better experience to residents by analyzing mobile traffic before customizing the display on different screen sizes.
- Digital Service Delivery– Move more services online, go completely paperless, and ensure your community can easily find everything that you have to offer.
- Interior Page Design – Think past the homepage and create a plan for how you will optimize the complete end-to-end customer journey with flexible technology.
- Federal-grade Security – Follow the same hosting and security best practices as The White House, Social Security Administration, and Census Bureau.
- Continuous Innovation– Enjoy monthly release updates and help shape the product by joining our customer council, Labs, for prototypes, beta access and more.

Granicus technology serves more than 4,000 agencies across United States, Canada, and United Kingdom.

If you desire something not listed, then there is a very good chance we either still offer it or the requested functionality is on our near-term roadmap. Go ahead and connect with us; we are happy to answer any questions.

200 + Council Members

"I love working with Granicus because the CMS always evolves to meet the changing dynamics of local government. They never settle and always strive to deliver the best technology in the market."

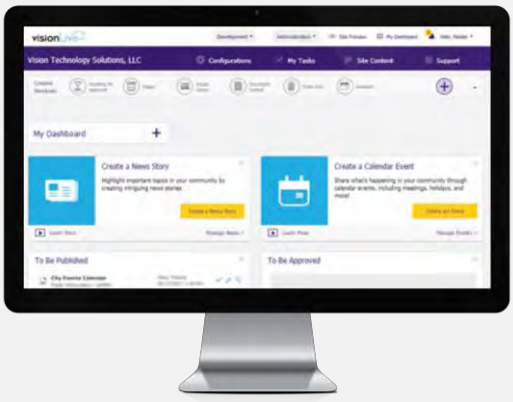
Anthony Wilson,
Public Information Officer
City of San Angelo, Texas

Labs

GRANICUS

Did you know?

60% of CMS users login less than twice per month.



With Granicus govAccess, the casual user can easily update the website with fresh content and visuals, while the power user can monitor, manage, analyze and optimize the website over time.

Easy Authoring and Administrative Control

At Granicus, we understand the complexities of managing the many departments and content editors contributing to your website. To give you time back in your day, we have simplified the experience for the casual user, while offering governance and administrative tools to ensure a consistent experience for website visitors.

Granicus govAccess is a CMS built for government. With our solution you will have everything you need to manage content, including, but not limited to:

- Live Chat & Embedded Training – Connect with our technical support team or teach yourself with self-service curriculums and training videos.
- Wizard Interface – Walk through a guided content creation process with helpful tips along the way in a single, intuitive workflow.
- Drag-and-drop Simplicity – Add content or customize your experience within seconds by configuring settings or leveraging inline editing mode.
- Personal Dashboards – Tailor your workspace with dashboard blocks including content quick-adds, content approvals, reporting, analytics and more.
- Social Media Management – Promote new content through multiple social accounts, customize and preview posts, and schedule a social campaign with a cadence of publish dates across channels.
- Multi-channel Publishing – Promote custom content directly to Facebook, Twitter, email messages, and the website with a single click of a button.
- Subsite Management – Consolidate sites into one single CMS instance to share user permissions, leverage common assets, and improve content transparency.

GRANICUS

Mobile Management for A Modern World

Mobile responsive design is no longer a luxury; it is a requirement.

With Granicus, you'll benefit from progressive mobile web design and a CMS solution that ensures your focus on creating a mobile-first experiences does not stop at your launch date. Granicus govAccess delivers all the necessary tools required for an increasingly mobile world.

- Responsive Design – Deliver responsive websites across any device at any time out-of-the-box. This means it will look great on a desktop monitor, a tablet such as an iPad, or any number of mobile devices – small or large.
- Analytics and Reports – Review data supplied by Google right on your personalized dashboard. Track most visited mobile pages to better understand where you can begin to start optimizing mobile content.
- Mobile Designer – Optimize content for site visitors visiting from a mobile device; reorder or hide specific content for complete control over the experience..
- App-like Mobile Homepages – Include an app-like experience in your project at no additional cost to you. Streamline the resident experience on mobile devices with our intuitive app-like mobile-specific homepages.

Did you know?

Approximately 49% of traffic to a government website comes from a mobile device!

Top tasks change by device type.

More complex tasks like applying for a building permit are done on a desk top, whereas looking up quick info about parks and rec or paying a parking ticket are more often done from a mobile device.

GRANICUS

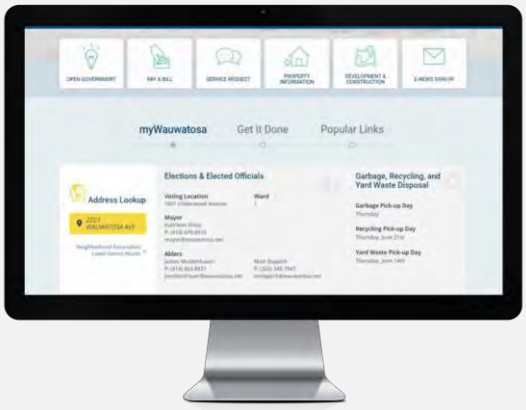
Example Sites

Service Finder

www.Amarillo.gov

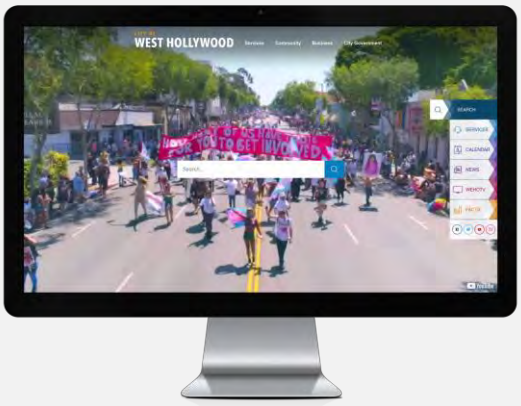
Geo Finder

www.Wauwatosa.net



Video + Image Background

www.WeHo.org



Digital Service Delivery for Every Audience

Visitors to your website are most often looking to accomplish a specific task – paying a parking ticket or learning about important information.

A Granicus website helps you inform, serve, and engage residents while personalizing content to meet the unique needs of your audience.

- Service Finder – Stop fighting over homepage real estate. You can now organize *all* available services and streamline the experience for your residents.
- Geo Finders – Associate content like trash pick-up days, polling locations, or elected officials with geo-spatial information such as a resident's home address.
- Specialty Homepages – Swap the main homepage in seconds to an alternative homepage to address emergencies, election night, large events and more.
- Form Transactions – Go paperless by offering 100% digital forms fully integrated with digital signatures and multiple payment gateways.
- Form Library – Share best practice forms from more than 4,000 government clients ranging from small cities to larger Federal agencies.
- Data Visualizations – Bring transparency to the forefront by showcasing demographic information or financial reports through animated banner displays.
- Video + Image Background – Delight site visitors by showcasing your community with beautiful imagery and engaging videos; switch modes with ease.

GRANICUS

Serve Residents Beyond the Homepage

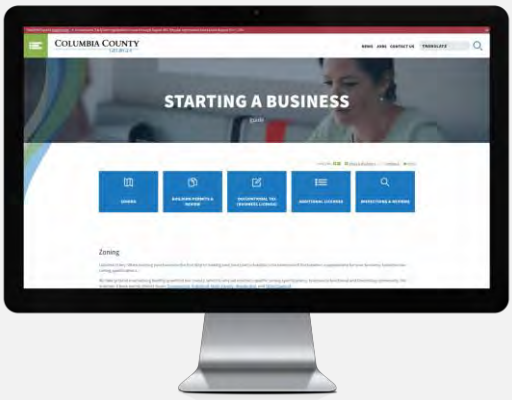
Did you know that 65% of your website traffic lands directly on an interior page. This is why it is so important to consider the full customer journey.

At Granicus, we deliver modern designs, intuitive tools and 3rd party integrations to help you achieve your organization's mission and achieve a bigger impact all from one comprehensive CMS.

- 20+ Components – Enjoy our extensive library of flexible components such as News, Calendar, Image Library, Document Central and more. These components allow you to put a custom touch on any interior page.
- 75+ Modules – Leverage the page designer and many dynamic modules with setting configurations to address unlimited use cases.
- Mega Menu Designer – Organize static content for site visitors to easily locate pages or display dynamic content such as events and job postings.
- Flexible Search – Promote pages, create search synonyms, categorize content, and integrate results across multiple products like Laserfiche and Granicus.
- Department Branding – Stand out from other departments and maintain your department identify to serve your unique audience.
- 3rd Party and Pre-built Integrations – Extend your CMS with integrations like Siteimprove, PageFreezer, Facebook, Twitter, Google Analytics, and more.
- Event Registration & Facility Reservation – Collect more revenue by managing online registrations and reservations with integrated online payments.

Did you know?

65% of your website traffic lands directly on an interior page.



www.columbiacountyga.gov

Columbia County took a unique approach to interior pages creating guides like "Starting a Business"

"When the time came to completely update and transform our website, it was refreshing to find a partner like Granicus that could innovate alongside us."

Scott D. Johnson
County Administrator
Columbia County, GA

GRANICUS

Federal-grade Hosting & Security Within Budget

Granicus serves some of the most secure agencies, such as the Department of Homeland Security, Department of Defense, and Veterans Affairs, as well as cities, counties, and states. These agencies all share a #1 priority - the security of citizen and government data.

We have successfully completed several Certifications and Accreditations (as seen right). Granicus is one of only a few government technology vendors authorized by FedRAMP.

We are also one of a handful of elite organizations that are ISO27001 certified and have been awarded the United Kingdom's G-Cloud IL2 accreditation.

Our data centers adhere to top certification requirements and assure that your data and citizen data is safe and kept private.

- Encryption – At rest encryption of all data, always
- Security Scanning – Weekly automated scanning at the application, host, and network level by a dedicated team of security experts
- Physical Security – Facility protected by five concentric security rings and constant monitoring of common and restricted areas
- Archiving – High performant Cache and SSD storage for archiving of video and other large files
- Virtualized Servers – Facilitates minimal downtime for application improvements and superior failover protection

(technical specifications available upon request)

CERTS & ACCREDITATIONS

FedRAMP
Federal Risk Authorization Management Program

NIST National Institute of Standards and Technology
U.S. Department of Commerce

bsi. ISO/IEC 27001 Information Security Management

EXAMPLE CLIENTS

United States™ Census Bureau

U.S. Department of Homeland Security

Department of Defense – United States of America

CMS
CENTERS FOR MEDICARE & MEDICAID SERVICES

Everything a Government CMS Requires to Succeed

Granicus has served government clients for more than 20 years, developing our CMS to meet the unique needs of these agencies. Decentralized authorship across many different departments leads to ranges in skill levels and requirements around approvals. Our government CMS solution delivers everything you need and more.

Embedded Training & Support

- Quick links (button designer)
- Inline (live) editing
- Live chat support
- LMS curriculum & help articles
- Tool tips and instructional text
- Video training materials
- WYSIWYG or HTML editing
- Wizard interfaces
- Custom dashboards
- Custom quick links
- "My Favorite" pages
- User account settings

Webmaster Tools

- Mega menu designer
- Mobile editor (Mobile Designer)
- Custom Content
- Custom Fields
- Google Analytics dashboard blocks
- Page layout designer

Integrations

- Active Directory LDAP*
- Active Directory Federation Services*
- Granicus "Agenda Management"*
- Granicus "Communications Cloud"*
- Import / export functionality
- Laserfiche*
- Maps (multiple)
- Open APIs and custom programming
- PageFreezer
- Payment Gateways (multiple)
- Siteimprove*

(ask for other integration examples)

Digital Asset Management

- Image Library (centralized)
- Image rotation and cropping
- Image Meta Tagging
- Document Central (centralized)
- Document meta tagging
- "In-Use" logic
- Analytics and reporting

Administrative Management

- Approval Cycle and workflows
- Audit trail history
- CAPTCHA security
- Two-factor authentication
- Centralized Subsite Management
- Content permissions and security roles
- Content Review
- Content Scheduling
- Content Versioning (CMS Archives)
- Emergency alert banner
- External Archives (via PageFreezer)
- Extranet (Password protected content)
- Awaiting Approval Reports
- Expiring Content Reports
- "My Tasks" management
- Page template controls
- Accessibility (WCAG 2.1 / ADA) tools

Reports & Analytics

- Administrative analytics
- Asset inventory report
- Broken link reporting
- Dashboard blocks
- Edited content reporting
- Expiring & expired content reports
- Global site analytics
- Page performance analytics

**May incur additional charges*

Tools to Deliver a Superior Digital Customer Experience

Citizen expectations are rising, and you are expected to do more with less. Our government CMS provides an easy-to-use system with all the functionality necessary to better inform, serve, engage, and personalize the experience for your community.

Information-based

- Calendar Event & Registrations
- Business (Resources) Directory
- Facility directory & reservations
- Frequently asked questions (FAQs)
- Meetings management
- News stories
- Photo gallery (albums)
- Site search (Granicus Search)
- Site search (Google CSE)
- Site search (Cludo)*
- Site search (Swiftype)*
- Staff directory

Service-oriented

- Digital signatures (legally binding)*
- Form builder
- Form calculations
- Form conditional logic (If-this-then-that)
- Form email notifications
- Form finder
- Form template library
- Form security settings
- Online payments
- RFP, RFQ, Bid management
- Service requests (CRM / 311)
- Service directory
- Service finder*

Engagement-related

- Activity registration
- Audio & Video Embed
- Blogging*
- Community topics*
- Email campaigns
- Event Registration
- Emergency alert banner
- eNotifications
- Facility Reservations
- Job post and application manager
- LinkedIn, Nextdoor, and Instagram
- Online Polls
- RSS feeds
- SMS (500 subscribers)
- Surveys
- Social media share links
- Social media management
- Streaming Video
- YouTube or Vimeo channels

Personalization

- Resident dashboard (My Dashboard)
- Email and SMS subscriptions
- Email and SMS digests
- Geo Finder*
- Service request alerts
- Specialty homepages

Expecting something else? Chances are we have it.

(reach out with questions)

**May incur additional charges*

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Section 5

Project Experience & References

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PROJECT EXPERIENCE

City of Reno, NV

Population: 245,000 Launch: 2018
www.reno.gov

With citizen experience in mind, the City of Reno sought to provide customers with a service-centric digital portal where they can quickly find information and complete tasks.

The new site features:

- A **powerful search tool with "hot searches"** listed for quicker access to the most requested information
- A Chat box for faster service and help
- Most popular online tasks featured directly on the homepage
- Spotlight content area in the main banner to keep citizens informed of the latest news and events in the community

Town of Nashville, NC

Population: 5,500 Launch: 2018
www.townofnashville.com

The Town of Nashville, NC sought to develop an online hub for its customers. Information and services that were not previously available on the old website are now easily accessible on the new site, including job applications, business directory, service directory and eNotifications.

The new site features:

- Rotating homepage collage with images from around the community
- Intuitive navigation hierarchy to make it easy for visitors to find and access the most requested services and information
- Spotlight content area in the main banner to keep citizens informed of the latest news and events in the community

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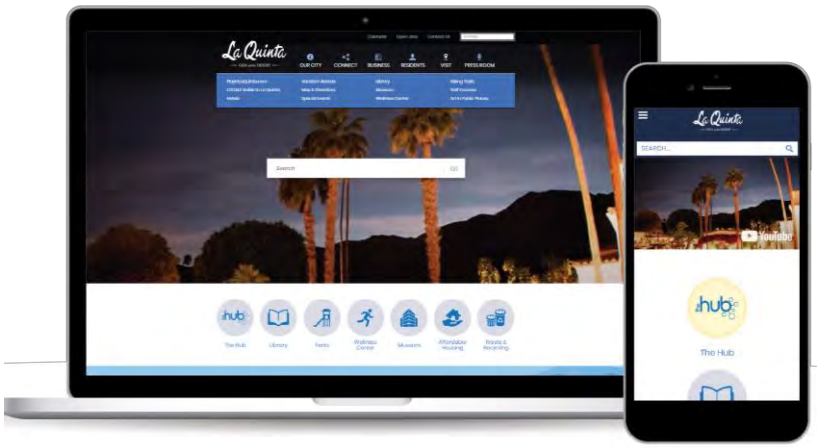
PROJECT EXPERIENCE

City of La Quinta, CA

Population: 38,000 Launch: 2017
www.laquintaca.gov



With younger families moving in and a growing number of visitors coming to town for music festivals, the City of La Quinta realized it had to find new ways to serve this evolving demographic. The new website is now a one-stop-shop to help guide users to discover what the city has to offer and to find important community.

The new site features:

- A homepage video background to showcase things to do in La Quinta
- **"The Hub"** to help residents easily locate and apply for permits online
- The city decreased their page count by 3,000+ before launching providing visitors with more concise information.
- A Google and Amazon inspired navigation that helps users quickly find what they're looking for

City of Sioux City, IA

Population: 82,000 Launch: 2017
www.sioux-city.org

As a hub for business, tourism and residents, The City of Sioux revamped its website to better serve its diverse community.

The new site features:

- Intuitive homepage navigation that links to frequently visited pages, including online bill payments, job openings, and license and permit applications
- Elegant news and calendar widgets to notify users of planned city projects and events
- **An "I Want To..." menu** that allows users to access the most popular city services

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PROJECT EXPERIENCE

City of Millbrae, CA

Population: 21,000 Launch: 2016
www.ci.Millbrae.ca.us

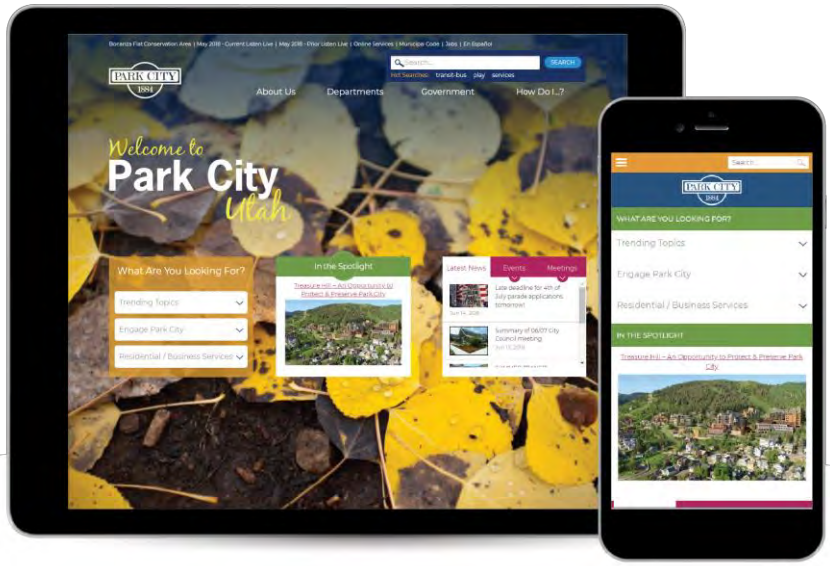
Because of its proximity to San Francisco and Silicon Valley, the City of Millbrae is a desirable home for young professionals and families in the area. The city underwent a complete overhaul of its website in order to make it a more interactive source of information to appeal to it's tech-savvy community.

The new site features:

- Prominent search allowing users to search for exactly what they are looking for quickly
- Unique news and event widget that is prominently featured in the main banner connecting users to topical content quickly
- A single-screen desktop view with several navigational paths including popular services, an "I want to..." menu and more

City of Park City, UT

Population: 9,000 Launch: 2015
www.parkcity.org



World-renowned as a skiers' paradise, Olympic venue and home of the Sundance Film Festival, Park City, UT boasts many natural and cultural attractions. When considering their redesign, Park City wanted to modernize their design to showcase their community's year-round beauty, while still making it easy to find important information.

The new site features:

- A single-screen desktop view that gives users all the information they need without having to scroll
- A service finder, allowing users to access trending topics and popular resident and business services
- News, Meetings and Events widget, providing visitors with up-to-date community information

GRANICUS

Section 6

Qualifications of Key Personnel

Potential Isanti Project Team

An essential component of Granicus' qualification for this project is our team. Granicus enjoys the contributions of long-term, dedicated staff who guide the development of each and every project. Their expertise will ensure the success of your website development.

David Rodriguez, Project Implementation Manager

David's technical expertise coupled with extensive experience as a project manager enables him to guide the development of each website Granicus produces. He oversees our staff of project managers and implementation processes, creates necessary documentation and provides support to your Project Manager during the development.

Years of Experience: 5 Joined Granicus Team: 2014

Reference Projects:

- Yuma County, AZ (www.yumacountyaz.gov)
- Pinehurst, NC (www.vopnc.org)
- Oklahoma City, OK (www.okc.gov)

Uriz Goldman, User Experience (UX) Manager

Since joining Granicus in 2005, Uriz has guided the development of hundreds of local government websites. As a Certified User Experience Consultant, he is passionate about creating more intuitive customer experiences for our clients and will oversee the comprehensive User Experience Analysis for your website.

Years of Experience: 18 Joined Granicus Team: 2005

Education:

- Bachelor of Science, Management Information Systems
- NN/g UX Certified

Reference Projects:

- Sandy, UT (www.sandy.utah.gov)
- Augusta County, VA (www.co.augusta.va.us)
- Wilmington, NC (www.wilmingtonnc.gov)

Natalia Cudlip, Art Director

Natalia's eye for detail and creativity have resulted in some of Granicus' most stunning website designs since she joined Granicus in 2007. As our Art Director, she leads our team of designers to help uncover what makes your community unique and collaborate with the team to bring it to life with a beautiful, custom design.

Years of Experience: 14 Joined Granicus Team: 2007

Education:

- Bachelor of Arts, Computer Animation
- Web Graphic Design Certification

Reference Projects:

- Breckenridge, CO (www.townofbreckenridge.com)
- Orange County Sanitation District, CA (www.ocsd.com)
- Williamsburg, VA (www.williamsburgva.gov)

Brian Pope, Technical Trainer

Brian is an experienced educator who leads technical training on our content management system. He will equip you to get the most out of Granicus govAccess, both through the initial training included in your project and on-going live training webinars.

Years of Experience: 7 Joined Granicus Team: 2016

Education:

- Bachelor of Arts, Education and Spanish

Robert Schnelle, Client Success Manager

Robert knows Granicus govAccess inside and out and has a passion for serving customers. He will work with you once your website launches to ensure you're getting the most out of your relationship with Granicus, by monitoring the site's performance, consulting with you about new features and services and providing feedback during your Site Health Check.

Years of Experience: 20 Joined Granicus Team: 2014

Education:

- Network+ and CCNA Certified

Identifying Your Website Team

While the Granicus team will guide the process, we will depend on the dedication of staff and resources by the County to achieve the best result. Based on our experience, we recommend assigning staff into the following roles:

Project Manager

You should assign a dedicated project manager, who will serve as the main point of contact to interface with Granicus throughout the development of your website. This person will work closely with your Granicus project manager at each stage should be empowered to make final decisions on behalf of the County.

Core Project Team (3-5 people)

To help guide decisions, you should form a core project team. This group will work closely with your designated Project Manager in helping to gather input from your staff and guiding key decisions through the course of the project. Commonly this team includes staff from the following departments:

- Communications
- Administration
- IT

Steering Committee (varies)

To help build buy-in across your organization, we recommend forming a steering committee. This larger team should include representatives from across all of your departments. They will be included in larger surveys and potentially provide input at key decision points. Gathering this group early helps engage the organization in the development, gaining buy-in for the project and providing alignment for decisions.

WHAT CUSTOMERS SAID

Above and Beyond

"The Granicus Team went above and beyond. They were as invested in the website as we were, and we truly appreciated that!"

Anthony Wilson
City of San Angelo, TX

GRANICUS

Section 7

Additional Project Features

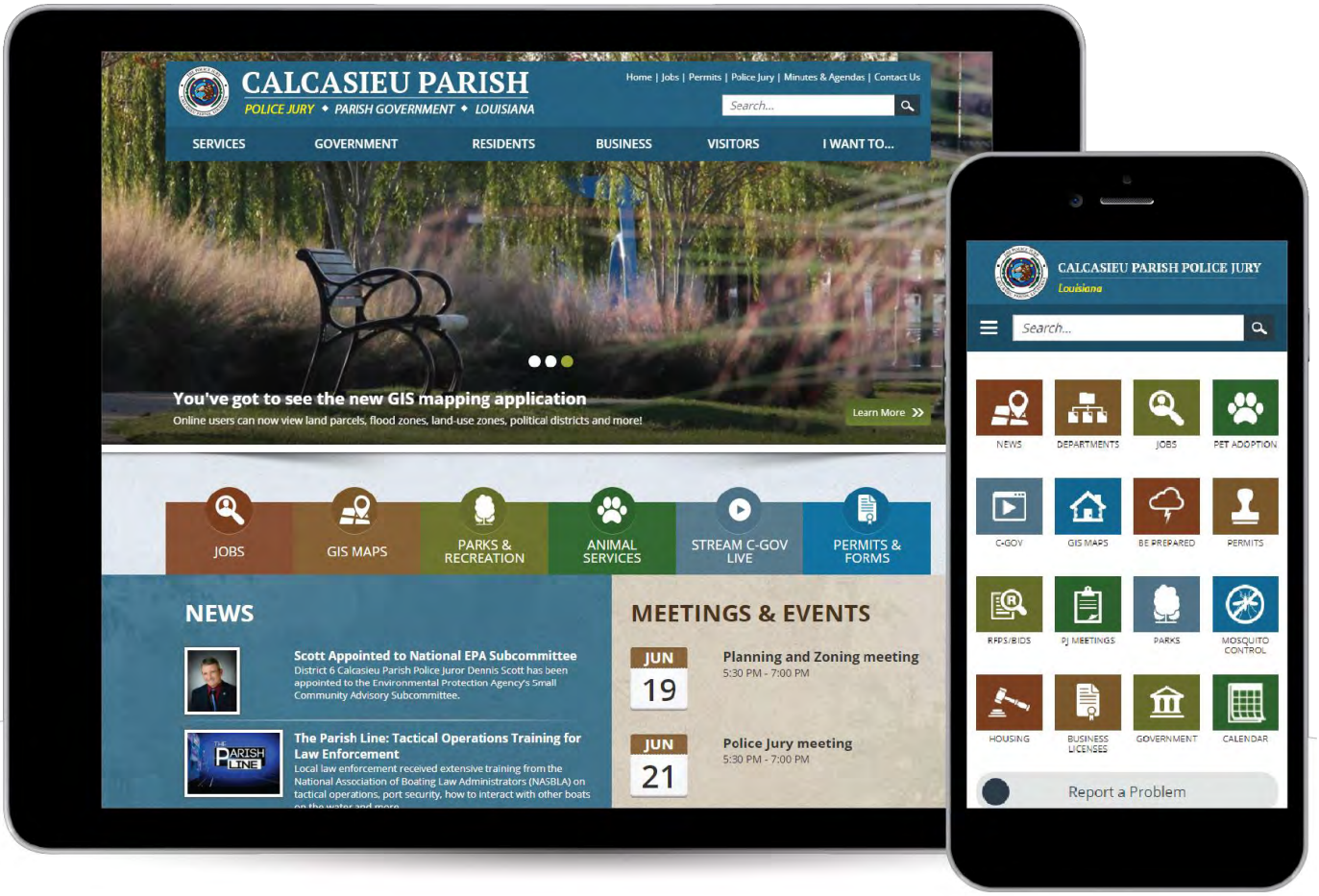
Included Feature

Custom Mobile Homepage

The Custom Mobile Homepage includes a customized mobile view for the client's website:

Granicus' team will create a new background for the mobile homepage. The mobile homepage will consist of an upper and lower section. The upper section will include iOS-like icons in a 4x4 layout, providing one-click access to key content. These links can be modified later, and users will have the ability to modify, add, and remove any buttons as well as manage the URLS of each individual icon. The lower section will consist of six (6) rectangular buttons that will be selected based on consultation with the client's staff.

Calcasieu Parish Police Jury, LA uses this technology on their website



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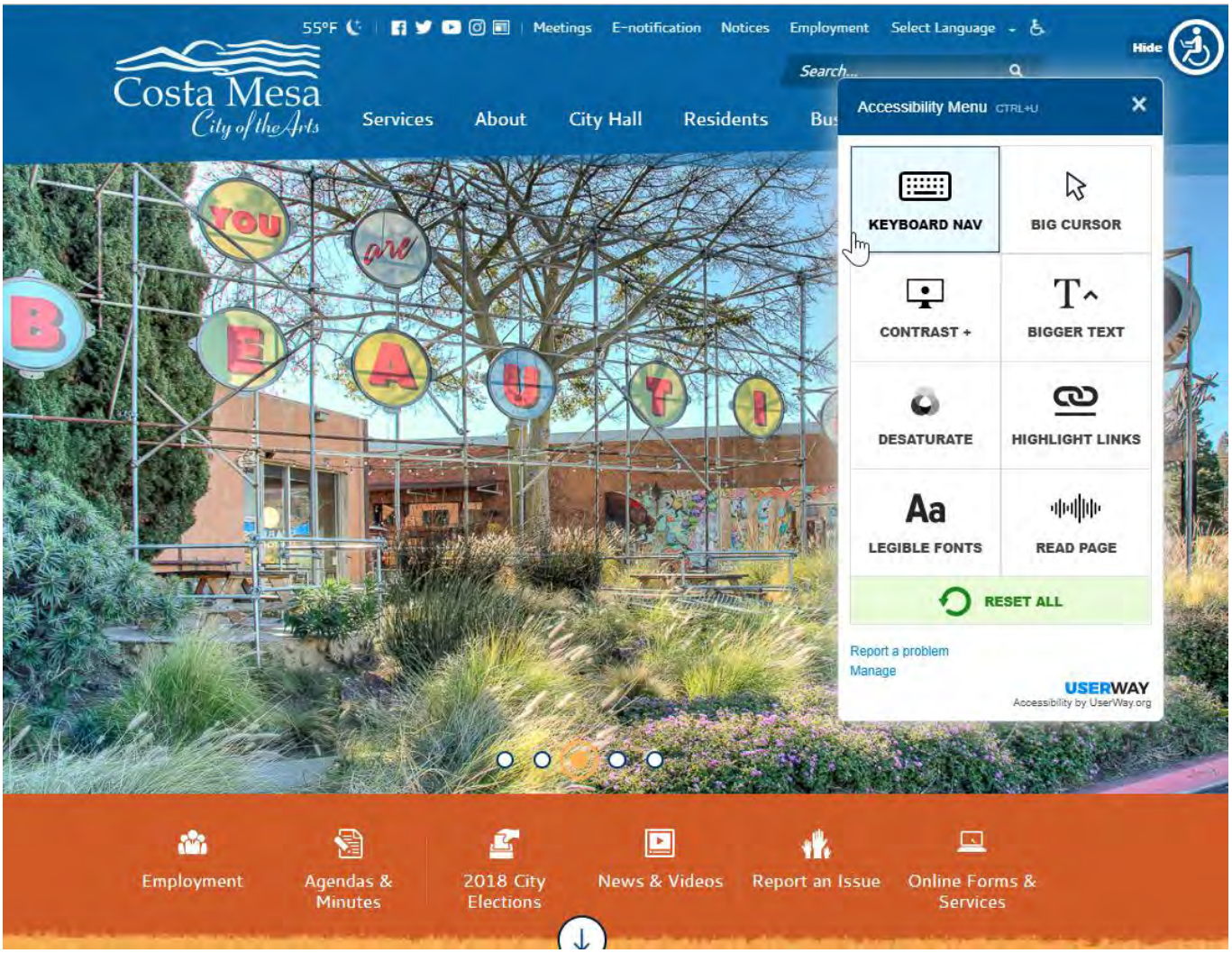
Included Feature

UserWay Integration

UserWay is a pioneer in innovative website accessibility technologies

UserWay provides helpful accessibility plugins that work without refactoring your website's existing code and will increase compliance with WCAG 2.0 , ATAG 2.0 , ADA , & Section 508 requirements.

Costa Mesa, CA uses this technology on their website



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GRANICUS

Section 8

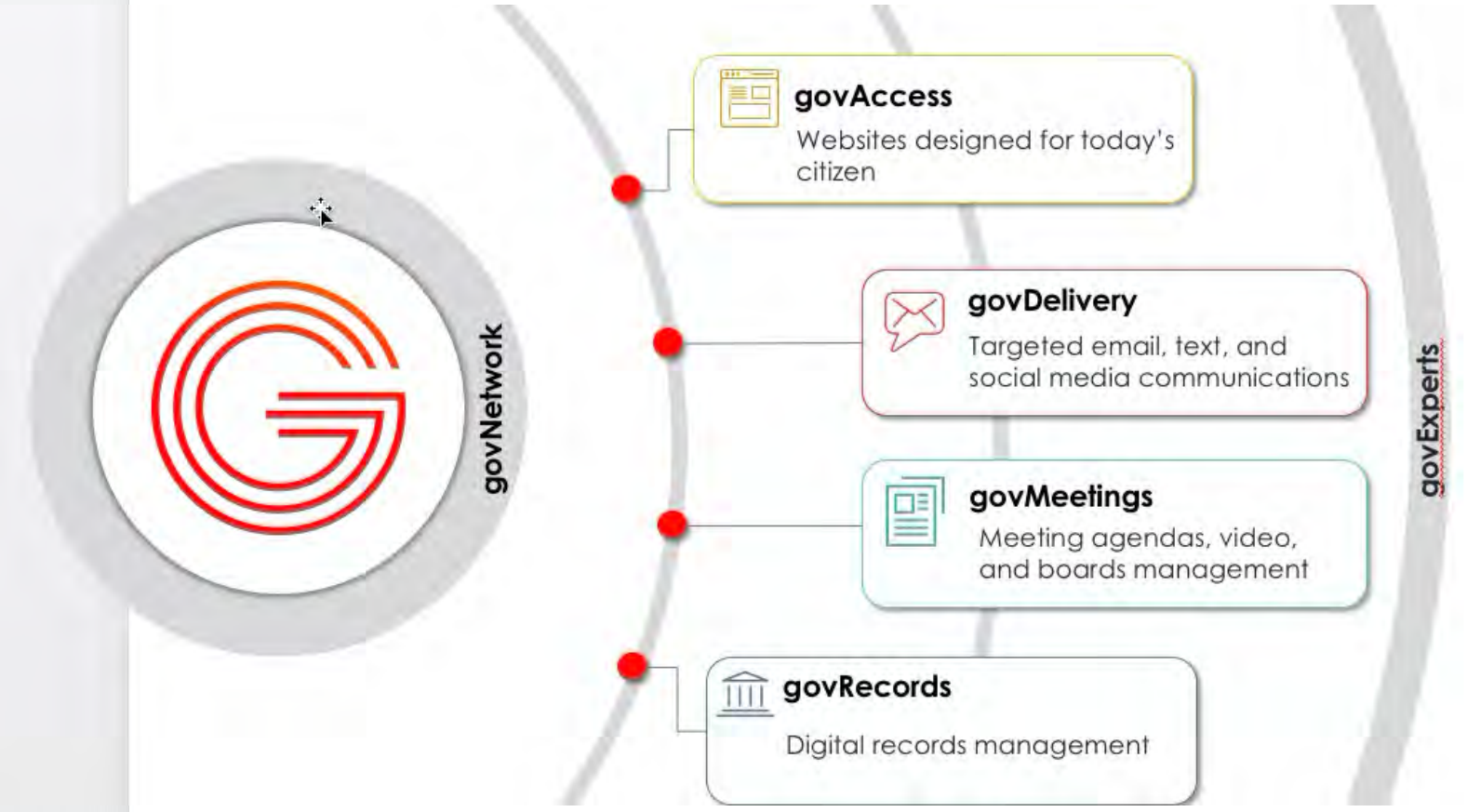
Optional Project Recommendations

OPTIONAL PROJECT RECOMMENDATIONS

Complete Digital Government Platform – govNetwork

Are your peers talking about a future digital city hall? Look no further than the Granicus platform to extend the impact of your website. Our platform of intuitive solutions are built for government and enable you to transform your digital presence.

- govDelivery – Publish content to a network of over 150 MILLION people to promote services and achieve a larger impact.
- govMeetings – Coordinate agenda and minute creation or stream meetings to video to maximize exposure and simplify democracy.
- govRecords – Transform the clerk and recorder's office into an efficient gateway of public information, automating and streamlining government records.
- govExperts – Meet and exceed your goals with our team of communications experts who can help you optimize your programs for maximum impact.



GRANICUS

OPTIONAL PROJECT RECOMMENDATIONS

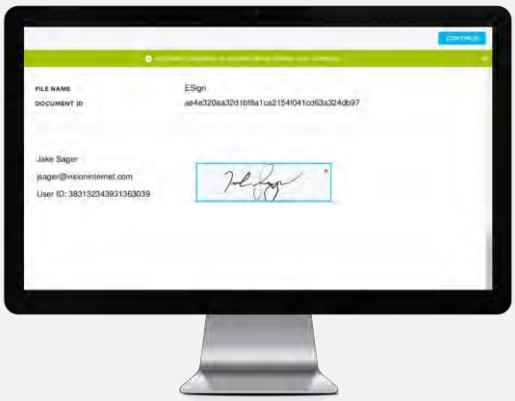
Add-on Modules + Products

Looking to take your digital presence to the next level, our add-on modules and products can help:

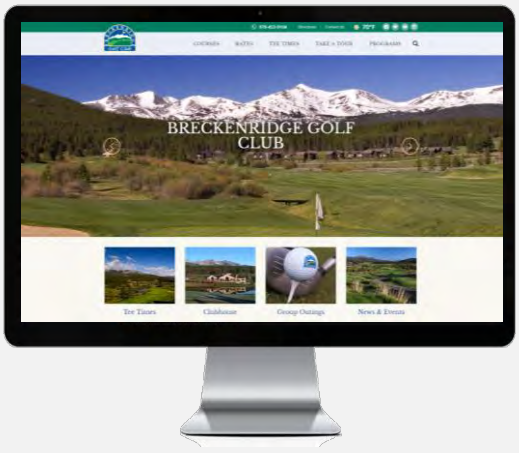
- Digital Signatures **–** Go completely paperless by finally moving all forms online which require a legally binding digital signature from residents.
- DIY Subsite Builder **–** Consolidate multiple sites into one single instance to maintain department branding or share costs with related associations.
- Subsite Packages **–** Granicus offers a variety of subsite packages ranging from simple department-specific color changes to a completely unique design.
- Premium Website Design **–** Win awards with anchor scrolling, parallax scrolling, tile layouts, desktop mobile menu or day/night themes.
- Intranet **–** Collaborate internally using the same intuitive CMS as the main site and share content between instances to maximize efficiency.
- Community Engagement **–** Collect feedback and gauge public opinion on important issues before turning to actionable results and next steps.
- Partner Solutions – In addition to our core product suite, Granicus partners with best-in-class solution providers to offer a fully integrated experience. We have partners in areas such as:
  - Mobile App
  - 3rd Party Search
  - Advanced Accessibility Tools

EXAMPLE OFFERINGS

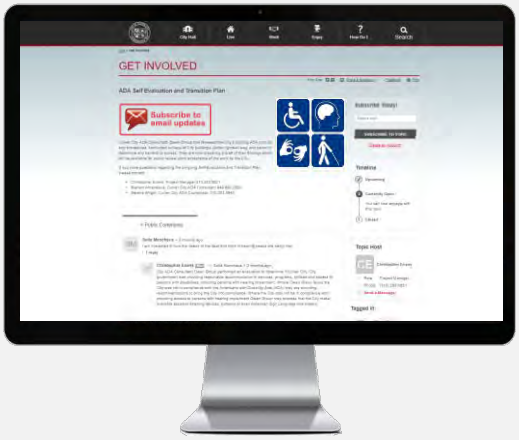
Digital Signatures



DIY Subsite Builder



Community Engagement



OPTIONAL PROJECT RECOMMENDATIONS

Subsites to meet your unique audience needs

Are you looking to better convert or engage visitors from a heavily visited webpage, capture more revenue or just stand out. Whatever your goals, Granicus can help. We have a variety of subsite packages ranging from simple department-specific color changes to a completely unique design.

To accommodate your needs, Granicus offers three subsite packages:

- Branded Subsite – This package allows a department to customize their pages with a unique color scheme and branding while still utilizing the framework of the main website. The consistency of the page layout and menus makes navigating the site intuitive, while still allowing for a distinct look and feel.

- Independent Subsite – Looking for a completely different look and independence from the parent website? This package offers custom design, the ability to set up separate top-level navigation and a unique URL. You will also have the option to leverage available departmental functionality and plugins. These design changes allow the department or division to truly differentiate itself.

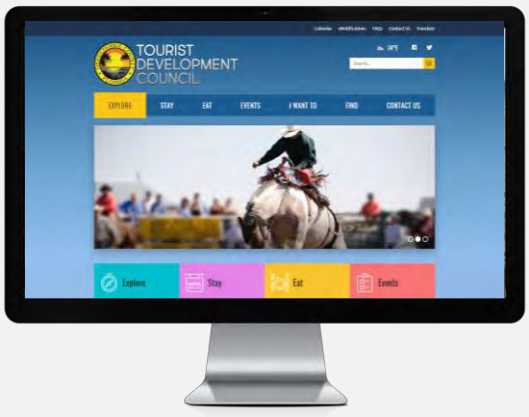
- Specialty Subsite – This package is intended to serve the needs of larger and often revenue-generating departments that have either maintained their own separate website in the past, or would like to develop one as part of this project. Any department that purchases this package will receive comprehensive services, including one-on-one consultation to define unique goals, analyze audience behavior and demographics, and ultimately create a structure, navigation and site design that serves the unique audience of the department.

GRANICUS

EXAMPLE OFFERINGS

Branded Subsite

www.co.okeechobee.fl.us/i-want-to/explore
Main Site - www.co.okeechobee.fl.us



Independent Subsite

www.sausalitolibrary.org
Main Site - www.sausalito.gov

Specialty Subsite

www.tempecenterforthearts.com
Main Site - https://www.tempe.gov/

GRANICUS

Section 9

Proposed Investment

Proposed Investment

All quotes are priced per project and presented in US dollars. Pricing is valid for 180 days from April 5, 2019.

Option 1 - YEAR 1 INVESTMENT

govAccess
Website Design and Implementation – Innovator

$15,000
Year 1 investment

Website Research, design + development

- UX consultation
  - Site analytics report
  - Heatmap analysis
  - Internal stakeholder survey
- Semi-custom homepage wireframe
- Fully responsive design
- Custom Mobile Homepage or Standard Mobile Responsive Homepage
- Video Background or Standard Rotating Image carousel (switchable at any time)
- One (1) specialty alternate homepage - Choose from our library including emergencies, election night, special events
- One (1) customer experience feature –Service finder or data visualization banner
- Programming/CMS implementation

Professional Consulting Services + Training

- Migrate up to 200 webpages
- Five (5) forms converted Into the new CMS
- One (1) day of web-based training

Proposed Investment

All quotes are priced per project and presented in US dollars. Pricing is valid for 180 days from April 5, 2019.

Option 2 - YEAR 1 INVESTMENT

govAccess
Website Design and Implementation – Pioneer

$7,500
Year 1 investment

Website Research, design + development
- A homepage wireframe from our design library
- Custom mobile homepage
- Fully responsive design
- Custom Mobile Homepage or Standard Mobile Responsive Homepage
- Video Background or Standard Rotating Image carousel (switchable at any time)
- Programming/CMS Implementation

Professional Consulting Services + Training
- Migrate up to 50 webpages
- One (1) day of remote Web-based Training

Proposed Investment

All quotes are priced per project and presented in US dollars. Pricing is valid for 180 days from April 5, 2019.

ANNUAL REOCCURING

govAccess
Maintenance, Hosting, & Licensing Fee**

$4,000
Annual reoccurring*

- Ongoing Software Updates
- Unlimited Technical Support (6 am – 6 pm PT, Monday – Friday)
- Training Webinars and On-Demand Video Library
- Best Practice Webinars and Resources
- Annual health check with research-based recommendations for website optimization
- Hosting with 99.9% uptime
- DDoS Mitigation
- Disaster Recovery with 90 min failover (RTO) and 15 min data replication (RPO)
- Data Security
- DIY Subsite Builder

ANNUAL PAYMENT PLAN

1st Year ..... $15,000/$7,500

2nd Year $4,000

3rd Year $4,200

4th Year $4,410

5th Year $4,630.50

FREE
Guaranteed Redesign***

Optional Payment Options Available: Granicus recognizes you have a budget to work within. To accommodate your preference we offer different payment options, including distributing costs differently over multiple budget years.

Payment cycle begins at the start of year two (2) or at the launch date of the new website (whichever comes first) and is based on a standard 5-year contract term.

**Annual hosting, maintenance and software license are subject to a cumulative annual 5% technology fee beginning in the second year of reoccurring billing.*

***Guaranteed basic redesign after your contract term, no additional out-of-pocket expense.*

GRANICUS

THANK YOU

revize. The Government Website Experts

Intranet Proposal for

The City of Isanti, Minnesota

Prepared by Thomas J. Jean - Thomas.Jean@revize.com
Ph: 248-269-9263 x16 Fax: 866-346-8880
www.revize.com April 4th, 2019

Dear Katie Everett and City of Isanti Website Selection Committee

Thank you for considering Revize as your web development partner. For nearly two decades, Revize has been a leader in providing high quality, government-compliant web solutions. A myriad of industry awards and hundreds of satisfied clients stand as testament to the quality and value of our work.

Every member of the Revize team understands that your website is more than a website. It's a valuable resource that can help you build a better community.

Visitors are drawn to websites that are appealing yet functional, user friendly with a plethora of services, and accessible on a wide range of devices. A Revize website will allow your residents and businesses to easily fill out and submit documents, review and pay bills and taxes, perform searches to answer frequently asked questions and perform a suite of other tasks that would otherwise require staff assistance. What's more, a Revize website will enable you to increase staff productivity and decrease costs by reducing off-line departmental operations.

Some of our great clients in include:

- City of Woodbury, MN www.woodburymn.gov
- City of Columbia Heights, MN www.columbiaheightsmn.gov
- City of Wilmar, MN www.willmarmn.gov
- Kanabec County, MN www.kanabeccounty.org
- Association of MN Counties, MN www.mncounties.org
- City of Logan, UT www.loganutah.org
- The City of Seguin, TX www.seguintexas.gov
- Flagler County, FL www.flaglercounty.org
- The City of St. Petersburg, FL www.stpete.org
- The City of Cedar Rapids, IA www.cedar-rapids.org
- And Many More!

We will work closely with you to design and develop a dynamic, functional and easy to navigate website that will perfectly fit your community. Then we empower you to control your digital presence with the industry's best administrative management applications. Revize training ensures that your team has the skills needed to expertly update and manage website content and delivery.

Government clients select Revize because we can help them

- Effectively engage residents.
- Enhance their web presence and build an online communications center.
- Empower non-technical web content editors and administrators to easily execute changes.
- Implement a scalable solution that allows them to affordably grow their web presence for the long term.

"Revize Websites build engagement with your constituents."

We have worked hard to establish a reputation for creating online community websites that engage, inform, and increase participation of your community. With our help, your community's website can serve your residents better, inspire them more, and get them actively involved in your government.

Please contact me if you have any questions at all.

Sincerely,

Thomas J. Jean

Thomas J. Jean
Project Manager
248-269-9263 x14
Thomas.Jean@revize.com

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Executive Summary

Thank you for considering Revize Software Systems for your new website project. We understand the importance of this undertaking and know how motivated your government/community is to selecting the right vendor; one who will work with you through all the steps required to build the perfect website featuring a plethora of high quality online services that your constituents will want to use regularly.
In more than two decades of working with government leaders, as well as through nationwide surveys, we have learned that the key to choosing a website vendor is finding the right balance between the total cost of the solution and the quality of the design, online apps and user functionality. In simpler terms, you need a solution that works for you and serves your constituents.

About Us

With more than 1,500 government clients nationwide, Revize Software Systems is one of the industry's leading providers. We credit our rapid growth to our 20-year track record of building award-winning government websites and content management systems. When you work with Revize, you're not just a client, you become part of the Revize family and will receive the service and support you need and expect! We are among the most highly respected government website experts in the United States and we proudly stand by our work.

Our Innovative Responsive Web Design (RWD) and Web Apps

Revize has been a pioneer in implementing the latest trends in design by using Responsive Web Design (RWD). This technology ensures that site visitors have an optimal viewing experience — easy reading and navigation with a minimum of resizing, panning, and scrolling — across a wide range of devices, from desktop monitors to mobile phones. RWD provides flexible and fluid website layouts that adapt to almost any screen. When you implement a dynamic new website powered by Revize, you will not only get an outstanding look, layout and navigation, but you also receive 24/7 access to our Government Communication Center for residents, business and visitors.

Here you will find the communication tools you need such as

- Public Service Request App
- Calendar of Events
- E-Notification Modules
- On-Line Payment Portal
- Facilities Reservations
- News Center with Facebook/Twitter Integration
- Emergency Alerts
- Online Forms / Survey Tools
- E-Newsletter Applications
- Job Posting and Tracking Module
- Public Records Request Track

Our Award-Winning Government CMS

Revize is renowned as a leader in providing practical, high-value, easy to use content management software Government CMS. This simple-to-use yet powerful solution enables clients to manage their online presence with high functionality and style. With applications such as an online document center, public service request app, public records request tracker, agendas and minutes, frequently asked questions and more, Revize ensures that our clients have the tools they need to make information and services available for website users at the click of a mouse.

Quick Deployment, Personalized Training and Support

Revize addresses time concerns by completing websites in considerably less time than our competitors. And because our software is so easy to use, we are also able to effectively train our clients in less than half the time it takes our competitors. Our training program is customized based on each client's needs, and we provide hands on training the way you want it - either onsite or off site through web conferencing tools. We pride ourselves on the skills of our support staff, who are responsive, knowledgeable and helpful. Our online support portal is available 24X7X365 for issue tracking and management. We also provide phone and email support during regular business hours.

Did you know?

Our technical support staff are trained developers. When you call for tech support, you'll be speaking to staff with direct knowledge of development!

Company Profile

FOUNDED	HEADQUARTERS	PHONE	WEB SITE
1995	1890 Crooks Road, Troy, MI 48084	248-269-9263	www.revize.com

Revize Software Systems was founded in June, 1995 as a "new media" development company specializing in the creation of interactive web design, multimedia content delivered on CD-ROM, and video production. Since then, Revize has made an unsurpassed name for itself in the web/internet industry as THE master of government website design, which remains our specialty. We now boast more than 1200 clients in North America and have created acclaimed website designs for hundreds of municipalities and counties, as well as government departments and agencies. In September, 1996 as the Internet was becoming a world-wide reality, Revize began developing a Web Content Management System (CMS) for the government market to enable non-technical contributors to quickly and easily update content on their websites. The result was the creation of our state-of-the-art Revize Government CMS. Our mission has always been to enhance the communications of government organizations nationwide with their varied and valued audiences. This is based on our vision statement, which reads:

"The empowerment of people through simplified information management technologies."

Focused exclusively on creative web design, government web apps and content management technologies, Revize continues to invest in its technology, continually adding new capabilities and features that manifest our vision. While many municipalities choose Revize to develop and cost-effectively manage their website

content, clients also use Revize as an information-sharing platform. Our suite of Revize Government web-based solutions has proven valuable as a powerful technology that empowers clients to build and maintain sophisticated web sites, all while using the Internet and internal Intranets/Extranets to acquire, analyze, process, summarize and share information – ensuring that the right people always have the right information at the right time.

"We are proud of our award winning web designs, technologies, continued innovations to build government centric modules and apps, web content management, training and support capabilities. We are especially proud of being recognized as one of the industry's top government website experts and innovators. We are committed to pursuing the continued evolution of all our services to provide increased value to our government clients."

Did you know?

Revize has won national awards for our websites!

Government Project Experience

The City of Logan, Utah

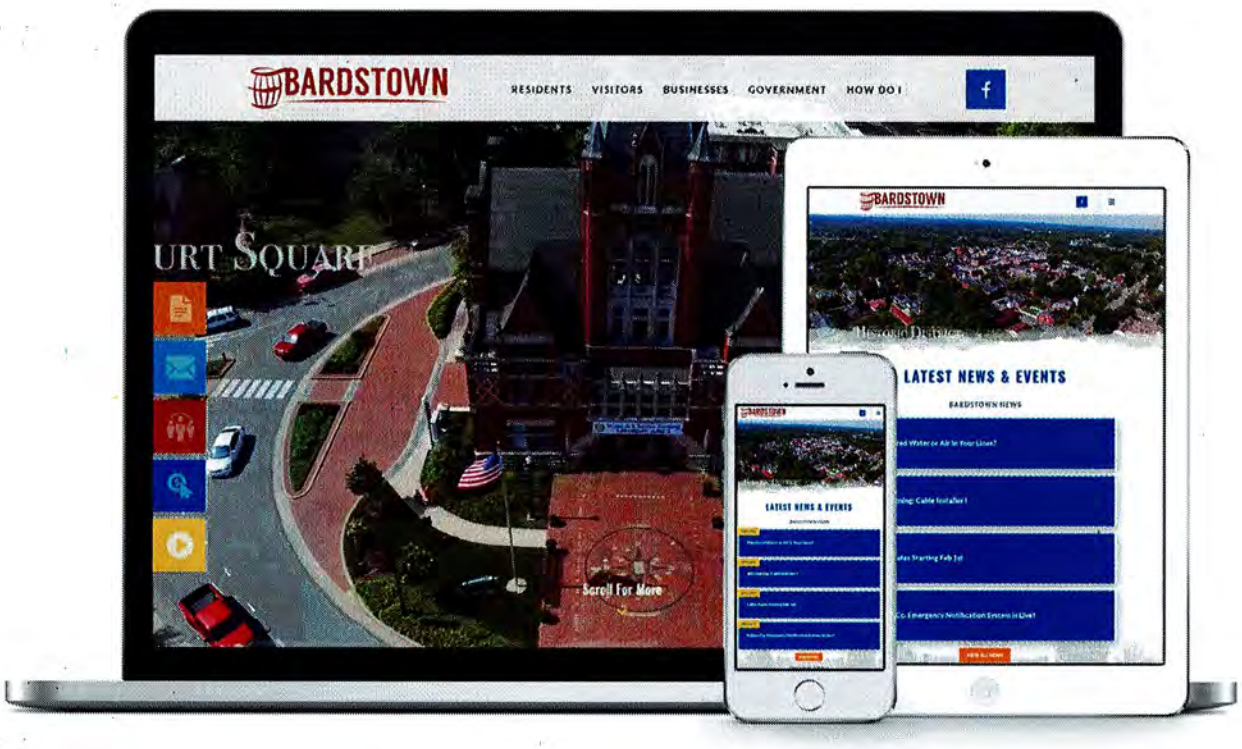
www.loganutah.org

Details:

Logan, Utah wanted a design unlike any City out there. With this design we pushed the limit of what people think when they see a City website. We integrated a video that plays on the full width homepage. In addition, this site features more scrolling than you may notice on more traditional websites. That is a good thing! Users are now, more than ever, viewing websites on their hand-held devices. Some estimates say this is as high as 60% of all internet usage! With more scrolling we are able to give the user a lot of information, without having to squeeze it into such a small space. We use images, icons, and interactive features to create an experience for the user. This type of design also allows us to extend the City's brand in a way that is unmatched in the industry!

Bardstown, Kentucky

www.cityofbardstown.org



Details:

Previously named "The Most Beautiful Small Town in America" by *USA Today,* The City of Bardstown has a unique place in American history. Bardstown lays claim to the title of "Bourbon Capital of the World." When you surf to this website you immediately see a beautiful drone video of the City. Because of the way we integrate this video, the website does not get slowed down! Clean and well laid out mega menus make this large site seem refreshingly easy to navigate. This website includes many of Revize's top features including the easy to find document center. This feature allows all documents to be posted in one area and then linked directly from other pages. This prevents multiple versions of the same document being posted. It also has a search feature that allows for quick find of documents by users who do not necessarily know which document belongs to which department. This website is the perfect mix of functionality and design!

The Village of Glencoe, Ilinois

www.villageofglenceo.org

Details:

The Village of Glencoe is beautiful community on the shores of Lake Michigan just north of Chicago. This website brings together an amazing design with a full suite of web apps to engage Village residents. Smooth transitions from the home page to interior pages of this website allow users to find exactly what they are looking for easily. The Revize Public Service Request App, Village Manager's Blog, fillable online form database, and a high traffic featured news and headlines area round out this website!

The City of St. Petersburg, Florida

www.stpete.org

Details:

As Florida's 5th largest, St. Petersburg is an iconic City with something to offer everyone. Because St. Pete is a longtime Revize client, their team worked very closely with ours and actually provided their own design concepts. We did the integration/pre-launch work and their staff was with us every step of the way. Inner pages are flexible to allow departments to have dedicated pages with a cohesive feel across all pages. Social media feeds from Instagram, Flickr, Facebook, Twitter, and YouTube all on the homepage! St. Petersburg also users the Revize API to develop their own templates. This website is an elite representation of the power and beauty of the Revize process.

The City of Seguin, Texas

www.seguintexas.gov

Details:

The City of Seguin, Texas is a clear example of how we adapt to our clients' needs and custom tailor our process. During our on-site discovery meeting in Seguin, we determined that, in addition to the city website, there were some overarching goals of economic development and increasing the library's presence online. Therefore, instead of "shoehorning" those departments in the main City website, we built a new City website, EDC website, Visitors website, and Library website, all with a similar brand but a unique design. Our focus is to help achieve the goals of our clients. While we cannot guarantee this type of addition, we are always looking for ways to deliver more than our clients expect!

- www.seguintexas.gov
- www.seguinedc.com
- library.seguintexas.gov
- www.visitseguin.com

Flagler County, Florida

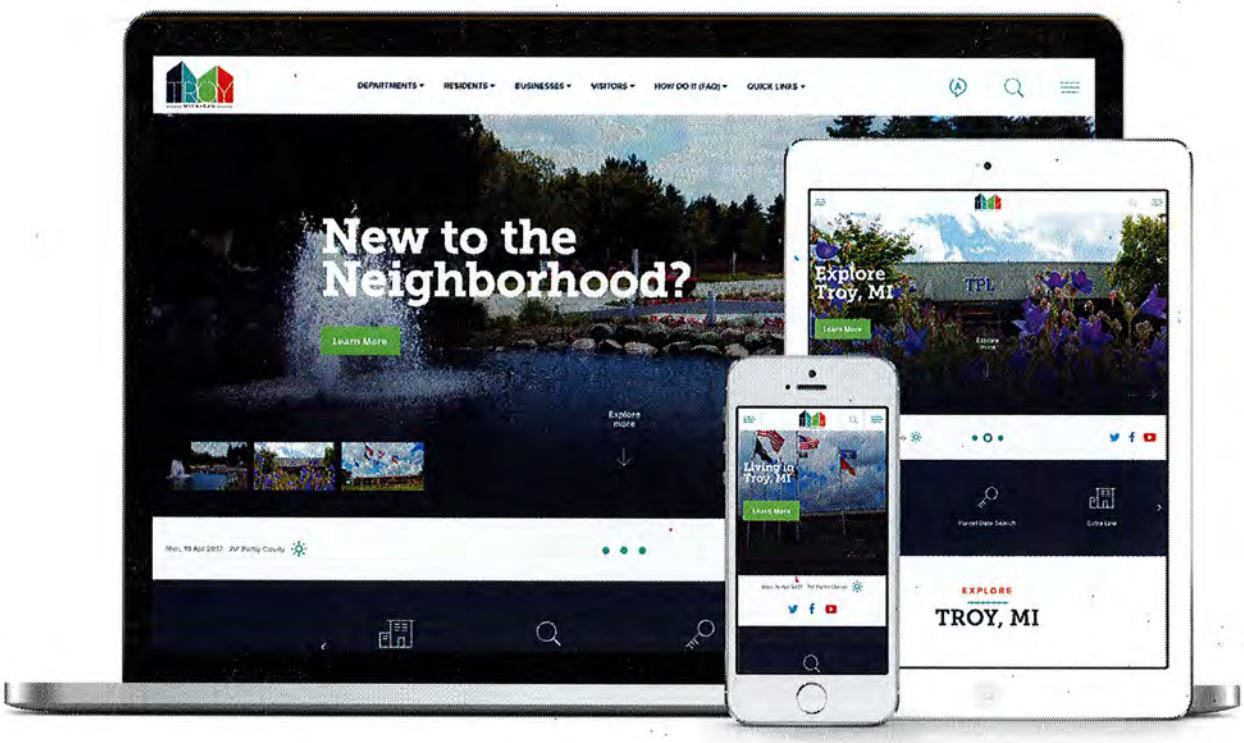
www.FlaglerCounty.org

Details:

Flagler County is a County of over 100,000 residents about 24 miles north of Daytona Beach. Flagler has many departments with varying levels of needs on the website. The success of any county or large city website relies on balancing these departmental needs, whilst showcasing a unified vision. In this website, we did just that. While respecting the County's history, we also designed the site to towards innovation. Users will notice that they can easily find the most important online services without having to search through line after line of text. Also, the Revize HR application was added into this website for a seamless hiring process. All 3rd party applications are integrated in a way that was right for each particular department. This website is the perfect mix of functionality and design!

The City of Troy, Michigan

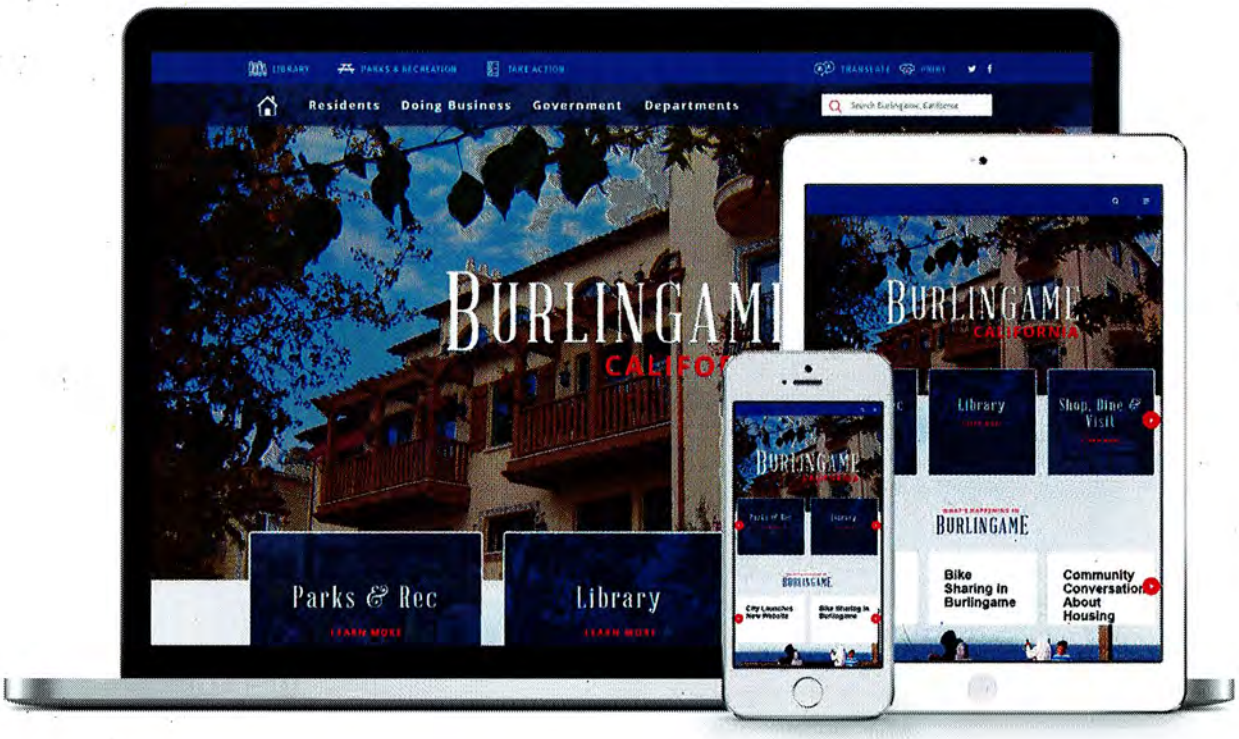
www.troymi.gov



Details:

The City of Troy wanted a website to increase ease of communication to all of their audiences. In addition, the city has been experiencing an economic resurgence particularly in the technology sector. In fact, Revize headquarters are in the City of Troy! This project included custom designs for The City, Library, and Recreation Department. Integration with the City's existing 3rd party software was a major linchpin of this project. Included is a live-searchable "How Do I" section that narrows down results as the user is typing. This allows any user to easily find what they are looking for regardless of which department it exists under.

The City of Burlingame, California



Details:

The City of Burlingame came to Revize after a previous website redevelopment project was stalled. We were able to get their project started quickly and live within the proposed timeframe. In fact, it was three websites. One for the City, one for the Parks and Recreation Department, and one for the Library. Sites include specialized page types built specifically for the needs of each department.

Government Account References

Client: City of Wylie, TX
Craig Kelly, Public Information Officer
Office: (972) 516-6016
Email: craig.kelly@wylietexas.gov
Website: www.ci.wylie.tx.us

Client: Tipton County, TN
Shawn Anderson, GISP Director
Phone: (901) 476-0234
Email: sanderson@tiptonco.com
Website: www.tiptonco.com

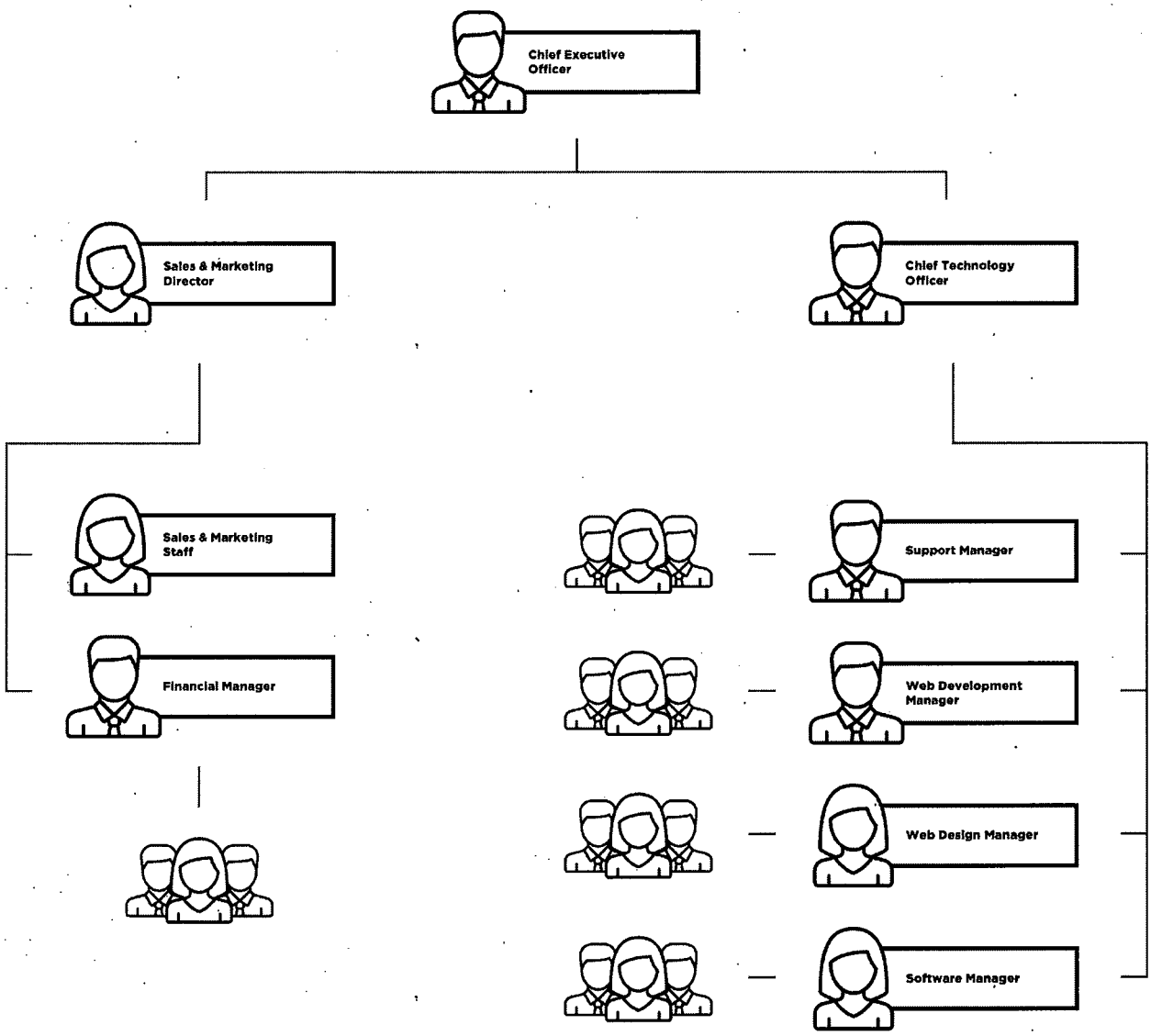
Client: City of Seguin, TX
Morgan Ash, Public Information Officer
Office: (830) 386-2590
Email: mash@seguintexas.gov
Website: www.seguintexas.gov

Client: Flagler County, FL
Julie Murphy, Public Information Officer
Phone: (386) 313-4039
Email: JMurphy@FlaglerCounty.org
Website: www.FlaglerCounty.org

Client: City of Acworth, GA
Keith Wilson, IT Manager
Office: (770) 974-8844
Email: kwilson@acworth.org
Website: www.acworth.org

Client: City of Columbia Heights, MN
Keith Dahl, Economic Development Manager
Phone: (763) 706-3674
Email: kdahl@columbiaheightsmn.gov
Website: www.ci.columbia-heights.mn.us

Revize Organization Chart



Why Choose Revize?

We Have Government Specific Experience and Outstanding Client Testimonials

You can rely on Revize and our 20 years of experience building and maintaining websites for municipal, county and government agencies of all sizes throughout North America, to deliver a customized site design that improves layout, navigation, usability and content. Using Revize ensures that your website will be reliable, W3C and ADA compliant, and allow for easy integration with existing or future web applications and third-party software. But there's no need to take our word for it -- we encourage you to peruse our massive file of testimonials from our many satisfied clients.

We Will Build a Government Communication Center that Works for Your Community!

The Revize website design, Government CMS and interactive tool sets have been developed exclusively for our government clients to help them effectively communicate with their key target audiences such as residents, businesses and visitors. Some of our most popular website and Government applications and modules include: a new and improved Online Calendar, the comprehensive Forms Center, our News Center with real-time social media connectivity, Emergency Alerts, E-Notifications, Citizen Request Tracker, Parks & Shelter Reservations System, Document Center, and Online Payment Portal.

"We Build Superior Technology into Every Website with CMS Performance & Reliability That's Second to None."

What sets Revize apart from other companies? Revize's superior technical architecture, unsurpassed staff expertise and highly effective publishing engine provide our government clients with the most reliable website solutions in the industry today. By ensuring our client's data security and providing redundant server architecture and back-up data centers, Revize has a nearly 100% up-time rate. Plus, our clients never have to worry about data loss or data corruption because of our instantaneous back-up process and our data center's tape back-up processes. Revize believes that investing a higher percentage of our profits into our technology and security makes us the best choice for the short and long term for governments seeking the best value for their community's website.

"We Always Provide Knowledgeable, Friendly and Responsive Service!"

All this, and a reliable IT partner too! Our website development is superior, and our Government CMS and suite of online apps is easy to learn and administer, but our 24/7 technical support will also be there for you to help you get over the hurdles! Our technical support team is widely considered to be among the industry's best. We also provide a sophisticated backup infrastructure which allows us to guarantee 99.99 percent uptime. Plus regular updates and improvements to ensure that your site will remain current with industry standards and keep running smoothly for years to come. The Client Owns the CMS License and the Code!

We often hear the question: "What happens if we want to move the website to another vendor? Do we lose all access or any of our website data?" The answer is 100% NO! As our client, you own the template source code, the CMS, and any data that you put onto the website. We understand that clients may come and they go, but we always make sure they know they are just as important to us at the end of our tenure as they were at the beginning. If you decide to run the CMS in your own server, we can transfer the CMS license and software to your server as you own the license and you can run it from your server as long as you want.

Top Ten Reasons Why Revize gives you the Greatest Value!

- Modern, timeless and unique website design integrated with online Government apps
- On-time delivery
- Competitive pricing
- Responsible stewardship of the organization's stakeholders
- Full functionality to update and manage your website
- All the tools/apps needed to increase communications with citizens
- An easy CMS to train employees quickly
- Extended phone and email support
- Unlimited Upgrades: Revize provides unlimited FREE upgrades to new and existing modules at no additional cost to you.
- Unlimited Upgrades: Revize provides unlimited upgrades to new and existing modules at no additional cost to you. Once you invest in Revize, you will receive free upgrades and feature enhancements for life.

"The Revize responsive website design is second to none for us providing an excellent experience for the growing number of residents, visitors and businesses accessing WylieTexas.gov on mobile devices. Our website's progressive look captures the vibrant culture of our community.

— Craig Kelly, Public Information Officer, City of Wylie, TX

Did you know?

Revize CMS is one of the most advanced CMS in the government web design industry with over 15 years of development.

Awards & Accolades

We were thrilled with the outcome of our website redesign project. The Revize team was professional and responsive throughout the process.

- Stephanie Teoli Kuhls, Township Manager, Middletown Township

DIGITAL CITIES SURVEY Winner

The Revize Solution

Project Planning and Setup

What makes Revize unique in its project approach and experience is our thorough preparation for each individual community combined with the range of website deployments and creative, customized fit we implement for each client. From small to large, rural to urban, the Revize project management process guarantees a perfect fit between the concept of the deployment and the expectations of the client's level of engagement preferences.

We don't use a "one size fits all" approach because it doesn't make sense.

However we do use a standard, proven effective process methodology. Each client is unique and we tailor our process to fit their unique needs. For as long as you are our client you will have staff dedicated to your account and access to an on-line portal for communication, design process and on-going support.

Dedicated Accounts Manager: Your dedicated Account Manager will handle all issues related to your contract, pricing, future product add-ons, and general account satisfaction. During the initial kick-off meeting, your Account Manager will introduce you to the team, explain roles and responsibilities, and place you in the very capable hands of your Dedicated Project Manager and Designer.

Dedicated Project Manager: Your dedicated Project Manager will handle all issues related to the website design, development, navigation, content, training, timelines and deliverables, as well as ensuring that feedback and communication occurs promptly in order to keep the project on-track. Also, the dedicated project manager will be the point of contact for any future technical support or issues that need to be addressed during the deployment and post deployment of the site.

24/7/365 Project Portal Access: From day one, your project and on-going support is tracked in the Revize On-line Project Portal. The main point of contact you select for the project will receive an invitation to register, including setting up a secure user name and password. The Project Portal serves as a communication tool for any matter pertaining to your website design, development and on-going support even after your website is launched.

"We guarantee the best support in the industry that's 24/7 365 by the trained developers & technicians"

Did you know?

Revize will provide a project portal that allows you to check in on the status of your project at any time!

Timeline

Project Timeline		
Phase	**When**	**Duration**
Phase 1: Initial Meeting, Communication Strategy, SOW	Weeks 1 thru 3	3 Weeks
Phase 2: Discovery & Design	Weeks 4 thru 8	5 Weeks
Phase 3: Template Development, CMS Integration	Weeks 9 thru 11	3 Weeks
Phase 4: Module Setup	Weeks 12 thru 14	3 Weeks
Phase 5: Custom Development	Weeks 15 thru 16	2 Weeks
Phase 6: Quality Assurance Testing	Week 17	1 Weeks
Phase 7: Sitemap Development / Content Migration	Weeks 18 thru 20	3 Weeks
Phase 8: Content Editor and Web Administrator Training on your new website, final content changes and Go Live preparation	Week 21	1 Weeks
Go-Live (Average)		16-21 Weeks

Did you know?

The project planning process is designed to fit your needs. We will adapt our timeline if your schedule requires.

revize.
The Government Website Experts

Revize Project Life Cycle

Phase 1: Initial Meeting, Communication Strategy, SOW

Your Revize Account Manager will set up the initial internal project planning meeting where we will talk about the overall management of your project, establish a timeline, and devise a Revize-Client Communication Strategy that will keep everyone engaged and up-to-date on the progress of the project. We will also discuss specific technical requirements of the project and determine the phases through which those requirements will be addressed. In addition, Revize will address the content strategy of the new site, any new content that needs to be written and how to fit the existing content into the new site, Additionally, as an optional item, Revize will discuss the process of conducting online surveys to gather feedback from your constituents for the new website layout and requirements. After this meeting, Revize will develop a Statement of Work and provide it to the client for review and approval.
Prior to the design kick-off meeting, you will receive our questionnaire to complete with various answers that will help our designers gather information regarding your needs and preferences. Our team will also brainstorm ideas and suggestions with you during the meeting.

The questionnaire addresses various issues such as:

- As a result of a new website design and navigation, what are the main improvements you hope to achieve?
- What are some key points and areas you may want featured on the Home Page?
- Do you need help with logo design? Image? Marketing & branding?
- What key modules do you want featured in your web site, like Document Center, Report a Request, News & Events, Events Calendar etc.
- Do you need social media features need to be highlighted in the new site? etc..

Phase 2: Discovery & Design

If there is client approval, we will collect feedback from the residents on the new design layout by setting up an online survey with a set of standard questions. The survey questions need to be approved by the client prior to our adding a link from your current website. This link can also be distributed through other channels like email, newsletter or any other form of communications you might be using to stay in touch with your residents. Usually there is a 1- to 2-week survey period.

Once survey results have been tabulated and your needs have been determined, you and your Revize team will participate in a Design Kick-Off Meeting. A senior designer and team will conduct an in-depth interview, and brainstorm ideas with you about your vision for the look and feel of your custom website. Our efforts on this project will extend far beyond placement of provided information within a stunning design. It's about uncovering how your audience wants to be informed, and applying our 20+ years of web design and development expertise to create the most effective ways of displaying that information and getting users to access and use your website. We always strive for nothing less than an award winning design!

Revize Design Principles

The Revize Web Application Developers are not only responsible for the look, functionality, and performance of your website. They are also responsible for the security of the web content and web-based applications they create. They ensure that the code supports secure authentication and authorization, and provides access control mechanisms as required.

Good design principles are always based on readability, taking into consideration appropriate font type and size for headlines and text area, as well as line height – ensuring all page elements are balanced. Our designers also pay meticulous attention to their use of shadows and gradients. To the layman's eye there may not appear to be a shadow, however on the website the font will appear sharper (or maybe softer depending on the amount of shadow used).

Of course color cannot be overlooked. Our designers first take the client's preferences, official logo colors, and pictures into consideration to create a color scheme consisting of no more than three colors. We then use variants and hues to create visual appeal, contrast, eye-catching allure and invoke the overall feeling that the client desires.

Last but not least is effective use of page elements such as call to action buttons, social sharing icons, email newsletter sign-up, and promotion areas. The ultimate goal is to provide an easy to navigate webpage that is informative without being overwhelming. Therefore, it is the designer's job to guide the client in making appropriate placement choices for needed items.

Revize Design Trends

There are some exciting new design trends, and Revize is always on the cutting edge, implementing the best of these innovations in our websites. We are especially pleased at how effectively they are proving to be in increasing engagement in government websites.

#1 Responsive Web Design – The most important development in website design in years, Responsive Web Design (RWD) automatically conforms and optimizes websites for any screen size. With the substantial increase in smartphone and tablet users today, people are going online using a vast number of devices with wildly different screen sizes. Our websites offer this very important feature of easily and cleanly conforming to computer, tablet and mobile device screens.

#2 Liquified Content – This is another important trend that address the fact that information is no longer static or concrete. Instead, content is specifically customized for each unique user. Liquidity of content enhances the immediacy and flexibility of content. The more liquid your community's content, the easier it is for residents and businesses to access this information in ways and via the channels of their choice: fixed or mobile, interactive and live. Revize is able to effectively make your content liquid. This will make it adaptable to various situations and, therefore, easy to reuse in different contexts distributed for a variety of display formats and communication channels.

#3 Image Tiles – This is a trend that enables developers to display content in a pin board style of display. Revize now offers this feature, which creates a very visually appealing display of content, such as pictures or social streams. Image tiles also help promote engagement by encouraging site visitors to comment or reply to items from directly within the image tile. This is an especially useful option for web pages promoting tourism.

#4 Parallax Scrolling – This is a highly advanced, innovative design technique for sophisticated websites. Parallax Scrolling allows Revize to build websites in multiple layers, with content that moves across the screen at different speeds as visitors scroll. This unique design technique is very visually engaging and can help improve time-on-site metrics.

#5 Innovative Typography – This plays a very important role in website design, image and branding, and is especially important for maximizing the look and feel of the website when accessing it from mobile devices. Our designers are experts in effective typography and take many factors into consideration when selecting the type of fonts, font sizes, and colors to be used for a website.

#6 Social Feeds – With the proven ability to strengthen and deepen interpersonal connections, social networks present a wonderful opportunity for government organizations to increase community engagement and make governments more accessible to the people they serve. One method already mentioned for improving social activity is using pin boards; another is creating a social area or social wall that combines activity from multiple social networks, like Facebook, LinkedIn, YouTube and Pinterest. Revize offers a comprehensive line of popular social media applications and networking.

"Over the past 20 years, Revize has mastered the art of designing government websites."

Key Phase Objectives & Deliverables:

The following steps are followed while designing new sites

- **Establish Needs and Creative Direction:** Understand your objectives and requirements, and provide recommendations for effective online branding pertinent to your requirements, existing branding and your web audience's needs. The Revize designer will also conduct his own research in order to capture the character and "feel" of your area, which will inspire ideas for the overall design direction of the website.

- **Main Menu Navigation & Home Page Wireframes:** Work with you to establish a main-level navigational architecture and identify key items accessible from your home page. This establishes a baseline for the navigational structure, as well as the preferred content structure (wireframe*) for the home page.

- **Page Layout and module placement:** We will follow all the best practices to layout the different features and modules so that they can be easily accessed by your residents. For example, on the home page there will be sliding picture gallery and quick link buttons for Notify Me, Report a Concern, Document Center, FAQs etc. Also the news and announcements module and events calendar would be integrated into the website, along with the Social Media Center.

Please Note: The home page "wireframe" will simply serve as a realistic guideline in terms of content placement, but will not include the final text nor final imagery for this phase. Please see a sample wireframe to concept development snapshot in the next page.

Did you know?

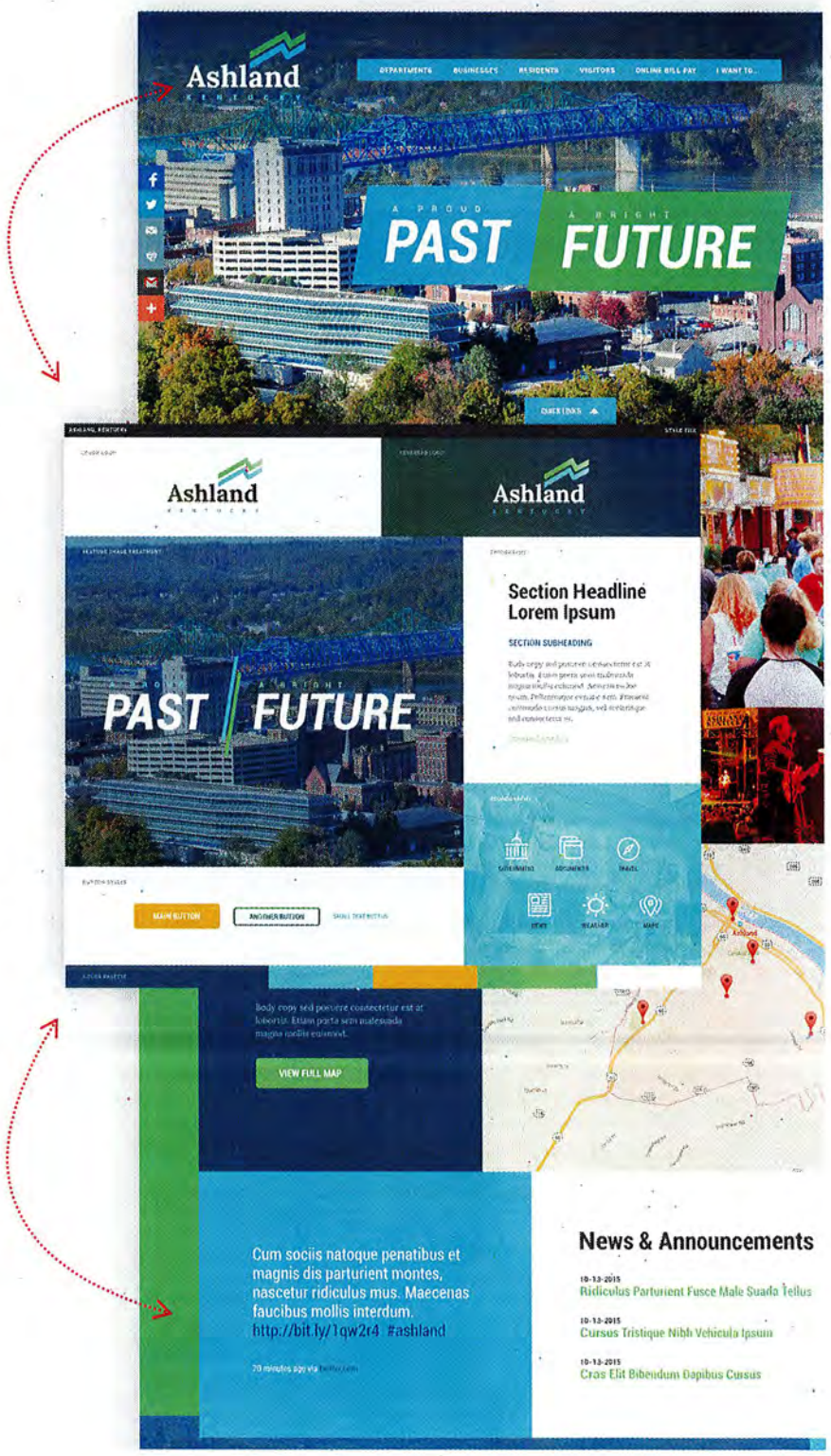
Revize will provide a 100% from scratch design with a satisfaction guarantee!

Wire Frame to Concept

- **Design Deliverable:** The design concepts for this phase will be based on one or possibly two home page layouts. The client will review and provide design feedback to the designer for changes. Revize asks that clients have no more than three iterations of changes up to the point that the final concept is approved.

- **Final Home Page Sign Off:** When all changes have been made, Revize will present your final home page design and layout for approval. Customer approval is required to proceed to the next phase, the inner pages of the website, and the process repeats itself before the actual HTML & CSS is written.

- **Final Inner Page Sign Off:** When all changes have been made, Revize will present your final inner page designs and layouts for approval. Customer approval is required to proceed to the next phase, when the actual HTML & CSS is written.



Phase 3: Template Development, CMS Integration

First, the Revize development team will transform the approved designs from mere pictures into fully-functioning HTML/CSS and Revize Smart Tag enabled web page templates using the Revize Dreamweaver Extension. The Revize Smart Tags are fully customizable and allow customers to expand functionality as needed. To maximize this extensibility, the full Revize Java API is provided to clients with our Advanced Training Program.

Phase 4: CMS Modules Setup

In this phase, all of the features and modules the client has requested will be set up, e.g. calendar, document center, picture galleries, alert center, e-Notify, etc. are all brought to life and made functional while also being tested in the Revize CMS. Revize enhances current modules and adds new modules continuously, and you will receive all future updates to modules at no additional cost.

Phase 5: Custom Functionality Development

In this phase and according to your specifications, custom functionality of existing CMS modules, database scripting and programming, as well as any custom application development will be executed. The Revize development team will be interfacing directly with your technical staff to obtain information and test information exchange and application functionality. This phase may overlap phases 2 - 4.

Phase 6: Quality Assurance Testing

In our testing phase, we ensure that your website meets functionality, performance and security standards. Our QA team uses mock data to test navigation and interfaces of the templates, along with any custom developed applications or modules. Additionally, through a series of tests, we perform input validation to ensure that security mechanisms cannot be bypassed if anybody tampers with data he or she sends to the application, including HTTP requests, headers, query strings, cookies, and form fields. We also ensure that when errors do occur, they are processed in a secure manner to reduce or eliminate exposure of sensitive implementation information.

Phase 7: Content Development / Content Migration

Revize will develop all of the pages for your site to make the initial content available upon site deployment. Our content development and migration experts use the latest standard formatting practices to develop the navigation and create the most effective content possible for your website. This includes spelling and style corrections into the new website.

There are no limits to the number of pages you can create after you have gone through training.

Revize will implement an effective website architecture with the latest technology and usability trends so your website visitors can find information in an instant. We will also assess your current website content and incorporate what you currently have with additional content to maximize interest and excitement for your readers. Our content experts are educated in proper writing and terminology, and will use correct grammar, spelling and punctuation.

Our web designers use creative typography which makes the website more visually appealing and also plays a role in defining the hierarchy of content to be placed on the web page. Variations in size and color are used, as well as strategic placement on the page to highlight certain site areas so the visitors can easily navigate the site. Effective typography also ensures that your website will look good on desktop, laptop, mobile and tablet devices.

Phase 8: Training Your Staff (in-person or web based training)

Once your website is ready for you to begin editing, you will be able to easily revise your content as often as needed. Revize will train you on how to operate the Administrative and Content Editor functions so you can manage your website. We typically provide this training on-site; however, we can also provide on-line training for your staff if you prefer. For your convenience, training materials can be downloaded from the Revize website. After training, our friendly and responsive support staff is always here to answer questions and provide training refreshers as needed.

Standard Training Agendas

Basic Administrator Training (How to)

- Sign-in
- Create users
- Assign roles
- Set page level permissions
- Set section level permissions
- Configure and set up workflow approval process

Content Editor Training (How to)

- Sign-in
- Edit page content
- Copy/paste content or add new
- Create a file link
- Create a link to another web page or external web site
- Create a new page and link to it
- Insert/update a picture
- Insert/update a table
- Spell check
- Save and Save as Draft
- History of the page content (content archive)
- Create a survey form or any other type of online web form
- Create navigation pages (top/left menus)
- Create new calendar and create/edit calendar events
- Edit metadata

Advanced Administrator Training (How to)

- Run back-end reports
- Run Google Analytics reports

Training on use of specific Modules included, such as

- Emergency Notification Center
- Public Service Request App
- Web Calendar
- E-Notify
- Quick Links
- Document Center
- Form Center
- News Center
- Frequently Asked Questions

- Request Center
- Bid Posting Center
- Job Posting Application
- RSS
- And more....

Revize Maintenance Covers

- 4 CMS upgrades per year
- Software and modules upgrades (Automatic Install)
- Server Hardware & OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Tape backup of all website assets
- Quarterly newsletters on major feature updates
- Regular Webinars on CMS features and usage

Did you know?

Revize has launched hundreds of municipal and county websites large and small!

Hosting Service

Revize has four state-of-the-art physical data centers located in Chicago, Detroit, San Diego and Houston with around-the-clock (24/7/365) monitoring of all server activities. Remote data backups are scheduled nightly with Carbonite data backup service. Additionally, Revize utilizes multiple Tier 1 bandwidth providers such as Level 3, Wiltel, and Cogent for redundancy and continuous connectivity. These procedures provide our clients with up to 500Mbps of fast fiber optic up-stream connectivity.

Revize hosts your web services on redundant (1TB Hard Drive, 3.2 GHz CPU and 32 GB RAM) servers in order to provide enhanced performance, as well as accurate security and data restoration for your website. The Revize technology architecture physically separates the CMS from the website in order to provide another layer of redundancy. With this model, we keep an up-to-the-minute exact duplicate of your website in the event your site must be restored. Revize support staff will simply republish your site within a guaranteed two hours (as opposed to the several hours or days timeframe our competitors offer).

"Revize provides clients with unlimited data storage server space for each website."

Revize will host both your Extranet and Intranet; your Intranet is secure and only accessible by authorized users through a login system.

There are no special software requirements to run a Revize hosted website and CMS solution. We make it all very simple. All you need is an internet connection and a browser. We also provide complete maintenance of your website, which includes but is not limited to: OS patches, intrusion prevention, antivirus, and software upgrades.

Final Phase: You Go Live!

At last, your website content is complete and your staff is sufficiently trained! The final phase in the process is to redirect your website domain name from your old site to your beautiful new one. Once this is completed, Revize will closely monitor the transfer for the first 24 hours to ensure that everything is working properly. Any issues that arise will be immediately resolved.

Marketing & Ongoing Consultation

Revize seizes on every effort to make our clients' sites highly visible. We draft press releases for posting on our website and for distribution locally, and will continuously monitor your site after it goes live so that you can take advantage of all marketing opportunities. We also look to submit your site for different awards and recognition competitions to further maximize your site's exposure.

Search Engine Registration and Marketing

Revize will input all the targeted keywords to make your web pages search engine friendly, thus enabling users to find targeted information when they do a Google, Yahoo or any other search on your site.

Security

Revize takes website security very seriously and we provide our clients with the very best website protection protocols. Our data centers are located on secure premises equipped with card-reader access, security cameras and guards on duty 24/7 to ensure the physical protection from unauthorized entry.

Our web and network administrators monitor network activity 24-hours-a-day to ensure system integrity and protection against threats such as Denial of Service (DoS) attacks that could corrupt your website or block user access. Maintaining the secure configuration of our web servers is managed through application of appropriate patches and upgrades, security testing, vulnerability scans, monitoring of logs, and backups of data and OS.

Security Controls, SSL, and Active Directory (LDAP)

- Anti-malware software such as antivirus software, anti-spyware software, and rootkit detectors
- Shield Plus Security Bundle to prevent DDoS attacks
- Intrusion detection and prevention software (such as file integrity checking software)
- Host-based firewalls to protect CMS servers from unauthorized access
- Patch management software
- Security and Authentication Gateways
- Content filters, which can monitor traffic to and from the web server for potentially sensitive or inappropriate data and take action as necessary
- HTTPS (Hypertext Transfer Protocol over SSL), which provides encryption and decryption for user page requests that require more secure online transactions
- SSL (Secure Socket Layer) provides an encrypted end-to-end data path between a client and a server regardless of platform or OS
- If you have an existing SSL Certificate we can transfer it to the new website. Otherwise, if included, we will install a new SSL Certificate upon go live.
- Active Directory (LDAP) is compatable with the Revize CMS. It can be set up in a variety of configurations. As part of the process we will work with you to determine which configuration will best meet your needs.

Application Security Authentication

- Role-Based Security: Role-based authentication to add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow Approvers, etc., or department roles and empower the department to assign specific roles to users.
- Permission-Based Security: Ability to set up Content Owners/Editors and restrict which site pages they are authorized to update
    - Global & Department Workflow Management: Create workflow management and approval processes where authorized department personnel become approvers

Did you know?

Revize will host your website and CMS in at least two completely separate geographic locations!

Maximum Response Times

- 1 hour for crisis issues
- 4-6 hours for critical issues
- 24 hours for normal issues

Revize Support

- 8 a.m. - 8 p.m. EST Phone Support (Monday thru Friday)
- 24X7X365 Portal & Email Support
- Dedicated support staff to provide assistance and answer all questions
- New and existing user training
- Training refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- E-Newsletter module support
- Automatic upgrades of CMS Modules such as Calendar, Document Center, etc...

Software Maintenance

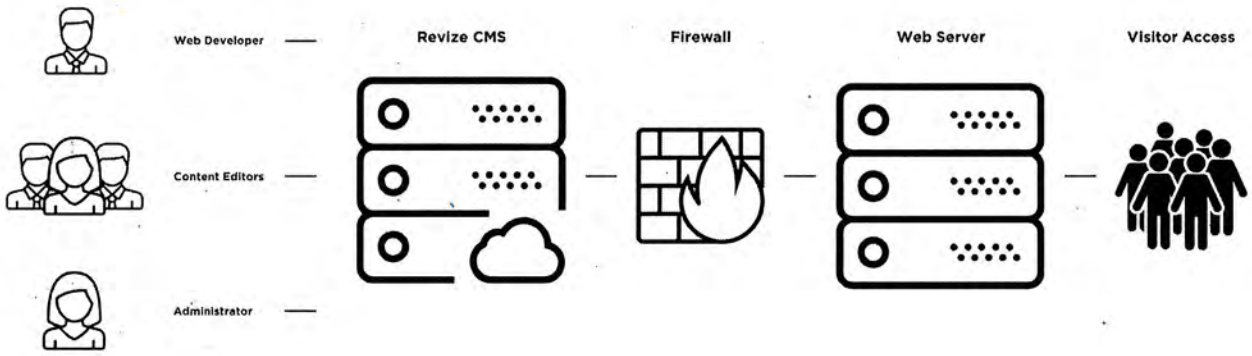
Revize rolls out two new versions of the Revize CMS, and six to eight product updates every year. The Revize CMS is continuously enhanced to keep pace with cutting edge technologies and industry trends. When a software update or new version is rolled out, Revize will automatically update all servers used by our subscription service clients.

"As a Revize client, you will receive full access to all enhancements to the core components and modules in the Revize CMS at no additional charge."

Revize Technology Architecture

The Revize Government CMS is a standards-based, open architecture software product without any proprietary restrictions. Revize uses leading technologies to avoid integration problems with existing systems and comes complete with its own Integrated Publishing Engine, Embedded Relational DB, JSP/Servlet Engine, and Application Server.

Revize Intelligent Publishing WCM



"Security, Performance, Redundancy"

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Revize Project Team

Revize understands the importance of having a talented and experienced staff. We are proud of our well-respected team of top notch experts in the field of government website design, development, analysis, content management, training and support. From the first creative concepts through to the design phases, and from site launch to training of personnel and continued support of your website project, we have the right group of seasoned professionals to work with you through the website process and beyond. We are pleased to introduce them:

Thomas Jean

Project Manager

As a project manager, Thomas has brought to Revize a very special skill set. Not only does he manage some of our highest priority projects, he is also a genuine subject matter expert when it comes to the inner workings of government. As an elected Township Trustee in a Michigan Township, he knows the advantages that come with modernizing the way government does business. Additionally, he serves as President of a registered 501c3 non-profit organization, Genesee Forward, that promotes community development. With his unique background and education from one of the nation's top universities, Thomas is uniquely experienced to give an honest and accurate assessment of your community's website needs.

- **Philosophy:** Learn as much as possible about our clients and use that knowledge to help build an amazing website.
- **Education:** BA degree in Political Science from University of Michigan;
- **Expertise:** Government procedure, special projects, public affairs, community development.
- **Role on your website project:** Project Manager

Joseph J Nagrant

Business Development Director

Joseph is an accomplished professional internet and website design consultant with more than 20 years of successful business development and account management leadership experience. He has worked with well over 400 townships, cities, counties, educational institutions, companies, and non-profit organizations. He's a foremost expert in translating technical solutions into compelling living websites and other online community building opportunities. Additionally, he is a board member for Mott Community College (Flint, MI) MTEC Center, IT Advisory Council, Education Advisory Group. He also participates in many government discussions regarding the Internet for government use, including being a frequent guest on WDET (NPR) public radio and in The Detroit News. He has an excellent reputation for building and sustaining effective, long lasting client relationships.

- **Philosophy:** "Put yourself in the client's shoes and do what is best for them."
- **Education:** BS in Electrical Engineering, Lawrence Tech University, MS in Business, Central Michigan University.
- **Expertise:** 29+ years of project, sales and marketing experience with government, education, corporate, and non-profit organizations.
- **Role on your website project:** Supervisor of account management between client and project team.

Ray Akshaya

Technical Director

Ray has 20+ years of extensive technical experience with internet and website solutions. He has worked on hundreds of government, non-profit and educational websites and has a keen eye for web visitor requirements, information architecture, and usability. He is also a long-time veteran of Revize Software Systems and our clients enjoy working with him. In his career, he has deployed and/or assisted with technical solutions for more than 500 websites. When working on a project, Ray always visualizes himself in the client's chair at the closing stages of the project and makes sure that all decisions made on a project are in alignment with the client's vision and best practices for developing the system.

- **Philosophy:** "Work Hard, Help People and Live Honest."
- **Education:** MS in Engineering Science, Louisiana State University, Baton Rouge
- **Expertise:** Client Management, Project Management, Technology Development for CMS & Web Apps
- **Role on your website project:** Technical Director

Samir Alley

Creative Director

Samir has more than a decade of experience in managing web site design projects. He has deployed 360+ municipal websites and has a solid background in web design and the latest web technologies. Formerly with Google, Samir is a leader equipped to handle any kind of sophisticated web project. He is an exceptional communicator with an innate listening skill that gives him the ability to understand and deploy a client's unspoken needs. Samir's blend of creativity, proficiency, and technical knowledge is unsurpassed in the industry.

- **Philosophy:** "Empathy, Focus, and... Impute"
- **Expertise:** Web Project Management - Adobe Design Premium CS5.5: Photoshop, Illustrator, InDesign, Flash, DreamWeaver, Fireworks, HTML, CSS, CSS3, SEO, PHP, JavaScript, MySQL, JQuery and HTML5.
- **Role on your website project:** Graphic design of website and backup support.

Denise Brazier

Project Manager/Trainer

Denise is an educator by nature. Her 20 years of experience in the public school system has made her a master of engaging participants during training. She effortlessly builds effective relationships with all clients. Denise has served as Advisory Counselor, Coordinator, Publicity Director, and Project Manager for several organizations in the education, non-profit and public sectors. She has been appointed to the state's quality committee evaluating organizational policies and procedures for recognition.

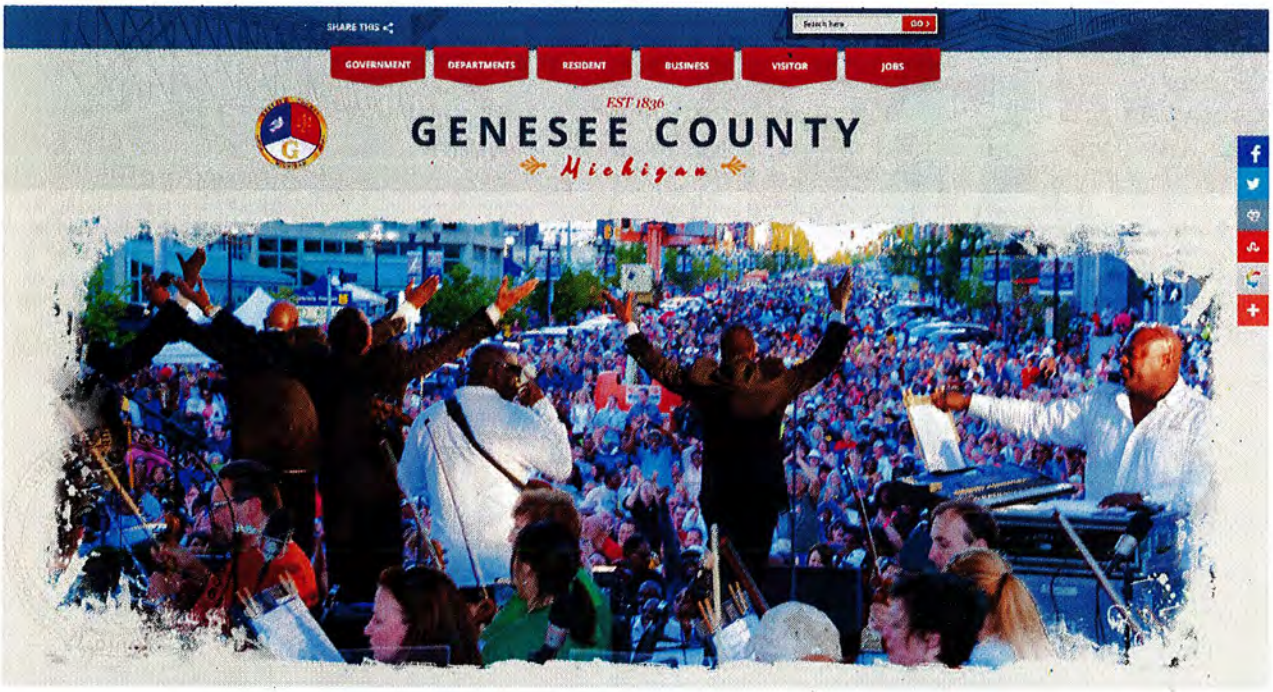
- **Philosophy:** "Always explain things in the terms of your audience to ensure their understanding"
- **Education & Training:** MS in the Art of Education from Marygrove College. Certification in Secondary Education
- **Expertise:** Training, education, teaching, public affairs and project management.
- **Role on your website project:** Trainer for the Content Management toolset and project manager

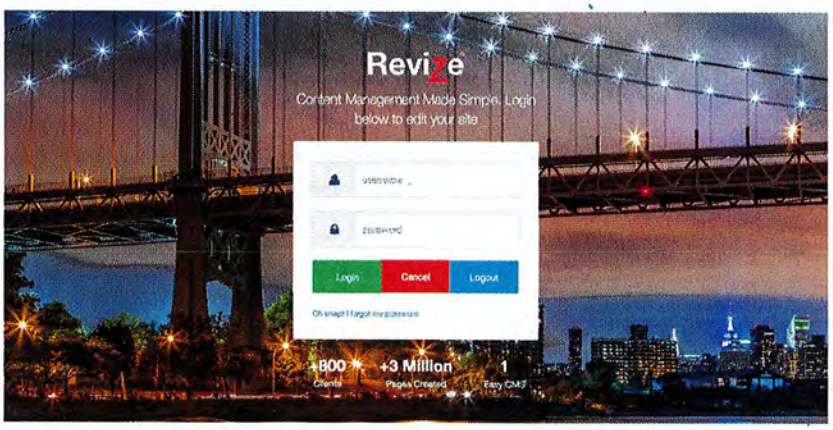
Did you know?

Revize will put together a project team based on the unique needs of your project!

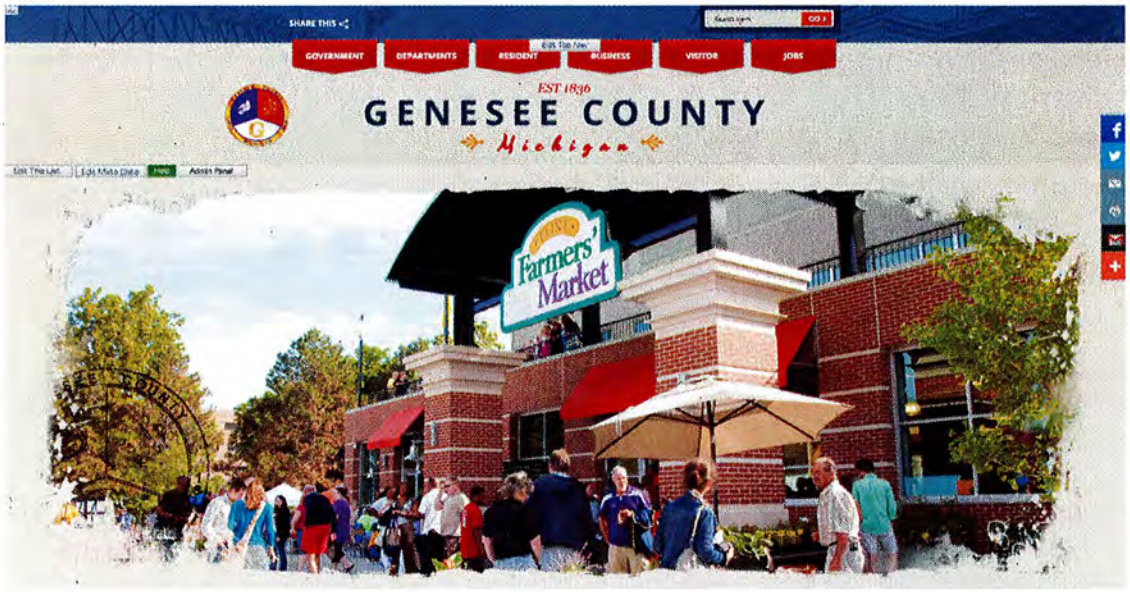
Revize Government CMS User Interface

1. Revize CMS User Interface Home Page

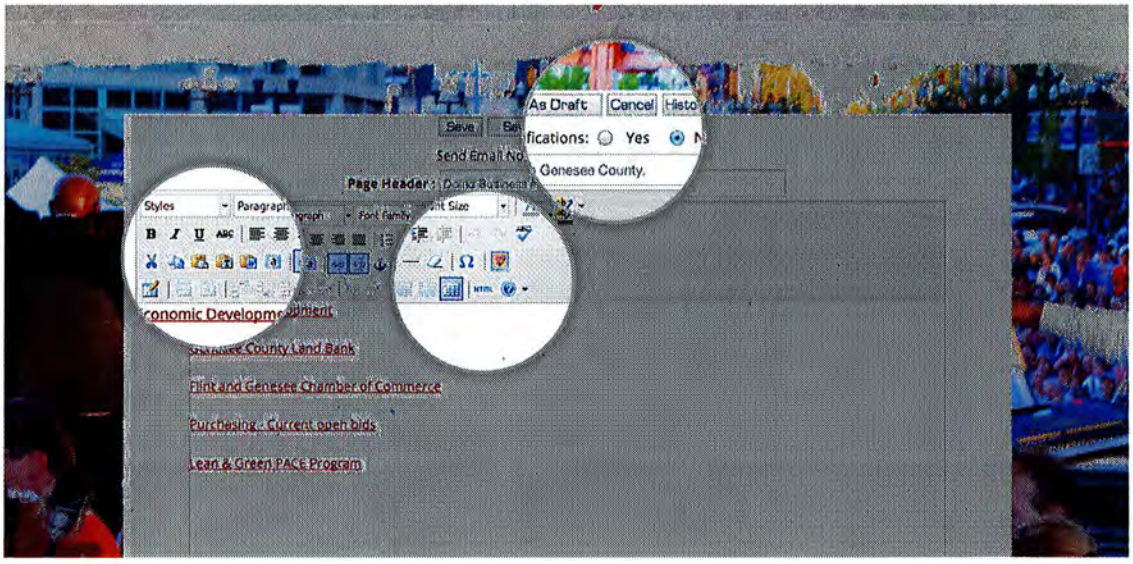




3. Edit buttons appear on the page after the Login executes. Based on users roles/permissions, the appropriate buttons are displayed.



The input form appears as shown below. Content Editors can change banner, page heading and the content displayed in the center of the page. Notice the content is changed using a "Word Like" editor.



After the page is "saved", the page can be sent to an approver for review or immediately published to the web site:

Revize Quote

Phase 1: Project Planning and Analysis, SOW	$2,500
Phase 2: Discovery & Design from scratch - One concept, three rounds of changes, home page template and inner page design and layout, includes Responsive Web Design for great viewing on any size handheld internet viewing device complete with pictures and no need to zoom in on the text!	$7,500
Phase 3 & 4: Revize Template Development - Set-up all CMS modules listed on the following page with linking to any additional 3rd party web application. You also receive all updates to all CMS modules for the life of your Revize relationship. And you own the technology, design and content!	$10,700
Phase 5: QA Testing	$1,700
Phase 6: Site map development/content development for all the top tier department home pages and content migration from old website into new website including spell checking and style corrections – up to 1,000 webpages and 600 documents	$5,700
Phase 7: Content editing and site administration training Free retraining anytime	$1,600
Phase 8: Go live!	Included
Annual tech support, CMS software updates (unlimited users), and website health checks, website hosting included free of charge (Unlimited storage space): First Year Included!	$5,900
Grand Total (1st year) Second year and onward investment	$29,700 $5,900/year

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Payment Options

Revize provides a free website redesign during year four of service!

"Pay as we Build"

The "Pay as we Build" payment option is our most requested payment method. This option does not require any payment up front whatsoever. You only pay after we complete certain phases of the project. Revize will invoice for 1/3rd of the project cost after the completion of phase 3; The next third after the completion of phase 6; And the final third before the go live of the website. This option allows you to pay upon the completion of work by Revize, instead of up front. Invoices are Net 30.

Optional Payment Plan – The Revize Client First Plan

The Revize Client First Plan offers local governments an alternative payment plan that makes it easier to purchase a new website on your budget and spreads the one-time project design and development costs over a longer period of time.

Through a minimum three-year contract, The Revize Client First Plan dramatically lowers the one-time project development and start-up costs of launching a new website. What Revize does is combine the one-time and recurring fees and spreading them over the life of the contract. And because we value our continuing relationships with our customers, those who extend their contract beyond the three-year minimum will receive a redesign at the end of their fourth year with Revize Free of Charge.

Included Features:

The Following Applications & Features will be integrated into Your Website:
In addition to the Government Content Management System that enables non-technical staff to easily and quickly create/update content in the new web site, Revize provides a suite of applications and features specifically designed for municipalities. All of those apps and features are fully described in the following section. The applications and features are grouped into five categories:

- Citizen's Communication Center Apps
- Citizen's Engagement Center Apps
- Staff Productivity Apps
- Site Administration and Security Features
- Mobile Device and Accessibility Features

Citizen's Communication Center Apps

- Notification Center with Text/Email Alerts
- Bid Posting
- Document Center
- Email Notify
- FAQs
- Job Posting
- Multi use Business Directory
- News Center with Facebook/Twitter Integration
- Online Forms
- Photo Gallery
- Quick Link Buttons
- Revize Web Calendar
- "Share This" Social Media Flyout App
- Sliding Feature Bar
- Language Translator

Citizen's Engagement Center Apps

- Citizen Request Center with Captcha
- Public Service Request
- Public Records Request App
- Citizen Connect (Community Blog)
- Online Bill Pay
- RSS Feed

Staff Productivity Apps

- Agenda Posting Center
- Job Posting App
- Image Manager
- iCal Integration
- Intranet
- Link Checker
- Menu Manager
- Online Form Builder
- Staff Directory
- Website Content Archiving
- Website Content Scheduling
- Newsletter App

Site Administration and Security Features

- Audit Trail
- Auto Site Map Generator
- Dreamweaver Extension (Revize API)
- History Log
- Intranet (Secure Area)
- URL Redirect Setup
- Roles and Permission-based Security Mode
- Secure Site Gateway
- Unique Login/Password for each Content Editor
- Web Statistics and Analytics
- Workflows by Department

Mobile Device and Accessibility Features

- Font Size Adjustment
- Alt-Tags
- Responsive Website Design (RWD)

Revize Support Includes

- 8 AM – 8PM EST Phone Support (Monday thru Friday)
- 24X7X365 Portal and Email Support
- Staff provides assistance and answers all questions
- Dedicated support staff
- New/existing user training
- Free Training Refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- E-Newsletter Module support
- Automatic upgrade of CMS modules, such as Calendar, Document Center, etc.
- Four major CMS upgrades per year
- Software and modules upgrades (automatic install)
- Server hardware and OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center Network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Tape backup of all website assets
- Quarterly Newsletters on major feature updates
- Regular webinars on CMS features and usage

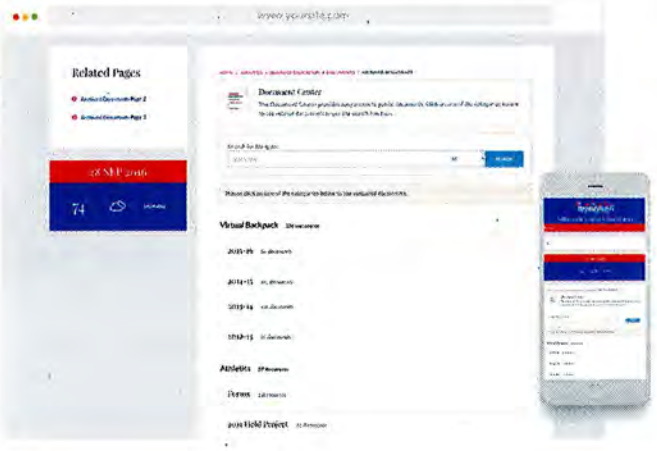
Did you know?

Revize updates your Content Management System an average of 4 times per year!

Citizen's Communication Center Apps

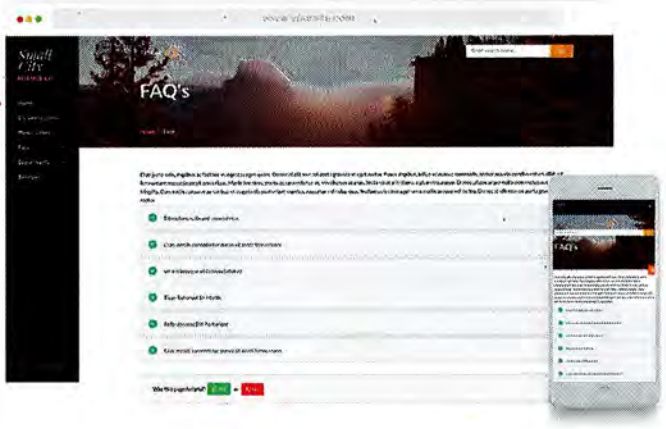
DOCUMENT CENTER APP

Revize helps clients save thousands of dollars each year in employee time and resources with our Document Management Center. Using this module you can create and archive the documents your site visitors need: applications, brochures, manuals, policy and data sheets, research papers, meeting minutes, and more. By providing all of your documents online, your site visitors can access them 24/7 – usually within two clicks -- and you won't incur any printing or postage costs.



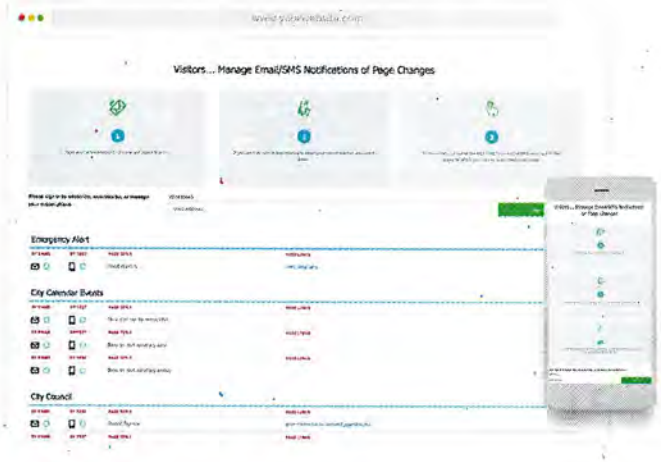
FAQ

FAQ's make it easy for site visitors to find answers to common questions and will greatly decrease the number of calls coming into your switchboard each day. In fact, within six weeks of a Revize website launch, our clients typically experience a significant decrease in the number of daily phone calls... some by as much as 23%!



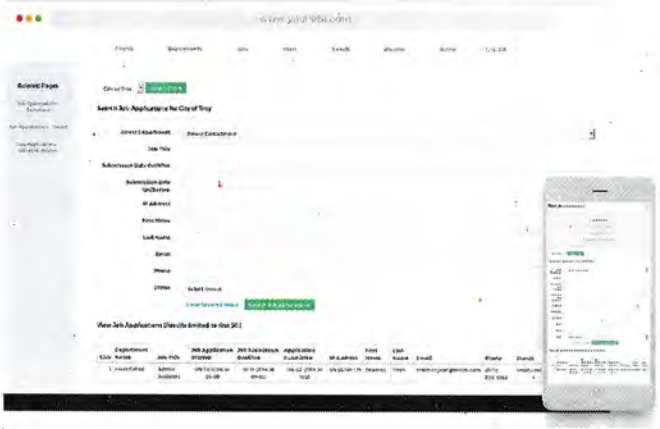
E-NOTIFY

Many of our municipal clients include an email/text notification option on their Meeting Minutes and Meeting Agendas pages so that interested citizens can sign up for automatic updates anytime there is a new posting.



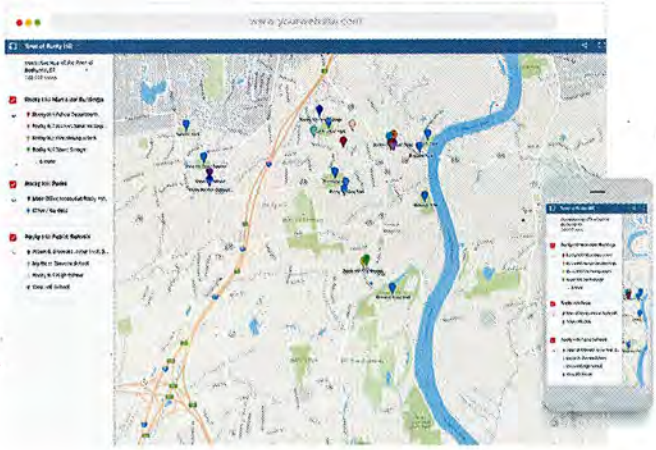
JOB POSTING

Revize's job postings app allows your site visitors to view and apply for open positions online. Postings are removed automatically based on the job expiration date input by your HR personnel. You can provide as much detail as you like and link to or upload any number of files that fully describe the job position. Best of all, with the form fill interface, new openings can be posted in minutes by non-technical staff.



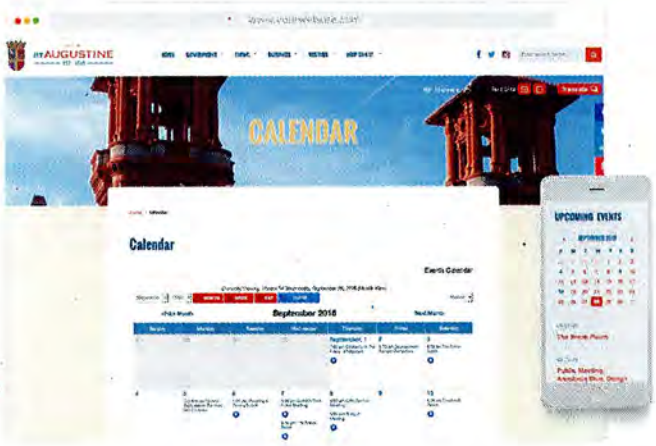
INTERACTIVE MAP

Not only does the Revize CMS ensure that your site is easy for visitors to navigate, we've made it even easier for them navigate the real world surrounding your location. Specific buildings, parks, bike paths, mass transit stations, nearby businesses, tourist attractions, parking lots, voter polling locations, and more are incredibly easy to identify with the familiar Google Maps highlighted with Pins.



CALENDAR APP

The Master/Sub Calendar provides an easy-to-use tool to enhance usability and encourage the communication of events both internally and externally. It provides visibility and transparency into activities, meetings, and events with a visually appealing display and easy to find event contact information. The ability to insert recurring events saves time by allowing you to create the event once then repeat automatically; great for Board and City Council meetings.



NOTIFICATION CENTER

You can't fool or control Mother Nature. But you can protect members of your community from her wrath. Posting e
mergency notifications on your home page, any other page, or throughout your site, this module allows your content editor to accurately explain the situation and instruct members of your community on the next steps to take.

BID POSTING

The Bid Postings App provides a simple and easy-to-use method for organizing and presenting bids, RFPs and RFQs online for vendors or local contractors interested in providing products and services to your community.

BUSINESS DIRECTORY

Ideal for municipalities, chambers of commerce or any membership organization, this module allows you to easily create and maintain a searchable directory for either members or businesses within the website. Listings can be added, removed and categorized by non-technical staff in a simple table interface.

NEWS CENTER WITH FACEBOOK INTEGRATION

Many of our municipal clients include an email/text notification option on their Meeting Minutes and Meeting Agendas pages so that interested citizens can sign up for automatic updates anytime there is a new posting.

ONLINE FORMS

Using this module, you can create -- from scratch -- an unlimited number of online forms on any page of your site using various field options such as long answers, radio buttons, drop-down lists, multiple choice, etc. Having online web forms provides a quick and easy alternative for users to communicate with you and provide important feedback, opinions or complete tasks online. These forms can be used to have web visitors contact you with questions, comments and requests, give feedback, volunteer, or to sign-up for various events, activities or programs.

QUICK LINKS

The Quick Links module allows site visitors to navigate to their areas of interest, much like FAQs. Examples for users: Where do I... Get Registered for Summer Camp Where do I... Get a Marriage License.

SHARING APP

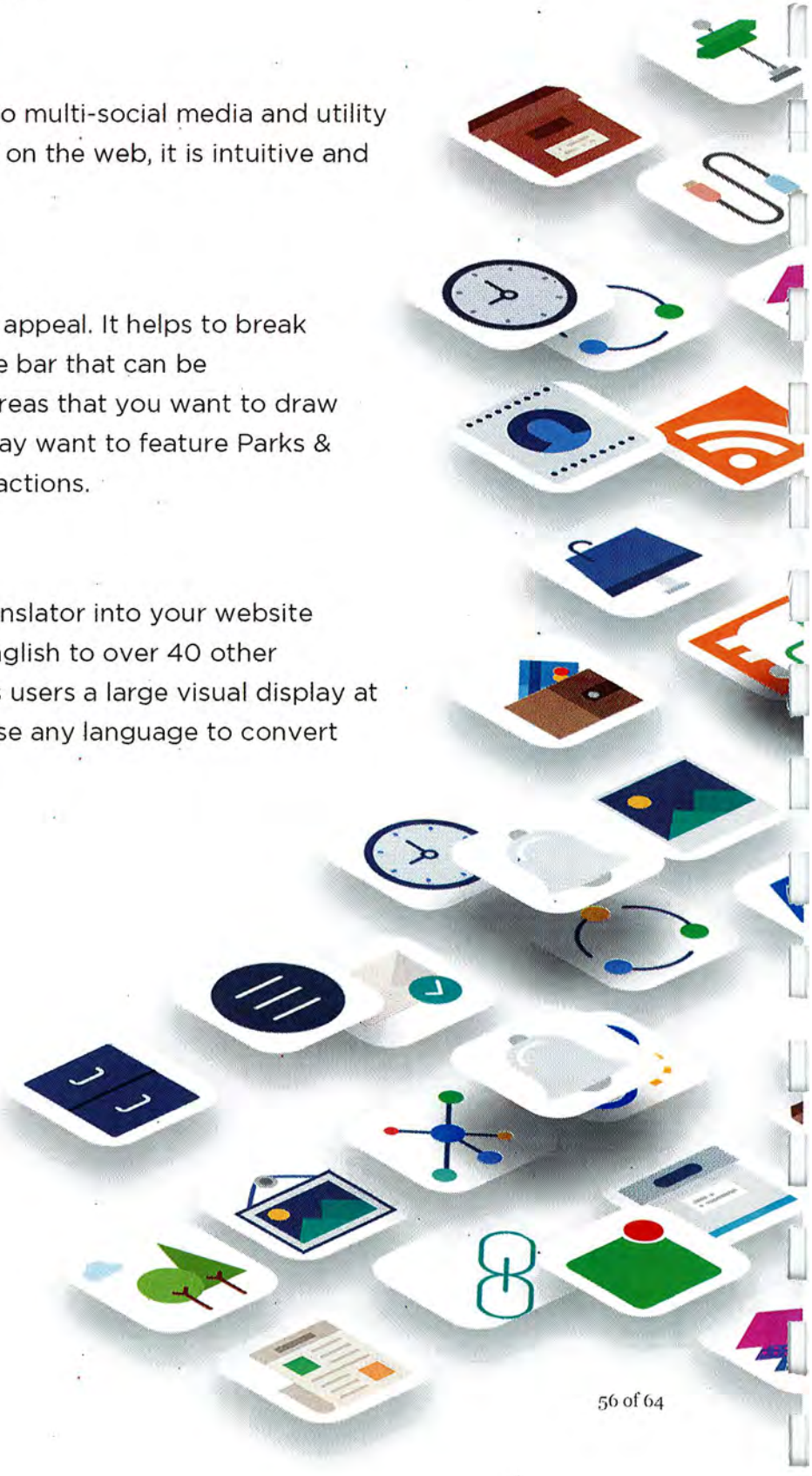
Provides a one click drop down to multi-social media and utility buttons. A common widget used on the web, it is intuitive and easy to use.

SLIDING FEATURE BAR

This feature is a mainly for visual appeal. It helps to break up pages with an interesting slide bar that can be populated with any subjects or areas that you want to draw attention to. For example, you may want to feature Parks & Rec, Landmarks and Tourist Attractions.

TRANSLATOR

Revize integrates the Google Translator into your website templates and translates from English to over 40 other international languages. Provides users a large visual display at the top of the web page to choose any language to convert the text into.



Citizen's Engagement Center Apps

PUBLIC SERVICE REQUEST APP

This app allows residents to submit requests based on a map view. Each time an issue is submitted, a staff member will receive an email notification. From there they are able to respond directly to the requests. Photo submission, automatic esclation, mobile app integration, and archived reporting make this one of our most powerful features!

CITIZEN REQUEST CENTER

This app allows customers, residents, participants, students, or any website visitor to post requests online. By the use of a drop down menu, individuals can forward the request, idea, or comment to the party of interest. That item is then forwarded via email to the proper recipient. You can add or delete department names as well as individuals in the drop down menu at any time. Captcha is integrated to ensure each request is genuine and not a spam.

PUBLIC RECORDS REQUEST TRACKER

This app allows public to order copies of the public records maintained by a municipality. The request is routed to the record custodian within a department and automated response is generated with a unique tracking number. The system allows the full tracking, correspondence and online handling of all types of public record request. The record request form is very flexible and customizable for every municipality.

CITIZEN CONNECT

This app helps open up the lines of communication between administrators and their constiuents, increasing transparency and contiuent interaction. It is a blog that features the option to allow constiuent comments for feedback (comments can be moderated before being published to the website).

PARKS RESERVATION

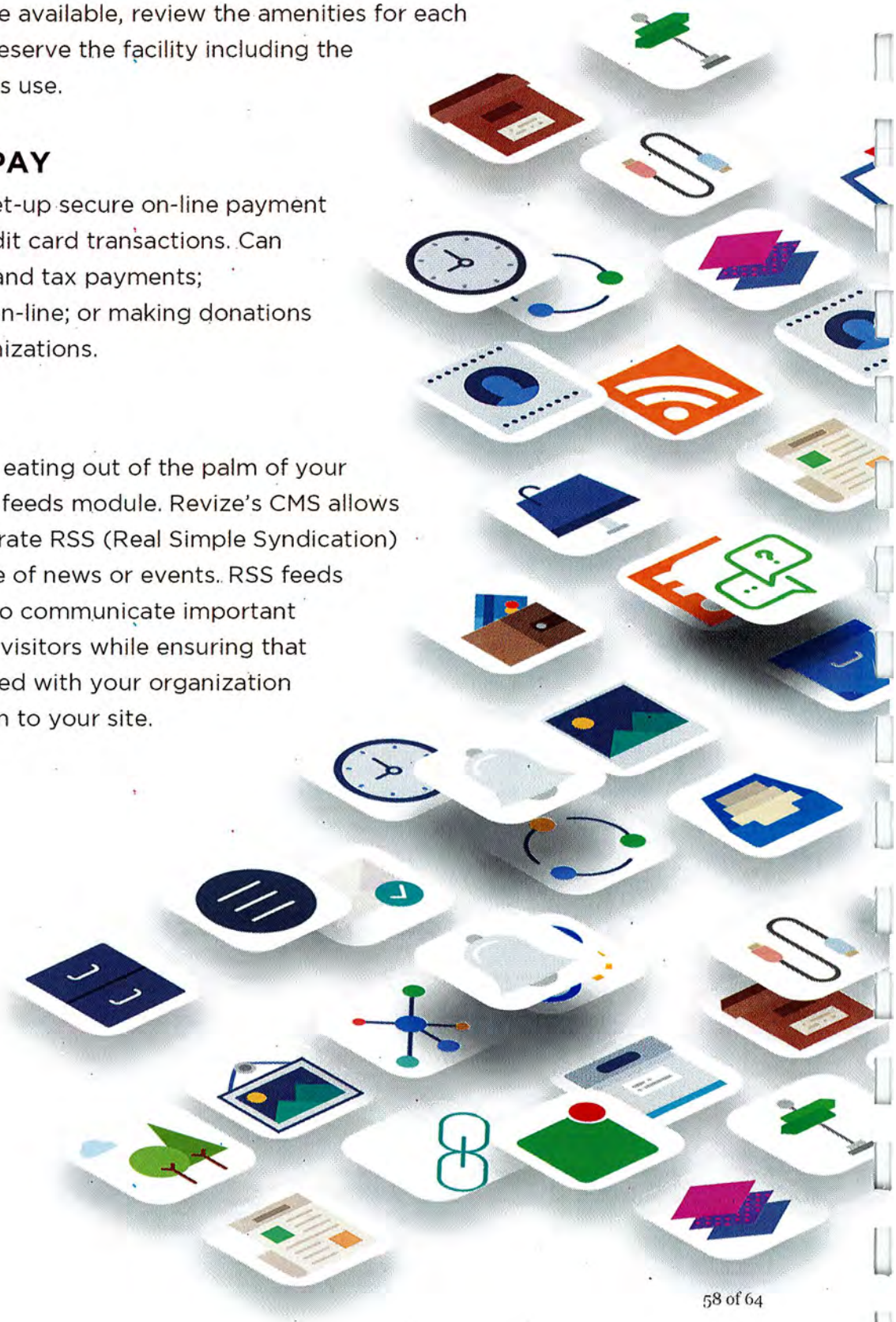
This app allows the display of parks shelters and their amenities and to manage their availability to the public. A website visitor can search for facilities by type available, review the amenities for each facility and easily reserve the facility including the option to pay for its use.

ONLINE BILL PAY

Allows clients to set-up secure on-line payment processing for credit card transactions. Can be used for utility and tax payments; Purchasing items on-line; or making donations to non-profit organizations.

RSS FEED

Site visitors will be eating out of the palm of your hand with our RSS feeds module. Revize's CMS allows customers to generate RSS (Real Simple Syndication) feeds for any genre of news or events. RSS feeds are a trusted way to communicate important information to site visitors while ensuring that they remain engaged with your organization and regularly return to your site.



Staff Productivity Apps

AGENDA POSTING CENTER

Using this app, you can upload agendas, meeting packets, meeting minutes, proposals for review, and more, all into one area on your website for easy access and review before, during, or after each meeting. Old meeting agendas and information are archived per meeting for quick access at any time.

JOB POSTING APP

This app allows you to post a job and receive resume submissions online. Candidates can fill in all the fields and submit the job application online. Once the job application is submitted, a link to the filled in application form will be emailed to the responsible HR person which they can view, print and file for their records.

IMAGE MANAGER

Allows approved staff to upload images from their computer or network folders. This very simple interface allows you to upload new pictures and stores uploaded pictures for reuse. Each department can create their own image folders and organize image libraries by department. Also, obsolete images can be deleted from the image library.

INTRANET

Provides a Dynamic CMS-enabled area with secure login to build out an entire Intranet for employee specific information only. It benefits your employees to have an internal organization landing page that can be updated with news, events, alerts and many of the same modules used on the extranet.

LINK CHECKER

When a new link is created, the Revize system checks if the URL (link) is valid or not. If not, an error message will be displayed. This benefits the Content Editor by double checking bad links before they are saved on your website.

MENU MANAGER

Allows approved content editors to add or edit site-wide top navigation, department or section specific links (e.g. left or right navigation). This feature gives you control to change and update the Navigation menus of your website for continuous improvement.

NEWS LETTER APP

The system allows non-technical staff to build attractive, informative newsletters and disseminate them with one click to everyone on your distribution list. Activity metrics include emails sent successfully to help you validate email addresses. The application provides the ability to import contact lists, upload images, add groups, assign contact lists to groups, as well as export lists.

ONLINE FORM BUILDER

Having online web forms provides a quick and easy alternative for users to communicate with you and provide important feedback, or complete tasks online. These forms can be used to have web visitors contact you with questions, comments and requests, give feedback, volunteer, or to sign-up for various events, activities or programs.

WEB CONTENT ARCHIVE

Your site history will never be a mystery because all content edits for your site are archived on the Revize CMS database. Your content editors can click on the History button to view previous versions of a particular page or content block from your site.

WEB CONTENT SCHEDULE

This feature eliminates the possibility of having dated or past events being promoted on your site AFTER the event has passed, thus potentially undermining the perceived accuracy and currency of the site's content in the minds of your audience.

AUDIT TRAIL

This is a powerful administrative tracking tool that provides reports on the content change activities of any webpage within the system. The administrator can gauge how often the site is updated, which departments are most active; and also use the audit trail for recovery of data if necessary.

AUTO SITEMAP TOOL

Revize CMS provides this tool to automatically generate a sitemap. Anytime a new page is added or deleted from the system, the sitemap will republish to show the change. An up-to-date sitemap is very critical to boost the ranking of your website in different search engines.

HISTORY LOG

Administrators can view all the archived versions of any web page and restore any old/archived page. It is a very useful feature for referring to any archived legal documents or press releases.

ROLES/PERMISSION SETUP

Our CMS uses a role based authentication system where you can add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow Approvers etc., or you can add roles for each department and assign department-specific roles to each user.

SECURE SITE GATEWAY

Provides a secure login area for either users of an intranet or users to access information not available to the general public. Once users are set-up with a secure login ID, they can manage their own password changes as necessary.

WEBSITE STATISTICS

Revize integrates Google's Web Analytics tool to track number of site visits, website traffic sources, etc. Your website administrator can run various reports to collect important data on the usage of your website.

WORKFLOWS BY DEPARTMENT

Provides a method for Supervisory Oversight of content updates. The process allows an authorized "approver" to compare the current page with the proposed new page content (side-by-side) for easy review and comparison.

"Our innovative solutions are custom-tailored to meet the needs of each individual client."

Did you know?

Revize installs new features into your content management system on a rolling basis!

Mobile Device and Accessibility Apps

ALT-TAGS

Use of alt tags for images, a required part of the Revize CMS image manager feature, allows vision impaired individuals to understand the content of the image.

FONT SIZE ADJUSTMENT

Provides the ability for users to change font size by clicking button to reach their desired size. Helps those with low vision to easily read information on your website.

RESPONSIVE WEB DESIGN

Revize uses pixel rendering Responsive Web Design to accommodate better viewing of text and graphics for any size screen, i.e., smart phones, tablets, iPads and iPhones.

Thank you

For Considering Revize

Prepared by Thomas J. Jean
1890 Crooks Rd, Troy, MI 48084
Ph: 248-269-9263 x16 Fax: 866-346-8880
www.revize.com

Delivered on: April 04, 2019 | **Submitted by:** Dustin Overbeck, Town Web Design, LLC

The Last Website Your City Will Ever Need.

Web Design Proposal

Prepared for
CITY OF ISANTI

TOWN WEB

City of Isanti
PO Box 428
Isanti, Minnesota 55040

Dear Katie,

At Town Web Design, we are committed to making sure that your new website will be the last one that the City of Isanti will ever need. We back this up with our no-cost website redesign every three years. Additionally, you would also receive 24x7 technical support, website monitoring, security updates and performance optimization as part of our hosting and maintenance package.

One of the biggest challenges facing municipalities is the need to keep up with changing technology. Our solution of a no-cost website redesign every three years would mean that your residents, tourist and visitors will never say your website looks outdated!

We have 11 years experience designing, hosting and supporting over 500 municipal websites just like yours. All our customers love the fact that we offer fixed pricing where your **annual costs do not go up**!

The City of Isanti will benefit from an **affordable solution** where you get "all-you-can-eat" service from us. Whenever you have a question or issue you can call, email or chat with us. We think our sites are super easy to edit, but if you're just too busy to do it on your own, give us a call. For no additional charge, our superstar support team will make edits or post documents on your behalf.

I invite you and your committee to check out all the benefits we offer so that you can get started with a fantastic new website that will be the last website the City of Isanti will ever need!

Sincerely,

Dustin Overbeck

Dustin Overbeck
President, Town Web Design, LLC
dustin@townweb.com | Toll Free: 877-995-TOWN (8696)

RFP Answers

Below are our answers to each of your individual questions to your RFP

Minimally sufficient proposals.
1. Our official business name is Town Web Design, LLC. My name is Dustin Overbeck, President/ Owner.

2. 1360 Regent Street, #355, Madison, Wisconsin 53715. Telephone: 920-645-2823 or Toll Free: 877-995-TOWN (8696). Email: dustin@townweb.com

3. I have read and understand the scope of your municipal project. My company is one of the largest providers of municipal websites in the Midwest, and therefore could provide you all the things you need to make the website successful in your community.

Timeline to launch your site is four weeks:
Week 1. Signing of Quote
Week 1. Onboarding Meeting with Account Manager & Project Manager
Week 2. Build out site structure on the staged site
Week 2. Migration of content from old site to staged site
Week 2. Graphic designing and color scheme customized to staged site
Week 3. Schedule site reveal of staged site
Week 3. Punch list execution / pre-launch phase
Week 4. Site launch
Week 4. Training

4. Key Personnel:
Account Manager - Liz Swanson. liz@townweb.com
Project Manager - Jerrica Wagner. jerrica@townweb.com
Training Manager - Jeremy Ogden. jeremy@townweb.com

Liz will work directly with you and your staff as a customer advocate. She ensures that all your wants and needs are met. She will schedule and lead the Onboarding meeting and lead you through the project from start until launch. She also works as a liaison between you and Jerrica, who manages the building and design of your new website.

Jerrica will work as your project manager. She will be in charge of executing on all the technical areas of building the site, coordinating custom programming, managing the data migration, working with the graphic artist, and handling all the back-end technical details.

Once your site is live, Jeremy will guide you and your staff on the training and maintenance of your new site.

5. We collaborate with you, your staff and elected officials on the Onboarding meeting. Immediately after a contract is signed, we schedule an Onboarding meeting using Zoom, a very easy to use screen sharing software. During the Onboarding meeting we guide you through all aspects of the site design, site structure, graphics, and site content. We have a very thorough process to ensure that we collect all the wants/needs of your staff so that we can efficiently build out your new municipal website. During the Onboarding meeting, we also assign tasks to individuals who are responsible for delivering follow-up content that was not able to be collected on the call.

6. We offer two different design options, as described further down in this proposal. The standard option is the "base" price for developing a new site for your municipality using an existing template from our Template Library as a starting point. This project would take approximately four weeks to build and launch, based on the timeline listed above.

A more customer solution is the Platinum Web Design option, which is an add-on that you and your stakeholders might be interested in. It is a completely custom design that we do for you, which includes Wireframe Mockups and Photoshop Mockups. The timeline for the Platinum Design option is an extra four weeks for the build process. Therefore the timeline for your site to launch with the Platinum Web Design would be about eight weeks.

7. Further down in this quote we have several other examples in or portfolio. Here attached are URLs that are relevant examples of our work:
City of Belleville, MI. https://belleville.mi.us/
Town of Wausau, WI. http://townofwausau.com/
City of Minonk, IL. https://cityofminonk.com/

8. Several of the following pages describe our services in more details. When I ask our municipal customers about the benefits they value most from what we offer, here are three that stick out:

- We are specialists when it comes to municipal web design. When you need surgery, call a surgeon, not a generalist. We can guide you through your web design journey based on the knowledge we've collected from building and supporting more than 500 other municipal websites and their staff.
- We provide you with an affordable and comprehensive service. We handle everything you need from web design, web support, software upgrades, site backups and training for one low monthly fixed fee. This service is available to you and your staff 24x7.
- You get a communications platform in addition to a website. Your residents can subscribe to your new website and get email/text message notifications whenever new things are posted. This means your residents stay informed without having to visit the website to see what is new.

9. References
City of Belleville: http://belleville.mi.us/
City Number: (734) 697-9323
Sherri Scharf, City Clerk/Treasurer, clerk@belleville.mi.us

The City of Belleville is a project that shows our efforts working on a project that started to become more and more complex due to input and approval needed from a variety of different departments, each of which had different expectations. Our Project Management Team re-focused our efforts to collaborate with our main point of contact (Sherri). In doing so, we were able to get the various departments to prioritize their needs and to send us their finalized punch lists. We executed each of these punch lists to get all the departments to agree for making the new site live. This is a project used as a reference to show how we "herded cats".

Village of Ontonagon: https://villageofontonagon.org/
Village Number: (906) 884-2305
Kori Weisinger, Clerk/Treasurer, ontclerk@jamadots.com
Sarah Hopper, Council Member, srhopper21@gmail.com

The Village of Ontonagon engagement is primarily interesting for several reasons. We were contacted by the Village around Christmas time (Dec 2018) and they needed to find a vendor who was a specialist in their industry and who could also accomplish the project very quickly. The reason for a very fast timeline was due to their old web design company going out of business and they did not want their municipal website to go down. The time from contract signing to site launch was only 10 days, which is extremely fast and efficient. We had also immediately and proactively transferred their old website to our servers as preventative measure in case their existing hosting company's servers went down earlier than expected. This is a project used as a reference to show our dedication to working with a brand new client who needed a thorough job done quickly and efficiently, and it shows how easy it was for the client to engage with Town Web on this project.

Town of Delta: https://townofdelta.com/
Town Number: (715) 372-4747
Thomas Erickson, Clerks/Treasurer, deltatown@cheqnet.net

The Town of Delta has been a municipal customers of ours for several years and recently they went through a web design upgrade process with us. The clerk was simply delighted with our work and said it was a pleasure working with our Account Manager and Project Manager to get his new site upgraded.

10. All the cost details are on the Pricing page of this proposal. Each cost is a fixed price and also "not to exceed".

Setup Fee: $999/one time fee
Hosting Fee: $129/mo ($1,548/yr)
Platinum Design Package (optional): $2,250/one time fee

Total Cost Year 1, which is the Design package plus Hosting:
$2,547 (Base Package)
or
$4,797 (with Platinum Design Package)

Total Cost Year 2:
$1,548

Total Cost Year 3:
$1,548

Why People Like Working With Us

Reason 1: Over a Decade of Experience

Town Web Design has created and hosted municipal websites before the iPhone came out and before Facebook existed. This mobile revolution has changed the website industry and we have embraced these changes so that your website will be relevant to the ever changing needs in technology and in your residents. In 2007, most boards & councils were worried if their municipal site would work on dial-up. Now in 2019, they want sites that load fast, are mobile-responsive and are American Disability Act 508 compliance. We deliver on all of these.

Reason 2: Understanding Needs of Cities in the Midwest

We are not a typical web design agency that you would find in any medium-sized city in America. We do not do commercial website design. We only do website design for towns, villages, cities, and boroughs. **We are specialists in municipal web site design**. This specialization is the key reason why we can provide affordable, fixed-price service to municipalities like the City of Isanti and also why we can launch your website in as little as two weeks.

Reason 3: No-Cost Redesign Every 3 Years

As far as we know, Town Web is the only municipal web design, hosting and support company who provides customers with a no-cost website redesign every three years. The residents, tourists and visitors at the City of Isanti will never say your site looks outdated when you select us to design your website. Your town will enjoy this redesign benefit for as long as your hosting is with us.

Reason 4: 24x7 Monitoring & Security

Your municipal site is **protected against accidental or malicious data loss**. Security threats and hacking attempts are always occurring and we have your back. We provide 24x7 monitoring and have systems in place to keep the bad guys out. Furthermore, we do daily backups of your site and store them indefinitely. If anything major were to happen to your site, we restore it for you at no cost.

Reason 5: Fixed Pricing - No Cost Increases

Every municipal web design customer at Town Web has a **fixed annual cost** and it's easy to budget for. This means that you won't need to rely on expensive third-party IT services to manage and maintain your website or wonder who to call. Everything is done for you by the Town Web team.

Reason 6: Clerk-tested, Board-approved

About 500 other boards and councils currently work with Town Web as their approved web design, hosting and support vendor. Websites built by us represents a **sound investment in quality, performance and dependability**. We are your low risk, highly experienced municipal web technology partner.

Reason 7: 80+ Decade Long Customers

A decade ago over 80 boards selected Town Web as their website provider. Now in 2018, they still consider that a **great decision**. Each municipal continues to enjoy an easy to use website at a predictable and affordable cost.

Reason 8: 24x7 Service & Support

Municipal Clerks and Staff Members love having Town Web as their website provider because they can **rely on us for anything** related to their website. All it takes is a call, email or chat message (including Facebook Messenger) and we can post or edit something on their page for no additional costs. Furthermore, we resolve many issues as quickly as possible and most issues are resolved by the end of each 8-hour shift.

If you are an Administrator to your municipal website, you will receive free one-on-one training so that you are empowered to make updates on your own. If you find yourself busy and tied up with other things, you can just email us a request. **We are happy to post it to the website on their behalf**, which is included for no extra charge.

Our support is like an "all-you-can-eat buffet." You get as much as you want for a fixed fee with no surprises and without extra billing. Our goal at Town Web is to make sure that the Clerk and Staff Members can do their job fast and efficiently.

Reason 9: We Meet Face-to-Face

All new customers get to meet with your **Dedicated Account Manager and Project Manager** in a Face to Face meeting over Zoom (an online video conferencing service that doesn't require you to download anything in order to use). There are typically two meetings with you:

Meeting #1: Onboarding:
We work with you to find the design, style, content and layout you want to have for your site. After we collect 90% of your new site's content, we immediate start to build out the design of your new site. We create new graphics based on the design brief of that meeting. About 3-7 business days from your Onboarding Meeting, we send you a link to a staged version of your website. We ask you to check out the new site design, take notes about any changes you want to see, and to book another face to face meeting in our shared online calendar.

Meeting #2: Punch list:
During this meeting we will gather any needed changes or edits required in order to make your new site live. We do the tweaks, edits and adjustments so that you're happy with the new design. With these two face to face meetings, we can typically have your site launched within two weeks!

Reason 10: Your Site Launched in 2 Weeks

We understand that board & council members and staff are busy. Busy with elections. Busy with tax payments. Busy with the day-to-day community management. This is why we built an efficient, caring process to make designing and launching your new municipal website a pleasant, successful collaboration.

We can work efficiently with you because we only work on websites for municipalities. We don't take on commercial websites. We are specialists in municipal web design, which means that within as little as two weeks, we can provide your municipality with a really great looking website at an **affordable price**.

You Get a Communications Platform for your Residents

Residents can subscribe to your website

Your residents would be able to subscribe to your new website. They can simply drop in their email address (or their cell phone number) and pick and choose the topics to subscribe to.

They get instant notifications (email/text)

Your residents will get instant notifications whenever categories that they've subscribed to have new items posted in it. It works so well that your residents don't even have to visit your website to read these notifications. They'll all be sent to them via email (or text message).

Your residents gain 100% transparency

With the Town Web Communication Platform, your residents can gain 100% transparency into meeting discussions by the elected officials. Residents to the important notifications to the categories that they've subscribed to.

We also syndicate these notices to Facebook

We can push out these notifications to your Facebook page too, if you have one! It's all included with the Communication Platform that you would get as a Town Web customer.

You Get "White Glove" Service from Us

It's easy to contact us for service & support!

We provide you with one single phone number for contacting us with support & service. It's a toll free number: **877-995-TOWN (8696)**. You also get one single email address to use when you want to email us. **support@townweb.com**. We make it easy for you to ask us for help.

Support is 24x7 and "all-you-can-eat"

Other agencies charge you a per-incident fee or a per-hour fee for technical support. Not at Town Web. You get technical support and training FREE with your hosting contract and we got you covered 24x7 with our support team.

Many other agencies only offer 30 minutes of support free each month. Some sell support packages that include an hour or two of tech support each month for $89/month extra! Not us. We want you to be successful when it comes to maintaining your website. You can contact us as often as you like for tech support. There is no charge. It is truly "All-You-Can-Eat"!

You get free training & retraining

After we launch your site, you get access to training materials on how to manage your new website. You can watch our training videos and download PDFs which describe in detail the things you want to do. You can even schedule training or retraining with one of our staff members.

We will even upload files for you!

We provide our municipal customers with an easy-to-use Admin section. It is extremely user-friendly and only takes 20 seconds to post something new. However some of our municipal customers don't ever upload new files or make new posts to their websites themselves. They instead email us their files and ask us to post it on their behalf.

This is a service that you get for no charge as part of our **White Glove Service** to you! Think of us as your web design "butler". We're at your beck and call. We make your life easier.

What You Get with TownCMS v5

We promise that TownCMS v5 will be **The Last Website You'll Ever Need**. It is a comprehensive platform which provides you with all everything listed here below.

Comprehensive Website Hosting

We ensure your hosting and site always have at least 99.9% uptime.

Daily Backups

Every municipality gets full daily backups which are stored off-site. Never worry about having your site go down again.

Guaranteed 99.9% Uptime

We can provide an SLA (Service Level Agreement) for your hosting uptime.

Website Restores

Should your website ever go down for unexpected reasons, we can take care of restoring your site in a short time.

SSL Security

All municipalities get SSL (Secure Socket Layer) so your site run securely on HTTPS

Hack-Proof Websites

Your site will be hack-proof to prevent unauthorized access from logging in your site.

Document Management

All your government documents are stored to allow residents a way to quickly search and find the documents they need access to.

Residents Can Subscribe To Notices

Residents can subscribe to get updates via email and/or text messages when something new is posted.

Emergency Alerts

When there is an urgent message or notifications, it will be displayed prominently on your homepage, and also sent to all subscribers (via email/text message) and posted to your Facebook page.

Instant Notification to Subscribers

People who subscribe to your website can get instant notifications via email and/or text message. The message content links directly to the posted notice. Residents can 1-click unsubscribe whenever they want.

Accept Credit Card Payments

We offer a **NO COST** system for you where your residents can pay for things like dog license, permits/applications and even tax payments online.

ADA 508 Compliance

All sites are ADA (Americans Disability Act) 508 Compliant, which allows people with disabilities to access to the content and files on your website.

Mobile Friendly Web Design

Many of our municipal customers are having 20-50% of their daily visitors coming to their site from mobile browsers. We design our sites to be 100% mobile responsive for both iOS and Android.

24x7 Technical Support

We are probably the **only municipal web design company** that offers our customers 24x7 technical support.

Call/Email/Chat with us for Support

We make it easy and convenient for you to contact us for support. You can call us toll free, email us, or send us a chat message through Facebook or your Admin area.

Free Feature Upgrades & Updates

Another unique thing about us is that your website gets better over time. We are constantly adding new features, enhancements and rolling out bug fixes. You get this automatically so that your site will be the last one you'll ever need!

Our Team of Specialists is Here to Help

We are dedicated to your success

We are dedicated to your success, and it shows based on our staff. Nearly half of our team members are focused solely on Support. There is no other municipal web design company that puts as much emphasis on customers support than Town Web. As a new municipal customer, you would receive "white glove" service and 24x7 support from our team!

Dustin Overbeck, President

Cristina Ducusin, Operations

Ivan Cvetkovic, Projects

Jerrica Wagner, Projects

Trayche Roshkoski, Support

Marija Pavlovic, Marketing

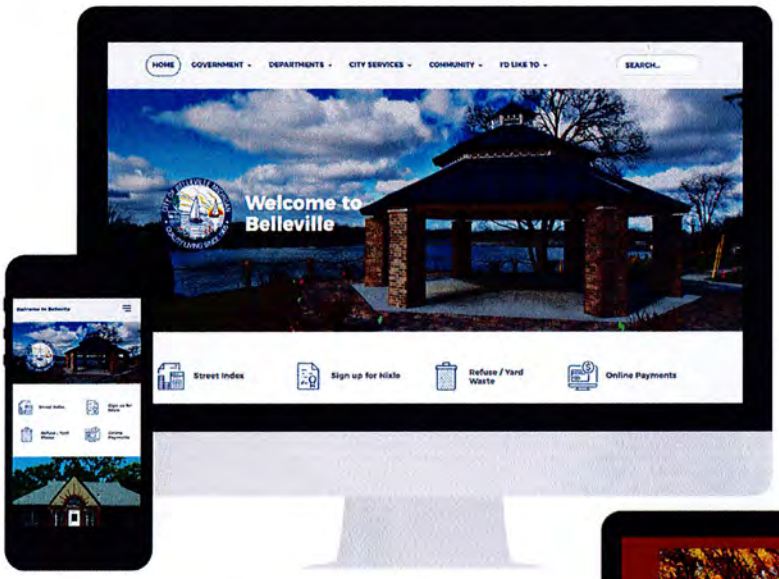
Farah Gabriel, Support

Darko Svilar, Support

Flor Faustino, Support

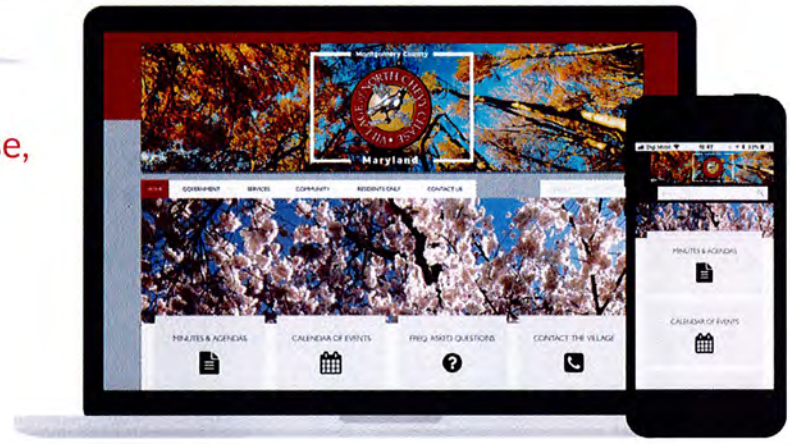
Sample Design Portfolio

Below are some examples of websites that were launched recently. You will get a website that is Mobile Responsive, which will work on all computers & devices.



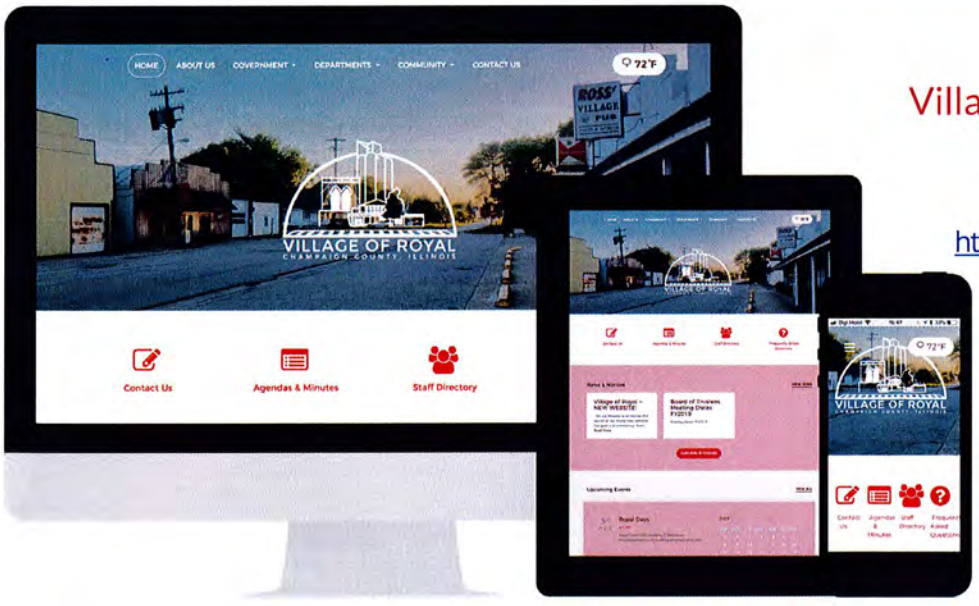
City of Belleville, Michigan

Visit website:
https://belleville.mi.us/



Village of North Chevy Chase, Maryland

Visit website:
https://northchevychase.org/



Village of Royal, Illinois

Visit website:
http://villageofroyal.com/

Branded Emails (Optional)

Town Web can be your "One Stop Shop" for all your IT needs. We can offer you different Branded Email Addresses along with your email service.

We offer several different email options like **Microsoft Office 365** (with or without desktop Microsoft Office applications), or just **Enterprise Emails**. Each plan can also include Email Archiving to ensure that you organization is compliant with Email Retention requirements.

Microsoft Office 365 Plans

Business Essential comes with email address and online versions of of Word, Excel and PowerPoint. Business Premium also includes Desktop Versions of MS Office.

MICROSOFT OFFICE 365 PLANS	BUSINESS ESSENTIALS	BUSINESS PREMIUM
Description	Exchange email, instant messaging, SharePoint & Office Online	All the features of Business Essentials, plus Office suite
Cost	$8.50/mo per user	$16.00/mo per user
Office Online Use Word, Excel and PowerPoint as online versions (through your browser)	Yes	Yes
Office Applications Install MS Office on up to 5 PCs/Macs, 5 tablets and 5 phones per user	No	
Exchange Email Storage Enjoy business-class email, contacts and calendar	50 GB per Mailbox	50 GB per Mailbox
Email Archiving Unlimited, enterprise-class email storage and retention	+$3.25/mo per user	+$3.25/mo per user

Enterprise Emails

Enterprise Emails are less expensive but still very robust, offering 25 GB mailboxes that allow 50 MB attachments. Emails can be set up for your computer/laptop, mobile devices, and it also includes web-based email. It's just like Office 365, but without the Office Applications. It's just email.
Also available is email archiving which gives you unlimited storage and where you can be compliant with Email Retention requirements.

ENTERPRISE EMAIL ADDRESSES	ENTERPRISE EMAIL	
Description	Enterprise-level hosted email service, includes IMAP, POP, SMTP	
Cost The cost is based on total amount of users (not a stepped amount).	$5.00/mo per user $4.00/mo per user $3.50/mo per user $3.00/mo per user	For 1-5 users For 6-10 users For 11-15 users For 16-20 users
Email Storage	25 GB per Mailbox 50 MB attachments	
Email Archiving Unlimited, enterprise-class email storage and retention	+$3.25/mo per user	

Notes About Email Service & Billing

The emails can be billed separately from the annual web hosting if needed. Municipalities will typically pre-pay for a full year of email service when paying for just one or two email accounts. When municipalities have more accounts, they typically pay for it monthly with a credit card.

If you already have Office 365 or branded emails with another provider, and you wish to stay with them, no problem! You can keep your service with them uninterrupted even when we design and host your new website.

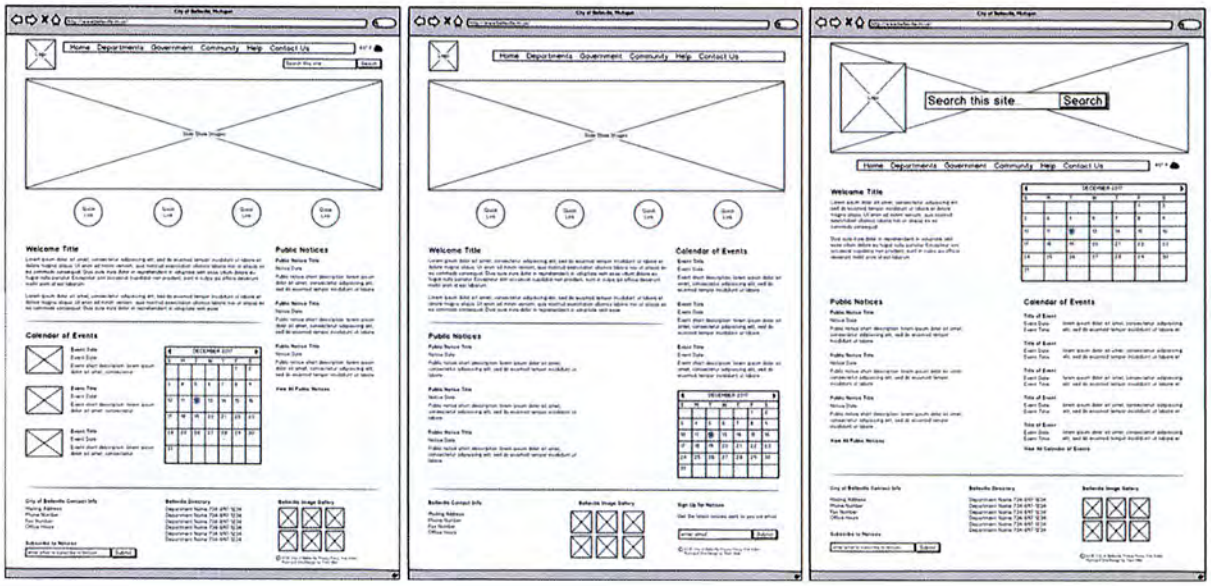
Platinum Web Design (Optional)

Municipalities that want a 100% unique and 100% custom design can choose our optional Platinum Package

Town Web can offer the City of Isanti a Platinum Design Package as an optional upgrade to your new website design project. This is only meant for municipalities who want something truly unique with a spectacular design.

Together we would go through a formal and thorough design and branding process.

- We start with a formal Kick-off & Branding Meeting
- We discuss in detail comparative sites you like inside the municipal web design industry and talk about current and upcoming trends.
- Also included is a branding interview, so come prepared with your committees thoughts, ideas and goals for your municipality long-range plans.
- After completion of this meeting, we will deliver three (3) wireframe mockups (low fidelity). This usually happens a week after the formal kick off meeting.



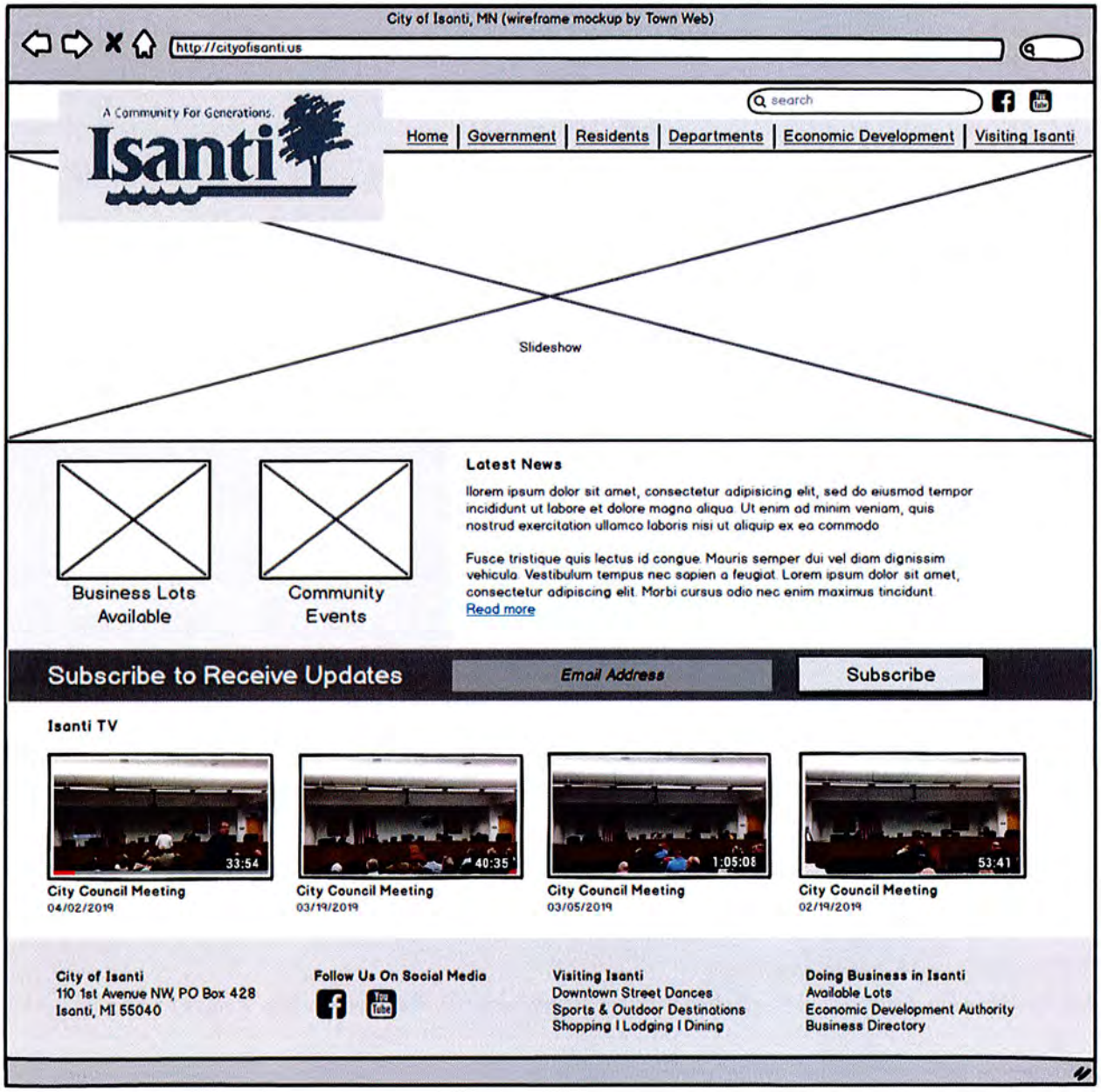
Delivery of Low Fidelity Mockups

In the examples on the previous page you might notice that two design are similar to one another. This is by design. These two wireframe concepts are based on the results from the formal kick off meeting and will closely correlate to what your committee will have discussed.

The third wireframe we deliver is to explore the creative design a bit further. It's meant to show a design that goes a little bit toward further on the creative end.

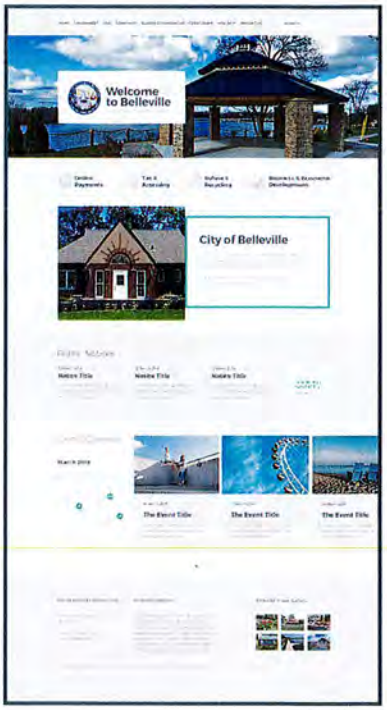
Your committee will then have an opportunity to select which of the three homepage designs you like best. That will be the base layout for the next phase of the project: Photoshop Mockups (high Fidelity)

To show my enthusiasm in bidding on your project, I wanted to show you a sample wireframe mockup design that you might like for the City of Isanti.



Delivery of a High Fidelity Photoshop Mockup

After one of the wireframe mockups is selected by your committee, our design team starts working on a Photoshop file of your homepage. We will incorporate the ideas, photographs, colors and typography that was discussed in the branding interview.



This Photoshop file will be "pixel-perfect". This means that what you see in the Photoshop mockup will be exactly what you will see when the site launched (barring any design changes).

You do get five (5) rounds of small design changes to make the homepage look perfect. We work on the design, layout, the typography, and colors to ensure a beautiful design.

The example to the right is the Photoshop Mockup design we created for one of the Platinum projects.

Once a Photoshop mockup (high fidelity) is approved, we design a custom Wordpress theme based on the design.

Custom Wordpress Theming

This is the stage where we hand over the Photoshop files to the development team. They will slice the design into the elements needed to create a custom Wordpress theme.

The theme will be designed with several break points. These break points are markers of how the site will look when scaled down. The scaled versions of the site are for tablet devices and mobile phones. Each break point will consider these different mobile devices held in different ways (vertical and horizontal). This means you'll get a theme design that is encompasses all variations of a user's experience.

Additionally internal pages will also be designed based on the homepage style. Generally these inside pages share the same top navigational menu, background style and portions of the page footer.

We then do theme-testing to make sure that the design works across all platforms, devices and browser types.

Web Design Pricing

Web Design & Setup Fee

The setup is a one-time fee. It is the cost to build your site and is discounted with a three year hosting agreement.

You will work with an Account Manager and Project Manager in real time for the design of your new municipal website. During the Onboarding Meeting, you will be shown all of our pre-built municipal themes from our design library. You get to select one, which we customize for you. We will customize the menu items, the quick links, and will custom design a banner based on photographs you provide.

Also included are the following benefits:

- We migrate over all your old website's content (if you have an existing site to migrate from)
- You collaborate in real time with a dedicated Account Manager & Project Manager
- You can have unlimited pages & menu items
- Mobile-responsive design
- Face-to-face meetings over Zoom, our easy to use video conferencing service
- Your new site launched in about two weeks from your Onboarding Meeting

Hosting, Maintenance & Support Package

- Get a zero-cost website redesign every three years!
- You get 24x7 technical support that is "All-You-Can-Eat"
- You can send us content and we will upload it for you for no charge
- You will get your own login & password so you can make updates to the site on your own
- 24x7 website monitoring
- Technical & security updates, applied automatically
- Nightly website backups that are stored off-site
- Immediate website restores (if ever needed)
- Includes one-on-one training
- Access to our free training and support library

Web Design Pricing

Description	Price	Qty	Price
Web Design & Setup Fee (one-time) Normal price is $1,499. Save $500 with a 3 yr contract if quote is signed by May 09, 2019			$999
Hosting, Maintenance & Support Package Get a no-cost website redesign every 3 years!	$129	12	$1,548 / year
Domain Name	$15	1	$15 / year
Options (you can check/uncheck them in the online version of this quote)			
☐ **Branded Email Addresses (optional)** See Email Services section for all the details and pricing tiers			varies
☐ **Platinum Web Design Package (optional)** See Platinum Web Design section for all the details			$2,250
TOTAL			**$2,562**

The term of the contract is for three years. The 1st year's total fee would be $2,562.00. This is paid in Year 1. The 2nd year's fee is just $1,548 plus domain renewal, billed 12 months after site goes live. The 3rd year's fee is the same as 2nd year's fee.

City of Isanti may renew the agreement, on a year to year basis, subsequent to completion of the first term. The "hosting, maintenance, and support" fees paid for each subsequent year may be increased, on an annual basis, to match the cost of inflation, as determined in each January (for the preceding year) by the US Department of Labor.

Signature

At Town Web Design, we want to make sure that the City of Isanti's new website will be the **last municipal site that you'll ever need.** You can be proud that your residents, tourists and visitors will never say your website looks outdated.

By signing this quote, you will get everything listed on the Pricing Page.
The three big benefits to you include:

1. **A No-Cost Website Redesign Every Three Years.**
   Prior to your third year of hosting with us, we'll schedule a meeting with you to discuss new ideas for your site's new design. We will incorporate the latest & greatest design standards that have evolved over the next following three years so that your new site three years from today will be modern, practical and up-to-date.
2. **24x7 Technical Support that is "All-You-Can-Eat"**
   Your municipal staff at City of Isanti will love having us as your website provider because they will be able to rely on us for anything related to your website. All it takes is a call, email or chat message (including Facebook Messenger) and we can help them with their question or issue, and for no additional charges, we can even post or edit something on their behalf. This type of support will save you and your staff time and money.
3. **Substantial Discount with a Three Year Commitment**
   If the City of Isanti signs this page of the quote on or before May 09, 2019, you will get a substantial discount off your set-up fee. This is a huge savings for your community. Furthermore, the three year commitment locks in your annual pricing, which means no price increases whatsoever during the next three years.

SIGNATURE
Katie Everett

Katie Everett, City of Isanti

To accept this quote, you can electronically sign it above, or sign and fax it 321-600-9008. Once we have a signed copy, our Account Manager Liz will contact you to schedule a time to meet for the Onboarding Stage!

A Community For Generations.

Isanti

DOING BUSINESS WITH THE CITY OF ISANTI
REQUEST FOR INFORMATION

Business Name: Town Web Design, LLC

Business Owner Names(s): Dustin Overbeck

Property Address: 1360 Regent St, #355
Madison, WI 53715

Please list all properties owned within the City of Isanti

Property Address	Parcel Identification Number

Dustin Overbeck
Signature

Owner/President
Title

Please return in the enclosed envelope to the City of Isanti, PO Box 428, Isanti, MN 55040.

Thank you.

110 1st Ave NW, PO Box 428 * Isanti, MN 55040
763-444-5512 * fax 763-444-5560
www.cityofisanti.us

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JUNE 4, 2019 – 7:00 P.M.
CITY HALL

I. Citizens Input
II. City Council Agenda

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards
Mayor's Employer Celebration Day- June 18, 2019

F. Approve City Council Minutes
1. May 20, 2019- Special Meeting
2. May 21, 2019 -Regular Meeting of the City Council
3. May 21, 2019- Committee of the Whole Meeting
4. March 19, 2019- Planning Commission Meeting
5. April 23, 2019- Parks, Recreation, and Culture Board Meeting

G. Announcements

1. Committee of the Whole	Tuesday, June 18, 2019 at 5:00 p.m.
2. City Council Meeting	Tuesday, June 18, 2019 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, June 18, 2019 *(Immediately following the City Council Meeting)*
4. Park, Recreation, & Culture Board Meeting	Tuesday, June 25, 2019 at 6:00 p.m.

H. Council Committee Reports

I. Public Hearings

J. Business Items
1. Discussion on Fair and Equal Enforcement of T21 County Wide (*Jimmy Gordon*)

<u>City Administrator Josi Wood</u>
2. Resolution 2019-XXX Approving Contract for Chief of Police Position
3. Ordinance Amending City Code Adding Chapter 144, Drug Paraphernalia
4. Ordinance Amending Chapter 227 Parking and Storage
5. Consider Adoption of Stormwater Enforcement Procedures Pursuant to Ordinance 670
   a. Resolution 2019-XXX Approving Enforcement Response Procedures (ERP) for MS4 Permit Violations
   b. Ordinance Amending Ordinance No. 670 Stormwater Management Ordinance
   c. Ordinance Amending the City Code Chapter 65, Administrative Penalties
   d. Ordinance Amending the Code for the City of Isanti, Chapter 160, Fees
   e. Resolution 2019-XXX Adopting Fees Within the City of Isanti

6. Resolution 2019-XXX Approving an Interim Use Permit for Operation of a Tattoo Studio located at 303 Credit Union Drive
7. Resolution 2019-XXX Approving a Minor Subdivision for Dollar General at 340 Palomino Road SE PID 16.029.0900
8. Resolution 2019-XXX Approving a Site Plan for Dollar General located at 240 Palomino Road SE PID 16.029.0900
9. Resolution 2019-XXX Authorizing Preparation of Plans on the Annexed Parcel Service Access Improvement Project

Community Development Director Sheila Sellman

10. Resolution 2019-XXX Consideration of SAC and WAC fees for Villages on the Rum
11. Resolution 2019-XXX CUP and Site Plan extension to operate a retreat Center and Hobby Farm

Finance Director Mike Betker

12. Request for New Terms on Previously Deferred Assessment

K. Approve Consent Agenda

1. Accounts Payable in the Amount of $265,212.90, Payroll in the Amount of $100,963.13
2. Contractors Pay Request No. 2 for Dirtworks, Inc in the Amount of $60,787.41
3. Resolution 2019-XXX Approve Placement of Stop Signs at the Intersections of 1st and Broadway and Cottonwood and 4th
4. Resolution 2019-XXX Approving Rum River BMX to add Pavement Areas Inside the Isanti Indoor Area
5. Resolution 2019-XXX Approving City Engineer Designation for Professional Engineering Services
6. Resolution 2019-XXX Appointing Candidate to Fill the Vacant City Council Seat on the Isanti City Council for the Remainder of the Term until the Next Election
7. Resolution 2019-XXX Designating Committees and Representatives for City Commissions and Advisory Boards for year 2019
8. Resolution 2019-XXX Amending the Personnel Policy to Revise the Media Relations Policy

L. Other Communications

1. Draft Minutes from the May 28, 2019 Parks, Recreation, and Culture Board Meeting

Adjournment

E.

Mayor's Proclamation

City of Isanti

Whereas Employers and Employees are a dynamic part of the City of Isanti's and Minnesota's economy; and,

Whereas The promotion of our Employer's and their talented Staff showcase the strength and success which is an integral part of the City of Isanti's economic development strategy; and,

Whereas All Isanti employers located within the City of Isanti provide jobs which significantly contribute to the City of Isanti's standard of living and economic vitality; and,

Whereas The City of Isanti has approximately 1,928 people that are employed within its corporate limits; and,

Whereas Employees contribute to the economic success of Isanti businesses by buying local and supporting other Isanti businesses; and,

Whereas The City EDA is sponsoring an appreciation luncheon to the Employers and their Employees on June 18, 2019 highlighting certain businesses with milestone Isanti anniversaries.

Now, therefore, I, Jeff Johnson, Mayor of the City of Isanti, do hereby proclaim that the day of June 18, 2019 shall be observed as:

Mayor's Employer Celebration Day

in the City of Isanti on this 4th day of June, Two Thousand Nineteen.

_____

Jeff Johnson, Mayor

MINUTES OF THE CITY COUNCIL
SPECIAL MEETING CITY COUNCIL
Monday, May 20, 2019 at 6:00 PM
CITY HALL

Mayor Johnson called the Special meeting to order at 6:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Paul Bergley, Steve Lundeen and Dan Collison

Members Absent: None.

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks and Lieutenant Travis Muyres

Others Present: Eric Klang

1. Interview finalists for Chief of Police Position for City of Isanti
    a. Resolution 2019- 132 Approving the Hire for Chief of Police Vacancy

Chief of Police interview finalists Eric Klang and Travis Muyres were interviewed by Mayor Johnson and City Council for the open Chief of Police position. Mr. Klang and Mr. Muyres were asked the same questions. Mr. Klang volunteered himself to go first.

Mayor and Councilmembers each thanked the candidates and expressed their reasoning for their decisions.

Motion by Lundeen, second by Bergley to hire Travis Muyres to fill the Chief of Police vacancy. Motion passed 4-0. Motion carried.

A. Adjournment

Motion by Lundeen, second by Bergley to adjourn. Motion passed 4-0. Motion carried. The meeting adjourned at 6:42 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, MAY 21, 2019 – 7:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Paul Bergley Steve Lundeen and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, City Attorney Clark Joslin, Community Development Director Sheila Sellman, Finance Director Mike Betker,

Others Present: Rodrick Barrows, James Gordon, Leroy Johnson, George Hemen, Elizabeth Anderson, Lynn Hoving, Connie Anderson, Mark Reller, Jill Reller, Megan Gordon, Phyllis Harmon, Luke Merrill, Stacy Upton, Chris Sodergren, Josh Ham and Brian McCullough

D. Adopt Agenda
City Administrator Josi Wood shared there is an agenda modification for revision of the date on J.1 A which is that the term is expiring in 2021. Wood continued to share that there was a typo in the resolution. Wood further stated that the Walter Hansen has withdrawn his application for the vacant Interim City Council Seat. Motion by Collison, second by Lundeen to adopt agenda with modifications. Motion passed 4-0. Motion carried.

E. Proclamations/Commendations/Certificate Awards
None

F. Approve City Council Minutes
1. May 7, 2019- Special Meeting
2. May 7, 2019 - Regular Meeting of the City Council

Motion by Lundeen, second by Collison to approve minutes as presented. Motion passed 4-0. Motion carried.

G. Announcements

1. Park, Recreation, & Culture Board Meeting	Tuesday, May 28, 2019 at 6:00 p.m.
2. City Council Meeting	Tuesday, June 4, 2019 at 7:00 p.m.
3. EDA Meeting	Tuesday, June 4, 2019 *(Immediately following the City Council Meeting)*

H. Council Committee Reports
None

I. Public Hearings
None

J. <u>Business Items</u>
1. Interview Candidates for Interim Appointment to Vacant City Council Seat

a. Resolution 2019-133 Appointing Candidate to Fill the Vacant City Council Seat on the Isanti City Council for the Remainder of the Term Until the Next Election

Six uniform applications from City residents Dave Apitz, Luke Merrill, James Gordon, Rodrick Barrows, Walter Hanson and Leroy Johnson were received for the interim appointment to the vacant City Council seat.

All candidates, except Walter Hanson who withdrew his application, were present and uniform questions relating to the City Council seat were asked of each of them.

Voting ballots were passed out to the Mayor and Council, completed, and collected by City Clerk, Katie Brooks. Once all ballots were received, Katie Brooks announced 3 votes for James Gordon and 1 vote for Leroy Johnson.

Mr. Gordon was given the oath of office and sworn in by City Clerk Katie Brooks.

Mr. Gordon took his seat among the Council for the remainder of the meeting.

City Administrator Josi Wood

2. Resolution 2019-134 Approving Website Redesign with CivicPlus

City Administrator Josi Wood shared that there were 4 vendors for the RFP for the City's website. Wood continued to share that Staff is recommending to go with CivicPlus as it is the one with the least amount of annual fees and less cost to the City on an ongoing basis.

Motion by Lundeen, second by Collison to approve resolution as presented. Motion passed 5-0. Motion carried.

3. Resolution 2019-135 Approving City Social Media Facebook Pages Allowing Comments

City Administrator Wood shared that previous discussion included Facebook pages for the Liquor Store, City Hall and Police Department. Wood continued to share that at the time it was approved in April it was to not have comments. However, upon looking at it further there is no way to automatically turn off every comment. Upon further examination with the League of Minnesota Cities, other City's and Policies it is recommended that the pages open up for comments. However, the City will reserve the right to not publish comments, questions or postings containing: profane language or content, personal attacks, harassment, or threats against any individual or organization; discrimination against race, creed, color, age, gender, sexual orientation, physical or mental disability, etc.; copyright infringements or other illegal activity; sexual content, or links to sexual content.

Motion by Lundeen, second by Bergley to approve resolution as presented. Motion passed 5-0. Motion carried.

4. Resolution 2019-136 Approving a Special Event Permit for the BMC British Auto Car Show

Brian McCullough, from BMC British Auto Car Show shared that this will be the 4th year in Isanti and 2nd car show. This year the Jaguar Club is putting on the car show. Mr. McCullough continued to share that all of the proceeds from the show will be going to the Cancer Resource Center in Cambridge to help families and patients in need.

Motion by Lundeen, second by Bergley to approve resolution as presented. Motion passed 5-0. Motion carried.

5. Resolution 2019-137 Accepting Quote for Animal Control Services

Assistant City Administrator/ Special Projects Don Lorsung shared that the City received two quotes for Animal Control Services. Lorsung continued to share that the proposals were submitted by the Interim Kennel Provider On-Line Retrievers and Gratitude Farms. The current Interim Provider, On-Line Retrievers, proposal is the Interim contract that is in place right now charging and retaining a flat fee per dog, a daily charge for animal control services and a charge for daily kenneling where the charges will be paid by owner when the dog is released. The cost to the City would be mileage, fees, kenneling for dogs that are not redeemed, charges for cancelled calls and vet rabies situations. There is not a set fee or set monthly charge. Lorsung shared Gratitude Farms proposal would charge impound fee and kennel fee that would be collected from owner when they receive their dog. The cost to the City would be a monthly service fee of $250 totaling $3,000 annually. Staff recommended Gratitude Farms due to shorter distance as it is located in East Bethel and On-Online Retrievers is located in Ogilvie. City Council further discussed this matter.

Motion by Bergley, second by Collison to approve Gratitude Farms for Animal Control Services. Motion passed 5-0. Motion carried.

6. Resolution 2019-138 Amending Resolution 2019-119 Designating Committees and Representatives for City Commissions and Advisory Boards for Year 2019

Mayor Johnson stated that a Councilmember needs to be chosen for ICICLE. Johnson further stated that he would like to be the alternate if Bergley is unable to attend to meeting.

Motion by Lundeen, second by Collison to approve designating Bergley to ICICLE with Mayor Johnson as an alternate. Motion passed 5-0. Motion carried.

Councilmember Lundeen stated that previous Councilmember Lorinser was designated to attend Cambridge-Isanti Bike/Walk Trail Committee and suggested that Mr. Gordon shall begin attending those meetings.

Assistant City Engineer Jason Cook

7. Resolution for 2019-139 Bid Opening Results- Revised Construction Completion Date

Assistant City Engineer Jason Cook shared that the City went out for bids for Cajima Street improvements. The bid opening was scheduled for May 14, 2019 and 2 p.m. However, there were no bids received. Mr. Cook continued to share that he contacted the five prime plan holders and inquired the reasoning and the majority of the response is because there is not enough subs to complete the work this fall and that this is to rebid but with the alternate schedule of either starting construction this fall and completing it this fall or starting this spring and completing it by July 31, 2020. Mr. Cook further stated that upon communication with MN DOT they had no conflicts with future work projects next season and having the alternate schedule would allow to work more subcontractors into work schedules in order to get better pricing and more bids.

Motion by Lundeen, second by Bergley to approve Resolution as presented. Motion passed 5-0. Motion carried.

K. Consent Agenda

1. Accounts Payable in the Amount of $513,136.20, Payroll in the Amount of $102,078.63
2. Resolution 2019-140 Accepting Resignation of Maintenance Technician II William Ross
3. Resolution 2019-141 Promotion of Public Works Jordan Rapp to Maintenance Technician II
4. Resolution 2019-142 Accepting Resignation of Assistant Finance Director Shayna Forster
5. Resolution 2019-143 Offering the Position of Parks Intern to Current ED Intern Grant Matz
6. Resolution 2019-144 Reduction in the Letter of Credit for Heritage Estates Subdivision
7. Resolution 2019-145 Entering into MNDOT Agreement NO 1031859 for Street Rcut Improvements
8. Resolution 2019-146 Extending SonicWall Subscription License
9. Resolution 2019-147 Authorizing the Execution of Repayment Agreement on Lots 1 Block 1, Sun Prairie Fourth Addition with J Robinson Construction, Inc
10. Resolution 2019-148 Authorizing the Execution of Repayment Agreement on Lots 2 Block 1, Sun Prairie Fourth Addition with J Robinson Construction, Inc
11. Resolution 2019-149 Authorizing the Execution of Repayment Agreement on Lots 3 Block 1, Sun Prairie Fourth Addition with J Robinson Construction, Inc

Motion by Bergley, second by Lundeen to approve Consent Agenda as presented. Motion passed 5-0. Motion carried.

L. Other Communications

1. April Police Department Reports
2. April Code Enforcement Officer Report
3. April Building Inspector Report
4. May Engineering Project Status Report

Adjournment

Motion by Lundeen, second by Bergley to adjourn. Motion passed 5-0. The meeting adjourned at 8:17 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

Minutes
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, MAY 21, 2019 – 5:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 5:00 p.m.

Members Present: Mayor Johnson, Paul Bergley, Steve Lundeen (arrived at 5:14 p.m.) and Dan Collison

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Finance Director Mike Betker, Assistant City Attorney Clark Joslin, Assistant City Engineer Jason Cook, Assistant City Administrator/ Special Projects Don Lorsung, Community Development Director Sheila Sellman and Liquor Store Manager John Jacobi

D. Committee Meeting Items

1. Liquor Report
   - Quarterly report was shared with the Committee
2. Maintenance Technician I Position
   - Recommendation from Committee is to fill open Maintenance Technician I position with a Maintenance Technician II.
3. Storm Water Enforcement Response *(hard copies at meeting)*
   - Recommendation from Committee is to move forward and post ordinance.
4. Annexed Parcel Service Access Study *(hard copies at meeting)*
   - Recommendation from Committee is to move forward with the parcels without a future street improvement project identified and survey the parcels with a future street improvement project identified. See Table 1 Estimated Project Costs from hard copy.
5. City Council Agenda Request
   - Recommendation from Committee is to move request forward to City Council meeting.
6. Ordinance Amending the City Code Adding Chapter 144, Drug Paraphernalia
   - Recommendation from Committee is to move forward with no changes and bring to City Council meeting.
7. Ordinance Amending Chapter 227 Parking and Storage- No Parking on Dahlin
   - Recommendation from Committee is to move forward with no changes and bring to City Council meeting.
8. Press Release- PIO- Media Relations Policy

- Recommendation from Committee is to revise policy to include City Administrator and Chief of Police/Emergency Management Director and bring to City Council meeting for approval.

9. Discussion SAC and WAC for Villages on the Rum
    - Recommendation from Committee is to move forward and bring to City Council meeting for discussion.
10. Discussion City Engineer
    - Recommendation from Committee is to move forward and bring to City Council meeting for approval.
11. Long Term Street Reconstruction Projects
    - Recommendation from Committee is to levy and bring to City Council meeting for discussion.
12. Ordinance Bylaws Draft
    - Recommendation from Committee is to move forward with no changes and bring to City Council meeting.
13. Intersection Discussion- Traffic Control
    - Recommendation from Committee is to move forward and bring to City Council meeting for approval.
14. Union Negotiations Process
    - Recommendation from Committee to allow staff to conduct preliminary negotiations and bring final negotiations to City Council meeting for discussion and approval.
15. Discussion Speed Limit Designation Whisky Road SW
    - Recommendation from Committee is to reach out to Isanti County and request reduced speed limit signs.
16. Rum River BMX Pavement Areas
    - Recommendation from Committee is to move forward and bring to City Council meeting for approval.

E. Adjournment
Meeting adjourned at 6:36 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
MARCH 19, 2019

1. Meeting Opening.

A. Call to Order.

Chairman Johnson called the meeting to order at 8:06 p.m.

B. Pledge of Allegiance.

Everyone rose for the pledge of allegiance.

C. Roll Call.

Members Present: Jeff Johnson, Dan Collison, Steve Lundeen, Ross Lorinser, Paul Bergley and Arissya Simon .

Members Absent: None

Staff Present: City Administrator Josi Wood, Contracted City Planner Ryan Kernosky, Assistant City Administrator/Special Projects Don Lorsung

Others Present: George Hemen, Elizabeth Anderson, Rod Barrows, Mark Reller, Jill Reller, Ordeen Splittstoser.

D. Agenda Modifications.

None

2. Approval of Minutes from February 19, 2019 Planning Commission Meeting.

Motion by Collison, second by Bergley to approve the February 19, 2019 Planning Commission Meeting Minutes. Motion was approved 6-0.

3. Public Hearings

A. Request from Dollar General, Inc. for approval of a Site Plan Review per Ordinance 445, Section 18, Subd. 2(A) for construction of a general retail establishment on PID 16.029.0900

Chairman Johnson opened the public hearing at 8:12 p.m. Kernosky presented the staff report, commenting that this is a permitted use and that the project meets requirements. He discussed the flexible design standards (regarding the 15% building size requirement),a modified landscaping plan to add more buffer on the west property line and moving the loading doors, which are covered in the conditions prepared by staff. George Hemen, 323 Palomino Rd SE, presented a statement and concerns that the project was against City growth strategy and would cause economic distress. Other concerns regarded the building size in relation to the lot size, outdoor lighting concerns, and street and Hwy 65 traffic. Dollar General representative Brian Bass, BJ Baas Builders, reviewed the project, orientation of the building and traffic access. He shared that they have built a number of stores for Dollar General. With no further public input, the public hearing was closed at 8:17 p.m.

The Commission reviewed the request. Questions were asked concerning the location of the parking area, signage and possibility of other development on the lot. Kernosky shared that

Dollar General required that no other retail development could be built on the lot for 20 years. Lorinser discussed that the lot area was designed for a strip mall or additional commercial use and that the Overlay District was to allow flexible building standards that would increase use and tax value of City commercial property on Hwy 65. Discussion of development of the lot continued. Kernosky shared that the lot could be subdivided to allow for additional use and that was shared with the developer. Simon asked about development of the north lot and asked if this project was approved, would it apply to other lots. Kernosky shared that no, each development is reviewed on its own merits. Discussion by the Commission continued.

A motion was made by Lorinser to approve the project to meet the 15 % building size with a lot split and conditions as recommended by staff. The motion was not seconded.

There was further discussion on options/next steps.

Motion by Lorinser, seconded by Bergley, to table the request and have staff advise the applicant that they need to meet the 15% building size to lot size requirement. Motion passed 6-0.

4. Other Business.

A. None

5. Discussion Items

A. Comprehensive Plan Update – Lorsung presented the staff memo on the proposed project timeframe for the Update. Presentations of draft Plan Chapters would begin in May, 2019, with the Public Hearing on the Updated Comprehensive Plan scheduled for March, 2020. Staff will proceed with the project timeline as presented.

6. Other Communications.

A. None.

7. Adjournment

Motion by Lundeen second by Bergley to adjourn the March 19, 2019 meeting of the Planning Commission. Motion was approved 6-0.

The meeting adjourned at 8:36 p.m.

Dated at Isanti, Minnesota this 21st day of March 2019.

Respectfully submitted,

Don Lorsung
Assistant City Administrator/Special Projects

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
April 23, 2019
City Council Chambers

1. Meeting Opening.

A. Call to Order.

B. Pledge of Allegiance
Everyone stood for the Pledge of Allegiance

C. Roll Call
Members Present: James Witte, Aaron Zdon, and Mayor Johnson
Staff Present: Jenny Garvey, Parks, Recreation and Culture Manager, Josi Wood, City Administrator

Zdon stated that Garvey is no longer board member, and is now city staff. Wood stated that the city is advertising for the open vacancies of additional board members. Garvey was vice chair of the board. Wood continued that if a board member is going to be absent, please notify staff as soon as possible, as we will not be able to hold a board meeting with less than three people because there will not be a quorum.

D. Agenda Modifications
Zdon asked if there were any agenda modifications, Wood stated there was one agenda modification for nominating a new vice chair to the board. Motion by Johnson, seconded by Witte; the motion passed.

2. Approval of Minutes from March 26, 2019, Parks, Recreation, and Culture Board Meeting
Motion by Johnson and second by Witte. Minutes were unanimously approved.

3. Park Visits Summary
Garvey reported on - Bluebird, Riverside, and Unity Parks. Garvey shared that Bluebird colors are fading. Garvey noted that the north wheel on the north side of park; appears that there is a bolt that needs tightening, mulch looked good, trail looks good. Garvey continued that the curb along the drive by the basketball court is in very rough shape and will need some concrete work. Wood added that the city will be doing curb side repair for the Farmers Markets, will do this repair at the same time. Garvey further shared the pavilion looks good and that the basketball court needs new lines painted on. The skate park equipment looked good. Garvey noted that there is a lot of debris that needs to be taken care. Need to let city maintenance aware of the debris and they will take care of it. Wood noted that we have a box for the lights at the skate park have been continually broken into. We are having a new box put in and up higher on the pole so that kids can't break into it. Lights in the park automatically go off at 10 PM. Need to

the check to see if lights are on timer for winter or summer hours. The control box for the timer is control by the electrician or public works. Garvey further discussed Riverside Park with an overall rating of a 4. Garvey noted that a couple of items for maintenance, one is the swing step. It has a bracket that appears to be off or twisted. Garvey further shared that the tot area where the fish piece is appears to have some moss growing on it, needs to be pressure washed. The mulch looks good, but in some spots it appears that too much mulch was used under tot car. Garvey mentioned that the trail looked good, and asked about the green gate that has access to the river, do we need to put up a sign stating city property ends here. Garvey finished with Unity Park and noted that the infield for the ball field has just been done and is ready the season, but the grass area is in rough shape. Garvey reported that the two small pavilions; one has shingles on the roof and are holding up and one has wood shingles. The large pavilion, roof appears to be in good shape. Once the snow is gone, people are parking on the grass when picking up their kids. Maybe we need to put up a sign stating no parking on grass. Garvey noted that the bleachers need a bit of leveling and repair. Wood shared that these are the property of the Rodeo, and the board should look at this item for future use/purchase and the Park Board may need to look into compliance with liability issues. Garvey noted that we should add to our equipment box the city of Isanti name to it. Garvey noted that there has been a porta potty put in the one spot that is helping with parking on the grass.

Mayor Johnson reported on Mattson, VFW, and Legacy Parks. Johnson reported that Mattson's overall appearance looked fantastic and rated it a 5. The playground is in good shape and had adequate mulch, however the trails and sidewalks are in need of some repair. Wood noted that the sidewalks are city property. Johnson continued that the pavilion looks fine, the tennis courts are in great shape and the picnic table looks great. VFW with overall appearance was rated a 4 plus. The swing posts look rusty. It was discussed that the posts could be sprayed with a galvanized coating to help with the rust and to let public works decide at their discretion as to how best to proceed. The playground mulch is sufficient and no obstruction in the park. Trails are good. The park is mainly city sidewalks. No pavilion in this park. Johnson continued with reviewing Legacy Park which has no playground equipment, no safety concerns and no mulch. Wood notated that we use lime ag on the trail, and we have budgeted some money for this year to spot update along trails and the cost of $20,000 to $30,000 to re lime ag the whole trail. The paths are becoming narrow because of erosion. It is on public works radar for this year to spot check areas that need attention. Johnson continued with his update of no pavilion and rated Legacy at a 5, all equipment in the park look great. Discussion continued with that in the past there have been problems with the picnic tables, but these problems have gone away. Discussion continued about the parking lot for this park as to when it will be done. Wood noted that it will probably be done during the second phase of construction. The city will probably be working with the construction company in regards to the paving of the parking lot. The board discussed steps and that there are apparently a couple of loose steps that are in need of repair. Wood noted she had noticed during a recent trip she had to the park that the area around the steps need to be filled in the lime ag.

Witte reported on Rum River Bluff Preserve, Isanti Hills, and Rum River Meadow Parks. Witte shared that Rum River Bluff Preserve was rated a 5. The bike racks look great and that is there is no playground mulch in this park. Witte noted that the steps are in of some repairs, with loose anchor bolts that need to be pounded down. The railing on the staircase are in good shape. Witte continued that the trails look good, however the trails are flooded in both directions. Witte noted that the stairs need to be clear of debris and the fishing pier has not been put in as of yet because the river is high. Wood noted that when she was there she noticed that there were a lot of golf balls in the park, this needs to be addressed in the future. Witte continued with Isanti Hills and an overall rating a 4. Witte noted that profanity has been engraved into the bench in the southeast corner of the park and also there is profanity on one the swings further to the south. The colors on the bouncy animals are fading and the slides have streak marks on them from boots. Witte noted that the grounds look good, but add some mulch around the swing set and bouncy animals. The pavilion and benches look fine. An update to the equipment is needed. Wood noted we can't find the replacement parts for this playground equipment. This playground equipment might be grandfather in but if you start doing improvements, it would need to be brought up to code and doesn't meet ADA code and safety compliance. The playground equipment would have to be replaced and not updated. Witte finished with reviewing Rum River Meadows and gave it an overall rating of a 5. Witte noted that the barrier around the perimeter of the park, plastic curbing, on the southwest corner, is coming up and needs to be pushed back down as some of the bolts are working their way up. Wood added that concrete edging is to be put in this year, depending on budget. The two parks that are left to have this done are Rum River Meadows and Riverside. Witte continued that the rock wall the handles are good. There is small hole at the bottom of the volleyball net. The picnic tables look fine. Witte observed that kids are playing with the cover that goes over the irrigation system. Wood noted that she has seen some others have a concrete slab to lock it in place and something we can look into. An ongoing problem within the park is dog feces issue. Public works has spent a lot of time at this park picking up dog feces. Possible solution would be to a fence around the playground area.

Wood asked if the board was aware of the project that is budgeted this year for a fence over at River Bluff Preserve, for a property to the north of the parking lot. Wood wasn't sure if this was brought to this board in the past. Jenny will be working on the project and will update the board at the next month meeting.

Zdon reported on Academy and Whisper Ridge Parks Zdon rated Academy a 5. Zdon reported that this is a new park as of last year and this park is also used by the school as a playground. The mulch needs to be raking this year as it has matted down, especially under the swings. Wood noted that mulch was added last year. Zdon noted that he saw no safety or maintenance issues, the trails look good and no obstructions. Zdon continued with his observation of Whisper Ridge and gave it an overall rating a 2. Zdon noted these safety issues - gate needs a new latch, possibly remove the gate. Half tennis court and basketball court. Zdon stated the trails are a 3 and are cracking and heaving. There are no obstructions, no pavilion and no mulch at this park.

Zdon reported that this park is at a 2, the board will need to decide if we fix the park or get rid of it. Zdon continued with do we resurface it as it does get some use. The surface is in bad shape. Wood added that the resurface of Mattson Park tennis courts cost approximately $15,000 and awhile back had looked at doing Whisper Ridge at that time and the cost would be close to $40,000. Discussion followed about what possibilities we could do, take out the court and replace with green space or just put in the basketball court.

Johnson noted that the concrete edging were put in Mattson park. Wood followed up that she did a cost analysis on concrete vs the plastic edging. The plastic is not cheap and has to be replaced every couple of years. The two remaining parks will have the concrete edging done this year as budgets allow.

4. Park Updates –
Wood shared that Earth Day cleanup on Monday, April 22nd. The groups this year included the: Cub scouts, Flagship Bank, C-I Middle School National Honor Society, Boy Scouts, Isanti Ambassadors and the Girls Scouts who will be out on Thursday, April 25th. Wood continued that this year we had every park covered and also included was the ditch along Cajima by Knife River. The National Honor Society they hit south passage and river bluff and walked down the street along the ditch, which was really full of debris.

Wood further shared that the Farmers' Market pre-season meeting is scheduled for Friday, April 26th at the Community Center. We have a numerous vendors interested this year. The market open May 31st and runs through September 27th every Friday from 2 PM to 6 PM.

Wood noted that the Adopt-A-Park program will be brought back to the board at another meeting.

Wood continued that the Bluebird Park refurbish project received two quotes. What the city received were different than the RFP that was stated. Wood shared that the city found out after reviewing the bids that it is not a good idea to completely dismantle an old park, powder coat it and put it back together because of stability issues. It is recommended that we to do electric static painting on site, which would not require that equipment to be dismantled. Jenny and Matt will take a look at the different parks that have been done. The two vendors have done this before, one of them we have never used before and staff will check out the quality of each vendor. Wood discussed that included at tonight's meeting for the board to review are pictures of colors that are being suggested to go along with the teal color on the slides are sand and royal blue. The swing set would be royal blue. It was felt the sand or beige would stand the test of time with fading. The board members noted that they liked the color scheme. The Clifford playground or tot playground within Bluebird park, will not be included in the refurbish, as this piece is obsolete with replacement pieces and when items break we will not be able to replace them and we will have to take that piece down. Wood noted that the bids that came in were between $8,000 and $9,000, under budget. This is a project is in capital improvement plan and the balance would stay there and staff is recommending the funds to stay there to be used for

another project and board agreed. Wood shared that this will need to go the council for final approval and also noted that a small slide is being replaced at Bluebird park.

Wood shared that the dog park received three quotes from fence companies. Council approved using Town & Country Fencing. Public works will be putting in the edging. Town & Country will come back to put in the rest of the fencing. This will all be done in the next 3 to 4 weeks. There are funds available for benches, porta potty, dog clean up area station, and one to two elements for dogs. A grand opening date is tentative for June.

5. Additional Item to Agenda

New Vice Chair for PRC board, with vacancy of Garvey, new vice chair to be nominated to board is Witte.
Motion by Johnson, second by Zdon. Motion passed. James Witte accepted the nomination.

Two more members are needed and are advertised as open.

6. Adjournment

Motion by Mayor Johnson, second by Witte to adjourn the April 23, 2019 meeting of the Parks, Recreation and Culture Board. Motion was approved.

The meeting adjourned at 6:53 PM

Dated at Isanti, Minnesota this 1st day of May, 2019.

Respectfully Submitted,

_____

Jenny Garvey
Parks, Recreation and Culture Manager

A Community For Generations.
Isanti

Request for City Council Action

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: June 4th, 2019
Subject: Consider Resolution for Chief of Police Position and Employment for Travis Muyres

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At the May 20, 2019 Special Session, Lt. Travis Muyres was selected as the candidate for the Chief of Police position.

An employment agreement, which outlines the terms and conditions of his employment with the city is attached and referenced as Exhibit A. The terms and conditions are in the format that has been used for all City staff with agreements. The terms and conditions that have been negotiated and is recommended by the City Administrator are as follows:

- Salary – Step 6 - $95,551.94
- Vacation Accrual – 7.38 hrs per pay period, continuing his years of service with the City of Isanti per Personnel Policy.
- Schedule – The ability to work four 10-hr day shifts per week

Muyres also requests the use of a city squad vehicle to take home. This has not been included in previous Chief of Police contracts for the City of Isanti. Staff has drafted the below language should Council agree to this term:

> "City Vehicle. The EMPLOYER officially authorizes use of an unmarked City police vehicle for the use of the EMPLOYEE for commuting purposes, and for accessing police-work related job locations, during and after normal working hours. EMPLOYER shall pay for all operating and maintenance expenses and insurance. Said vehicles shall be equipped as an emergency response vehicle, including computer access to CJIN, and a police radio."

Request:
Staff requests Council to discuss the terms of the draft employment agreement for Travis Muyres for Chief of Police and take action.

Attachments:

- Resolution 2019-XXX
- Exhibit A – Employment Agreement for Muyres

RESOLUTION 2019-XXX

RESOLUTION APPROVING THE CONTRACT OF CHIEF OF POLICE FOR TRAVIS MUYRES

WHEREAS, the City Council of the City of Isanti approves all new employees; and,

WHEREAS, the Resolution 2019-132, City Council interviewed the final candidates on May 20th, 2019 and selected Travis Muyres to be offered the Chief of Police position; and,

WHEREAS, the details of the contract were not discussed at the meeting of May 20th, 2019; and,

WHEREAS, Travis Muyres has accepted the offer pending approval of the contract in Exhibit A; and,

WHEREAS, the City currently has record of satisfied pre employment conditions including background investigation, and psychological exam and drug test as Mr. Muyres has been employed as Lieutenant since 2014; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1. That Human Resources has offered the Chief of Police position to Travis Muyres for the City of Isanti and that he shall be eligible to start in that position after approval of said contract.
2. That Mr. Muyres shall start at Step 6 of the Wage Scale at $95,551.94 annually.
3. That Mr. Muyres shall accrue vacation at 7.38 hours per pay period and sick leave per personnel policy.
4. That Mr. Muyres shall be on probationary status per the Personnel Policy as Chief of Police position effective June 5th, 2019 or after.
5. That Mr. Muyres shall receive an unmarked police department squad vehicle.
6. That Mr. Muyres shall receive the same benefit as full time officers in the collective bargaining agreement for annual uniform allowance, firearms and post licenses as defined in said contract.
7. That Human Resources is directed to complete all required documentation for the completion of an employment contract and employment offer.
8. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 4nd day of June, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

EMPLOYMENT AGREEMENT

THIS AGREEMENT made and entered into on June 5, 2019 by and between the City of Isanti, Minnesota, a municipal corporation, herein called EMPLOYER, and Travis Muyres, herein called EMPLOYEE. This Agreement shall become effective on the EMPLOYEE'S first day of employment of June 5, 2019.

EMPLOYER desires to employ the services of Travis Muyres as Chief of Police for the City of Isanti as provided by applicable Minnesota law and applicable ordinances of the City of Isanti, Minnesota.

It is the desire of the EMPLOYER to employ the EMPLOYEE and it is the EMPLOYEE's desire to accept employment from the EMPLOYER on the terms and conditions as set forth herein.

NOW THEREFORE IN CONSIDERATION OF THE MUTUAL COVENANTS HEREIN CONTAINED, THE EMPLOYER AND EMPLOYEE AGREE AS FOLLOWS:

1. Duties. As authorized pursuant to the provisions of Minnesota Statutes Section §412.111, the EMPLOYER hereby agrees to employ EMPLOYEE as Chief of Police of the City of Isanti to perform the functions and duties as specified in the job description for the position of Chief of Police of the City of Isanti, as approved by the City Council, and as the same may be amended from time to time.

2. Term. The EMPLOYEE's employment shall be for an indefinite term at the will of the EMPLOYER. The terms of this contract shall be applicable from June 5, 2019 and until termination of the employment relationship, or until amended by subsequent agreement approved by action of the City Council of the City of Isanti and signed by both EMPLOYER and EMPLOYEE.

3. Employment at Will. The EMPLOYEE is employed at the will of the EMPLOYER, and therefore may be terminated at any time with or without cause upon, except as hereinafter provided, not less than 30 days' written notice from EMPLOYER to EMPLOYEE. EMPLOYER may however, in EMPLOYER's sole discretion, terminate the EMPLOYEE without any prior notice for misconduct, defined as follows:

A. Conduct by the EMPLOYEE resulting in criminal charges against the EMPLOYEE (except for petty misdemeanor traffic violations); or

B. EMPLOYEE's refusal to obey a lawful directive of EMPLOYER; or

C. Acts by the EMPLOYEE intended to cause injury to the EMPLOYER.

The EMPLOYEES probationary period shall be six (6) months, unless extended for a specified period not to exceed six (6) additional months. Notwithstanding the provision for thirty (30) days' notice prior to termination, the EMPLOYER shall have the right to terminate employment with the EMPLOYEE with or without cause at any time during the EMPLOYEES probationary period without the requirement that said thirty (30) days' notice be given.

4. Salary. EMPLOYER agrees to pay EMPLOYEE for services rendered pursuant to this contract wages calculated on an annual base salary of $95,551.94 (step 6) payable in installments at the same time as other payroll employees of the EMPLOYER are paid. Subsequent annual step salary increases, as applicable, shall be contingent upon on a satisfactory annual performance review. Cost of living salary adjustments, if any, shall be subject to approval by the City Council.

5. Vacation, Sick Leave and Insurance Benefits. The EMPLOYEE shall be entitled to earn vacation at an accrual rate equivalent to 7.38 hours per pay period, with any additional adjustment based on years of service as prescribed by the EMPLOYER's personnel policy.

Sick leave shall be provided as prescribed by the EMPLOYER's personnel policy. Insurance and other employee benefits shall be provided as prescribed by the EMPLOYER's personnel policy.

6. Performance Appraisal. The City Administrator, or in absence of the City Administrator, the Mayor and Council shall review and evaluate the performance of EMPLOYEE at least once annually, preferably prior to November 1st of each year. Following completion of each such performance appraisal the EMPLOYEE shall be given a summary thereof. In the first year of employment the EMPLOYEE shall be subject to a probationary performance review after three and six months of employment as per the EMPLOYER's personnel policy.

7. Retirement Benefits. The EMPLOYEE shall be entitled to participate in the accrual of retirement benefit contributions as prescribed for public employees under PERA, and/or under any other retirement program, if any, which may now or hereafter be available pursuant to and consistent with any applicable state or federal laws and EMPLOYER's personnel policy.

8. Personnel Policy. Except where specifically abridged or modified by this Agreement, the EMPLOYEE shall be subject to all terms and provisions of the EMPLOYER's personnel policies as set forth in the EMPLOYER's personnel policy manual. If any provision of this manual conflicts with a provision in this contract, then the contractual provision shall prevail.

9. Vehicle. EMPLOYEE shall receive an unmarked police department squad vehicle for work purposes as defined in his job description and to respond for emergency management responsibilities.

10. Professional Development. The EMPLOYER agrees, subject to annual budget approval and subject to preauthorization of the City Administrator and/or City Council, to pay all necessary and reasonable expenses of EMPLOYEE for short courses, institutes and seminars that are, in the opinion of both EMPLOYER and EMPLOYEE necessary for professional development of EMPLOYEE. EMPLOYER shall pay for EMPLOYEE's attendance at the Minnesota Police Chiefs annual conference. EMPLOYER shall pay for EMPLOYEE's attendance for Emergency Management Certificate. The EMPLOYER will pay costs for training fees, travel and lodging, and meals, as per the EMPLOYER's personnel policy manual. The EMPLOYER shall pay for publications for the EMPLOYEE to assist in performance of their job duties. Such publications shall be approved by the EMPLOYER.

11. Professional Membership. During the term of employment, EMPLOYER will pay EMPLOYEE's annual regular membership dues for EMPLOYEE's ongoing membership in the MN Police Chief's Association, as the same become due and payable.

12. Schedule. The EMPLOYEE has the ability to schedule his work week with 4 – ten (10) hour days.

13. Other Benefits. The EMPLOYEE shall receive an annual uniform allowance in the amount of $85.74 per month, $325.00 post license annual stipend and $300.00 firearms qualifications annual stipend or as identified as increased in the Police Officer's Bargaining Agreement, as other Police Officers receive.

14. Severability. Should any provision of this agreement be held unlawful by a Court of competent jurisdiction; all other provisions of this agreement shall remain in force for the duration of the agreement.

15. Notices. Notices pursuant to this agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, and addressed as follows:

EMPLOYER

Mayor of City of Isanti
110 First Ave. NW
P.O. Box 428
Isanti, MN 55040

EMPLOYEE

Travis Muyres
27331 Tucker Trail NE
Isanti, MN 55040

Alternatively, notices required pursuant to this agreement may be personally served as prescribed by the Minnesota Rules of Civil Procedure. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the United States mail.

16. Council Approval. This Employment Agreement is subject to approval by the City Council of the City of Isanti, Minnesota.

IN WITNESS WHEREOF, the EMPLOYER has caused this agreement to be signed and executed on its behalf by the Mayor and City Administrator, and the EMPLOYEE has signed and executed this agreement as of the day and year first above written.

EMPLOYER

City of Isanti, Minnesota

By:_____
Mayor Jeff Johnson
Its Mayor

By:_____
Josi Wood
Its City Administrator

EMPLOYEE

_____
Travis Muyres

J.3.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and City Council

From: Don Lorsung, Asst. City Administrator/Special Projects

Date: May 8, 2019

Subject: Drug Paraphernalia Ordinance

As reviewed by the City Council at the May 21,2019 Committee of the Whole meeting, please find attached a draft ordinance that addresses and regulates drug paraphernalia. The purpose of this ordinance is to deter the use of controlled substances. It has been reviewed by the City Attorney. If adopted, it will become City Code Chapter 144, Drug Paraphernalia.

This draft pending ordinance has been posted and is attached for your consideration.

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CITY CODE ADDING CHAPTER 144, DRUG PARAPHERNALIA

THE CITY COUNCIL OF ISANTI DOES ORDAIN:

Chapter 144

DRUG PARAPHERNALIA

§144-1 Purpose
§144-2 Definitions
§144-3 Prohibited paraphernalia
§144-4 Evidence of paraphernalia
§144-5 Violation and penalties

144-1. Purpose.

The purposes of Chapter are as follows:

A. To protect and promote the public health, safety and general welfare by prohibiting the possession, manufacturing, delivery and advertisement of drug paraphernalia within the City.

B. To deter the use of controlled substances by controlling certain paraphernalia associated with their use andmanufacture.

C. To reduce the availability of drug paraphernalia in order to prevent their availability from inducing, promoting , suggesting or increasing the public acceptability of controlled substances.

144-2. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicated a different meaning:

DRUG PARAPHERNALIA - means all equipment, products and materials of any kind that are used, intended for use, or designed for use, in planting, propagating, cultivating, growing, harvesting , manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging , storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of Minnesota Statutes, Chapter 152. It includes, but is not limited to:

A. Blenders, bowls, containers, spoons and mixing devices used, intended for use or designed for use in compounding controlled substances.
B. Capsules, balloons, envelopes and other containers used, intended for use or designed for use in packaging small quantities of controlled substances.
C. Containers and other objects used, intended for use or designed for use in storing or concealing controlled substances.
D. Diluents and adulterants such as quinine, hydrochloride, mannitol, mannite, dextrose, and lactose, used, intended for use or designed for use in cutting controlled substances.

E. Hypodermic syringes, needles and other objects used, intended for use or designed for use in parenterally injecting controlled substances into the human body.
F. Isomeric devices used, intended for use or designed for use in increasing the potency of any species of plant that is a controlled substance.
G. Kits used, intended for use, or designed for use in planting, propagating, cultivating, growing or harvesting of any species of plant that is a controlled substance or from which a controlled substance can be derived.
H. Kits used, intended for use or designed for use in manufacturing, compounding, converting, producing, processing or preparing controlled substances.
I. Objects used, intended for use or designed for use in ingesting, inhaling or otherwise introducing marijuana, cocaine, hashish or hashish oil into the human body, such as:

1. Metal, wooden, acrylic, glass, stone, plastic or ceramic pipes with or without screens, permanent screens, hashish heads or punctured metal bowls.
2. Water pipes.
3. Carburetion tubes and devices.
4. Smoking and carburetion masks.
5. Roach clips, meaning objects used to hold burning material, such as a marijuana cigarette, that has become too small or too short to be held in the hand.
6. Miniature cocaine spoons, and cocaine vials.
7. Chamber pipes.
8. Carburetor pipes.
9. Electric pipes.
10. Air driven pipes.
11. Chillums.
12. Bongs.
13. Ice pipes or chillers

J. Scales and balances used, intended for use or designed for use in weighing or measuring controlled substances.
K. Separation gins and sifters used, intended for use or designed for use in removing twigs and seeds from, or in otherwise cleaning and refining, marijuana.
L. Testing equipment used, intended for use or designed for use in identifying or in analyzing the strength, effectiveness or purity of controlled substance.

144-3. Prohibited paraphernalia.

A. **Prohibited use.** It is unlawful for any person to use, or to possess with intent to use, drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale or otherwise introduce into the human body a controlled substance in violation of Minnesota statutes as may be amended from time to time.

B. **Prohibited delivery.** It is unlawful for any person to deliver, possess with intent to deliver, or manufacture with intent to deliver, drug paraphernalia, knowing, or under circumstances where one reasonably should know, that it will be used to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale or otherwise introduce into the human body a controlled substance in violation of Minnesota statutes as may be amended from time to time.

C. **Prohibited advertising.** It is unlawful for any person to place in any newspaper, magazine, handbill or other publication any advertisement, knowing, or under circumstances where one reasonably should know, that the purpose of the advertisement, in whole or in part, is to promote the sale of objects designed or intended for use as drug paraphernalia.

144-4. Evidence of paraphernalia.

In determining whether an object is drug paraphernalia, a court or other authority should consider, in addition to all other logically relevant factors, the following:

A. Statements by an owner or by anyone in control of the object concerning its use.

B. Prior convictions, if any, of any owner, or of anyone in control of the object, under any state or federal law relating to any controlled substance.

C. The proximity of the object, in time and space, to a direct violation of this chapter.

D. The proximity of the object to controlled substances.

E. The existence of any residue of controlled substances on the object.

F. Direct or circumstantial evidence of the intent of an owner, or anyone in control of the object, to deliver it to persons whom he knows, or should reasonably know, intend to use the object to facilitate a violation of this chapter; the innocence of an owner, or of anyone in control of the object, as to a direct violation of this chapter shall not prevent a finding that the object is intended for use, or designed for use as drug paraphernalia.

G. Instructions, oral or written, provided with the object concerning its us.

144-5 Penalties

Violations of any section of this chapter is punishable as a misdemeanor and upon conviction shall be punished by a fine of not to exceed $1,000 or imprisonment for a period not to exceed 90 days, or both, plus the costs of prosecution in either case.

EFFECTIVE DATE

This ordinance shall take effect upon its publication and on the date of ___of June, 2019.

Adopted by the City Council this ____ of June, 2019.

_____
Mayor Jeff Johnson

ATTEST:

_____
Katie Brooks
Human Resources/City Clerk

Posted On: 5-23-19
Adopted On:
Published On:
Effective Date:

J.4.

A Community For Generations.

Isanti

Memo for City Council

To: **Mayor Johnson and Members of the City Council**
From: Matt Sylvester, Public services Director
Date: June 4, 2019
Subject: No Parking on West Side of Dahlin Ave NE

Staff Request:

Per council request, staff has drafted an ORD for No parking on the West side of Dahlin Ave NE extending from Heritage Blvd NE to Main St NE.

Attachment

Draft ORD

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 227 PARKING AND STORAGE

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Sub-paragraph (5), Paragraph C., Parking, Stopping, and Standing Provisions, Section 227-2, Parking Regulations, Article II General Parking Regulations, of Chapter 227 of the Code of the City of Isanti is hereby amended to add the following text:

227-2. Parking regulations.

C. Parking, stopping and standing provisions.

(5) No parking is allowed on any of the following streets or highway:

(a) Along either side of Third Avenue NW beginning at its intersection with Isanti Parkway NW to the point at which the City of Isanti corporate boundary ends and Isanti Township begins (Jackson St NW).

(b) Along either side of Railroad Ave SE beginning at its intersection with Palomino Road SE to its intersection with Townsedge Road SE. Along the East side of Railroad Ave SE beginning at its intersection with Main Street E to its intersection with Palomino Road SE.

(c) Along either side of County Road 5 NE/NW beginning at its intersection with Trunk Highway 65 heading west to its intersection with Whiskey Road NW.

(d) Along either side of Fourth Ave SW from its intersection with Main Street W heading south to its intersection with Elizabeth St SW.

(e) Along either side of Elizabeth St SW from its intersection with Fifth Ave SW heading east to its intersection with Second Ave SW.

(f) Along either side of Fifth Ave SW from its intersection with Elizabeth St SW heading south to its intersection with S Brookview Ln SW.

(g) Along either side of Second Ave SW from its intersection with Main St W heading south to its intersection with Elizabeth St SW.

(h) Along either side of Isanti Parkway NW, from Third Avenue NW to East Dual Boulevard NE.

(i) Along either side of Broadway St SE, from Highway 65 NE to 6th Ave NE.

(j) Along either side of 6th Ave NE, from Broadway St SE to Heritage Blvd NE.

(k) Along the West side of Centennial Dr. NW, from Heritage Blvd NW extending South 905' (feet).

(l) Along the South side of Palomino Road SE, from Railroad Avenue SE to Trunk Highway 65.

(m) Along the West side of Dahlin Ave NE, from Heritage Blvd NE to Main St E

EFFECTIVE DATE
This Ordinance takes effect upon its passage and publication in the official newspaper of the City of Isanti.

Adopted by the City Council this ___ day of _____.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

Reading Date:
Publication Date:
Effective Date:

J.5.

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members City Council**
From: Sheila Sellman, Community Development Director
Date: June 4, 2019
Subject: Consider Adoption of Stormwater Enforcement Response Procedures (ERP)
RESOLUTION 2019-XXX ADOPTING ENFORCEMENT RESPONSE PROCEDURE
Ordinance Amending Chapter 670
Ordinance Amending Chapter 65
Ordinance Amending Chapter 160
RESOLUTION 2019-XXX ADOPTING FEES WITHIN THE CITY OF ISANTI

Background:
In May 2017, the City adopted Ordinance 670 an ordinance that provides for stormwater management practices. The purpose of this ordinance is to control or eliminate storm water pollution along with soil erosion and sedimentation in the City.

For the 2018-2019 construction season, several residential permits were not compliant in the maintenance of stormwater controls and protection following the issuance of a Certificate of Occupancy. While the installation of a driveway and landscaping is not feasible during the winter months, the city's MS4 permit requires that all sites maintain stormwater controls and Best Management Practices (BMPs) where no ground cover is present throughout the entire year.

A Stormwater Escrow is deemed a suitable incentive to maintain stormwater controls between the issuance of a Certificate of Occupancy and the installation of driveway and landscape features.

Additionally, adding escalating Administrative Citations specific to stormwater violations would ideally increase corrective action.

Fee Schedule
The City does require escrows for some types of development items, which are submitted through the building department and include the following:

Residential Driveway Escrow	$2,000 (refundable)
Residential Landscape Escrow	$6,000 (refundable)
Commercial Landscape Escrow	$5,000 per site (refundable)

The proposed Resolution would add the following:

Residential Stormwater Escrow	$1,000 (refundable)
Commercial Stormwater Escrow	$3000 (refundable)

In addition to stormwater escrow the same resolution will be adding the following fees regarding animal control:

Dog Bite	Actual cost/plus tax

Dog Boarding (at impound)	$25 per day/misc. cost/tax
Dog Impound 1st Time	$85/plus tax
Dog Impound 2nd Time	$95/plus tax
Dog Impound 3rd Time	$105/plus tax

Administrative Citations

The ERP document outlines that the city may issue administrative citations in Section 4.b in order to "...provide the public and City with an informal, cost effective, and expeditious method for addressing violations." These citations will follow an escalating procedure that is as follows:

Notice of Violation (NOV)	No Fee, Corrective Action within 3-7 days, Reinspection Schedule
First Offence	$200
Second Offence	$400
Stop Work Order	$600

A Stop Work Order may be issued in the event of continued violation and will be automatically accompanied by an administrative citation.

Staff Recommendation

Staff recommends approving the Enforcement Response Procedures, addition of stormwater escrow, adoption of administrative penalties into fee schedule and adoption of animal control fees in fee schedule.

Attachments:

- Enforcement Response Procedures (ERP)
- Resolution 2019-XXX Adopting ERP
- Ordinance Amendment to Chapter 670
- Ordinance Amendment to Chapter 65
- Ordinance Amendment to Chapter 160
- Resolution 2019-XXX Adopting Fees within the City

BOLTON & MENK

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Isanti

Enforcement Response Procedures for

MS4 Permit Violations

City of Isanti

2019

Enforcement Response Procedures

for

MS4 Permit Violations

City of Isanti, MN

2019

Under the terms of the General NPDES/SDS Permit MNR040000, the City is required to develop and implement adequate enforcement authority for illicit discharges into its Municipally Separate Storm Sewer System (MS4). The purpose of these Enforcement Response Procedures is to communicate how the enforcement tools available to the City will be used to achieve compliance. The Enforcement Response Procedures also specify criteria by which City personnel can determine the enforcement action most appropriate to instances of non-compliance. This plan is a document of the City's procedure to be followed when a construction storm water requirement, illicit discharge and post-construction violation is discovered. This plan is a guide; any of the enforcement responses may be used at the City's discretion. The City may also choose to pursue an enforcement case by skipping intermediate steps.

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Appendix: INSPECTION AND MAINTENANCE AGREEMENT

I. DEFINITIONS

A. City. The City of Isanti and/or the person or persons authorized and delegated authority by the Isanti City Council to act on behalf of the City of Isanti as described in this ERP.

B. Construction Storm Water General Permit. Within the context of this ordinance refers to the General Permit Authorization to Discharge Storm Water Associated with Construction Activity under the Pollutant Discharge Elimination System/State Disposal System; Permit Number MN R1000001.

C. Council. The Isanti City Council.

D. ERP. Enforcement Response Procedure adopted by resolution of the Council.

E. MPCA. Minnesota Pollution Control Agency.

F. MS4. Municipal Separate Storm Sewer System (MS4). The system of conveyances (including sidewalks, roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains) owned and operated by the City and designed or used for collecting or conveying storm water, and that is not used for collecting or conveying sewage.

G. NPDES. National Pollutant Discharge Elimination System Storm Water Discharge Permit. Means a permit issued by the MPCA under authority delegated pursuant to 33 USC § 1342(b) that authorizes the discharge of storm water to waters of the United States, whether the permit is applicable on an individual, group, or general area-wide basis.

H. Permittee. The person or persons doing work under a permit issued by the City. Where a property owner has obtained a permit for work to be done by others, either or both the property owner and the person(s) doing work under the permit may be considered the permittee under these ERPs.

I. SIC Code. Standard Industrial Classification as defined in 40 CFR § 122.26(b)(14)(i)-(xi).

J. Written Notice. Written notice shall include all communication via email, facsimile, and/or paper document.

II. DESCRIPTION OF EACH TYPE OF ENFORCEMENT RESPONSE

A. Written Notices

1. Field Compliance Order

a) Upon visiting the site, a City may observe issues on non-compliance. If the non-compliance has not yet resulted in a discharge of pollution, including sediment, the City's representative will issue a written warning, either by email or letter specifying the nature of the violation, the required corrective action and a follow-up inspection date. The Field Compliance Order will note that failure to comply resulting in a discharge of pollution is likely to result in an Administrative Citation.

2. Notice of Violation (NOV)/Administrative Citation/Permit Revocation

a) If, upon a site inspection, a City observes non-compliance that has resulted in a discharge of pollution, including sediment, the representative will issue:

(1) A Notice of Violation for discharges that can be satisfactorily corrected without evidence of property or environmental damage.

(a) The NOV will specify the nature of the violation, the required corrective action and a follow-up inspection

date.

(b) The NOV will require the party committing the violation (perpetrator) to submit an explanation of the violation and a plan for the satisfactory correction and prevention of the violation conditions, including specific required actions within 3-7 days, depending on severity.

(c) If corrective action is not satisfactorily completed by the follow-up inspection date, the City will:

(i) Revoke the current building or construction permits where applicable. Revoked permits shall only be reinstated after the permittee has reapplied for the permit, complete with a permit fee and an approved plan for preventing similar pollutant discharges.

(ii) Issue an Administrative Citation where no building or construction permits exist.

3. Consent Orders

a) Consent Orders are written agreements that allow the perpetrator to accept responsibility for the discharge and provide the opportunity to voluntarily clean-up and/or correct a pollutant or sediment discharge as a way to reduce the additional damage penalty associated with cleanup costs.

(1) Consent Orders will only be issued to perpetrators that can provide documentation verifying that the perpetrator is qualified to handle the required cleanup.

(2) The Isanti City Administrator is empowered to enter into Consent Orders with the perpetrator on behalf of the City of Isanti.

(3) Where the discharge and cleanup area affects private (third party) properties, Consent Orders must be approved by all parties affected.

b) A Consent Order will include specific corrective actions to be taken to correct the illicit or sediment discharge together with specified time periods to finish the corrective actions.

4. Administrative Citation

a) Administrative Citation procedures established herein are intended to provide the public and the City with an informal, cost effective, and expeditious method for addressing violations.

b) The City shall, upon determining that there has been a violation, notify the violator. Said notice shall set forth the nature, date and time of violation, the name of the official issuing the notice, and the amount of the scheduled penalty.

(1) Administrative Citations will depend on the extent of the damages.

(a) The minimum automatic fine shall be as set forth in the City of Isanti Municipal Fee Schedule, except that the City Administrator or Designee may waive all or part of the financial penalty for the first offense if timely and

substantial effort has been made to correct the discharge.

(b) Consent Orders as described herein may be accepted in lieu of damage penalties.

(c) In addition to Administrative Citations, the Council may recover all damages proximately caused by the violator to the City, which may include:

(i) reasonable expenses incurred in investigating violations of, and enforcing compliance with City Ordinances regulating the illicit discharge of pollutants or sediment, or any other actual damages caused by the violation.

(ii) The costs of the City's maintenance of storm water facilities when the user of such facilities fails to maintain them.

c) Once such notice is given, the alleged violator may, within five business days of the date of issuance of the notice, pay the amount set forth on the schedule of penalties for the violation, or may request a hearing in writing, as is provided for hereafter. The penalty may be paid in person or by mail, and payment shall be deemed to be an admission of the violation.

(1) Any person contesting an Administrative Citation may, within five business days of the date of issuance of the notice, request a hearing by a hearing officer who shall forthwith conduct an informal hearing to determine if a violation has occurred. The hearing officer shall have authority to dismiss the violation or reduce or waive the penalty. If the violation is sustained by the hearing officer, the violator shall pay the penalty imposed.

(2) The Council or its designee shall determine any controversy relating to Administrative Citations provided for in this article.

5. Stop Work Order

a) The City may issue a Stop Work Order effectively stopping all work on a site where there is a clear violation, continued violation, or blatant disregard for:

(1) City Ordinances regulating the illicit discharge of pollutants or sediment

(2) Building or Construction Storm Water permit requirements

(3) Previously issued Field Compliance Orders, Notices of Violation, or Administrative Citation associated with the site of the illicit or sediment discharge.

b) This order requires that the violator must comply with the order and must take appropriate remedial or preventive action as may be needed to properly address a continuing or threatened violation; including halting all operations on the site except for authorized cleanup, terminating the discharge and installing appropriate control measures.

c) If not previously issued, all Stop Work Orders shall automatically include an Administrative Citation.

B. Suspension, Revocation or Modification of Permit

1. The City at its discretion may suspend, revoke or modify any and all City issued permits related to the property the violation is connected to and/or to any other property with permits issued by the City where work is being done by the party or parties responsible for the violation.

2. A suspended, revoked or modified permit may be reinstated after the applicant or other responsible person has taken the remedial measures set forth in the Written Notice (See Section II.A) or until determined by the City that acceptable progress in addressing the violation (s) has occurred.

C. Additional Measures

1. Legal Action

a) The Council may bring legal action to enjoin continuing violation. Pursuant to the City's Ordinance; the Council may, through the City Attorney, petition the appropriate court(s) for issuance of preliminary or permanent injunctions to restrain or compel activities by a violator.

2. Future Permits

a) The City may withhold permits from Contractors with outstanding Administrative Citations until all Administrative Citations have been paid.

b) Contractors that have had two or more Administrative Citations within the previous 12-calendar months shall be required to deposit a cash surety equal to double the surety amount normally required for each permit obtained.

c) Contractors that work without required permits or under permits obtained by others in an attempt to avoid the requirements of this section shall be subject to the provisions of this ERP including but not limited to Administrative Citations, Stop Work Orders, Suspension and/or Revocation of related permits, and Legal Action.

III. NPDES PERMIT REFERRALS

A. For a known project site involving a construction activity, an industrial storm water discharge, or an illicit discharge that should be covered by a state NPDES permit, and is known not to have a state NPDES permit, the City shall provide the following information to the MPCA:

1. Construction project or industrial facility location;

2. Name of owner or operator;

3. Estimated construction project size or type of industrial activity (including SIC code if known); and

4. Records of communication with the owner or operator regarding filing requirements.

B. Where the City has used progressive enforcement to achieve compliance with this ERP and in the judgment of the Council has not been successful, the City may refer the violation to the MPCA. For the purposes of this provision, "progressive enforcement" shall mean two (2) follow-up inspections and two (2) Written Notices. The following information shall be supplied to the MPCA:

1. Construction project or industrial facility location;

2. Name of owner or operator;

3. Estimated construction project size or type of industrial activity (including SIC code if known)

4. Records of communication with the owner or operator regarding the violation, including at least two follow-up inspections, two warning letters or notices of violation, and any response from the owner or operator.

IV. RECORDKEEPING & TRACKING

A. All non-compliance instances shall be tracked either electronically or using paper files. This tracking will include all records and documents related to storm water ordinance violations at the site and be stored in the enforcement case file.

B. The minimum required documentation must include the following items:

1. Name of owner/operator;

2. Location of construction project or industrial facility;

3. Description of violation;

4. Required schedule for returning to compliance;

5. Description of enforcement responses used, including escalated responses if repeat violations occur or violations are not resolved in a timely manner;

6. Accompanying documentation of enforcement response (e.g., notices of noncompliance, notices of violation, etc.);

7. Any referrals to different departments or agencies; and

8. Date violation was resolved.

C. The City shall use the non-compliance records and tracking to identify any chronic violators, and use this information to work toward reducing the rate of noncompliance relapse.

1. This will include tracking violations, applying incentives and/or disincentives, and increasing the inspection frequency of the consistently noncompliant operator's sites.

2. If the operator fails to take corrective actions, the City must pursue progressive enforcement and, if need be, perform the necessary work and assess against the owner the costs incurred for repairs.

D. The City shall keep enforcement files in compliance with the City's records retention policy but no less than a minimum of three (3) years after the file is closed consistent with the MS4 General Permit conditions. Files retention may be either paper or digital files.

V. APPEALS

A. To contest an Enforcement Action the property owner may file a written appeal with the City Clerk's Office.

B. This appeal must be submitted within ten (10) days of receipt of the notice of violation.

C. The appeal will be heard by the City Council at the next available regularly scheduled City Council Meeting.

VI. ENFORCEMENT ACTION MATRICES

A. Construction Site Storm Water Ordinance Violations

1. See Table 1 for the enforcement action matrix for noncompliance with construction requirements. In general, the severity of the enforcement measure increases moving down the matrix.

2. For parties who fail to obtain a required permit prior to begin of land disturbance work, the initial enforcement action may be more stringent than for a project that has an approved plan but has failed to comply with the approved plan.

   a) The City has the ability to stop project work for non-permittees. Stopping work generally includes **all** work on the site except for work to address the noncompliance that caused the order.

   b) Non-permittees may be required to perform corrective actions as advised by the City and to develop the required erosion control and/or storm water plan submittals to submit to the City for review and approval.

   c) Once the corrective actions have been successfully completed and the submitted storm water plan has been approved by the City, the City will issue the violator a written notice that the situation has been resolved.

   d) If the corrective actions or the submitted plan cannot be approved, the City will issue a written notice to the violator describing what was deficient and what step(s) are needed to resolve the situation.

Table 1. Enforcement Action Matrix for Noncompliance with Construction Requirements					
Type of Violation	**Failure to Obtain Permit Prior to Starting Work**	**Minor Violations (Failure to Install, Maintain or Upgrade Measures on Erosion and Sediment Control Plan)**	**Major Violation (Failure to Install, Maintain or Upgrade Measnres on Erosion and Sediment Control Plan that Resulted in a Sediment Release from the Project Site)**	**Repeat Violation by a Party (Same Site)**	**Repeat Violation by a Party (Different Site than initial Noncompliance Site)**
Enforcement Measures For Use (Increasing Severity Moving Down the Chart)	Stop Work Order	Field Compliance Order	NOV	Administrative Citation and/or Consent Order	NOV
		NOV	Administrative Citation with or without Consent Order	Stop Work Order and/or Suspension, Revocation or Modification of Permit	Administrative Citation with or without Consent Order
	Legal Action	Administrative Citation with or without Consent Order	Stop Work Order and/or Suspension, Revocation or Modification of Permit	Legal Action	Stop Work Order and/or Suspension, Revocation or Modification of Permit
		Stop Work Order and/or Suspension, Revocation or Modification of Permit	Legal Action		Legal Action
		Legal Action			

This plan is a guide; any of the enforcement responses may be used at the City's discretion and the City may choose to escalate an enforcement case by skipping intermediate steps. Penalties (Administrative Citations, Recovery of Damages and Costs, Etc.) may be assessed as described in the storm water ordinance and as allowed by law at the City's discretion.

B. Illicit Discharge Ordinance Violations

1. See Table 2 for the enforcement action matrix for failure to remove illicit discharges.
2. The action matrix was set up to provide varying suggested degrees of response to noncompliance documented by the City.
3. In general, the severity of the enforcement measure increases moving down the matrix.

Table 2. Enforcement Action Matrix for Failure to Remove Illicit Discharges

Type of Violation	First Violation	Repeat Violation by a Party (Same Site)	Repeat Violation by a Party (Different Site than Initial Noncompliance Site)
Enforcement Measures For Use (Increasing Severity Moving Down the Chart)	Field Compliance Order	NOV	NOV
		Administrative Citation with or without Consent Order	
	NOV	Stop Work Order and/or Suspension, Revocation or Modification of Permit	Administrative Citation with or without Consent Order
	Administrative Citation with or without Consent Order	Legal Action	Stop Work Order and/or Suspension, Revocation or Modification of Permit
	Stop Work Order and/or Suspension, Revocation or Modification of Permit		Legal Action
	Legal Action		

C. Noncompliance with Post-Construction Requirements

1. See Table 3 for the enforcement action matrix for noncompliance with post-construction requirements.
2. The action matrix was set up to provide varying suggested degrees of response to noncompliance documented by the City.
3. In general, the severity of the enforcement measure increases moving down the matrix.

Table 3. Enforcement Action Matrix for Noncompliance with Post-Construction Requirements

Type of Violation	First Violation	Repeat Violation by a Party (Same Site)	Repeat Violation by a Party (Different Site than Initial Noncompliance Site)
Enforcement Measures For Use (Increasing Severity Moving Down the Chart)	Field Compliance Order	NOV	NOV
		Compliance Order or Consent Order	
	NOV	Administrative Citation with or without Consent Order	Administrative Citation with or without Consent Order
	Administrative Citation with or without Consent Order	Stop Work Order and/or Suspension, Revocation or Modification of Permit	Stop Work Order and/or Suspension, Revocation or Modification of Permit
	Stop Work Order and/or Suspension, Revocation or Modification of Permit	Legal Action	Legal Action
	Legal Action		

Appendix: INSPECTION AND MAINTENANCE AGREEMENT

INSPECTION AND MAINTENANCE AGREEMENT
FOR PRIVATE STORMWATER MANAGEMENT FACILITIES
WITHOUT A DEVELOPMENT AGREEMENT

The term "**STORMWATER MANAGEMENT FACILITIES**" may refer to water quality and/or water quantity facilities (i.e. detention basins, retention basins, swales, pipes, oil/water separators, sand filtering devices, etc.) which are located OUTSIDE the public road right-of-way (ROW).

Property Identification ("Property"): _____ City Use: _____

Map: _____ Parcel No. _____ Land Disturbance Permit No. _____
Record Book: _____ Page No. _____

Project Name: _____
Project Address: _____
Owner(s): _____
Owner Address: _____
City: _____ State: _____ Zip Code: _____

SEE LEGAL DESCRIPTION ATTACHED HERETO AS EXHIBIT A.

This Inspection and Maintenance Agreement ("Agreement") is made and entered into this ____ day of _____, of the year, 20__, by and between _____ (hereinafter called the "Owner", whether one or more) and The City of Isanti (hereinafter called "City").

WITNESSETH, that

WHEREAS, the City is required by federal and state surface water quality regulations and its National Pollutant Discharge Elimination System (NPDES) permit to prevent surface water quality degradation from development or redevelopment activities within its jurisdiction, and the City has adopted surface water quality regulations as required and such regulations are contained in the Storm Water Management chapter of the City Code; and

WHEREAS, the Owner of the Property identified above has or will construct certain storm water management facilities on the Property, and has developed a Storm Water Maintenance Plan (Plan), as may be amended from time to time for the maintenance of those facilities. The City has reviewed and approved the Plan, and retains a copy in its records. A drawing showing the general area of the facilities covered by the Plan is attached to this Agreement for ease of identification.

NOW, THEREFORE, in consideration of the benefits received by the Owner as a result of the approval by the City of the Plan, the Owner does hereby covenant and agree with the City as follows:

1. The Owner shall provide adequate long term maintenance and continuation of the storm water control measures described in the Plan, to ensure that all storm water facilities are and remain in proper working condition. The Owner shall perform inspection and preventive maintenance activities in accordance with the Plan.

2. The Owner shall maintain a copy of the Plan on site, together with a record of inspections and maintenance actions required by the Plan. The Owner shall document the times of inspections, remedial actions taken to repair, modify or reconstruct the system, the state of control measures and notification of any planned change in responsibility for the system. The City may require that the Owner's records be submitted to the City.

3. If it is later determined that the City's NPDES permit clearly directs Owners or the City to manage storm water treatment systems differently than specified in the Plan, the direction of the NPDES permit shall override the provisions of the Plan.

4. The Owner hereby grants permission to The City, its authorized agents, and employees the right of ingress, egress and access to enter the Property at reasonable times and in a reasonable manner for the purpose of inspecting, operating, installing, constructing, reconstructing, maintaining or repairing the facilities. The Owner hereby grants to the City the right to install and maintain equipment to monitor or test the performance of the storm water control system for quality and quantity upon reasonable notice to the Owner. Whenever possible, The City shall notify the Land Owner prior to entering the property and shall use its best efforts not to disturb the Land Owner's use and enjoyment of the Property while conducting said inspections.

5. In the event, the City determines that the storm water facilities are not being maintained in good working order and gives written notice to the Owner to repair, replace, reconstruct or maintain said facilities within a reasonable time (maximum time specified will be 30 days), and the Owner fails to comply with the City's notice within the time specified, Owner authorizes the City or its agents to enter upon the Property to repair, reconstruct, replace or perform maintenance on said facilities at the Owner's expense. It is expressly understood and agreed that the City is under no obligation to maintain or repair said facilities, and in no event shall this Agreement be construed to impose any such obligation on the City.

6. In the event, the City, pursuant to this Agreement, performs work of any nature, or expends any funds in the performance of said work for labor, use equipment, supplies, materials, and the like, the Owner shall reimburse the City upon demand, within forty-five (45) days of receipt of written request for reimbursement for all costs incurred by the City. If the City has not received said payment from the Owner by the end of said forty-five (45) day period,

the City may use any other remedies available by law to collect such balances plus reasonable expenses of collection, court costs, and attorney fees.

7. It is the intent of this Agreement to assure the City of proper maintenance of onsite storm water facilities by the Owner; provided, however, that this Agreement shall not be deemed to create or affect any additional liability of any party for damage alleged to result from or be caused by storm water management.

8. The Owner and the Owner's heirs, executors, administrators, assigns, and any other successors in interest, shall indemnify and hold the City and its agents and employees harmless for, and defend against at its own expense, any and all damages, accidents, casualties, occurrence, claims, or attorney's fees which might arise or be asserted, in whole or in part, against the City from the construction, presence, existence, or maintenance of the storm water control facilities subject to the Plan and this Agreement. In the event a claim is asserted against the City, its officers, agents or employees, the City shall notify the Owner, who shall defend at Owner's expense any suite or other claim. If any judgment or claims against the City shall be allowed, the Owner shall pay all costs and expenses in connection therewith. The City will not indemnify, defend or hold harmless in any fashion the Owner from any claims arising from any failure, regardless of any language in any attachment of other document that the Owner may provide.

9. No waiver of any provision of this Agreement shall affect the right of any party thereafter to enforce such provision or to exercise any right or remedy available to it in the event of any other default.

10. The Owner shall record this Agreement with the Register of Deeds of Isanti County, this Agreement shall constitute a covenant running with the land, and shall be binding upon the Owner and the Owner's heirs, administrators, executors, assigns, and any other successors in interest.

11. The Owner shall have the facilities inspected in accordance with City's storm water management ordinance and certify to the City that the constructed facilities conform and purport substantially to the approved Plan. If the constructed condition of the facility or its performance varies significantly from the approved Plan, appropriately revised calculations shall be provided to the City and the Plan shall be amended accordingly.

12. The Owner agrees that for any systems to be maintained by a property owner's association, deed restrictions and covenants for the subdivision or other development will include mandatory membership in the property owner's association responsible for providing maintenance of the system, will require the association to maintain the storm water system, will prohibit termination of this covenant by unilateral action of the association, and provide for

unpaid dues or assessments to constitute a lien upon the property of an owner upon recording a notice of non-payment.

13. This Agreement must be re-approved and re-executed by the City if all or a portion of the Property is subdivided or assembled with other property.

Owner: _____ Date: _____
Signature by Individual

Owner: _____ Date: _____
Signature by Individual

Accepted By:

_____

For the City of Isanti

Forms

A. MS4 Notice of Violation

B. Spill and Discharge Procedures Checklist

C. Exposed Stockpiles, Storage and Materials Handling Checklist

D. SWPPP Review Checklist

E. Sediment Control Inspection Record

City of Isanti
MS4
NOTICE OF VIOLATION (NOV)

You are hereby notified that as the owner, agent tenant, or operator that the condition of the location below is in violation of the City of Isanti Stormwater Ordinance. You are hereby ordered to make the following corrections within _____ days of this notice.

The location will be re-inspected on _____. Failure to comply with this notice may result in civil penalties, additional enforcement action, and/or the City performing the required work to abate the violation and limit future damage with all costs to be charged to the responsible party.

This notice is in effect for twelve (12) months from the date of the notice and any reoccurrence of the violation conditions within the twelve (12) month period the City may abate the violation without further notification and charge the resultant costs to the responsible party.

LOCATION OF VIOLATION		Photos Taken: ☐Y ☐N
PROPERTY OWNER/PERMIT HOLDER		PERMIT NUMBER
MAILING ADDRESS	EMAIL	PHONE NUMBER

TYPE OF VIOLATION

☐ Failure to Obtain Permit Prior to Start of Work

☐ Minor Violation (Failure to Install, Maintain or Upgrade Measures on Erosion and Sediment Control Plan)

☐ Major Violation (Failure to Install, Maintain or Upgrade Measures on Erosion and Sediment Control Plan that Resulted in a Sediment Release from the Project Site)

☐ Repeat Violation by a Party (Same Site)

☐ Repeat Violation by a Party (Different Site)

DESCRIPTION OF VIOLATION:

MINIMUM REQUIRED ACTION:

DATE & TIME INSPECTED:	INSPECTOR:	OTHERS PRESENT:

NOV: ☐ mailed ☐ posted onsite ☐ emailed ☐ other _____ Date:

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Isanti

Spill and Discharge Procedures Checklist

Minn. Statute 115.061 DUTY TO NOTIFY AND AVOID WATER POLLUTION states:

"(a) Except as provided in paragraph (b), it is the duty of every person to notify the agency immediately of the discharge, accidental or otherwise, of any substance or material under its control which, if not recovered, may cause pollution of waters of the state, and the responsible person shall recover as rapidly and as thoroughly as possible such substance or material and take immediately such other action as may be reasonably possible to minimize or abate pollution of waters of the state caused thereby.

(b) Notification is not required under paragraph (a) for a discharge of five gallons or less of petroleum, as defined in section 115C.02, subdivision 10. This paragraph does not effect the other requirements of paragraph (a)."

Minn. Statute 103G.005 Subd. 17 defines "Waters of the state" as:

"surface or underground waters, except surface waters that are not confined but are spread and diffused over the land. Waters of the state includes boundary and inland waters."

All stormwater conveyance systems, including the Isanti municipal stormwater system, are confined and therefore are waters of the state.

A. Compliance Determination:

1. Are there areas on the site (including tanks, loading and unloading areas, concrete washout, etc.) which are contaminated by spills or leaks which have not been cleaned up? *(If "NO" further action is not required.)*	☐ YES ☐ NO
2. Has any material entered a water of the state? *(If "NO" skip to Line 3.)*	☐ YES ☐ NO
a. Has the State Duty Officer been notified? *(If "NO" contact the State Duty Officer at: 651.649.5451 or 800.422.0798)*	☐ YES ☐ NO
b. Has action been taken to contain and minimize? *(Emergency Response Team Supervisor Stephen Lee at 651.297.8610 can provide suggestions for possible containment and next steps.)*	☐ YES ☐ NO
c. Implement available containment measures necessary to minimize and mitigate further damage.	
d. Notify _____ (XXX-XXX-XXXX)	
e. Issue Notice of Violation in accordance with the City of Isanti Enforcement Response Procedures.	
3. Is material in danger of entering a water of the state? *(If "NO" skip to Line 4.)*	☐ YES ☐ NO
a. Direct responsible party to immediately implement containment measures to protect the waters of the state.	
b. Issue a Field Compliance Order in accordance with the City of Isanti Enforcement Response Procedures if the spill or leak is not cleaned-up within 24-hours.	
4. Direct the responsible party to clean-up the spill or leak and to take steps to protect against future spills and leaks. Issue a Field Compliance Order in accordance with the City of Isanti Enforcement Response Procedures if the spill or leak is not cleaned-up or is allowed to continue.	

Inspector: _____ Date and Time: _____

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City of Isanti
Exposed Stockpiles, Storage and Material Handling Checklist

This report documents the findings of exposed stockpiles, storage and material handling that was recently completed on your site by the Stormwater Utility. If your site was not in compliance with City and State Pollution Prevention/Good housekeeping requirements, this report will outline the corrective actions that need to be taken at your site. You are responsible to bring your site into compliance within the timeframes noted in this report. If the site is not brought into compliance within the specified time frame, a Stop Work Warning or Stop Work Order may result.

Property Address (or Lot/Block #) Inspector Name Inspection Date / Time

/

Was the Property Owner or Contractor present during the inspection: ☐ Yes ☐ No

Inspection Type (check all that apply) ☐ Exposed Piles ☐ Storage & Materials Handling ☐ ESC/NPDES

****

1. **Exposed Stockpile Protection:** ☐ **Not needed at this time** ☐ **Acceptable** ☐ **Inadequate**
   - ☐ Inappropriate type of control installed.
   - ☐ Installed wrong
   - ☐ Sediment ≥ 1/2 height of the device
   - ☐ Has not been installed
   - ☐ Not enough installed
   - ☐ Other Maintenance Issues

   Comments: _____

   Actions taken/Recommendations (check one):
   - ☐ Mulching
   - ☐ Filter/Vegetative Strips
   - ☐ Permanent Seeding
   - ☐ Other: _____
   - ☐ Temporary Seeding
   - ☐ Hydro Mulching
   - ☐ Erosion Control Blankets
   - ☐ Sod Stabilization

2. **Storage and Material Handling:** ☐ **Not needed at this time** ☐ **Acceptable** ☐ **Inadequate**

   Comments: _____

   Actions taken/Recommendations (check one):
   - ☐ List materials use on site & research
   - ☐ Store materials on a pallet or in containers
   - ☐ Determine drainage areas
   - ☐ Locate and map on site storage/material handling area
   - ☐ Protect from wind, rain, and predicted storm events

3. **Assessment of Erosion and Sediment Control (ESC)/ National Pollution Discharge Elimination System (NPDES) Measures:**
   - ☐ All ESC measures in place and adequate
   - ☐ Some ESC measures in place an adequate
   - ☐ ESC inadequate or missing
   - ☐ All NPDES measures in place and adequate
   - ☐ Some NPDES measures in place and adequate
   - ☐ NPDES measures inadequate or missing
   - ☐ Some corrective action has occurred since previous inspection.

☐ **Recommend ERP[1] Field Compliance Order** There is discharge, erosion and sediment control issues, or other issues that require correction. Contact _____ to discuss schedule a meeting with Stormwater staff to confirm a correction plan and schedule.

☐ **Recommend ERP[1] NOTICE OF VIOLATION (NOV)** A Field Compliance Order has not been addressed or on site issues meet the ERP criteria for NOV. Please call _____ to schedule a meeting with Stormwater staff to confirm a correction plan and schedule.

[1] A copy of the City of Isanti Enforcement Response Procedures (ERP) is available on the City website.

_____ _____

Inspector Signature Date

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SWPPP Checklist

Construction Stormwater Permit Program

Doc Type: Stormwater Pollution Prevention Plan (SWPPP)

Background: This checklist is based on the checklist used by Minnesota Pollution Control Agency (MPCA) staff for Stormwater Pollution Prevention Plan (SWPPP) reviews.

Site Information

Applicant: _____ Project name: _____

Application date: _____ Reviewer name: _____

SWPPP Narrative

Yes	No	
☐	☐	Describe the nature of the construction activity?
☐	☐	Address the potential for a discharge of sediment and/or other potential pollutants from the site?
☐	☐	Propose erosion prevention and sediment control Best Management Practices (BMPs.
☐	☐	Identify the person knowledgeable and experienced who will oversee the implementation of the SWPPP.
☐	☐	Identify the entity (name or title) responsible for performing future Operations and Maintenance (O&M).
☐	☐	Identify the training requirements are satisfied.
☐	☐	Describe project phasing.
☐	☐	Describe final stabilization methods for all exposed areas? (may be in narrative or on plan sheets)
☐	☐	Identify stormwater management measures needed to mitigate impacts identified as a result of environmental, historical, archaeological, or rare species reviews conducted for the project?
☐	☐	Identify additional measures being taken to protect Drinking Water Supply Management Areas?
☐	☐	If site discharges to special water or impaired reach, identify any site areas discharging to the special or impaired reach?
☐	☐	Identify construction areas that are adjacent to and drain to Public Waters for which the Minnesota Department of Natural Resources (DNR) has promulgated "work in waters restrictions" during specified fish spawning time frames.
☐	☐	The SWPPP must account for expected amount, frequency, intensity, and duration of precipitation.
☐	☐	The SWPPP must account for nature of stormwater runoff and run-on at the site.
☐	☐	The SWPPP must account for the range of soil particle sizes expected to be present on the site.
☐	☐	For design requirements or SWPPP components where Permittee determines that compliance with the requirement is infeasible; the SWPPP must document that determination and the substitute BMPs.

SWPPP Plan Sheets

Yes	No	
☐	☐	Existing and final grades.
☐	☐	Locations and types of all temporary and permanent (including infiltration areas) ESC BMPs.
☐	☐	Stormwater flow directions and surface water divides for all pre- and post-construction drainage areas.
☐	☐	Impervious areas (Pre- and Post-Construction).
☐	☐	Soil types.
☐	☐	Locations of potential pollutant-generating activities.
☐	☐	Locations of areas not to be disturbed (buffer zones).
☐	☐	Tabulated quantities of all erosion prevention and sediment control BMPs.
☐	☐	Location of areas where construction will be phased to minimize duration of exposed soil areas.
☐	☐	Areas of steep (3:1 or greater slope).
☐	☐	Locations of all wetlands, surface waters, and storm ponds that will receive pre- or post-construction site runoff.

Stormwater Discharge Design

Yes	No	
☐	☐	For any stormwater flow that will be channelized at the site, the stormwater controls must be designed to control both peak flowrates and total stormwater volume to minimize erosion at outlets and to minimize downstream channel and streambank erosion.
☐	☐	Are Temporary Sediment Basins required on site?

Yes	No	
☐	☐	Adequately sized and appropriately located
☐	☐	Designed to prevent short circuiting?
☐	☐	Outlets designed to remove floating debris, withdraw from the surface, and allow complete drawdown?
☐	☐	Do outlets have energy dissipation?
☐	☐	Have a stabilized emergency spillway?

Which method of permanent stormwater treatment has been selected?

Yes	No	
☐	☐	Are calculations/computer model results included to demonstrate the design and adequacy?
☐	☐	Is adequate maintenance access provided?
☐	☐	Infiltration or filtration

Yes	No	
☐	☐	Is infiltration/filtration appropriate to the site and land uses?
☐	☐	Phasing to ensure excavation of infiltration system after drainage area stabilized?
☐	☐	Rigorous sediment and erosion controls to keep sediment and runoff away from the system?
☐	☐	Is a pretreatment device planned?

Yes	No	
☐	☐	Wet sedimentation basin:

Yes	No	
☐	☐	Configured so scour or resuspension is minimized and to prevent short circuiting.
☐	☐	Basin outlets designed to discharge at > 5.66 cubic feet per second (cfs) per acre of pond
☐	☐	Basin outlets designed to prevent discharge of floatables.
☐	☐	Stabilized emergency overflow.

Yes	No	
☐	☐	Regional ponds:

Yes	No	
☐	☐	Is written authorization from owner of regional pond included in SWPPP?
☐	☐	Does regional pond design conform to the permit requirements for wet sedimentation basin?

Other Requirements

Yes	No	
☐	☐	Plans show areas that are not to be disturbed or are areas where disturbance will be minimized.
☐	☐	Minimize disturbance or other techniques to minimize destabilization of steep slopes.
☐	☐	Has appropriate construction phasing been implemented?
☐	☐	Exposed soils have erosion protection/cover initiated immediately and finished within 14 days
☐	☐	Wetted perimeters of ditches stabilized within 200 feet of surface water within 24 hours.
☐	☐	Temporary or permanent ditches or swales that are being used as a sediment containment system during construction must be stabilized within 24 hours after no longer being used as a sediment containment system.
☐	☐	Pipe outlets have energy dissipation within 24 hours of connecting.
☐	☐	Discharges from stormwater controls are directed to vegetated areas of the site unless infeasible.
☐	☐	Are sediment control practices established on down gradient perimeters and upgradient of any buffer zones?
☐	☐	Are all inlets protected?
☐	☐	Stockpiles have sediment control.
☐	☐	Construction site entrances minimize street tracking.
☐	☐	Plans minimize soil compaction and preserve topsoil.
☐	☐	50 foot buffer or (if not feasible) redundant sediment control when adjacent and drains to a surface water.
☐	☐	Is a dewatering plan required?
☐	☐	Storage, handling, and disposal of construction products, materials, and wastes.
☐	☐	Fueling and maintenance of equipment or vehicles; spill prevention and response.
☐	☐	Vehicle and equipment washing.
☐	☐	No engine degreasing allowed on site.
☐	☐	Containment of Concrete and other washout waste.
☐	☐	Portable toilets are positioned so that they are secure.
☐	☐	Stabilization by uniform perennial vegetative cover (70% density of its expected final growth).

Requirements of Appendix A

Yes	No	
☐	☐	Does this site drain to a discharge point on the project that is within one mile of a Special or Impaired Water?

Yes	No	
☐	☐	Stabilization initiated immediately and all soils protected in 7 days
☐	☐	Provide temp basin for five acres draining to common location.
☐	☐	100-foot buffer
☐	☐	Other as appropriate

Wetland Impacts

Yes	No	
☐	☐	Does this site have a discharge with the potential for adverse impact to wetlands:

Yes	No	
☐	☐	Does the SWPPP comply with the conditions of an approved Wetland Impact Permit?

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City of Isanti Erosion and Sediment Control Inspection Record

Address:	Permit Holder:	Phone Number:

Inspectors Initials	Type of Inspection		Rainfall (record all events > 0.5 in)	Date of Inspection			Time of Inspection	Areas Inspected												Assessment Measures				Findings and Corrective Actions
	Routine Weekly	24 hours after rainfall		Month	Day	Year		Perimeter Erosion Control		Stabilized Vehicle Entrance		Sediment Transport		Inlet Protection		Debris/Spills/ Good Site Housekeeping		Temporary Stockpile Protection		All Measures Adequate	Some Measures Adequate	NOTICE OF VIOLATION ISSUED	STOP WORK ORDER	
								Adequate	Inadequate	Adequate	Inadequate	Adequate	Inadequate	Adequate	Inadequate	Adequate	Inadequate	Adequate	Inadequate					
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Services Provided:

Civil & Municipal Engineering
Water & Wastewater Engineering
Transportation Planning & Engineering
Structural Engineering
Aviation Services
Water Resources Engineering
Landscape Architecture
Land Surveying
Geographic Information System
Project Funding & Financing

Bolton-Menk.com

RESOLUTION 2019-XXX

A RESOLUTION APPROVING ENFORCEMENT RESPONSE PROCEDURES (ERP) FOR MS4 PERMIT VIOLATIONS

WHEREAS, the City of Isanti has developed a Stormwater Pollution Prevention and Spill Response Plan for compliance with both Municipal Separate Storm Sewer System (MS4) and Well Head Protection Plan (WHPP) requirements; and,

WHEREAS, Stormwater Management Ordinance No. 670 was adopted in 2017 and provides for stormwater management practices; and,

WHEREAS, Enforcement Response Procedures were to be adopted as part of Ordinance No. 670 for violation and enforcement; and

WHEREAS, the Enforcement Response Procedures Plan is in compliance with state guidelines;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to adopt the policy that provides for the procedures and steps necessary for Enforcement Response Procedures for MS4 permit violations.

This Resolution is hereby approved by the Isanti City Council this 4th day of June, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

ORDINANCE NO. ____

AN ORDINANCE AMENDING ORDINANCE NO. 670 STORMWATER MANAGEMENT ORDINANCE

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Ordinance 670 is hereby amended to add the following text:

Section 6.0 Storm Water Management Plan Review Procedure.

6.4 Financial Securities. The applicant shall provide security for the performance of the work described and delineated on the approved grading plan involving the SWPPP and any storm water and pollution control plan related remedial work in an amount as identified in the current City of Isanti Fee Schedule.

The financial security shall be by cash deposit to the City, Letter of Credit ~~or~~ , bond or Escrow as identified as identified in the Developer's Agreement, City Fee Schedule, or the ERP. In the case of a discrepancy the Developer's Agreement shall take precedence over the City Fee Schedule which shall take precedence over the ERP.

6.5 Maintaining the Financial Security. As identified in the Developer's Agreement. In the case of an Escrow Account, the minimum amount of as designated in the City Fee Schedule, must be maintained in the Escrow Account.

6.6 Action Against the Financial Security. The City of Isanti may act against the financial security if any of the conditions listed below exist. The City shall use funds from this s security to finance remedial work undertaken by the City or a private contractor under contract to the City and to reimburse the City for all direct costs incurred in the process of remedial work including, but not limited to, staff time and consultant fees.

a) The developer ceases land disturbing activities and/or filling and abandons the work site prior to completion of the grading plan.

b) The developer fails to conform to the grading plan and/or the SWPPP as approved by the City.

c) The developer or contractor fails to install and/or maintain erosion control devices or erosion control measures that conform to the requirements of this ordinance or the SWPPP.

d) The techniques utilized under the Stormwater Management Plan fail within one year of installation.

e) The developer fails to reimburse the City for corrective action taken.

Section 10.0 Enforcement, Paragraph 10.1 Violations.

10.1 Violations.

a) It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of this Ordinance. Any person who has violated or continues to violate the provisions of this Ordinance, may be subject to the enforcement actions outlined in this section or may be restrained by injunction or otherwise abated in a manner provided by law.

b) In the event the violation constitutes an immediate danger to public health or public safety, the City is authorized to enter upon the subject private property, without giving prior notice, to take any and all measures necessary to abate the violation and/or restore the property. The City is authorized to seek costs of the abatement as outlined in this Ordinance.

c) The City may apply Administrative Penalties for violations of this Ordinance.

d) The City may use Escrow Funds to reimburse the costs of abatement and restoration of property.

EFFECTIVE DATE
This Ordinance takes effect upon its passage and publication in the official newspaper of the City of Isanti.

Adopted by the City Council this 4th day of June, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

Posting Date:
Reading Date:
Publication Date:
Effective Date:

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CITY CODE CHAPTER 65, ADMINISTRATIVE PENALTIES

THE CITY COUNCIL OF ISANTI DOES ORDAIN:

Chapter 65, Paragraph 65-4, is hereby amended to read and include the following:

65-4. Authority to issue order to correct letters and administrative citations.
The following City employees and agents are authorized to issue compliance letters and administrative citations for violation of the City Code and other associated Ordinances:

A. Licensed Peace Officers of the Isanti Police Department;

B. Reserve Officers of the Isanti Police Department;

C. Community Development Director;

D. Planner;

E. Animal Control Officer;

F. Building Official;

G. MS4 Technician;

EFFECTIVE DATE

This ordinance shall take effect upon its publication in the official newspaper of the City of Isanti.

Adopted by the City Council this 4th day of June, 2019.

_____
Mayor Jeff Johnson

ATTEST:

_____
Katie Brooks
Human Resources/City Clerk

Posting Date:
Reading Date:
Publication Date:
Effective Date:

ORDINANCE NO.

AN ORDINANCE AMENDING THE CODE FOR THE CITY OF ISANTI, CHAPTER 160, FEES

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Section 160-2. Enumeration of fees - of Chapter 160, of the Code of the City of Isanti is hereby amended to add to the text of Section 160-2 as follows:

ADD

Administration

Administrative Citations – City Code Violations,

Ordinance #670, Storm Water 1st Time
Ordinance #670, Storm Water 2nd Time

Sewer and Water Department

Commercial Storm Water Escrow
Residential Storm Water Escrow

EFFECTIVE DATE
This ordinance shall take effect upon publication.

Adopted by the City Council this 4th day of June 2019.

_____
Mayor Jeff Johnson

ATTEST:

_____
Katie Brooks
Human Resources/City Clerk

Posted on:
Adopted on:
Published on:
Effective Date:

RESOLUTION 2019-xxx

A RESOLUTION ADOPTING FEES WITHIN THE CITY OF ISANTI

WHEREAS, the City Council by Ordinance sets forth a fee table for the City of Isanti; and

WHEREAS, the City Council has determined that it is in the best interest of the residents of the City that all fees within the City are established by resolution; and

WHEREAS, these fees are fair, reasonable, and proportionate to the actual cost of the service for which the fee is imposed in accordance with Minnesota Administrative Rules 1300.0160; and

WHEREAS, the following fee schedule shall be effective June 5, 2019;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota:

1. Set forth the following fee schedule:

Administration

Administrative Citations – City Code Violations	
Chapter 87-5.1, Animal Litter	$75.00
Chapter 216, Nuisances	$200.00
Chapter 230, Park and Recreation Areas	$200.00
Chapter 227, Parking and Storage	$200.00
Chapter 256, Residential Property Maintenance Standards	$200.00
Chapter 284, Streets and Sidewalks	$200.00
Chapter 295, Tobacco, et al	$75.00
Chapter 325, Water	$200.00
Ordinance #445, Zoning Ordinance	$200.00
Ordinance #445, Section 16 Signs	$100.00
Ordinance #670, Storm Water 1st Time	$200.00
Ordinance #670, Storm Water 2nd Time	$400.00
Ordinance # 670, Storm Water 3rd Time	$600.00
Adult Use Fee	$5,000.00
Adult Use Investigation Fee	$2,000.00
Affidavit of Candidacy	$15.00
Agenda Packet Subscription	$150.00
Agenda Subscription	$25.00
Copies	$.25 per page, plus tax
Dog Bite	Actual cost/plus tax
Dog Boarding (at Impound)	$25.00 per day/misc. costs/tax
Dog Impound 1st Time	$85.00/plus tax

Dog Impound 2nd Time	$95.00/plus tax
Dog Impound 3rd Time	$105.00/plus tax
Additional Fee for Pick up (7pm-8am & Holidays)	Same as Impound Fee
Dog License (Duplicate)	$5.00
Dog License (Fixed)	$10.00
Dog License (Not)	$15.00
Dog License Late Fee	$5.00
Dog License Lifetime	$50.00
Euthanasia / Disposal	Actual cost/plus tax
FAX - in	$.25 per page, plus tax
FAX - out	$.25 per page, plus tax
Gambling Permits – Application & Investigative Fee	$50.00
Kennel License (Commercial)	$100.00 per year
Kennel License (Residential)	$50.00 per year
Lawn Sprinkling 1st Violation	$20.00
Lawn Sprinkling 2nd Violation	$35.00
Lawn Sprinkling 3rd Violation	$50.00
Meeting Minutes – Copy of CD	$10.00
Non-Compliance Fee	$25.00
Notary	$5.00 per document
Open Burning Permit	$40.00
Pawnbroker/Shop	$1,500.00
Pawnshop Investigation Fee Initial Application Only, does not apply to Renewal	$1,500.00
Pawnshop Transaction Fee	$1.30 plus pass through costs per transaction
Peddler Permit	
Day	$25.00
Month	$75.00
Seasonal (6 months or less)	$200.00
Application Investigation Fee	$75.00
Retail Fire Works Permit – Application Fee	$15.00
Retail Fire Works Permit – Permit Fee	$25.00
Returned Checks	$30.00
Secondhand Goods Dealer	$1,500.00
Secondhand Goods Dealer Investigation Fee Initial Application only, not for renewals	$1,500.00
Secondhand Goods Dealer, Temporary	$750.00
Secondhand Goods Dealer Transaction Fee	$1.30, plus pass through costs per transaction
Small Wireless Facility Collocation Rental and Maintenance Fee	
Annual Rent per Supplement	$150.00
Annual Maintenance Fee per Supplement	$25.00
Small Wireless Facility Electrical Service Fee	
Per radio node less than or equal to 100 watts	$73.00 annually
Per radio node over 100 max watts: or	$182.00 annually
Actual cost of electricity annually, if costs exceed either of the above amounts	
Special Assessment Fee Unpaid Utility Bills, Code Enforcement Violations, Etc.	$30.00 per assessment

Special Meeting Request	$500.00
Special Vehicle Permit	$25.00
Staff Time (not specified elsewhere)	Actual hourly wage multiplied by 145%

Building Inspections

Valuation Fee Schedule for Isanti

Value of Work	Value Based Permit Fee *(Residential & Commercial)*
$501 - $2,000	**$50 MIN.** $25 for first $500 + $3.50/ each additional $100 or fraction thereof
$2,001 – $25,000	$78 for first $2,000 + $15/ each additional $1,000 or fraction thereof
$25,001 - $50,000	$425 for first $25,000 + $11/ each additional $1,000 or fraction thereof
$50,001 - $100,000	$700 for first $50,000 + $8/ each additional $1,000 or fraction thereof
$100,001 - $500,000	$1,100 for first $100,000 + $6/ each additional $1,000 or fraction thereof
$500,001 - $1,000,000	$3,500 for first $500,000 + $5/ each additional $1,000 or fraction thereof
$1,000,001 +	$6,000 for first $1,000,000 + $4/ each additional $1,000 or fraction thereof

Building Permit	Per Valuation Fee Schedule
Basement Finishes Permit	Per Valuation Fee Schedule
City Utility Services under Driveway	$100.00
Commercial Landscape Escrow	$5,000.00 per site (Refundable)
Deck Permit	Per Valuation Fee Schedule
Demolition Permit	Minimum of $100.00 or 1.27% of contract price
Right of Way Work Permit	
Single Residential Hookup	no fee
a. Base Fee – up to 1,000 LF	$125.00
b. Fees in addition to base fee	
Work >1,000 LF	$65.00 per 1,000 LF
Street Cut	$125.00 plus $5,000.00 in escrow
Unauthorized Work	$250.00 up to double the permit fee
Fence Permit (Fences >7')	Per Valuation Fee Schedule
Fire Suppressant Permit – Commercial/Multi-Family	1.5% of project value
Gas Line (with mechanical permit)	$12.50 per gas line, $25.00 minimum
Gas Line (without mechanical permit)	$50.00
Grade Survey Check	
a. Commercial	$50.00
b. Residential	$50.00
Grading Permit	$150.00
Inspections outside of normal business hours	$75.00 (2 hr minimum plus mileage)
Inspections, hourly rates	Building Official $125/hour Senior Building Official $95/hour

	Fire Inspector $90/hour Building Inspector $75/hour Other Staff $75/hour
Investigative Fee	100% of permit fee
Lawn Irrigation Permit	$80.00
License Verification Fee	$5.00
Mechanical Permit	$75.00 per unit
Mechanical Permit – Commercial/Multi-Family	1.5% of project value
Minimum Permit Fee	$50.00
Permit Renewal after 6 mos. Of expiration	50% of original permit fee
Plan Check Fee	65% of calculated permit fee, when applicable
Plan Check Fee – Duplicate Plans	Duplicate plan fees reduced to 25% of Master Plan Review
Plan Review (Additional)	$75.00 (1/2 hr minimum)
Plumbing Permit Basic (up to 4 fixtures)	$54.00
Plumbing Permit – job valuation > $500 or more than 4 fixtures	$94.00
Plumbing Permit – Commercial/Multi-Family	1.5% of project value
Pre-Final Inspection Fee (Residential)	$60.00
Re-Roof Permit	$80.00
Re-Siding Permit	$80.00
Rental License Late Fee	100% of rental license fee
Residential Driveway Escrow	$2,000.00 (Refundable)
Residential Landscape Escrow	$6,000.00 (Refundable)
Residential Rental License Fee	
1 Unit	$150.00
2-4 Units	$175.00
5-12 Units	$225.00
13-20 Units	$240.00
21–50 Units	$250.00
51 + Units	$300.00
Additional Inspections	Per Inspections Hourly Rate
S.E.C. - Residential	$20.00
S.E.C. – Commercial/Industrial	$50.00
SAC/WAC Inspection Fee	$37.50
State Surcharge	Applied to all permits
Swimming Pool Permit	$80.00
Water/Sewer Line Repair Inspection Fee	$80.00
Window/Door Replacement Permit	$80.00

Electrical Inspection Fees

All Services	Circuits and Feeders
Residential Service Change $100.00, this includes one inspection.	The inspection fee for the installation, addition, alteration, or repair of each

Or the below rates.		circuit, feeder, feeder tap, or set of transformer secondary conductors:	
0 to 300 amp	$50	0 to 30 amp	$8
400 amp	$58	31 to 100	$10
500 amp	$72	101 to 200 amp	$15
600 amp	$86	300 amp	$20
800 amp	$114	400 amp	$25
1000 amp	$142	500 amp	$30
1100 amp	$156	600 amp	$35
1200 amp	$170	700 amp	$40
Add $15.00 for each additional 100 amps		Add $5.00 for each additional 100 amps	

Minimum permit fee is $50.00 plus $1.00 state surcharge. This is for one inspection only.
Minimum fee for rough-in inspection and final is $100.00 plus $1.00 state surcharge.

Maximum fee for single family dwelling not over 200 amps is $150.00 plus $1.00 state surcharge. Maximum of 30 circuits.
Maximum of 2 rough-in inspections and one final inspection.

Apartment Buildings: Maximum fee per unit of an apartment or condominium complex is $100.00. This does not cover service and house wiring. A separate permit must be issued for house wiring.

Swimming Pools: $100.00 this includes 2 inspections

Traffic Signals: $10.00 per each standard

Street Lighting: $5.00 per each standard

Transformers/Generators: $10.00 per unit + $0.50 per KVA

Retro Fit Lighting: $0.75 cents per fixture

Sign Transformer: $10.00

Remote Control/Signal Circuits: $1.00 per device

Re-inspection Fees: $50.00

*Fees are doubled if the work starts before the permit is issued

Community Center

Cleaning Fee (if elected by renter)	$125.00, plus tax
Damage Deposit	$250.00
Damage Fees	
Cleaning	$35.00 per hour minimum, plus tax
Tables	$100 each, plus tax
Chairs	$20.00 each, plus tax
Unreturned keys	$250.00, plus tax
Smoking Non-Designated Areas	$200.00, plus tax
Other Items	To be determined based on replacement cost, plus tax

Equipment Available to Rent (larger deposit may be required)

LCD Home Theater Projector on Cart	$50.00, plus tax
9' Portable Screen	$20.00, plus tax
Blu-Ray DVD Player	$15.00, plus tax
Speakers & Microphone (Includes tripod stands if requested)	$15.00, plus tax
Podium	$10.00, plus tax
Non-Profit Organizations	$50.00, plus tax (full day) $25.00, plus tax (4 hours or less)
Private (less than 50 individuals) or For-Profit Organizations	$100.00, plus tax (full day) $ 50.00, plus tax (4 hours or less)
Special Events Includes use of the kitchen. Dishes and utensils not provided. With or without alcohol. Greater than 50 individuals in attendance.	$275.00, plus tax

Fee Arrangements – When Requested
Non-Profit Monthly Rental Rates (less than 4 hour rentals)

Non-Profit**

Reservations per month	Monthly Fee	Fee Per Reservation
1	$25.00	$25.00
2	$48.80	$24.40
3	$71.70	$23.90
4	$93.20	$23.30
5	$113.50	$22.70
6	$133.20	$22.20
7	$151.20	$21.60
8	$168.00	$21.00
9	$184.50	$20.50
10	$199.00	$19.90
11	$212.30	$19.30
12	$225.60	$18.80
13	$236.60	$18.20
14	$246.40	$17.60
15	$255.00	$17.00
16	$264.00	$16.50
17	$270.30	$15.90
18	$275.40	$15.30
19	$281.20	$14.80
20	$284.00	$14.20
21	$285.60	$13.60

22	$288.20	$13.10
23	$287.50	$12.50

** Groups storing belongings at the facility may be subject to a monthly storage fee.

Fee Arrangements – When Requested
For-Profit and Private Monthly Rental Rates (less than 4 hour rentals)

Private/For-Profit**

Reservations per month	Monthly Fee	Fee Per Reservation
1	$50.00	$50.00
2	$97.80	$48.90
3	$143.10	$47.70
4	$186.40	$46.60
5	$227.50	$45.50
6	$265.80	$44.30
7	$302.40	$43.20
8	$336.00	$42.00
9	$368.10	$40.90
10	$398.00	$39.80
11	$424.60	$38.60
12	$450.00	$37.50
13	$473.20	$36.40
14	$492.80	$35.20
15	$511.50	$34.10
16	$528.00	$33.00
17	$540.60	$31.80
18	$552.60	$30.70
19	$560.50	$29.50
20	$568.00	$28.40
21	$573.30	$27.30
22	$574.20	$26.10
23	$575.00	$25.00

**All other fees and deposits for the rental of the facility apply.

Economic Development Authority

Assignment & Assumption Agreement	$1,000.00 plus costs
Development Agreement (Non-Abatement or TIF)	$1,000.00 plus costs
Establishment of New TIF District	$4,800.00 or actual cost

Host Approval of Conduit Debt	$3,000 escrow
Issuance of Conduit Debt	1/4% of the proposed issuance amount, $3,000 minimum, $25,000 maximum escrow
Revolving Loan Fund Application Fee	1% origination fee
SAC/WAC Repayment Agreement and Mortgage	Current cost of filing document(s) at Isanti County to be paid by Developer.
TIF Development Agreement	$2,500.00 plus costs
Tax Abatement Application Fee	$1,000.00 plus costs

Liquor/Beer

Background Check & Investigation Fee	
For Partnership – Corporation – Association	$300.00
For Individual	$100.00
Initial Application only, does not apply for Renewals	
Beer Off-Sale (3.2)	$150.00
Beer On-Sale (3.2)	$250.00
Brewers Off-Sale Malt Liquor	$310.00
Brewers Tap Room On-Sale	$500.00
Brew Pub Off-Sale Malt Liquor	$310.00
Club License (Max dictated by MN State Statutes)	$500.00
Intox Liquor On-Sale	$2,500.00
Intox Liquor Sunday On-Sale	$200.00
Consumption and Display Permit (Annual)	$200.00
Temporary Consumption and Display Permit	$25.00
Temporary On-Sale 3.2 Beer License (1-4 Days)	$50.00
Temporary On-Sale 3.2 Beer License (1-4 Days) Multiple Events	$500.00
Temporary On-Sale Beer	$50.00
Temporary On-Sale Liquor	$50.00
Temporary On-Sale Liquor (2-4 Days)	$50.00
Temporary One-Day On-Sale Liquor License	$25.00
Wine	$300.00

Parks, Recreation, and Culture Department

Copy of Comprehensive Park Plan	$10.00
Community Garden – Ground Plot (Season Fee)	$15.00
Community Garden – Raised Bed (Season Fee)	$20.00
Farmer's Market – Membership Fee (Annual)	$10.00
Farmer's Market – Stall Fee	
Full Season	$100.00
Half Season	$60.00
Single Day	$10.00
Park Dedication Fee (Residential)	$1,500.00 per unit
Park Dedication Fee – Multi Family with Recreational Amenities – Up to 25% Reduction of	$1,500 per unit fee
Park Dedication Fee (All Others)	$1,500.00 per Commercial/Industrial Acre
Park Shelter Electric Box Deposit	$50.00
Park Shelter Fee – Non City Resident or Business	$10.00 plus tax

Special Event Cleanup Deposit	$100.00
Tennis Court Usage	Resident (Individual) 1 court No Charge 2 courts $6/hr. plus tax Non-Resident (Individual) 1 court $6/hr. plus tax 2 courts $12/hr. plus tax Civic Group, Youth Organization, League, Business, Industry, Church or School Single court, per reservation $15/hr. plus tax Per season single court only – rates to be determined on a case-by-case basis by the Parks, Recreation, and Culture Board and City Council.
Unity Park Softball Field Usage	$25.00 plus tax per day Non-Resident $15.00 plus tax per day Resident

Planning & Zoning Department

Administrative Appeals	$200.00 plus costs
Administrative Permit	$75.00
Administrative Subdivision	$275.00 plus costs
Annexation/De-Annexation	$100.00 plus costs
Comprehensive Plan Amendment	$325.00 plus costs
Conditional Use Permit	$325.00 plus costs
Conditional Use Permit Amendment	$275.00 plus costs
Copy of Comprehensive Plan	$50.00
Copy of Maps	$ .50 black and white
Copy of Zoning Map	Fee based on size & type of map
Copy of Zoning Ordinance	$25.00
Copy of Engineer Design Standards	$35.00
Development Agreement for Subdivisions	$2,500 escrow plus costs
Development Agreement (Non-Subdivision)	$1,500 escrow plus costs
Easement Application	$200.00 plus costs
EAW & EIS Review	$600.00 plus costs
Final Plat	$325.00 plus $10.00 per lot/unit plus costs ($1,500.00 escrow)
Interim Use Permit	$325.00 plus costs
Minor Subdivision Plat	$325.00 plus costs ($1,000.00 escrow)
Planned Unit Development – Final Plan	$325.00 plus costs ($1,500.00 escrow)
Planned Unit Development – General Plan	$500.00 plus costs ($1,500.00 escrow)
Preliminary Plat	$500.00 plus costs ($1,500.00 escrow)
Rezoning Request	$325.00 plus costs
Sign Permit (permanent)	$75.00
Sign Permit (temporary)	$50.00
Signal Light Fee	$119.00 per residential unit $ .10 per sq. ft. of usable Commercial lot platted
Site Plan Review	$325.00 plus costs ($1,000.00 escrow)
Site Plan Review Financial Surety	125% of estimated cost of site

(Commercial/Industrial)	improvements (driveway, parking and loading areas)
Text Amendment	$275.00
Vacation Request	$275.00 plus costs
Variance Request	$325.00 plus costs
Wetlands Replacement Plan Review	$500.00
Zoning Permits	$80.00
Zoning Verification Letter	$30.00

Police Department

Administrative Citation	$60.00
Alcohol Screening	$3.00 per time or $75.00 per year
Chemical Disposal (small amount)	Cost of Disposal
Chemical Disposal (large Amount)	Cost of Disposal
Cleaning of Crime Scene	Cost of Cleanup
Copy of Photo	$5.00
Copy of Police Report	$.25 per page, plus tax
Copy of Video/Audio/DVD	$25.00
Fee for Returned Check listed under Administration	
Fingerprinting	$15.00 per non-resident or non-Isanti business, $0.00 for Isanti resident or business
Parking Ticket	$20.00
Police Records Search	$35.00
Professional Hire of Police Office	Actual hourly wage multiplied by 150%
Reschedule Hearing on Administrative Citation	$50.00
Storage Fees	$20.00 per day
Towing	As per towing contract fee schedule
Unjust Hearing	150% of cost of hearing

Sewer and Water Department

Delinquent Posting Notice Fee	$15.00
New Construction:	
Meter (5/8 & 3/4 inch)	Cost included in permit fee
Meter (larger, > 3/4 inch, diameter)	Cost minus $304.00
Replacement or additional:	
Meter (5/8 & 3/4 inch)	
Full Meter	$329.00
Orion Radio	$178.00
HRE Body	$64.00
Copper Horn	$87.00
Meter (larger, > 3/4 inch, diameter)	Cost plus $25.00
Meter Connections/Fittings	Cost
Meter Replacement Administrative	
Fee for Non-Compliance	$75.00/month
Private Metered Water Sales	
Deposit	$2,000.00 (refundable deposit)

$10.00 minimum and up to 1st 1000 gallons; as per rate study per/1,000 thereafter

Private Well Water Testing	$90.00
Sewer Access Fee (SAC)	Per Ordinance per unit based on REC assessment
Sewer Rates	Per City Code Chapter 260
Storm Water Rates	Per Ordinance No. 569
Storm Water Escrow Commercial	$3,000.00
Storm Water Escrow Residential	$1,000.00
Trunk Utility Charge	$1,000.00 if more than one unit based on REC schedule $2,050.00 per Commercial/Industrial acre
Unpaid Water and Sewer	$5.00 per month
Valve Plate Cover	$100.00
Water Access Charge (WAC)	Per Ordinance per unit based on REC assessment
Water Disconnect	$50.00
After hours	$100.00 per hour per person
Water Reconnect	$50.00
After hours	$100.00 per hour per person
Water Meter History Report	$50.00
Water Meter Testing	1 Hour Public Works Staff plus Costs
Water Rates	Per City Code Chapter 325

Street Department

Bobcat/Tractor Charge with Operator	$100.00 per Hour
Labor – During work hours	$50.00 per Hour, half hour minimum
Labor – After Hours	$100.00 per Hour, 2 hour minimum
Mow Charge with Operator	$90.00 per Hour
Sidewalk Snow Removal	$30.00
Street Cut Permit	$1,200.00
Weed Whip Charge with Operator	$75.00 per Hour

MINNESOTA WARN RATES- Equipment Charges Are Per Hour with Operator

	Business Hours	Non-Business Hours
Road Grader with Wing, Dump Truck with Snowplow and Wing, Wheel Loader	$160.00	$180.00
Air Compressor with Accessories and Pickup, Pickup, One Ton Trucks, Tractors	$90.00	$110.00
Vactor with Pickup (Requires Two Operators) There is an additional charge of $.35 per lineal foot for sewer cleaning.	$135.00	$145.00
Single Axle Truck, Street Sweeper, Single Axle Dump Truck with Snowplow,	$125.00	$145.00
Six Inch Pumps with Engine	$75.00	$95.00
Skidsteer, Self-propelled Mower/Snow Blower/ V Plow/Broom/Brush Hog/Grapple Bucket Attachment	$90.00	$105.00
All Other Equipment Such As Chain Saw,	$75.00	$95.00

Push Mower and Weed Whips

Fire

Fire Extinguisher Service Deposit Fee	$25.00 (refundable)
Fire Extinguisher – Administrative Fee	$3.00

This Resolution is hereby approved by the Isanti City Council this 4th day of June, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members City Council**
From: Sheila Sellman, Community Development Director
Date: June 4, 2019
Subject: RESOLUTION 2019-XXX – INTERIM USE PERMIT FOR TATTOO STUDIO AT 303 CREDIT UNION DRIVE

Request:

Stacy Upton is requesting an Interim Use Permit to operate a 1,250 square foot tattoo studio in an existing strip mall located at 303 Credit Union Drive.

Background:
The subject site is zoned B-2, general business. This district is designed and intended to promote the development of commercial uses which are predominately auto-oriented in nature. The district caters to highway-oriented businesses as well as to businesses that provide basic shopping and service needs to the community. The proposed location of the tattoo studio is within an existing strip mall that has vacant space available. The B-2 district requires an Interim Use Permit (IUP) for tattoo parlor.

Interim Use Permits
The purpose of an interim use permit is to allow a temporary use that is not designated as permitted or conditionally permitted but is acceptable for a limited period of time subject to conditions.

Section 21, Subd. 5 provides criteria for granting an interim use permit. Staff comments are *Italicized:*

A. The proposed use shall meet the applicable zoning regulations
The proposed use meets the applicable zoning regulations as tattoo studios are a permitted interim use in the B-2 Zoning District.

B. The proposed use will not adversely impact implementation of the Comprehensive Plan
The 2008 Comprehensive Plan identifies this parcel as general commercial. The purpose of this category is to identify portions of the city that contain or should be developed for general commercial use. Examples may include highway-oriented businesses such as fast food, gas stations, and other auto-oriented businesses. Limited office and service uses are appropriate in these areas.

C. The proposed use will terminate upon a date or event that can be identified with certainty
Interim Uses are short-term by nature. Staff suggests to allow this use for three years with possibility to renew. This will be included in the recommendation.

D. The proposed use will not impose additional costs on the public if it is necessary for the public to take the property in the future

The subject site is a multi-use retail center, this specific use will not impose additional costs if the public were to take the property in the future.

E. The applicant has signed a consent agreement agreeing that the applicant, owner, operator, tenant and/or user has no entitlement to future re-approval of the Interim Use Permit
The owner and applicant have signed the application.

F. The proposed use will be subjected to, by agreement with the property owner, any conditions that the City Council deems appropriate for permission of the proposed interim use, including a condition that the owner may be required to provide an appropriate surety to cover the cost of removing the interim use and any interim structures upon the expiration of the interim use.
The following conditions are suggested and listed in the resolution of approval:

1. *The Interim Use Permit is granted to Stacy Upton for the property located at 303 Credit Union Drive NE. The Interim Use Permit shall terminate upon the occurrence of any of the following events; whichever comes first: (1) the sale or lease of the property to another renter or owner; (2) the use has been discontinued for 30 consecutive days; (3) the City Council suspends or revokes the Interim Use Permit upon failure of the interim use to comply with the conditions of approval and/or the property or use is found to be in violation of other City ordinances; (4) the use is approved until June 30, 2022.*
2. *The Studio shall be limited to the location and 1,250 square feet area as indicated on the site plan.*
3. *The hours of operation shall be Sunday-Sunday 10am to 8pm*
4. *Compliance with all State of Minnesota requirement shall be met.*

Planning Commission Recommendation
A public hearing was held on May 21, 2019 no one from the public commented on this item. The Planning Commission recommends approval with the conditions listed in the staff report, which are reflected on the Resolution.

Staff Recommendation
Staff Recommends approval with the conditions listed in the Resolution.

Attachments:
- Resolution 2019-XXX
- Findings of Fact

RESOLUTION 2019-XXX

A RESOLUTION APPROVING THE INTERIM USE PERMIT FOR A TATTOO STUDIO AT 303 CREDIT UNION DRIVE PID# 106770050

WHEREAS, Stacy Upton has applied for an Interim Use Permit to operate a tattoo studio on the property at 303 Credit Union Drive (PID 106770050); and,

WHEREAS, the property is legally described as Lot 5, Block 1, of Credit Union Addition; and,

WHEREAS, the property is located within the B-2 General Business District and an Interim Use Permit is required for a tattoo parlor; and,

WHEREAS, pursuant to Section 21, Article 3, Subd. 4, a public hearing was conducted May 21, 2019 by the City of Isanti City Planning Commission; and,

WHEREAS, the City of Isanti Planning Commission has recommended approval with conditions stipulated in this Resolution; and,

WHEREAS, the City Council of the City of Isanti reviewed the requested Interim Use Permit at its regularly scheduled meeting on June 4, 2019.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, approves the requested Interim Use Permit; and,

BE IT FURTHER RESOLVED by the City Council of the City of Isanti, Minnesota that the Interim Use Permit as requested for a tattoo studio on the property located at 303 Credit Union Drive, legally described as Lot 5, Block 1, Credit Union Addition be approved, with the following conditions:

1. The Interim Use Permit is granted to Stacy Upton for the property located at 303 Credit Union Drive NE. The Interim Use Permit shall terminate upon the occurrence of any of the following events; whichever comes first: (1) the sale or lease of the property to another renter or owner; (2) the use has been discontinued for 30 consecutive days; (3) the City Council suspends or revokes the Interim Use Permit upon failure of the interim use to comply with the conditions of approval and/or the property or use is found to be in violation of other City ordinances; (4) the use is approved until June 30, 2022.
2. The Studio shall be limited to the location and 1,250 square feet area as indicated on the site plan.
3. The hours of operation shall be Sunday-Sunday 10am to 8pm
4. Compliance with all State of Minnesota requirement shall be met.

This Resolution is hereby approved by the Isanti City Council this 4th day of June, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

FINDINGS OF FACT AND CONCLUSION

Request

Stacy Upton is requesting an Interim Use Permit to operate a 1,250 square foot tattoo studio in an existing strip mall located at 303 Credit Union Drive. Legally described Lot 5, Block 1 of Credit Union Addition.

Findings of Fact

Section 21, Subd. 5 provides criteria for granting an interim use permit. Staff comments are *Italicized:*

A. The proposed use shall meet the applicable zoning regulations
The proposed use meets the applicable zoning regulations as tattoo studios are a permitted interim use in the B-2 Zoning District.

B. The proposed use will not adversely impact implementation of the Comprehensive Plan
The 2008 Comprehensive Plan identifies this parcel as general commercial. The purpose of this category is to identify portions of the city that contain or should be developed for general commercial use. Examples may include highway-oriented businesses such as fast food, gas stations, and other auto-oriented businesses. Limited office and service uses are appropriate in these areas.

C. The proposed use will terminate upon a date or event that can be identified with certainty
Interim Uses are short-term by nature. Staff suggests to allow this use for three years with possibility to renew. This will be included in the recommendation.

D. The proposed use will not impose additional costs on the public if it is necessary for the public to take the property in the future
The subject site is a multi-use retail center, this specific use will not impose additional costs if the public were to take the property in the future.

E. The applicant has signed a consent agreement agreeing that the applicant, owner, operator, tenant and/or user has no entitlement to future re-approval of the Interim Use Permit
The owner and applicant have signed the application.

F. The proposed use will be subjected to, by agreement with the property owner, any conditions that the City Council deems appropriate for permission of the proposed interim use, including a condition that the owner may be required to provide an appropriate surety to cover the cost of removing the interim use and any interim structures upon the expiration of the interim use.

Decision

The Planning Commission held a public hearing on May 21, 2019 and recommended approval with conditions stipulated in the Resolution

municipalgroup.org

Ryan J. Kernosky, MPA
Municipal Consultant

ryan@municipalgroup.org
715-212-0416

MEMORANDUM

TO: Mayor Johnson & Members of the City Council
FROM: Ryan Kernosky, Contract City Planner
DATE: June 3, 2019

RE: MINOR SUBDIVISION PLAT – DOLLAR GENERAL

Request: A request from Overland Engineering, representing Dollar General, for a Minor Subdivision Plat approval.

Background: During the March 2019 Planning Commission meeting, the Commission considered the request from Dollar General to construct a store on PID 160290900. During the Site Plan approval process, the Commission decided not to exercise Section 11, Subd 10(B) of the Isanti Zoning Ordinance. The aforementioned Ordinance allows the Plan Commission and the City Council *Design Standard Flexibility*. Said flexibility was intended to allow an exemption from the minimum building size required. As a result, the Plan Commission held the public hearing on the Site Plan approval process and tabled the request until the applicant could resubmit a Site Plan that was completely consistent with the City's Zoning Ordinance. This Minor Subdivision Plat is the result of the table.

Minor Subdivision Plat: Because the subject parcel has never been previously platted, the City's Subdivision Ordinance, Chapter 18, Article 3, Subd 2 (A) and (B) allow the parcel to be divided through a Minor Subdivision Plat.

The requested plat subdivides the parcel into two separate parcels. *Parcel A* is the 1.38 acre parcel that the proposed Dollar General Store will be on. *Parcel B* is the remaining 3.06 acre parcel.

Both Parcels abut Palomino Road SE, with Parcel B having TH-65 Highway Frontage. Because of the proximity to TH-65, there's limited ability to access Parcel B. As such, a 36' wide access easement is being proposed through Parcel A to allow future vehicular traffic to access Parcel B when it becomes developed.

Other Considerations: The plat will need to include a stormwater easement over the proposed stormwater detention pond east of the easternly lot line. This should be considered as part of the approval process. Additionally, a stormwater easement needs to be granted to the City for the existing stormwater detention facility along the east property line.

Planning Commission Recommendation: On May 21, 2019, the City Planning Commission considered this request and have recommended approval with the conditions staff has recommended.

Staff Recommendation: I would recommend **APPROVAL** with the following conditions:

1) A stormwater access and maintenance easement is dedicated to Parcel A from Parcel B to allow for Parcel A's stormwater.
2) A stormwater access and maintenance easement is dedicated to the City for the existing stormwater detention facility along the east side of the parcel, as described and approved by the City Engineer and Community Development Director.
3) Final review and approval by MN-DOT.
4) That the applicant shall furnish the City with three full size mylar transparencies of the plat, and one 11" x 17" mylar transparency upon successful approval of the plat.
5) The applicant shall, upon final signatures by all authorities, record the plat within 90 days and return one of the mylars back to the City for record keeping purposes.

Exhibits:

Exhibit A: RSBR Palomino Road Addition Plat

RESOLUTION NO. 2019-XXX

A RESOLUTION APPROVING THE FINAL PLAT OF "RSBR PALOMINO ROAD ADDITION PLAT"

WHEREAS, Dollar General has made application for a Final Plat Approval for "RSBR Palomino Road Addition Plat" which is legally described as Lot 1, Block 1, RSBR Palomino Road Addition Plat, Isanti County, Minnesota; and,

WHEREAS, the subject parcel has not been previously platted or subdivided; and,

WHEREAS, the aforementioned Final Plat can be approved through the Minor Subdivision Plat approval process as outlined by §536, Article 1 of the Isanti Subdivision Ordinance; and,

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the Final Plat on May 21, 2019; and,

WHEREAS, all required public notices regarding the public hearing were posted and sent to property owners within 350' of the subject property; and,

WHEREAS, the City of Isanti Planning Commission has recommended approval of the Final Plat "RSBR Palomino Road Addition Plat"; and,

WHEREAS, the City of Isanti City Council reviewed the Final Plat request at the regularly scheduled meeting on June 4, 2019.

BE IT FURTHER RESOLVED that the requested Final Plat Approval for "RSBR Palomino Road Addition Plat" be hereby approved with the following conditions:

1) A stormwater access and maintenance easement is dedicated to Parcel A from Parcel B to allow for Parcel A's stormwater.
2) A stormwater access and maintenance easement is dedicated to the City for the existing stormwater detention facility along the east side of the parcel, as described and approved by the City Engineer and Community Development Director.
3) Final review and approval by MN-DOT.
4) That the applicant shall furnish the City with three full size mylar transparencies of the plat, and one 11" x 17" mylar transparency upon successful approval of the plat.
5) The applicant shall, upon final signatures by all authorities, record the plat within 90 days and return one of the mylars back to the City for record keeping purposes.

This Resolution is hereby approved by the Isanti City Council on this 4th day of June, 2019.

ATTEST:

_____

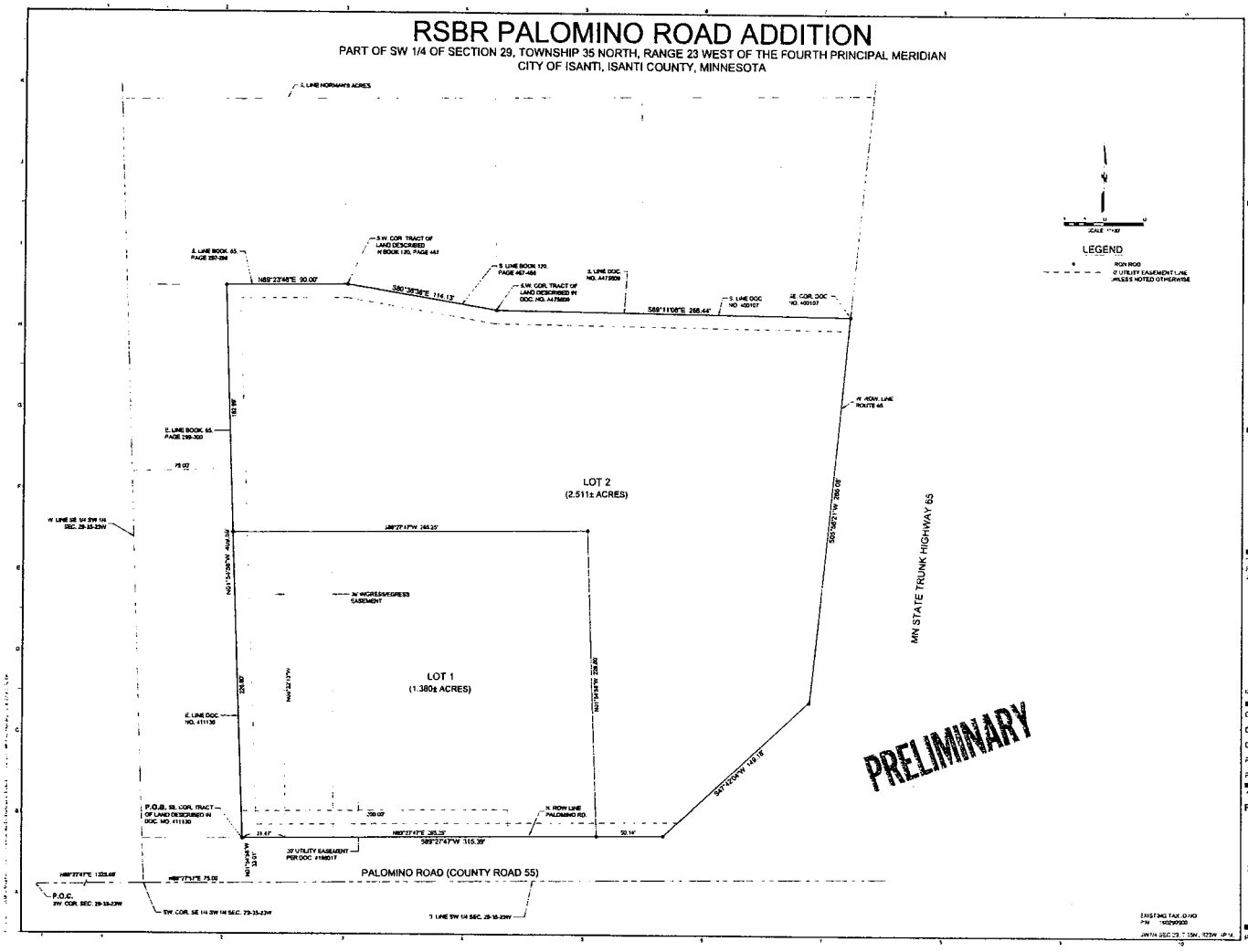
Mayor Jeff Johnson

_____

Katie Brooks, Human Resources/City Clerk

RSBR PALOMINO ROAD ADDITION

PART OF SW 1/4 OF SECTION 29, TOWNSHIP 35 NORTH, RANGE 23 WEST OF THE FOURTH PRINCIPAL MERIDIAN
CITY OF ISANTI, ISANTI COUNTY, MINNESOTA



LEGEND

IRON ROD

0' UTILITY EASEMENT LINE UNLESS NOTED OTHERWISE

Farnsworth GROUP

RSBR PALOMINO ROAD ADDITION

ISANTI, MINNESOTA

DATE: 5-9-19
DESIGNED: PEB
DRAWN: DJM
REVIEWED:
FIELD BOOK NO.: PEO 168/PG 4

FINAL PLAT

1 of 2

PROJECT NO.: 1181289.00
Z4P-558

municipalgroup.org

Ryan J. Kernosky, MPA
Municipal Consultant

ryan@municipalgroup.org
715-212-0416

MEMORANDUM

TO: Mayor Johnson & Members of the City Council
FROM: Ryan Kernosky, Contract City Planner
DATE: June 3, 2019

RE: SITE PLAN REVIEW – DOLLAR GENERAL

Request: Request from Overland Engineering, LLC for a Site Plan Review for a proposed Dollar General on PID 160290900 (corner of TH-65 and Palomino Rd SE).

Background: City Staff has been working with Overland Engineering (applicant) for several months as they have prepared to submit a plan set for a proposed Dollar General at the above address. The subject property is zoned B-2 "General Business District" with the TH-65 Overlay Zoning District. Per Isanti Zoning Ordinance Section 11, Article 5, Subdivision 3(L) *General Retail Establishments* is a permitted use in the TH-65 Overlay Zoning District.

As you most likely recall, the Planning Commission considered this request during the March Planning Commission meeting. At that time, the Commission decided not to exercise the *Design Standard Flexibility* afforded to them in through the Zoning Code. This flexibility was intended to allow them to build a smaller building on a larger lot.

Site Review:

Lot Requirements and Setbacks: Section 11, Subdivision 8 identifies requirements of lot size, building size, setbacks, height restrictions, and impervious surface coverage. Those reviews are provided below:

Minimum Lot Size: The minimum lot size of the TH-65 overlay zoning district is 1 acre, the proposed lot is 1.38 acres in size.

Minimum Building Size: The minimum building size for developments in the TH-65 overlay zoning district is 15 percent of the lot size:

1 acre = 43,560 sf
43,560 sf x 1.38 acres = 60,113 sf
15% of 60,113 sf = 9,017 sf building

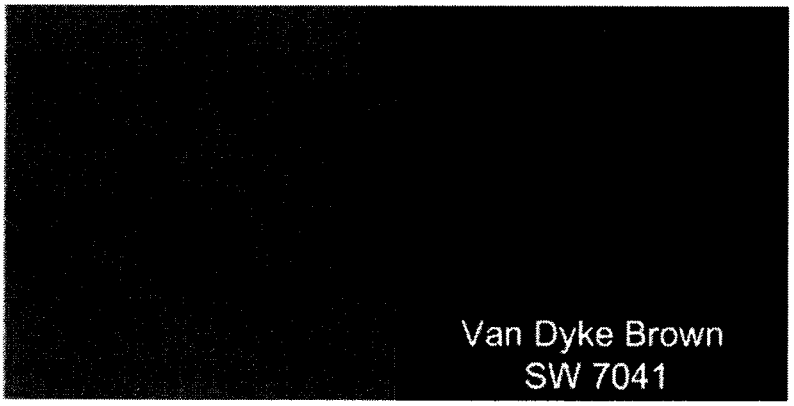
The proposed building size is ~9,100 sf, and as such meets the minimum building size identified within the zoning code.

Setbacks and Height Restrictions: The following are the minimum setbacks for the TH-65 zoning overlay district, the proposed setbacks for this development are *italicized*:

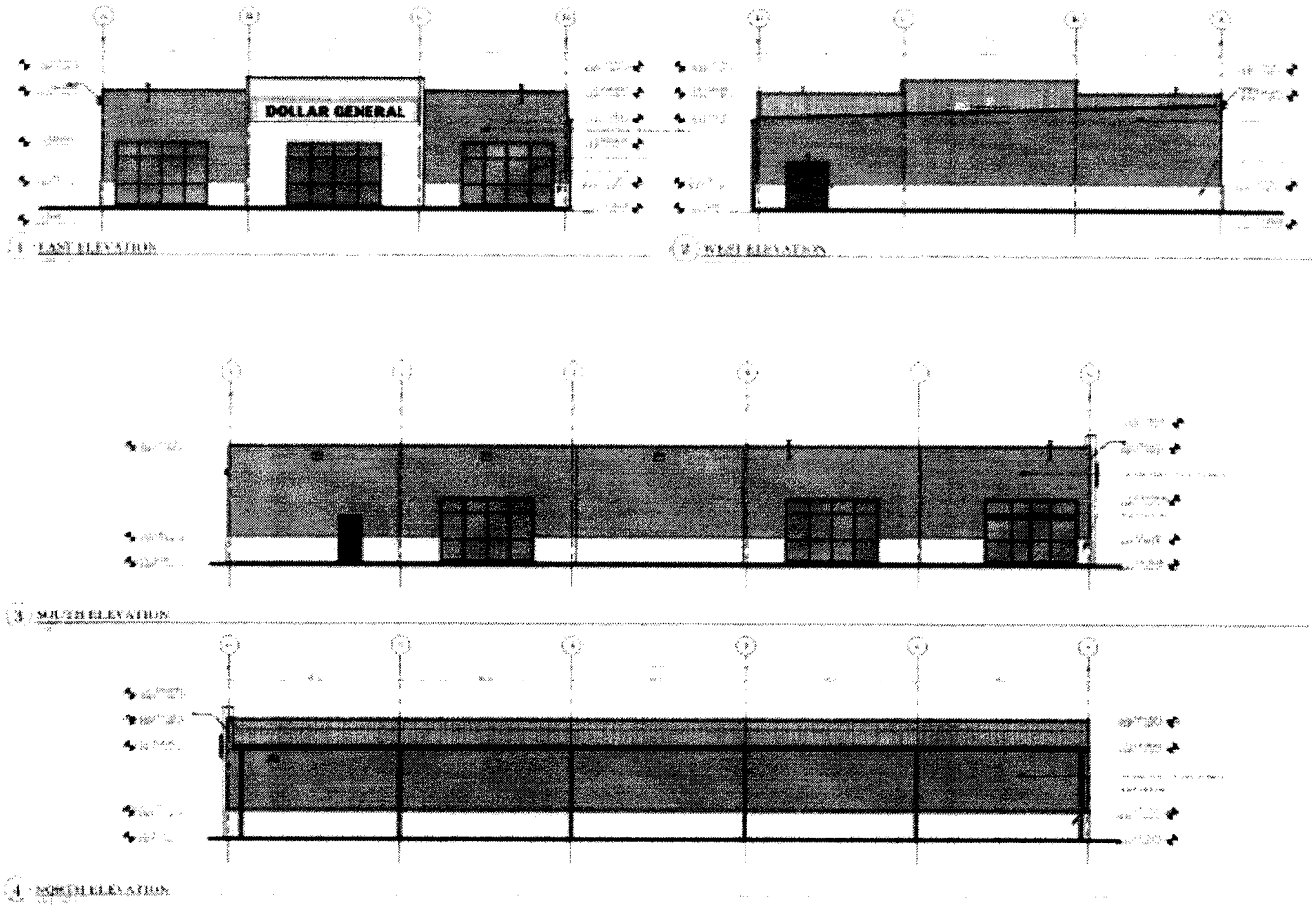
Minimum Front Yard Setback	30 ft	*128 ft*
Minimum Side Yard Setback	15 ft	*95/41 ft*
Minimum Rear Yard Setback	15 ft	*30 ft*
Maximum Building Height	3 stories/45 ft	*~26 ft*

The above setback and height restrictions are met.

Building & Sign Aesthetics: Section 11, Article 5, Subdivision 11 regulates exterior building materials permitted in the TH-65 overlay district. The proposed development is all face brick, which is permitted under Subd. 11(A)(1). The main brick is a proposed "Warm Stone" with accents of "Van Dyke Brown," color examples are below:

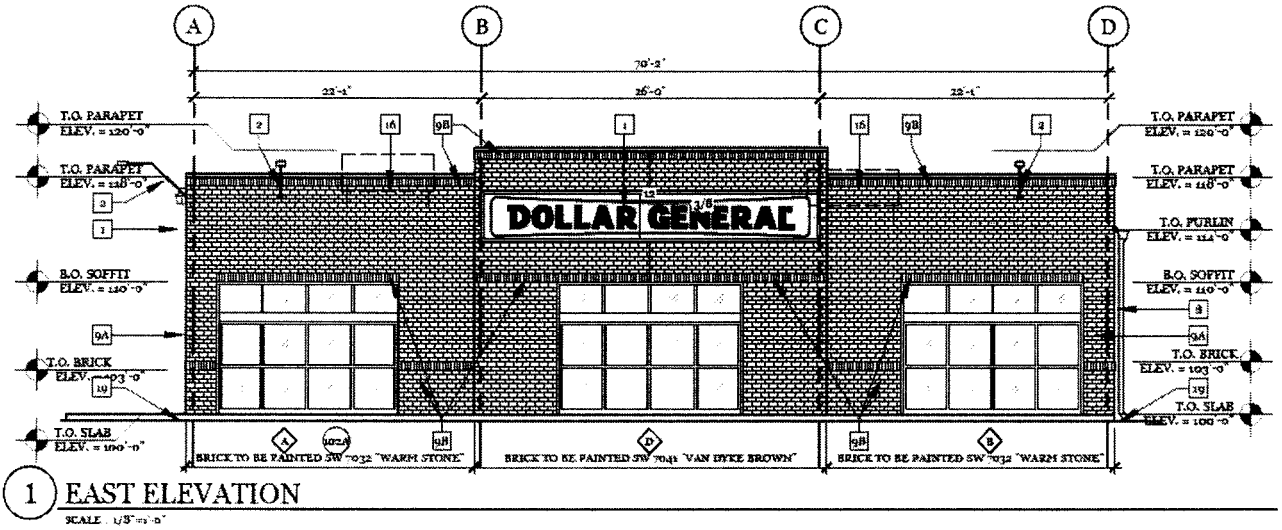


Building Orientation: Article 5, Subdivision 12 regulates the building orientation of new development within the TH-65 overlay district. Said regulation states: *"Building shall be oriented towards Highway 65 or, at a minimum, give the appearance of having a front facing Highway 65 (second front)."* The proposed development provides the appearance of having a front facing east elevation as provided below:



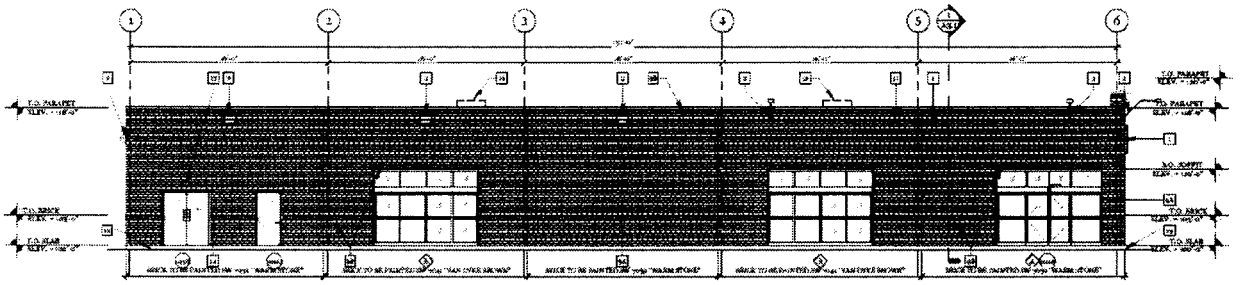
DOLLAR GENERAL®

Proposed Store #20528
Northwest Corner of State Highway 65 & Palomino Road SE
Isanti, Minnesota 55040



1 EAST ELEVATION

The east elevation provides a real south and center window and a faux window on the northern side of the east elevation.



3 SOUTH ELEVATION

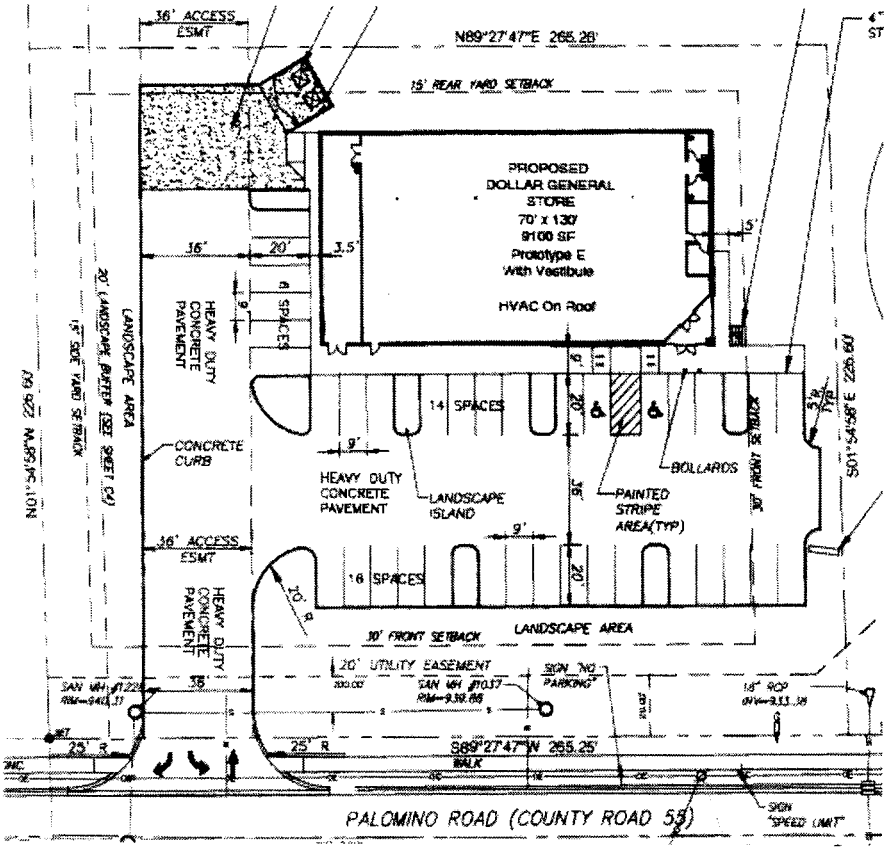
Parking and Driveways: Subdivision 13 of the TH-65 overlay zoning district regulate the parking, driveway, and driving areas of developments within this zoning district with some additional setbacks from right of way and residentially zoned districts.

Section 17 of the City Zoning Ordinance requires one stall per 250 sf of store space. This would require a minimum of 36 parking stalls with 2 handicapped parking stalls required. The proposed development has 36 parking stalls with 2 handicapped parking stalls, the vehicular parking minimum is met.

Additionally, Section 17 requires bicycle parking for all new development. Development that have between 21 and 40 total parking stalls require 2 bicycle parking spaces. The proposed development provides 2 bicycle parking spaces near the southeast entrance to the building.

The proposed parking and drive aisle areas of this development is 21,785 sf, which requires a minimum of 1,089 sf (or 5 percent) of interior parking landscaping. The proposed site has 1,600 sf of interior parking landscaping, exceeding the minimum requirements of the zoning code.

The TH-65 overlay zoning district requires a minimum 10 ft setback for parking lots from all lot lines and right of ways. The proposed parking lots are 43 ft from the Palomino Rd right of way and 40 ft from the westerly property line, exceeding the requirements of the zoning code. Additionally, the parking spaces are required to be a minimum of 20 ft from any residential zoning district – the proposed parking is 40 ft from the nearest residentially zoned parcel.

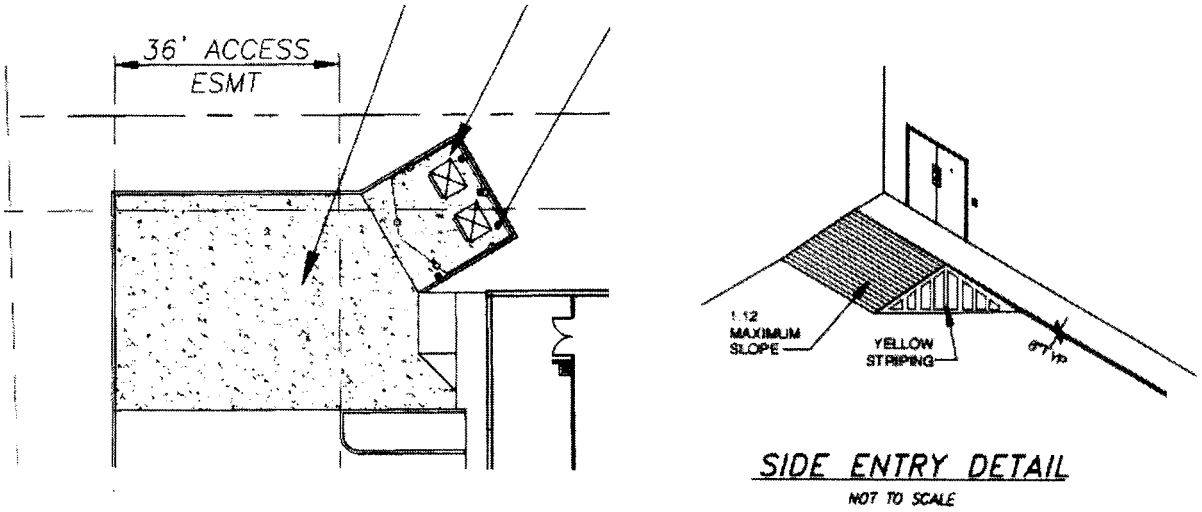


Loading spaces are regulated under Subdivision 13(C) of the TH-65 overlay zoning district. This section has three specific requirements (staff comments are *italicized*):

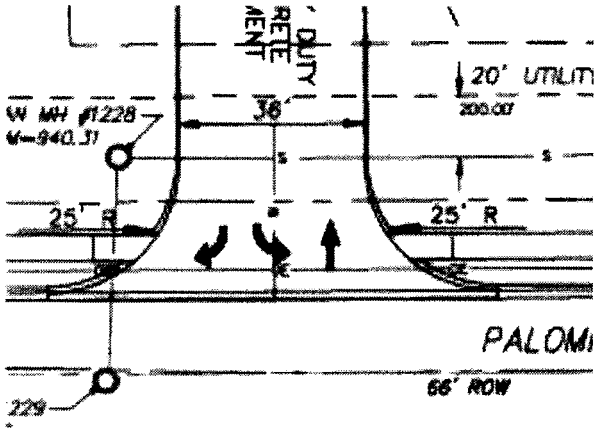
1) Loading spaces cannot face Highway 65 and must be located in designated rear yards. *The proposed loading space is along the west building elevation, not facing Highway 65. The issue, however, is the proposed loading dock is on the west building elevation, but the entry door to the back-storage room is on the south building elevation. A condition should be included to require the outdoor access door to be on the west building elevation.*

2) Loading and service areas must be separated from visitor and employee parking areas and general traffic circulation. *As described in the section above, the area identified as the 'concrete unloading pad' is on the northside of the parking area. Again, the access door for this unloading pad is far from the unloading area and should be addressed in the conditions.*

3) Loading spaces, overhead doors and service areas must be designed to be compatible with the principal building. Architectural techniques, color and landscaping must be employed to eliminate visual impacts from adjacent properties and roadways. *The proposed loading doorway will match the exterior accent building colors.*

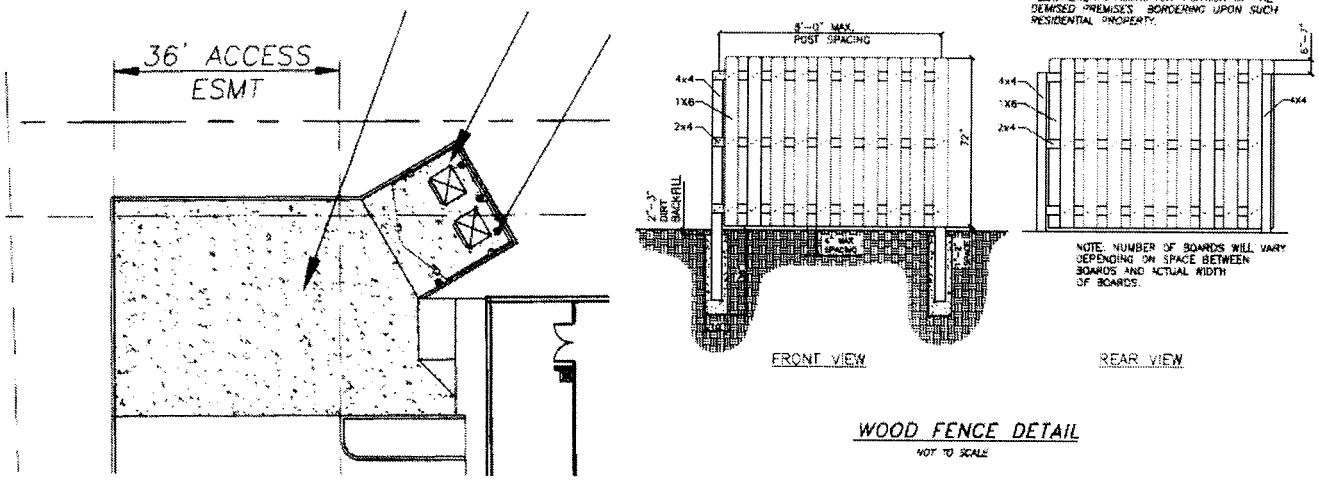


Parking Lot Entry: The proposed development will have a single-access point off of Palomino Rd. Said access is 36' in width.



Trash Enclosures: Section 14, Subd. 3 identifies regulations for Refuse and Trash Receptacle Enclosures. This section requires that the trash enclosures are screened from all lot lines and that the screening is "architecturally

harmonious with the principal structure." The proposed trash enclosure is in the northwest corner of the subject area and is screened with a treated pine privacy fence. This regulation is met.



Outdoor Lighting: Section 11, Subd. 14 regulates lighting used to illuminate off-street parking areas, signage, and buildings of developments within the TH-65 overlay zoning district. The above regulation requires that lighting shall be directed away from residential properties and meet the additional requirements of Section 14, Subd. 5 of the Zoning Ordinance. The proposed lighting plan includes six pole mounted light poles in the parking lot, with four wall mounted lights on the east and west building elevations. Per the lighting plan, no lighting will spill onto the adjacent residential properties.

Landscaping: Landscaping for this parcel is regulated within Sections 14 and 15 of the zoning code. The submitted site plan does not identify specific landscaping trees. As such, a condition of a landscaping plan to be submitted that is in compliance with the City's requirements must be provided for staff review and approval prior to issuance of building permits. Additionally, given the proximity to the residential property to the west, additional landscaping screen should be required to minimize the impacts on the adjacent property. Finally, all areas disturbed by the construction of the development must be sodded prior to issuance of a building permit.

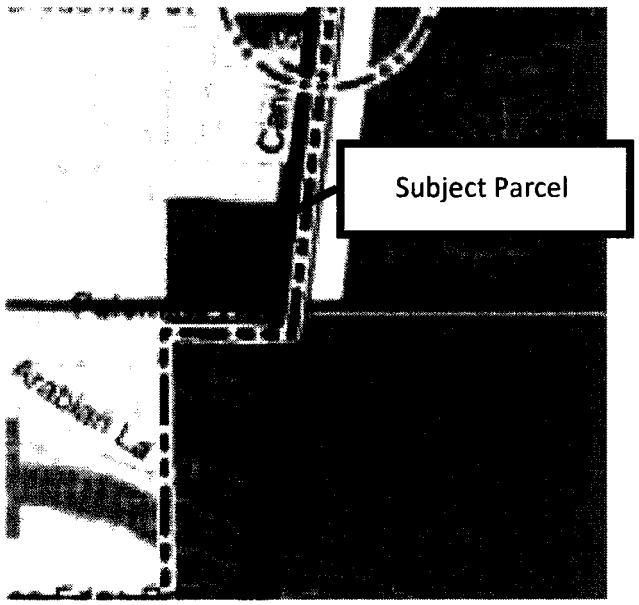
Stormwater Management: The City Engineer has reviewd the proposed plan and has recommended approval with several conditions outlined in his review, identified under "Exhibit A" of the attached sheet.

Section 18: Site Plan Review Standards

Section 18, Subd. 7 of the Zoning Ordinance specifically regulates Site Plan Review Standards. Those standards are discussed below with staff comments to each section *italicized*:

A. Consistency with the elements and objectives of the City's development guides, including the comprehensive plan.

The proposed development meets or exceeds the development guides of the TH-65 overlay district and the B-2 "General Commercial" Zoning District. The City's 2008 Comprehensive Plan update identifies this parcel for "General Commercial" development as identified below:



The standards of this subsection are met.

B. Consistency with City Codes.

As identified throughout this staff report, the proposed development meets or exceeds City Codes and Ordinances. Areas that may not meet City Codes and Ordinances are addressed under conditions of approval. The standards of this condition are met.

C. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas.

The majority of development will occur in the southern half of the subject parcel. A small stand of trees is along the western lot line of the parcel and are retained through the development. This standard is met.

D. The amount and location of open space and landscaping.

Plenty of open space is retained on the north half of the parcel. A landscaping plan has been submitted but is not considered complete given the lack of identified species of plants and trees. Additionally, the interior parking lot landscaping is exceeding the five percent minimum required. Given a complete landscaping plan is submitted to the City as conditioned in the approval, this standard is met.

E. Vehicular and pedestrian circulation, including walkways, interior drives, and parking in terms of location and number of access points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement and amount of parking.

Vehicular and bicycle parking minimums are met per zoning ordinance. Existing pedestrian facilities are along the north side of Palomino Road and are proposed to be installed near the proposed building. This standard is met.

F. Protection of adjacent and neighboring properties through reasonable provision for surface water drainage, sound and sight buffers, preservation of views, light, and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.

Lighting will not spill onto adjacent properties; a condition of approval will be to install landscaping along the west property line to provide a buffer to the closest neighbors. The City Engineer has reviewed the proposed stormwater plan and has recommended approval with conditions stipulated in Exhibit A. Given the conditions imposed are provided, this standard is met.

G. Consistency with the City's Engineering Design standards as adopted by Resolution of the City Council.

The City Engineer has reviewed the proposed stormwater plan and has recommended approval with conditions stipulated in Exhibit A. Given the conditions imposed are provided, this standard is met.

Other Considerations: *General Retail* is a permitted use in this zoning district. It's important that the Plan Commission and City Council only consider the site plan, and not the use.

Notice of Public Hearing: Property owners within 350' of the subject parcel were notified of the public hearing via USPS. Additionally, notice was published in the *Isanti County News* and posted at City Hall and the Post Office.

Decision Timeline: Per MN State Statutes, the City Council must act upon this request within 60 days of receipt. The City received a complete application on February 6, 2019, the City Council must act upon this request by April 7, 2019.

City Staff Recommendation: I recommend **APPROVAL** with the following conditions:

1) Address all conditions of the City Engineers review dated March 8, 2019
2) Submit a formal landscaping plan that identifies specific species permitted by Isanti Zoning Code
    a. Provide a 2' berm along the west property line that includes a 6' privacy fence to be properly maintained
    b. Provide additional landscaping along the north-side of the building to "break-up" the exterior wall.

3) Move loading dock entry from the south building elevation to the west building elevation
4) Sign permits are applied for and granted consistent with the City's Sign Code

Exhibit Schedule

Exhibit A:	City Engineer Review Memo & Attachments dated March 8, 2019
Exhibit B:	Resolution No. 2019-XXX
Exhibit C:	Findings of Fact & Conclusion
Exhibit D:	Existing Conditions
Exhibit E:	Site Plan
Exhibit F:	Grading Plan
Exhibit G:	Erosion Control Plan
Exhibit H:	Landscaping Plan
Exhibit I:	Utility Plan
Exhibit J:	Lighting Plan
Exhibit K:	Building Plan
Exhibit L:	Exterior Building Elevations
Exhibit M:	Proposed Signage

RESOLUTION NO. 2019-XXX

A RESOLUTION APPROVING THE SITE PLAN/BUILDING APPEARANCE FOR A DOLLAR GENERAL ON PID 16.029.0900

WHEREAS, Overland Engineering, LLC, on behalf of Dollar General (applicant) is requesting a Site Plan/Building Appearance approval for the construction of a Dollar General; and,

WHEREAS, such request is located on the parcel legally described in "Exhibit 1" attached hereto (subject parcel); and,

WHEREAS, the subject parcel is located in the "B-2" General Business District and is subject to the additional requirements of the "TH-65" Trunk Highway 65 Overlay Zoning District, in both of the Zoning Districts *General Retail Establishments* are a permitted use; and,

WHEREAS, under Isanti Zoning Code Section 18, Subd. 2(A) the construction of a new building is required to obtain approval of the Site Plan/Building Appearance; and,

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the proposed Site Plan/Building Appearance on March 19, 2019; and,

WHEREAS, property owners within 350' of the subject parcel were notified of said public hearing as required by Isanti Zoning Code. Additionally, proper notification of said public hearing was published in the *Isanti County News* and posted at City Hall and the Isanti Post Office; and,

WHEREAS, the City of Isanti Planning Commission recommended approval of the Site Plan/Building Appearance on May 21, 2019; and,

WHEREAS, the City of Isanti City Council reviewed the requested Site Plan/Building Appearance at its regularly scheduled meeting on June 4, 2019.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA, that it adopts the Findings of Fact and Conclusion related to the requested Site Plan/Building Appearance, attached as "Exhibit 2" hereto.

BE IT FURTHER RESOLVED that the requested Site Plan/Building Appearance be hereby **APPROVED** subject to the following conditions:

1) Address all conditions of the City Engineers review dated March 8, 2019
2) Submit a formal landscaping plan that identifies specific species permitted by Isanti Zoning Code
    a. Provide a 2' berm along the west property line that includes a 6' privacy fence to be properly maintained
    b. Provide additional landscaping along the north-side of the building to "break-up" the exterior wall.
3) Move loading dock entry from the south building elevation to the west building elevation

4) Sign permits are applied for and granted consistent with the City's Sign Code

This Resolution is hereby approved by the Isanti City Council this 4th day of June, 2019

ATTEST:

_____
Mayor Jeff Johnson

_____
Katie Brooks
City Clerk/Human Resources

EXHIBIT 2
FINDINGS OF FACT AND CONCLUSION

FINDINGS OF FACT AND CONCLUSION

Site Plan/Building Appearance – Dollar General

March 19, 2019
Prepared by Contract City Planner Ryan Kernosky

Request

Overland Engineering, LLC on behalf of Dollar General has submitted a complete request and has paid all applicable fees for a Site Plan/Building Appearance to construct a Dollar General on the parcel legally described in Exhibit 1.

Findings of Fact

1. The applicant has made application and paid all applicable fees for Site Plan/Building Appearance for a proposed Dollar General.

2. The property is legally described in Exhibit 1, attached hereto, but it more commonly referred to as PID 16.029.0900.

3. The property is zoned "B-2" General Business District and is subject to additional restrictions of the "TH-65" Trunk Highway 65 Overlay Zoning District.

4. Said development is considered a *General Retail Establishment* of which is a permitted use in both the "B-2" and "TH-65" Zoning Districts.

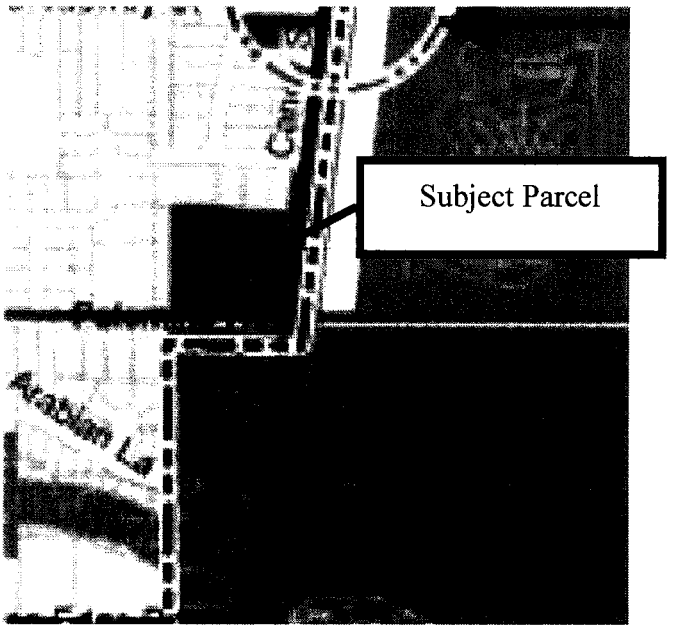
5. Consistent with Section 18, Subd. 6(C) of the Isanti Zoning Ordinance, a public hearing was held on March 19, 2019 before the Isanti Planning Commission. All property owners within 350' of the subject parcel were notified of said public hearing, and proper postings in the *Isanti County News*, City Hall, and Isanti Post Office occurred.

6. The applicant submitted the application for Site Plan/Building Appearance on February 6, 2019.

7. Section 18, Subd. 7 of the Zoning Ordinance specifically regulates Site Plan Review Standards. Those standards are discussed below with staff comments to each section *italicized*:

   A. Consistency with the elements and objectives of the City's development guides, including the comprehensive plan.
   The proposed development meets or exceeds the development guides of the TH-65 overlay district and the B-2 "General Commercial" Zoning District. The City's 2008 Comprehensive Plan update identifies this parcel for "General Commercial" development as identified below:

EXHIBIT 2
FINDINGS OF FACT AND CONCLUSION



The standards of this subsection are met.

B. Consistency with City Codes.

As identified throughout this staff report, the proposed development meets or exceeds City Codes and Ordinances. Areas that may not meet City Codes and Ordinances are addressed under conditions of approval. The standards of this condition are met.

C. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas.

The majority of development will occur in the southern half of the subject parcel. A small stand of trees is along the western lot line of the parcel and are retained through the development. This standard is met.

D. The amount and location of open space and landscaping.

Plenty of open space is retained on the north half of the parcel. A landscaping plan has been submitted but is not considered complete given the lack of identified species of plants and trees. Additionally, the interior parking lot landscaping is exceeding the five percent minimum required. Given a complete landscaping plan is submitted to the City as conditioned in the approval, this standard is met.

E. Vehicular and pedestrian circulation, including walkways, interior drives, and parking in terms of location and number of access points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement and amount of parking.

Vehicular and bicycle parking minimums are met per zoning ordinance. Existing pedestrian facilities are along the north side of Palomino Road and are proposed to be installed near the proposed building. This standard is met.

F. Protection of adjacent and neighboring properties through reasonable provision for surface water drainage, sound and sight buffers, preservation of views, light, and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.

Lighting will not spill onto adjacent properties; a condition of approval will be to install landscaping along the west property line to provide a buffer to the closest neighbors. The City Engineer has reviewed the proposed stormwater plan and has recommended approval with conditions stipulated in Exhibit A. Given the conditions imposed are provided, this standard is met.

G. Consistency with the City's Engineering Design standards as adopted by Resolution of the City Council.

The City Engineer has reviewed the proposed stormwater plan and has recommended approval with conditions stipulated in Exhibit A. Given the conditions imposed are provided, this standard is met.

Conclusions

1. The development of the property would appear to meet the lot requirements and setback requirements as provided within the zoning ordinance for properties located within the "B-2" General Business District and "TH-65" Trunk Highway Overlay Zoning District.
2. The development of the property would appear to meet the building design and aesthetic standards outlined in the "B-2" General Business District and "TH-65" Trunk Highway Overlay Zoning District.

Decision

The Planning Commission held a public hearing on the item at the May 21, 2019 regularly scheduled meeting. It was the recommendation of the City of Isanti Planning Commission to approve the Site Plan/Building Appearance with the conditions enclosed within the Resolution. The meeting minutes, staff memo and exhibits will be made part of the Findings of Facts and Conclusions.

EXHIBIT 1
LEGAL DESCRIPTION OF PROPERTY

LEGAL DESCRIPTION AS PROVIDED

THAT PART OF THE SOUTHEAST QUARTER OF SOUTHWEST QUARTER, SECTION 29, TOWNSHIP 35, RANGE 23, ISANTI COUNTY, MINNESOTA, DESCRIBED BY METES AND BOUNDS AS FOLLOWS, TO-WIT:

COMMENCING AT THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTER OF SOUTHWEST QUARTER, SECTION 29, TOWNSHIP 35, RANGE 23, THENCE EAST FOLLOWING THE SOUTH SECTION LINE TO THE WESTERLY BOUNDARY OF TRUNK HIGHWAY #65, AS NOW LOCATED AND ESTABLISHED IN SAID TOWNSHIP AND RANGE; THENCE NORTH FOLLOWING THE WESTERLY BOUNDARY OF SAID TRUNK HIGHWAY #65 TO THE SOUTH 1/16TH LINE, THENCE WEST FOLLOWING THE SOUTH 1/16TH LINE OF SAID SECTION, TOWNSHIP AND RANGE, TO A POINT ON THE SOUTH 1/16TH LINE 235 FEET EAST OF THE NORTHWEST CORNER OF SAID SOUTHEAST QUARTER OF SOUTHWEST QUARTER, THENCE SOUTHERLY 185 FEET 3 AND 11/16 INCHES, PARALLEL TO THE WEST LINE OF SAID SOUTHEAST QUARTER OF SOUTHWEST QUARTER, THENCE 235 FEET WESTERLY TO WEST LINE AND PARALLEL TO NORTH LINE OF SAID SOUTHEAST QUARTER OF SOUTHWEST QUARTER, THENCE SOUTH FOLLOWING THE WEST 1/16TH LINE TO THE SOUTH SECTION LINE TO THE POINT OF BEGINNING AND THERE TO TERMINATE, EXCEPTING THEREFROM THAT PART THEREOF PLATTED AS NORMAN'S ACRES, AND FURTHER EXCEPTING THEREFROM THOSE CERTAIN PARCELS OF LAND CONVEYED BY WARRANTY DEED DATED JUNE 28, 1960, FILED JULY 27, 1960, AND RECORDED IN BOOK "48" A DEEDS, PAGE 391, IN THE OFFICE OF THE REGISTER OF DEEDS IN ISANTI COUNTY, MINNESOTA, AND BY WARRANTY DEED DATED SEPTEMBER 27, 1967, FILED SEPTEMBER 29, 1967, AND RECORDED IN BOOK "65" OF DEEDS, PAGE 297-8 IN THE OFFICE OR THE REGISTER OF DEEDS, ISANTI COUNTY, MINNESOTA, AND BY WARRANTY DEED DATED SEPTEMBER 27, 1967, FILED SEPTEMBER 29, 1967 RECORDED IN BOOK "65" OF DEEDS, PAGE 299-300, IN THE OFFICE OF THE REGISTER OF DEEDS, ISANTI COUNTY, MINNESOTA; AND BY WARRANTY DEED DATED JUNE 7, 1984, FILED JUNE 7, 1984, RECORDED IN BOOK "120" OF DEEDS, PAGE 467, IN THE OFFICE OF THE REGISTER OF DEEDS, ISANTI COUNTY, MINNESOTA.

ALSO EXCEPTING:

THAT PART OF THE SOUTHEAST QUARTER OF SOUTHWEST QUARTER OF SECTION 29, TOWNSHIP 35, RANGE 23, ISANTI COUNTY, MINNESOTA, DESCRIBED AS FOLLOWS, TO-WIT:

COMMENCING AT THE SOUTHWEST CORNER OF THE RECORDED PLAT OF NORMAN'S ACRES (SAID CORNER IS ON THE WEST LINE OF SAID SOUTHEAST QUARTER OF SOUTHWEST QUARTER OF SAID SECTION 29), THENCE EAST ALONG THE SOUTH LINE OF SAID NORMAN'S ACRES, A DISTANCE OF 280.55 FEET TO THE POINT OF BEGINNING OF THE PARCEL TO BE HEREIN DESCRIBED; THENCE CONTINUING EAST, ALONG SAID SOUTH LINE OF NORMAN'S ACRES, A DISTANCE OF 110 FEET, THENCE SOUTH, DEFLECTING TO THE RIGHT 90 DEGREES 00 MINUTES, A DISTANCE OF 160 FEET; THENCE WESTERLY, DEFLECTING TO THE RIGHT, 91 DEGREES 25 MINUTES 15 SECONDS, A DISTANCE OF 110.03 FEET; THENCE NORTH, DEFLECTING TO THE RIGHT, 88 DEGREES 34 MINUTES 45 SECONDS, A DISTANCE OF 157.27 FEET TO THE POINT OF BEGINNING.

ALSO EXCEPTING:

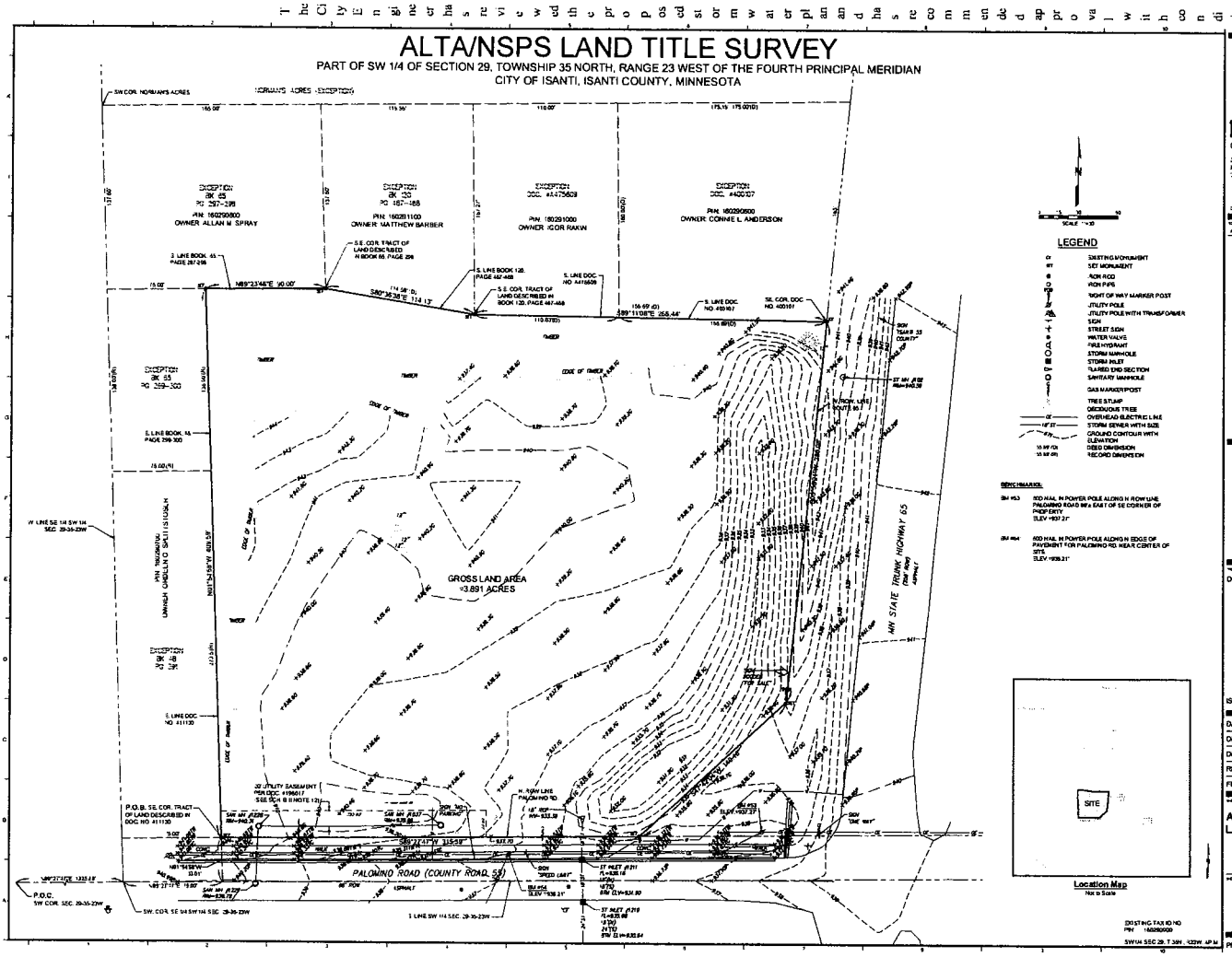
THAT PART OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 29, TOWNSHIP 35, RANGE 23, ISANTI COUNTY, MINNESOTA, DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF THE RECORDED PLAT OF NORMAN'S ACRES, ISANTI COUNTY, MINNESOTA (SAID CORNER IS ON THE WEST LINE OF SAID SOUTHEAST QUARTER OF SOUTHWEST QUARTER OF SECTION 29); THENCE EAST, ALONG THE SOUTH LINE OF SAID NORMAN'S ACRES, A DISTANCE OF 390.55 FEET TO THE POINT OF BEGINNING OF THE PARCEL TO BE HEREIN DESCRIBED; THENCE SOUTH, DEFLECTING TO THE RIGHT 90 DEGREES 00 MINUTES, A DISTANCE OF 160 FEET; THENCE EASTERLY, DEFLECTING TO THE LEFT 88 DEGREES 34 MINUTES 45 SECONDS, A DISTANCE OF 155.89 FEET TO THE WESTERLY RIGHT-OF-WAY LINE OF TRUNK HIGHWAY NO. 65; THENCE NORTHERLY, ALONG SAID WESTERLY HIGHWAY RIGHT-OF-WAY LINE, A DISTANCE OF 165 FEET TO THE SOUTH LINE OF THE RECORDED PLAT OF NORMAN'S ACRES; THENCE WEST, ALONG SAID SOUTH LINE, A DISTANCE OF 175 FEET TO THE POINT OF BEGINNING.

Exhibit D: Existing Conditions

ALTA/NSPS LAND TITLE SURVEY

PART OF SW 1/4 OF SECTION 29, TOWNSHIP 35 NORTH, RANGE 23 WEST OF THE FOURTH PRINCIPAL MERIDIAN
CITY OF ISANTI, ISANTI COUNTY, MINNESOTA


NORMAN'S ACRES - EXCEPTION
EXCEPTION BK 65 PG 297-298 PIN: 160290800 OWNER ALLAN M SPRAY
EXCEPTION BK 120 PG 467-468 PIN: 160291100 OWNER MATTHEW BARBER
EXCEPTION DOC. #447562B PIN: 160291000 OWNER IGOR RAKIN
EXCEPTION DOC. #420107 PIN: 160290900 OWNER CONNIE L ANDERSON
EXCEPTION BK 65 PG 299-300
EXCEPTION BK 48 PG 395
PIN: 160290700 OWNER CAROLLYN D SKILLESTAD
N89°23'46"E 90.00'
S40°36'28"E 114.13'
S89°11'08"E 265.44'
GROSS LAND AREA ±3.891 ACRES
PALOMINO ROAD (COUNTY ROAD 53)
MN STATE TRUNK HIGHWAY 65
S89°27'47"W 335.91'
P.O.B. SE COR. TRACT OF LAND DESCRIBED IN DOC NO 411130
P.O.C. SW COR. SEC 29-35-23W
SW COR. NORMAN'S ACRES
SE COR. DOC NO 400107
S. LINE DOC NO 411130
S. LINE BOOK 65 PAGE 297-298
S. LINE BOOK 48 PAGE 395
S. LINE BOOK 120 PAGE 467-468
S. LINE DOC NO 447562B
W LINE SE 1/4 SW 1/4 SEC 29-35-23W
1 LINE SW 1/4 SEC. 29-35-23W
30' UTILITY EASEMENT PER DOC #199617 SEE SCH B SCHEDULE (2)
N. R/W LINE PALOMINO RD
SIGN "SPEED LIMIT 55"
SIGN "DNE 1807"
ST INLET #211 FL=836.16 48"RC 8"PVC
ST INLET #219 FL=835.66 48"RC 12"PVC
ST INLET #218 FL=835.64
SIGN "TRAFFIC 55 COUNTY"
SIGN "STOP"
SIGN "DEAD END"
SIGN "ONE WAY"
SIGN "DNE 1807"
SIGN "DNE 1807"
SIGN "DNE 1807

SURVEYOR CERTIFICATION

TO: THE OVERLAND GROUP, LLC, A MISSOURI LIMITED LIABILITY COMPANY AND CHICAGO TITLE INSURANCE COMPANY

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THIS SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2016 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1, 2, 3, 4, 6(a), 7(a), 8, 11, 13, AND 16 OF TABLE A THEREOF. THE FIELD WORK WAS COMPLETED ON AUGUST 8, 2018.

LEGAL DESCRIPTION (AS PROVIDED)

THAT PART OF THE SOUTHEAST QUARTER OF SOUTHWEST QUARTER, SECTION 36, TOWNSHIP 36, RANGE 23, ISANTI COUNTY, MINNESOTA, DESCRIBED BY METES AND BOUNDS AS FOLLOWS, TO-WIT:

[redacted]

ALSO EXCEPTING:

THAT PART OF THE SOUTHEAST QUARTER OF SOUTHWEST QUARTER OF SECTION 36, TOWNSHIP 36, RANGE 23, ISANTI COUNTY, MINNESOTA, DESCRIBED AS FOLLOWS, TO-WIT:

[redacted]

ALSO EXCEPTING:

THAT PART OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 36, TOWNSHIP 36, RANGE 23, ISANTI COUNTY, MINNESOTA, DESCRIBED AS FOLLOWS:

[redacted]

SUGGESTED LEGAL DESCRIPTION

THAT PART OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 36, TOWNSHIP 36, RANGE 23, ISANTI COUNTY, MINNESOTA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

[redacted]

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINT NAME: Brant Pazen

SIGNATURE: [signature]

DATE: 11-20-18 LICENSE # 51781

NOTE:
THE WORD CERTIFY IS DEFINED AS FOLLOWS FOR THIS PLAT "A DESIGN PROFESSIONAL'S OPINION BASED ON HIS OR HER OBSERVATION OF CONDITIONS, KNOWLEDGE, INFORMATION AND BELIEFS. IT IS EXPRESSLY UNDERSTOOD THAT THE DESIGN PROFESSIONAL'S CERTIFICATION OF A CONDITION'S EXISTENCE RELIEVES NO OTHER PARTY OF ANY RESPONSIBILITY OR OBLIGATION HE OR SHE HAS ACCEPTED BY CONTRACT OR CUSTOM."

GENERAL NOTES

1. THIS SURVEY WAS MADE ACCORDING TO CHICAGO TITLE INSURANCE COMPANY COMMITMENT NO. 2185156SR WITH AN EFFECTIVE DATE OF AUGUST 6, 2018. THEREFORE IF THERE ARE ANY OTHER AGREEMENTS OR EASEMENTS OF RECORD AFFECTING THE PROPERTY WHICH IS THE SUBJECT MATTER OF THIS SURVEY WHICH ARE NOT SHOWN, WE WOULD BE UNAWARE OF SAME AND THUS, THEY WOULD NOT BE SHOWN HEREON.

2. I HAVE NOT MADE A SEPARATE SEARCH OF THE RECORDS FOR EASEMENT, ENCUMBRANCES, OWNERSHIP OR TITLE EVIDENCE IN CONJUNCTION WITH THIS SURVEY.

3. THE UTILITIES SHOWN ON THIS PLAT HAVE BEEN LOCATED FROM FIELD OBSERVATIONS.

4. ALL SURFACE AND UNDERGROUND UTILITIES AND IMPROVEMENTS ON OR ADJACENT TO THIS SITE ARE NOT NECESSARILY KNOWN.

5. THERE ARE NO ABOVE GROUND ENCROACHMENTS EXCEPT AS SHOWN HEREON.

6. THE BASIS FOR BEARINGS IS MINNESOTA STATE PLANE CENTRAL ZONE, NAD 83.

* ELEVATIONS BASED ON GPS OBSERVATION RELATIVE TO NAVD 88 DATUM.

9. THE SUBJECT PROPERTY IS LOCATED IN THE NORTHWEST QUADRANT OF THE INTERSECTION OF MINNESOTA HIGHWAY 95 NE AND PALOMINO ROAD SE IN THE CITY OF ISANTI, ISANTI COUNTY, MINNESOTA.

3. THERE IS A REINFORCED CONCRETE STORM SEWER PIPE LOCATED ON THE SUBJECT PROPERTY NEAR ITS SOUTHEAST CORNER. THE OWNERSHIP OF THIS PIPE IS UNKNOWN AND NO EASEMENT APPEARS IN THE TITLE COMMITMENT POLICY

SCHEDULE B SECTION II EXCEPTIONS

ITEMS 1-11 ARE NOT SURVEY ITEMS.

12. EASEMENT DATED JUNE 12, 1980 AND RECORDED AUGUST 31, 1990 AS DOCUMENT NO. 295017.
AS SHOWN ON PLAT

END OF SCHEDULE B, PART II

ALTA TABLE A NOTES

1. ITEM 1: MONUMENTS AS SHOWN ON THIS SURVEY.
2. ITEM 2: ACCORDING TO THE ISANTI COUNTY ASSESSOR'S GIS WEBSITE, NO ADDRESS HAS BEEN ASSIGNED TO THE SUBJECT PROPERTY. THE SUBJECT PROPERTY IS LOCATED IN THE NORTHWEST QUADRANT OF THE INTERSECTION OF MINNESOTA HIGHWAY 95 NE AND PALOMINO ROAD SE IN THE CITY OF ISANTI, ISANTI COUNTY, MINNESOTA
3. ITEM 3: THIS PARCEL IS LOCATED IN THE CITY OF ISANTI, ISANTI COUNTY, MINNESOTA AND IS IDENTIFIED AS "ZONE X - AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN" AS DEPICTED ON THE FLOOD INSURANCE RATE MAP NUMBER 27059C0301D FOR ISANTI COUNTY AND INCORPORATED AREAS WITH AN EFFECTIVE DATE OF NOVEMBER 5, 2003.
4. ITEM 4: THE GROSS LAND AREA OF THE SUBJECT PARCEL IS 186,417 SQUARE FEET OR 3.861 ACRES, MORE OR LESS.
5. ITEM 6(a): ACCORDING TO A SITE INVESTIGATION REPORT PREPARED BY THE OVERLAND GROUP DATED 8/3/2018 AND ADDITIONAL RESEARCH CONDUCTED REGARDING THE CITY OF ISANTI ZONING ORDINANCE, THE PROPERTY IS PRESENTLY ZONED
AS "11-6 - TIER 1 BUSINESS" DISTRICT. ACCORDING TO THE CITY OF ISANTI ZONING ORDINANCE, MINIMUM ZONING SETBACKS FOR THE "11-6 - TIER 1 BUSINESS" DISTRICT AS THEY PERTAIN TO THIS PROPERTY ARE AS FOLLOW:
   a. ROADWAY SETBACK: 100'
   b. FRONT YARD SETBACK: 30'
   c. SIDE: 15' (EACH SIDE)
   d. REAR: 20'
   e. MAX. BUILDING HEIGHT: 35'
   f. FRONT YARD - PARKING LOT: 15'
   g. REAR YARD- PARKING LOT: 10'
   h. SIDE YARD - PARKING LOT: 5'
   i. SIDE YARD - PARKING LOT (STREET SIDE): 10'
   j. NOTE: PARKING LOT SETBACKS DOUBLE IN AREAS ADJACENT TO RESIDENTIAL DISTRICTS.
6. ITEM 7 (a): NO EXISTING BUILDINGS ON SITE.
7. ITEM 8: SUBSTANTIAL FEATURES OBSERVED IN THE PROCESS OF CONDUCTING FIELD WORK FOR THIS SURVEY ARE SHOWN HEREON.
8. ITEM 11: THE UTILITIES SHOWN ON THIS PLAT HAVE BEEN LOCATED FROM FIELD OBSERVATIONS. ALL SURFACE AND UNDERGROUND UTILITIES AND IMPROVEMENTS ON OR ADJACENT TO THE SITE ARE NOT NECESSARILY KNOWN.
9. ITEM 13: ADJACENT OWNERS AS SHOWN ON THIS SURVEY, AS IDENTIFIED ON THE ISANTI COUNTY ASSESSOR GIS WEBSITE.
10. ITEM 16: THERE IS NO EVIDENCE OF EARTH MOVING OR NEW BUILDING CONSTRUCTION ON PARCEL.

Farnsworth
GROUP
3709 McGRAW DRIVE
BLOOMINGTON, ILLINOIS 61704
(309) 663-8435 | info@f-w.com
www.f-w.com
Engineers | Architects | Surveyors | Scientists

#	DATE:	DESCRIPTION:

PROJECT
DOLLAR GENERAL

ISANTI, MINNESOTA 55040

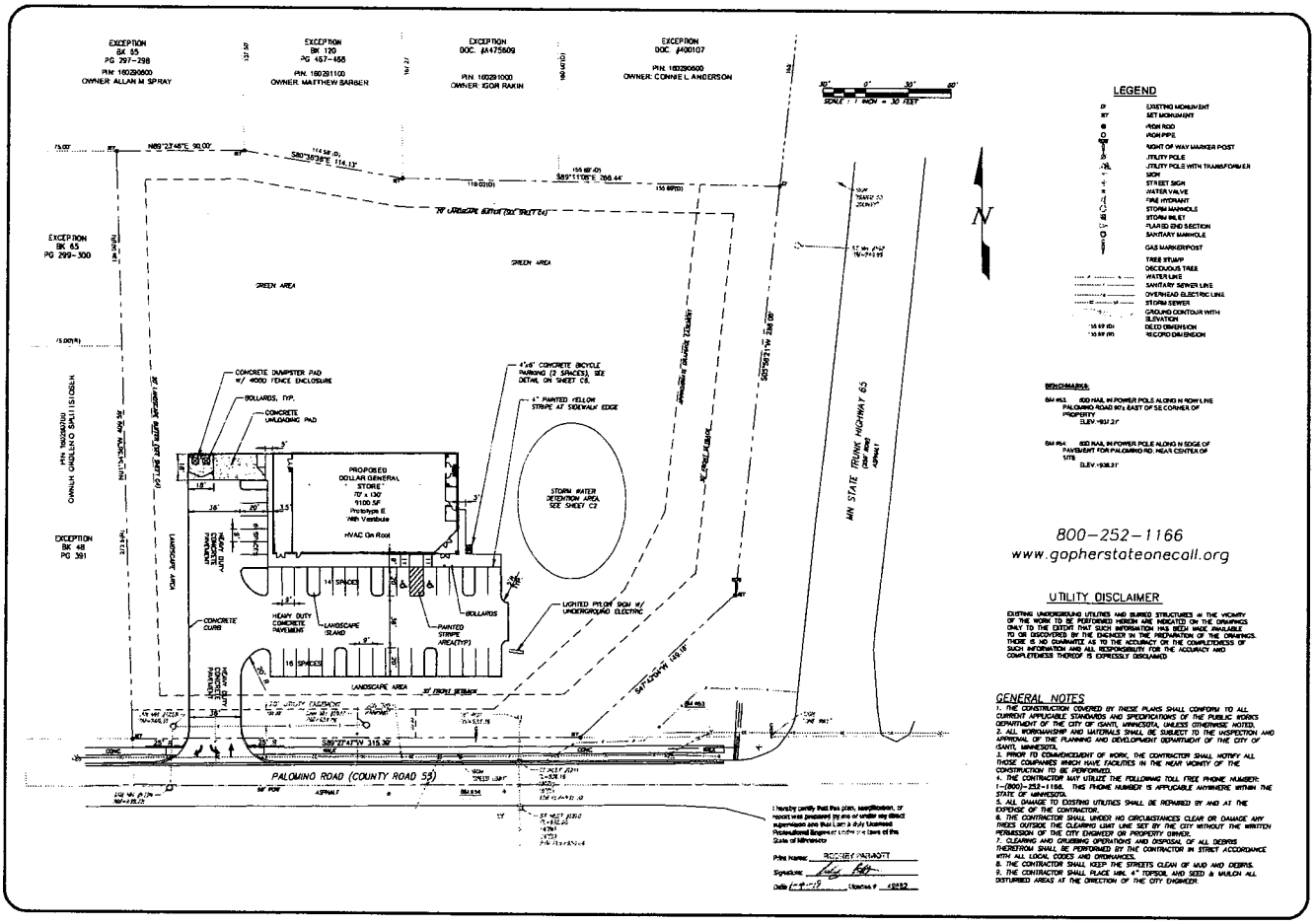
DATE:	11-20-18
DESIGNED:	PEB
DRAWN:	GLS
REVIEWED:	TWE
FIELD BOOK NO.:	PEO 156/PG 4

SHEET TITLE
ALTA/NSPS LAND TITLE SURVEY

SHEET NUMBER
2

PROJECT NO.: 018139.00 24P-508

Exhibit E: Site Plan



LEGEND

- EXISTING MONUMENT
- SET MONUMENT
- IRON ROD
- IRON PIPE
- RIGHT OF WAY MARKER POST
- UTILITY POLE
- UTILITY POLE WITH TRANSFORMER
- SIGN
- STREET SIGN
- WATER VALVE
- FIRE HYDRANT
- STORM MANHOLE
- STORM INLET
- FLARED END SECTION
- SANITARY MANHOLE
- GAS MARKER/POST
- TREE STUMP
- DECIDUOUS TREE
- WATER LINE
- SANITARY SEWER LINE
- OVERHEAD ELECTRIC LINE
- STORM SEWER
- GROUND CONTOUR WITH ELEVATION
- DEED DIMENSION
- RECORD DIMENSION

BENCHMARKS

BM #63: 60D NAIL IN POWER POLE ALONG N ROW LINE PALOMINO ROAD 90'± EAST OF SE CORNER OF PROPERTY. ELEV=937.21'

BM #64: 60D NAIL IN POWER POLE ALONG N EDGE OF PAVEMENT FOR PALOMINO RD. NEAR CENTER OF SITE. ELEV=938.31'

800-252-1166
www.gopherstateonecall.org

UTILITY DISCLAIMER

EXISTING UNDERGROUND UTILITIES AND BURIED STRUCTURES IN THE VICINITY OF THE WORK TO BE PERFORMED HEREON ARE INDICATED ON THE DRAWINGS ONLY TO THE EXTENT THAT SUCH INFORMATION HAS BEEN MADE AVAILABLE TO OR DISCOVERED BY THE ENGINEER IN THE PREPARATION OF THE DRAWINGS. THERE IS NO GUARANTEE AS TO THE ACCURACY OR THE COMPLETENESS OF SUCH INFORMATION AND ALL RESPONSIBILITY FOR THE ACCURACY AND COMPLETENESS THEREOF IS EXPRESSLY DISCLAIMED.

GENERAL NOTES

1. THE CONSTRUCTION COVERED BY THESE PLANS SHALL CONFORM TO ALL CURRENT APPLICABLE STANDARDS AND SPECIFICATIONS OF THE PUBLIC WORKS DEPARTMENT OF THE CITY OF ISANTI, MINNESOTA, UNLESS OTHERWISE NOTED.
2. ALL WORKMANSHIP AND MATERIALS SHALL BE SUBJECT TO THE INSPECTION AND APPROVAL OF THE PLANNING AND DEVELOPMENT DEPARTMENT OF THE CITY OF ISANTI, MINNESOTA.
3. PRIOR TO COMMENCEMENT OF WORK, THE CONTRACTOR SHALL NOTIFY ALL THOSE COMPANIES WHICH HAVE FACILITIES IN THE NEAR VICINITY OF THE CONSTRUCTION TO BE PERFORMED.
4. THE CONTRACTOR MAY UTILIZE THE FOLLOWING TOLL FREE PHONE NUMBER: 1-(800)-252-1166. THIS PHONE NUMBER IS APPLICABLE ANYWHERE WITHIN THE STATE OF MINNESOTA.
5. ALL DAMAGE TO EXISTING UTILITIES SHALL BE REPAIRED BY AND AT THE EXPENSE OF THE CONTRACTOR.
6. THE CONTRACTOR SHALL UNDER NO CIRCUMSTANCES CLEAR OR DAMAGE ANY TREES OUTSIDE THE CLEARING LIMIT LINE SET BY THE CITY WITHOUT THE WRITTEN PERMISSION OF THE CITY ENGINEER OR PROPERTY OWNER.
7. CLEARING AND GRUBBING OPERATIONS AND DISPOSAL OF ALL DEBRIS THEREFROM SHALL BE PERFORMED BY THE CONTRACTOR IN STRICT ACCORDANCE WITH ALL LOCAL CODES AND ORDINANCES.
8. THE CONTRACTOR SHALL KEEP THE STREETS CLEAN OF MUD AND DEBRIS.
9. THE CONTRACTOR SHALL PLACE MIN. 4" TOPSOIL AND SEED & MULCH ALL DISTURBED AREAS AT THE DIRECTION OF THE CITY ENGINEER.

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Print Name: ROGER E. HAMMITT
Signature:
Date: 12-9-19 License # 42252

DOLLAR GENERAL

NO.	DATE	DESCRIPTION	BY
1			
2			

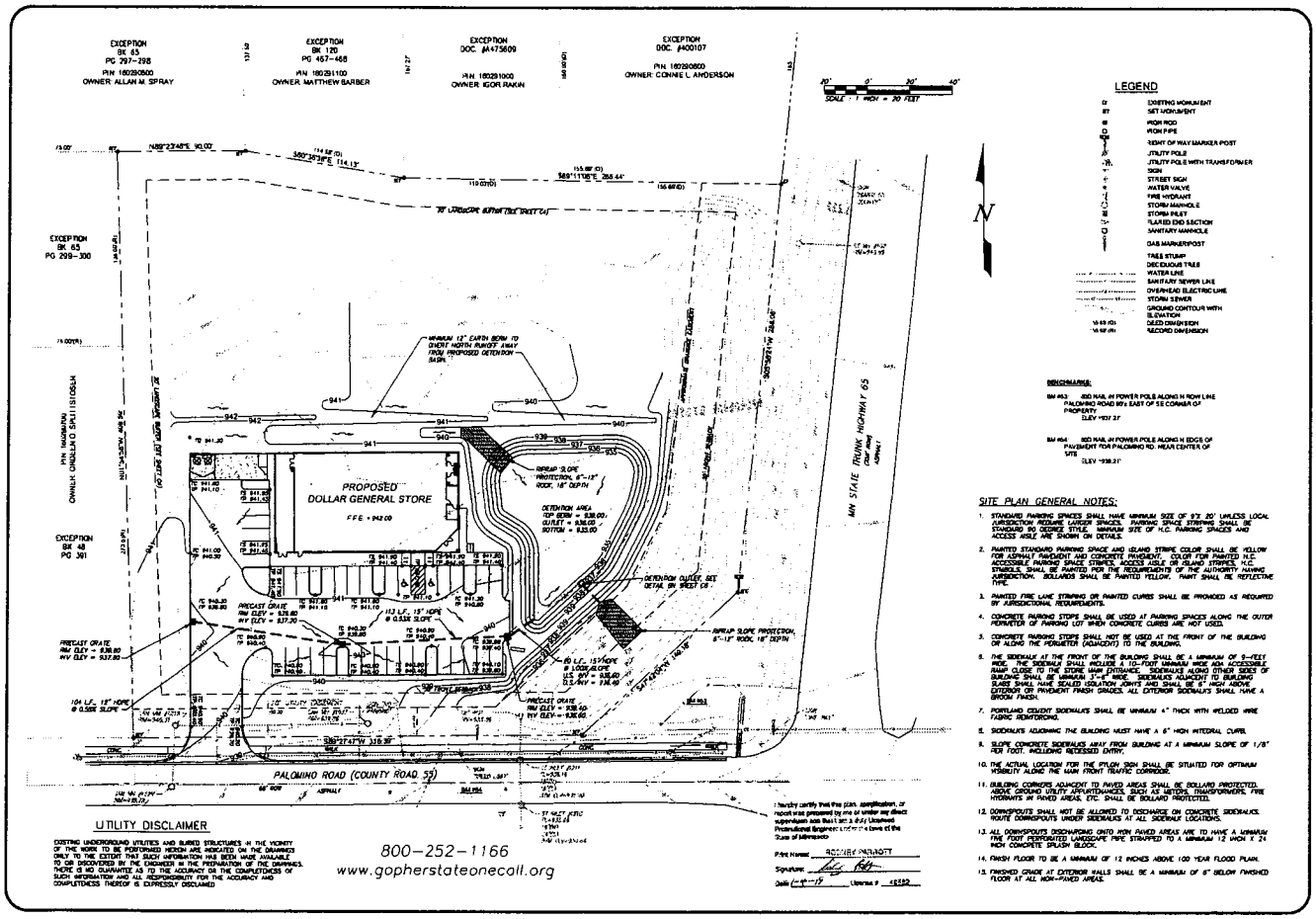
Overland ENGINEERING, LLC

DOLLAR GENERAL
ISANTI, MINNESOTA

SITE PLAN

SHEET
C1

Exhibit F: Grading Plan



DOLLAR GENERAL

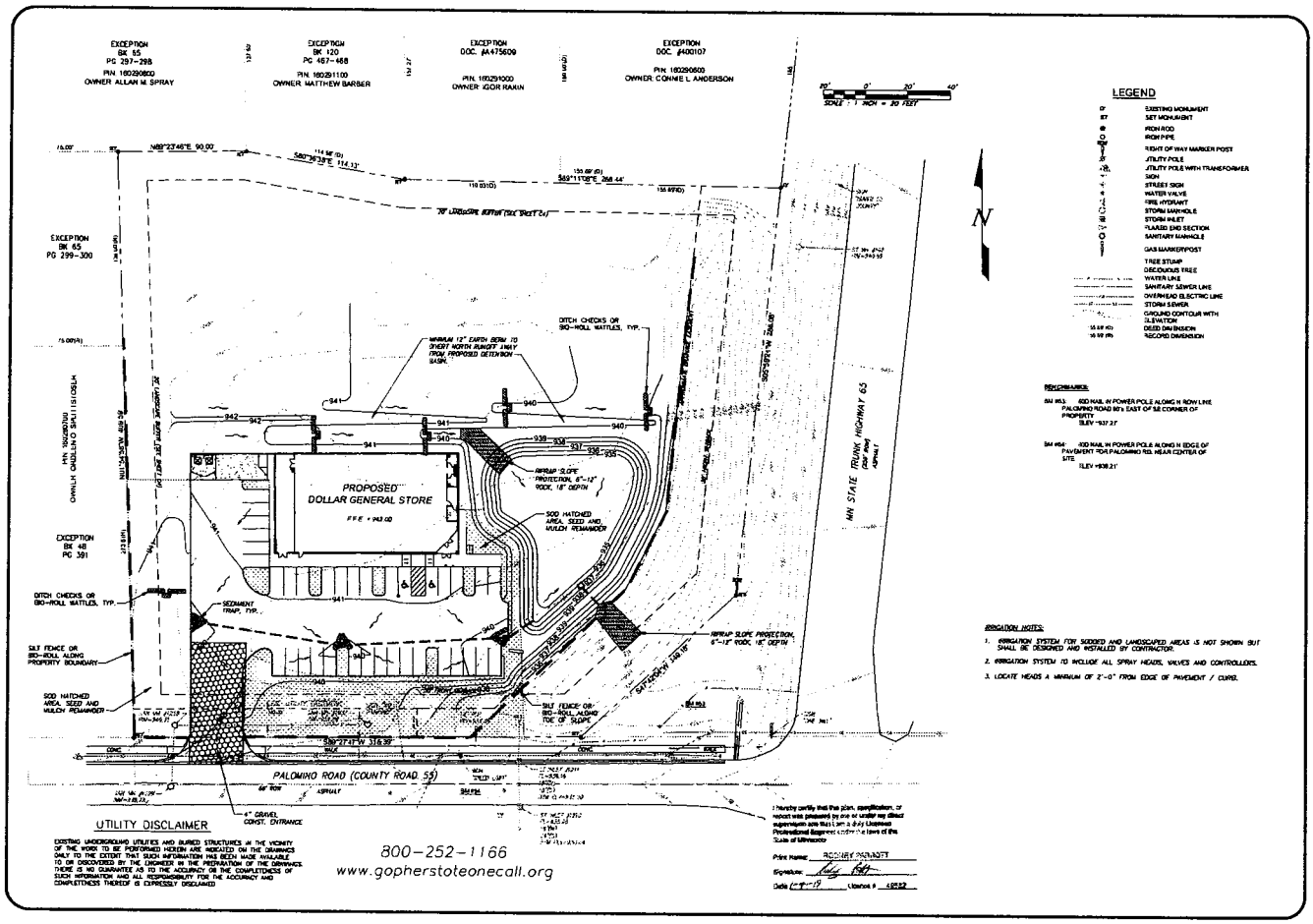
NO.	DATE	DESCRIPTION	BY
1	6/18/19	PER CITY COMMENTS	
2			

Overland ENGINEERING, LLC

DOLLAR GENERAL
ISANTI, MINNESOTA
GRADING PLAN

SHEET
C2

Exhibit G: Erosion Control Plan



DOLLAR GENERAL

NO	DATE	DESCRIPTION	BY
1			
2			
3			
4			

Overland ENGINEERING, LLC

DOLLAR GENERAL
ISANTI, MINNESOTA

SEDIMENT & EROSION CONTROL PLAN

SHEET
C3

SEEDING AND MULCHING SPECIFICATIONS

ALL DISTURBED AREAS MUST BE REVEGETATED BEFORE TEMPORARY SEDIMENT CONTROLS CAN BE REMOVED.

1. GOVERNING SPECIFICATIONS
ALL SEEDING, MULCHING, FERTILIZING, AND MAINTENANCE SHALL BE IN ACCORDANCE WITH THE MINNESOTA DOT SEEDING MANUAL AS PUBLISHED BY THE OFFICE OF ENVIRONMENTAL SERVICES.

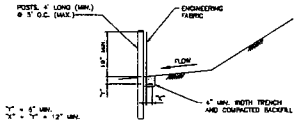
2. TOPSOIL
SEEDBED SHALL BE PREPARED LOOSENING TOPSOIL A MINIMUM OF 3 INCHES.

3. FERTILIZER
FERTILIZER SHALL BE 10-10-10 (N-P-K) COMMERCIAL GRADE APPLIED AT A RATE OF 200 LBS PER ACRE.

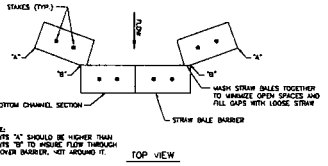
4. SEEDING
SEED MIX SHALL BE MIXTURE 280 AS SPECIFIED IN THE MINNESOTA DOT SEEDING MANUAL.
SEED SHALL BE APPLIED AT A RATE OF 100 POUNDS PER ACRE.

5. MULCHING
MULCHING SHALL BE TYPE 1 MULCH, APPLIED AT THE RATE OF 2 TONS PER ACRE.

NOTES:
1. THE MINIMUM LONGITUDINAL SPLICE OVERLAP SHALL BE 2' WITH A POST AT EACH END.
2. SECURE FABRIC TO POSTS.

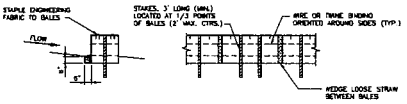


SILT FENCE DETAIL
NOT TO SCALE



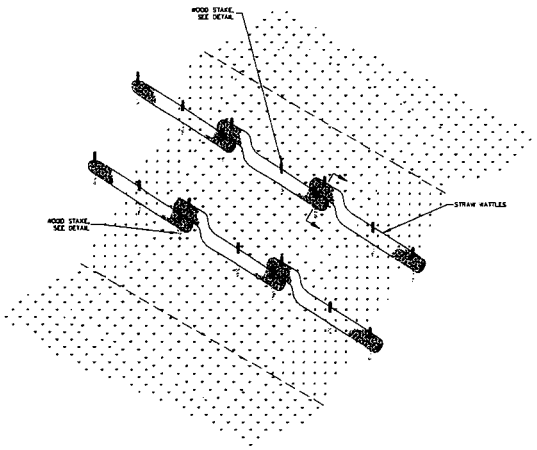
NOTE:
POINTS "A" SHOULD BE HIGHER THAN POINTS "B" TO ENSURE FLOW THROUGH OR OVER BARRIER, NOT AROUND IT.

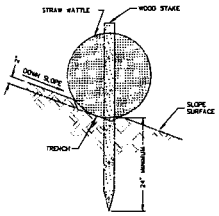
TOP VIEW

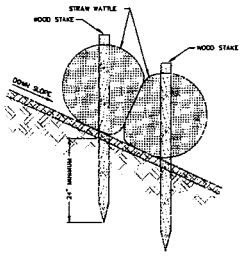


CROSS SECTION LONGITUDINAL SECTION

STRAW BALE DITCH CHECK DETAILS
NOT TO SCALE







BIO-ROLL/WATTLE DETAIL
NOT TO SCALE

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Print Name: RODNEY MUNDT
Signature:
Date: 1-4-19 License # 51832

DOLLAR GENERAL

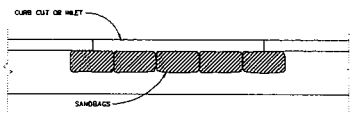
NO.	DATE	DESCRIPTION	BY

Overland ENGINEERING, LLC

DOLLAR GENERAL
ISANTI, MINNESOTA

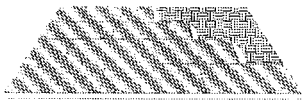
SEDIMENT & EROSION CONTROL DETAILS

SHEET
C3.1



NOTES:
1. FILL BAGS WITH 3/8" CRUSHED LIMESTONE.
2. BAGS SHALL BE BURLAP OR BIODEGRADABLE PLASTIC.
3. BAGS SHALL BE INSPECTED AND REPLACED AS NEEDED.

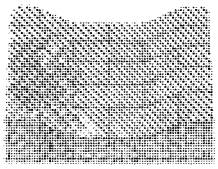
SEDIMENT TRAP
NOT TO SCALE



LAY SOD IN A STAGGERED PATTERN WITH STRIPS BUTTED TIGHTLY AGAINST EACH OTHER

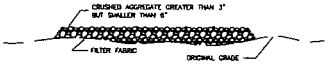
ON SLOPE > 3:1 USE PEGS OR STAPLES TO FASTEN SOD FIRMLY AT THE CORNERS AND CENTERS.

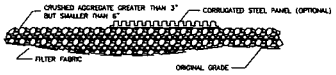
INSTALLATION OF GRASS SOD



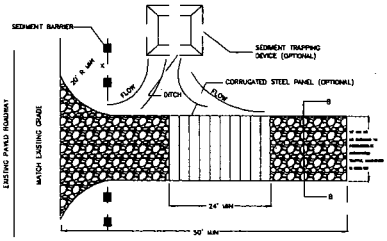
LAY SOD PERPENDICULAR TO THE DIRECTION OF FLOW. USE PEGS OR STAPLES TO FASTEN SOD FIRMLY AT THE CORNERS AND CENTERS.

INSTALLATION OF SOD IN WATERWAYS





SECTION



PLAN

CONSTRUCTION ENTRANCE
NOT TO SCALE

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Print Name: RODNEY INTROTT
Signature:
Date: 6-4-19 License # 41592

DOLLAR GENERAL

NO.	DATE	DESCRIPTION	BY

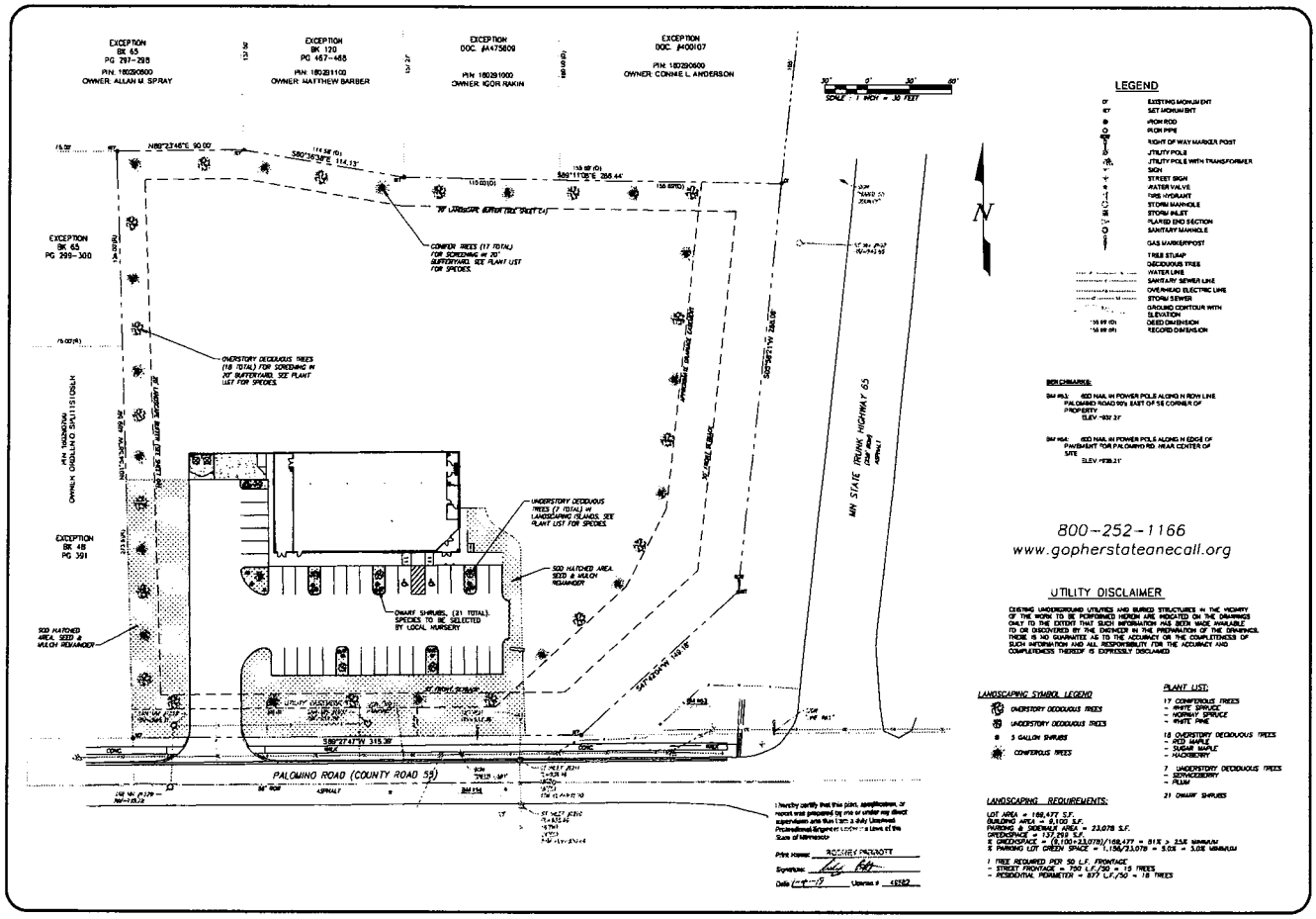
Overland ENGINEERING, LLC

DOLLAR GENERAL
ISANTI, MINNESOTA

SEDIMENT & EROSION CONTROL DETAILS

SHEET
C3.2

Exhibit H: Landscaping Plan



LEGEND

- EXISTING MONUMENT
- SET MONUMENT
- IRON ROD
- IRON PIPE
- RIGHT OF WAY MARKER POST
- UTILITY POLE
- UTILITY POLE WITH TRANSFORMER
- SIGN
- STREET SIGN
- WATER VALVE
- FIRE HYDRANT
- STORM MANHOLE
- STORM INLET
- FLARED END SECTION
- SANITARY MANHOLE
- GAS MARKER/POST
- T RELE STUMP
- DECIDUOUS TREE
- WATER LINE
- SANITARY SEWER LINE
- OVERHEAD ELECTRIC LINE
- STORM SEWER
- GROUND CONTOUR WITH ELEVATION
- DEED DIMENSION
- RECORD DIMENSION

IRON CHMARKS:

BM #1: 600 NAIL IN POWER POLE ALONG N ROW LINE PALOWING ROAD 90'± EAST OF SE CORNER OF PROPERTY
ELEV. =932.37

BM #2: 600 NAIL IN POWER POLE ALONG N EDGE OF PAVEMENT FOR PALOWING RD. NEAR CENTER OF SITE
ELEV. =938.21

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www.gopherstateanecall.org

UTILITY DISCLAIMER

EXISTING UNDERGROUND UTILITIES AND BURIED STRUCTURES IN THE VICINITY OF THE WORK TO BE PERFORMED HEREON ARE INDICATED ON THE DRAWINGS ONLY TO THE EXTENT THAT SUCH INFORMATION HAS BEEN MADE AVAILABLE TO OR DISCOVERED BY THE ENGINEER IN THE PREPARATION OF THE DRAWINGS. THERE IS NO GUARANTEE AS TO THE ACCURACY OR THE COMPLETENESS OF SUCH INFORMATION AND ALL RESPONSIBILITY FOR THE ACCURACY AND COMPLETENESS THEREOF IS EXPRESSLY DISCLAIMED

LANDSCAPING SYMBOL LEGEND

- UNDERSTORY DECIDUOUS TREES
- UNDERSTORY DECIDUOUS TREES
- 5 GALLON SHRUBS
- CONIFEROUS TREES

PLANT LIST:

17 CONIFEROUS TREES
- WHITE SPRUCE
- NORWAY SPRUCE
- WHITE PINE

18 OVERSTORY DECIDUOUS TREES
- RED MAPLE
- SUGAR MAPLE
- HACKBERRY

7 UNDERSTORY DECIDUOUS TREES
- SERVICEBERRY
- PLUM

21 DWARF SHRUBS

LANDSCAPING REQUIREMENTS:

LOT AREA = 166,477 S.F.
BUILDING AREA = 8,100 S.F.
PARKING & SIDEWALK AREA = 23,078 S.F.
GREENSPACE = 137,799 S.F.
% GREENSPACE = (8,100+23,078)/166,477 = 81% > 25% MINIMUM
% PARKING LOT GREEN SPACE = 1,150/23,078 = 5.0% = 5.0% MINIMUM

1 TREE REQUIRED PER 50 L.F. FRONTAGE
- STREET FRONTAGE = 750 L.F./50 = 15 TREES
- RESIDENTIAL PERIMETER = 879 L.F./50 = 18 TREES

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Print Name: ROGNEY PRIDOTT
Signature:
Date: 6-5-19 License #: 45282

DOLLAR GENERAL

NO.	DATE	DESCRIPTION	BY
1			
2			

Overland ENGINEERING, LLC

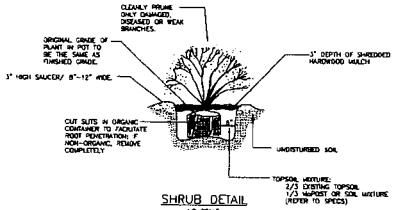
DOLLAR GENERAL
ISANTI, MINNESOTA

LANDSCAPING PLAN

SHEET
C4

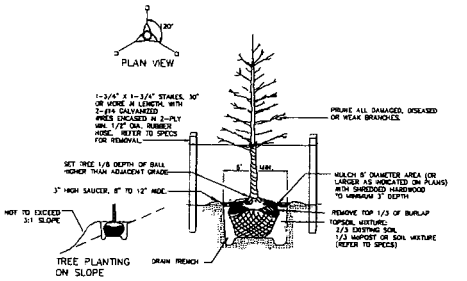
EARTHEN EDGING DETAIL

NO SCALE



SHRUB DETAIL

NO SCALE



TREE DETAIL - LESS THAN 3 1/2" CALIPER

NO SCALE

LANDSCAPE NOTES:

1. ALL PLANTING BEDS SHALL HAVE A MINIMUM 3" DEPTH OF MULCH, WITH EDGING AS REQUIRED.
2. ALL TREES LOCATED IN SOD AREAS SHALL HAVE A MULCH RING AROUND THEM WITH EDGING.
3. ALL PLANTINGS SHALL BE THOROUGHLY WATERED BY THE LANDSCAPE CONTRACTOR AT THE TIME OF THE PLANTINGS.
4. MAXIMUM GRADING SHALL NOT EXCEED 4:1.
5. CONTRACTOR IS RESPONSIBLE FOR ESTABLISHING ALL VEGETATION AND REGIONAL APPROPRIATE LANDSCAPING.

IRRIGATION NOTES:

1. IRRIGATION SYSTEM FOR SODDED AND LANDSCAPED AREAS IS NOT SHOWN BUT SHALL BE DESIGNED AND INSTALLED BY CONTRACTOR.
2. IRRIGATION SYSTEM TO INCLUDE ALL SPRAY HEADS, VALVES AND CONTROLLERS.
3. LOCATE HEADS A MINIMUM OF 2'-0" FROM EDGE OF PAVEMENT / CURB.

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

Print Name: RODNEY HERGOTT

Signature:

Date: 6-4-19 License # 48552

DOLLAR GENERAL

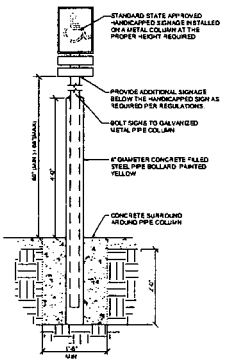
NO.	DATE	DESCRIPTION	BY

Overland ENGINEERING, LLC

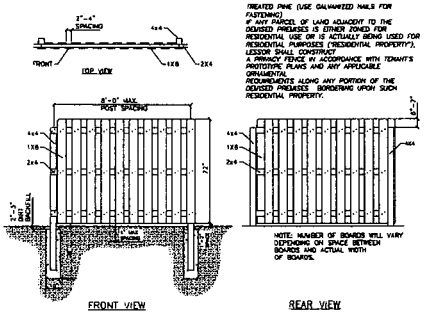
DOLLAR GENERAL
ISANTI, MINNESOTA

LANDSCAPING DETAILS

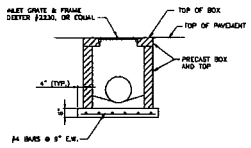
SHEET
C4.1



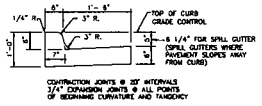
BOLLARD DETAIL
NOT TO SCALE



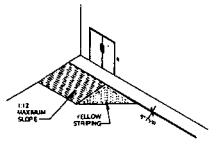
WOOD FENCE DETAIL
NOT TO SCALE



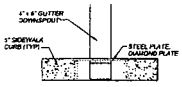
GRATE INLET DETAIL
NOT TO SCALE



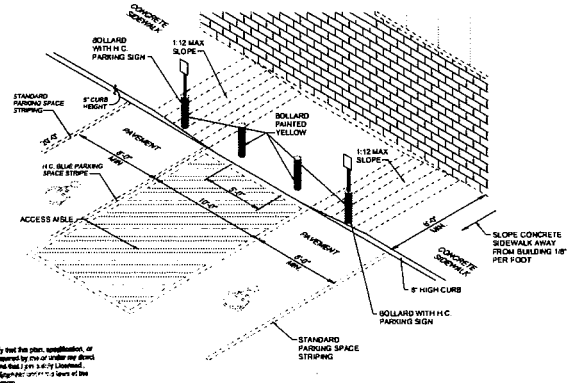
CONCRETE CURB & GUTTER DETAIL
NOT TO SCALE



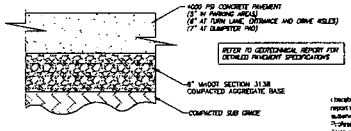
SIDE ENTRY DETAIL
NOT TO SCALE



GUTTER DOWNSPOUT DETAIL @ SIDEWALK
NOT TO SCALE



HANDICAP ACCESS
NOT TO SCALE



CONCRETE PAVEMENT SECTION
NOT TO SCALE

STRIPING NOTES:

YELLOW CURBING AND BOLLARDS	SURFACES SHOULD BE CLEAN, DRY AND METAL SURFACES FREE OF HEAVY RUST 2 COATS SHERWIN WILLIAMS – #214 HIGH ACRYLIC ALKYD ENAMEL SAFETY YELLOW B55/300
STRIPING – PARKING LOT	SURFACES SHOULD BE CLEAN, DRY, TOP COAT SHERWIN WILLIAMS – PROMAR TRAFFIC MARKING PAINT YELLOW #U5493
HANDICAP STRIPING – PARKING LOT	SURFACES SHOULD BE CLEAN, DRY, TOP COAT SHERWIN WILLIAMS – PROMAR TRAFFIC MARKING PAINT "H.C." BLUE

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

Print Name: RODNEY P. KNOTT
Signature:
Date: 1-4-19 License # 49832

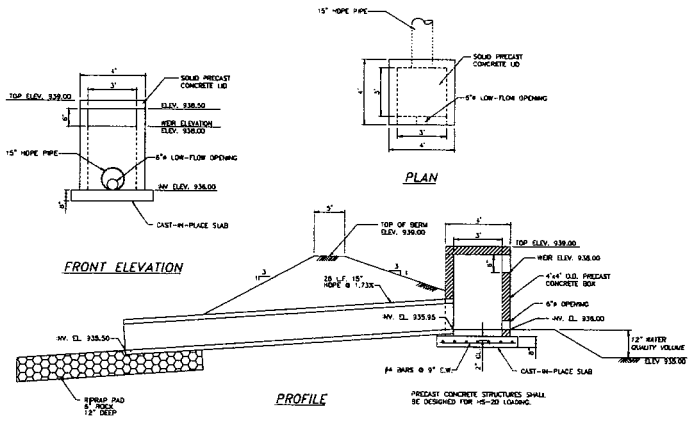
DOLLAR GENERAL

NO.	DATE	DESCRIPTION	BY
1			
2			

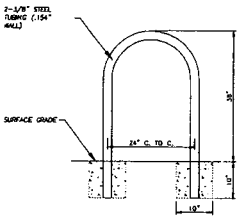
Overland ENGINEERING, LLC

DOLLAR GENERAL
ISANTI, MINNESOTA
DETAILS

SHEET
C5



DETENTION SPILLWAY DETAILS
NOT TO SCALE



BICYCLE RACK DETAIL
(NO SCALE)

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Print Name: ROCKEY PATEKOFF

Signature:

Date 1-4-19 License # 49962

DOLLAR GENERAL

NO.	DATE	DESCRIPTION	BY

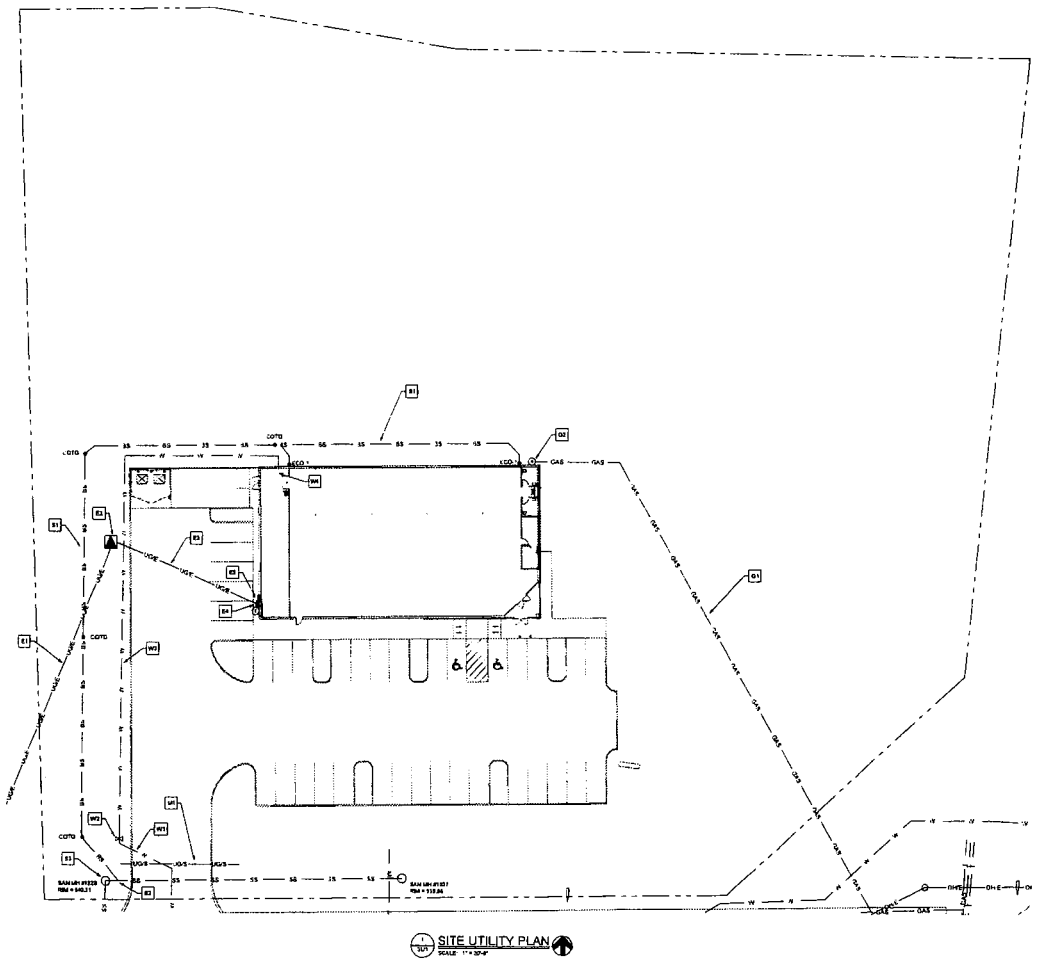
Overland ENGINEERING, LLC

DOLLAR GENERAL
ISANTI, MINNESOTA

DETAILS

SHEET
C6

Exhibit I: Utility Plan



SITE UTILITY PLAN
SCALE: 1" = 30'-0"

SITE UTILITY LEGEND	
SE	SANITARY SEWER
SD	BUILDING SEWER
W	WATER PIPING
GAS	GAS PIPING
UG/E	UNDERGROUND ELECTRIC
OH/E	OVERHEAD ELECTRIC
UG/C	UNDERGROUND CONDUIT
UG/S	UNDERGROUND SLEEVE
T	TELEPHONE

SITE UTILITY LEGEND	
FO	FIBER OPTICS
E	ELECTRIC METER
G	GAS METER
W	WATER METER
	FIRE HYDRANT
	PAD MOUNT TRANSFORMER
SMH	MANHOLE
COTD	CLEANOUT TO GRADE

#	KEYNOTES
ELECTRICAL	
E1	PROPOSED UNDERGROUND PRIMARY BY THE ELECTRIC UTILITY.
E2	PAD MOUNTED TRANSFORMER BY THE ELECTRIC UTILITY. THE E.C. SHALL CONSTRUCT A CONCRETE PAD IN ACCORDANCE WITH THE ELECTRIC UTILITY'S SPECIFICATIONS.
E3	UNDERGROUND SERVICE LATERAL BY THE ELECTRICAL CONTRACTOR.
E4	CT CABINET AND METER SOCKET BY THE ELECTRICAL CONTRACTOR. 1-1/4" NIPPLE BETWEEN THE CT CABINET AND THE METER SOCKET BY THE ELECTRICAL CONTRACTOR.
E5	600 AMP 3-POLE NEMA 3R FUSED SERVICE DISCONNECT BY THE ELECTRICAL CONTRACTOR.
GAS	
G1	NATURAL GAS SERVICE PIPE BY GAS COMPANY.
G2	LOCATION OF THE GAS METER WITH A SHUT-OFF VALVE ON THE SUPPLY SIDE AND A 2 PSI REGULATOR. THE NATURAL GAS LOAD WILL BE 199,999 BTUH.
MISCELLANEOUS	
M1	6" PVC SLEEVE WITH PULL WIRE UNDER DRIVE. TURN UP AND WEATHERPROOF BOTH ENDS.
SEWER	
S1	6" BUILDING SEWER AT 1/8" PER 1' SLOPE WITH CLEANOUT TO GRADE WITHIN 5' OF THE BUILDING AND IN EVERY 100' THEREAFTER AND AT EVERY HORIZONTAL CHANGE OF DIRECTION GREATER THAN 45°.
S2	CONNECT TO THE SANITARY SEWER.
S3	MANHOLE ELEVATIONS PROVIDED BY THE SURVEYOR.
WATER	
W1	1-1/2" TAP FOR DOMESTIC AND LAWN IRRIGATION WATER USES. COORDINATE WITH THE WATER COMPANY FOR TAPPING REQUIREMENTS, ROAD BORING/CUTTING & PATCHING, ETC.
W2	1-1/2" CURB STOP AT THE PROPERTY LINE.
W3	1-1/2" WATER SERVICE FOR DOMESTIC AND LAWN IRRIGATION USES.
W4	THE WATER METERS WILL BE INSIDE THE BUILDING AT THIS LOCATION.

WATER & SEWER SERVICE MATERIALS

WATER SERVICE PIPE
COPPER, SEAMLESS COPPER TUBE TYPE K, SOFT TEMPER - ANSI H23.1, ASTM B88.
COPPER FITTINGS: SWEAT OR BRONZE FLARE FITTINGS 125 LBS AND OVER; HEAVY DUTY LOAD COLLAR TYPE - ASTM B16, OR CAST BRONZE AND WROUGHT SOLDER JOINT PRESSURE FITTING - ANSI B16.22, AWS A5.8, AWS H23.1, AWS B16.18.
SOLDERED JOINTS SHALL BE THOROUGHLY CLEANED AND PROPERLY FLUXED WITH NONCORROSIVE PASTE OR LIQUID FLUX COMPLYING WITH ASTM B813-00. SOLDER SHALL BE 95-5 TIN ANTIMONY OR 96-4 TIN SILVER SOLDER (LESS THAN 0.2% LEAD) COMPLYING WITH ASTM B32-04.

•HDPE, SDR 9, 200 PSI, WATER SERVICE PIPE - ASTM D2239.
HDPE FITTING: ASTM D3350, ASTM D2683, ASTM D3261, ASTM F1055, CSA B137.1.

•HDPE, CTS OR 11, 200 PSI, WATER SERVICE PIPE - ASTM D2737.
HDPE FITTING: ASTM D3350, ASTM D2683, ASTM D3261, ASTM F1055, CSA B137.1.

PLASTIC PIPE JOINTS SHALL BE INSTALLED IN ACCORDANCE WITH ASTM D2774 AND SHALL BE INSTALLED WITH A COATED #12 AWG COPPER TRACER WIRE.

BUILDING SEWER PIPE
PVC DRAIN, WASTE AND VENT: SCH. 40 OR SCH. 80 SOLVENT WELD PIPE AND FITTINGS - ASTM D2665, ASTM F330, MSP 14, C2672, CSA-B181.2.

PVC SEWER PIPE - SDR 23.5 - ASTM D3034.

PVC PIPE AND FITTINGS MUST BE LAID ON A CONTINUOUS GRANULAR BED. INSTALLATION SHALL COMPLY WITH ASTM D2321.

CAST IRON: CAST IRON PIPE AND FITTINGS, EXTRA HEAVY - ANSI A21.6; CAST IRON PIPE CENTRIFUGALLY CAST ONLY AND FITTINGS SERVICE WEIGHT - ANSI A21.8, ANSI A21.6, CS188, CAST IRON FITTINGS, HUBLESS: CAST IRON PIPE AND FITTINGS - ASTM A888-97A. CISPI STD. 301-96. CSA/CAN 3-B70.

811 Know what's below. Call before you dig.

FIELD VERIFY AND COORDINATE ALL UNDERGROUND UTILITIES WITH STORM WATER DETENTION AND DRAIN PIPING TO AVOID CONFLICTS/INTERFERENCE.

THE ENGINEER HAS PROVIDED FINAL MECHANICAL, ELECTRICAL, AND PLUMBING ENGINEERING SERVICES. FLOOR PLANS ARE FOR REFERENCE ONLY. REFER TO THE ENGINEER'S DRAWINGS PROVIDED BY THE ARCHITECT FOR THE FINAL MECHANICAL, ELECTRICAL, AND PLUMBING SPECIFICATIONS AND SERVICES ONLY.

© 2019 THESE DRAWINGS ARE INSTRUMENTS OF THE ENGINEER FOR USE SOLELY WITH RESPECT TO THIS PROJECT. THE ENGINEER SHALL BE DEEMED THE AUTHOR OF THESE DOCUMENTS AND SHALL RETAIN ALL COMMON LAW, STATUTORY AND OTHER RESERVED RIGHTS, INCLUDING THE COPYRIGHT. THESE DRAWINGS SHALL NOT BE USED BY ANY PERSON OR ENTITY FOR ANY PROJECT OTHER THAN THE SUBJECT PROJECT WITHOUT THE EXPRESS WRITTEN CONSENT OF THE ENGINEER. ANY UNAUTHORIZED USE, REPRODUCTION OR DISTRIBUTION OF THESE DRAWINGS, OR ANY PORTION THEREOF, WITHOUT THE EXPRESS WRITTEN CONSENT OF THE ENGINEER IS PROHIBITED. ANY UNAUTHORIZED USE SHALL BE AT THE SOLE RISK OF THE USER AND THE USER AGREES TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE ENGINEER AND ITS OFFICERS, EMPLOYEES AND AGENTS FROM AND AGAINST ANY AND ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM. ANY MODIFICATIONS TO THESE DRAWINGS WITHOUT THE WRITTEN CONSENT OF THE ENGINEER ARE PROHIBITED AND ARE AT THE SOLE RISK OF THE PERSON MAKING THE MODIFICATIONS. ADDITIONS TO THIS PROJECT OR CONSTRUCTION OF THIS PROJECT BY OTHERS, EXCEPT AS AGREED IN WRITING WITH THE ENGINEER.

PATRICK D. CROCKER, P.E.
3311 EAST SHADY GLEN
APPLEWOOD APPROACH 55404
Phone: (612) 824-2826

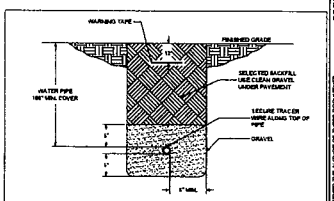
DOLLAR GENERAL
TYPE E
HIGHWAY 169 & LEMMING ROAD
ISANTI, ISANTI COUNTY, MINNESOTA

DATE: 7/19/2019
REVISIONS:
REVISIONS:
REVISIONS:
REVISIONS:
REVISIONS:
REVISIONS:
JOB #: 7/19/2019
SHEET #

SU1

GENERAL SITE UTILITY SPECIFICATIONS AND NOTES

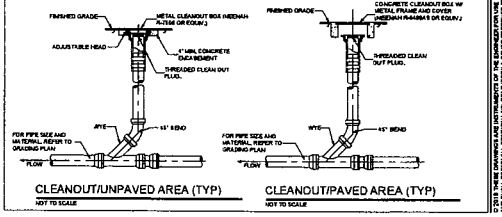
1	THESE PLANS AND SPECIFICATIONS ARE EACH PART OF AN INTEGRATED DESIGN SYSTEM. ANY MODIFICATION, ALTERATION, CHANGE, DELETION, ADDITION, OR SUBSTITUTION, OF OR TO ANY PART OF THE PLANS OR SPECIFICATION COULD RESULT IN PROPERTY DAMAGE, INJURY, OR EVEN DEATH, AND REQUIRES A FULL REVIEW OF THE CHANGE (S) TO BY A PROFESSIONAL ENGINEER. ANY UNAUTHORIZED MODIFICATION OF THIS DOCUMENT MAY CONSTITUTE UNLICENSED PRACTICE AS A PROFESSIONAL ENGINEER AND MAY VIOLATE LAWS REGULATING THE PRACTICE OF ENGINEERING.
2	[redacted]
3	THE ENGINEER IS NOT RESPONSIBLE FOR FIELD ACTIVITIES ON THIS PROJECT WITHOUT DIRECT INSPECTION OF WORK IN PROGRESS.
4	CONTRACTOR IS TO VISIT THE SITE AND FAMILIARIZE HIMSELF WITH ALL ON-SITE CONDITIONS, VERIFY ALL DIMENSIONS AND LOCATIONS OF EXISTING CONDITIONS, AND MAKE CONNECTIONS TO LOCAL UTILITY COMPANY REQUIREMENTS AND IN ACCORDANCE WITH ALL APPLICABLE CODES AND REQUIREMENTS. THE CONTRACTOR IS TO CONTACT THE LOCAL UTILITY COMPANY(S) & TO CONFIRM THE SCOPE OF RESPONSIBILITY FOR ALL UTILITY CONNECTIONS.
5	IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO ARRANGE FOR CONNECTION AND TO COORDINATE ALL UTILITY SERVICES TO THE FACILITIES/BUILDING. THE CONTRACTOR IS TO INCLUDE ALL COSTS, FEES, CHARGES, ETC., ASSOCIATED WITH THE CONNECTION OF NEW SERVICES FOR IN THE EVENT OF RENOVATIONS TO AN EXISTING BUILDING, MODIFICATIONS TO EXISTING SERVICES FOR THE BUILDING, ALL WORK IS TO BE DONE IN ACCORDANCE WITH ALL LOCAL CODES, THE UTILITY COMPANY(S) STANDARDS, AND THE CURRENT BUILDING CODE. COORDINATE ALL ROUGH-INS WITH THE OWNER.
6	WATER SERVICE: CONTRACTOR SHALL COORDINATE WITH ARCHITECT AND OWNER TO ARRANGE FOR WATER SERVICE AS INDICATED ON DRAWINGS. CONTRACTOR SHALL CONTACT THE LOCAL WATER DEPARTMENT AND ARRANGE FOR WATER SERVICE AS INDICATED ON DRAWINGS. INCLUDE ALL COSTS, CHARGES, FEES, ETC., INCURRED BY LOCAL AUTHORITIES INTO BID. PROVIDE ALL MATERIALS AS REQUIRED BY LOCAL AUTHORITIES FOR WATER SERVICE INSTALLATION. ALL WORK SHALL BE IN ACCORDANCE WITH THE CURRENT PLUMBING CODE AND WITH THE REQUIREMENTS OF LOCAL AUTHORITIES. IT IS THE CONTRACTOR'S RESPONSIBILITY TO CONFIRM WHAT IS OR IS NOT PROVIDED BY THE UTILITY COMPANY AND TO INCLUDE ALL COSTS TO PROVIDE A WATER TAP/CONNECTION INTO HIS BID.
7	NATURAL GAS SERVICE: CONTRACTOR SHALL COORDINATE WITH ARCHITECT AND OWNER TO ARRANGE FOR GAS SERVICE AS INDICATED ON DRAWINGS. CONTRACTOR SHALL CONTACT THE LOCAL GAS DEPARTMENT AND ARRANGE FOR GAS SERVICE AS INDICATED ON DRAWINGS. INCLUDE ALL COSTS, CHARGES, FEES, ETC., INCURRED BY LOCAL AUTHORITIES INTO BID. PROVIDE ALL MATERIALS AS REQUIRED BY LOCAL AUTHORITIES FOR GAS SERVICE INSTALLATION. ALL WORK SHALL BE IN ACCORDANCE WITH THE CURRENT FUEL GAS CODE AND WITH THE REQUIREMENTS OF LOCAL AUTHORITIES. NORMALLY THE UTILITY COMPANY SHALL MAKE THE MAIN TAP AND PROVIDE THE METER AND METER MANIFOLD AS WELL AS ALL PIPING, TRENCHING AND BACKFILL FROM THE GAS MAIN TO THE METER. NORMALLY THE CONTRACTOR SHALL PROVIDE ALL PIPING FROM THE METER TO THE PUTTURES. IT IS THE CONTRACTORS RESPONSIBILITY TO CONFIRM WHAT IS OR IS NOT PROVIDED BY THE UTILITY COMPANY AND TO INCLUDE ALL COSTS TO PROVIDE A COMPLETE GAS TAP/CONNECTION INTO HIS BID.
8	SEWER SERVICE: CONTRACTOR SHALL COORDINATE WITH ARCHITECT AND OWNER TO ARRANGE FOR SEWER SERVICE AS INDICATED ON DRAWINGS. CONTACT THE LOCAL PLUMBING INSPECTOR AND ARRANGE FOR SEWER SERVICE AS INDICATED ON DRAWINGS. INCLUDE ALL COSTS, CHARGES, FEES, ETC., INCURRED BY LOCAL AUTHORITIES INTO BID. PROVIDE ALL MATERIALS AS REQUIRED BY LOCAL AUTHORITIES FOR SEWER SERVICE INSTALLATION. ALL WORK SHALL BE IN ACCORDANCE WITH THE CURRENT INTERNATIONAL PLUMBING CODE (IPC) AND WITH THE REQUIREMENTS OF LOCAL AUTHORITIES. NORMALLY THE CONTRACTOR SHALL MAKE THE SEWER TAP, BE RESPONSIBLE FOR ALL PIPING AND ASSOCIATED TRENCHING, AND BACK FILL FROM THE SEWER CONNECTION POINT TO THE BUILDING. IT IS THE CONTRACTORS RESPONSIBILITY TO CONFIRM WHAT IS OR IS NOT PROVIDED BY THE UTILITY COMPANY AND TO INCLUDE ALL COST TO PROVIDE A COMPLETE SEWER SERVICE INSTALLATION/CONNECTION INTO HIS BID. PROVIDE WASTE LINE BACKWATER VALVE IN ACCESSIBLE PLACE IF EITHER TOP OF MANHOLE (UPSTREAM OR DOWNSTREAM) IS HIGHER THAN FINISHED FLOOR ELEVATION.
9	UNDER GROUND ELECTRICAL SERVICE: CONTRACTOR SHALL COORDINATE WITH ARCHITECT AND OWNER TO ARRANGE FOR ELECTRICAL SERVICE AS INDICATED ON DRAWINGS. CONTACT THE LOCAL ELECTRICAL UTILITY COMPANY AND ARRANGE FOR ELECTRICAL SERVICE AS INDICATED ON DRAWINGS. INCLUDE ALL COSTS, CHARGES, FEES, ETC., INCURRED BY UTILITY COMPANY INTO BID. PROVIDE ALL MATERIALS AS REQUIRED BY LOCAL AUTHORITIES FOR ELECTRIC SERVICE INSTALLATION. ALL WORK SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF THE CURRENT NATIONAL ELECTRICAL CODE (NEC), WITH THE CURRENT NFPA LIFE SAFETY CODE, AND WITH THE REQUIREMENTS OF LOCAL AUTHORITIES. NORMALLY THE UTILITY COMPANY SHALL PROVIDE THE PAD MOUNTED TRANSFORMER, METER, AND PRIMARY WIRING. NORMALLY THE CONTRACTOR SHALL PROVIDE THE CONCRETE PAD FOR THE TRANSFORMER, THE CT CABINET, METER BASE, ASSOCIATED TRENCHING AND BACKFILL FROM THE ELECTRIC JUNCTION CABINET TO THE TRANSFORMER. AS WELL AS ALL CONDUIT AND WIRE FROM THE TRANSFORMER TO THE CT CABINET AND FROM BUILDING ELECTRIC SERVICE AS SHOWN ON THE ELECTRIC SERVICE RISER ON DRAWING. IT IS THE CONTRACTORS RESPONSIBILITY TO CONFIRM WHAT IS OR IS NOT PROVIDED BY THE UTILITY COMPANY AND TO INCLUDE ALL COST TO PROVIDE A COMPLETE ELECTRICAL CONNECTION INTO HIS BID. THE PROVISIONING OF SITE EXTERIOR LIGHTING WILL BE A MAXIMUM OF 1-FOOT CANDLE ON THE PROPERTY LINE, WITH AN AVERAGE OF 1-FOOT CANDLE OVER THE EXTERIOR PROPERTY. NOTE THAT THE WALL-PACK ARE SPECIFIED TO HAVE SHIELDS TO COMPLY WITH THE LIGHT TO TRESPASS PROPERTY.
10	SERVICE VALVES (SHUT OFF VALVES) LOCATED IN AN ACCESSIBLE, SERVICEABLE LOCATION ARE TO BE PROVIDED FOR HOME USES.
11	TELEPHONE SERVICE: CONTRACTOR SHALL COORDINATE WITH ARCHITECT AND OWNER TO ARRANGE FOR TELEPHONE SERVICE AS INDICATED ON DRAWINGS. CONTRACTOR SHALL CONTACT THE LOCAL TELEPHONE COMPANY AND ARRANGE FOR TELEPHONE SERVICE AS INDICATED ON DRAWINGS. INCLUDE ALL COSTS, CHARGES FEES, ETC., INCURRED BY TELEPHONE COMPANY INTO BID THE CONTRACTOR SHALL PROVIDE A 4" CONDUIT AS SHOWN ON THE PLANS FOR USE BY THE UTILITY COMPANY IN BRINGING TELEPHONE SERVICE INTO THE BUILDING, PROVIDE A 4' x 8' x 3/4" THICK EXTERIOR GRADE PLYWOOD PANEL FOR MOUNTING COMMUNICATION EQUIPMENT. PANEL TO BE PAINTED WHITE (FIRE RESISTANT PAINT).
12	CABLE SERVICE: CONTRACTOR SHALL COORDINATE WITH ARCHITECT AND OWNER TO ARRANGE FOR CABLE SERVICE AS INDICATED ON DRAWINGS. CONTRACTOR SHALL PROVIDE A ROUGH-IN CONDUIT FOR CABLE SERVICE AS INDICATED ON DRAWINGS. THE CONTRACTOR SHALL PROVIDE AN EMPTY 4" CONDUIT AS SHOWN ON THE PLANS FOR USE BY THE UTILITY COMPANY IN BRINGING CABLE SERVICE INTO THE BUILDING.
13	SPECIFICATION REQUIREMENTS ARE THAT THE DIFFERENT TRADES ARE TO COORDINATE WITH EACH OTHER. THE MECHANICAL CONTRACTOR IS TO LOOK AT AND BE FAMILIAR WITH THE PLUMBING AND ELECTRICAL SHEETS. THE PLUMBING CONTRACTOR IS TO LOOK AT AND BE FAMILIAR WITH THE MECHANICAL AND ELECTRICAL SHEETS. THE ELECTRICAL CONTRACTOR IS TO LOOK AT AND BE FAMILIAR WITH THE PLUMBING AND MECHANICAL SHEETS.
14	CONTRACTORS ARE TO VISIT THE JOBSITE, TO INSPECT ANY AND ALL EQUIPMENT AT THE SITE, TO INSPECT ANY AND ALL EQUIPMENT ONY TO BEING PURCHASED AND/OR MOVED FROM ANOTHER LOCATION OR SITE TO THE NEW SITE, TO CHECK ANY AND ALL MEASURES AND TO VERIFY UTILITY REQUIREMENTS. THEN TO VERIFY, CONFIRM AND COORDINATE WITH THE DRAWINGS. DISCREPANCIES ARE TO BE COORDINATED WITH THE ENGINEER. CONTRACTOR INSPECTIONS AND VERIFICATIONS MUST BE PRIOR TO PREPARING THE NEW SITE.
15	SPECIFICATION REQUIREMENTS ARE THAT THE DIFFERENT TRADES ARE TO COORDINATE WITH EACH OTHER. THE MECHANICAL, PLUMBING, AND ELECTRICAL CONTRACTORS ARE TO LOOK AT AND BE FAMILIAR WITH THE SITE UTILITY SHEETS. COORDINATE DOES NOT MEAN YOU HOPE FIRST.



PIPE INSTALLATION (TYP)
NOT TO SCALE

CLEANOUT SPECIFICATIONS

1	ALL HORIZONTAL DRAINS SHALL HAVE CLEANOUTS LOCATED NOT MORE THAN 100 FEET APART.
2	ALL BUILDING SEWERS SHALL BE PROVIDED WITH CLEANOUTS LOCATED NOT MORE THAN 50 FT. APART MEASURED FROM THE UPSTREAM ENTRANCE OF THE CLEANOUT.
3	CLEANOUTS SHALL BE INSTALLED AT EACH CHANGE OF DIRECTION OF HORIZONTAL WASTE OR SOIL LINES, WHICH IS GREATER THAN 45 DEGREES.
4	A CLEANOUT SHALL BE PROVIDED AT THE BASE OF EACH WASTE OR SOIL STACK.
5	PROVIDE A CLEANOUT NEAR THE JUNCTION OF THE BUILDING DRAIN AND THE BUILDING SEWER. CLEANOUT TO BE BROUGHT UP TO FINISHED GRADE LEVEL.



CLEANOUT/UNPAVED AREA (TYP)
NOT TO SCALE

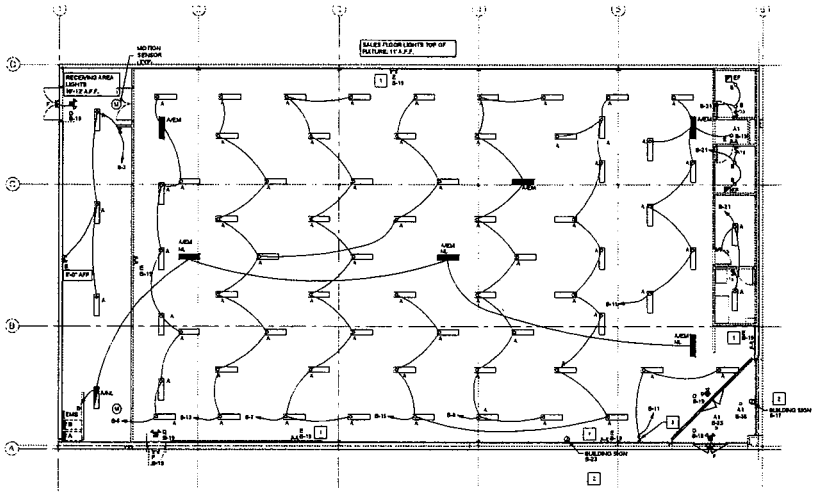
CLEANOUT/PAVED AREA (TYP)
NOT TO SCALE

THE DRAWINGS AND SPECIFICATIONS PROVIDED BY THE ARCHITECT, ELECTRICAL, AND PLUMBING/MECHANICAL ENGINEERS ARE INSTRUMENTS OF SERVICE AND SHALL REMAIN THE PROPERTY OF THE ARCHITECT, ELECTRICAL, AND PLUMBING/MECHANICAL ENGINEERS. ALL COPYRIGHTS AND OTHER PROPERTY RIGHTS IN THE DRAWINGS AND SPECIFICATIONS PREPARED BY THE ARCHITECT, ELECTRICAL, AND PLUMBING/MECHANICAL ENGINEERS SHALL REMAIN THEIR RESPECTIVE PROPERTY. THE DRAWINGS AND SPECIFICATIONS ARE NOT TO BE USED BY THE OWNER OR OTHERS ON EXTENSIONS OF THE PROJECT OR ANY OTHER PROJECT EXCEPT BY AGREEMENT IN WRITING WITH THE ENGINEERS. THEY ARE NOT TO BE LOANED, COPIED OR SOLD WITHOUT THE WRITTEN CONSENT OF THE ENGINEERS. VISUAL CONTACT WITH THESE DRAWINGS AND SPECIFICATIONS SHALL CONSTITUTE PRIMA FACIE EVIDENCE OF THE ACCEPTANCE OF THESE RESTRICTIONS.

PATRICK D. CROCKER, P.E.
3211 EAST SHADY GLEN
SPRINGFIELD, MISSOURI 65804
PHONE: (417) 882-4588

DOLLAR GENERAL
TYPE E
HIGHWAY 65 & PALOMINO ROAD
ISANTI, ISANTI COUNTY, MINNESOTA

DATE	1/31/2019
REVISIONS:	
REVISIONS:	
REVISIONS:	
REVISIONS:	
REVISIONS:	
JOB #	1V3819
SHEET #	SU2



LIGHTING PLAN
SCALE: 1/8" = 1'-0"

LUMINAIRE SCHEDULE (SEE NOTES REGARDING REQUIRED NATIONAL ACCOUNT VENDORS)

CALLOUT	SYMBOL	DESCRIPTION	MODEL	INPUT WATTS	NOTES	QTY
A		4' STRIP SUSPENDED, 37W LED MOUNT TOP OF LIGHTS @ 11'-0"	US LED: VLF1-SR-CC3-D-4-SD-S9	37		25
A1		9" LED ROUND CAN L-TRIM 50L	US LED: LTR3-1-LAM-50-15-SR-C-WH	15.5		3
AWM		4' STRIP 37W LED MOUNT TOP OF LIGHTS @ 11'-0" CIRCUITED THROUGH EMERGENCY INVERTER TO PROVIDE EMERGENCY LIGHTING	US LED: VLF1-SR-CC3-D-4-SD-S9	37		9
AWL		4' STRIP, SUSPENDED LED, 37W, WIRED AS NIGHT LIGHT, MOUNT TOP OF LIGHTS @ 11'-0"	US LED: VLF1-SR-CC3-D-4-SD-S9	37		1
B		6" LED ROUND CAN L-TRIM 50L	US LED: LTR3-1-LAM-50-15-SR-C-WH	15.5		4
D		EMERGENCY LIGHT/EXIT SIGN COMBO	COST LESS LIGHTING: 94-EL1-LED	4		4
E		EMERGENCY LIGHT FIXTURE	COST LESS LIGHTING: 94-CRW2-LED	2		7
EF		RESTROOM EXHAUST FAN - FURNISHED AND INSTALLED BY THE MECHANICAL CONTRACTOR, DISCONNECT AND ELECTRICAL CONNECTION BY THE ELECTRICAL CONTRACTOR		93		2
F		EMERGENCY LIGHT FIXTURE - WET LOCATION LISTED	COST LESS LIGHTING: 94-94-LED-LWW-NW	4		3
G-1		FULL CUTOFF LED WALL PACK LIGHT FIXTURE	REGAL: WPR1-60-33-SZ	59	BRACKET: US-WMP-SZ	4
H-1		SINGLE FIXTURE WALL MOUNT WARM	US LED: GPA-1-LAM-L-840-154	148	ARM: RA 94-2-606	4
S-1		SINGLE FIXTURE POLE LIGHT ON 25' TALL POLE	US LED: GPA-1-LAM-L-740-154	148	25' POLE: US-SS23284-4-SM	2

*NOTE: THE E.C. IS RESPONSIBLE TO COUNT AND CONFIRM THE QUANTITIES OF THE FIXTURES IN THE PLANS PRIOR TO ORDERING.

LED LIGHT HEADS ARE COVERED ON FOUR SIDES PLUS THE BACK WITH THE LIGHT BEING PROJECTED IN ONE DIRECTION. LIGHT HEADS MOUNTED AND POINTING IN A DOWNWARD DIRECTION ACCOMPLISHES THE GOAL OF WHAT USED TO BE CALLED "FULL CUT-OFF". IN THIS WAY THE PARKING LOT IS LIT AND THERE IS NO BLEED OVER TO THE PROPERTY LINE OR ACROSS PROPERTY LINES.

SWITCH SCHEDULE

SYMBOL	CALLOUT
$	SINGLE POLE SWITCH
$ (2)	SINGLE POLE SWITCH WITH OCCUPANCY SENSOR - LEVITON: OSS16-0RW

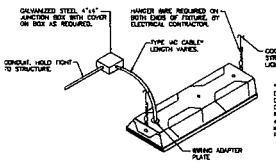
THE OPERATING PART OF LIGHT SWITCHES SHALL BE NO MORE THAN 48" A.F.F TO SATISFY ACCESSIBILITY REQUIREMENTS.

KEYNOTES

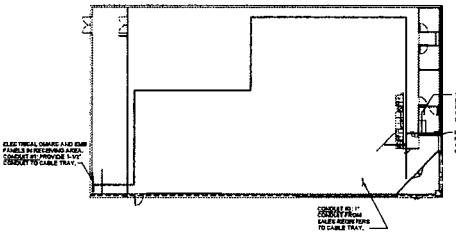
#	
1	EMERGENCY/EXIT SIGNS AND LIGHTS: INSTALL EMERGENCY LIGHTS AND EXIT SIGNS THROUGHOUT THE BUILDING IN COMPLIANCE WITH ALL APPLICABLE CODES. INSTALL EMERGENCY LIGHTS AND EXIT SIGNS 18"-6" A.F.F. OR TALL EMERGENCY LIGHTS ON THE OFFICE WALL (18" HIGH WALL) AS HIGH AS POSSIBLE ON WALL.
2	JUNCTION BOX FOR SIGN ON THE INTERIOR OF THE PARAPET, LOCATED AS SHOWN.
3	SWITCH FOR MANUAL CONTROL OF THE LIGHT FIXTURES IN THE DAYLIGHT ZONE AS REQUIRED BY THE ENERGY CONSERVATION CODE.

EMS/LIGHTING CONTROL REQUIREMENTS FOR ENERGY CONSERVATION CODE

1. ALL INTERIOR LIGHTING, OTHER THAN EMERGENCY/EXIT LIGHTS AND SECURITY LIGHTS SHALL BE CONTROLLED BY AN AUTOMATIC TIME SWITCH.
2. MANUAL LIGHTING OVERRIDE CONTROLS SHALL HAVE A TIME LIMIT OF 2 HOURS OR LESS.
3. FOR SECURITY REASONS, THE SALES AREA LIGHTS WILL BE CONTROLLED BY THE TIME CLOCK WITH MANUAL OVERRIDE ACCESSIBLE ONLY BY EMPLOYEES.
4. INDEPENDENT LIGHTING CONTROLS IN THE RESTROOMS, OFFICE, AND BREAK ROOM WILL BE PROVIDED BY WALL SWITCHES WITH OCCUPANCY SENSORS TO TURN THE LIGHTS OFF WITHIN 30 MINUTES OF VACANCY.
5. INDEPENDENT LIGHTING CONTROLS IN THE RECEIVING AREA WILL BE PROVIDED BY A SWITCH IN THE RECEIVING AREA.
6. DAYLIGHT ZONE CONTROL SHALL BE PROVIDED BY A MANUAL SWITCH NEAR THE CASH REGISTERS.
7. DUSK-TO-DAWN EXTERIOR LIGHTS SHALL BE CONTROLLED BY AN ASTRONOMICAL TIME CLOCK. OTHER EXTERIOR LIGHTS AND SIGNAGE SHALL BE CONTROLLED BY A TIME CLOCK AND ASTRONOMICAL TIME CLOCK.



TYPICAL LIGHT FIXTURE MOUNTING DETAIL
SCALE: NTS



CABLE TRAY PLAN AND CONDUIT DIAGRAM
SCALE: NTS

NOTE REGARDING NATIONAL ACCOUNTS. REFER TO A1.0, GENERAL NOTES (ARCHITECTURAL SHEETS) FOR A LIST OF REQUIRED NATIONAL ACCOUNT VENDORS FOR LIGHTING, SWITCHGEAR, ENERGY MANAGEMENT SYSTEM, AND CABLE TRAY SYSTEMS. THE CONTRACTOR SHALL PURCHASE ALL REQUIRED SYSTEMS FROM THE REQUIRED NATIONAL ACCOUNT VENDOR.

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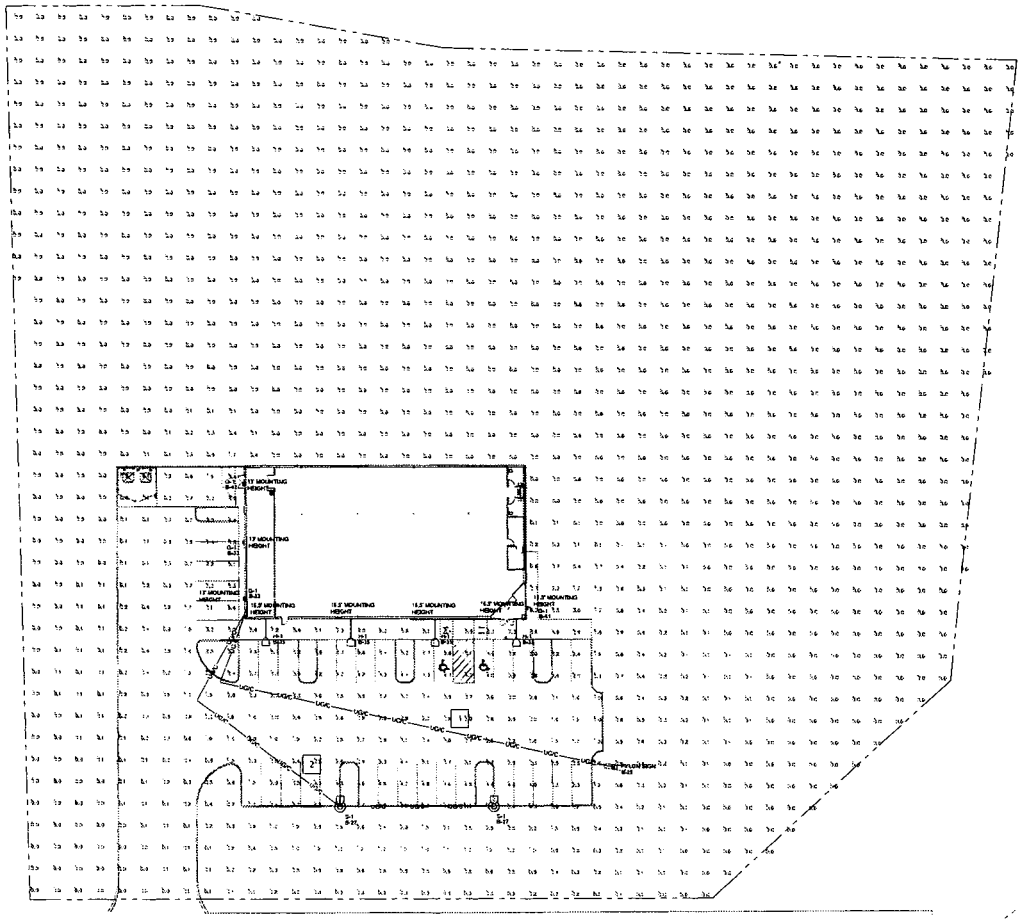
PATRICK D. CROCKER, P.E.
3211 EAST SHADY GLEN
SPRINGFIELD, MISSOURI 65804
PHONE: 417-379-5436

DOLLAR GENERAL
TYPE E
HIGHWAY 65 & PALOMINO ROAD
ESANTI, ESANTI COUNTY, MINNESOTA

DATE: 07/03/2019
REVISION:
REVISION:
REVISION:
REVISION:
REVISION:
REVISION:
JOB #: 19-08
SHEET #:

E2

Exhibit J: Lighting Plan



SITE LIGHTING & POWER PLAN

SITE UTILITY LEGEND	
SS	SANITARY SEWER
BS	BUILDING SEWER
W	WATER PIPING
GAS	GAS PIPING
UGHE	UNDERGROUND ELEC TRIC
OHE	OVERHEAD ELEC TRIC
UGC	UNDERGROUND CONDUIT
UGS	UNDERGROUND SLEEVE
T	TELEPHONE

SITE UTILITY LEGEND	
FO	FIBER OPTICS
	ELEC TRIC METER
	GAS METER
	WATER METER
	FIRE HYDRANT
	PAD MOUNT TRANSFORMER
MH	MANHOLE
CO TO	CLEANOUT TO GRADE

KEYNOTES	
1	1" CONDUIT TO PYLON SIGN
2	1" CONDUIT TO POLE LIGHTS.

DISCLAIMER: THE PHOTOMETRIC CALCULATIONS WILL BE CONFIRMED BY THE NATIONAL LIGHTING ACCOUNT VENDOR (NATIONAL LIGHTING ELEC TRICAL SERVICE). THE E.C. AND G.C. WILL BE RESPONSIBLE TO CONFIRM THAT NATIONAL LIGHTING ELEC TRICAL SERVICE (THE NATIONAL ACCOUNT LIGHTING VENDOR) HAS RUN THEIR PHOTOMETRICS FOR THIS SITE. IT IS ALSO THE RESPONSIBILITY OF THE E.C. AND G.C. TO CONFIRM ALL LIGHT FIXTURE MODEL NUMBERS WITH THE NATIONAL ACCOUNT VENDOR (NATIONAL LIGHTING ELEC TRICAL SERVICE).

LED LIGHT HEADS ARE COVERED ON FOUR SIDES PLUS THE BACK WITH LIGHT BEING PROJECTED IN ONE DIRECTIONAL LIGHT HEADS MOUNTED AND POINTING IN A DOWNWARD DIRECTION ACCOMPLISHES THE GOAL OF WHAT USED TO BE CALLED "FULL CUT-OFF". IN THIS WAY THE PARKING LOT IS LIT AND THERE IS NO SPILL OVER TO THE PROPERTY LINE OR ACROSS PROPERTY LINES.

811 Know what's below. Call before you dig.

FIELD VERIFY AND COORDINATE ALL UNDERGROUND UTILITIES WITH STORM WATER DETENTION AND DRAIN PIPING TO AVOID CONFLICT/INTERFERENCE.

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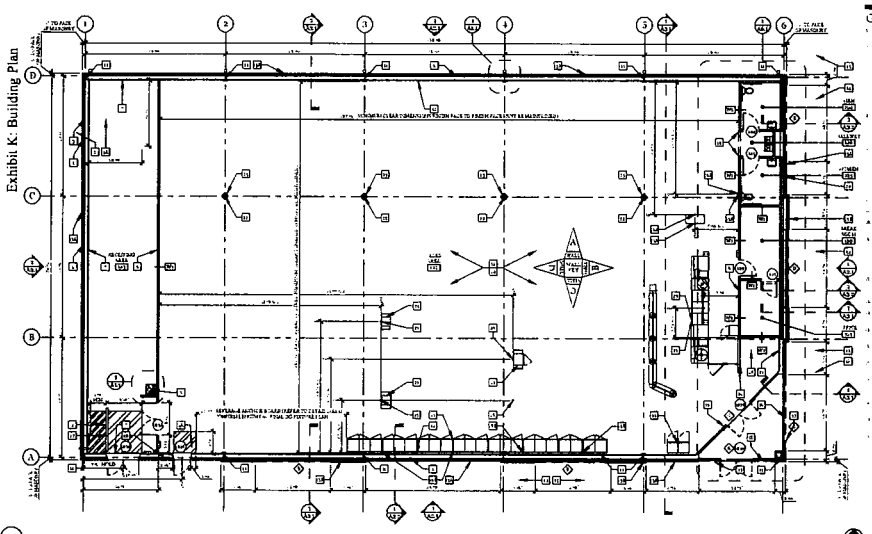
PATRICK D. CROCKER, P.E.
3211 EAST SHADY GLEN
SPRINGFIELD, MISSOURI 65804
PHONE 417.883.4004

DOLLAR GENERAL
TYPE E
HIGHWAY 65 & PALOMINO ROAD
ISANTI, ISANTI COUNTY, MINNESOTA

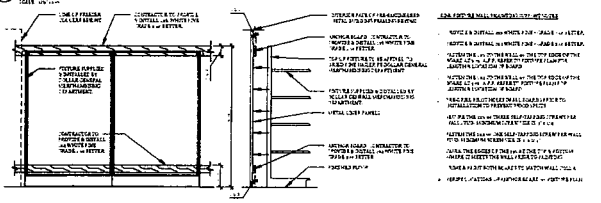
DATE: 1/14/2019
REVISIONS:
REVISIONS:
REVISIONS:
REVISIONS:
REVISIONS:
REVISIONS:
JOB #: PV2019
SHEET #:

E5

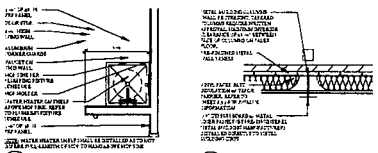
Exhibit K: Building Plan



1 FLOOR PLAN



2 ANCHOR BOARD DETAIL



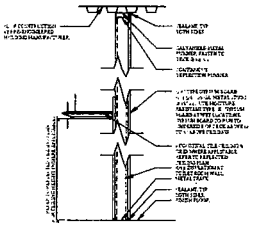
3 ENLARGED MOP SINK PLAN

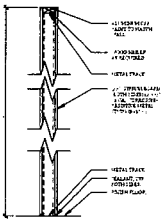
4 DETAIL AT COLUMN

GENERAL NOTES

FLOOR PLAN KEYNOTES

WALL TYPES





JOHN D. TORGERSON, ARCHITECT
110 NORTH 2ND AVENUE • UTAKA, MO 65721 • P (417) 581-0800 • F (417) 581-0402

DOLLAR GENERAL
STORE #19548 PROTOTYPE 12

ISANTI, MINNESOTA

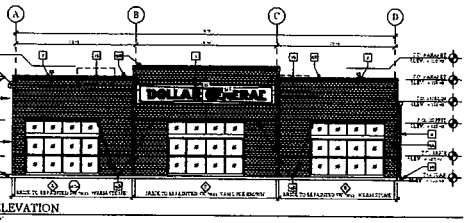
NE CORNER OF STATE HIGHWAY 65 & PALLADIUM ROAD SE
ISANTI, ISANTI COUNTY, MINNESOTA 55040

PRELIMINARY NOT FOR CONSTRUCTION

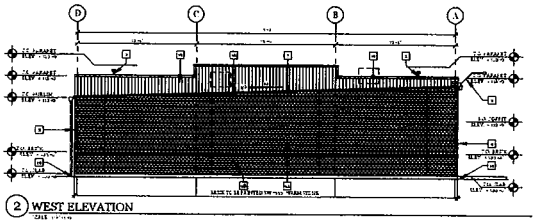
JOHN D TORGERSON
ARCHITECT OF RECORD
LICENSE NO 15060
PROJECT NUMBER 19000 DGM
REVISIONS

A1.1
FLOOR PLAN & DETAILS
DATE FEBRUARY 01, 2019

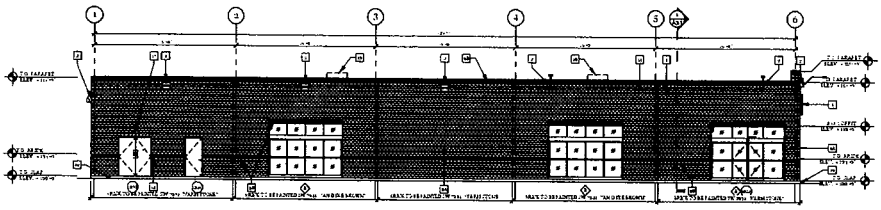
Exhibit L: Exterior Building Elevations



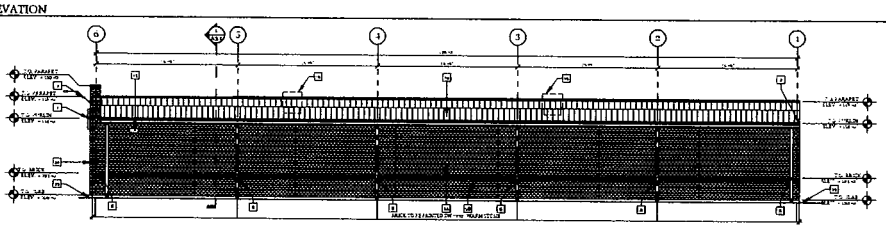
1 EAST ELEVATION



2 WEST ELEVATION



3 SOUTH ELEVATION



4 NORTH ELEVATION

ELEVATION KEYNOTES

A	[illegible]
B	[illegible]
C	[illegible]
D	[illegible]
E	[illegible]
F	[illegible]
G	[illegible]
H	[illegible]
I	[illegible]
J	[illegible]
K	[illegible]
L	[illegible]
M	[illegible]
N	[illegible]
O	[illegible]
P	[illegible]
Q	[illegible]
R	[illegible]
S	[illegible]
T	[illegible]
U	[illegible]
V	[illegible]
W	[illegible]
X	[illegible]
Y	[illegible]
Z	[illegible]

JOHN D. TORGERSON, ARCHITECT
110 NORTH 2ND AVENUE • HANK, MO 65721 • P (417) 581-8889 • F (417) 581-9002

DOLLAR GENERAL
STORE #19538 • PROTOTYPE 'E'

ISANTI, MINNESOTA

NORTHEAST CORNER OF 37TH AVENUE NE AND 2ND ADDITION PLACE NE
ISANTI, ISANTI COUNTY, MINNESOTA 55040

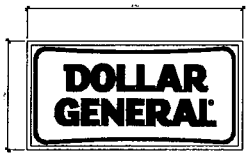
PRELIMINARY
NOT FOR CONSTRUCTION

NAME JOHN D TORGERSON
ARCHITECT OF RECORD
LICENSE NO [illegible]
PROJECT NUMBER [illegible]
REVISIONS

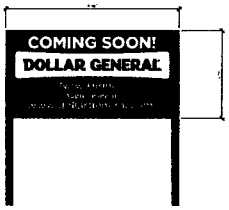
A2.1
EXTERIOR ELEVATIONS
DATE FEBRUARY 01, 2019

Exhibit M: Proposed Signage

MAIN BUILDING SIGN



PRIMARY PYLON SIGN



JOB SITE SIGN
THIS SIGN TO BE PROVIDED & INSTALLED BY THE DEVELOPER OR CONTRACTOR AT THE BEGINNING OF THE CONSTRUCTION PROJECT

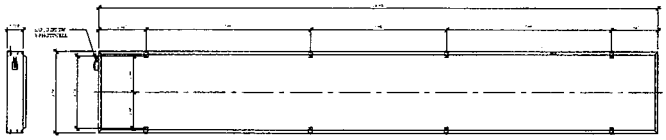
SIGN SPECIFICATIONS

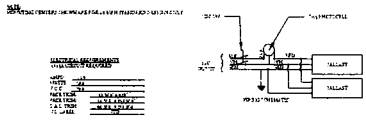
1. [illegible]
2. [illegible]
3. [illegible]
4. SEE CHART BELOW FOR SIGN SPECIFICATIONS
5. [illegible]

BUILDING SIGN				
SIGN SIZE	SIGN WEIGHT	# OF CIRCUITS	AMPS	VOLTAGE
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
PYLON SIGN				
SIGN SIZE	SIGN WEIGHT	# OF CIRCUITS	AMPS	VOLTAGE
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

1. ALL ELECTRICAL PLANS FOR ALL EXTERNAL INFORMATION CONTACT THE ARCHITECT OF THIS PLANS AND DRAWINGS

1 SIGNAGE ELEVATIONS





2 SIGNAGE BRACING DETAILS

JOHN D. TORGERSON, ARCHITECT
110 NORTH 2ND AVENUE • UCLAID, MO 65724 • P (417) 581-4866 • F (417) 581-9002

DOLLAR GENERAL
STORE #19548 PROTOTYPE E

ISANTI, MINNESOTA
NORTHEAST CORNER OF STATE HIGHWAY 65 NE & PALOMINO ROAD NE
ISANTI, ISANTI COUNTY, MINNESOTA 55040

PRELIMINARY
NOT FOR CONSTRUCTION

NAME JOHN D TORGERSON
ARCHITECT OF RECORD
LICENSE NO. 22060
PROJECT NUMBER 19005 DGM
REVISIONS

A7.1
SIGNAGE & SIGNAGE DETAILS
DATE FEBRUARY 01, 2019

J.9.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwo
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: May 30, 2019

To: Josi Wood, City Administrator

From: Jason W Cook, P.E.
Assistant City Engineer

Subject: Annexed Parcel Service Extensions - Engineering Services
City of Isanti, MN
Project No.: R13.118565

Pursuant to your authorization, we have prepared a utility access study for those parcels annexed into the City with sewer and watermain adjacent to their property. Included in this report are exhibits depicting the proposed improvements, estimated costs and discussions regarding funding.

The Committee of a Whole has reviewed this report and recommends Council approval.

Should the Mayor and City Council elect to move forward with the improvements recommended in the Study, Bolton & Menk, Inc proposes to complete the following scope of services to enable the project to be completed:

- Prepare Plans and Specifications
- Advertise for bids
- Obtain required permits
- Prepare the recommendation to Council to award the bid
- Hold a preconstruction meeting
- Perform construction observation and surveying during the project
- Perform construction administration during the project
- Prepare the final close out documents
- Create as-built drawings of the improvements.

We recommend the following schedule to keep the project on schedule to be constructed this summer:

1) June 18, 2019 — City Council approves plans and orders advertisement of bids
2) July 10, 2019 — Open Bids
3) July 16, 2019 — City Council awards bid
4) August – November, 2018 — Project construction

We propose to assist the City in completing the project in accordance with the scope of services, for an hourly, not-to-exceed fee of $27,716.00. These fees were included in the estimated project costs in the Study.

I will be at the June 4, 2019 City Council meeting to discuss this report and respond to any questions you have concerning this project. Feel free to contact me with any questions prior to the meeting.

Bolton & Menk is an equal opportunity employer

RESOLUTION NO. 2019-_____

RESOLUTION AUTHORIZING PREPARATION OF PLANS ON THE ANNEXED PARCEL SERVICE ACCESS IMPROVEMENT PROJECT

WHEREAS, the City Council ordered the development of a study to evaluate the cost to extend sanitary sewer or water service to parcels that were recently annexed into the City and were described as having immediate access to either sewer or water service, and,

WHEREAS, the City Council defined immediate access as having a service stub extended to the property line of the parcel in question, and,

WHEREAS, Bolton & Menk, have completed this study and presented it to the Committee of a Whole, and,

WHEREAS, the Committee of a Whole recommends approving the study and authorizing the development of plans and specification as recommended in the study at the engineering fees listed in the study.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota as follows:

1. Bolton & Menk, Inc., as the City Engineer, is hereby designated as the engineer for this improvement and shall prepare plans and specifications for the making of such improvement at the fees listed in the report and the supporting memo.

This resolution was duly adopted by the Isanti City Council this 4th day of June 2019.

Attest: Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members City Council**
From: Sheila Sellman, Community Development Director
Date: **June 4, 2019**
Subject: **RESOLUTION 2019-XXX CONSIDERATION OF SAC AND WAC FEES FOR VILLAGES ON THE RUM**

Background:
Villages on the Rum was platted in 2002 with 261 lots with a mix of housing styles from Single family detached, townhomes and bayhomes. Thirty-two lots are left undeveloped, these lots were platted for townhomes. The streets are private and have been installed, utilities are installed and two hook ups are stubbed at each lot.

Request:
Jason Semler of Semler Construction has been in discussions with City Staff to replat the remaining lots into single family lots reducing the lots from 32 to 16. SAC and WAC charges have been part of the discussions. Per past direction it is staff's understanding that 2 connection charges apply to each lot since they were platted and prepped for two connections. Semler is requesting to only pay one connection charge per lot since they are only going to use one of the connections. The SAC charge is $3,281 and the WAC charge is $2,613. If they were charged for 2 connections the total cost would be $188,608.00 If charged with one connection the total would be $94,304.00.

The Committee of the Whole discussed this item and talked about this at the last meeting and staff is now requesting a formal decision.

Attachments:
- Resolution 2019-XXX

RESOLUTION 2019-XXX

A RESOLUTION DETERMINING SAC AND WAC FEES FOR VILLAGES ON THE RUM ADDITION

WHEREAS, Villages on the Rum was platted in 2002 with 261 lots with a mix of housing types; and,

WHEREAS, thirty-two townhome lots are left undeveloped with utilities installed; and,

WHEREAS, each remaining lot has two water/sewer hook ups; and,

WHEREAS, an inquiry was made by a developer to develop the remaining lots as single-family homes, which would require a replat; and,

WHEREAS, the developer requested to be charged one SAC and WAC fee per lot; and,

WHEREAS, the development was built with two connections and the city was expecting to collect fees on both; and,

WHEREAS, the utilities were privately installed; and,

WHEREAS, the City Council can determine how many units will be charged with development;

NOW, THEREFORE, BE IT RESOLVED by the City of Isanti, Minnesota, that the SAC and WAC charges for the remaining lots in Villages on the Rum if platted into single family lots shall be _____for SAC and _____WAC.

This Resolution is hereby approved by the Isanti City Council this 4th day of June 2019.

ATTEST:

_____

Mayor, Jeff Johnson

_____

Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members City Council**
From: Sheila Sellman, Community Development Director
Date: June 4, 2019
Subject: RESOLUTION 2019-XXX APPROVING AN EXTENSION TO THE CUP AND SITE PLAN TO OPERATE A RETREAT CENTER AND HOBBY FARM ON PROPERTY LOCATED AT 27498 POLK NE STREET ISANTI, MN PID 16.006.0506

Background:
In 2018, a Conditional Use Permit (CUP) Amendment and Site Plan Amendment was approved for Circle B Ranch and The Nest development with Conditions. According to City Code if, within one year after a conditional use permit has been granted, the permitted work has not been completed, the such permits shall become null and void without further action, unless a petition for extension has been granted by the City Council, this also applies to the site plan. Said CUP and site plan expired on May 1, 2019. Brennan Cox has requested an extension.

According to Cox he has been making progress towards completing the conditions and has applied for a building permit. Since the use itself is not in place staff determined an extension is necessary.

Four out of the 9 conditions have been met, the other 5 cannot be completed until the building is in place, therefore an extension in needed. The applicant has shown a good faith effort to complete the project and missed the deadline by one month. A building permit is in for review, if the extension is not granted the application will have to start the process over again and this will push the project back to July at the earliest.

Recommendation:
Staff recommends to approve a onetime extension to May 1, 2020.

Attachments:
- Resolution 2019-XXX
- Resolution 2018-110

RESOLUTION 2019-XXX

APPROVING AN EXTENSION TO THE CUP AND SITE PLAN TO OPERATE A RETREAT CENTER AND HOBBY FARM ON PROPERTY LOCATED AT 27498 POLK NE STREET ISANTI, MN PID 16.006.0506

WHEREAS, Resolution 2018-110 approved a Conditional Use Permit and Site Plan for a Retreat Center and Hobby Farm; and

WHEREAS, The Conditional Use Permit and Site Plan expired on May 1, 2018; and

WHEREAS, Section 18, Subdivision 15 of the City Code states the term of approval for a site plan is good for one year. An extension of up to one year may be granted; and

WHEREAS, Section 21, Subdivision 7 of the City Code states expiration of a Conditional Use Permit is within one year after the CUP has been granted if the work is not completed; and

WHEREAS, the applicant has requested an extension to the Conditional Use Permit and Site Plan for one year, and has completed some of the conditions required by the Conditional Use Permit; and

WHEREAS, the applicant has made application for the building permit, which is needed to meet some of the requirements; and

WHEREAS, the applicant has been making progress to complete the conditions of the site plan and CUP.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota approve the requested extension for the Conditional Use Permit and Site Plan for the proposed Hobby Farm and Retreat Center.

This Resolution is hereby approved by the Isanti City Council this 4th day of June, 2019.

Attest:

_____
Jeff Johnson, Mayor

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2018-110

A RESOLUTION AMENDING RESOLUTION 2017-232, A RESOLUTION APPROVING A CONDITIONAL USE PERMIT (CUP) AND SITE PLAN REVIEW (SPR) FOR BEVERLY COX VANRUDEN, AND BRENNAN AND REBECCA COX TO OPERATE A RETREAT CENTER AND HOBBY FARM ON PROPERTY IDENTIFICATION NUMBERS 160313300, 160313301, 160060505

WHEREAS, Ordinance No. 661 annexed 41.99 acres owned by Brennan and Rebecca Cox pursuant to MN Stats. § 414.033, Subd. 2(3) from the Athens Township to the City of Isanti; and,

WHEREAS, the Parcel Identification Number (PID) 010060505 was re-assigned to PID 160060505 as a result of the annexation; and,

WHEREAS, Joint Resolution No. 2017-118 annexed 39.9 acres owned by Beverly VanRuden Cox and Brennan Cox pursuant to MN Stats. § 414 .0325, Subd. 1 from the Isanti Township to the City of Isanti; and,

WHEREAS, PID 050313300 was re-assigned to PID 160313300, and PID 050313301 was re-assigned to PID 160313301 as a result of the annexation; and,

WHEREAS, PID 160313300 is legally described as:

> The Southeast Quarter of the Southeast Quarter (SE 1/4) of SE 1/4) of Section Thirty-one (31), Township Thirty-five (35), Range Twenty-three (23), EXCEPTING THEREFROM the following described parcel: The East 552.75 feet of the South 396 feet of the SE1/4 of SE1/4 of Section 31, Township 35, Range 23, Isanti County, Minnesota.

WHEREAS, PID 160313301 is legally described as:

> The East 552.75 feet of the South 396 feet of the SE1/4 of SE1/4 of Section 31, Township 35, Range 23, Isanti County, Minnesota.

WHEREAS, PID 160060505 is legally described as:

> That part of the Northeast Quarter (NE1/4) of Section Six (6), Township Thirty-four (34), Range Twenty-three (23), lying Easterly of the Easterly right-of-way line of the Burlington Northern Railway (formerly the Eastern Railway Company of Minnesota), excepting therefrom that part of said NE1/4 of Section 6, described as follows:
>
> Commencing at the Northeast corner of the Southeast Quarter of the Northeast Quarter (SE1/4 of NE1/4) of said Section 6; thence South along the East line of said Section 6, a distance of 208.7 feet for the point of beginning of the exception to be herein described; thence West and parallel to the North line of said Section 6 and to the Easterly right-of-way of said

Burlington Northern Railway; thence Southerly following the Easterly line of said railroad right-of-way and to the South line of the NE1/4 of said Section 6; thence Easterly along the south line of the NE1/4 of said Section 6 to the Southeast corner thereof; thence North along the East line of the NE1/4 of said Section 6 to the point of beginning and there to terminate, Except the Northerly 243.75 of the Southerly 482.10 feet of the Easterly 547.29 feet and the Southerly 238.35 feet of the Easterly 592.87 feet.

WHEREAS, the applicant has submitted, and been approved for, an Administrative Subdivision of PID 160060505 to create two parcels legally described as:

Parcel A

That part of the Northeast Quarter (NE1/4) of Section Six (6), Township Thirty-four (34), Range Twenty-three (23), lying Easterly of the Easterly right-of-way line of the Burlington Northern Railway (formerly the Eastern Railway Company of Minnesota), excepting therefrom that part of said NE1/4 of Section 6, described as follows: Commencing at the Northeast corner of the Southeast Quarter of the Northeast Quarter (SE1/4 of NE1/4) of said Section 6; thence South along the East line of said Section 6, a distance of 208.7 feet for the point of beginning of the exception to be herein described; thence West and parallel to the North line of said Section 6 and to the Easterly right-of-way of said Burlington Northern Railway; thence Southerly following the Easterly line of said railroad right-of-way and along the south line of the NE1/4 of said Section 6 to the Southeast corner thereof; thence North along the East line of the NE1/4 of said Section 6 to the point of beginning and there to terminate,

EXCEPT

The Northerly 350.00 feet of the Southerly 832.10 feet of the Easterly 770.00 feet AND the Northerly 243.75 feet of the Southerly 482.10 feet of the Easterly 547.29 feet AND the Southerly 238.35 feet of the Easterly 592.87 feet.

Parcel D

The Northerly 620.00 feet of the Southerly 1102.10 feet of the Easterly 880.00 feet of the following described property.

That part of the Northeast Quarter (NE1/4) of Section Six (6), Township Thirty-four (34), Range Twenty-three (23), lying Easterly of the Easterly right-of-way line of the Burlington Northern Railway (formerly the Eastern Railway Company of Minnesota), excepting therefrom that part of said NE1/4 of Section 6, described as follows: Commencing at the Northeast corner of the Southeast Quarter of the Northeast Quarter (SE1/4 of NE1/4) of said Section 6; thence South along the East line of said Section 6, a distance of 208.7 feet for the point of beginning of the exception to be herein described; thence West and parallel to the North line of said Section 6 and to the Easterly right-of-way of said Burlington Northern Railway; thence Southerly following the Easterly line of said railroad right-of-way and to the South line of the NE1/4 of said Section 6; thence Easterly along the south line of

the NE1/4 of said Section 6 to the Southeast corner thereof; thence North along the East line of the NE1/4 of said Section 6 to the point of beginning and there to terminate.

WHEREAS, the subject parcels are zoned "RC" Recreational Commercial; and,

WHEREAS, *Retreat Center* and *Hobby Farms* are conditional uses within the "RC" Recreational Commercial Zoning Classification; and,

WHEREAS, the City of Isanti has approved a Conditional Use Permit and Site Plan Approval during the regularly scheduled meeting on September 5, 2017 through Resolution 2017-232; and,

WHEREAS, the creation of a new parcels described above calls for an amendment to be approved by the City of Isanti through Section 21, Article 2, Subd. 5 and Section 18, Subd. 13 of the City of Isanti Zoning Code; and,

WHEREAS, the applicant has applied for an amendment to the Conditional Use Permit and Site Plan Approval as required; and,

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the proposed Conditional Use Permit on April 17, 2018; and,

WHEREAS, the City of Isanti Planning Commission recommended approval of the proposed Conditional Use Permit subject to the conditions as listed below; and,

WHEREAS, the City of Isanti City Council reviewed the requested Conditional Use Permit and Site Plan Review at its regularly scheduled meeting on May 1, 2018.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that it adopts the Findings of Fact and Conclusions related to the requested amended Conditional Use Permit and Site Plan Review adopted by the City Planning Commission on April 17, 2018, and **BE IT FURTHER RESOLVED** that the requested amendment for the Conditional Use Permit and Site Plan Review for the proposed Hobby Farm and Retreat Center be here by approved with the following conditions:

1) Administrative Subdivision to create Parcel D is recorded with the Isanti County.

2) Handicapped parking stalls and paths leading to entryways and exits must be surfaced with either asphalt, concrete, or other surface materials as approved by the American Disabilities Act prior to a certificate of occupancy being issued for PID 160060505.

3) Proposed parking lot on PID 160060505 must be surfaced within five years. The applicant must submit a letter of credit to the City to ensure the aforementioned condition is met within the five-year timeline and must submit engineered plans to be reviewed and that comply with Section 17 of the Zoning Code.

4) Parking Stalls are to be installed on PID 160313300 and must comply with Section 17 of the Zoning Code. The applicant will be required to submit engineered plans for review prior to installing the aforementioned parking stalls.

5) The applicant must adhere to the City Engineer's comments from the memo dated July 26, 2017 and complete all proposed stormwater management controls prior to the Certificate of Occupancy being issued.

6) Exterior lighting must be downward directed, night-sky friendly, and may not spill over onto adjacent properties.

7) The property owner, and any subsequent property owners, are responsible for the installation and cost of roadway improvements, which may include turning lanes, on Polk Street NE if deemed necessary by the City of Isanti. Said improvements must meet City engineering standards.

8) Resubmittal and approval shall be required for any future construction of buildings, train cars, decks, etc. to ensure compliance with the City of Isanti Zoning Code and Building Codes.

9) All applicable permits and licenses must be obtained from the property authorities (Army Corps of Engineers, State of Minnesota, County of Isanti, City of Isanti).

This Resolution is hereby approved by the Isanti City Council this 1st day of May, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2019-XXX

APPROVING AN EXTENSION TO THE CUP AND SITE PLAN TO OPERATE A RETREAT CENTER AND HOBBY FARM ON PROPERTY LOCATED AT 27498 POLK NE STREET ISANTI, MN PID 16.006.0506

WHEREAS, Resolution 2018-110 approved a Conditional Use Permit and Site Plan for a Retreat Center and Hobby Farm; and,

WHEREAS, The Conditional Use Permit and Site Plan expired on May 1, 2018; and,

WHEREAS, Section 18, Subdivision 15 of the City Code states the term of approval for a site plan is good for one year. An extension of up to one year may be granted; and,

WHEREAS, Section 21, Subdivision 7 of the City Code states expiration of a Conditional Use Permit is within one year after the CUP has been granted if the work is not completed; and,

WHEREAS, the applicant has requested an extension to the Conditional Use Permit and Site Plan for one year, and has completed some of the conditions required by the Conditional Use Permit; and,

WHEREAS, the applicant has made application for the building permit, which is needed to meet some of the requirements; and,

WHEREAS, the applicant has been making progress to complete the conditions of the site plan and CUP;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota approve the requested extension for the Conditional Use Permit and Site Plan for the proposed Hobby Farm and Retreat Center.

This Resolution is hereby approved by the Isanti City Council this 4th day of June, 2019.

Attest:

_____
Mayor, Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To. **Mayor Johnson and Members of City Council**

From: Finance Director Betker

Date: May 30, 2019

Subject: Request for New Terms on Previously Deferred Assessment

---

Background:

Resolutions 2006-288 and 2007-258 approved assessments on parcel 16.029.2310 (05.029.2300 prior to annexation) in the amounts of $4,775.93 and $150,099.43 respectively. Both resolutions called for deferral until annexed. The 2007 assessment called for the entire amount plus accrued interest to be due immediately if annexed in 2017 or later. This assessment and the resulting accrued interest represent the bulk of the taxes due on parcel 16.029.2310

Request:

Owner Irfan Habib is requesting (attached) that late fees be removed and that payments be capped at $60,000 per year.

Either removing late fees on an assessment and/or modifying the terms would require abating the assessment(s) entirely and reassessing.

Attachment:

- Email stating requested action from Irfan Habib
- Parcel information from County Website
- Resolution 2006-288 Adopting Assessment for the 2006 SE Quadrant Sewer Improvement Project
- Resolution 2007-258 Adopting Assessment for the 2007 SE Quadrant Street Improvement Project

Mike Betker

From: Irfan Habib <irfan13305@gmail.com>
Sent: Tuesday, May 28, 2019 11:26 AM
To: Mike Betker
Subject: Re: Isanti Agenda Request Form

Follow Up Flag: Follow up
Flag Status: Flagged

Mike,

Thank you! The request is we never received in last 10 years any notices. Even when the $ was being added to special assessment we were not notified. The request is

1) Remove late fees that are being charged at County level for property taxes not paid

2) We make $5000 a month payment till the money is paid.

Thank you,

Irfan

Parcel Information

Parcel ID	Status	Last Update
16.029.2310	Active	5/30/2019 2:20:25 PM

Current Owner:
LANDMARK INVESTMENT II LLC
34321 MYRTLE LN
UNION CITY , CA 94587

SITUS:
602 HERITAGE BLVD NE
ISANTI MN 55040

Taxing District
ISANTI CITY/911

Legal Description

Section 29 Township 035 Range 023

Tax Detail

Operation		Gross Tax	Credit	Net Tax	Savings
CITY OF ISANTI		$903.60	$0.00	$903.60	$0.00
ISANTI COUNTY		$1,143.57	($4.77)	$1,138.80	$0.00
EC REGIONAL DEVELOP		$3.98	$0.00	$3.98	$0.00
SD 0911 CAMBRIDGE-ISANTI		$814.39	($4.12)	$810.27	$0.00
	Sub Total	**$2,865.54**	**($8.89)**	**$2,856.65**	**$0.00**
Bond		**Gross Tax**	**Credit**	**Net Tax**	**Savings**
CITY OF ISANTI		$256.71	$0.00	$256.71	$0.00
ISANTI COUNTY		$72.81	($0.29)	$72.52	$0.00
	Sub Total	**$329.52**	**($0.29)**	**$329.23**	**$0.00**
Special Assessment		**Gross Tax**	**Credit**	**Net Tax**	**Savings**
SP CITY OF ISANTI		$255,584.12	$0.00	$255,584.12	$0.00
	Sub Total	**$255,584.12**	**$0.00**	**$255,584.12**	**$0.00**
	Total Tax	**$258,779.18**	**($9.18)**	**$258,770.00**	**$0.00**

Tax Detail Information

Special Assessment information is designated by SP in the Tax Detail information

If you have any questions, please contact us at (763) 689-1644 Monday through Friday, 8:00 AM to 4:30 PM or Email: auditor@co.isanti.mn.us

Tax Installments

Period	Bill Number	Due Date	Tax Year	Tax	Discount	Penalty/Fee	Interest	Total Due
INST 1	1237477	5/15/2019	2019	$32,948.39	$0.00	$1,317.94	$0.00	$34,266.33
INST 2	1237477	10/15/2019	2019	$129,385.00	$0.00	$0.00	$0.00	$129,385.00
			Total Due:	**$162,333.39**	**$0.00**	**$1,317.94**	**$0.00**	**$163,651.33**

Payment History

Tax Year	Bill Number	Receipt Number	Amount Paid	Last Paid	Paid By
2019	1237477	B19.1190	$38,536.61	5/14/2019	Brook Investment Group
2019	1237477	B19.1198	$1,000.00	5/14/2019	Morgan X
2019	1237477	B19.1199	$5,600.00	5/14/2019	Lilac
2019	1237477	B19.1251	$6,500.00	5/15/2019	Morgan IV LLC

2019	1237477	B19.1385	$17,000.00	5/15/2019	Morgan IV
2019	1237477	B19.1388	$1,800.00	5/15/2019	Irfan Habib
2019	1237477	B19.1405	$9,000.00	5/15/2019	Hasmuckh
2019	1237477	B19.1415	$17,000.00	5/15/2019	Hasmuck 2

The Isanti County Auditor-Treasurer's office makes every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation. If you have any questions, please contact us at (763) 689-1644 or auditor@co.isanti.mn.us.

This site is best viewed using Google Chrome, Internet Explorer 11, Mozilla Firefox or Safari.

RESOLUTION NO. 2006-288

RESOLUTION ADOPTING ASSESSMENT FOR THE 2006 SE QUADRANT SEWER IMPROVEMENT PROJECT

WHEREAS, pursuant to proper notice duly given as required by law, the council has met and heard and passed upon all objections to the proposed assessment for the 2006 SE Quadrant Sewer Extension Improvement project and described herein the construction of a sewer utility from the west end of Sun Prairie Boulevard and extending to the Lake State Federal Credit Union property located at the southeast intersection of State Hwy 65 and County Road 5 to provide service to properties to the north and south of C.S.A.H. 5 from the point of its inception at Sun Prairie Boulevard and westerly to the southeast quadrant of Highway 65 and County Road 5.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ISANTI, MINNESOTA:

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.

2. Such assessment shall be payable in equal annual installments extending over a period of ten (10) years, the first of the installments to be payable on or before May 15, 2007, and shall bear interest at the rate of 5.65 percent per annum from January 1, 2007. To the first installment shall be added interest on the entire assessment from January 1, 2007 until December 31, 2007. To each subsequent installment when due shall be added interest for one year on all unpaid installments.

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the city treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and may, at any time thereafter, pay to the city treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before December 22 or interest will be charged through December 31 of the next succeeding year.

4. The owner of any property that is outside of the city limits shall have assessments deferred until such time as the property is annexed into the city. Once the property is annexed into the city, interest shall accrue at a rate of 5.65 percent on the principal amount of all outstanding assessments. The term of the repayment of the assessments shall not be greater than ten (10) years.

5. The clerk shall forthwith transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

This resolution is hereby adopted by the City Council of Isanti, Minnesota this 21st day of November, 2006.

Attest:

Mayor David Apitz

Irene J. Bauer, City Clerk

(SEAL)

RESOLUTION NO. 2007-258

RESOLUTION ADOPTING ASSESSMENT FOR THE 2007 SE QUADRANT STREET IMPROVEMENT PROJECT

WHEREAS, pursuant to proper notice duly given as required by law, the council has met and heard and passed upon all objections to the proposed assessment for the 2007 SE Quadrant Street Improvement project and described herein the construction of 6th Avenue NE (formerly known as 'Amber Street') from C.S.A.H. No. 5 south approximately 1,330-feet to the south property line of Isanti Commons and west to T.H. 65 along the Lake State Federal Credit Union (LSFCU) property line (Broadway Street) approximately 500-feet; and the East Extension from 6th Avenue NE Street east along the Habib and Halverson property lines (Oakwood Street) approximately 400-feet to the east Habib property line.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ISANTI, MINNESOTA:

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.

2. Such assessment shall be payable in equal annual installments extending over a period of ten (10) years, the first of the installments to be payable on or before the first Monday in January, and shall bear interest at the rate of 5.75 percent per annum from January 1, 2008. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2008. To each subsequent installment when due shall be added interest for one year on all unpaid installments.

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the city treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and may, at any time thereafter, pay to the city treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.

4. The owner of any benefiting property that is outside of the city limits shall have assessments deferred until such time as the property is annexed into the city. Interest shall accrue on outstanding principal balances at the rate of 5.75 percent per annum from the date of this resolution until the entire balance has been paid. Once the property is annexed into the city, the assessment and accrued interest are due and payable. Any prepayments of principal and accrued interest applicable to such

deferred assessment shall be payable to the City of Isanti. All payments shall first be applied to accrued interest and the balance to principal reduction. Any prepayments of principal and accrued interest applicable to such deferred assessment shall be payable to the City of Isanti. Such assessment shall be payable over a period of time as they then be designated by the City Council, but in no event shall the final payment of said assessment be due later than 2017, which is the final due date for the non-deferred assessments pertaining to this project, except that in the event the property is not annexed until 2017 or thereafter, the entire principal balance and accrued interest pertaining to said deferred assessment shall be immediately due and payable at the time of such annexation.

5. The clerk shall forthwith transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

This resolution is hereby adopted by the City Council of Isanti, Minnesota this 6th day of November 2007.

Attest: Mayor George A. Wimmer

Irene J. Bauer
Assistant City Administrator/City Clerk

(SEAL)

2007 SE Quadrant Highway 65 Street Improvement
Final Assessment Roll
City of Isanti

PIN	Legal Description	Owner	Total
161200010	Lot 1, Block 1 Isanti Commons	Lake State Federal Credit Union	$25,297.91
161200020	Outlot A Isanti Commons	Lake State Federal Credit Union	$199,541.63
160292300		Duane and Jeannie Halvorson	$108,197.59
160292400		Brookview Land Development	$79,580.98

Deferred Assessment:

50292300		Landmark Investments II, LLC	$150,099.43
50291900		Kathleen Peak (Norton) ETAL	77,888.27

The above stated deferred assessment is deferred per Resolution 2007-:

The owner of any property that is outside of the city limits shall have assessments deferred until such time as the property is annexed into the city. Interest shall accrue on the principal amount at the rate of 5.75 percent from the date of this resolution. The principal amount and the accrued interest shall be payable to the city and the interest rate shall be 5.75 percent. Once the property is annexed into the city, the assessment and accrued interest are due and payable and will be spread over a period of time that is no longer than the final payment is due in 2017 at an interest rate of 5.75 percent.

City of Isanti

Check Register - Mayor/Council Approval
Check Issue Dates: 5/23/2019 - 5/23/2019

May 24, 2019 08:45AM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/19	05/23/2019	51214	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	850.00
05/19	05/23/2019	51215	692	ARC IRRIGATION	104-20200	423.81
05/19	05/23/2019	51216	2335	BCBSM	101-20200	19.20
05/19	05/23/2019	51217	9	BERNICKS PEPSI-COLA	609-20200	1,047.47
05/19	05/23/2019	51218	2742	BLESNER, AMBER	101-20200	325.00
05/19	05/23/2019	51219	2221	C & L DISTRIBUTING	609-20200	64.74
05/19	05/23/2019	51220	918	CRYSTAL SPRINGS ICE	609-20200	209.52
05/19	05/23/2019	51221	8	DAHLHEIMER DISTRIBUTING CO	609-20200	11,416.17
05/19	05/23/2019	51222	55	ECM PUBLISHERS INC	101-20200	195.82
05/19	05/23/2019	51223	693	EMERGENCY AUTOMOTIVE	101-20200	52.80
05/19	05/23/2019	51224	1682	FERGUSON WATERWORKS	603-20200	223.58
05/19	05/23/2019	51225	2028	FURTHER	603-20200	38.35
05/19	05/23/2019	51226	2028	FURTHER	861-20200	1,579.40
05/19	05/23/2019	51227	739	HACH COMPANY	601-20200	288.94
05/19	05/23/2019	51228	160	HAWKINS INC	601-20200	1,767.29
05/19	05/23/2019	51229	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	108.90
05/19	05/23/2019	51230	270	ISANTI READY-MIX INC	101-20200	413.00
05/19	05/23/2019	51231	162	ISANTI RENTAL	101-20200	99.95
05/19	05/23/2019	51232	1534	J. J. TAYLOR	609-20200	1,019.10
05/19	05/23/2019	51233	7	JOHNSON BROTHERS LIQUOR CO	609-20200	3,648.36
05/19	05/23/2019	51234	5	KAWALEK TRUCKING	609-20200	177.00
05/19	05/23/2019	51235	2145	KODRU MOONEY	602-20200	1,679.98
05/19	05/23/2019	51236	1789	MADDEN GALANTER HANSEN, LLP	101-20200	2,656.95
05/19	05/23/2019	51237	17	MCDONALD DISTRIBUTING CO	609-20200	6,655.19
05/19	05/23/2019	51238	616	MENARDS - CAMBRIDGE	101-20200	59.97
05/19	05/23/2019	51239	2364	METERING & TECHNOLOGY	601-20200	3,760.93
05/19	05/23/2019	51240	1536	MINNESOTA DEED	219-20200	833.33
05/19	05/23/2019	51241	2080	MVTL LABORATORIES INC	602-20200	174.16
05/19	05/23/2019	51242	2170	NHH ROOFING PLUS	609-20200	571.23
05/19	05/23/2019	51243	2553	O'REILLY	101-20200	15.99
05/19	05/23/2019	51244	617	PAUSTIS & SONS	609-20200	265.75
05/19	05/23/2019	51245	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,050.80
05/19	05/23/2019	51246	2406	QUALITY FLOW SYSTEMS INC	602-20200	4,000.00
05/19	05/23/2019	51247	1414	READY WATT ELECTRIC	101-20200	2,140.00
05/19	05/23/2019	51248	2341	RED BULL DISTRIBUTION	609-20200	140.50
05/19	05/23/2019	51249	1113	RJM DISTRIBUTING INC	609-20200	229.80
05/19	05/23/2019	51250	2396	SOUTHERN GLAZERS OF MN	609-20200	9,907.47
05/19	05/23/2019	51251	1361	STAPLES ADVANTAGE	101-20200	210.15
05/19	05/23/2019	51252	2598	T.A.SCHIFSKY & SONS INC.	101-20200	251.34
05/19	05/23/2019	51253	1740	TOSHIBA FINANCIAL SERVICES	108-20200	238.27
05/19	05/23/2019	51254	42	VIKING COCA-COLA BOTTLING CO	609-20200	162.35
05/19	05/23/2019	51255	1286	VINOCOPIA INC	609-20200	678.00
05/19	05/23/2019	51256	4	WATSON CO INC	609-20200	2,526.69
05/19	05/23/2019	51257	780	WINE MERCHANTS	609-20200	345.00
Grand Totals:						63,522.25

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/19	05/31/2019	51261	1898	ABSOLUTE PORTABLE RESTROOMS	104-20200	250.00
05/19	05/31/2019	51262	1059	ANOKA COLLISION CENTER	101-20200	2,220.94
05/19	05/31/2019	51263	2030	ARTISAN BEER COMPANY	609-20200	307.50
05/19	05/31/2019	51264	1141	ASSURANT EMPLOYEE BENEFITS	602-20200	550.47
05/19	05/31/2019	51265	53	BELLBOY CORPORATION	609-20200	3,513.78
05/19	05/31/2019	51266	9	BERNICKS PEPSI-COLA	609-20200	1,195.20
05/19	05/31/2019	51267	1500	BOLTON & MENK INC	602-20200	62,009.50
05/19	05/31/2019	51268	2319	BREAKTHRU BEVERAGE	609-20200	7,407.02
05/19	05/31/2019	51269	120	CONNEXUS ENERGY	101-20200	16,859.21
05/19	05/31/2019	51270	918	CRYSTAL SPRINGS ICE	609-20200	239.22
05/19	05/31/2019	51271	8	DAHLHEIMER DISTRIBUTING CO	609-20200	8,605.40
05/19	05/31/2019	51272	2720	DEFIANT DISTRIBUTORS	609-20200	569.17
05/19	05/31/2019	51273	1941	DELTA DENTAL	861-20200	2,996.95
05/19	05/31/2019	51274	1840	DIRTWORKS INC	603-20200	60,787.41
05/19	05/31/2019	51275	55	ECM PUBLISHERS INC	101-20200	148.25
05/19	05/31/2019	51276	255	ESS BROTHERS & SONS	603-20200	374.50
05/19	05/31/2019	51277	1682	FERGUSON WATERWORKS	603-20200	90.95
05/19	05/31/2019	51278	1698	FINANCE AND COMMERCE	444-20200	160.75
05/19	05/31/2019	51279	2028	FURTHER	861-20200	68.98
05/19	05/31/2019	51280	949	GRAINGER	101-20200	154.96
05/19	05/31/2019	51281	2743	HOLMQUIST, RICHARD & DAWN	601-20200	20.93
05/19	05/31/2019	51282	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	25.63
05/19	05/31/2019	51283	2744	JENSEN, KYLE & KRISTA	601-20200	74.61
05/19	05/31/2019	51284	7	JOHNSON BROTHERS LIQUOR CO	609-20200	8,456.37
05/19	05/31/2019	51285	5	KAWALEK TRUCKING	609-20200	242.40
05/19	05/31/2019	51286	1338	KNIFE RIVER	101-20200	28.00
05/19	05/31/2019	51287	17	MCDONALD DISTRIBUTING CO	609-20200	13,571.50
05/19	05/31/2019	51288	616	MENARDS - CAMBRIDGE	101-20200	2.99
05/19	05/31/2019	51289	1044	MINNEAPOLIS FINANCE	101-20200	132.30
05/19	05/31/2019	51290	2208	MINNESOTA EQUIPMENT	101-20200	35.40
05/19	05/31/2019	51291	2116	MINUTEMAN PRESS	101-20200	1,937.48
05/19	05/31/2019	51292	2472	MIOX	601-20200	2,640.00
05/19	05/31/2019	51293	1180	MLB PRINTING INC	603-20200	194.32
05/19	05/31/2019	51294	2745	O'CONNER, CHAD	601-20200	5.10
05/19	05/31/2019	51295	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,518.56
05/19	05/31/2019	51296	1442	ST. LOUIS MRO INC	101-20200	45.00
05/19	05/31/2019	51297	1361	STAPLES ADVANTAGE	101-20200	53.79
05/19	05/31/2019	51298	1696	TENNANT SALES AND	101-20200	101.35
05/19	05/31/2019	51299	1290	THE AMBLE GROUP	602-20200	501.24
05/19	05/31/2019	51300	2746	TWIN CITY TITLE COMPANY LLC	601-20200	33.52
05/19	05/31/2019	51301	780	WINE MERCHANTS	609-20200	560.00
Grand Totals:						201,690.65

City of Isanti

Gross Payroll	87,146.53
Social Security & Medicare	5,005.74
Public Employees Retirement	8,810.86
Total City Expense	100,963.13

Pay Date 5/31/2019

Pay Period 11 (5/12-5/25/19)

CONTRACTOR'S PAY REQUEST 2 **2019 STORM MAINTENANCE** **CITY OF ISANTI, MINNESOTA** **BMI PROJECT NO. R13.117802**	**DISTRIBUTION:** CONTRACTOR (1) OWNER (1) ENGINEER (1) BONDING CO. (1)
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	$216,094.00
TOTAL, COMPLETED WORK TO DATE	$125,981.75
TOTAL, STORED MATERIALS TO DATE	$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	$125,981.75
RETAINED PERCENTAGE (5%)	$6,299.09
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	$119,682.66
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	$58,895.25
PAY CONTRACTOR AS ESTIMATE NO. 2	$60,787.41

Certificate for Partial Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

Contractor: DIRTWORKS, INC.
24656 ULYSSES ST.
EAST BETHEL, MN 55040

By _____ V.P.
Name Title

Date 5-22-19

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:
ENGINEER: BOLTON & MENK, INC., 7533 Sunwood Drive NW, Suite 206, Ramsey, MN 55303

By _____, CITY ENGINEER

Date 5/22/2019

APPROVED FOR PAYMENT:
OWNER: CITY OF ISANTI, MINNESOTA

By _____
Name Title Date

And _____
Name Title Date

Partial Pay Estimate No.: 2

2019 STORM MAINTENANCE

CITY OF ISANTI, MINNESOTA
BMI PROJECT NO. R13.117802
WORK COMPLETED THROUGH May 22, 2019

ITEM NO.		ITEM	UNIT PRICE	AS BID ESTIMATED QUANTITY		AS BID ESTIMATED AMOUNT	PREVIOUS ESTIMATE ESTIMATED QUANTITY		PREVIOUS ESTIMATE ESTIMATED AMOUNT	COMPLETED TO DATE ESTIMATED QUANTITY		COMPLETED TO DATE ESTIMATED AMOUNT
1		MOBILIZATION	$19,000.00	1	LUMP SUM	$19,000.00	0.5	LUMP SUM	$9,500.00	0.75	LUMP SUM	$14,250.00
2		EROSION CONTROL	$5,000.00	1	LUMP SUM	$5,000.00	0	LUMP SUM	$0.00	0.75	LUMP SUM	$3,750.00
3		CLEARING & GRUBBING (WOODED AREAS)	$6,000.00	2	ACRE	$12,000.00	1	ACRE	$6,000.00	1.75	ACRE	$10,500.00
4		CLEARING & GRUBBING (PLANTED TREES)	$400.00	8	TREE	$3,200.00	0	TREE	$0.00	0.0	TREE	$0.00
5		APRON RESTORATION	$1,100.00	51	EACH	$56,100.00	5	EACH	$5,500.00	32.0	EACH	$35,200.00
6		REMOVE TRASH GUARD	$150.00	8	EACH	$1,200.00	7	EACH	$1,050.00	8.0	EACH	$1,200.00
7		COMMON EXCAVATION (EV)	$15.00	1007	CU YD	$15,105.00	0	CU YD	$0.00	241.0	CU YD	$3,615.00
8		TOPSOIL BORROW	$40.00	199	CU YD	$7,960.00	0	CU YD	$0.00	24.0	CU YD	$960.00
9		SODDING TYPE LAWN	$3.00	6023	SQ YD	$18,069.00	0	SQ YD	$0.00	298.0	SQ YD	$894.00
10		RIPRAP	$85.00	152	CU YD	$12,920.00	9	CU YD	$765.00	124.15	CU YD	$10,552.75
11		REMOVE RIPRAP	$75.00	72	CU YD	$5,400.00	12	CU YD	$900.00	70.0	CU YD	$5,250.00
12		REMOVE CORRUGATED METAL PIPE (CMP)	$10.00	40	LIN FT	$400.00	10	LIN FT	$100.00	13.0	LIN FT	$130.00
13		CLEAN STORM SEWER PIPE	$10.00	4174	LIN FT	$41,740.00	3818	LIN FT	$38,180.00	3,818.0	LIN FT	$38,180.00
		SUB TOTAL:										**$124,481.75**
		SCHEDULE B (RESIDENTIAL ITEMS)										
1		SALVAGE FENCE TO RESIDENT	$6.00	520	LIN FT	$3,120.00	0	LIN FT	$0.00	0.0	LIN FT	$0.00
2		SALVAGE LANDSCAPING TO RESIDENT	$6.00	480	SQ YD	$2,880.00	0	SQ YD	$0.00	0.0	SQ YD	$0.00
3		SALVAGE & REINSTALL IRRIGATION SYSTEM	$1,500.00	8	EACH	$12,000.00	0	EACH	$0.00	1.0	EACH	$1,500.00
		SUB TOTAL:										**$1,500.00**
		TOTAL AMOUNT:				**$216,094.00**			**$61,995.00**			**$125,981.75**

RESOLUTION 2019-XXX

APPROVE PLACEMENT OF STOP SIGNS AT THE INTERSECTIONS OF 1ST AND BROADWAY AND COTTONWOOD AND 4TH

WHEREAS, a request was received for consideration of placing stop signs on Broadway St SW at the intersection of 1st Ave SW and Cottonwood SW at the intersection of 4th Ave; and

WHEREAS, the intersection of 1st Ave SW and Broadway St SW does not have any traffic control signs; and

WHEREAS, the intersection of 4th Ave SW and Cottonwood SW has a yield sign at Cottonwood St SW; and

WHEREAS, the City Engineer and City Staff have reviewed the request for stop signs at the above mentioned intersections, and recommending placement of two stop signs on Broadway St SW and one stop sign on Cottonwood St SW to be consistent with neighboring streets for continuity; and

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve placement of two stop signs on Broadway St SW at the intersection of 1st Ave SW and one stop sign on Cottonwood St SW at the intersection of 4th Ave SW.

This resolution was duly adopted by the Isanti City Council this 4th day of June, 2019.

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

(SEAL)

K.4.

A Community For Generations.

Isanti

Memo for City Council

To: **Mayor Johnson and Members of the City Council**
From: Jenny Garvey, Parks, Recreation and Culture Manager
Date: June 4, 2019
Subject: Resolution Approving Rum River BMX to add pavement to walking areas inside the Isanti Indoor Arena

---

Rum River BMX has asked for permission and is in the process of getting building permits to install pavement to the walk area inside of Isanti Indoor Arena, that would be done in two phases. Staff has attached a drawing of the area proposed to incorporate into a pavement walkway. Staff has provided direction and per the lease agreement to the Rum River BMX Association that the walkway needs to meet ADA compliance.

Request
Staff is requesting action on this item

Attachments

- Resolution 2019-XXX
- Drawing of proposed pavement walkway

RESOLUTION NO. 2019-XXX

RESOLUTION APPROVING RUM RIVER BMX TO ADD PAVEMENT AREAS INSIDE THE ISANTI INDOOR ARENA

WHEREAS, the Isanti Indoor Arena was completed in early 2015 and is being leased by Rum River BMX Association; and,

WHEREAS, city staff continue to work with Rum River BMX members to ensure the facility is fully operational and running as efficiently as possible; and,

WHEREAS, it has been determined that Rum River BMX would like to install pavement to the walking areas inside the building and per the lease agreement that they must maintain ADA compliance; and,

WHEREAS, Rum River BMX is required to obtain building permit process documentation; and;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to accept the Rum River BMX request to add pavement to the Isanti Indoor Arena.

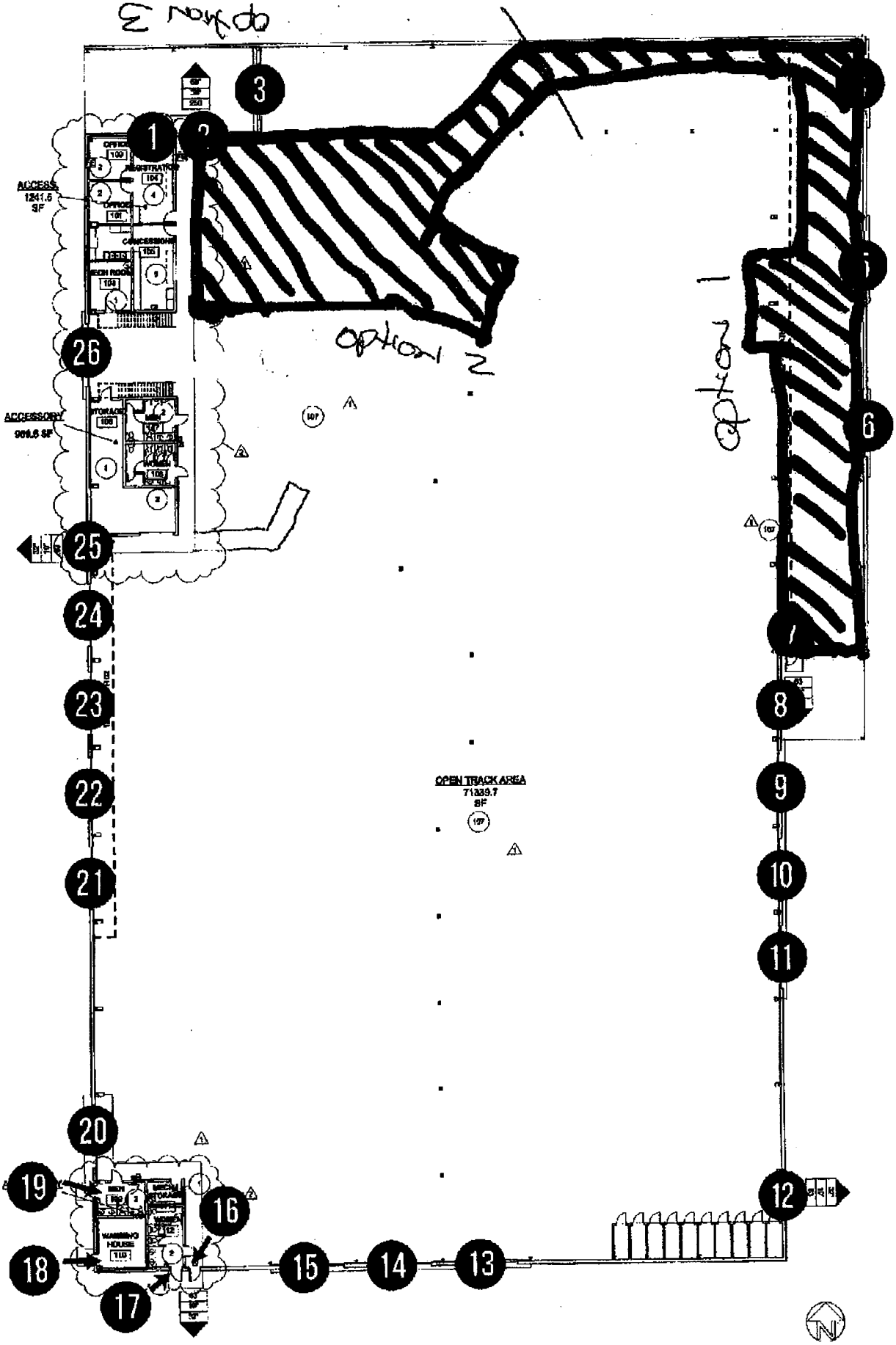
This resolution was duly adopted by the Isanti City Council this 4th day of June, 2019.

Attest:

_____
Jeff Johnson
Mayor

_____
Katie Brooks
Human Resources/City Clerk

ISANTI INDOOR ARENA DOORS



RESOLUTION 2019-XXX

A RESOLUTION APPROVING CITY ENGINEER DESIGNATION FOR PROFESSIONAL ENGINEERING SERVICES

WHEREAS, City Council, per Resolution 2018-037, approved professional engineering services with Bolton & Menk, Inc. for municipal engineering and related services for an additional five-year term; and,

WHEREAS, Committee of the Whole held discussions May 21, 2019 regarding the designation of City Engineer and finds it in the best interest of the City to have Jason Cook, P.E. as the Bolton and Menk, Inc. main person of contact and listed as the contracted City Engineer;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to approve Jason Cook, P.E. as the designated contact person and contracted City Engineer for the City of Isanti.

This Resolution is hereby approved by the Isanti City Council this 4th day of June, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

K.6.

RESOLUTION 2019-XXX
Amending Resolution 2019-119

RESOLUTION DESIGNATING COMMITTEES AND REPRESENTATIVES FOR CITY COMMISSIONS AND ADVISORY BOARDS FOR YEAR 2019

WHEREAS, the City is required to make certain official appointments at the beginning of each year; and,

WHEREAS, the City Council must appoint City Council members to represent the City on various City and County-wide organizations on an annual basis:

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. That the City Council appoints the following individuals to represent the City on the following commissions, boards and advisory committees for 2019:

Committee of the Whole	Mayor and City Council
Economic Development Authority	Mayor and City Council
Parks, Recreation & Culture Board	Mayor
Planning Commission	Mayor and City Council
Rum River BMX Association Board	Collison
Community Education	Mayor
Cable TV Liaison	Lundeen
Civil Defense Director	Mayor
Fire District	Lundeen, Alternate Mayor Johnson
ICICLE	Bergley, Alternate Mayor
School Liaison	Mayor, Lundeen
Chamber of Commerce Liaison	Mayor
Bike Isanti County Committee	Mayor
C-I Bike/Walk Trail	Gordon
Public Works Labor Management Committee	Mayor - Guest Representative
Weed Inspector	Mayor

2. That the City Council appoints the following to act as Mayor Pro-tem in the absence of the Mayor: Councilor Steve Lundeen.

3. That the Planning Commission, Economic Development Authority Board, and Park, Recreation and Culture Board shall meet on the date and times as designated as outlined on the attached schedule and posted at Isanti City Hall.

4. That the City Council designates the following individuals to the Park, Recreation and Culture Board for 2019:

_____	*(term expiration 12-31-2020)*
Aaron Zdon	*(term expiration 12-31-2019)*
James Witte	*(term expiration 12-31-2021)*
_____	*(term expiration 12-31-2021)*
Jeff Johnson	Council Representative (*term expiration 12-31-2019*
_____	Student Representative *(term expiration 12-31-2019)*

5. That the City Council designates the following individuals to the Planning Commission for year 2019:

<u>Mayor and City Council</u>:	
Jeffrey Johnson	*(term expiration 12-31-2019)*
Dan Collison	*(term expiration 12-31-2019)*
James Gordon	*(term expiration 12-31-2019)*
Paul Bergley	*(term expiration 12-31-2019)*
Steve Lundeen	*(term expiration 12-31-2019)*
<u>Appointed Members</u>:	
Alexander Collins	*(term expiration 12-31-2021)*
Arissya Simon	*(term expiration 12-31-2019)*

6. That the City Council Economic Development Authority Board membership terms are as follows for year 2019:

<u>Mayor and City Council</u>:	
Jeffrey Johnson	*(term expiration 12-31-2019)*
Dan Collison	*(term expiration 12-31-2019)*
James Gordon	*(term expiration 12-31-2019)*
Paul Bergley	*(term expiration 12-31-2019)*
Steve Lundeen	*(term expiration 12-31-2019)*
<u>Appointed Members:</u>	
Rod Barrows	*(term expiration 12-31-2024)*
Jill Reller	*(term expiration 12-31-2020)*

This Resolution is hereby approved by the Isanti City Council this 21st day of May, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

K.7.

RESOLUTION 2019-XXX

A RESOLUTION APPOINTING CANDIDATE TO FILL THE VACANT CITY COUNCIL SEAT ON THE ISANTI CITY COUNCIL FOR THE REMAINDER OF THE TERM UNTIL THE NEXT ELECTION

WHEREAS, a vacant seat occurred on the City Council with the absence of Councilor Ross Lorinser; and

WHEREAS, with said vacancy created by Councilor Johnson, the City Council adopted Resolution No. 2019-116, A Resolution Declaring a Vacancy on the City Council; and

WHEREAS, Resolution No. 2019-116 provides for temporary appointment of a qualified person to fill the vacancy until the Successor, elected at the General Election, takes office; and

WHEREAS, City Code Chapter 18, Article III, Vacancies in Elected Offices, provides the process for making a temporary appointment to fill Council vacancies until an election takes place to fill the vacant Council seat; and

WHEREAS, an ad was placed in the official newspaper and posted seeking interested persons to be appointed to fill the vacant Council seat until such time as a candidate is elected through the special election process. Uniform Applications from qualified applicants were due on May 10, 2019. Six applications were received from qualified candidates. The City Council shall interview the candidates and then vote by written ballot.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of Isanti, Minnesota, to appoint James Gordon to fill the vacant Council seat until such time as a candidate is elected through the general election process.

1. The appointed person shall take office after administration of the Oath of Office by the City Clerk.

2. The term of office expires upon their Successor, elected at the General Election, takes office on January 1, 2021.

Adopted by the Isanti City Council this 21st day of May, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2019-XXX

RESOLUTION AMENDING THE PERSONNEL POLICY TO REVISE THE MEDIA RELATIONS POLICY

WHEREAS, the City of Isanti's Personnel Policy adopting a Media Relations Policy to define who responds to media relations and requests; and

WHEREAS, the Committee of the Whole discussed the need to revise the current policy to allow for the Chief of Police/Emergency Management Director and City Administrator to also have the ability to respond to the media; and,

WHEREAS, the revised Media Relations Policy is attached hereto as 'Exhibit A';

NOW THEREFORE BE IT RESOLVED BY THE City Council of the City of Isanti, Isanti, Minnesota to amend the Personnel Policy, Section 17, Appendix to include the attached revised media relations policy.

This resolution was duly adopted by the Isanti City Council this 4th day of June, 2019.

Attest: _____
Mayor Jeff Johnson

_____
Katie Brooks
City Clerk/ Human Resources

(SEAL)

'Exhibit A'

MEDIA RELATIONS

~~With the exception of routine events and basic information that is readily available to the public, all requests for interviews or information from the media are to be routed through the Mayor. No City employee is authorized to speak on behalf of the City without prior authorization from the Mayor or his/her designee. Prior to giving any written news release, statement to the news media, or public appearance on behalf of the City, an employee must receive authorization from the Mayor.~~

The Mayor is designated as the City Public Information Officer ("City PIO") and shall be responsible for the implementation of this policy. Authorized City spokespersons are designated as the City Administrator and City Chief of Police who is also the Emergency Management Director. With the exception of routine events and basic information that is readily available to the public, all requests for interviews or information from the media are to be routed through the Mayor, City Administrator or Chief of Police, whomever is deemed appropriate given the request.

City employees who are not designated spokespersons are not authorized to make statements to the media and / or in public discussion on behalf of the City. City staff who are not designated spokespersons and who are contacted by a news media representative shall be courteous, professional and route their requests to the City Administrator, Chief of Police or City PIO.

All news releases concerning city personnel will be the responsibility of the City Administrator.

When information is requested by the City PIO or authorized spokesperson for information, all Department Directors shall immediately provide the City PIO or authorized spokesperson with the most accurate and complete information available for the response. Any employee who identifies a mistake in reporting should bring the error to the City Administrator or his/her designee. Regardless of whether the communications in the employee's official city role or in a personal capacity, employees must comply with all laws related to trademark, copyright, software use, etc.

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
May 28, 2019
City Council Chambers

1. Meeting Opening.

A. Call to Order.

B. Pledge of Allegiance
Everyone stood for the Pledge of Allegiance

C. Roll Call
Members Present: James Witte, Aaron Zdon, and Mayor Johnson
Staff Present: Jenny Garvey, Parks, Recreation and Culture Manager,

D. Agenda Modifications
Zdon asked if there were any agenda modifications, no modifications, Motion by Witte, seconded by Mayor Johnson; all in favor; the motion passed.

2. Approval of Minutes from April 23, 2019, Parks, Recreation, and Culture Board Meeting
Motion by Witte and second by Mayor Johnson; all in favor. Minutes were unanimously approved.

3. Unity Park Proposal
Garvey reported that Unity Park had previous approval of adding trees to the parking lot edge along the ballfield to assist with cars not parking on the grass. Garvey asked the board to re-examine that option and shared a new option that staff found that would entail less maintenance and upkeep that the tree option would. Garvey proposed to the board the rock edge option and provided a picture of the idea, Garvey stated that planting young trees could be damaged and pruning would be an item that would be necessary for years to come. The rock edge option fits within the budget. Zdon, Witte and Mayor Johnson agreed that this was a nice option and less maintenance was needed. Johnson motioned that we amend the proposal to install trees at Unity park and change the proposal to install the rock/boulder edge along the parking lot, second by Witte; the motion passed.

4. Park Visit Summary
Garvey reviewed the list compiled of what projects and maintenance items were from the tours the board members took and reported at the April 23 meeting. .

5. Painting Plow Blades

Garvey reported that four local schools took place in this project and noted that within the packet are two pictures of ones that are being worked on and that the blades will be picked up in the next couple of weeks and the finished blades will be on display at Celebrate Isanti Day, August 17th.

6. Parks Update

Garvey reviewed that the Farmers Market will be Fridays May 31 –Sept 21 2-6pm and that PW was able to get the curb cut for easier access for vendors. Garvey also reviewed that the Passports to parks event will be back this summer with a kick off event June 20th at Bluebird park. Garvey further reviewed that the street dances will be June 22 – Hitchville, July 20 – Audio Circus and Aug 17 – Good for Gary and vendors are already signing up and our Platinum sponsors this year are Kwik Trip and Dahlheimer Distributing. Garvey also mentioned that the Community Gardens are full and opened on May 11 and staff is working on adding a few more plots as interest is there. The dog park is open and the grand opening will be held Wed June 12 at 11am, the bench is in the park and signs will be going up. Johnson asked if another bench was going to be added and Zdon also questioned this and said he has heard from the public if another one was going to be added. Garvey stated she had thought somewhere it was in her information that one was going to be donated, but she would look into it and see and then as budget allows to also add other amenities to the park. Garvey finished with that Bluebird park will be getting a new paint job on the larger playground equipment and this is anticipated to be closed from July 29-Aug 9.

7. Adjournment

Motion by Witte, second by Mayor Johnson to adjourn the April 23, 2019 meeting of the Parks, Recreation and Culture Board. Motion was approved.

The meeting adjourned at 6:21 PM

Dated at Isanti, Minnesota this 28th day of May, 2019.

Respectfully Submitted,

_____

Jenny Garvey
Parks, Recreation and Culture Manager

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JUNE 4, 2019 – 7:00 P.M.
CITY HALL

I. Citizens Input
II. City Council Agenda

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards
Mayor's Employer Celebration Day- June 18, 2019

F. Approve City Council Minutes
1. May 20, 2019- Special Meeting
2. May 21, 2019 -Regular Meeting of the City Council
3. May 21, 2019- Committee of the Whole Meeting
4. March 19, 2019- Planning Commission Meeting
5. April 23, 2019- Parks, Recreation, and Culture Board Meeting

G. Announcements

1. Committee of the Whole	Tuesday, June 18, 2019 at 5:00 p.m.
2. City Council Meeting	Tuesday, June 18, 2019 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, June 18, 2019 *(Immediately following the City Council Meeting)*
4. Park, Recreation, & Culture Board Meeting	Tuesday, June 25, 2019 at 6:00 p.m.

H. Council Committee Reports

I. Public Hearings

J. Business Items
1. Discussion on Fair and Equal Enforcement of T21 County Wide (*Jimmy Gordon*)

<u>City Administrator Josi Wood</u>
2. Resolution 2019-XXX Approving Contract for Chief of Police Position
3. Ordinance Amending City Code Adding Chapter 144, Drug Paraphernalia
4. Ordinance Amending Chapter 227 Parking and Storage
5. Consider Adoption of Stormwater Enforcement Procedures Pursuant to Ordinance 670
   a. Resolution 2019-XXX Approving Enforcement Response Procedures (ERP) for MS4 Permit Violations
   b. Ordinance Amending Ordinance No. 670 Stormwater Management Ordinance
   c. Ordinance Amending the City Code Chapter 65, Administrative Penalties
   d. Ordinance Amending the Code for the City of Isanti, Chapter 160, Fees
   e. Resolution 2019-XXX Adopting Fees Within the City of Isanti

6. Resolution 2019-XXX Approving an Interim Use Permit for Operation of a Tattoo Studio located at 303 Credit Union Drive
7. Resolution 2019-XXX Approving a Minor Subdivision for Dollar General at 340 Palomino Road SE PID 16.029.0900
8. Resolution 2019-XXX Approving a Site Plan for Dollar General located at 240 Palomino Road SE PID 16.029.0900
9. Resolution 2019-XXX Authorizing Preparation of Plans on the Annexed Parcel Service Access Improvement Project

Community Development Director Sheila Sellman

10. Resolution 2019-XXX Consideration of SAC and WAC fees for Villages on the Rum
11. Resolution 2019-XXX CUP and Site Plan extension to operate a retreat Center and Hobby Farm

Finance Director Mike Betker

12. Request for New Terms on Previously Deferred Assessment

K. Approve Consent Agenda

1. Accounts Payable in the Amount of $265,212.90, Payroll in the Amount of $100,963.13
2. Contractors Pay Request No. 2 for Dirtworks, Inc in the Amount of $60,787.41
3. Resolution 2019-XXX Approve Placement of Stop Signs at the Intersections of 1st and Broadway and Cottonwood and 4th
4. Resolution 2019-XXX Approving Rum River BMX to add Pavement Areas Inside the Isanti Indoor Area
5. Resolution 2019-XXX Approving City Engineer Designation for Professional Engineering Services
6. Resolution 2019-XXX Appointing Candidate to Fill the Vacant City Council Seat on the Isanti City Council for the Remainder of the Term until the Next Election
7. Resolution 2019-XXX Designating Committees and Representatives for City Commissions and Advisory Boards for year 2019
8. Resolution 2019-XXX Amending the Personnel Policy to Revise the Media Relations Policy

L. Other Communications

1. Draft Minutes from the May 28, 2019 Parks, Recreation, and Culture Board Meeting

Adjournment

E.

Mayor's Proclamation

City of Isanti

Whereas Employers and Employees are a dynamic part of the City of Isanti's and Minnesota's economy; and,

Whereas The promotion of our Employer's and their talented Staff showcase the strength and success which is an integral part of the City of Isanti's economic development strategy; and,

Whereas All Isanti employers located within the City of Isanti provide jobs which significantly contribute to the City of Isanti's standard of living and economic vitality; and,

Whereas The City of Isanti has approximately 1,928 people that are employed within its corporate limits; and,

Whereas Employees contribute to the economic success of Isanti businesses by buying local and supporting other Isanti businesses; and,

Whereas The City EDA is sponsoring an appreciation luncheon to the Employers and their Employees on June 18, 2019 highlighting certain businesses with milestone Isanti anniversaries.

Now, therefore, I, Jeff Johnson, Mayor of the City of Isanti, do hereby proclaim that the day of June 18, 2019 shall be observed as:

Mayor's Employer Celebration Day

in the City of Isanti on this 4th day of June, Two Thousand Nineteen.

_____

Jeff Johnson, Mayor

MINUTES OF THE CITY COUNCIL
SPECIAL MEETING CITY COUNCIL
Monday, May 20, 2019 at 6:00 PM
CITY HALL

Mayor Johnson called the Special meeting to order at 6:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Paul Bergley, Steve Lundeen and Dan Collison

Members Absent: None.

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks and Lieutenant Travis Muyres

Others Present: Eric Klang

1. Interview finalists for Chief of Police Position for City of Isanti
    a. Resolution 2019- 132 Approving the Hire for Chief of Police Vacancy

Chief of Police interview finalists Eric Klang and Travis Muyres were interviewed by Mayor Johnson and City Council for the open Chief of Police position. Mr. Klang and Mr. Muyres were asked the same questions. Mr. Klang volunteered himself to go first.

Mayor and Councilmembers each thanked the candidates and expressed their reasoning for their decisions.

Motion by Lundeen, second by Bergley to hire Travis Muyres to fill the Chief of Police vacancy. Motion passed 4-0. Motion carried.

A. Adjournment

Motion by Lundeen, second by Bergley to adjourn. Motion passed 4-0. Motion carried. The meeting adjourned at 6:42 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, MAY 21, 2019 – 7:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Paul Bergley Steve Lundeen and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, City Attorney Clark Joslin, Community Development Director Sheila Sellman, Finance Director Mike Betker,

Others Present: Rodrick Barrows, James Gordon, Leroy Johnson, George Hemen, Elizabeth Anderson, Lynn Hoving, Connie Anderson, Mark Reller, Jill Reller, Megan Gordon, Phyllis Harmon, Luke Merrill, Stacy Upton, Chris Sodergren, Josh Ham and Brian McCullough

D. Adopt Agenda
City Administrator Josi Wood shared there is an agenda modification for revision of the date on J.1 A which is that the term is expiring in 2021. Wood continued to share that there was a typo in the resolution. Wood further stated that the Walter Hansen has withdrawn his application for the vacant Interim City Council Seat. Motion by Collison, second by Lundeen to adopt agenda with modifications. Motion passed 4-0. Motion carried.

E. Proclamations/Commendations/Certificate Awards
None

F. Approve City Council Minutes
1. May 7, 2019- Special Meeting
2. May 7, 2019 - Regular Meeting of the City Council

Motion by Lundeen, second by Collison to approve minutes as presented. Motion passed 4-0. Motion carried.

G. Announcements

1. Park, Recreation, & Culture Board Meeting	Tuesday, May 28, 2019 at 6:00 p.m.
2. City Council Meeting	Tuesday, June 4, 2019 at 7:00 p.m.
3. EDA Meeting	Tuesday, June 4, 2019 *(Immediately following the City Council Meeting)*

H. Council Committee Reports
None

I. Public Hearings
None

J. <u>Business Items</u>
1. Interview Candidates for Interim Appointment to Vacant City Council Seat

a. Resolution 2019-133 Appointing Candidate to Fill the Vacant City Council Seat on the Isanti City Council for the Remainder of the Term Until the Next Election

Six uniform applications from City residents Dave Apitz, Luke Merrill, James Gordon, Rodrick Barrows, Walter Hanson and Leroy Johnson were received for the interim appointment to the vacant City Council seat.

All candidates, except Walter Hanson who withdrew his application, were present and uniform questions relating to the City Council seat were asked of each of them.

Voting ballots were passed out to the Mayor and Council, completed, and collected by City Clerk, Katie Brooks. Once all ballots were received, Katie Brooks announced 3 votes for James Gordon and 1 vote for Leroy Johnson.

Mr. Gordon was given the oath of office and sworn in by City Clerk Katie Brooks.

Mr. Gordon took his seat among the Council for the remainder of the meeting.

City Administrator Josi Wood

2. Resolution 2019-134 Approving Website Redesign with CivicPlus

City Administrator Josi Wood shared that there were 4 vendors for the RFP for the City's website. Wood continued to share that Staff is recommending to go with CivicPlus as it is the one with the least amount of annual fees and less cost to the City on an ongoing basis.

Motion by Lundeen, second by Collison to approve resolution as presented. Motion passed 5-0. Motion carried.

3. Resolution 2019-135 Approving City Social Media Facebook Pages Allowing Comments

City Administrator Wood shared that previous discussion included Facebook pages for the Liquor Store, City Hall and Police Department. Wood continued to share that at the time it was approved in April it was to not have comments. However, upon looking at it further there is no way to automatically turn off every comment. Upon further examination with the League of Minnesota Cities, other City's and Policies it is recommended that the pages open up for comments. However, the City will reserve the right to not publish comments, questions or postings containing: profane language or content, personal attacks, harassment, or threats against any individual or organization; discrimination against race, creed, color, age, gender, sexual orientation, physical or mental disability, etc.; copyright infringements or other illegal activity; sexual content, or links to sexual content.

Motion by Lundeen, second by Bergley to approve resolution as presented. Motion passed 5-0. Motion carried.

4. Resolution 2019-136 Approving a Special Event Permit for the BMC British Auto Car Show

Brian McCullough, from BMC British Auto Car Show shared that this will be the 4th year in Isanti and 2nd car show. This year the Jaguar Club is putting on the car show. Mr. McCullough continued to share that all of the proceeds from the show will be going to the Cancer Resource Center in Cambridge to help families and patients in need.

Motion by Lundeen, second by Bergley to approve resolution as presented. Motion passed 5-0. Motion carried.

5. Resolution 2019-137 Accepting Quote for Animal Control Services

Assistant City Administrator/ Special Projects Don Lorsung shared that the City received two quotes for Animal Control Services. Lorsung continued to share that the proposals were submitted by the Interim Kennel Provider On-Line Retrievers and Gratitude Farms. The current Interim Provider, On-Line Retrievers, proposal is the Interim contract that is in place right now charging and retaining a flat fee per dog, a daily charge for animal control services and a charge for daily kenneling where the charges will be paid by owner when the dog is released. The cost to the City would be mileage, fees, kenneling for dogs that are not redeemed, charges for cancelled calls and vet rabies situations. There is not a set fee or set monthly charge. Lorsung shared Gratitude Farms proposal would charge impound fee and kennel fee that would be collected from owner when they receive their dog. The cost to the City would be a monthly service fee of $250 totaling $3,000 annually. Staff recommended Gratitude Farms due to shorter distance as it is located in East Bethel and On-Online Retrievers is located in Ogilvie. City Council further discussed this matter.

Motion by Bergley, second by Collison to approve Gratitude Farms for Animal Control Services. Motion passed 5-0. Motion carried.

6. Resolution 2019-138 Amending Resolution 2019-119 Designating Committees and Representatives for City Commissions and Advisory Boards for Year 2019

Mayor Johnson stated that a Councilmember needs to be chosen for ICICLE. Johnson further stated that he would like to be the alternate if Bergley is unable to attend to meeting.

Motion by Lundeen, second by Collison to approve designating Bergley to ICICLE with Mayor Johnson as an alternate. Motion passed 5-0. Motion carried.

Councilmember Lundeen stated that previous Councilmember Lorinser was designated to attend Cambridge-Isanti Bike/Walk Trail Committee and suggested that Mr. Gordon shall begin attending those meetings.

Assistant City Engineer Jason Cook

7. Resolution for 2019-139 Bid Opening Results- Revised Construction Completion Date

Assistant City Engineer Jason Cook shared that the City went out for bids for Cajima Street improvements. The bid opening was scheduled for May 14, 2019 and 2 p.m. However, there were no bids received. Mr. Cook continued to share that he contacted the five prime plan holders and inquired the reasoning and the majority of the response is because there is not enough subs to complete the work this fall and that this is to rebid but with the alternate schedule of either starting construction this fall and completing it this fall or starting this spring and completing it by July 31, 2020. Mr. Cook further stated that upon communication with MN DOT they had no conflicts with future work projects next season and having the alternate schedule would allow to work more subcontractors into work schedules in order to get better pricing and more bids.

Motion by Lundeen, second by Bergley to approve Resolution as presented. Motion passed 5-0. Motion carried.

K. Consent Agenda

1. Accounts Payable in the Amount of $513,136.20, Payroll in the Amount of $102,078.63
2. Resolution 2019-140 Accepting Resignation of Maintenance Technician II William Ross
3. Resolution 2019-141 Promotion of Public Works Jordan Rapp to Maintenance Technician II
4. Resolution 2019-142 Accepting Resignation of Assistant Finance Director Shayna Forster
5. Resolution 2019-143 Offering the Position of Parks Intern to Current ED Intern Grant Matz
6. Resolution 2019-144 Reduction in the Letter of Credit for Heritage Estates Subdivision
7. Resolution 2019-145 Entering into MNDOT Agreement NO 1031859 for Street Rcut Improvements
8. Resolution 2019-146 Extending SonicWall Subscription License
9. Resolution 2019-147 Authorizing the Execution of Repayment Agreement on Lots 1 Block 1, Sun Prairie Fourth Addition with J Robinson Construction, Inc
10. Resolution 2019-148 Authorizing the Execution of Repayment Agreement on Lots 2 Block 1, Sun Prairie Fourth Addition with J Robinson Construction, Inc
11. Resolution 2019-149 Authorizing the Execution of Repayment Agreement on Lots 3 Block 1, Sun Prairie Fourth Addition with J Robinson Construction, Inc

Motion by Bergley, second by Lundeen to approve Consent Agenda as presented. Motion passed 5-0. Motion carried.

L. Other Communications

1. April Police Department Reports
2. April Code Enforcement Officer Report
3. April Building Inspector Report
4. May Engineering Project Status Report

Adjournment

Motion by Lundeen, second by Bergley to adjourn. Motion passed 5-0. The meeting adjourned at 8:17 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

Minutes
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, MAY 21, 2019 – 5:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 5:00 p.m.

Members Present: Mayor Johnson, Paul Bergley, Steve Lundeen (arrived at 5:14 p.m.) and Dan Collison

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Finance Director Mike Betker, Assistant City Attorney Clark Joslin, Assistant City Engineer Jason Cook, Assistant City Administrator/ Special Projects Don Lorsung, Community Development Director Sheila Sellman and Liquor Store Manager John Jacobi

D. Committee Meeting Items

1. Liquor Report
   - Quarterly report was shared with the Committee
2. Maintenance Technician I Position
   - Recommendation from Committee is to fill open Maintenance Technician I position with a Maintenance Technician II.
3. Storm Water Enforcement Response *(hard copies at meeting)*
   - Recommendation from Committee is to move forward and post ordinance.
4. Annexed Parcel Service Access Study *(hard copies at meeting)*
   - Recommendation from Committee is to move forward with the parcels without a future street improvement project identified and survey the parcels with a future street improvement project identified. See Table 1 Estimated Project Costs from hard copy.
5. City Council Agenda Request
   - Recommendation from Committee is to move request forward to City Council meeting.
6. Ordinance Amending the City Code Adding Chapter 144, Drug Paraphernalia
   - Recommendation from Committee is to move forward with no changes and bring to City Council meeting.
7. Ordinance Amending Chapter 227 Parking and Storage- No Parking on Dahlin
   - Recommendation from Committee is to move forward with no changes and bring to City Council meeting.
8. Press Release- PIO- Media Relations Policy

- Recommendation from Committee is to revise policy to include City Administrator and Chief of Police/Emergency Management Director and bring to City Council meeting for approval.

9. Discussion SAC and WAC for Villages on the Rum
    - Recommendation from Committee is to move forward and bring to City Council meeting for discussion.
10. Discussion City Engineer
    - Recommendation from Committee is to move forward and bring to City Council meeting for approval.
11. Long Term Street Reconstruction Projects
    - Recommendation from Committee is to levy and bring to City Council meeting for discussion.
12. Ordinance Bylaws Draft
    - Recommendation from Committee is to move forward with no changes and bring to City Council meeting.
13. Intersection Discussion- Traffic Control
    - Recommendation from Committee is to move forward and bring to City Council meeting for approval.
14. Union Negotiations Process
    - Recommendation from Committee to allow staff to conduct preliminary negotiations and bring final negotiations to City Council meeting for discussion and approval.
15. Discussion Speed Limit Designation Whisky Road SW
    - Recommendation from Committee is to reach out to Isanti County and request reduced speed limit signs.
16. Rum River BMX Pavement Areas
    - Recommendation from Committee is to move forward and bring to City Council meeting for approval.

E. Adjournment
Meeting adjourned at 6:36 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
MARCH 19, 2019

1. Meeting Opening.

A. Call to Order.

Chairman Johnson called the meeting to order at 8:06 p.m.

B. Pledge of Allegiance.

Everyone rose for the pledge of allegiance.

C. Roll Call.

Members Present: Jeff Johnson, Dan Collison, Steve Lundeen, Ross Lorinser, Paul Bergley and Arissya Simon .

Members Absent: None

Staff Present: City Administrator Josi Wood, Contracted City Planner Ryan Kernosky, Assistant City Administrator/Special Projects Don Lorsung

Others Present: George Hemen, Elizabeth Anderson, Rod Barrows, Mark Reller, Jill Reller, Ordeen Splittstoser.

D. Agenda Modifications.

None

2. Approval of Minutes from February 19, 2019 Planning Commission Meeting.

Motion by Collison, second by Bergley to approve the February 19, 2019 Planning Commission Meeting Minutes. Motion was approved 6-0.

3. Public Hearings

A. Request from Dollar General, Inc. for approval of a Site Plan Review per Ordinance 445, Section 18, Subd. 2(A) for construction of a general retail establishment on PID 16.029.0900

Chairman Johnson opened the public hearing at 8:12 p.m. Kernosky presented the staff report, commenting that this is a permitted use and that the project meets requirements. He discussed the flexible design standards (regarding the 15% building size requirement),a modified landscaping plan to add more buffer on the west property line and moving the loading doors, which are covered in the conditions prepared by staff. George Hemen, 323 Palomino Rd SE, presented a statement and concerns that the project was against City growth strategy and would cause economic distress. Other concerns regarded the building size in relation to the lot size, outdoor lighting concerns, and street and Hwy 65 traffic. Dollar General representative Brian Bass, BJ Baas Builders, reviewed the project, orientation of the building and traffic access. He shared that they have built a number of stores for Dollar General. With no further public input, the public hearing was closed at 8:17 p.m.

The Commission reviewed the request. Questions were asked concerning the location of the parking area, signage and possibility of other development on the lot. Kernosky shared that

Dollar General required that no other retail development could be built on the lot for 20 years. Lorinser discussed that the lot area was designed for a strip mall or additional commercial use and that the Overlay District was to allow flexible building standards that would increase use and tax value of City commercial property on Hwy 65. Discussion of development of the lot continued. Kernosky shared that the lot could be subdivided to allow for additional use and that was shared with the developer. Simon asked about development of the north lot and asked if this project was approved, would it apply to other lots. Kernosky shared that no, each development is reviewed on its own merits. Discussion by the Commission continued.

A motion was made by Lorinser to approve the project to meet the 15 % building size with a lot split and conditions as recommended by staff. The motion was not seconded.

There was further discussion on options/next steps.

Motion by Lorinser, seconded by Bergley, to table the request and have staff advise the applicant that they need to meet the 15% building size to lot size requirement. Motion passed 6-0.

4. Other Business.

A. None

5. Discussion Items

A. Comprehensive Plan Update – Lorsung presented the staff memo on the proposed project timeframe for the Update. Presentations of draft Plan Chapters would begin in May, 2019, with the Public Hearing on the Updated Comprehensive Plan scheduled for March, 2020. Staff will proceed with the project timeline as presented.

6. Other Communications.

A. None.

7. Adjournment

Motion by Lundeen second by Bergley to adjourn the March 19, 2019 meeting of the Planning Commission. Motion was approved 6-0.

The meeting adjourned at 8:36 p.m.

Dated at Isanti, Minnesota this 21st day of March 2019.

Respectfully submitted,

Don Lorsung
Assistant City Administrator/Special Projects

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
April 23, 2019
City Council Chambers

1. Meeting Opening.

A. Call to Order.

B. Pledge of Allegiance
Everyone stood for the Pledge of Allegiance

C. Roll Call
Members Present: James Witte, Aaron Zdon, and Mayor Johnson
Staff Present: Jenny Garvey, Parks, Recreation and Culture Manager, Josi Wood, City Administrator

Zdon stated that Garvey is no longer board member, and is now city staff. Wood stated that the city is advertising for the open vacancies of additional board members. Garvey was vice chair of the board. Wood continued that if a board member is going to be absent, please notify staff as soon as possible, as we will not be able to hold a board meeting with less than three people because there will not be a quorum.

D. Agenda Modifications
Zdon asked if there were any agenda modifications, Wood stated there was one agenda modification for nominating a new vice chair to the board. Motion by Johnson, seconded by Witte; the motion passed.

2. Approval of Minutes from March 26, 2019, Parks, Recreation, and Culture Board Meeting
Motion by Johnson and second by Witte. Minutes were unanimously approved.

3. Park Visits Summary
Garvey reported on - Bluebird, Riverside, and Unity Parks. Garvey shared that Bluebird colors are fading. Garvey noted that the north wheel on the north side of park; appears that there is a bolt that needs tightening, mulch looked good, trail looks good. Garvey continued that the curb along the drive by the basketball court is in very rough shape and will need some concrete work. Wood added that the city will be doing curb side repair for the Farmers Markets, will do this repair at the same time. Garvey further shared the pavilion looks good and that the basketball court needs new lines painted on. The skate park equipment looked good. Garvey noted that there is a lot of debris that needs to be taken care. Need to let city maintenance aware of the debris and they will take care of it. Wood noted that we have a box for the lights at the skate park have been continually broken into. We are having a new box put in and up higher on the pole so that kids can't break into it. Lights in the park automatically go off at 10 PM. Need to

the check to see if lights are on timer for winter or summer hours. The control box for the timer is control by the electrician or public works. Garvey further discussed Riverside Park with an overall rating of a 4. Garvey noted that a couple of items for maintenance, one is the swing step. It has a bracket that appears to be off or twisted. Garvey further shared that the tot area where the fish piece is appears to have some moss growing on it, needs to be pressure washed. The mulch looks good, but in some spots it appears that too much mulch was used under tot car. Garvey mentioned that the trail looked good, and asked about the green gate that has access to the river, do we need to put up a sign stating city property ends here. Garvey finished with Unity Park and noted that the infield for the ball field has just been done and is ready the season, but the grass area is in rough shape. Garvey reported that the two small pavilions; one has shingles on the roof and are holding up and one has wood shingles. The large pavilion, roof appears to be in good shape. Once the snow is gone, people are parking on the grass when picking up their kids. Maybe we need to put up a sign stating no parking on grass. Garvey noted that the bleachers need a bit of leveling and repair. Wood shared that these are the property of the Rodeo, and the board should look at this item for future use/purchase and the Park Board may need to look into compliance with liability issues. Garvey noted that we should add to our equipment box the city of Isanti name to it. Garvey noted that there has been a porta potty put in the one spot that is helping with parking on the grass.

Mayor Johnson reported on Mattson, VFW, and Legacy Parks. Johnson reported that Mattson's overall appearance looked fantastic and rated it a 5. The playground is in good shape and had adequate mulch, however the trails and sidewalks are in need of some repair. Wood noted that the sidewalks are city property. Johnson continued that the pavilion looks fine, the tennis courts are in great shape and the picnic table looks great. VFW with overall appearance was rated a 4 plus. The swing posts look rusty. It was discussed that the posts could be sprayed with a galvanized coating to help with the rust and to let public works decide at their discretion as to how best to proceed. The playground mulch is sufficient and no obstruction in the park. Trails are good. The park is mainly city sidewalks. No pavilion in this park. Johnson continued with reviewing Legacy Park which has no playground equipment, no safety concerns and no mulch. Wood notated that we use lime ag on the trail, and we have budgeted some money for this year to spot update along trails and the cost of $20,000 to $30,000 to re lime ag the whole trail. The paths are becoming narrow because of erosion. It is on public works radar for this year to spot check areas that need attention. Johnson continued with his update of no pavilion and rated Legacy at a 5, all equipment in the park look great. Discussion continued with that in the past there have been problems with the picnic tables, but these problems have gone away. Discussion continued about the parking lot for this park as to when it will be done. Wood noted that it will probably be done during the second phase of construction. The city will probably be working with the construction company in regards to the paving of the parking lot. The board discussed steps and that there are apparently a couple of loose steps that are in need of repair. Wood noted she had noticed during a recent trip she had to the park that the area around the steps need to be filled in the lime ag.

Witte reported on Rum River Bluff Preserve, Isanti Hills, and Rum River Meadow Parks. Witte shared that Rum River Bluff Preserve was rated a 5. The bike racks look great and that is there is no playground mulch in this park. Witte noted that the steps are in of some repairs, with loose anchor bolts that need to be pounded down. The railing on the staircase are in good shape. Witte continued that the trails look good, however the trails are flooded in both directions. Witte noted that the stairs need to be clear of debris and the fishing pier has not been put in as of yet because the river is high. Wood noted that when she was there she noticed that there were a lot of golf balls in the park, this needs to be addressed in the future. Witte continued with Isanti Hills and an overall rating a 4. Witte noted that profanity has been engraved into the bench in the southeast corner of the park and also there is profanity on one the swings further to the south. The colors on the bouncy animals are fading and the slides have streak marks on them from boots. Witte noted that the grounds look good, but add some mulch around the swing set and bouncy animals. The pavilion and benches look fine. An update to the equipment is needed. Wood noted we can't find the replacement parts for this playground equipment. This playground equipment might be grandfather in but if you start doing improvements, it would need to be brought up to code and doesn't meet ADA code and safety compliance. The playground equipment would have to be replaced and not updated. Witte finished with reviewing Rum River Meadows and gave it an overall rating of a 5. Witte noted that the barrier around the perimeter of the park, plastic curbing, on the southwest corner, is coming up and needs to be pushed back down as some of the bolts are working their way up. Wood added that concrete edging is to be put in this year, depending on budget. The two parks that are left to have this done are Rum River Meadows and Riverside. Witte continued that the rock wall the handles are good. There is small hole at the bottom of the volleyball net. The picnic tables look fine. Witte observed that kids are playing with the cover that goes over the irrigation system. Wood noted that she has seen some others have a concrete slab to lock it in place and something we can look into. An ongoing problem within the park is dog feces issue. Public works has spent a lot of time at this park picking up dog feces. Possible solution would be to a fence around the playground area.

Wood asked if the board was aware of the project that is budgeted this year for a fence over at River Bluff Preserve, for a property to the north of the parking lot. Wood wasn't sure if this was brought to this board in the past. Jenny will be working on the project and will update the board at the next month meeting.

Zdon reported on Academy and Whisper Ridge Parks Zdon rated Academy a 5. Zdon reported that this is a new park as of last year and this park is also used by the school as a playground. The mulch needs to be raking this year as it has matted down, especially under the swings. Wood noted that mulch was added last year. Zdon noted that he saw no safety or maintenance issues, the trails look good and no obstructions. Zdon continued with his observation of Whisper Ridge and gave it an overall rating a 2. Zdon noted these safety issues - gate needs a new latch, possibly remove the gate. Half tennis court and basketball court. Zdon stated the trails are a 3 and are cracking and heaving. There are no obstructions, no pavilion and no mulch at this park.

Zdon reported that this park is at a 2, the board will need to decide if we fix the park or get rid of it. Zdon continued with do we resurface it as it does get some use. The surface is in bad shape. Wood added that the resurface of Mattson Park tennis courts cost approximately $15,000 and awhile back had looked at doing Whisper Ridge at that time and the cost would be close to $40,000. Discussion followed about what possibilities we could do, take out the court and replace with green space or just put in the basketball court.

Johnson noted that the concrete edging were put in Mattson park. Wood followed up that she did a cost analysis on concrete vs the plastic edging. The plastic is not cheap and has to be replaced every couple of years. The two remaining parks will have the concrete edging done this year as budgets allow.

4. Park Updates –
Wood shared that Earth Day cleanup on Monday, April 22nd. The groups this year included the: Cub scouts, Flagship Bank, C-I Middle School National Honor Society, Boy Scouts, Isanti Ambassadors and the Girls Scouts who will be out on Thursday, April 25th. Wood continued that this year we had every park covered and also included was the ditch along Cajima by Knife River. The National Honor Society they hit south passage and river bluff and walked down the street along the ditch, which was really full of debris.

Wood further shared that the Farmers' Market pre-season meeting is scheduled for Friday, April 26th at the Community Center. We have a numerous vendors interested this year. The market open May 31st and runs through September 27th every Friday from 2 PM to 6 PM.

Wood noted that the Adopt-A-Park program will be brought back to the board at another meeting.

Wood continued that the Bluebird Park refurbish project received two quotes. What the city received were different than the RFP that was stated. Wood shared that the city found out after reviewing the bids that it is not a good idea to completely dismantle an old park, powder coat it and put it back together because of stability issues. It is recommended that we to do electric static painting on site, which would not require that equipment to be dismantled. Jenny and Matt will take a look at the different parks that have been done. The two vendors have done this before, one of them we have never used before and staff will check out the quality of each vendor. Wood discussed that included at tonight's meeting for the board to review are pictures of colors that are being suggested to go along with the teal color on the slides are sand and royal blue. The swing set would be royal blue. It was felt the sand or beige would stand the test of time with fading. The board members noted that they liked the color scheme. The Clifford playground or tot playground within Bluebird park, will not be included in the refurbish, as this piece is obsolete with replacement pieces and when items break we will not be able to replace them and we will have to take that piece down. Wood noted that the bids that came in were between $8,000 and $9,000, under budget. This is a project is in capital improvement plan and the balance would stay there and staff is recommending the funds to stay there to be used for

another project and board agreed. Wood shared that this will need to go the council for final approval and also noted that a small slide is being replaced at Bluebird park.

Wood shared that the dog park received three quotes from fence companies. Council approved using Town & Country Fencing. Public works will be putting in the edging. Town & Country will come back to put in the rest of the fencing. This will all be done in the next 3 to 4 weeks. There are funds available for benches, porta potty, dog clean up area station, and one to two elements for dogs. A grand opening date is tentative for June.

5. Additional Item to Agenda

New Vice Chair for PRC board, with vacancy of Garvey, new vice chair to be nominated to board is Witte.
Motion by Johnson, second by Zdon. Motion passed. James Witte accepted the nomination.

Two more members are needed and are advertised as open.

6. Adjournment

Motion by Mayor Johnson, second by Witte to adjourn the April 23, 2019 meeting of the Parks, Recreation and Culture Board. Motion was approved.

The meeting adjourned at 6:53 PM

Dated at Isanti, Minnesota this 1st day of May, 2019.

Respectfully Submitted,

_____

Jenny Garvey
Parks, Recreation and Culture Manager

A Community For Generations.
Isanti

Request for City Council Action

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: June 4th, 2019
Subject: Consider Resolution for Chief of Police Position and Employment for Travis Muyres

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At the May 20, 2019 Special Session, Lt. Travis Muyres was selected as the candidate for the Chief of Police position.

An employment agreement, which outlines the terms and conditions of his employment with the city is attached and referenced as Exhibit A. The terms and conditions are in the format that has been used for all City staff with agreements. The terms and conditions that have been negotiated and is recommended by the City Administrator are as follows:

- Salary – Step 6 - $95,551.94
- Vacation Accrual – 7.38 hrs per pay period, continuing his years of service with the City of Isanti per Personnel Policy.
- Schedule – The ability to work four 10-hr day shifts per week

Muyres also requests the use of a city squad vehicle to take home. This has not been included in previous Chief of Police contracts for the City of Isanti. Staff has drafted the below language should Council agree to this term:

> "City Vehicle. The EMPLOYER officially authorizes use of an unmarked City police vehicle for the use of the EMPLOYEE for commuting purposes, and for accessing police-work related job locations, during and after normal working hours. EMPLOYER shall pay for all operating and maintenance expenses and insurance. Said vehicles shall be equipped as an emergency response vehicle, including computer access to CJIN, and a police radio."

Request:
Staff requests Council to discuss the terms of the draft employment agreement for Travis Muyres for Chief of Police and take action.

Attachments:

- Resolution 2019-XXX
- Exhibit A – Employment Agreement for Muyres

RESOLUTION 2019-XXX

RESOLUTION APPROVING THE CONTRACT OF CHIEF OF POLICE FOR TRAVIS MUYRES

WHEREAS, the City Council of the City of Isanti approves all new employees; and,

WHEREAS, the Resolution 2019-132, City Council interviewed the final candidates on May 20th, 2019 and selected Travis Muyres to be offered the Chief of Police position; and,

WHEREAS, the details of the contract were not discussed at the meeting of May 20th, 2019; and,

WHEREAS, Travis Muyres has accepted the offer pending approval of the contract in Exhibit A; and,

WHEREAS, the City currently has record of satisfied pre employment conditions including background investigation, and psychological exam and drug test as Mr. Muyres has been employed as Lieutenant since 2014; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1. That Human Resources has offered the Chief of Police position to Travis Muyres for the City of Isanti and that he shall be eligible to start in that position after approval of said contract.
2. That Mr. Muyres shall start at Step 6 of the Wage Scale at $95,551.94 annually.
3. That Mr. Muyres shall accrue vacation at 7.38 hours per pay period and sick leave per personnel policy.
4. That Mr. Muyres shall be on probationary status per the Personnel Policy as Chief of Police position effective June 5th, 2019 or after.
5. That Mr. Muyres shall receive an unmarked police department squad vehicle.
6. That Mr. Muyres shall receive the same benefit as full time officers in the collective bargaining agreement for annual uniform allowance, firearms and post licenses as defined in said contract.
7. That Human Resources is directed to complete all required documentation for the completion of an employment contract and employment offer.
8. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 4nd day of June, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

EMPLOYMENT AGREEMENT

THIS AGREEMENT made and entered into on June 5, 2019 by and between the City of Isanti, Minnesota, a municipal corporation, herein called EMPLOYER, and Travis Muyres, herein called EMPLOYEE. This Agreement shall become effective on the EMPLOYEE'S first day of employment of June 5, 2019.

EMPLOYER desires to employ the services of Travis Muyres as Chief of Police for the City of Isanti as provided by applicable Minnesota law and applicable ordinances of the City of Isanti, Minnesota.

It is the desire of the EMPLOYER to employ the EMPLOYEE and it is the EMPLOYEE's desire to accept employment from the EMPLOYER on the terms and conditions as set forth herein.

NOW THEREFORE IN CONSIDERATION OF THE MUTUAL COVENANTS HEREIN CONTAINED, THE EMPLOYER AND EMPLOYEE AGREE AS FOLLOWS:

1. Duties. As authorized pursuant to the provisions of Minnesota Statutes Section §412.111, the EMPLOYER hereby agrees to employ EMPLOYEE as Chief of Police of the City of Isanti to perform the functions and duties as specified in the job description for the position of Chief of Police of the City of Isanti, as approved by the City Council, and as the same may be amended from time to time.

2. Term. The EMPLOYEE's employment shall be for an indefinite term at the will of the EMPLOYER. The terms of this contract shall be applicable from June 5, 2019 and until termination of the employment relationship, or until amended by subsequent agreement approved by action of the City Council of the City of Isanti and signed by both EMPLOYER and EMPLOYEE.

3. Employment at Will. The EMPLOYEE is employed at the will of the EMPLOYER, and therefore may be terminated at any time with or without cause upon, except as hereinafter provided, not less than 30 days' written notice from EMPLOYER to EMPLOYEE. EMPLOYER may however, in EMPLOYER's sole discretion, terminate the EMPLOYEE without any prior notice for misconduct, defined as follows:

A. Conduct by the EMPLOYEE resulting in criminal charges against the EMPLOYEE (except for petty misdemeanor traffic violations); or

B. EMPLOYEE's refusal to obey a lawful directive of EMPLOYER; or

C. Acts by the EMPLOYEE intended to cause injury to the EMPLOYER.

The EMPLOYEES probationary period shall be six (6) months, unless extended for a specified period not to exceed six (6) additional months. Notwithstanding the provision for thirty (30) days' notice prior to termination, the EMPLOYER shall have the right to terminate employment with the EMPLOYEE with or without cause at any time during the EMPLOYEES probationary period without the requirement that said thirty (30) days' notice be given.

4. Salary. EMPLOYER agrees to pay EMPLOYEE for services rendered pursuant to this contract wages calculated on an annual base salary of $95,551.94 (step 6) payable in installments at the same time as other payroll employees of the EMPLOYER are paid. Subsequent annual step salary increases, as applicable, shall be contingent upon on a satisfactory annual performance review. Cost of living salary adjustments, if any, shall be subject to approval by the City Council.

5. Vacation, Sick Leave and Insurance Benefits. The EMPLOYEE shall be entitled to earn vacation at an accrual rate equivalent to 7.38 hours per pay period, with any additional adjustment based on years of service as prescribed by the EMPLOYER's personnel policy.

Sick leave shall be provided as prescribed by the EMPLOYER's personnel policy. Insurance and other employee benefits shall be provided as prescribed by the EMPLOYER's personnel policy.

6. Performance Appraisal. The City Administrator, or in absence of the City Administrator, the Mayor and Council shall review and evaluate the performance of EMPLOYEE at least once annually, preferably prior to November 1st of each year. Following completion of each such performance appraisal the EMPLOYEE shall be given a summary thereof. In the first year of employment the EMPLOYEE shall be subject to a probationary performance review after three and six months of employment as per the EMPLOYER's personnel policy.

7. Retirement Benefits. The EMPLOYEE shall be entitled to participate in the accrual of retirement benefit contributions as prescribed for public employees under PERA, and/or under any other retirement program, if any, which may now or hereafter be available pursuant to and consistent with any applicable state or federal laws and EMPLOYER's personnel policy.

8. Personnel Policy. Except where specifically abridged or modified by this Agreement, the EMPLOYEE shall be subject to all terms and provisions of the EMPLOYER's personnel policies as set forth in the EMPLOYER's personnel policy manual. If any provision of this manual conflicts with a provision in this contract, then the contractual provision shall prevail.

9. Vehicle. EMPLOYEE shall receive an unmarked police department squad vehicle for work purposes as defined in his job description and to respond for emergency management responsibilities.

10. Professional Development. The EMPLOYER agrees, subject to annual budget approval and subject to preauthorization of the City Administrator and/or City Council, to pay all necessary and reasonable expenses of EMPLOYEE for short courses, institutes and seminars that are, in the opinion of both EMPLOYER and EMPLOYEE necessary for professional development of EMPLOYEE. EMPLOYER shall pay for EMPLOYEE's attendance at the Minnesota Police Chiefs annual conference. EMPLOYER shall pay for EMPLOYEE's attendance for Emergency Management Certificate. The EMPLOYER will pay costs for training fees, travel and lodging, and meals, as per the EMPLOYER's personnel policy manual. The EMPLOYER shall pay for publications for the EMPLOYEE to assist in performance of their job duties. Such publications shall be approved by the EMPLOYER.

11. Professional Membership. During the term of employment, EMPLOYER will pay EMPLOYEE's annual regular membership dues for EMPLOYEE's ongoing membership in the MN Police Chief's Association, as the same become due and payable.

12. Schedule. The EMPLOYEE has the ability to schedule his work week with 4 – ten (10) hour days.

13. Other Benefits. The EMPLOYEE shall receive an annual uniform allowance in the amount of $85.74 per month, $325.00 post license annual stipend and $300.00 firearms qualifications annual stipend or as identified as increased in the Police Officer's Bargaining Agreement, as other Police Officers receive.

14. Severability. Should any provision of this agreement be held unlawful by a Court of competent jurisdiction; all other provisions of this agreement shall remain in force for the duration of the agreement.

15. Notices. Notices pursuant to this agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, and addressed as follows:

EMPLOYER

Mayor of City of Isanti
110 First Ave. NW
P.O. Box 428
Isanti, MN 55040

EMPLOYEE

Travis Muyres
27331 Tucker Trail NE
Isanti, MN 55040

Alternatively, notices required pursuant to this agreement may be personally served as prescribed by the Minnesota Rules of Civil Procedure. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the United States mail.

16. Council Approval. This Employment Agreement is subject to approval by the City Council of the City of Isanti, Minnesota.

IN WITNESS WHEREOF, the EMPLOYER has caused this agreement to be signed and executed on its behalf by the Mayor and City Administrator, and the EMPLOYEE has signed and executed this agreement as of the day and year first above written.

EMPLOYER

City of Isanti, Minnesota

By:_____
Mayor Jeff Johnson
Its Mayor

By:_____
Josi Wood
Its City Administrator

EMPLOYEE

_____
Travis Muyres

J.3.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and City Council

From: Don Lorsung, Asst. City Administrator/Special Projects

Date: May 8, 2019

Subject: Drug Paraphernalia Ordinance

As reviewed by the City Council at the May 21,2019 Committee of the Whole meeting, please find attached a draft ordinance that addresses and regulates drug paraphernalia. The purpose of this ordinance is to deter the use of controlled substances. It has been reviewed by the City Attorney. If adopted, it will become City Code Chapter 144, Drug Paraphernalia.

This draft pending ordinance has been posted and is attached for your consideration.

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CITY CODE ADDING CHAPTER 144, DRUG PARAPHERNALIA

THE CITY COUNCIL OF ISANTI DOES ORDAIN:

Chapter 144

DRUG PARAPHERNALIA

§144-1 Purpose
§144-2 Definitions
§144-3 Prohibited paraphernalia
§144-4 Evidence of paraphernalia
§144-5 Violation and penalties

144-1. Purpose.

The purposes of Chapter are as follows:

A. To protect and promote the public health, safety and general welfare by prohibiting the possession, manufacturing, delivery and advertisement of drug paraphernalia within the City.

B. To deter the use of controlled substances by controlling certain paraphernalia associated with their use andmanufacture.

C. To reduce the availability of drug paraphernalia in order to prevent their availability from inducing, promoting , suggesting or increasing the public acceptability of controlled substances.

144-2. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicated a different meaning:

DRUG PARAPHERNALIA - means all equipment, products and materials of any kind that are used, intended for use, or designed for use, in planting, propagating, cultivating, growing, harvesting , manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging , storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a controlled substance in violation of Minnesota Statutes, Chapter 152. It includes, but is not limited to:

A. Blenders, bowls, containers, spoons and mixing devices used, intended for use or designed for use in compounding controlled substances.
B. Capsules, balloons, envelopes and other containers used, intended for use or designed for use in packaging small quantities of controlled substances.
C. Containers and other objects used, intended for use or designed for use in storing or concealing controlled substances.
D. Diluents and adulterants such as quinine, hydrochloride, mannitol, mannite, dextrose, and lactose, used, intended for use or designed for use in cutting controlled substances.

E. Hypodermic syringes, needles and other objects used, intended for use or designed for use in parenterally injecting controlled substances into the human body.
F. Isomeric devices used, intended for use or designed for use in increasing the potency of any species of plant that is a controlled substance.
G. Kits used, intended for use, or designed for use in planting, propagating, cultivating, growing or harvesting of any species of plant that is a controlled substance or from which a controlled substance can be derived.
H. Kits used, intended for use or designed for use in manufacturing, compounding, converting, producing, processing or preparing controlled substances.
I. Objects used, intended for use or designed for use in ingesting, inhaling or otherwise introducing marijuana, cocaine, hashish or hashish oil into the human body, such as:

1. Metal, wooden, acrylic, glass, stone, plastic or ceramic pipes with or without screens, permanent screens, hashish heads or punctured metal bowls.
2. Water pipes.
3. Carburetion tubes and devices.
4. Smoking and carburetion masks.
5. Roach clips, meaning objects used to hold burning material, such as a marijuana cigarette, that has become too small or too short to be held in the hand.
6. Miniature cocaine spoons, and cocaine vials.
7. Chamber pipes.
8. Carburetor pipes.
9. Electric pipes.
10. Air driven pipes.
11. Chillums.
12. Bongs.
13. Ice pipes or chillers

J. Scales and balances used, intended for use or designed for use in weighing or measuring controlled substances.
K. Separation gins and sifters used, intended for use or designed for use in removing twigs and seeds from, or in otherwise cleaning and refining, marijuana.
L. Testing equipment used, intended for use or designed for use in identifying or in analyzing the strength, effectiveness or purity of controlled substance.

144-3. Prohibited paraphernalia.

A. **Prohibited use.** It is unlawful for any person to use, or to possess with intent to use, drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale or otherwise introduce into the human body a controlled substance in violation of Minnesota statutes as may be amended from time to time.

B. **Prohibited delivery.** It is unlawful for any person to deliver, possess with intent to deliver, or manufacture with intent to deliver, drug paraphernalia, knowing, or under circumstances where one reasonably should know, that it will be used to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale or otherwise introduce into the human body a controlled substance in violation of Minnesota statutes as may be amended from time to time.

C. **Prohibited advertising.** It is unlawful for any person to place in any newspaper, magazine, handbill or other publication any advertisement, knowing, or under circumstances where one reasonably should know, that the purpose of the advertisement, in whole or in part, is to promote the sale of objects designed or intended for use as drug paraphernalia.

144-4. Evidence of paraphernalia.

In determining whether an object is drug paraphernalia, a court or other authority should consider, in addition to all other logically relevant factors, the following:

A. Statements by an owner or by anyone in control of the object concerning its use.

B. Prior convictions, if any, of any owner, or of anyone in control of the object, under any state or federal law relating to any controlled substance.

C. The proximity of the object, in time and space, to a direct violation of this chapter.

D. The proximity of the object to controlled substances.

E. The existence of any residue of controlled substances on the object.

F. Direct or circumstantial evidence of the intent of an owner, or anyone in control of the object, to deliver it to persons whom he knows, or should reasonably know, intend to use the object to facilitate a violation of this chapter; the innocence of an owner, or of anyone in control of the object, as to a direct violation of this chapter shall not prevent a finding that the object is intended for use, or designed for use as drug paraphernalia.

G. Instructions, oral or written, provided with the object concerning its us.

144-5 Penalties

Violations of any section of this chapter is punishable as a misdemeanor and upon conviction shall be punished by a fine of not to exceed $1,000 or imprisonment for a period not to exceed 90 days, or both, plus the costs of prosecution in either case.

EFFECTIVE DATE

This ordinance shall take effect upon its publication and on the date of ___of June, 2019.

Adopted by the City Council this ____ of June, 2019.

_____
Mayor Jeff Johnson

ATTEST:

_____
Katie Brooks
Human Resources/City Clerk

Posted On: 5-23-19
Adopted On:
Published On:
Effective Date:

J.4.

A Community For Generations.

Isanti

Memo for City Council

To: **Mayor Johnson and Members of the City Council**
From: Matt Sylvester, Public services Director
Date: June 4, 2019
Subject: No Parking on West Side of Dahlin Ave NE

Staff Request:

Per council request, staff has drafted an ORD for No parking on the West side of Dahlin Ave NE extending from Heritage Blvd NE to Main St NE.

Attachment

Draft ORD

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 227 PARKING AND STORAGE

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Sub-paragraph (5), Paragraph C., Parking, Stopping, and Standing Provisions, Section 227-2, Parking Regulations, Article II General Parking Regulations, of Chapter 227 of the Code of the City of Isanti is hereby amended to add the following text:

227-2. Parking regulations.

C. Parking, stopping and standing provisions.

(5) No parking is allowed on any of the following streets or highway:

(a) Along either side of Third Avenue NW beginning at its intersection with Isanti Parkway NW to the point at which the City of Isanti corporate boundary ends and Isanti Township begins (Jackson St NW).

(b) Along either side of Railroad Ave SE beginning at its intersection with Palomino Road SE to its intersection with Townsedge Road SE. Along the East side of Railroad Ave SE beginning at its intersection with Main Street E to its intersection with Palomino Road SE.

(c) Along either side of County Road 5 NE/NW beginning at its intersection with Trunk Highway 65 heading west to its intersection with Whiskey Road NW.

(d) Along either side of Fourth Ave SW from its intersection with Main Street W heading south to its intersection with Elizabeth St SW.

(e) Along either side of Elizabeth St SW from its intersection with Fifth Ave SW heading east to its intersection with Second Ave SW.

(f) Along either side of Fifth Ave SW from its intersection with Elizabeth St SW heading south to its intersection with S Brookview Ln SW.

(g) Along either side of Second Ave SW from its intersection with Main St W heading south to its intersection with Elizabeth St SW.

(h) Along either side of Isanti Parkway NW, from Third Avenue NW to East Dual Boulevard NE.

(i) Along either side of Broadway St SE, from Highway 65 NE to 6th Ave NE.

(j) Along either side of 6th Ave NE, from Broadway St SE to Heritage Blvd NE.

(k) Along the West side of Centennial Dr. NW, from Heritage Blvd NW extending South 905' (feet).

(l) Along the South side of Palomino Road SE, from Railroad Avenue SE to Trunk Highway 65.

(m) Along the West side of Dahlin Ave NE, from Heritage Blvd NE to Main St E

EFFECTIVE DATE
This Ordinance takes effect upon its passage and publication in the official newspaper of the City of Isanti.

Adopted by the City Council this ___ day of _____.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

Reading Date:
Publication Date:
Effective Date:

J.5.

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members City Council**
From: Sheila Sellman, Community Development Director
Date: June 4, 2019
Subject: Consider Adoption of Stormwater Enforcement Response Procedures (ERP)
RESOLUTION 2019-XXX ADOPTING ENFORCEMENT RESPONSE PROCEDURE
Ordinance Amending Chapter 670
Ordinance Amending Chapter 65
Ordinance Amending Chapter 160
RESOLUTION 2019-XXX ADOPTING FEES WITHIN THE CITY OF ISANTI

Background:
In May 2017, the City adopted Ordinance 670 an ordinance that provides for stormwater management practices. The purpose of this ordinance is to control or eliminate storm water pollution along with soil erosion and sedimentation in the City.

For the 2018-2019 construction season, several residential permits were not compliant in the maintenance of stormwater controls and protection following the issuance of a Certificate of Occupancy. While the installation of a driveway and landscaping is not feasible during the winter months, the city's MS4 permit requires that all sites maintain stormwater controls and Best Management Practices (BMPs) where no ground cover is present throughout the entire year.

A Stormwater Escrow is deemed a suitable incentive to maintain stormwater controls between the issuance of a Certificate of Occupancy and the installation of driveway and landscape features.

Additionally, adding escalating Administrative Citations specific to stormwater violations would ideally increase corrective action.

Fee Schedule
The City does require escrows for some types of development items, which are submitted through the building department and include the following:

Residential Driveway Escrow	$2,000 (refundable)
Residential Landscape Escrow	$6,000 (refundable)
Commercial Landscape Escrow	$5,000 per site (refundable)

The proposed Resolution would add the following:

Residential Stormwater Escrow	$1,000 (refundable)
Commercial Stormwater Escrow	$3000 (refundable)

In addition to stormwater escrow the same resolution will be adding the following fees regarding animal control:

Dog Bite	Actual cost/plus tax

Dog Boarding (at impound)	$25 per day/misc. cost/tax
Dog Impound 1st Time	$85/plus tax
Dog Impound 2nd Time	$95/plus tax
Dog Impound 3rd Time	$105/plus tax

Administrative Citations

The ERP document outlines that the city may issue administrative citations in Section 4.b in order to "...provide the public and City with an informal, cost effective, and expeditious method for addressing violations." These citations will follow an escalating procedure that is as follows:

Notice of Violation (NOV)	No Fee, Corrective Action within 3-7 days, Reinspection Schedule
First Offence	$200
Second Offence	$400
Stop Work Order	$600

A Stop Work Order may be issued in the event of continued violation and will be automatically accompanied by an administrative citation.

Staff Recommendation

Staff recommends approving the Enforcement Response Procedures, addition of stormwater escrow, adoption of administrative penalties into fee schedule and adoption of animal control fees in fee schedule.

Attachments:

- Enforcement Response Procedures (ERP)
- Resolution 2019-XXX Adopting ERP
- Ordinance Amendment to Chapter 670
- Ordinance Amendment to Chapter 65
- Ordinance Amendment to Chapter 160
- Resolution 2019-XXX Adopting Fees within the City

BOLTON & MENK

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Isanti

Enforcement Response Procedures for

MS4 Permit Violations

City of Isanti

2019

Enforcement Response Procedures

for

MS4 Permit Violations

City of Isanti, MN

2019

Under the terms of the General NPDES/SDS Permit MNR040000, the City is required to develop and implement adequate enforcement authority for illicit discharges into its Municipally Separate Storm Sewer System (MS4). The purpose of these Enforcement Response Procedures is to communicate how the enforcement tools available to the City will be used to achieve compliance. The Enforcement Response Procedures also specify criteria by which City personnel can determine the enforcement action most appropriate to instances of non-compliance. This plan is a document of the City's procedure to be followed when a construction storm water requirement, illicit discharge and post-construction violation is discovered. This plan is a guide; any of the enforcement responses may be used at the City's discretion. The City may also choose to pursue an enforcement case by skipping intermediate steps.

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Appendix: INSPECTION AND MAINTENANCE AGREEMENT

I. DEFINITIONS

A. City. The City of Isanti and/or the person or persons authorized and delegated authority by the Isanti City Council to act on behalf of the City of Isanti as described in this ERP.

B. Construction Storm Water General Permit. Within the context of this ordinance refers to the General Permit Authorization to Discharge Storm Water Associated with Construction Activity under the Pollutant Discharge Elimination System/State Disposal System; Permit Number MN R1000001.

C. Council. The Isanti City Council.

D. ERP. Enforcement Response Procedure adopted by resolution of the Council.

E. MPCA. Minnesota Pollution Control Agency.

F. MS4. Municipal Separate Storm Sewer System (MS4). The system of conveyances (including sidewalks, roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains) owned and operated by the City and designed or used for collecting or conveying storm water, and that is not used for collecting or conveying sewage.

G. NPDES. National Pollutant Discharge Elimination System Storm Water Discharge Permit. Means a permit issued by the MPCA under authority delegated pursuant to 33 USC § 1342(b) that authorizes the discharge of storm water to waters of the United States, whether the permit is applicable on an individual, group, or general area-wide basis.

H. Permittee. The person or persons doing work under a permit issued by the City. Where a property owner has obtained a permit for work to be done by others, either or both the property owner and the person(s) doing work under the permit may be considered the permittee under these ERPs.

I. SIC Code. Standard Industrial Classification as defined in 40 CFR § 122.26(b)(14)(i)-(xi).

J. Written Notice. Written notice shall include all communication via email, facsimile, and/or paper document.

II. DESCRIPTION OF EACH TYPE OF ENFORCEMENT RESPONSE

A. Written Notices

1. Field Compliance Order

a) Upon visiting the site, a City may observe issues on non-compliance. If the non-compliance has not yet resulted in a discharge of pollution, including sediment, the City's representative will issue a written warning, either by email or letter specifying the nature of the violation, the required corrective action and a follow-up inspection date. The Field Compliance Order will note that failure to comply resulting in a discharge of pollution is likely to result in an Administrative Citation.

2. Notice of Violation (NOV)/Administrative Citation/Permit Revocation

a) If, upon a site inspection, a City observes non-compliance that has resulted in a discharge of pollution, including sediment, the representative will issue:

(1) A Notice of Violation for discharges that can be satisfactorily corrected without evidence of property or environmental damage.

(a) The NOV will specify the nature of the violation, the required corrective action and a follow-up inspection

date.

(b) The NOV will require the party committing the violation (perpetrator) to submit an explanation of the violation and a plan for the satisfactory correction and prevention of the violation conditions, including specific required actions within 3-7 days, depending on severity.

(c) If corrective action is not satisfactorily completed by the follow-up inspection date, the City will:

(i) Revoke the current building or construction permits where applicable. Revoked permits shall only be reinstated after the permittee has reapplied for the permit, complete with a permit fee and an approved plan for preventing similar pollutant discharges.

(ii) Issue an Administrative Citation where no building or construction permits exist.

3. Consent Orders

a) Consent Orders are written agreements that allow the perpetrator to accept responsibility for the discharge and provide the opportunity to voluntarily clean-up and/or correct a pollutant or sediment discharge as a way to reduce the additional damage penalty associated with cleanup costs.

(1) Consent Orders will only be issued to perpetrators that can provide documentation verifying that the perpetrator is qualified to handle the required cleanup.

(2) The Isanti City Administrator is empowered to enter into Consent Orders with the perpetrator on behalf of the City of Isanti.

(3) Where the discharge and cleanup area affects private (third party) properties, Consent Orders must be approved by all parties affected.

b) A Consent Order will include specific corrective actions to be taken to correct the illicit or sediment discharge together with specified time periods to finish the corrective actions.

4. Administrative Citation

a) Administrative Citation procedures established herein are intended to provide the public and the City with an informal, cost effective, and expeditious method for addressing violations.

b) The City shall, upon determining that there has been a violation, notify the violator. Said notice shall set forth the nature, date and time of violation, the name of the official issuing the notice, and the amount of the scheduled penalty.

(1) Administrative Citations will depend on the extent of the damages.

(a) The minimum automatic fine shall be as set forth in the City of Isanti Municipal Fee Schedule, except that the City Administrator or Designee may waive all or part of the financial penalty for the first offense if timely and

substantial effort has been made to correct the discharge.

(b) Consent Orders as described herein may be accepted in lieu of damage penalties.

(c) In addition to Administrative Citations, the Council may recover all damages proximately caused by the violator to the City, which may include:

(i) reasonable expenses incurred in investigating violations of, and enforcing compliance with City Ordinances regulating the illicit discharge of pollutants or sediment, or any other actual damages caused by the violation.

(ii) The costs of the City's maintenance of storm water facilities when the user of such facilities fails to maintain them.

c) Once such notice is given, the alleged violator may, within five business days of the date of issuance of the notice, pay the amount set forth on the schedule of penalties for the violation, or may request a hearing in writing, as is provided for hereafter. The penalty may be paid in person or by mail, and payment shall be deemed to be an admission of the violation.

(1) Any person contesting an Administrative Citation may, within five business days of the date of issuance of the notice, request a hearing by a hearing officer who shall forthwith conduct an informal hearing to determine if a violation has occurred. The hearing officer shall have authority to dismiss the violation or reduce or waive the penalty. If the violation is sustained by the hearing officer, the violator shall pay the penalty imposed.

(2) The Council or its designee shall determine any controversy relating to Administrative Citations provided for in this article.

5. Stop Work Order

a) The City may issue a Stop Work Order effectively stopping all work on a site where there is a clear violation, continued violation, or blatant disregard for:

(1) City Ordinances regulating the illicit discharge of pollutants or sediment

(2) Building or Construction Storm Water permit requirements

(3) Previously issued Field Compliance Orders, Notices of Violation, or Administrative Citation associated with the site of the illicit or sediment discharge.

b) This order requires that the violator must comply with the order and must take appropriate remedial or preventive action as may be needed to properly address a continuing or threatened violation; including halting all operations on the site except for authorized cleanup, terminating the discharge and installing appropriate control measures.

c) If not previously issued, all Stop Work Orders shall automatically include an Administrative Citation.

B. Suspension, Revocation or Modification of Permit

1. The City at its discretion may suspend, revoke or modify any and all City issued permits related to the property the violation is connected to and/or to any other property with permits issued by the City where work is being done by the party or parties responsible for the violation.

2. A suspended, revoked or modified permit may be reinstated after the applicant or other responsible person has taken the remedial measures set forth in the Written Notice (See Section II.A) or until determined by the City that acceptable progress in addressing the violation (s) has occurred.

C. Additional Measures

1. Legal Action

a) The Council may bring legal action to enjoin continuing violation. Pursuant to the City's Ordinance; the Council may, through the City Attorney, petition the appropriate court(s) for issuance of preliminary or permanent injunctions to restrain or compel activities by a violator.

2. Future Permits

a) The City may withhold permits from Contractors with outstanding Administrative Citations until all Administrative Citations have been paid.

b) Contractors that have had two or more Administrative Citations within the previous 12-calendar months shall be required to deposit a cash surety equal to double the surety amount normally required for each permit obtained.

c) Contractors that work without required permits or under permits obtained by others in an attempt to avoid the requirements of this section shall be subject to the provisions of this ERP including but not limited to Administrative Citations, Stop Work Orders, Suspension and/or Revocation of related permits, and Legal Action.

III. NPDES PERMIT REFERRALS

A. For a known project site involving a construction activity, an industrial storm water discharge, or an illicit discharge that should be covered by a state NPDES permit, and is known not to have a state NPDES permit, the City shall provide the following information to the MPCA:

1. Construction project or industrial facility location;

2. Name of owner or operator;

3. Estimated construction project size or type of industrial activity (including SIC code if known); and

4. Records of communication with the owner or operator regarding filing requirements.

B. Where the City has used progressive enforcement to achieve compliance with this ERP and in the judgment of the Council has not been successful, the City may refer the violation to the MPCA. For the purposes of this provision, "progressive enforcement" shall mean two (2) follow-up inspections and two (2) Written Notices. The following information shall be supplied to the MPCA:

1. Construction project or industrial facility location;

2. Name of owner or operator;

3. Estimated construction project size or type of industrial activity (including SIC code if known)

4. Records of communication with the owner or operator regarding the violation, including at least two follow-up inspections, two warning letters or notices of violation, and any response from the owner or operator.

IV. RECORDKEEPING & TRACKING

A. All non-compliance instances shall be tracked either electronically or using paper files. This tracking will include all records and documents related to storm water ordinance violations at the site and be stored in the enforcement case file.

B. The minimum required documentation must include the following items:

1. Name of owner/operator;

2. Location of construction project or industrial facility;

3. Description of violation;

4. Required schedule for returning to compliance;

5. Description of enforcement responses used, including escalated responses if repeat violations occur or violations are not resolved in a timely manner;

6. Accompanying documentation of enforcement response (e.g., notices of noncompliance, notices of violation, etc.);

7. Any referrals to different departments or agencies; and

8. Date violation was resolved.

C. The City shall use the non-compliance records and tracking to identify any chronic violators, and use this information to work toward reducing the rate of noncompliance relapse.

1. This will include tracking violations, applying incentives and/or disincentives, and increasing the inspection frequency of the consistently noncompliant operator's sites.

2. If the operator fails to take corrective actions, the City must pursue progressive enforcement and, if need be, perform the necessary work and assess against the owner the costs incurred for repairs.

D. The City shall keep enforcement files in compliance with the City's records retention policy but no less than a minimum of three (3) years after the file is closed consistent with the MS4 General Permit conditions. Files retention may be either paper or digital files.

V. APPEALS

A. To contest an Enforcement Action the property owner may file a written appeal with the City Clerk's Office.

B. This appeal must be submitted within ten (10) days of receipt of the notice of violation.

C. The appeal will be heard by the City Council at the next available regularly scheduled City Council Meeting.

VI. ENFORCEMENT ACTION MATRICES

A. Construction Site Storm Water Ordinance Violations

1. See Table 1 for the enforcement action matrix for noncompliance with construction requirements. In general, the severity of the enforcement measure increases moving down the matrix.

2. For parties who fail to obtain a required permit prior to begin of land disturbance work, the initial enforcement action may be more stringent than for a project that has an approved plan but has failed to comply with the approved plan.

   a) The City has the ability to stop project work for non-permittees. Stopping work generally includes **all** work on the site except for work to address the noncompliance that caused the order.

   b) Non-permittees may be required to perform corrective actions as advised by the City and to develop the required erosion control and/or storm water plan submittals to submit to the City for review and approval.

   c) Once the corrective actions have been successfully completed and the submitted storm water plan has been approved by the City, the City will issue the violator a written notice that the situation has been resolved.

   d) If the corrective actions or the submitted plan cannot be approved, the City will issue a written notice to the violator describing what was deficient and what step(s) are needed to resolve the situation.

Table 1. Enforcement Action Matrix for Noncompliance with Construction Requirements					
Type of Violation	**Failure to Obtain Permit Prior to Starting Work**	**Minor Violations (Failure to Install, Maintain or Upgrade Measures on Erosion and Sediment Control Plan)**	**Major Violation (Failure to Install, Maintain or Upgrade Measnres on Erosion and Sediment Control Plan that Resulted in a Sediment Release from the Project Site)**	**Repeat Violation by a Party (Same Site)**	**Repeat Violation by a Party (Different Site than initial Noncompliance Site)**
Enforcement Measures For Use (Increasing Severity Moving Down the Chart)	Stop Work Order	Field Compliance Order	NOV	Administrative Citation and/or Consent Order	NOV
		NOV	Administrative Citation with or without Consent Order	Stop Work Order and/or Suspension, Revocation or Modification of Permit	Administrative Citation with or without Consent Order
	Legal Action	Administrative Citation with or without Consent Order	Stop Work Order and/or Suspension, Revocation or Modification of Permit	Legal Action	Stop Work Order and/or Suspension, Revocation or Modification of Permit
		Stop Work Order and/or Suspension, Revocation or Modification of Permit	Legal Action		Legal Action
		Legal Action			

This plan is a guide; any of the enforcement responses may be used at the City's discretion and the City may choose to escalate an enforcement case by skipping intermediate steps. Penalties (Administrative Citations, Recovery of Damages and Costs, Etc.) may be assessed as described in the storm water ordinance and as allowed by law at the City's discretion.

B. Illicit Discharge Ordinance Violations

1. See Table 2 for the enforcement action matrix for failure to remove illicit discharges.
2. The action matrix was set up to provide varying suggested degrees of response to noncompliance documented by the City.
3. In general, the severity of the enforcement measure increases moving down the matrix.

Table 2. Enforcement Action Matrix for Failure to Remove Illicit Discharges

Type of Violation	First Violation	Repeat Violation by a Party (Same Site)	Repeat Violation by a Party (Different Site than Initial Noncompliance Site)
Enforcement Measures For Use (Increasing Severity Moving Down the Chart)	Field Compliance Order	NOV	NOV
		Administrative Citation with or without Consent Order	
	NOV	Stop Work Order and/or Suspension, Revocation or Modification of Permit	Administrative Citation with or without Consent Order
	Administrative Citation with or without Consent Order	Legal Action	Stop Work Order and/or Suspension, Revocation or Modification of Permit
	Stop Work Order and/or Suspension, Revocation or Modification of Permit		Legal Action
	Legal Action		

C. Noncompliance with Post-Construction Requirements

1. See Table 3 for the enforcement action matrix for noncompliance with post-construction requirements.
2. The action matrix was set up to provide varying suggested degrees of response to noncompliance documented by the City.
3. In general, the severity of the enforcement measure increases moving down the matrix.

Table 3. Enforcement Action Matrix for Noncompliance with Post-Construction Requirements

Type of Violation	First Violation	Repeat Violation by a Party (Same Site)	Repeat Violation by a Party (Different Site than Initial Noncompliance Site)
Enforcement Measures For Use (Increasing Severity Moving Down the Chart)	Field Compliance Order	NOV	NOV
		Compliance Order or Consent Order	
	NOV	Administrative Citation with or without Consent Order	Administrative Citation with or without Consent Order
	Administrative Citation with or without Consent Order	Stop Work Order and/or Suspension, Revocation or Modification of Permit	Stop Work Order and/or Suspension, Revocation or Modification of Permit
	Stop Work Order and/or Suspension, Revocation or Modification of Permit	Legal Action	Legal Action
	Legal Action		

Appendix: INSPECTION AND MAINTENANCE AGREEMENT

INSPECTION AND MAINTENANCE AGREEMENT
FOR PRIVATE STORMWATER MANAGEMENT FACILITIES
WITHOUT A DEVELOPMENT AGREEMENT

The term "**STORMWATER MANAGEMENT FACILITIES**" may refer to water quality and/or water quantity facilities (i.e. detention basins, retention basins, swales, pipes, oil/water separators, sand filtering devices, etc.) which are located OUTSIDE the public road right-of-way (ROW).

Property Identification ("Property"): _____ City Use: _____

Map: _____ Parcel No. _____ Land Disturbance Permit No. _____
Record Book: _____ Page No. _____

Project Name: _____
Project Address: _____
Owner(s): _____
Owner Address: _____
City: _____ State: _____ Zip Code: _____

SEE LEGAL DESCRIPTION ATTACHED HERETO AS EXHIBIT A.

This Inspection and Maintenance Agreement ("Agreement") is made and entered into this ____ day of _____, of the year, 20__, by and between _____ (hereinafter called the "Owner", whether one or more) and The City of Isanti (hereinafter called "City").

WITNESSETH, that

WHEREAS, the City is required by federal and state surface water quality regulations and its National Pollutant Discharge Elimination System (NPDES) permit to prevent surface water quality degradation from development or redevelopment activities within its jurisdiction, and the City has adopted surface water quality regulations as required and such regulations are contained in the Storm Water Management chapter of the City Code; and

WHEREAS, the Owner of the Property identified above has or will construct certain storm water management facilities on the Property, and has developed a Storm Water Maintenance Plan (Plan), as may be amended from time to time for the maintenance of those facilities. The City has reviewed and approved the Plan, and retains a copy in its records. A drawing showing the general area of the facilities covered by the Plan is attached to this Agreement for ease of identification.

NOW, THEREFORE, in consideration of the benefits received by the Owner as a result of the approval by the City of the Plan, the Owner does hereby covenant and agree with the City as follows:

1. The Owner shall provide adequate long term maintenance and continuation of the storm water control measures described in the Plan, to ensure that all storm water facilities are and remain in proper working condition. The Owner shall perform inspection and preventive maintenance activities in accordance with the Plan.

2. The Owner shall maintain a copy of the Plan on site, together with a record of inspections and maintenance actions required by the Plan. The Owner shall document the times of inspections, remedial actions taken to repair, modify or reconstruct the system, the state of control measures and notification of any planned change in responsibility for the system. The City may require that the Owner's records be submitted to the City.

3. If it is later determined that the City's NPDES permit clearly directs Owners or the City to manage storm water treatment systems differently than specified in the Plan, the direction of the NPDES permit shall override the provisions of the Plan.

4. The Owner hereby grants permission to The City, its authorized agents, and employees the right of ingress, egress and access to enter the Property at reasonable times and in a reasonable manner for the purpose of inspecting, operating, installing, constructing, reconstructing, maintaining or repairing the facilities. The Owner hereby grants to the City the right to install and maintain equipment to monitor or test the performance of the storm water control system for quality and quantity upon reasonable notice to the Owner. Whenever possible, The City shall notify the Land Owner prior to entering the property and shall use its best efforts not to disturb the Land Owner's use and enjoyment of the Property while conducting said inspections.

5. In the event, the City determines that the storm water facilities are not being maintained in good working order and gives written notice to the Owner to repair, replace, reconstruct or maintain said facilities within a reasonable time (maximum time specified will be 30 days), and the Owner fails to comply with the City's notice within the time specified, Owner authorizes the City or its agents to enter upon the Property to repair, reconstruct, replace or perform maintenance on said facilities at the Owner's expense. It is expressly understood and agreed that the City is under no obligation to maintain or repair said facilities, and in no event shall this Agreement be construed to impose any such obligation on the City.

6. In the event, the City, pursuant to this Agreement, performs work of any nature, or expends any funds in the performance of said work for labor, use equipment, supplies, materials, and the like, the Owner shall reimburse the City upon demand, within forty-five (45) days of receipt of written request for reimbursement for all costs incurred by the City. If the City has not received said payment from the Owner by the end of said forty-five (45) day period,

the City may use any other remedies available by law to collect such balances plus reasonable expenses of collection, court costs, and attorney fees.

7. It is the intent of this Agreement to assure the City of proper maintenance of onsite storm water facilities by the Owner; provided, however, that this Agreement shall not be deemed to create or affect any additional liability of any party for damage alleged to result from or be caused by storm water management.

8. The Owner and the Owner's heirs, executors, administrators, assigns, and any other successors in interest, shall indemnify and hold the City and its agents and employees harmless for, and defend against at its own expense, any and all damages, accidents, casualties, occurrence, claims, or attorney's fees which might arise or be asserted, in whole or in part, against the City from the construction, presence, existence, or maintenance of the storm water control facilities subject to the Plan and this Agreement. In the event a claim is asserted against the City, its officers, agents or employees, the City shall notify the Owner, who shall defend at Owner's expense any suite or other claim. If any judgment or claims against the City shall be allowed, the Owner shall pay all costs and expenses in connection therewith. The City will not indemnify, defend or hold harmless in any fashion the Owner from any claims arising from any failure, regardless of any language in any attachment of other document that the Owner may provide.

9. No waiver of any provision of this Agreement shall affect the right of any party thereafter to enforce such provision or to exercise any right or remedy available to it in the event of any other default.

10. The Owner shall record this Agreement with the Register of Deeds of Isanti County, this Agreement shall constitute a covenant running with the land, and shall be binding upon the Owner and the Owner's heirs, administrators, executors, assigns, and any other successors in interest.

11. The Owner shall have the facilities inspected in accordance with City's storm water management ordinance and certify to the City that the constructed facilities conform and purport substantially to the approved Plan. If the constructed condition of the facility or its performance varies significantly from the approved Plan, appropriately revised calculations shall be provided to the City and the Plan shall be amended accordingly.

12. The Owner agrees that for any systems to be maintained by a property owner's association, deed restrictions and covenants for the subdivision or other development will include mandatory membership in the property owner's association responsible for providing maintenance of the system, will require the association to maintain the storm water system, will prohibit termination of this covenant by unilateral action of the association, and provide for

unpaid dues or assessments to constitute a lien upon the property of an owner upon recording a notice of non-payment.

13. This Agreement must be re-approved and re-executed by the City if all or a portion of the Property is subdivided or assembled with other property.

Owner: _____ Date: _____
Signature by Individual

Owner: _____ Date: _____
Signature by Individual

Accepted By:

_____

For the City of Isanti

Forms

A. MS4 Notice of Violation

B. Spill and Discharge Procedures Checklist

C. Exposed Stockpiles, Storage and Materials Handling Checklist

D. SWPPP Review Checklist

E. Sediment Control Inspection Record

City of Isanti
MS4
NOTICE OF VIOLATION (NOV)

You are hereby notified that as the owner, agent tenant, or operator that the condition of the location below is in violation of the City of Isanti Stormwater Ordinance. You are hereby ordered to make the following corrections within _____ days of this notice.

The location will be re-inspected on _____. Failure to comply with this notice may result in civil penalties, additional enforcement action, and/or the City performing the required work to abate the violation and limit future damage with all costs to be charged to the responsible party.

This notice is in effect for twelve (12) months from the date of the notice and any reoccurrence of the violation conditions within the twelve (12) month period the City may abate the violation without further notification and charge the resultant costs to the responsible party.

LOCATION OF VIOLATION		Photos Taken: ☐Y ☐N
PROPERTY OWNER/PERMIT HOLDER		PERMIT NUMBER
MAILING ADDRESS	EMAIL	PHONE NUMBER

TYPE OF VIOLATION

☐ Failure to Obtain Permit Prior to Start of Work

☐ Minor Violation (Failure to Install, Maintain or Upgrade Measures on Erosion and Sediment Control Plan)

☐ Major Violation (Failure to Install, Maintain or Upgrade Measures on Erosion and Sediment Control Plan that Resulted in a Sediment Release from the Project Site)

☐ Repeat Violation by a Party (Same Site)

☐ Repeat Violation by a Party (Different Site)

DESCRIPTION OF VIOLATION:

MINIMUM REQUIRED ACTION:

DATE & TIME INSPECTED:	INSPECTOR:	OTHERS PRESENT:

NOV: ☐ mailed ☐ posted onsite ☐ emailed ☐ other _____ Date:

A Community For Generations.

Isanti

Spill and Discharge Procedures Checklist

Minn. Statute 115.061 DUTY TO NOTIFY AND AVOID WATER POLLUTION states:

"(a) Except as provided in paragraph (b), it is the duty of every person to notify the agency immediately of the discharge, accidental or otherwise, of any substance or material under its control which, if not recovered, may cause pollution of waters of the state, and the responsible person shall recover as rapidly and as thoroughly as possible such substance or material and take immediately such other action as may be reasonably possible to minimize or abate pollution of waters of the state caused thereby.

(b) Notification is not required under paragraph (a) for a discharge of five gallons or less of petroleum, as defined in section 115C.02, subdivision 10. This paragraph does not effect the other requirements of paragraph (a)."

Minn. Statute 103G.005 Subd. 17 defines "Waters of the state" as:

"surface or underground waters, except surface waters that are not confined but are spread and diffused over the land. Waters of the state includes boundary and inland waters."

All stormwater conveyance systems, including the Isanti municipal stormwater system, are confined and therefore are waters of the state.

A. Compliance Determination:

1. Are there areas on the site (including tanks, loading and unloading areas, concrete washout, etc.) which are contaminated by spills or leaks which have not been cleaned up? *(If "NO" further action is not required.)*	☐ YES ☐ NO
2. Has any material entered a water of the state? *(If "NO" skip to Line 3.)*	☐ YES ☐ NO
a. Has the State Duty Officer been notified? *(If "NO" contact the State Duty Officer at: 651.649.5451 or 800.422.0798)*	☐ YES ☐ NO
b. Has action been taken to contain and minimize? *(Emergency Response Team Supervisor Stephen Lee at 651.297.8610 can provide suggestions for possible containment and next steps.)*	☐ YES ☐ NO
c. Implement available containment measures necessary to minimize and mitigate further damage.	
d. Notify _____ (XXX-XXX-XXXX)	
e. Issue Notice of Violation in accordance with the City of Isanti Enforcement Response Procedures.	
3. Is material in danger of entering a water of the state? *(If "NO" skip to Line 4.)*	☐ YES ☐ NO
a. Direct responsible party to immediately implement containment measures to protect the waters of the state.	
b. Issue a Field Compliance Order in accordance with the City of Isanti Enforcement Response Procedures if the spill or leak is not cleaned-up within 24-hours.	
4. Direct the responsible party to clean-up the spill or leak and to take steps to protect against future spills and leaks. Issue a Field Compliance Order in accordance with the City of Isanti Enforcement Response Procedures if the spill or leak is not cleaned-up or is allowed to continue.	

Inspector: _____ Date and Time: _____

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City of Isanti
Exposed Stockpiles, Storage and Material Handling Checklist

This report documents the findings of exposed stockpiles, storage and material handling that was recently completed on your site by the Stormwater Utility. If your site was not in compliance with City and State Pollution Prevention/Good housekeeping requirements, this report will outline the corrective actions that need to be taken at your site. You are responsible to bring your site into compliance within the timeframes noted in this report. If the site is not brought into compliance within the specified time frame, a Stop Work Warning or Stop Work Order may result.

Property Address (or Lot/Block #) Inspector Name Inspection Date / Time

/

Was the Property Owner or Contractor present during the inspection: ☐ Yes ☐ No

Inspection Type (check all that apply) ☐ Exposed Piles ☐ Storage & Materials Handling ☐ ESC/NPDES

****

1. **Exposed Stockpile Protection:** ☐ **Not needed at this time** ☐ **Acceptable** ☐ **Inadequate**
   - ☐ Inappropriate type of control installed.
   - ☐ Installed wrong
   - ☐ Sediment ≥ 1/2 height of the device
   - ☐ Has not been installed
   - ☐ Not enough installed
   - ☐ Other Maintenance Issues

   Comments: _____

   Actions taken/Recommendations (check one):
   - ☐ Mulching
   - ☐ Filter/Vegetative Strips
   - ☐ Permanent Seeding
   - ☐ Other: _____
   - ☐ Temporary Seeding
   - ☐ Hydro Mulching
   - ☐ Erosion Control Blankets
   - ☐ Sod Stabilization

2. **Storage and Material Handling:** ☐ **Not needed at this time** ☐ **Acceptable** ☐ **Inadequate**

   Comments: _____

   Actions taken/Recommendations (check one):
   - ☐ List materials use on site & research
   - ☐ Store materials on a pallet or in containers
   - ☐ Determine drainage areas
   - ☐ Locate and map on site storage/material handling area
   - ☐ Protect from wind, rain, and predicted storm events

3. **Assessment of Erosion and Sediment Control (ESC)/ National Pollution Discharge Elimination System (NPDES) Measures:**
   - ☐ All ESC measures in place and adequate
   - ☐ Some ESC measures in place an adequate
   - ☐ ESC inadequate or missing
   - ☐ All NPDES measures in place and adequate
   - ☐ Some NPDES measures in place and adequate
   - ☐ NPDES measures inadequate or missing
   - ☐ Some corrective action has occurred since previous inspection.

☐ **Recommend ERP[1] Field Compliance Order** There is discharge, erosion and sediment control issues, or other issues that require correction. Contact _____ to discuss schedule a meeting with Stormwater staff to confirm a correction plan and schedule.

☐ **Recommend ERP[1] NOTICE OF VIOLATION (NOV)** A Field Compliance Order has not been addressed or on site issues meet the ERP criteria for NOV. Please call _____ to schedule a meeting with Stormwater staff to confirm a correction plan and schedule.

[1] A copy of the City of Isanti Enforcement Response Procedures (ERP) is available on the City website.

_____ _____

Inspector Signature Date

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Isanti

SWPPP Checklist

Construction Stormwater Permit Program

Doc Type: Stormwater Pollution Prevention Plan (SWPPP)

Background: This checklist is based on the checklist used by Minnesota Pollution Control Agency (MPCA) staff for Stormwater Pollution Prevention Plan (SWPPP) reviews.

Site Information

Applicant: _____ Project name: _____

Application date: _____ Reviewer name: _____

SWPPP Narrative

Yes	No	
☐	☐	Describe the nature of the construction activity?
☐	☐	Address the potential for a discharge of sediment and/or other potential pollutants from the site?
☐	☐	Propose erosion prevention and sediment control Best Management Practices (BMPs.
☐	☐	Identify the person knowledgeable and experienced who will oversee the implementation of the SWPPP.
☐	☐	Identify the entity (name or title) responsible for performing future Operations and Maintenance (O&M).
☐	☐	Identify the training requirements are satisfied.
☐	☐	Describe project phasing.
☐	☐	Describe final stabilization methods for all exposed areas? (may be in narrative or on plan sheets)
☐	☐	Identify stormwater management measures needed to mitigate impacts identified as a result of environmental, historical, archaeological, or rare species reviews conducted for the project?
☐	☐	Identify additional measures being taken to protect Drinking Water Supply Management Areas?
☐	☐	If site discharges to special water or impaired reach, identify any site areas discharging to the special or impaired reach?
☐	☐	Identify construction areas that are adjacent to and drain to Public Waters for which the Minnesota Department of Natural Resources (DNR) has promulgated "work in waters restrictions" during specified fish spawning time frames.
☐	☐	The SWPPP must account for expected amount, frequency, intensity, and duration of precipitation.
☐	☐	The SWPPP must account for nature of stormwater runoff and run-on at the site.
☐	☐	The SWPPP must account for the range of soil particle sizes expected to be present on the site.
☐	☐	For design requirements or SWPPP components where Permittee determines that compliance with the requirement is infeasible; the SWPPP must document that determination and the substitute BMPs.

SWPPP Plan Sheets

Yes	No	
☐	☐	Existing and final grades.
☐	☐	Locations and types of all temporary and permanent (including infiltration areas) ESC BMPs.
☐	☐	Stormwater flow directions and surface water divides for all pre- and post-construction drainage areas.
☐	☐	Impervious areas (Pre- and Post-Construction).
☐	☐	Soil types.
☐	☐	Locations of potential pollutant-generating activities.
☐	☐	Locations of areas not to be disturbed (buffer zones).
☐	☐	Tabulated quantities of all erosion prevention and sediment control BMPs.
☐	☐	Location of areas where construction will be phased to minimize duration of exposed soil areas.
☐	☐	Areas of steep (3:1 or greater slope).
☐	☐	Locations of all wetlands, surface waters, and storm ponds that will receive pre- or post-construction site runoff.

Stormwater Discharge Design

Yes	No	
☐	☐	For any stormwater flow that will be channelized at the site, the stormwater controls must be designed to control both peak flowrates and total stormwater volume to minimize erosion at outlets and to minimize downstream channel and streambank erosion.
☐	☐	Are Temporary Sediment Basins required on site?

Yes	No	
☐	☐	Adequately sized and appropriately located
☐	☐	Designed to prevent short circuiting?
☐	☐	Outlets designed to remove floating debris, withdraw from the surface, and allow complete drawdown?
☐	☐	Do outlets have energy dissipation?
☐	☐	Have a stabilized emergency spillway?

Which method of permanent stormwater treatment has been selected?

Yes	No	
☐	☐	Are calculations/computer model results included to demonstrate the design and adequacy?
☐	☐	Is adequate maintenance access provided?
☐	☐	Infiltration or filtration

Yes	No	
☐	☐	Is infiltration/filtration appropriate to the site and land uses?
☐	☐	Phasing to ensure excavation of infiltration system after drainage area stabilized?
☐	☐	Rigorous sediment and erosion controls to keep sediment and runoff away from the system?
☐	☐	Is a pretreatment device planned?

Yes	No	
☐	☐	Wet sedimentation basin:

Yes	No	
☐	☐	Configured so scour or resuspension is minimized and to prevent short circuiting.
☐	☐	Basin outlets designed to discharge at > 5.66 cubic feet per second (cfs) per acre of pond
☐	☐	Basin outlets designed to prevent discharge of floatables.
☐	☐	Stabilized emergency overflow.

Yes	No	
☐	☐	Regional ponds:

Yes	No	
☐	☐	Is written authorization from owner of regional pond included in SWPPP?
☐	☐	Does regional pond design conform to the permit requirements for wet sedimentation basin?

Other Requirements

Yes	No	
☐	☐	Plans show areas that are not to be disturbed or are areas where disturbance will be minimized.
☐	☐	Minimize disturbance or other techniques to minimize destabilization of steep slopes.
☐	☐	Has appropriate construction phasing been implemented?
☐	☐	Exposed soils have erosion protection/cover initiated immediately and finished within 14 days
☐	☐	Wetted perimeters of ditches stabilized within 200 feet of surface water within 24 hours.
☐	☐	Temporary or permanent ditches or swales that are being used as a sediment containment system during construction must be stabilized within 24 hours after no longer being used as a sediment containment system.
☐	☐	Pipe outlets have energy dissipation within 24 hours of connecting.
☐	☐	Discharges from stormwater controls are directed to vegetated areas of the site unless infeasible.
☐	☐	Are sediment control practices established on down gradient perimeters and upgradient of any buffer zones?
☐	☐	Are all inlets protected?
☐	☐	Stockpiles have sediment control.
☐	☐	Construction site entrances minimize street tracking.
☐	☐	Plans minimize soil compaction and preserve topsoil.
☐	☐	50 foot buffer or (if not feasible) redundant sediment control when adjacent and drains to a surface water.
☐	☐	Is a dewatering plan required?
☐	☐	Storage, handling, and disposal of construction products, materials, and wastes.
☐	☐	Fueling and maintenance of equipment or vehicles; spill prevention and response.
☐	☐	Vehicle and equipment washing.
☐	☐	No engine degreasing allowed on site.
☐	☐	Containment of Concrete and other washout waste.
☐	☐	Portable toilets are positioned so that they are secure.
☐	☐	Stabilization by uniform perennial vegetative cover (70% density of its expected final growth).

Requirements of Appendix A

Yes	No	
☐	☐	Does this site drain to a discharge point on the project that is within one mile of a Special or Impaired Water?

Yes	No	
☐	☐	Stabilization initiated immediately and all soils protected in 7 days
☐	☐	Provide temp basin for five acres draining to common location.
☐	☐	100-foot buffer
☐	☐	Other as appropriate

Wetland Impacts

Yes	No	
☐	☐	Does this site have a discharge with the potential for adverse impact to wetlands:

Yes	No	
☐	☐	Does the SWPPP comply with the conditions of an approved Wetland Impact Permit?

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Isanti

City of Isanti Erosion and Sediment Control Inspection Record

Address:	Permit Holder:	Phone Number:

Inspectors Initials	Type of Inspection		Rainfall (record all events > 0.5 in)	Date of Inspection			Time of Inspection	Areas Inspected												Assessment Measures				Findings and Corrective Actions
	Routine Weekly	24 hours after rainfall		Month	Day	Year		Perimeter Erosion Control		Stabilized Vehicle Entrance		Sediment Transport		Inlet Protection		Debris/Spills/ Good Site Housekeeping		Temporary Stockpile Protection		All Measures Adequate	Some Measures Adequate	NOTICE OF VIOLATION ISSUED	STOP WORK ORDER	
								Adequate	Inadequate	Adequate	Inadequate	Adequate	Inadequate	Adequate	Inadequate	Adequate	Inadequate	Adequate	Inadequate					
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Services Provided:

Civil & Municipal Engineering
Water & Wastewater Engineering
Transportation Planning & Engineering
Structural Engineering
Aviation Services
Water Resources Engineering
Landscape Architecture
Land Surveying
Geographic Information System
Project Funding & Financing

Bolton-Menk.com

RESOLUTION 2019-XXX

A RESOLUTION APPROVING ENFORCEMENT RESPONSE PROCEDURES (ERP) FOR MS4 PERMIT VIOLATIONS

WHEREAS, the City of Isanti has developed a Stormwater Pollution Prevention and Spill Response Plan for compliance with both Municipal Separate Storm Sewer System (MS4) and Well Head Protection Plan (WHPP) requirements; and,

WHEREAS, Stormwater Management Ordinance No. 670 was adopted in 2017 and provides for stormwater management practices; and,

WHEREAS, Enforcement Response Procedures were to be adopted as part of Ordinance No. 670 for violation and enforcement; and

WHEREAS, the Enforcement Response Procedures Plan is in compliance with state guidelines;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to adopt the policy that provides for the procedures and steps necessary for Enforcement Response Procedures for MS4 permit violations.

This Resolution is hereby approved by the Isanti City Council this 4th day of June, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

ORDINANCE NO. ____

AN ORDINANCE AMENDING ORDINANCE NO. 670 STORMWATER MANAGEMENT ORDINANCE

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Ordinance 670 is hereby amended to add the following text:

Section 6.0 Storm Water Management Plan Review Procedure.

6.4 Financial Securities. The applicant shall provide security for the performance of the work described and delineated on the approved grading plan involving the SWPPP and any storm water and pollution control plan related remedial work in an amount as identified in the current City of Isanti Fee Schedule.

The financial security shall be by cash deposit to the City, Letter of Credit ~~or~~ , bond or Escrow as identified as identified in the Developer's Agreement, City Fee Schedule, or the ERP. In the case of a discrepancy the Developer's Agreement shall take precedence over the City Fee Schedule which shall take precedence over the ERP.

6.5 Maintaining the Financial Security. As identified in the Developer's Agreement. In the case of an Escrow Account, the minimum amount of as designated in the City Fee Schedule, must be maintained in the Escrow Account.

6.6 Action Against the Financial Security. The City of Isanti may act against the financial security if any of the conditions listed below exist. The City shall use funds from this s security to finance remedial work undertaken by the City or a private contractor under contract to the City and to reimburse the City for all direct costs incurred in the process of remedial work including, but not limited to, staff time and consultant fees.

a) The developer ceases land disturbing activities and/or filling and abandons the work site prior to completion of the grading plan.

b) The developer fails to conform to the grading plan and/or the SWPPP as approved by the City.

c) The developer or contractor fails to install and/or maintain erosion control devices or erosion control measures that conform to the requirements of this ordinance or the SWPPP.

d) The techniques utilized under the Stormwater Management Plan fail within one year of installation.

e) The developer fails to reimburse the City for corrective action taken.

Section 10.0 Enforcement, Paragraph 10.1 Violations.

10.1 Violations.

a) It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of this Ordinance. Any person who has violated or continues to violate the provisions of this Ordinance, may be subject to the enforcement actions outlined in this section or may be restrained by injunction or otherwise abated in a manner provided by law.

b) In the event the violation constitutes an immediate danger to public health or public safety, the City is authorized to enter upon the subject private property, without giving prior notice, to take any and all measures necessary to abate the violation and/or restore the property. The City is authorized to seek costs of the abatement as outlined in this Ordinance.

c) The City may apply Administrative Penalties for violations of this Ordinance.

d) The City may use Escrow Funds to reimburse the costs of abatement and restoration of property.

EFFECTIVE DATE
This Ordinance takes effect upon its passage and publication in the official newspaper of the City of Isanti.

Adopted by the City Council this 4th day of June, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

Posting Date:
Reading Date:
Publication Date:
Effective Date:

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CITY CODE CHAPTER 65, ADMINISTRATIVE PENALTIES

THE CITY COUNCIL OF ISANTI DOES ORDAIN:

Chapter 65, Paragraph 65-4, is hereby amended to read and include the following:

65-4. Authority to issue order to correct letters and administrative citations.
The following City employees and agents are authorized to issue compliance letters and administrative citations for violation of the City Code and other associated Ordinances:

A. Licensed Peace Officers of the Isanti Police Department;

B. Reserve Officers of the Isanti Police Department;

C. Community Development Director;

D. Planner;

E. Animal Control Officer;

F. Building Official;

G. MS4 Technician;

EFFECTIVE DATE

This ordinance shall take effect upon its publication in the official newspaper of the City of Isanti.

Adopted by the City Council this 4th day of June, 2019.

_____
Mayor Jeff Johnson

ATTEST:

_____
Katie Brooks
Human Resources/City Clerk

Posting Date:
Reading Date:
Publication Date:
Effective Date:

ORDINANCE NO.

AN ORDINANCE AMENDING THE CODE FOR THE CITY OF ISANTI, CHAPTER 160, FEES

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Section 160-2. Enumeration of fees - of Chapter 160, of the Code of the City of Isanti is hereby amended to add to the text of Section 160-2 as follows:

ADD

Administration

Administrative Citations – City Code Violations,

Ordinance #670, Storm Water 1st Time
Ordinance #670, Storm Water 2nd Time

Sewer and Water Department

Commercial Storm Water Escrow
Residential Storm Water Escrow

EFFECTIVE DATE
This ordinance shall take effect upon publication.

Adopted by the City Council this 4th day of June 2019.

_____
Mayor Jeff Johnson

ATTEST:

_____
Katie Brooks
Human Resources/City Clerk

Posted on:
Adopted on:
Published on:
Effective Date:

RESOLUTION 2019-xxx

A RESOLUTION ADOPTING FEES WITHIN THE CITY OF ISANTI

WHEREAS, the City Council by Ordinance sets forth a fee table for the City of Isanti; and

WHEREAS, the City Council has determined that it is in the best interest of the residents of the City that all fees within the City are established by resolution; and

WHEREAS, these fees are fair, reasonable, and proportionate to the actual cost of the service for which the fee is imposed in accordance with Minnesota Administrative Rules 1300.0160; and

WHEREAS, the following fee schedule shall be effective June 5, 2019;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota:

1. Set forth the following fee schedule:

Administration

Administrative Citations – City Code Violations	
Chapter 87-5.1, Animal Litter	$75.00
Chapter 216, Nuisances	$200.00
Chapter 230, Park and Recreation Areas	$200.00
Chapter 227, Parking and Storage	$200.00
Chapter 256, Residential Property Maintenance Standards	$200.00
Chapter 284, Streets and Sidewalks	$200.00
Chapter 295, Tobacco, et al	$75.00
Chapter 325, Water	$200.00
Ordinance #445, Zoning Ordinance	$200.00
Ordinance #445, Section 16 Signs	$100.00
Ordinance #670, Storm Water 1st Time	$200.00
Ordinance #670, Storm Water 2nd Time	$400.00
Ordinance # 670, Storm Water 3rd Time	$600.00
Adult Use Fee	$5,000.00
Adult Use Investigation Fee	$2,000.00
Affidavit of Candidacy	$15.00
Agenda Packet Subscription	$150.00
Agenda Subscription	$25.00
Copies	$.25 per page, plus tax
Dog Bite	Actual cost/plus tax
Dog Boarding (at Impound)	$25.00 per day/misc. costs/tax
Dog Impound 1st Time	$85.00/plus tax

Dog Impound 2nd Time	$95.00/plus tax
Dog Impound 3rd Time	$105.00/plus tax
Additional Fee for Pick up (7pm-8am & Holidays)	Same as Impound Fee
Dog License (Duplicate)	$5.00
Dog License (Fixed)	$10.00
Dog License (Not)	$15.00
Dog License Late Fee	$5.00
Dog License Lifetime	$50.00
Euthanasia / Disposal	Actual cost/plus tax
FAX - in	$.25 per page, plus tax
FAX - out	$.25 per page, plus tax
Gambling Permits – Application & Investigative Fee	$50.00
Kennel License (Commercial)	$100.00 per year
Kennel License (Residential)	$50.00 per year
Lawn Sprinkling 1st Violation	$20.00
Lawn Sprinkling 2nd Violation	$35.00
Lawn Sprinkling 3rd Violation	$50.00
Meeting Minutes – Copy of CD	$10.00
Non-Compliance Fee	$25.00
Notary	$5.00 per document
Open Burning Permit	$40.00
Pawnbroker/Shop	$1,500.00
Pawnshop Investigation Fee Initial Application Only, does not apply to Renewal	$1,500.00
Pawnshop Transaction Fee	$1.30 plus pass through costs per transaction
Peddler Permit	
Day	$25.00
Month	$75.00
Seasonal (6 months or less)	$200.00
Application Investigation Fee	$75.00
Retail Fire Works Permit – Application Fee	$15.00
Retail Fire Works Permit – Permit Fee	$25.00
Returned Checks	$30.00
Secondhand Goods Dealer	$1,500.00
Secondhand Goods Dealer Investigation Fee Initial Application only, not for renewals	$1,500.00
Secondhand Goods Dealer, Temporary	$750.00
Secondhand Goods Dealer Transaction Fee	$1.30, plus pass through costs per transaction
Small Wireless Facility Collocation Rental and Maintenance Fee	
Annual Rent per Supplement	$150.00
Annual Maintenance Fee per Supplement	$25.00
Small Wireless Facility Electrical Service Fee	
Per radio node less than or equal to 100 watts	$73.00 annually
Per radio node over 100 max watts: or	$182.00 annually
Actual cost of electricity annually, if costs exceed either of the above amounts	
Special Assessment Fee Unpaid Utility Bills, Code Enforcement Violations, Etc.	$30.00 per assessment

Special Meeting Request	$500.00
Special Vehicle Permit	$25.00
Staff Time (not specified elsewhere)	Actual hourly wage multiplied by 145%

Building Inspections

Valuation Fee Schedule for Isanti

Value of Work	Value Based Permit Fee *(Residential & Commercial)*
$501 - $2,000	**$50 MIN.** $25 for first $500 + $3.50/ each additional $100 or fraction thereof
$2,001 – $25,000	$78 for first $2,000 + $15/ each additional $1,000 or fraction thereof
$25,001 - $50,000	$425 for first $25,000 + $11/ each additional $1,000 or fraction thereof
$50,001 - $100,000	$700 for first $50,000 + $8/ each additional $1,000 or fraction thereof
$100,001 - $500,000	$1,100 for first $100,000 + $6/ each additional $1,000 or fraction thereof
$500,001 - $1,000,000	$3,500 for first $500,000 + $5/ each additional $1,000 or fraction thereof
$1,000,001 +	$6,000 for first $1,000,000 + $4/ each additional $1,000 or fraction thereof

Building Permit	Per Valuation Fee Schedule
Basement Finishes Permit	Per Valuation Fee Schedule
City Utility Services under Driveway	$100.00
Commercial Landscape Escrow	$5,000.00 per site (Refundable)
Deck Permit	Per Valuation Fee Schedule
Demolition Permit	Minimum of $100.00 or 1.27% of contract price
Right of Way Work Permit	
Single Residential Hookup	no fee
a. Base Fee – up to 1,000 LF	$125.00
b. Fees in addition to base fee	
Work >1,000 LF	$65.00 per 1,000 LF
Street Cut	$125.00 plus $5,000.00 in escrow
Unauthorized Work	$250.00 up to double the permit fee
Fence Permit (Fences >7')	Per Valuation Fee Schedule
Fire Suppressant Permit – Commercial/Multi-Family	1.5% of project value
Gas Line (with mechanical permit)	$12.50 per gas line, $25.00 minimum
Gas Line (without mechanical permit)	$50.00
Grade Survey Check	
a. Commercial	$50.00
b. Residential	$50.00
Grading Permit	$150.00
Inspections outside of normal business hours	$75.00 (2 hr minimum plus mileage)
Inspections, hourly rates	Building Official $125/hour Senior Building Official $95/hour

	Fire Inspector $90/hour Building Inspector $75/hour Other Staff $75/hour
Investigative Fee	100% of permit fee
Lawn Irrigation Permit	$80.00
License Verification Fee	$5.00
Mechanical Permit	$75.00 per unit
Mechanical Permit – Commercial/Multi-Family	1.5% of project value
Minimum Permit Fee	$50.00
Permit Renewal after 6 mos. Of expiration	50% of original permit fee
Plan Check Fee	65% of calculated permit fee, when applicable
Plan Check Fee – Duplicate Plans	Duplicate plan fees reduced to 25% of Master Plan Review
Plan Review (Additional)	$75.00 (1/2 hr minimum)
Plumbing Permit Basic (up to 4 fixtures)	$54.00
Plumbing Permit – job valuation > $500 or more than 4 fixtures	$94.00
Plumbing Permit – Commercial/Multi-Family	1.5% of project value
Pre-Final Inspection Fee (Residential)	$60.00
Re-Roof Permit	$80.00
Re-Siding Permit	$80.00
Rental License Late Fee	100% of rental license fee
Residential Driveway Escrow	$2,000.00 (Refundable)
Residential Landscape Escrow	$6,000.00 (Refundable)
Residential Rental License Fee	
1 Unit	$150.00
2-4 Units	$175.00
5-12 Units	$225.00
13-20 Units	$240.00
21–50 Units	$250.00
51 + Units	$300.00
Additional Inspections	Per Inspections Hourly Rate
S.E.C. - Residential	$20.00
S.E.C. – Commercial/Industrial	$50.00
SAC/WAC Inspection Fee	$37.50
State Surcharge	Applied to all permits
Swimming Pool Permit	$80.00
Water/Sewer Line Repair Inspection Fee	$80.00
Window/Door Replacement Permit	$80.00

Electrical Inspection Fees

All Services	Circuits and Feeders
Residential Service Change $100.00, this includes one inspection.	The inspection fee for the installation, addition, alteration, or repair of each

Or the below rates.		circuit, feeder, feeder tap, or set of transformer secondary conductors:	
0 to 300 amp	$50	0 to 30 amp	$8
400 amp	$58	31 to 100	$10
500 amp	$72	101 to 200 amp	$15
600 amp	$86	300 amp	$20
800 amp	$114	400 amp	$25
1000 amp	$142	500 amp	$30
1100 amp	$156	600 amp	$35
1200 amp	$170	700 amp	$40
Add $15.00 for each additional 100 amps		Add $5.00 for each additional 100 amps	

Minimum permit fee is $50.00 plus $1.00 state surcharge. This is for one inspection only.
Minimum fee for rough-in inspection and final is $100.00 plus $1.00 state surcharge.

Maximum fee for single family dwelling not over 200 amps is $150.00 plus $1.00 state surcharge. Maximum of 30 circuits.
Maximum of 2 rough-in inspections and one final inspection.

Apartment Buildings: Maximum fee per unit of an apartment or condominium complex is $100.00. This does not cover service and house wiring. A separate permit must be issued for house wiring.

Swimming Pools: $100.00 this includes 2 inspections

Traffic Signals: $10.00 per each standard

Street Lighting: $5.00 per each standard

Transformers/Generators: $10.00 per unit + $0.50 per KVA

Retro Fit Lighting: $0.75 cents per fixture

Sign Transformer: $10.00

Remote Control/Signal Circuits: $1.00 per device

Re-inspection Fees: $50.00

*Fees are doubled if the work starts before the permit is issued

Community Center

Cleaning Fee (if elected by renter)	$125.00, plus tax
Damage Deposit	$250.00
Damage Fees	
Cleaning	$35.00 per hour minimum, plus tax
Tables	$100 each, plus tax
Chairs	$20.00 each, plus tax
Unreturned keys	$250.00, plus tax
Smoking Non-Designated Areas	$200.00, plus tax
Other Items	To be determined based on replacement cost, plus tax

Equipment Available to Rent (larger deposit may be required)

LCD Home Theater Projector on Cart	$50.00, plus tax
9' Portable Screen	$20.00, plus tax
Blu-Ray DVD Player	$15.00, plus tax
Speakers & Microphone (Includes tripod stands if requested)	$15.00, plus tax
Podium	$10.00, plus tax
Non-Profit Organizations	$50.00, plus tax (full day) $25.00, plus tax (4 hours or less)
Private (less than 50 individuals) or For-Profit Organizations	$100.00, plus tax (full day) $ 50.00, plus tax (4 hours or less)
Special Events Includes use of the kitchen. Dishes and utensils not provided. With or without alcohol. Greater than 50 individuals in attendance.	$275.00, plus tax

Fee Arrangements – When Requested
Non-Profit Monthly Rental Rates (less than 4 hour rentals)

Non-Profit**

Reservations per month	Monthly Fee	Fee Per Reservation
1	$25.00	$25.00
2	$48.80	$24.40
3	$71.70	$23.90
4	$93.20	$23.30
5	$113.50	$22.70
6	$133.20	$22.20
7	$151.20	$21.60
8	$168.00	$21.00
9	$184.50	$20.50
10	$199.00	$19.90
11	$212.30	$19.30
12	$225.60	$18.80
13	$236.60	$18.20
14	$246.40	$17.60
15	$255.00	$17.00
16	$264.00	$16.50
17	$270.30	$15.90
18	$275.40	$15.30
19	$281.20	$14.80
20	$284.00	$14.20
21	$285.60	$13.60

22	$288.20	$13.10
23	$287.50	$12.50

** Groups storing belongings at the facility may be subject to a monthly storage fee.

Fee Arrangements – When Requested
For-Profit and Private Monthly Rental Rates (less than 4 hour rentals)

Private/For-Profit**

Reservations per month	Monthly Fee	Fee Per Reservation
1	$50.00	$50.00
2	$97.80	$48.90
3	$143.10	$47.70
4	$186.40	$46.60
5	$227.50	$45.50
6	$265.80	$44.30
7	$302.40	$43.20
8	$336.00	$42.00
9	$368.10	$40.90
10	$398.00	$39.80
11	$424.60	$38.60
12	$450.00	$37.50
13	$473.20	$36.40
14	$492.80	$35.20
15	$511.50	$34.10
16	$528.00	$33.00
17	$540.60	$31.80
18	$552.60	$30.70
19	$560.50	$29.50
20	$568.00	$28.40
21	$573.30	$27.30
22	$574.20	$26.10
23	$575.00	$25.00

**All other fees and deposits for the rental of the facility apply.

Economic Development Authority

Assignment & Assumption Agreement	$1,000.00 plus costs
Development Agreement (Non-Abatement or TIF)	$1,000.00 plus costs
Establishment of New TIF District	$4,800.00 or actual cost

Host Approval of Conduit Debt	$3,000 escrow
Issuance of Conduit Debt	1/4% of the proposed issuance amount, $3,000 minimum, $25,000 maximum escrow
Revolving Loan Fund Application Fee	1% origination fee
SAC/WAC Repayment Agreement and Mortgage	Current cost of filing document(s) at Isanti County to be paid by Developer.
TIF Development Agreement	$2,500.00 plus costs
Tax Abatement Application Fee	$1,000.00 plus costs

Liquor/Beer

Background Check & Investigation Fee	
For Partnership – Corporation – Association	$300.00
For Individual	$100.00
Initial Application only, does not apply for Renewals	
Beer Off-Sale (3.2)	$150.00
Beer On-Sale (3.2)	$250.00
Brewers Off-Sale Malt Liquor	$310.00
Brewers Tap Room On-Sale	$500.00
Brew Pub Off-Sale Malt Liquor	$310.00
Club License (Max dictated by MN State Statutes)	$500.00
Intox Liquor On-Sale	$2,500.00
Intox Liquor Sunday On-Sale	$200.00
Consumption and Display Permit (Annual)	$200.00
Temporary Consumption and Display Permit	$25.00
Temporary On-Sale 3.2 Beer License (1-4 Days)	$50.00
Temporary On-Sale 3.2 Beer License (1-4 Days) Multiple Events	$500.00
Temporary On-Sale Beer	$50.00
Temporary On-Sale Liquor	$50.00
Temporary On-Sale Liquor (2-4 Days)	$50.00
Temporary One-Day On-Sale Liquor License	$25.00
Wine	$300.00

Parks, Recreation, and Culture Department

Copy of Comprehensive Park Plan	$10.00
Community Garden – Ground Plot (Season Fee)	$15.00
Community Garden – Raised Bed (Season Fee)	$20.00
Farmer's Market – Membership Fee (Annual)	$10.00
Farmer's Market – Stall Fee	
Full Season	$100.00
Half Season	$60.00
Single Day	$10.00
Park Dedication Fee (Residential)	$1,500.00 per unit
Park Dedication Fee – Multi Family with Recreational Amenities – Up to 25% Reduction of	$1,500 per unit fee
Park Dedication Fee (All Others)	$1,500.00 per Commercial/Industrial Acre
Park Shelter Electric Box Deposit	$50.00
Park Shelter Fee – Non City Resident or Business	$10.00 plus tax

Special Event Cleanup Deposit	$100.00
Tennis Court Usage	Resident (Individual) 1 court No Charge 2 courts $6/hr. plus tax Non-Resident (Individual) 1 court $6/hr. plus tax 2 courts $12/hr. plus tax Civic Group, Youth Organization, League, Business, Industry, Church or School Single court, per reservation $15/hr. plus tax Per season single court only – rates to be determined on a case-by-case basis by the Parks, Recreation, and Culture Board and City Council.
Unity Park Softball Field Usage	$25.00 plus tax per day Non-Resident $15.00 plus tax per day Resident

Planning & Zoning Department

Administrative Appeals	$200.00 plus costs
Administrative Permit	$75.00
Administrative Subdivision	$275.00 plus costs
Annexation/De-Annexation	$100.00 plus costs
Comprehensive Plan Amendment	$325.00 plus costs
Conditional Use Permit	$325.00 plus costs
Conditional Use Permit Amendment	$275.00 plus costs
Copy of Comprehensive Plan	$50.00
Copy of Maps	$ .50 black and white
Copy of Zoning Map	Fee based on size & type of map
Copy of Zoning Ordinance	$25.00
Copy of Engineer Design Standards	$35.00
Development Agreement for Subdivisions	$2,500 escrow plus costs
Development Agreement (Non-Subdivision)	$1,500 escrow plus costs
Easement Application	$200.00 plus costs
EAW & EIS Review	$600.00 plus costs
Final Plat	$325.00 plus $10.00 per lot/unit plus costs ($1,500.00 escrow)
Interim Use Permit	$325.00 plus costs
Minor Subdivision Plat	$325.00 plus costs ($1,000.00 escrow)
Planned Unit Development – Final Plan	$325.00 plus costs ($1,500.00 escrow)
Planned Unit Development – General Plan	$500.00 plus costs ($1,500.00 escrow)
Preliminary Plat	$500.00 plus costs ($1,500.00 escrow)
Rezoning Request	$325.00 plus costs
Sign Permit (permanent)	$75.00
Sign Permit (temporary)	$50.00
Signal Light Fee	$119.00 per residential unit $ .10 per sq. ft. of usable Commercial lot platted
Site Plan Review	$325.00 plus costs ($1,000.00 escrow)
Site Plan Review Financial Surety	125% of estimated cost of site

(Commercial/Industrial)	improvements (driveway, parking and loading areas)
Text Amendment	$275.00
Vacation Request	$275.00 plus costs
Variance Request	$325.00 plus costs
Wetlands Replacement Plan Review	$500.00
Zoning Permits	$80.00
Zoning Verification Letter	$30.00

Police Department

Administrative Citation	$60.00
Alcohol Screening	$3.00 per time or $75.00 per year
Chemical Disposal (small amount)	Cost of Disposal
Chemical Disposal (large Amount)	Cost of Disposal
Cleaning of Crime Scene	Cost of Cleanup
Copy of Photo	$5.00
Copy of Police Report	$.25 per page, plus tax
Copy of Video/Audio/DVD	$25.00
Fee for Returned Check listed under Administration	
Fingerprinting	$15.00 per non-resident or non-Isanti business, $0.00 for Isanti resident or business
Parking Ticket	$20.00
Police Records Search	$35.00
Professional Hire of Police Office	Actual hourly wage multiplied by 150%
Reschedule Hearing on Administrative Citation	$50.00
Storage Fees	$20.00 per day
Towing	As per towing contract fee schedule
Unjust Hearing	150% of cost of hearing

Sewer and Water Department

Delinquent Posting Notice Fee	$15.00
New Construction:	
Meter (5/8 & 3/4 inch)	Cost included in permit fee
Meter (larger, > 3/4 inch, diameter)	Cost minus $304.00
Replacement or additional:	
Meter (5/8 & 3/4 inch)	
Full Meter	$329.00
Orion Radio	$178.00
HRE Body	$64.00
Copper Horn	$87.00
Meter (larger, > 3/4 inch, diameter)	Cost plus $25.00
Meter Connections/Fittings	Cost
Meter Replacement Administrative	
Fee for Non-Compliance	$75.00/month
Private Metered Water Sales	
Deposit	$2,000.00 (refundable deposit)

$10.00 minimum and up to 1st 1000 gallons; as per rate study per/1,000 thereafter

Private Well Water Testing	$90.00
Sewer Access Fee (SAC)	Per Ordinance per unit based on REC assessment
Sewer Rates	Per City Code Chapter 260
Storm Water Rates	Per Ordinance No. 569
Storm Water Escrow Commercial	$3,000.00
Storm Water Escrow Residential	$1,000.00
Trunk Utility Charge	$1,000.00 if more than one unit based on REC schedule $2,050.00 per Commercial/Industrial acre
Unpaid Water and Sewer	$5.00 per month
Valve Plate Cover	$100.00
Water Access Charge (WAC)	Per Ordinance per unit based on REC assessment
Water Disconnect	$50.00
After hours	$100.00 per hour per person
Water Reconnect	$50.00
After hours	$100.00 per hour per person
Water Meter History Report	$50.00
Water Meter Testing	1 Hour Public Works Staff plus Costs
Water Rates	Per City Code Chapter 325

Street Department

Bobcat/Tractor Charge with Operator	$100.00 per Hour
Labor – During work hours	$50.00 per Hour, half hour minimum
Labor – After Hours	$100.00 per Hour, 2 hour minimum
Mow Charge with Operator	$90.00 per Hour
Sidewalk Snow Removal	$30.00
Street Cut Permit	$1,200.00
Weed Whip Charge with Operator	$75.00 per Hour

MINNESOTA WARN RATES- Equipment Charges Are Per Hour with Operator

	Business Hours	Non-Business Hours
Road Grader with Wing, Dump Truck with Snowplow and Wing, Wheel Loader	$160.00	$180.00
Air Compressor with Accessories and Pickup, Pickup, One Ton Trucks, Tractors	$90.00	$110.00
Vactor with Pickup (Requires Two Operators) There is an additional charge of $.35 per lineal foot for sewer cleaning.	$135.00	$145.00
Single Axle Truck, Street Sweeper, Single Axle Dump Truck with Snowplow,	$125.00	$145.00
Six Inch Pumps with Engine	$75.00	$95.00
Skidsteer, Self-propelled Mower/Snow Blower/ V Plow/Broom/Brush Hog/Grapple Bucket Attachment	$90.00	$105.00
All Other Equipment Such As Chain Saw,	$75.00	$95.00

Push Mower and Weed Whips

Fire

Fire Extinguisher Service Deposit Fee	$25.00 (refundable)
Fire Extinguisher – Administrative Fee	$3.00

This Resolution is hereby approved by the Isanti City Council this 4th day of June, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members City Council**
From: Sheila Sellman, Community Development Director
Date: June 4, 2019
Subject: RESOLUTION 2019-XXX – INTERIM USE PERMIT FOR TATTOO STUDIO AT 303 CREDIT UNION DRIVE

Request:

Stacy Upton is requesting an Interim Use Permit to operate a 1,250 square foot tattoo studio in an existing strip mall located at 303 Credit Union Drive.

Background:
The subject site is zoned B-2, general business. This district is designed and intended to promote the development of commercial uses which are predominately auto-oriented in nature. The district caters to highway-oriented businesses as well as to businesses that provide basic shopping and service needs to the community. The proposed location of the tattoo studio is within an existing strip mall that has vacant space available. The B-2 district requires an Interim Use Permit (IUP) for tattoo parlor.

Interim Use Permits
The purpose of an interim use permit is to allow a temporary use that is not designated as permitted or conditionally permitted but is acceptable for a limited period of time subject to conditions.

Section 21, Subd. 5 provides criteria for granting an interim use permit. Staff comments are *Italicized:*

A. The proposed use shall meet the applicable zoning regulations
The proposed use meets the applicable zoning regulations as tattoo studios are a permitted interim use in the B-2 Zoning District.

B. The proposed use will not adversely impact implementation of the Comprehensive Plan
The 2008 Comprehensive Plan identifies this parcel as general commercial. The purpose of this category is to identify portions of the city that contain or should be developed for general commercial use. Examples may include highway-oriented businesses such as fast food, gas stations, and other auto-oriented businesses. Limited office and service uses are appropriate in these areas.

C. The proposed use will terminate upon a date or event that can be identified with certainty
Interim Uses are short-term by nature. Staff suggests to allow this use for three years with possibility to renew. This will be included in the recommendation.

D. The proposed use will not impose additional costs on the public if it is necessary for the public to take the property in the future

The subject site is a multi-use retail center, this specific use will not impose additional costs if the public were to take the property in the future.

E. The applicant has signed a consent agreement agreeing that the applicant, owner, operator, tenant and/or user has no entitlement to future re-approval of the Interim Use Permit
The owner and applicant have signed the application.

F. The proposed use will be subjected to, by agreement with the property owner, any conditions that the City Council deems appropriate for permission of the proposed interim use, including a condition that the owner may be required to provide an appropriate surety to cover the cost of removing the interim use and any interim structures upon the expiration of the interim use.
The following conditions are suggested and listed in the resolution of approval:

1. *The Interim Use Permit is granted to Stacy Upton for the property located at 303 Credit Union Drive NE. The Interim Use Permit shall terminate upon the occurrence of any of the following events; whichever comes first: (1) the sale or lease of the property to another renter or owner; (2) the use has been discontinued for 30 consecutive days; (3) the City Council suspends or revokes the Interim Use Permit upon failure of the interim use to comply with the conditions of approval and/or the property or use is found to be in violation of other City ordinances; (4) the use is approved until June 30, 2022.*
2. *The Studio shall be limited to the location and 1,250 square feet area as indicated on the site plan.*
3. *The hours of operation shall be Sunday-Sunday 10am to 8pm*
4. *Compliance with all State of Minnesota requirement shall be met.*

Planning Commission Recommendation
A public hearing was held on May 21, 2019 no one from the public commented on this item. The Planning Commission recommends approval with the conditions listed in the staff report, which are reflected on the Resolution.

Staff Recommendation
Staff Recommends approval with the conditions listed in the Resolution.

Attachments:
- Resolution 2019-XXX
- Findings of Fact

RESOLUTION 2019-XXX

A RESOLUTION APPROVING THE INTERIM USE PERMIT FOR A TATTOO STUDIO AT 303 CREDIT UNION DRIVE PID# 106770050

WHEREAS, Stacy Upton has applied for an Interim Use Permit to operate a tattoo studio on the property at 303 Credit Union Drive (PID 106770050); and,

WHEREAS, the property is legally described as Lot 5, Block 1, of Credit Union Addition; and,

WHEREAS, the property is located within the B-2 General Business District and an Interim Use Permit is required for a tattoo parlor; and,

WHEREAS, pursuant to Section 21, Article 3, Subd. 4, a public hearing was conducted May 21, 2019 by the City of Isanti City Planning Commission; and,

WHEREAS, the City of Isanti Planning Commission has recommended approval with conditions stipulated in this Resolution; and,

WHEREAS, the City Council of the City of Isanti reviewed the requested Interim Use Permit at its regularly scheduled meeting on June 4, 2019.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, approves the requested Interim Use Permit; and,

BE IT FURTHER RESOLVED by the City Council of the City of Isanti, Minnesota that the Interim Use Permit as requested for a tattoo studio on the property located at 303 Credit Union Drive, legally described as Lot 5, Block 1, Credit Union Addition be approved, with the following conditions:

1. The Interim Use Permit is granted to Stacy Upton for the property located at 303 Credit Union Drive NE. The Interim Use Permit shall terminate upon the occurrence of any of the following events; whichever comes first: (1) the sale or lease of the property to another renter or owner; (2) the use has been discontinued for 30 consecutive days; (3) the City Council suspends or revokes the Interim Use Permit upon failure of the interim use to comply with the conditions of approval and/or the property or use is found to be in violation of other City ordinances; (4) the use is approved until June 30, 2022.
2. The Studio shall be limited to the location and 1,250 square feet area as indicated on the site plan.
3. The hours of operation shall be Sunday-Sunday 10am to 8pm
4. Compliance with all State of Minnesota requirement shall be met.

This Resolution is hereby approved by the Isanti City Council this 4th day of June, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

FINDINGS OF FACT AND CONCLUSION

Request

Stacy Upton is requesting an Interim Use Permit to operate a 1,250 square foot tattoo studio in an existing strip mall located at 303 Credit Union Drive. Legally described Lot 5, Block 1 of Credit Union Addition.

Findings of Fact

Section 21, Subd. 5 provides criteria for granting an interim use permit. Staff comments are *Italicized:*

A. The proposed use shall meet the applicable zoning regulations
The proposed use meets the applicable zoning regulations as tattoo studios are a permitted interim use in the B-2 Zoning District.

B. The proposed use will not adversely impact implementation of the Comprehensive Plan
The 2008 Comprehensive Plan identifies this parcel as general commercial. The purpose of this category is to identify portions of the city that contain or should be developed for general commercial use. Examples may include highway-oriented businesses such as fast food, gas stations, and other auto-oriented businesses. Limited office and service uses are appropriate in these areas.

C. The proposed use will terminate upon a date or event that can be identified with certainty
Interim Uses are short-term by nature. Staff suggests to allow this use for three years with possibility to renew. This will be included in the recommendation.

D. The proposed use will not impose additional costs on the public if it is necessary for the public to take the property in the future
The subject site is a multi-use retail center, this specific use will not impose additional costs if the public were to take the property in the future.

E. The applicant has signed a consent agreement agreeing that the applicant, owner, operator, tenant and/or user has no entitlement to future re-approval of the Interim Use Permit
The owner and applicant have signed the application.

F. The proposed use will be subjected to, by agreement with the property owner, any conditions that the City Council deems appropriate for permission of the proposed interim use, including a condition that the owner may be required to provide an appropriate surety to cover the cost of removing the interim use and any interim structures upon the expiration of the interim use.

Decision

The Planning Commission held a public hearing on May 21, 2019 and recommended approval with conditions stipulated in the Resolution

municipalgroup.org

Ryan J. Kernosky, MPA
Municipal Consultant

ryan@municipalgroup.org
715-212-0416

MEMORANDUM

TO: Mayor Johnson & Members of the City Council
FROM: Ryan Kernosky, Contract City Planner
DATE: June 3, 2019

RE: MINOR SUBDIVISION PLAT – DOLLAR GENERAL

Request: A request from Overland Engineering, representing Dollar General, for a Minor Subdivision Plat approval.

Background: During the March 2019 Planning Commission meeting, the Commission considered the request from Dollar General to construct a store on PID 160290900. During the Site Plan approval process, the Commission decided not to exercise Section 11, Subd 10(B) of the Isanti Zoning Ordinance. The aforementioned Ordinance allows the Plan Commission and the City Council *Design Standard Flexibility*. Said flexibility was intended to allow an exemption from the minimum building size required. As a result, the Plan Commission held the public hearing on the Site Plan approval process and tabled the request until the applicant could resubmit a Site Plan that was completely consistent with the City's Zoning Ordinance. This Minor Subdivision Plat is the result of the table.

Minor Subdivision Plat: Because the subject parcel has never been previously platted, the City's Subdivision Ordinance, Chapter 18, Article 3, Subd 2 (A) and (B) allow the parcel to be divided through a Minor Subdivision Plat.

The requested plat subdivides the parcel into two separate parcels. *Parcel A* is the 1.38 acre parcel that the proposed Dollar General Store will be on. *Parcel B* is the remaining 3.06 acre parcel.

Both Parcels abut Palomino Road SE, with Parcel B having TH-65 Highway Frontage. Because of the proximity to TH-65, there's limited ability to access Parcel B. As such, a 36' wide access easement is being proposed through Parcel A to allow future vehicular traffic to access Parcel B when it becomes developed.

Other Considerations: The plat will need to include a stormwater easement over the proposed stormwater detention pond east of the easternly lot line. This should be considered as part of the approval process. Additionally, a stormwater easement needs to be granted to the City for the existing stormwater detention facility along the east property line.

Planning Commission Recommendation: On May 21, 2019, the City Planning Commission considered this request and have recommended approval with the conditions staff has recommended.

Staff Recommendation: I would recommend **APPROVAL** with the following conditions:

1) A stormwater access and maintenance easement is dedicated to Parcel A from Parcel B to allow for Parcel A's stormwater.
2) A stormwater access and maintenance easement is dedicated to the City for the existing stormwater detention facility along the east side of the parcel, as described and approved by the City Engineer and Community Development Director.
3) Final review and approval by MN-DOT.
4) That the applicant shall furnish the City with three full size mylar transparencies of the plat, and one 11" x 17" mylar transparency upon successful approval of the plat.
5) The applicant shall, upon final signatures by all authorities, record the plat within 90 days and return one of the mylars back to the City for record keeping purposes.

Exhibits:

Exhibit A: RSBR Palomino Road Addition Plat

RESOLUTION NO. 2019-XXX

A RESOLUTION APPROVING THE FINAL PLAT OF "RSBR PALOMINO ROAD ADDITION PLAT"

WHEREAS, Dollar General has made application for a Final Plat Approval for "RSBR Palomino Road Addition Plat" which is legally described as Lot 1, Block 1, RSBR Palomino Road Addition Plat, Isanti County, Minnesota; and,

WHEREAS, the subject parcel has not been previously platted or subdivided; and,

WHEREAS, the aforementioned Final Plat can be approved through the Minor Subdivision Plat approval process as outlined by §536, Article 1 of the Isanti Subdivision Ordinance; and,

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the Final Plat on May 21, 2019; and,

WHEREAS, all required public notices regarding the public hearing were posted and sent to property owners within 350' of the subject property; and,

WHEREAS, the City of Isanti Planning Commission has recommended approval of the Final Plat "RSBR Palomino Road Addition Plat"; and,

WHEREAS, the City of Isanti City Council reviewed the Final Plat request at the regularly scheduled meeting on June 4, 2019.

BE IT FURTHER RESOLVED that the requested Final Plat Approval for "RSBR Palomino Road Addition Plat" be hereby approved with the following conditions:

1) A stormwater access and maintenance easement is dedicated to Parcel A from Parcel B to allow for Parcel A's stormwater.
2) A stormwater access and maintenance easement is dedicated to the City for the existing stormwater detention facility along the east side of the parcel, as described and approved by the City Engineer and Community Development Director.
3) Final review and approval by MN-DOT.
4) That the applicant shall furnish the City with three full size mylar transparencies of the plat, and one 11" x 17" mylar transparency upon successful approval of the plat.
5) The applicant shall, upon final signatures by all authorities, record the plat within 90 days and return one of the mylars back to the City for record keeping purposes.

This Resolution is hereby approved by the Isanti City Council on this 4th day of June, 2019.

ATTEST:

_____

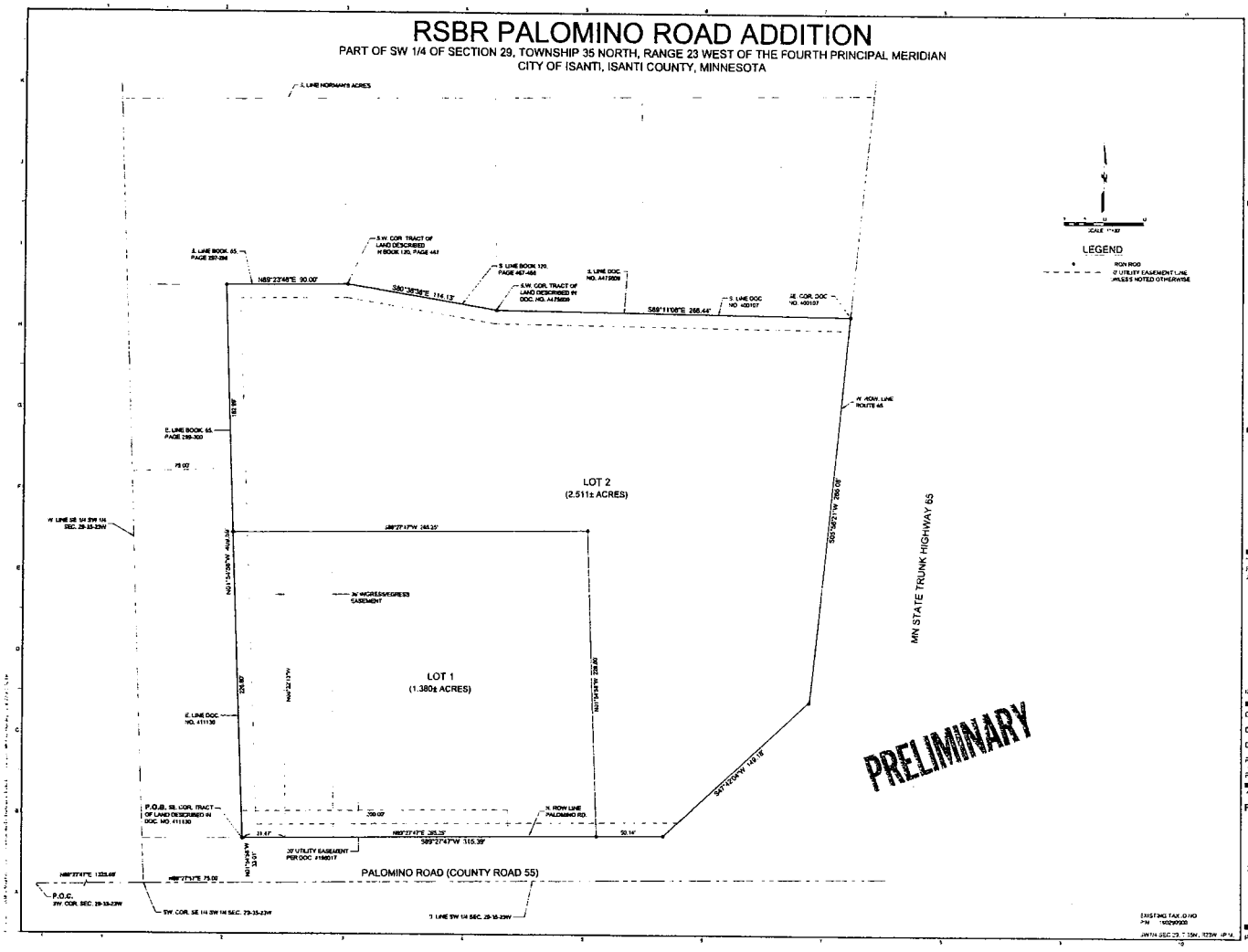
Mayor Jeff Johnson

_____

Katie Brooks, Human Resources/City Clerk

RSBR PALOMINO ROAD ADDITION

PART OF SW 1/4 OF SECTION 29, TOWNSHIP 35 NORTH, RANGE 23 WEST OF THE FOURTH PRINCIPAL MERIDIAN
CITY OF ISANTI, ISANTI COUNTY, MINNESOTA



LEGEND

IRON ROD

0' UTILITY EASEMENT LINE UNLESS NOTED OTHERWISE

Farnsworth GROUP

RSBR PALOMINO ROAD ADDITION

ISANTI, MINNESOTA

DATE: 5-9-19
DESIGNED: PEB
DRAWN: DJM
REVIEWED:
FIELD BOOK NO.: PEO 168/PG 4

FINAL PLAT

1 of 2

PROJECT NO.: 1181289.00
Z4P-558

municipalgroup.org

Ryan J. Kernosky, MPA
Municipal Consultant

ryan@municipalgroup.org
715-212-0416

MEMORANDUM

TO: Mayor Johnson & Members of the City Council
FROM: Ryan Kernosky, Contract City Planner
DATE: June 3, 2019

RE: SITE PLAN REVIEW – DOLLAR GENERAL

Request: Request from Overland Engineering, LLC for a Site Plan Review for a proposed Dollar General on PID 160290900 (corner of TH-65 and Palomino Rd SE).

Background: City Staff has been working with Overland Engineering (applicant) for several months as they have prepared to submit a plan set for a proposed Dollar General at the above address. The subject property is zoned B-2 "General Business District" with the TH-65 Overlay Zoning District. Per Isanti Zoning Ordinance Section 11, Article 5, Subdivision 3(L) *General Retail Establishments* is a permitted use in the TH-65 Overlay Zoning District.

As you most likely recall, the Planning Commission considered this request during the March Planning Commission meeting. At that time, the Commission decided not to exercise the *Design Standard Flexibility* afforded to them in through the Zoning Code. This flexibility was intended to allow them to build a smaller building on a larger lot.

Site Review:

Lot Requirements and Setbacks: Section 11, Subdivision 8 identifies requirements of lot size, building size, setbacks, height restrictions, and impervious surface coverage. Those reviews are provided below:

Minimum Lot Size: The minimum lot size of the TH-65 overlay zoning district is 1 acre, the proposed lot is 1.38 acres in size.

Minimum Building Size: The minimum building size for developments in the TH-65 overlay zoning district is 15 percent of the lot size:

1 acre = 43,560 sf
43,560 sf x 1.38 acres = 60,113 sf
15% of 60,113 sf = 9,017 sf building

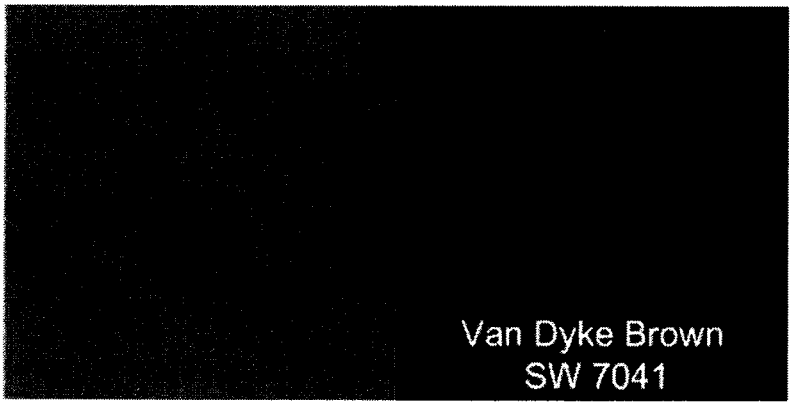
The proposed building size is ~9,100 sf, and as such meets the minimum building size identified within the zoning code.

Setbacks and Height Restrictions: The following are the minimum setbacks for the TH-65 zoning overlay district, the proposed setbacks for this development are *italicized*:

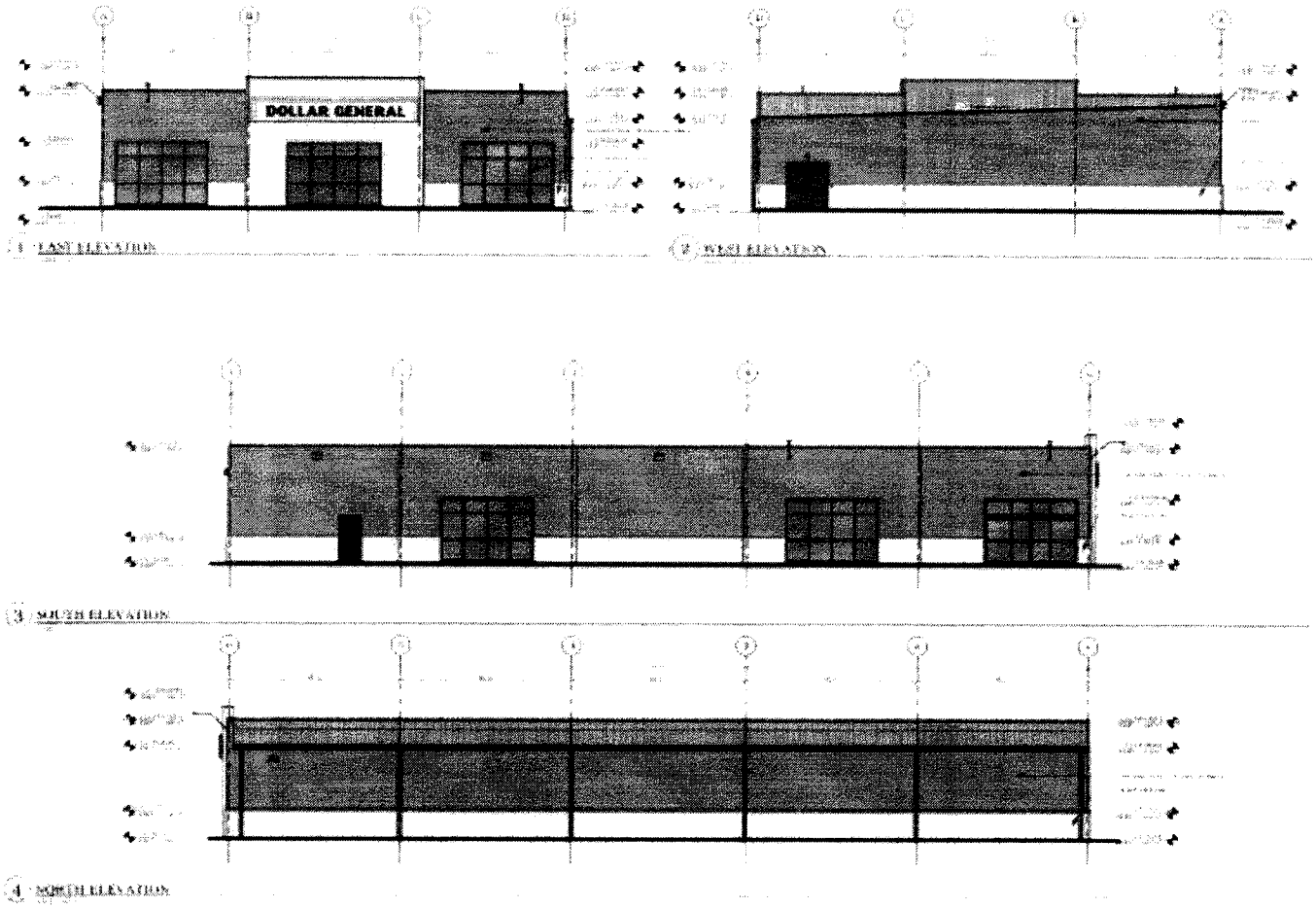
Minimum Front Yard Setback	30 ft	*128 ft*
Minimum Side Yard Setback	15 ft	*95/41 ft*
Minimum Rear Yard Setback	15 ft	*30 ft*
Maximum Building Height	3 stories/45 ft	*~26 ft*

The above setback and height restrictions are met.

Building & Sign Aesthetics: Section 11, Article 5, Subdivision 11 regulates exterior building materials permitted in the TH-65 overlay district. The proposed development is all face brick, which is permitted under Subd. 11(A)(1). The main brick is a proposed "Warm Stone" with accents of "Van Dyke Brown," color examples are below:

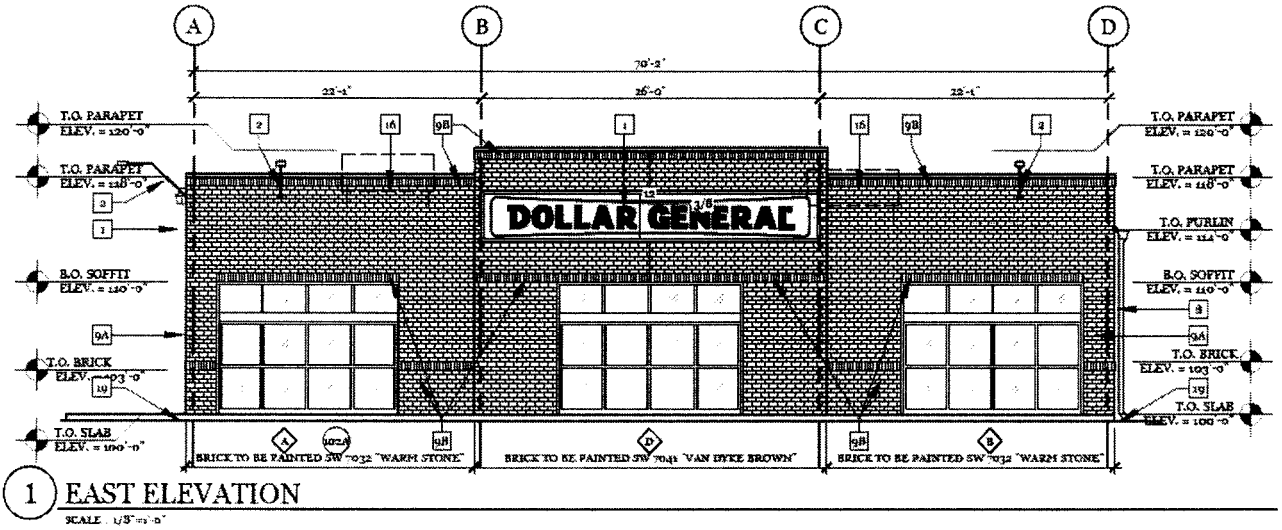


Building Orientation: Article 5, Subdivision 12 regulates the building orientation of new development within the TH-65 overlay district. Said regulation states: *"Building shall be oriented towards Highway 65 or, at a minimum, give the appearance of having a front facing Highway 65 (second front)."* The proposed development provides the appearance of having a front facing east elevation as provided below:



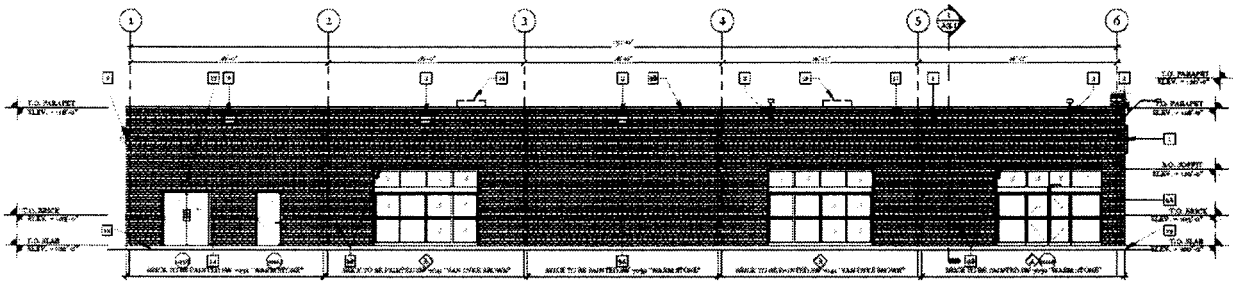
DOLLAR GENERAL®

Proposed Store #20528
Northwest Corner of State Highway 65 & Palomino Road SE
Isanti, Minnesota 55040



1 EAST ELEVATION

The east elevation provides a real south and center window and a faux window on the northern side of the east elevation.



3 SOUTH ELEVATION

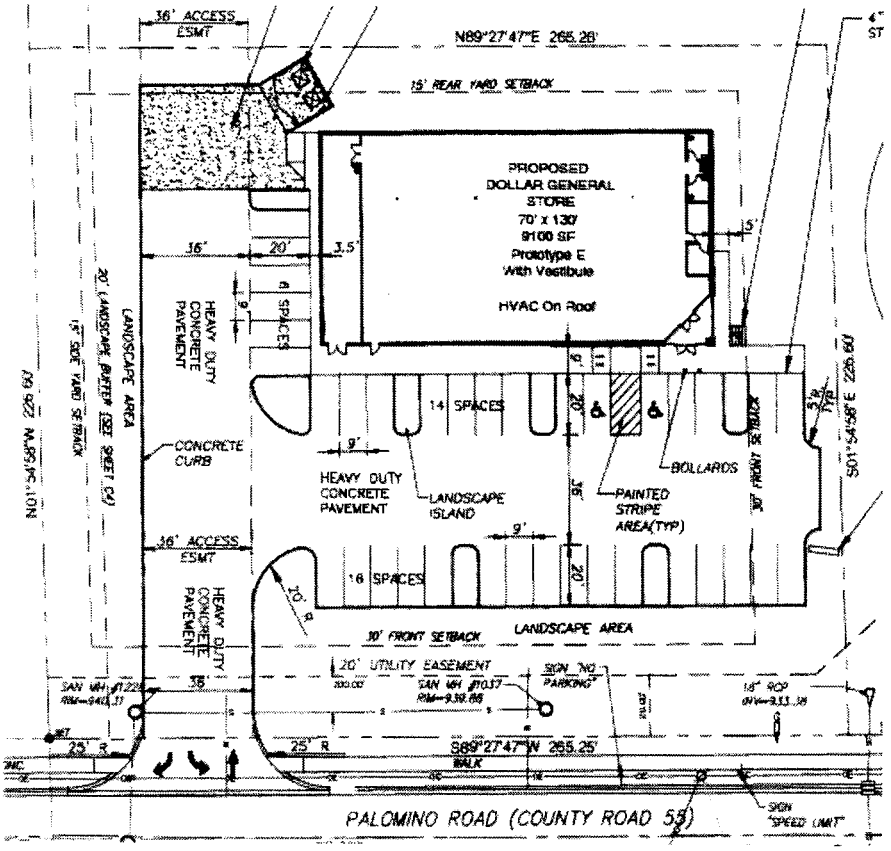
Parking and Driveways: Subdivision 13 of the TH-65 overlay zoning district regulate the parking, driveway, and driving areas of developments within this zoning district with some additional setbacks from right of way and residentially zoned districts.

Section 17 of the City Zoning Ordinance requires one stall per 250 sf of store space. This would require a minimum of 36 parking stalls with 2 handicapped parking stalls required. The proposed development has 36 parking stalls with 2 handicapped parking stalls, the vehicular parking minimum is met.

Additionally, Section 17 requires bicycle parking for all new development. Development that have between 21 and 40 total parking stalls require 2 bicycle parking spaces. The proposed development provides 2 bicycle parking spaces near the southeast entrance to the building.

The proposed parking and drive aisle areas of this development is 21,785 sf, which requires a minimum of 1,089 sf (or 5 percent) of interior parking landscaping. The proposed site has 1,600 sf of interior parking landscaping, exceeding the minimum requirements of the zoning code.

The TH-65 overlay zoning district requires a minimum 10 ft setback for parking lots from all lot lines and right of ways. The proposed parking lots are 43 ft from the Palomino Rd right of way and 40 ft from the westerly property line, exceeding the requirements of the zoning code. Additionally, the parking spaces are required to be a minimum of 20 ft from any residential zoning district – the proposed parking is 40 ft from the nearest residentially zoned parcel.

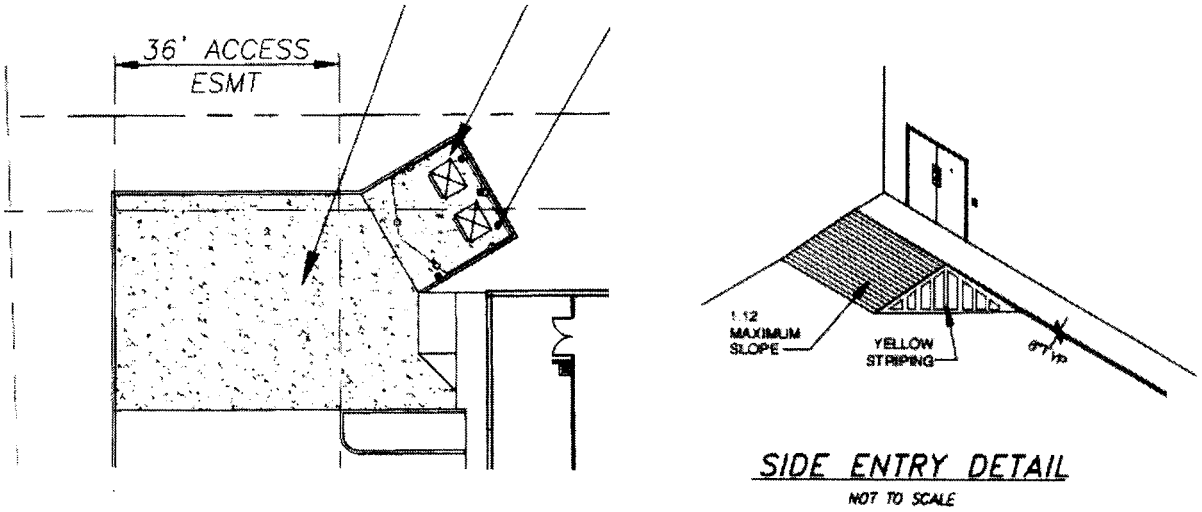


Loading spaces are regulated under Subdivision 13(C) of the TH-65 overlay zoning district. This section has three specific requirements (staff comments are *italicized*):

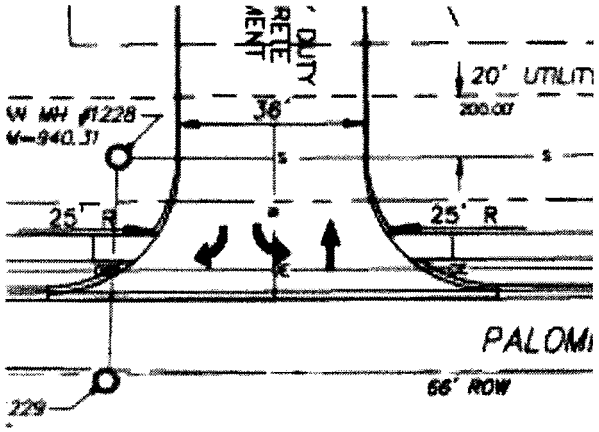
1) Loading spaces cannot face Highway 65 and must be located in designated rear yards. *The proposed loading space is along the west building elevation, not facing Highway 65. The issue, however, is the proposed loading dock is on the west building elevation, but the entry door to the back-storage room is on the south building elevation. A condition should be included to require the outdoor access door to be on the west building elevation.*

2) Loading and service areas must be separated from visitor and employee parking areas and general traffic circulation. *As described in the section above, the area identified as the 'concrete unloading pad' is on the northside of the parking area. Again, the access door for this unloading pad is far from the unloading area and should be addressed in the conditions.*

3) Loading spaces, overhead doors and service areas must be designed to be compatible with the principal building. Architectural techniques, color and landscaping must be employed to eliminate visual impacts from adjacent properties and roadways. *The proposed loading doorway will match the exterior accent building colors.*

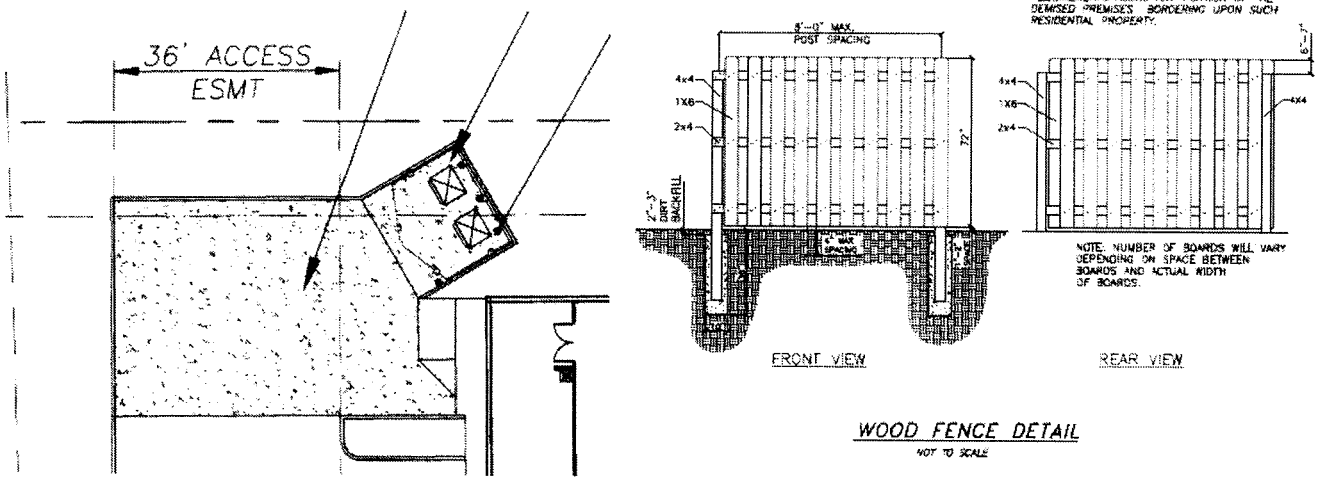


Parking Lot Entry: The proposed development will have a single-access point off of Palomino Rd. Said access is 36' in width.



Trash Enclosures: Section 14, Subd. 3 identifies regulations for Refuse and Trash Receptacle Enclosures. This section requires that the trash enclosures are screened from all lot lines and that the screening is "architecturally

harmonious with the principal structure." The proposed trash enclosure is in the northwest corner of the subject area and is screened with a treated pine privacy fence. This regulation is met.



Outdoor Lighting: Section 11, Subd. 14 regulates lighting used to illuminate off-street parking areas, signage, and buildings of developments within the TH-65 overlay zoning district. The above regulation requires that lighting shall be directed away from residential properties and meet the additional requirements of Section 14, Subd. 5 of the Zoning Ordinance. The proposed lighting plan includes six pole mounted light poles in the parking lot, with four wall mounted lights on the east and west building elevations. Per the lighting plan, no lighting will spill onto the adjacent residential properties.

Landscaping: Landscaping for this parcel is regulated within Sections 14 and 15 of the zoning code. The submitted site plan does not identify specific landscaping trees. As such, a condition of a landscaping plan to be submitted that is in compliance with the City's requirements must be provided for staff review and approval prior to issuance of building permits. Additionally, given the proximity to the residential property to the west, additional landscaping screen should be required to minimize the impacts on the adjacent property. Finally, all areas disturbed by the construction of the development must be sodded prior to issuance of a building permit.

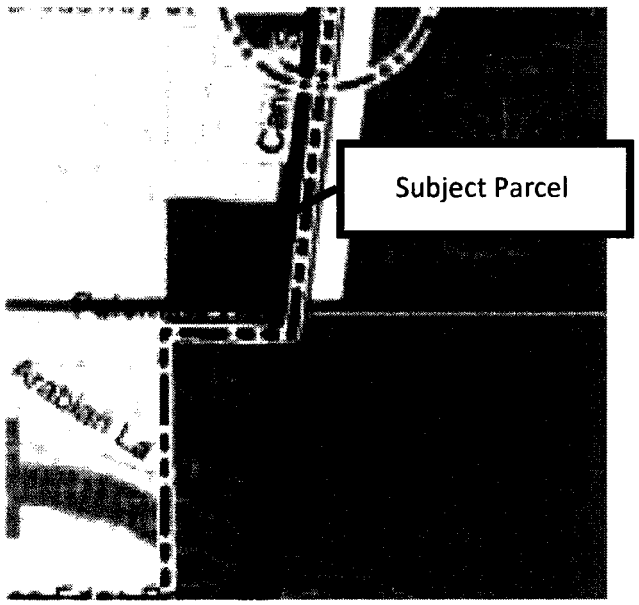
Stormwater Management: The City Engineer has reviewd the proposed plan and has recommended approval with several conditions outlined in his review, identified under "Exhibit A" of the attached sheet.

Section 18: Site Plan Review Standards

Section 18, Subd. 7 of the Zoning Ordinance specifically regulates Site Plan Review Standards. Those standards are discussed below with staff comments to each section *italicized*:

A. Consistency with the elements and objectives of the City's development guides, including the comprehensive plan.

The proposed development meets or exceeds the development guides of the TH-65 overlay district and the B-2 "General Commercial" Zoning District. The City's 2008 Comprehensive Plan update identifies this parcel for "General Commercial" development as identified below:



The standards of this subsection are met.

B. Consistency with City Codes.

As identified throughout this staff report, the proposed development meets or exceeds City Codes and Ordinances. Areas that may not meet City Codes and Ordinances are addressed under conditions of approval. The standards of this condition are met.

C. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas.

The majority of development will occur in the southern half of the subject parcel. A small stand of trees is along the western lot line of the parcel and are retained through the development. This standard is met.

D. The amount and location of open space and landscaping.

Plenty of open space is retained on the north half of the parcel. A landscaping plan has been submitted but is not considered complete given the lack of identified species of plants and trees. Additionally, the interior parking lot landscaping is exceeding the five percent minimum required. Given a complete landscaping plan is submitted to the City as conditioned in the approval, this standard is met.

E. Vehicular and pedestrian circulation, including walkways, interior drives, and parking in terms of location and number of access points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement and amount of parking.

Vehicular and bicycle parking minimums are met per zoning ordinance. Existing pedestrian facilities are along the north side of Palomino Road and are proposed to be installed near the proposed building. This standard is met.

F. Protection of adjacent and neighboring properties through reasonable provision for surface water drainage, sound and sight buffers, preservation of views, light, and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.

Lighting will not spill onto adjacent properties; a condition of approval will be to install landscaping along the west property line to provide a buffer to the closest neighbors. The City Engineer has reviewed the proposed stormwater plan and has recommended approval with conditions stipulated in Exhibit A. Given the conditions imposed are provided, this standard is met.

G. Consistency with the City's Engineering Design standards as adopted by Resolution of the City Council.

The City Engineer has reviewed the proposed stormwater plan and has recommended approval with conditions stipulated in Exhibit A. Given the conditions imposed are provided, this standard is met.

Other Considerations: *General Retail* is a permitted use in this zoning district. It's important that the Plan Commission and City Council only consider the site plan, and not the use.

Notice of Public Hearing: Property owners within 350' of the subject parcel were notified of the public hearing via USPS. Additionally, notice was published in the *Isanti County News* and posted at City Hall and the Post Office.

Decision Timeline: Per MN State Statutes, the City Council must act upon this request within 60 days of receipt. The City received a complete application on February 6, 2019, the City Council must act upon this request by April 7, 2019.

City Staff Recommendation: I recommend **APPROVAL** with the following conditions:

1) Address all conditions of the City Engineers review dated March 8, 2019
2) Submit a formal landscaping plan that identifies specific species permitted by Isanti Zoning Code
    a. Provide a 2' berm along the west property line that includes a 6' privacy fence to be properly maintained
    b. Provide additional landscaping along the north-side of the building to "break-up" the exterior wall.

3) Move loading dock entry from the south building elevation to the west building elevation
4) Sign permits are applied for and granted consistent with the City's Sign Code

Exhibit Schedule

Exhibit A:	City Engineer Review Memo & Attachments dated March 8, 2019
Exhibit B:	Resolution No. 2019-XXX
Exhibit C:	Findings of Fact & Conclusion
Exhibit D:	Existing Conditions
Exhibit E:	Site Plan
Exhibit F:	Grading Plan
Exhibit G:	Erosion Control Plan
Exhibit H:	Landscaping Plan
Exhibit I:	Utility Plan
Exhibit J:	Lighting Plan
Exhibit K:	Building Plan
Exhibit L:	Exterior Building Elevations
Exhibit M:	Proposed Signage

RESOLUTION NO. 2019-XXX

A RESOLUTION APPROVING THE SITE PLAN/BUILDING APPEARANCE FOR A DOLLAR GENERAL ON PID 16.029.0900

WHEREAS, Overland Engineering, LLC, on behalf of Dollar General (applicant) is requesting a Site Plan/Building Appearance approval for the construction of a Dollar General; and,

WHEREAS, such request is located on the parcel legally described in "Exhibit 1" attached hereto (subject parcel); and,

WHEREAS, the subject parcel is located in the "B-2" General Business District and is subject to the additional requirements of the "TH-65" Trunk Highway 65 Overlay Zoning District, in both of the Zoning Districts *General Retail Establishments* are a permitted use; and,

WHEREAS, under Isanti Zoning Code Section 18, Subd. 2(A) the construction of a new building is required to obtain approval of the Site Plan/Building Appearance; and,

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the proposed Site Plan/Building Appearance on March 19, 2019; and,

WHEREAS, property owners within 350' of the subject parcel were notified of said public hearing as required by Isanti Zoning Code. Additionally, proper notification of said public hearing was published in the *Isanti County News* and posted at City Hall and the Isanti Post Office; and,

WHEREAS, the City of Isanti Planning Commission recommended approval of the Site Plan/Building Appearance on May 21, 2019; and,

WHEREAS, the City of Isanti City Council reviewed the requested Site Plan/Building Appearance at its regularly scheduled meeting on June 4, 2019.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA, that it adopts the Findings of Fact and Conclusion related to the requested Site Plan/Building Appearance, attached as "Exhibit 2" hereto.

BE IT FURTHER RESOLVED that the requested Site Plan/Building Appearance be hereby **APPROVED** subject to the following conditions:

1) Address all conditions of the City Engineers review dated March 8, 2019
2) Submit a formal landscaping plan that identifies specific species permitted by Isanti Zoning Code
    a. Provide a 2' berm along the west property line that includes a 6' privacy fence to be properly maintained
    b. Provide additional landscaping along the north-side of the building to "break-up" the exterior wall.
3) Move loading dock entry from the south building elevation to the west building elevation

4) Sign permits are applied for and granted consistent with the City's Sign Code

This Resolution is hereby approved by the Isanti City Council this 4th day of June, 2019

ATTEST:

_____
Mayor Jeff Johnson

_____
Katie Brooks
City Clerk/Human Resources

EXHIBIT 2
FINDINGS OF FACT AND CONCLUSION

FINDINGS OF FACT AND CONCLUSION

Site Plan/Building Appearance – Dollar General

March 19, 2019
Prepared by Contract City Planner Ryan Kernosky

Request

Overland Engineering, LLC on behalf of Dollar General has submitted a complete request and has paid all applicable fees for a Site Plan/Building Appearance to construct a Dollar General on the parcel legally described in Exhibit 1.

Findings of Fact

1. The applicant has made application and paid all applicable fees for Site Plan/Building Appearance for a proposed Dollar General.

2. The property is legally described in Exhibit 1, attached hereto, but it more commonly referred to as PID 16.029.0900.

3. The property is zoned "B-2" General Business District and is subject to additional restrictions of the "TH-65" Trunk Highway 65 Overlay Zoning District.

4. Said development is considered a *General Retail Establishment* of which is a permitted use in both the "B-2" and "TH-65" Zoning Districts.

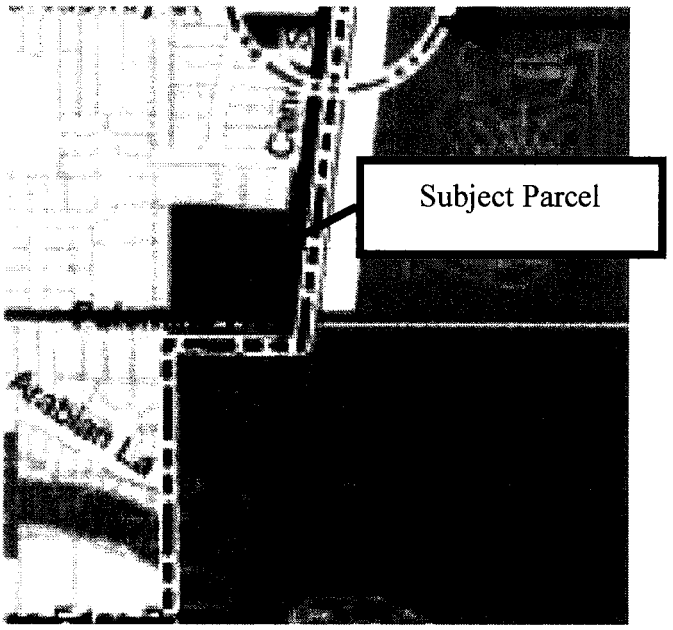
5. Consistent with Section 18, Subd. 6(C) of the Isanti Zoning Ordinance, a public hearing was held on March 19, 2019 before the Isanti Planning Commission. All property owners within 350' of the subject parcel were notified of said public hearing, and proper postings in the *Isanti County News*, City Hall, and Isanti Post Office occurred.

6. The applicant submitted the application for Site Plan/Building Appearance on February 6, 2019.

7. Section 18, Subd. 7 of the Zoning Ordinance specifically regulates Site Plan Review Standards. Those standards are discussed below with staff comments to each section *italicized*:

   A. Consistency with the elements and objectives of the City's development guides, including the comprehensive plan.
   The proposed development meets or exceeds the development guides of the TH-65 overlay district and the B-2 "General Commercial" Zoning District. The City's 2008 Comprehensive Plan update identifies this parcel for "General Commercial" development as identified below:

EXHIBIT 2
FINDINGS OF FACT AND CONCLUSION



The standards of this subsection are met.

B. Consistency with City Codes.

As identified throughout this staff report, the proposed development meets or exceeds City Codes and Ordinances. Areas that may not meet City Codes and Ordinances are addressed under conditions of approval. The standards of this condition are met.

C. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas.

The majority of development will occur in the southern half of the subject parcel. A small stand of trees is along the western lot line of the parcel and are retained through the development. This standard is met.

D. The amount and location of open space and landscaping.

Plenty of open space is retained on the north half of the parcel. A landscaping plan has been submitted but is not considered complete given the lack of identified species of plants and trees. Additionally, the interior parking lot landscaping is exceeding the five percent minimum required. Given a complete landscaping plan is submitted to the City as conditioned in the approval, this standard is met.

E. Vehicular and pedestrian circulation, including walkways, interior drives, and parking in terms of location and number of access points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement and amount of parking.

Vehicular and bicycle parking minimums are met per zoning ordinance. Existing pedestrian facilities are along the north side of Palomino Road and are proposed to be installed near the proposed building. This standard is met.

F. Protection of adjacent and neighboring properties through reasonable provision for surface water drainage, sound and sight buffers, preservation of views, light, and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.

Lighting will not spill onto adjacent properties; a condition of approval will be to install landscaping along the west property line to provide a buffer to the closest neighbors. The City Engineer has reviewed the proposed stormwater plan and has recommended approval with conditions stipulated in Exhibit A. Given the conditions imposed are provided, this standard is met.

G. Consistency with the City's Engineering Design standards as adopted by Resolution of the City Council.

The City Engineer has reviewed the proposed stormwater plan and has recommended approval with conditions stipulated in Exhibit A. Given the conditions imposed are provided, this standard is met.

Conclusions

1. The development of the property would appear to meet the lot requirements and setback requirements as provided within the zoning ordinance for properties located within the "B-2" General Business District and "TH-65" Trunk Highway Overlay Zoning District.
2. The development of the property would appear to meet the building design and aesthetic standards outlined in the "B-2" General Business District and "TH-65" Trunk Highway Overlay Zoning District.

Decision

The Planning Commission held a public hearing on the item at the May 21, 2019 regularly scheduled meeting. It was the recommendation of the City of Isanti Planning Commission to approve the Site Plan/Building Appearance with the conditions enclosed within the Resolution. The meeting minutes, staff memo and exhibits will be made part of the Findings of Facts and Conclusions.

EXHIBIT 1
LEGAL DESCRIPTION OF PROPERTY

LEGAL DESCRIPTION AS PROVIDED

THAT PART OF THE SOUTHEAST QUARTER OF SOUTHWEST QUARTER, SECTION 29, TOWNSHIP 35, RANGE 23, ISANTI COUNTY, MINNESOTA, DESCRIBED BY METES AND BOUNDS AS FOLLOWS, TO-WIT:

COMMENCING AT THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTER OF SOUTHWEST QUARTER, SECTION 29, TOWNSHIP 35, RANGE 23, THENCE EAST FOLLOWING THE SOUTH SECTION LINE TO THE WESTERLY BOUNDARY OF TRUNK HIGHWAY #65, AS NOW LOCATED AND ESTABLISHED IN SAID TOWNSHIP AND RANGE; THENCE NORTH FOLLOWING THE WESTERLY BOUNDARY OF SAID TRUNK HIGHWAY #65 TO THE SOUTH 1/16TH LINE, THENCE WEST FOLLOWING THE SOUTH 1/16TH LINE OF SAID SECTION, TOWNSHIP AND RANGE, TO A POINT ON THE SOUTH 1/16TH LINE 235 FEET EAST OF THE NORTHWEST CORNER OF SAID SOUTHEAST QUARTER OF SOUTHWEST QUARTER, THENCE SOUTHERLY 185 FEET 3 AND 11/16 INCHES, PARALLEL TO THE WEST LINE OF SAID SOUTHEAST QUARTER OF SOUTHWEST QUARTER, THENCE 235 FEET WESTERLY TO WEST LINE AND PARALLEL TO NORTH LINE OF SAID SOUTHEAST QUARTER OF SOUTHWEST QUARTER, THENCE SOUTH FOLLOWING THE WEST 1/16TH LINE TO THE SOUTH SECTION LINE TO THE POINT OF BEGINNING AND THERE TO TERMINATE, EXCEPTING THEREFROM THAT PART THEREOF PLATTED AS NORMAN'S ACRES, AND FURTHER EXCEPTING THEREFROM THOSE CERTAIN PARCELS OF LAND CONVEYED BY WARRANTY DEED DATED JUNE 28, 1960, FILED JULY 27, 1960, AND RECORDED IN BOOK "48" A DEEDS, PAGE 391, IN THE OFFICE OF THE REGISTER OF DEEDS IN ISANTI COUNTY, MINNESOTA, AND BY WARRANTY DEED DATED SEPTEMBER 27, 1967, FILED SEPTEMBER 29, 1967, AND RECORDED IN BOOK "65" OF DEEDS, PAGE 297-8 IN THE OFFICE OR THE REGISTER OF DEEDS, ISANTI COUNTY, MINNESOTA, AND BY WARRANTY DEED DATED SEPTEMBER 27, 1967, FILED SEPTEMBER 29, 1967 RECORDED IN BOOK "65" OF DEEDS, PAGE 299-300, IN THE OFFICE OF THE REGISTER OF DEEDS, ISANTI COUNTY, MINNESOTA; AND BY WARRANTY DEED DATED JUNE 7, 1984, FILED JUNE 7, 1984, RECORDED IN BOOK "120" OF DEEDS, PAGE 467, IN THE OFFICE OF THE REGISTER OF DEEDS, ISANTI COUNTY, MINNESOTA.

ALSO EXCEPTING:

THAT PART OF THE SOUTHEAST QUARTER OF SOUTHWEST QUARTER OF SECTION 29, TOWNSHIP 35, RANGE 23, ISANTI COUNTY, MINNESOTA, DESCRIBED AS FOLLOWS, TO-WIT:

COMMENCING AT THE SOUTHWEST CORNER OF THE RECORDED PLAT OF NORMAN'S ACRES (SAID CORNER IS ON THE WEST LINE OF SAID SOUTHEAST QUARTER OF SOUTHWEST QUARTER OF SAID SECTION 29), THENCE EAST ALONG THE SOUTH LINE OF SAID NORMAN'S ACRES, A DISTANCE OF 280.55 FEET TO THE POINT OF BEGINNING OF THE PARCEL TO BE HEREIN DESCRIBED; THENCE CONTINUING EAST, ALONG SAID SOUTH LINE OF NORMAN'S ACRES, A DISTANCE OF 110 FEET, THENCE SOUTH, DEFLECTING TO THE RIGHT 90 DEGREES 00 MINUTES, A DISTANCE OF 160 FEET; THENCE WESTERLY, DEFLECTING TO THE RIGHT, 91 DEGREES 25 MINUTES 15 SECONDS, A DISTANCE OF 110.03 FEET; THENCE NORTH, DEFLECTING TO THE RIGHT, 88 DEGREES 34 MINUTES 45 SECONDS, A DISTANCE OF 157.27 FEET TO THE POINT OF BEGINNING.

ALSO EXCEPTING:

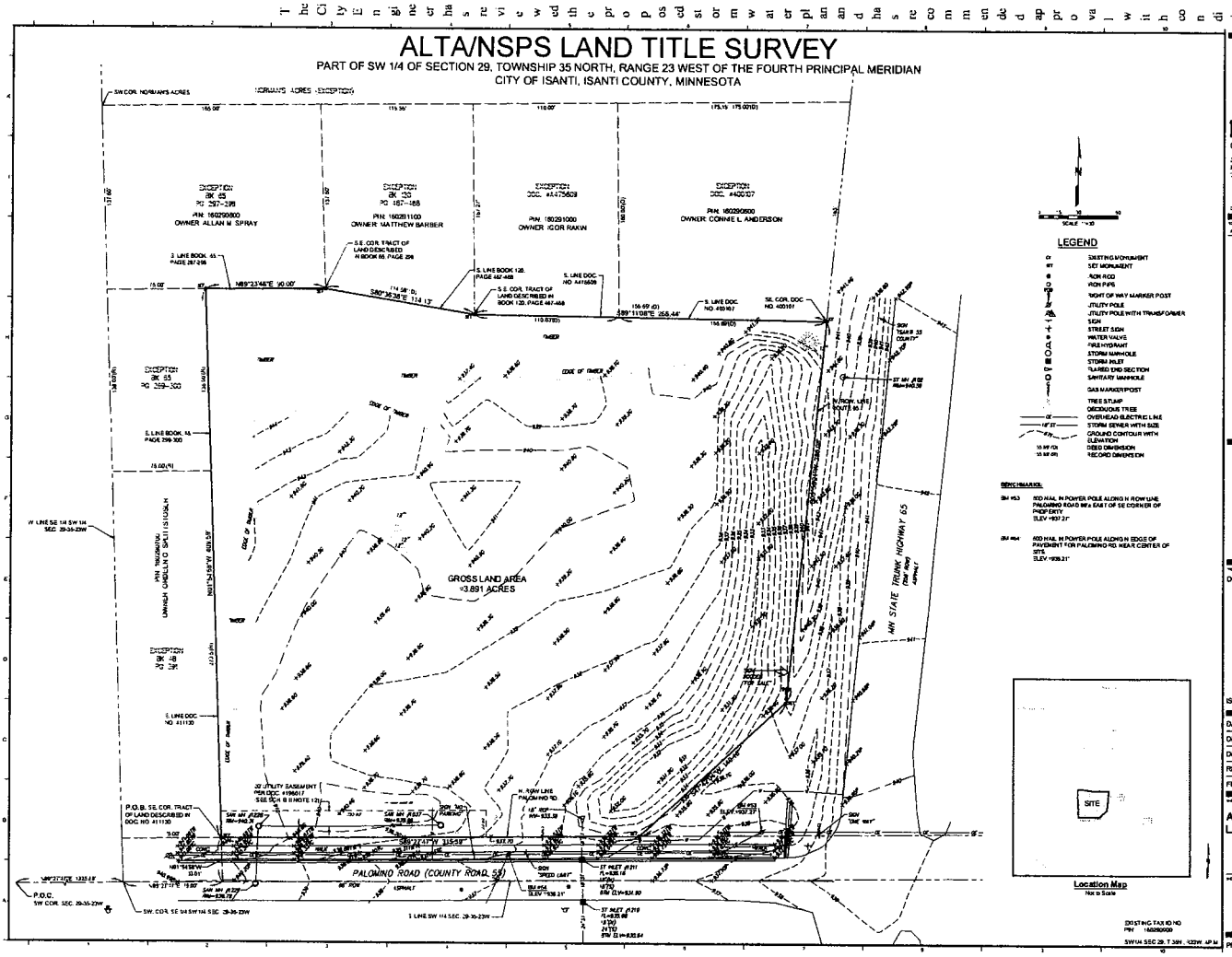
THAT PART OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 29, TOWNSHIP 35, RANGE 23, ISANTI COUNTY, MINNESOTA, DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF THE RECORDED PLAT OF NORMAN'S ACRES, ISANTI COUNTY, MINNESOTA (SAID CORNER IS ON THE WEST LINE OF SAID SOUTHEAST QUARTER OF SOUTHWEST QUARTER OF SECTION 29); THENCE EAST, ALONG THE SOUTH LINE OF SAID NORMAN'S ACRES, A DISTANCE OF 390.55 FEET TO THE POINT OF BEGINNING OF THE PARCEL TO BE HEREIN DESCRIBED; THENCE SOUTH, DEFLECTING TO THE RIGHT 90 DEGREES 00 MINUTES, A DISTANCE OF 160 FEET; THENCE EASTERLY, DEFLECTING TO THE LEFT 88 DEGREES 34 MINUTES 45 SECONDS, A DISTANCE OF 155.89 FEET TO THE WESTERLY RIGHT-OF-WAY LINE OF TRUNK HIGHWAY NO. 65; THENCE NORTHERLY, ALONG SAID WESTERLY HIGHWAY RIGHT-OF-WAY LINE, A DISTANCE OF 165 FEET TO THE SOUTH LINE OF THE RECORDED PLAT OF NORMAN'S ACRES; THENCE WEST, ALONG SAID SOUTH LINE, A DISTANCE OF 175 FEET TO THE POINT OF BEGINNING.

Exhibit D: Existing Conditions

ALTA/NSPS LAND TITLE SURVEY

PART OF SW 1/4 OF SECTION 29, TOWNSHIP 35 NORTH, RANGE 23 WEST OF THE FOURTH PRINCIPAL MERIDIAN
CITY OF ISANTI, ISANTI COUNTY, MINNESOTA


NORMAN'S ACRES - EXCEPTION
EXCEPTION BK 65 PG 297-298 PIN: 160290800 OWNER ALLAN M SPRAY
EXCEPTION BK 120 PG 467-468 PIN: 160291100 OWNER MATTHEW BARBER
EXCEPTION DOC. #447562B PIN: 160291000 OWNER IGOR RAKIN
EXCEPTION DOC. #420107 PIN: 160290900 OWNER CONNIE L ANDERSON
EXCEPTION BK 65 PG 299-300
EXCEPTION BK 48 PG 395
PIN: 160290700 OWNER CAROLLYN D SKILLESTAD
N89°23'46"E 90.00'
S40°36'28"E 114.13'
S89°11'08"E 265.44'
GROSS LAND AREA ±3.891 ACRES
PALOMINO ROAD (COUNTY ROAD 53)
MN STATE TRUNK HIGHWAY 65
S89°27'47"W 335.91'
P.O.B. SE COR. TRACT OF LAND DESCRIBED IN DOC NO 411130
P.O.C. SW COR. SEC 29-35-23W
SW COR. NORMAN'S ACRES
SE COR. DOC NO 400107
S. LINE DOC NO 411130
S. LINE BOOK 65 PAGE 297-298
S. LINE BOOK 48 PAGE 395
S. LINE BOOK 120 PAGE 467-468
S. LINE DOC NO 447562B
W LINE SE 1/4 SW 1/4 SEC 29-35-23W
1 LINE SW 1/4 SEC. 29-35-23W
30' UTILITY EASEMENT PER DOC #199617 SEE SCH B SCHEDULE (2)
N. R/W LINE PALOMINO RD
SIGN "SPEED LIMIT 55"
SIGN "DNE 1807"
ST INLET #211 FL=836.16 48"RC 8"PVC
ST INLET #219 FL=835.66 48"RC 12"PVC
ST INLET #218 FL=835.64
SIGN "TRAFFIC 55 COUNTY"
SIGN "STOP"
SIGN "DEAD END"
SIGN "ONE WAY"
SIGN "DNE 1807"
SIGN "DNE 1807"
SIGN "DNE 1807

SURVEYOR CERTIFICATION

TO: THE OVERLAND GROUP, LLC, A MISSOURI LIMITED LIABILITY COMPANY AND CHICAGO TITLE INSURANCE COMPANY

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THIS SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2016 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1, 2, 3, 4, 6(a), 7(a), 8, 11, 13, AND 16 OF TABLE A THEREOF. THE FIELD WORK WAS COMPLETED ON AUGUST 8, 2018.

LEGAL DESCRIPTION (AS PROVIDED)

THAT PART OF THE SOUTHEAST QUARTER OF SOUTHWEST QUARTER, SECTION 36, TOWNSHIP 36, RANGE 23, ISANTI COUNTY, MINNESOTA, DESCRIBED BY METES AND BOUNDS AS FOLLOWS, TO-WIT:

[redacted]

ALSO EXCEPTING:

THAT PART OF THE SOUTHEAST QUARTER OF SOUTHWEST QUARTER OF SECTION 36, TOWNSHIP 36, RANGE 23, ISANTI COUNTY, MINNESOTA, DESCRIBED AS FOLLOWS, TO-WIT:

[redacted]

ALSO EXCEPTING:

THAT PART OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 36, TOWNSHIP 36, RANGE 23, ISANTI COUNTY, MINNESOTA, DESCRIBED AS FOLLOWS:

[redacted]

SUGGESTED LEGAL DESCRIPTION

THAT PART OF THE SOUTHEAST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 36, TOWNSHIP 36, RANGE 23, ISANTI COUNTY, MINNESOTA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

[redacted]

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINT NAME: Brant Pazen

SIGNATURE: [signature]

DATE: 11-20-18 LICENSE # 51781

NOTE:
THE WORD CERTIFY IS DEFINED AS FOLLOWS FOR THIS PLAT "A DESIGN PROFESSIONAL'S OPINION BASED ON HIS OR HER OBSERVATION OF CONDITIONS, KNOWLEDGE, INFORMATION AND BELIEFS. IT IS EXPRESSLY UNDERSTOOD THAT THE DESIGN PROFESSIONAL'S CERTIFICATION OF A CONDITION'S EXISTENCE RELIEVES NO OTHER PARTY OF ANY RESPONSIBILITY OR OBLIGATION HE OR SHE HAS ACCEPTED BY CONTRACT OR CUSTOM."

GENERAL NOTES

1. THIS SURVEY WAS MADE ACCORDING TO CHICAGO TITLE INSURANCE COMPANY COMMITMENT NO. 2185156SR WITH AN EFFECTIVE DATE OF AUGUST 6, 2018. THEREFORE IF THERE ARE ANY OTHER AGREEMENTS OR EASEMENTS OF RECORD AFFECTING THE PROPERTY WHICH IS THE SUBJECT MATTER OF THIS SURVEY WHICH ARE NOT SHOWN, WE WOULD BE UNAWARE OF SAME AND THUS, THEY WOULD NOT BE SHOWN HEREON.

2. I HAVE NOT MADE A SEPARATE SEARCH OF THE RECORDS FOR EASEMENT, ENCUMBRANCES, OWNERSHIP OR TITLE EVIDENCE IN CONJUNCTION WITH THIS SURVEY.

3. THE UTILITIES SHOWN ON THIS PLAT HAVE BEEN LOCATED FROM FIELD OBSERVATIONS.

4. ALL SURFACE AND UNDERGROUND UTILITIES AND IMPROVEMENTS ON OR ADJACENT TO THIS SITE ARE NOT NECESSARILY KNOWN.

5. THERE ARE NO ABOVE GROUND ENCROACHMENTS EXCEPT AS SHOWN HEREON.

6. THE BASIS FOR BEARINGS IS MINNESOTA STATE PLANE CENTRAL ZONE, NAD 83.

* ELEVATIONS BASED ON GPS OBSERVATION RELATIVE TO NAVD 88 DATUM.

9. THE SUBJECT PROPERTY IS LOCATED IN THE NORTHWEST QUADRANT OF THE INTERSECTION OF MINNESOTA HIGHWAY 95 NE AND PALOMINO ROAD SE IN THE CITY OF ISANTI, ISANTI COUNTY, MINNESOTA.

3. THERE IS A REINFORCED CONCRETE STORM SEWER PIPE LOCATED ON THE SUBJECT PROPERTY NEAR ITS SOUTHEAST CORNER. THE OWNERSHIP OF THIS PIPE IS UNKNOWN AND NO EASEMENT APPEARS IN THE TITLE COMMITMENT POLICY

SCHEDULE B SECTION II EXCEPTIONS

ITEMS 1-11 ARE NOT SURVEY ITEMS.

12. EASEMENT DATED JUNE 12, 1980 AND RECORDED AUGUST 31, 1990 AS DOCUMENT NO. 295017.
AS SHOWN ON PLAT

END OF SCHEDULE B, PART II

ALTA TABLE A NOTES

1. ITEM 1: MONUMENTS AS SHOWN ON THIS SURVEY.
2. ITEM 2: ACCORDING TO THE ISANTI COUNTY ASSESSOR'S GIS WEBSITE, NO ADDRESS HAS BEEN ASSIGNED TO THE SUBJECT PROPERTY. THE SUBJECT PROPERTY IS LOCATED IN THE NORTHWEST QUADRANT OF THE INTERSECTION OF MINNESOTA HIGHWAY 95 NE AND PALOMINO ROAD SE IN THE CITY OF ISANTI, ISANTI COUNTY, MINNESOTA
3. ITEM 3: THIS PARCEL IS LOCATED IN THE CITY OF ISANTI, ISANTI COUNTY, MINNESOTA AND IS IDENTIFIED AS "ZONE X - AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN" AS DEPICTED ON THE FLOOD INSURANCE RATE MAP NUMBER 27059C0301D FOR ISANTI COUNTY AND INCORPORATED AREAS WITH AN EFFECTIVE DATE OF NOVEMBER 5, 2003.
4. ITEM 4: THE GROSS LAND AREA OF THE SUBJECT PARCEL IS 186,417 SQUARE FEET OR 3.861 ACRES, MORE OR LESS.
5. ITEM 6(a): ACCORDING TO A SITE INVESTIGATION REPORT PREPARED BY THE OVERLAND GROUP DATED 8/3/2018 AND ADDITIONAL RESEARCH CONDUCTED REGARDING THE CITY OF ISANTI ZONING ORDINANCE, THE PROPERTY IS PRESENTLY ZONED
AS "11-6 - TIER 1 BUSINESS" DISTRICT. ACCORDING TO THE CITY OF ISANTI ZONING ORDINANCE, MINIMUM ZONING SETBACKS FOR THE "11-6 - TIER 1 BUSINESS" DISTRICT AS THEY PERTAIN TO THIS PROPERTY ARE AS FOLLOW:
   a. ROADWAY SETBACK: 100'
   b. FRONT YARD SETBACK: 30'
   c. SIDE: 15' (EACH SIDE)
   d. REAR: 20'
   e. MAX. BUILDING HEIGHT: 35'
   f. FRONT YARD - PARKING LOT: 15'
   g. REAR YARD- PARKING LOT: 10'
   h. SIDE YARD - PARKING LOT: 5'
   i. SIDE YARD - PARKING LOT (STREET SIDE): 10'
   j. NOTE: PARKING LOT SETBACKS DOUBLE IN AREAS ADJACENT TO RESIDENTIAL DISTRICTS.
6. ITEM 7 (a): NO EXISTING BUILDINGS ON SITE.
7. ITEM 8: SUBSTANTIAL FEATURES OBSERVED IN THE PROCESS OF CONDUCTING FIELD WORK FOR THIS SURVEY ARE SHOWN HEREON.
8. ITEM 11: THE UTILITIES SHOWN ON THIS PLAT HAVE BEEN LOCATED FROM FIELD OBSERVATIONS. ALL SURFACE AND UNDERGROUND UTILITIES AND IMPROVEMENTS ON OR ADJACENT TO THE SITE ARE NOT NECESSARILY KNOWN.
9. ITEM 13: ADJACENT OWNERS AS SHOWN ON THIS SURVEY, AS IDENTIFIED ON THE ISANTI COUNTY ASSESSOR GIS WEBSITE.
10. ITEM 16: THERE IS NO EVIDENCE OF EARTH MOVING OR NEW BUILDING CONSTRUCTION ON PARCEL.

Farnsworth
GROUP
3709 McGRAW DRIVE
BLOOMINGTON, ILLINOIS 61704
(309) 663-8435 | info@f-w.com
www.f-w.com
Engineers | Architects | Surveyors | Scientists

#	DATE:	DESCRIPTION:

PROJECT
DOLLAR GENERAL

ISANTI, MINNESOTA 55040

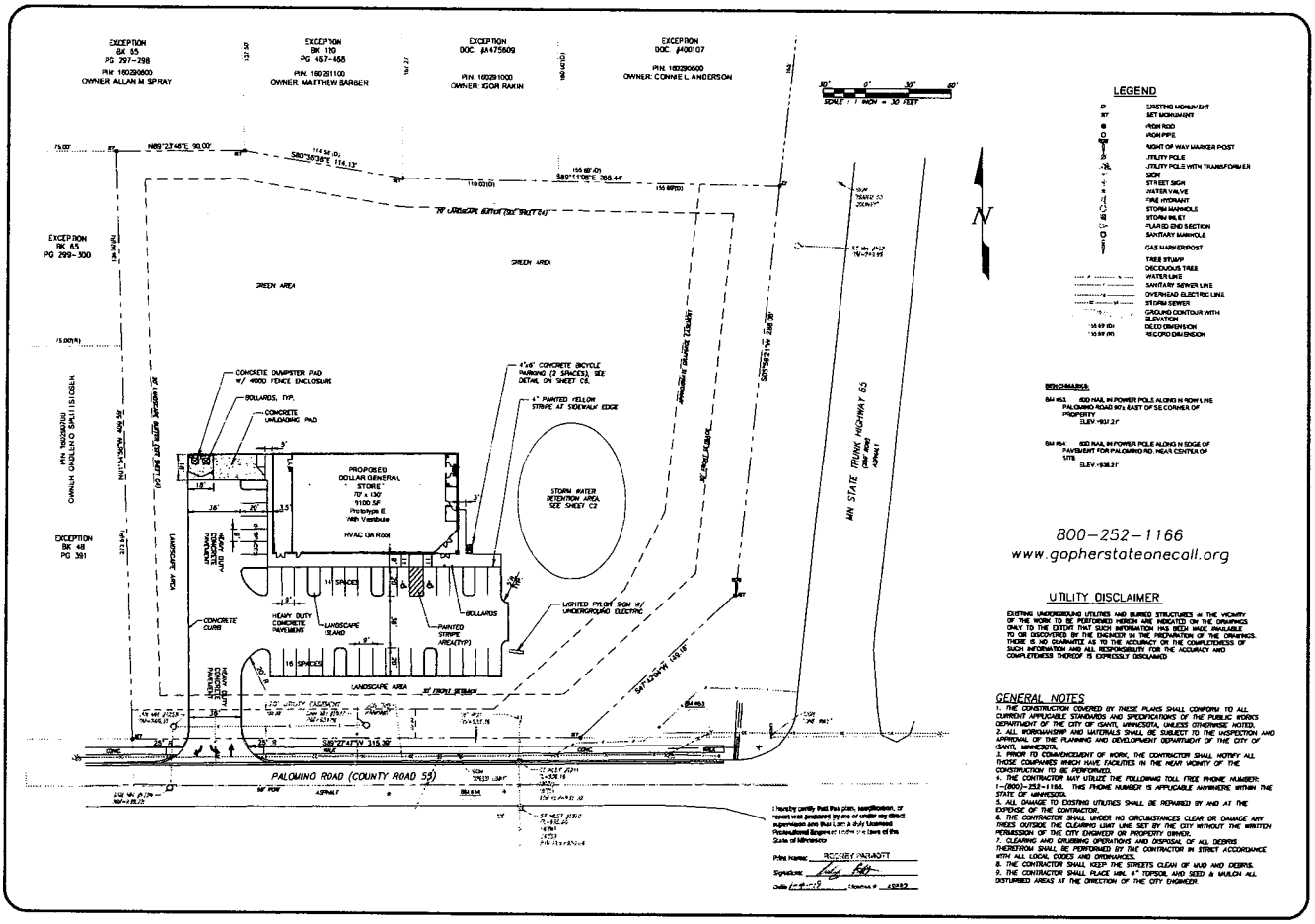
DATE:	11-20-18
DESIGNED:	PEB
DRAWN:	GLS
REVIEWED:	TWE
FIELD BOOK NO.:	PEO 156/PG 4

SHEET TITLE
ALTA/NSPS LAND TITLE SURVEY

SHEET NUMBER
2

PROJECT NO.: 018139.00 24P-508

Exhibit E: Site Plan



LEGEND

- EXISTING MONUMENT
- SET MONUMENT
- IRON ROD
- IRON PIPE
- RIGHT OF WAY MARKER POST
- UTILITY POLE
- UTILITY POLE WITH TRANSFORMER
- SIGN
- STREET SIGN
- WATER VALVE
- FIRE HYDRANT
- STORM MANHOLE
- STORM INLET
- FLARED END SECTION
- SANITARY MANHOLE
- GAS MARKER/POST
- TREE STUMP
- DECIDUOUS TREE
- WATER LINE
- SANITARY SEWER LINE
- OVERHEAD ELECTRIC LINE
- STORM SEWER
- GROUND CONTOUR WITH ELEVATION
- DEED DIMENSION
- RECORD DIMENSION

BENCHMARKS

BM #63: 60D NAIL IN POWER POLE ALONG N ROW LINE PALOMINO ROAD 90'± EAST OF SE CORNER OF PROPERTY. ELEV=937.21'

BM #64: 60D NAIL IN POWER POLE ALONG N EDGE OF PAVEMENT FOR PALOMINO RD. NEAR CENTER OF SITE. ELEV=938.31'

800-252-1166
www.gopherstateonecall.org

UTILITY DISCLAIMER

EXISTING UNDERGROUND UTILITIES AND BURIED STRUCTURES IN THE VICINITY OF THE WORK TO BE PERFORMED HEREON ARE INDICATED ON THE DRAWINGS ONLY TO THE EXTENT THAT SUCH INFORMATION HAS BEEN MADE AVAILABLE TO OR DISCOVERED BY THE ENGINEER IN THE PREPARATION OF THE DRAWINGS. THERE IS NO GUARANTEE AS TO THE ACCURACY OR THE COMPLETENESS OF SUCH INFORMATION AND ALL RESPONSIBILITY FOR THE ACCURACY AND COMPLETENESS THEREOF IS EXPRESSLY DISCLAIMED.

GENERAL NOTES

1. THE CONSTRUCTION COVERED BY THESE PLANS SHALL CONFORM TO ALL CURRENT APPLICABLE STANDARDS AND SPECIFICATIONS OF THE PUBLIC WORKS DEPARTMENT OF THE CITY OF ISANTI, MINNESOTA, UNLESS OTHERWISE NOTED.
2. ALL WORKMANSHIP AND MATERIALS SHALL BE SUBJECT TO THE INSPECTION AND APPROVAL OF THE PLANNING AND DEVELOPMENT DEPARTMENT OF THE CITY OF ISANTI, MINNESOTA.
3. PRIOR TO COMMENCEMENT OF WORK, THE CONTRACTOR SHALL NOTIFY ALL THOSE COMPANIES WHICH HAVE FACILITIES IN THE NEAR VICINITY OF THE CONSTRUCTION TO BE PERFORMED.
4. THE CONTRACTOR MAY UTILIZE THE FOLLOWING TOLL FREE PHONE NUMBER: 1-(800)-252-1166. THIS PHONE NUMBER IS APPLICABLE ANYWHERE WITHIN THE STATE OF MINNESOTA.
5. ALL DAMAGE TO EXISTING UTILITIES SHALL BE REPAIRED BY AND AT THE EXPENSE OF THE CONTRACTOR.
6. THE CONTRACTOR SHALL UNDER NO CIRCUMSTANCES CLEAR OR DAMAGE ANY TREES OUTSIDE THE CLEARING LIMIT LINE SET BY THE CITY WITHOUT THE WRITTEN PERMISSION OF THE CITY ENGINEER OR PROPERTY OWNER.
7. CLEARING AND GRUBBING OPERATIONS AND DISPOSAL OF ALL DEBRIS THEREFROM SHALL BE PERFORMED BY THE CONTRACTOR IN STRICT ACCORDANCE WITH ALL LOCAL CODES AND ORDINANCES.
8. THE CONTRACTOR SHALL KEEP THE STREETS CLEAN OF MUD AND DEBRIS.
9. THE CONTRACTOR SHALL PLACE MIN. 4" TOPSOIL AND SEED & MULCH ALL DISTURBED AREAS AT THE DIRECTION OF THE CITY ENGINEER.

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Print Name: ROGER E. HAMMITT
Signature:
Date: 12-9-19 License # 42252

DOLLAR GENERAL

NO.	DATE	DESCRIPTION	BY
1			
2			

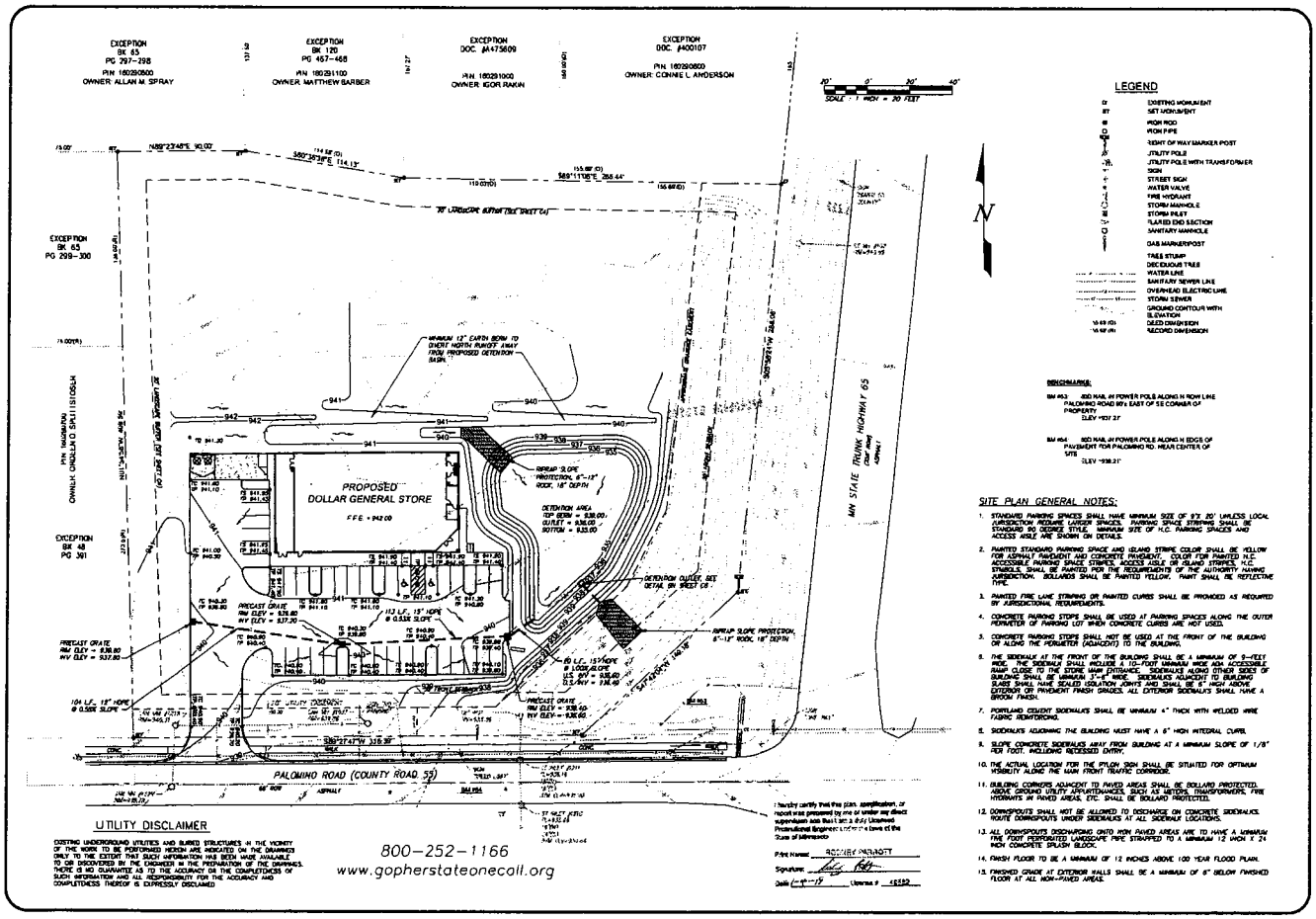
Overland ENGINEERING, LLC

DOLLAR GENERAL
ISANTI, MINNESOTA

SITE PLAN

SHEET
C1

Exhibit F: Grading Plan



DOLLAR GENERAL

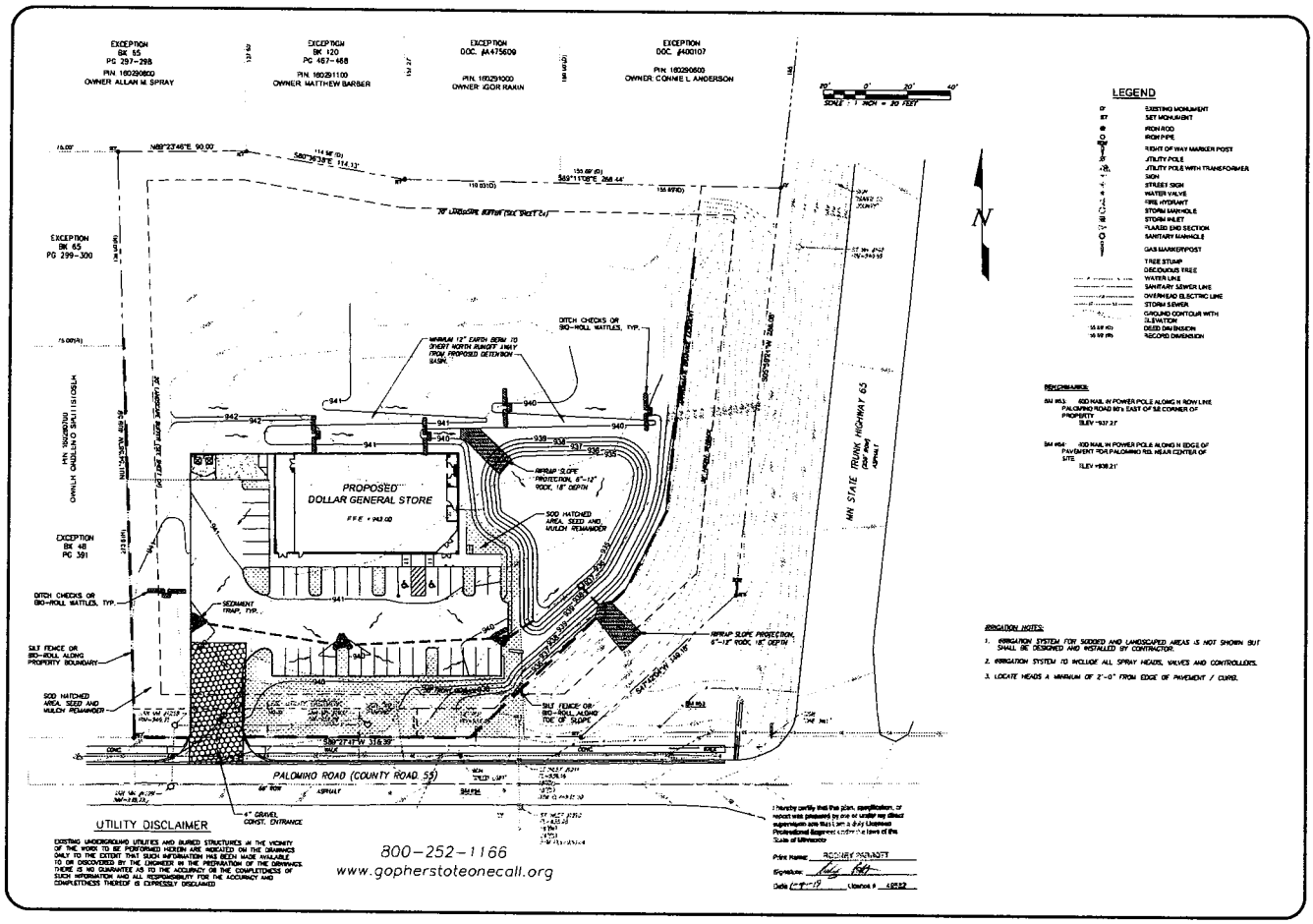
NO.	DATE	DESCRIPTION	BY
1	6/18/19	PER CITY COMMENTS	
2			

Overland ENGINEERING, LLC

DOLLAR GENERAL
ISANTI, MINNESOTA
GRADING PLAN

SHEET
C2

Exhibit G: Erosion Control Plan



SEEDING AND MULCHING SPECIFICATIONS

ALL DISTURBED AREAS MUST BE REVEGETATED BEFORE TEMPORARY SEDIMENT CONTROLS CAN BE REMOVED.

1. GOVERNING SPECIFICATIONS
ALL SEEDING, MULCHING, FERTILIZING, AND MAINTENANCE SHALL BE IN ACCORDANCE WITH THE MINNESOTA DOT SEEDING MANUAL AS PUBLISHED BY THE OFFICE OF ENVIRONMENTAL SERVICES.

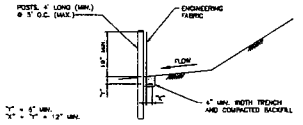
2. TOPSOIL
SEEDBED SHALL BE PREPARED LOOSENING TOPSOIL A MINIMUM OF 3 INCHES.

3. FERTILIZER
FERTILIZER SHALL BE 10-10-10 (N-P-K) COMMERCIAL GRADE APPLIED AT A RATE OF 200 LBS PER ACRE.

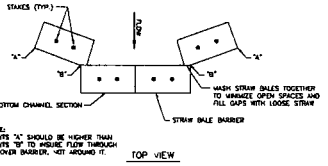
4. SEEDING
SEED MIX SHALL BE MIXTURE 280 AS SPECIFIED IN THE MINNESOTA DOT SEEDING MANUAL.
SEED SHALL BE APPLIED AT A RATE OF 100 POUNDS PER ACRE.

5. MULCHING
MULCHING SHALL BE TYPE 1 MULCH, APPLIED AT THE RATE OF 2 TONS PER ACRE.

NOTES:
1. THE MINIMUM LONGITUDINAL SPLICE OVERLAP SHALL BE 2' WITH A POST AT EACH END.
2. SECURE FABRIC TO POSTS.

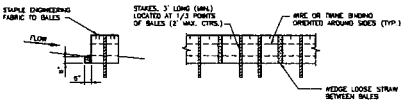


SILT FENCE DETAIL
NOT TO SCALE



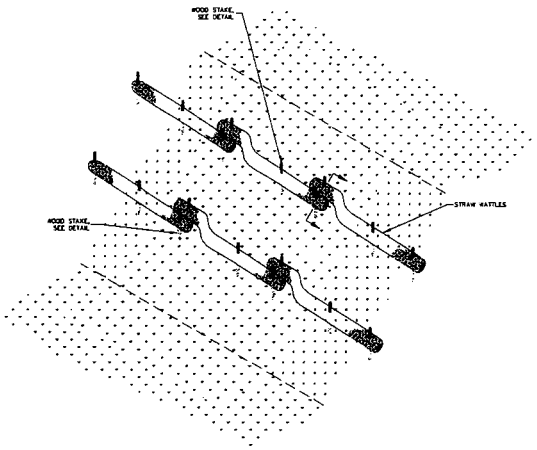
NOTE:
POINTS "A" SHOULD BE HIGHER THAN POINTS "B" TO ENSURE FLOW THROUGH OR OVER BARRIER, NOT AROUND IT.

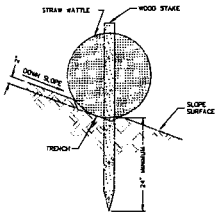
TOP VIEW

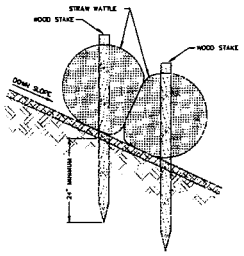


CROSS SECTION LONGITUDINAL SECTION

STRAW BALE DITCH CHECK DETAILS
NOT TO SCALE







BIO-ROLL/WATTLE DETAIL
NOT TO SCALE

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Print Name: RODNEY MUNDT
Signature:
Date: 1-4-19 License # 51832

DOLLAR GENERAL

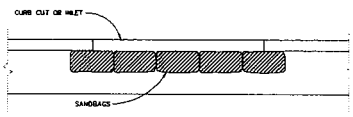
NO.	DATE	DESCRIPTION	BY

Overland ENGINEERING, LLC

DOLLAR GENERAL
ISANTI, MINNESOTA

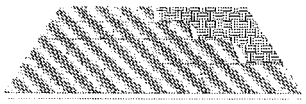
SEDIMENT & EROSION CONTROL DETAILS

SHEET
C3.1



NOTES:
1. FILL BAGS WITH 3/8" CRUSHED LIMESTONE.
2. BAGS SHALL BE BURLAP OR BIODEGRADABLE PLASTIC.
3. BAGS SHALL BE INSPECTED AND REPLACED AS NEEDED.

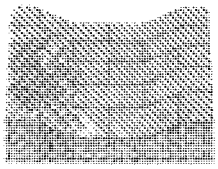
SEDIMENT TRAP
NOT TO SCALE



LAY SOD IN A STAGGERED PATTERN WITH STRIPS BUTTED TIGHTLY AGAINST EACH OTHER

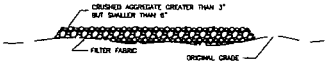
ON SLOPE > 3:1 USE PEGS OR STAPLES TO FASTEN SOD FIRMLY AT THE CORNERS AND CENTERS.

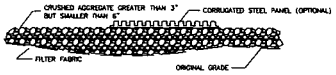
INSTALLATION OF GRASS SOD



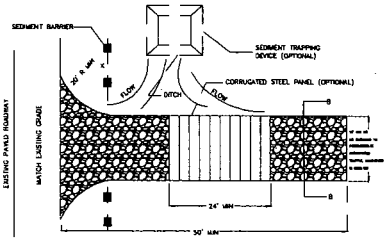
LAY SOD PERPENDICULAR TO THE DIRECTION OF FLOW. USE PEGS OR STAPLES TO FASTEN SOD FIRMLY AT THE CORNERS AND CENTERS.

INSTALLATION OF SOD IN WATERWAYS





SECTION



PLAN

CONSTRUCTION ENTRANCE
NOT TO SCALE

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Print Name: RODNEY INTROTT
Signature:
Date: 6-4-19 License # 41592

DOLLAR GENERAL

NO.	DATE	DESCRIPTION	BY

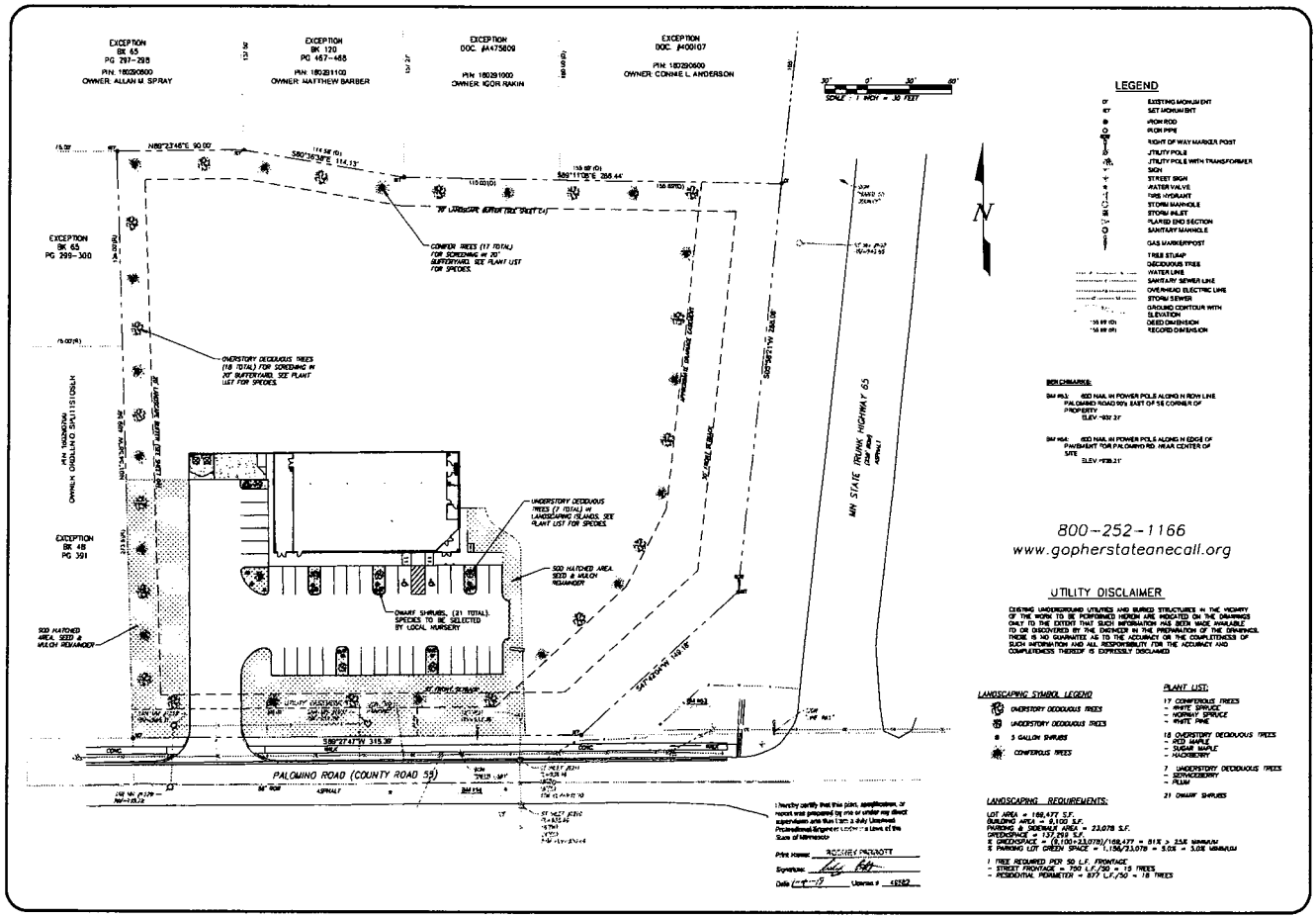
Overland ENGINEERING, LLC

DOLLAR GENERAL
ISANTI, MINNESOTA

SEDIMENT & EROSION CONTROL DETAILS

SHEET
C3.2

Exhibit H: Landscaping Plan



LEGEND

- EXISTING MONUMENT
- SET MONUMENT
- IRON ROD
- IRON PIPE
- RIGHT OF WAY MARKER POST
- UTILITY POLE
- UTILITY POLE WITH TRANSFORMER
- SIGN
- STREET SIGN
- WATER VALVE
- FIRE HYDRANT
- STORM MANHOLE
- STORM INLET
- FLARED END SECTION
- SANITARY MANHOLE
- GAS MARKER/POST
- T RELE STUMP
- DECIDUOUS TREE
- WATER LINE
- SANITARY SEWER LINE
- OVERHEAD ELECTRIC LINE
- STORM SEWER
- GROUND CONTOUR WITH ELEVATION
- DEED DIMENSION
- RECORD DIMENSION

IRON CHMARKS:

BM #1: 600 NAIL IN POWER POLE ALONG N ROW LINE PALOWING ROAD 90'± EAST OF SE CORNER OF PROPERTY
ELEV. =932.37

BM #2: 600 NAIL IN POWER POLE ALONG N EDGE OF PAVEMENT FOR PALOWING RD. NEAR CENTER OF SITE
ELEV. =938.21

800-252-1166
www.gopherstateanecall.org

UTILITY DISCLAIMER

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LANDSCAPING SYMBOL LEGEND

- UNDERSTORY DECIDUOUS TREES
- UNDERSTORY DECIDUOUS TREES
- 5 GALLON SHRUBS
- CONIFEROUS TREES

PLANT LIST:

17 CONIFEROUS TREES
- WHITE SPRUCE
- NORWAY SPRUCE
- WHITE PINE

18 OVERSTORY DECIDUOUS TREES
- RED MAPLE
- SUGAR MAPLE
- HACKBERRY

7 UNDERSTORY DECIDUOUS TREES
- SERVICEBERRY
- PLUM

21 DWARF SHRUBS

LANDSCAPING REQUIREMENTS:

LOT AREA = 166,477 S.F.
BUILDING AREA = 8,100 S.F.
PARKING & SIDEWALK AREA = 23,078 S.F.
GREENSPACE = 137,799 S.F.
% GREENSPACE = (8,100+23,078)/166,477 = 81% > 25% MINIMUM
% PARKING LOT GREEN SPACE = 1,150/23,078 = 5.0% = 5.0% MINIMUM

1 TREE REQUIRED PER 50 L.F. FRONTAGE
- STREET FRONTAGE = 750 L.F./50 = 15 TREES
- RESIDENTIAL PERIMETER = 879 L.F./50 = 18 TREES

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Print Name: ROGNEY PRIDOTT
Signature:
Date: 6-5-19 License #: 45282

DOLLAR GENERAL

NO.	DATE	DESCRIPTION	BY
1			
2			

Overland ENGINEERING, LLC

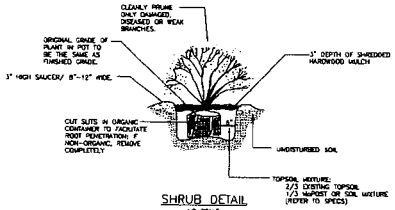
DOLLAR GENERAL
ISANTI, MINNESOTA

LANDSCAPING PLAN

SHEET
C4

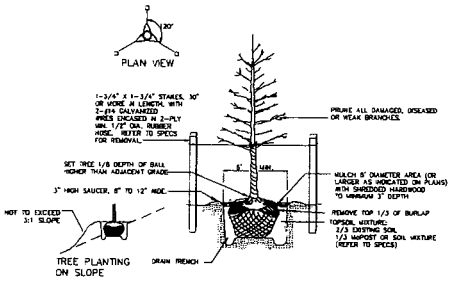
EARTHEN EDGING DETAIL

NO SCALE



SHRUB DETAIL

NO SCALE



TREE DETAIL - LESS THAN 3 1/2" CALIPER

NO SCALE

LANDSCAPE NOTES:

1. ALL PLANTING BEDS SHALL HAVE A MINIMUM 3" DEPTH OF MULCH, WITH EDGING AS REQUIRED.
2. ALL TREES LOCATED IN SOD AREAS SHALL HAVE A MULCH RING AROUND THEM WITH EDGING.
3. ALL PLANTINGS SHALL BE THOROUGHLY WATERED BY THE LANDSCAPE CONTRACTOR AT THE TIME OF THE PLANTINGS.
4. MAXIMUM GRADING SHALL NOT EXCEED 4:1.
5. CONTRACTOR IS RESPONSIBLE FOR ESTABLISHING ALL VEGETATION AND REGIONAL APPROPRIATE LANDSCAPING.

IRRIGATION NOTES:

1. IRRIGATION SYSTEM FOR SODDED AND LANDSCAPED AREAS IS NOT SHOWN BUT SHALL BE DESIGNED AND INSTALLED BY CONTRACTOR.
2. IRRIGATION SYSTEM TO INCLUDE ALL SPRAY HEADS, VALVES AND CONTROLLERS.
3. LOCATE HEADS A MINIMUM OF 2'-0" FROM EDGE OF PAVEMENT / CURB.

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

Print Name: RODNEY HERGOTT

Signature:

Date: 6-4-19 License # 48552

DOLLAR GENERAL

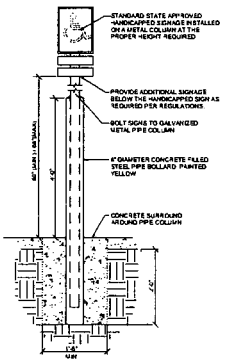
NO.	DATE	DESCRIPTION	BY

Overland ENGINEERING, LLC

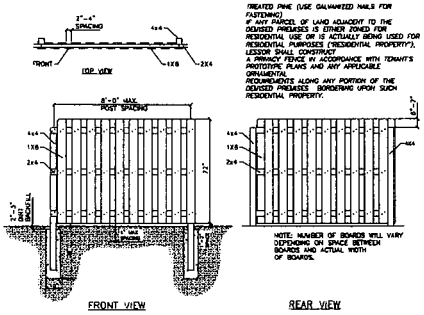
DOLLAR GENERAL
ISANTI, MINNESOTA

LANDSCAPING DETAILS

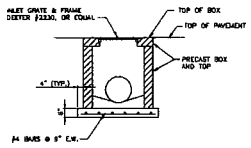
SHEET
C4.1



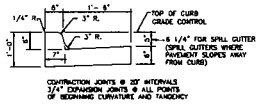
BOLLARD DETAIL
NOT TO SCALE



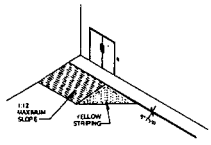
WOOD FENCE DETAIL
NOT TO SCALE



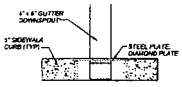
GRATE INLET DETAIL
NOT TO SCALE



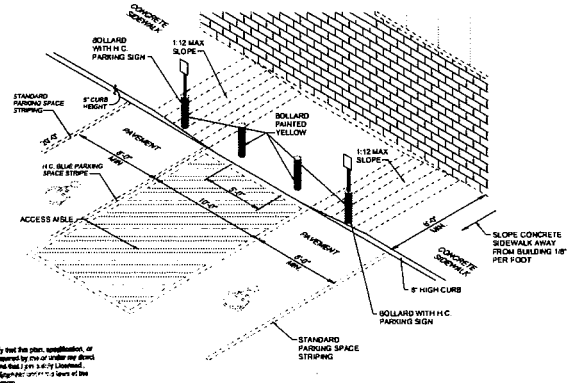
CONCRETE CURB & GUTTER DETAIL
NOT TO SCALE



SIDE ENTRY DETAIL
NOT TO SCALE



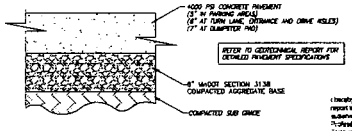
GUTTER DOWNSPOUT DETAIL @ SIDEWALK
NOT TO SCALE



HANDICAP ACCESS
NOT TO SCALE

STRIPING NOTES

YELLOW CURBING AND BOLLARDS	SURFACES SHOULD BE CLEAN, DRY AND METAL SURFACES FREE OF HEAVY RUST & COATS SHERWIN WILLIAMS – KEM KOOL ACRYLIC ALKYD ENAMEL SAFETY YELLOW B55/300
STRIPING – PARKING LOT	SURFACES SHOULD BE CLEAN, DRY, TOP COAT SHERWIN WILLIAMS – PROMAR TRAFFIC MARKING PAINT YELLOW #U5493
HANDICAP STRIPING – PARKING LOT	SURFACES SHOULD BE CLEAN, DRY, TOP COAT SHERWIN WILLIAMS – PROMAR TRAFFIC MARKING PAINT "H.C." BLUE



CONCRETE PAVEMENT SECTION
NOT TO SCALE

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

Print Name: RODNEY P. KNOTT
Signature:
Date: 1-4-19 License # 49832

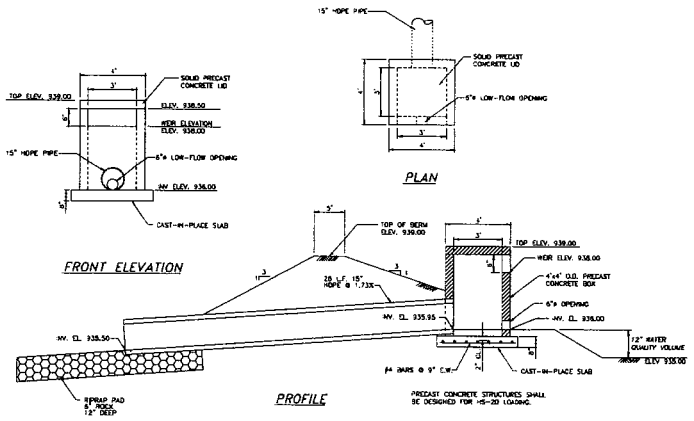
DOLLAR GENERAL

NO.	DATE	DESCRIPTION	BY
1			
2			

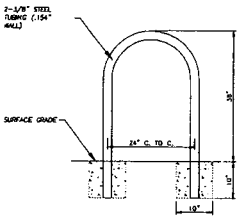
Overland ENGINEERING, LLC

DOLLAR GENERAL
ISANTI, MINNESOTA
DETAILS

SHEET
C5



DETENTION SPILLWAY DETAILS
NOT TO SCALE



BICYCLE RACK DETAIL
(NO SCALE)

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Print Name: ROCKEY PATEKOFF

Signature:

Date 1-4-19 License # 49962

DOLLAR GENERAL

NO.	DATE	DESCRIPTION	BY

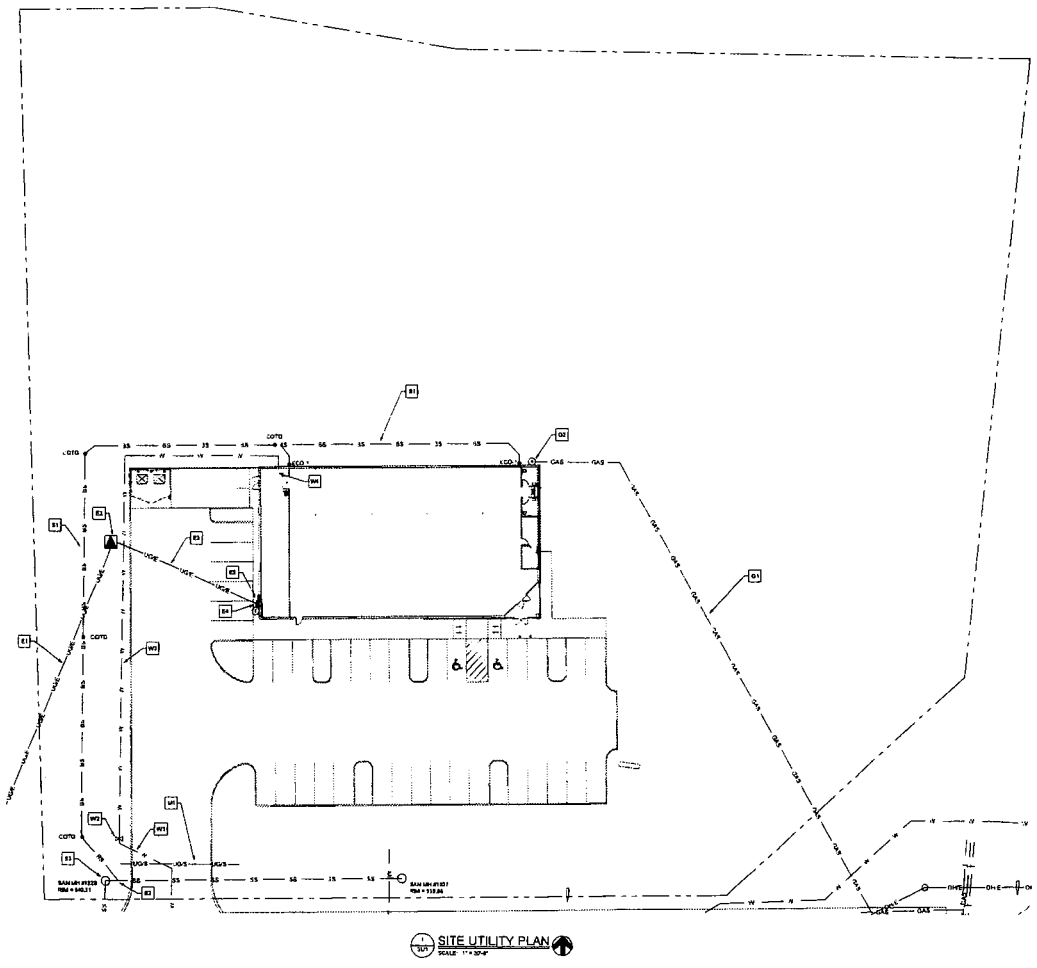
Overland ENGINEERING, LLC

DOLLAR GENERAL
ISANTI, MINNESOTA

DETAILS

SHEET
C6

Exhibit I: Utility Plan



SITE UTILITY PLAN
SCALE: 1" = 30'-0"

SITE UTILITY LEGEND	
SE	SANITARY SEWER
SD	BUILDING SEWER
W	WATER PIPING
GAS	GAS PIPING
UG/E	UNDERGROUND ELECTRIC
OH/E	OVERHEAD ELECTRIC
UG/C	UNDERGROUND CONDUIT
UG/S	UNDERGROUND SLEEVE
T	TELEPHONE

SITE UTILITY LEGEND	
FO	FIBER OPTICS
E	ELECTRIC METER
G	GAS METER
W	WATER METER
	FIRE HYDRANT
	PAD MOUNT TRANSFORMER
SMH	MANHOLE
COTD	CLEANOUT TO GRADE

#	KEYNOTES
ELECTRICAL	
E1	PROPOSED UNDERGROUND PRIMARY BY THE ELECTRIC UTILITY.
E2	PAD MOUNTED TRANSFORMER BY THE ELECTRIC UTILITY. THE E.C. SHALL CONSTRUCT A CONCRETE PAD IN ACCORDANCE WITH THE ELECTRIC UTILITY'S SPECIFICATIONS.
E3	UNDERGROUND SERVICE LATERAL BY THE ELECTRICAL CONTRACTOR.
E4	CT CABINET AND METER SOCKET BY THE ELECTRICAL CONTRACTOR. 1-1/4" NIPPLE BETWEEN THE CT CABINET AND THE METER SOCKET BY THE ELECTRICAL CONTRACTOR.
E5	600 AMP 3-POLE NEMA 3R FUSED SERVICE DISCONNECT BY THE ELECTRICAL CONTRACTOR.
GAS	
G1	NATURAL GAS SERVICE PIPE BY GAS COMPANY.
G2	LOCATION OF THE GAS METER WITH A SHUT-OFF VALVE ON THE SUPPLY SIDE AND A 2 PSI REGULATOR. THE NATURAL GAS LOAD WILL BE 199,999 BTUH.
MISCELLANEOUS	
M1	6" PVC SLEEVE WITH PULL WIRE UNDER DRIVE. TURN UP AND WEATHERPROOF BOTH ENDS.
SEWER	
S1	6" BUILDING SEWER AT 1/8" PER 1' SLOPE WITH CLEANOUT TO GRADE WITHIN 5' OF THE BUILDING AND IN EVERY 100' THEREAFTER AND AT EVERY HORIZONTAL CHANGE OF DIRECTION GREATER THAN 45°.
S2	CONNECT TO THE SANITARY SEWER.
S3	MANHOLE ELEVATIONS PROVIDED BY THE SURVEYOR.
WATER	
W1	1-1/2" TAP FOR DOMESTIC AND LAWN IRRIGATION WATER USES. COORDINATE WITH THE WATER COMPANY FOR TAPPING REQUIREMENTS, ROAD BORING/CUTTING & PATCHING, ETC.
W2	1-1/2" CURB STOP AT THE PROPERTY LINE.
W3	1-1/2" WATER SERVICE FOR DOMESTIC AND LAWN IRRIGATION USES.
W4	THE WATER METERS WILL BE INSIDE THE BUILDING AT THIS LOCATION.

WATER & SEWER SERVICE MATERIALS

WATER SERVICE PIPE
COPPER, SEAMLESS COPPER TUBE TYPE K, SOFT TEMPER - ANSI H23.1, ASTM B88.
COPPER FITTINGS: SWEAT OR BRONZE FLARE FITTINGS 125 LBS AND OVER; HEAVY DUTY LOAD COLLAR TYPE - ASTM B16, OR CAST BRONZE AND WROUGHT SOLDER JOINT PRESSURE FITTING - ANSI B16.22, AWS A5.8, AWS H23.1, AWS B16.18.
SOLDERED JOINTS SHALL BE THOROUGHLY CLEANED AND PROPERLY FLUXED WITH NONCORROSIVE PASTE OR LIQUID FLUX COMPLYING WITH ASTM B813-00. SOLDER SHALL BE 95-5 TIN ANTIMONY OR 96-4 TIN SILVER SOLDER (LESS THAN 0.2% LEAD) COMPLYING WITH ASTM B32-04.

•HDPE, SDR 9, 200 PSI, WATER SERVICE PIPE - ASTM D2239.
HDPE FITTING: ASTM D3350, ASTM D2683, ASTM D3261, ASTM F1055, CSA B137.1.

•HDPE, CTS OR 11, 200 PSI, WATER SERVICE PIPE - ASTM D2737.
HDPE FITTING: ASTM D3350, ASTM D2683, ASTM D3261, ASTM F1055, CSA B137.1.

PLASTIC PIPE JOINTS SHALL BE INSTALLED IN ACCORDANCE WITH ASTM D2774 AND SHALL BE INSTALLED WITH A COATED #12 AWG COPPER TRACER WIRE.

BUILDING SEWER PIPE
PVC DRAIN, WASTE AND VENT: SCH. 40 OR SCH. 80 SOLVENT WELD PIPE AND FITTINGS - ASTM D2665, ASTM F330, MSP 14, C2672, CSA-B181.2.

PVC SEWER PIPE - SDR 23.5 - ASTM D3034.

PVC PIPE AND FITTINGS MUST BE LAID ON A CONTINUOUS GRANULAR BED. INSTALLATION SHALL COMPLY WITH ASTM D2321.

CAST IRON: CAST IRON PIPE AND FITTINGS, EXTRA HEAVY - ANSI A21.6; CAST IRON PIPE CENTRIFUGALLY CAST ONLY AND FITTINGS SERVICE WEIGHT - ANSI A21.8, ANSI A21.6, CS188, CAST IRON FITTINGS, HUBLESS: CAST IRON PIPE AND FITTINGS - ASTM A888-97A. CISPI STD. 301-96. CSA/CAN 3-B70.

811 Know what's below. Call before you dig.

FIELD VERIFY AND COORDINATE ALL UNDERGROUND UTILITIES WITH STORM WATER DETENTION AND DRAIN PIPING TO AVOID CONFLICTS/INTERFERENCE.

THE ENGINEER HAS PROVIDED FINAL MECHANICAL, ELECTRICAL, AND PLUMBING ENGINEERING SERVICES. FLOOR PLANS ARE FOR REFERENCE ONLY. REFER TO THE ENGINEER'S DRAWINGS PROVIDED BY THE ARCHITECT FOR THE FINAL MECHANICAL, ELECTRICAL, AND PLUMBING SPECIFICATIONS AND SERVICES ONLY.

© 2019 THESE DRAWINGS ARE INSTRUMENTS OF THE ENGINEER FOR USE SOLELY WITH RESPECT TO THIS PROJECT. THE ENGINEER SHALL BE DEEMED THE AUTHOR OF THESE DOCUMENTS AND SHALL RETAIN ALL COMMON LAW, STATUTORY AND OTHER RESERVED RIGHTS, INCLUDING THE COPYRIGHT. THESE DRAWINGS SHALL NOT BE USED BY ANY PERSON OR ENTITY FOR ANY PROJECT OTHER THAN THE SUBJECT PROJECT WITHOUT THE EXPRESS WRITTEN CONSENT OF THE ENGINEER. ANY UNAUTHORIZED USE, REPRODUCTION OR DISTRIBUTION OF THESE DRAWINGS, OR ANY PORTION THEREOF, WITHOUT THE EXPRESS WRITTEN CONSENT OF THE ENGINEER IS PROHIBITED. ANY UNAUTHORIZED USE SHALL BE AT THE SOLE RISK OF THE USER AND THE USER AGREES TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE ENGINEER AND ITS OFFICERS, EMPLOYEES AND AGENTS FROM AND AGAINST ANY AND ALL CLAIMS, DAMAGES, LOSSES AND EXPENSES ARISING OUT OF OR RESULTING THEREFROM. ANY MODIFICATIONS TO THESE DRAWINGS WITHOUT THE WRITTEN CONSENT OF THE ENGINEER ARE PROHIBITED AND ARE AT THE SOLE RISK OF THE PERSON MAKING THE MODIFICATIONS. ADDITIONS TO THIS PROJECT OR CONSTRUCTION OF THIS PROJECT BY OTHERS, EXCEPT AS AGREED IN WRITING WITH THE ENGINEER.

PATRICK D. CROCKER, P.E.
3311 EAST SHADY GLEN
APPLEWOOD APPROACH 55404
Phone: (612) 824-2826

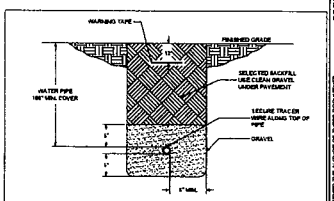
DOLLAR GENERAL
TYPE E
HIGHWAY 169 & LEMMING ROAD
ISANTI, ISANTI COUNTY, MINNESOTA

DATE: 7/19/2019
REVISIONS:
REVISIONS:
REVISIONS:
REVISIONS:
REVISIONS:
REVISIONS:
JOB #: 7/19/2019
SHEET #

SU1

GENERAL SITE UTILITY SPECIFICATIONS AND NOTES

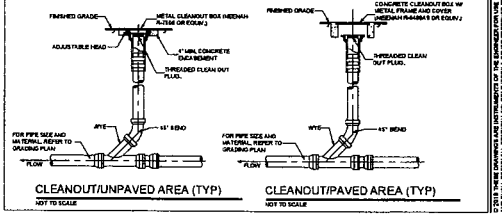
1	THESE PLANS AND SPECIFICATIONS ARE EACH PART OF AN INTEGRATED DESIGN SYSTEM. ANY MODIFICATION, ALTERATION, CHANGE, DELETION, ADDITION, OR SUBSTITUTION, OF OR TO ANY PART OF THE PLANS OR SPECIFICATION COULD RESULT IN PROPERTY DAMAGE, INJURY, OR EVEN DEATH, AND REQUIRES A FULL REVIEW OF THE CHANGE (S) TO BY A PROFESSIONAL ENGINEER. ANY UNAUTHORIZED MODIFICATION OF THIS DOCUMENT MAY CONSTITUTE UNLICENSED PRACTICE AS A PROFESSIONAL ENGINEER AND MAY VIOLATE LAWS REGULATING THE PRACTICE OF ENGINEERING.
2	[redacted]
3	THE ENGINEER IS NOT RESPONSIBLE FOR FIELD ACTIVITIES ON THIS PROJECT WITHOUT DIRECT INSPECTION OF WORK IN PROGRESS.
4	CONTRACTOR IS TO VISIT THE SITE AND FAMILIARIZE HIMSELF WITH ALL ON-SITE CONDITIONS, VERIFY ALL DIMENSIONS AND LOCATIONS OF EXISTING CONDITIONS, AND MAKE CONNECTIONS TO LOCAL UTILITY COMPANY REQUIREMENTS AND IN ACCORDANCE WITH ALL APPLICABLE CODES AND REQUIREMENTS. THE CONTRACTOR IS TO CONTACT THE LOCAL UTILITY COMPANY(S) & TO CONFIRM THE SCOPE OF RESPONSIBILITY FOR ALL UTILITY CONNECTIONS.
5	IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO ARRANGE FOR CONNECTION AND TO COORDINATE ALL UTILITY SERVICES TO THE FACILITIES/BUILDING. THE CONTRACTOR IS TO INCLUDE ALL COSTS, FEES, CHARGES, ETC., ASSOCIATED WITH THE CONNECTION OF NEW SERVICES FOR IN THE EVENT OF RENOVATIONS TO AN EXISTING BUILDING, MODIFICATIONS TO EXISTING SERVICES FOR THE BUILDING, ALL WORK IS TO BE DONE IN ACCORDANCE WITH ALL LOCAL CODES, THE UTILITY COMPANY(S) STANDARDS, AND THE CURRENT BUILDING CODE. COORDINATE ALL ROUGH-INS WITH THE OWNER.
6	WATER SERVICE: CONTRACTOR SHALL COORDINATE WITH ARCHITECT AND OWNER TO ARRANGE FOR WATER SERVICE AS INDICATED ON DRAWINGS. CONTRACTOR SHALL CONTACT THE LOCAL WATER DEPARTMENT AND ARRANGE FOR WATER SERVICE AS INDICATED ON DRAWINGS. INCLUDE ALL COSTS, CHARGES, FEES, ETC., INCURRED BY LOCAL AUTHORITIES INTO BID. PROVIDE ALL MATERIALS AS REQUIRED BY LOCAL AUTHORITIES FOR WATER SERVICE INSTALLATION. ALL WORK SHALL BE IN ACCORDANCE WITH THE CURRENT PLUMBING CODE AND WITH THE REQUIREMENTS OF LOCAL AUTHORITIES. IT IS THE CONTRACTOR'S RESPONSIBILITY TO CONFIRM WHAT IS OR IS NOT PROVIDED BY THE UTILITY COMPANY AND TO INCLUDE ALL COSTS TO PROVIDE A WATER TAP/CONNECTION INTO HIS BID.
7	NATURAL GAS SERVICE: CONTRACTOR SHALL COORDINATE WITH ARCHITECT AND OWNER TO ARRANGE FOR GAS SERVICE AS INDICATED ON DRAWINGS. CONTRACTOR SHALL CONTACT THE LOCAL GAS DEPARTMENT AND ARRANGE FOR GAS SERVICE AS INDICATED ON DRAWINGS. INCLUDE ALL COSTS, CHARGES, FEES, ETC., INCURRED BY LOCAL AUTHORITIES INTO BID. PROVIDE ALL MATERIALS AS REQUIRED BY LOCAL AUTHORITIES FOR GAS SERVICE INSTALLATION. ALL WORK SHALL BE IN ACCORDANCE WITH THE CURRENT FUEL GAS CODE AND WITH THE REQUIREMENTS OF LOCAL AUTHORITIES. NORMALLY THE UTILITY COMPANY SHALL MAKE THE MAIN TAP AND PROVIDE THE METER AND METER MANIFOLD AS WELL AS ALL PIPING, TRENCHING AND BACKFILL FROM THE GAS MAIN TO THE METER. NORMALLY THE CONTRACTOR SHALL PROVIDE ALL PIPING FROM THE METER TO THE PUTTURES. IT IS THE CONTRACTORS RESPONSIBILITY TO CONFIRM WHAT IS OR IS NOT PROVIDED BY THE UTILITY COMPANY AND TO INCLUDE ALL COSTS TO PROVIDE A COMPLETE GAS TAP/CONNECTION INTO HIS BID.
8	SEWER SERVICE: CONTRACTOR SHALL COORDINATE WITH ARCHITECT AND OWNER TO ARRANGE FOR SEWER SERVICE AS INDICATED ON DRAWINGS. CONTACT THE LOCAL PLUMBING INSPECTOR AND ARRANGE FOR SEWER SERVICE AS INDICATED ON DRAWINGS. INCLUDE ALL COSTS, CHARGES, FEES, ETC., INCURRED BY LOCAL AUTHORITIES INTO BID. PROVIDE ALL MATERIALS AS REQUIRED BY LOCAL AUTHORITIES FOR SEWER SERVICE INSTALLATION. ALL WORK SHALL BE IN ACCORDANCE WITH THE CURRENT INTERNATIONAL PLUMBING CODE (IPC) AND WITH THE REQUIREMENTS OF LOCAL AUTHORITIES. NORMALLY THE CONTRACTOR SHALL MAKE THE SEWER TAP, BE RESPONSIBLE FOR ALL PIPING AND ASSOCIATED TRENCHING, AND BACK FILL FROM THE SEWER CONNECTION POINT TO THE BUILDING. IT IS THE CONTRACTORS RESPONSIBILITY TO CONFIRM WHAT IS OR IS NOT PROVIDED BY THE UTILITY COMPANY AND TO INCLUDE ALL COST TO PROVIDE A COMPLETE SEWER SERVICE INSTALLATION/CONNECTION INTO HIS BID. PROVIDE WASTE LINE BACKWATER VALVE IN ACCESSIBLE PLACE IF EITHER TOP OF MANHOLE (UPSTREAM OR DOWNSTREAM) IS HIGHER THAN FINISHED FLOOR ELEVATION.
9	UNDER GROUND ELECTRICAL SERVICE: CONTRACTOR SHALL COORDINATE WITH ARCHITECT AND OWNER TO ARRANGE FOR ELECTRICAL SERVICE AS INDICATED ON DRAWINGS. CONTACT THE LOCAL ELECTRICAL UTILITY COMPANY AND ARRANGE FOR ELECTRICAL SERVICE AS INDICATED ON DRAWINGS. INCLUDE ALL COSTS, CHARGES, FEES, ETC., INCURRED BY UTILITY COMPANY INTO BID. PROVIDE ALL MATERIALS AS REQUIRED BY LOCAL AUTHORITIES FOR ELECTRIC SERVICE INSTALLATION. ALL WORK SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF THE CURRENT NATIONAL ELECTRICAL CODE (NEC), WITH THE CURRENT NFPA LIFE SAFETY CODE, AND WITH THE REQUIREMENTS OF LOCAL AUTHORITIES. NORMALLY THE UTILITY COMPANY SHALL PROVIDE THE PAD MOUNTED TRANSFORMER, METER, AND PRIMARY WIRING. NORMALLY THE CONTRACTOR SHALL PROVIDE THE CONCRETE PAD FOR THE TRANSFORMER, THE CT CABINET, METER BASE, ASSOCIATED TRENCHING AND BACKFILL FROM THE ELECTRIC JUNCTION CABINET TO THE TRANSFORMER. AS WELL AS ALL CONDUIT AND WIRE FROM THE TRANSFORMER TO THE CT CABINET AND FROM BUILDING ELECTRIC SERVICE AS SHOWN ON THE ELECTRIC SERVICE RISER ON DRAWING. IT IS THE CONTRACTORS RESPONSIBILITY TO CONFIRM WHAT IS OR IS NOT PROVIDED BY THE UTILITY COMPANY AND TO INCLUDE ALL COST TO PROVIDE A COMPLETE ELECTRICAL CONNECTION INTO HIS BID. THE PROVISIONING OF SITE EXTERIOR LIGHTING WILL BE A MAXIMUM OF 1-FOOT CANDLE ON THE PROPERTY LINE, WITH AN AVERAGE OF 1-FOOT CANDLE OVER THE EXTERIOR PROPERTY. NOTE THAT THE WALL-PACK ARE SPECIFIED TO HAVE SHIELDS TO COMPLY WITH THE LIGHT TO TRESPASS PROPERTY.
10	SERVICE VALVES (SHUT OFF VALVES) LOCATED IN AN ACCESSIBLE, SERVICEABLE LOCATION ARE TO BE PROVIDED FOR HOME USES.
11	TELEPHONE SERVICE: CONTRACTOR SHALL COORDINATE WITH ARCHITECT AND OWNER TO ARRANGE FOR TELEPHONE SERVICE AS INDICATED ON DRAWINGS. CONTRACTOR SHALL CONTACT THE LOCAL TELEPHONE COMPANY AND ARRANGE FOR TELEPHONE SERVICE AS INDICATED ON DRAWINGS. INCLUDE ALL COSTS, CHARGES FEES, ETC., INCURRED BY TELEPHONE COMPANY INTO BID THE CONTRACTOR SHALL PROVIDE A 4" CONDUIT AS SHOWN ON THE PLANS FOR USE BY THE UTILITY COMPANY IN BRINGING TELEPHONE SERVICE INTO THE BUILDING, PROVIDE A 4' x 8' x 3/4" THICK EXTERIOR GRADE PLYWOOD PANEL FOR MOUNTING COMMUNICATION EQUIPMENT. PANEL TO BE PAINTED WHITE (FIRE RESISTANT PAINT).
12	CABLE SERVICE: CONTRACTOR SHALL COORDINATE WITH ARCHITECT AND OWNER TO ARRANGE FOR CABLE SERVICE AS INDICATED ON DRAWINGS. CONTRACTOR SHALL PROVIDE A ROUGH-IN CONDUIT FOR CABLE SERVICE AS INDICATED ON DRAWINGS. THE CONTRACTOR SHALL PROVIDE AN EMPTY 4" CONDUIT AS SHOWN ON THE PLANS FOR USE BY THE UTILITY COMPANY IN BRINGING CABLE SERVICE INTO THE BUILDING.
13	SPECIFICATION REQUIREMENTS ARE THAT THE DIFFERENT TRADES ARE TO COORDINATE WITH EACH OTHER. THE MECHANICAL CONTRACTOR IS TO LOOK AT AND BE FAMILIAR WITH THE PLUMBING AND ELECTRICAL SHEETS. THE PLUMBING CONTRACTOR IS TO LOOK AT AND BE FAMILIAR WITH THE MECHANICAL AND ELECTRICAL SHEETS. THE ELECTRICAL CONTRACTOR IS TO LOOK AT AND BE FAMILIAR WITH THE PLUMBING AND MECHANICAL SHEETS.
14	CONTRACTORS ARE TO VISIT THE JOBSITE, TO INSPECT ANY AND ALL EQUIPMENT AT THE SITE, TO INSPECT ANY AND ALL EQUIPMENT ONLY IS BEING PURCHASED AND/OR MOVED FROM ANOTHER LOCATION OR SITE TO THE NEW SITE, TO CHECK ANY AND ALL MEASURES AND TO VERIFY UTILITY REQUIREMENTS, THEN TO VERIFY, CONFIRM AND COORDINATE WITH THE DRAWINGS. DISCREPANCIES ARE TO BE COORDINATED WITH THE ENGINEER. CONTRACTOR INSPECTIONS AND VERIFICATIONS MUST BE PRIOR TO PREPARING THE NEW SITE.
15	SPECIFICATION REQUIREMENTS ARE THAT THE DIFFERENT TRADES ARE TO COORDINATE WITH EACH OTHER, THE MECHANICAL, PLUMBING, AND ELECTRICAL CONTRACTORS ARE TO LOOK AT AND BE FAMILIAR WITH THE SITE UTILITY SHEETS. COORDINATE DOES NOT MEAN YOU HIRE FIRST.



PIPE INSTALLATION (TYP)
NOT TO SCALE

CLEANOUT SPECIFICATIONS

1	ALL HORIZONTAL DRAINS SHALL HAVE CLEANOUTS LOCATED NOT MORE THAN 100 FEET APART.
2	ALL BUILDING SEWERS SHALL BE PROVIDED WITH CLEANOUTS LOCATED NOT MORE THAN 50 FT. APART MEASURED FROM THE UPSTREAM ENTRANCE OF THE CLEANOUT.
3	CLEANOUTS SHALL BE INSTALLED AT EACH CHANGE OF DIRECTION OF HORIZONTAL WASTE OR SOIL LINES, WHICH IS GREATER THAN 45 DEGREES.
4	A CLEANOUT SHALL BE PROVIDED AT THE BASE OF EACH WASTE OR SOIL STACK.
5	PROVIDE A CLEANOUT NEAR THE JUNCTION OF THE BUILDING DRAIN AND THE BUILDING SEWER. CLEANOUT TO BE BROUGHT UP TO FINISHED GRADE LEVEL.



CLEANOUT/UNPAVED AREA (TYP)
NOT TO SCALE

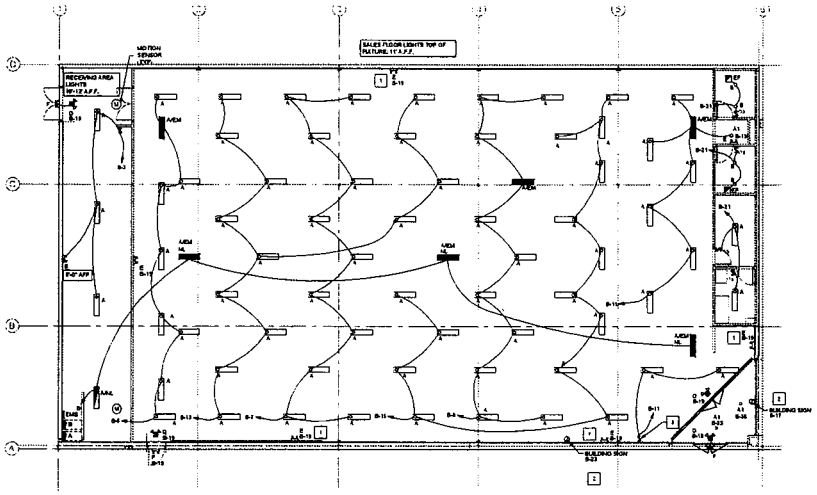
CLEANOUT/PAVED AREA (TYP)
NOT TO SCALE

THE DRAWINGS AND SPECIFICATIONS PROVIDED BY THE ARCHITECT, ELECTRICAL, AND PLUMBING/MECHANICAL ENGINEERS ARE INSTRUMENTS OF SERVICE AND SHALL REMAIN THE PROPERTY OF THE ARCHITECT, ELECTRICAL, AND PLUMBING/MECHANICAL ENGINEERS. ALL COPYRIGHTS AND OTHER PROPERTY RIGHTS IN THE DRAWINGS AND SPECIFICATIONS SHALL BE RETAINED BY THE ARCHITECT, ELECTRICAL, AND PLUMBING/MECHANICAL ENGINEERS. THE DRAWINGS AND SPECIFICATIONS ARE NOT TO BE USED BY THE OWNER OR OTHERS ON EXTENSIONS OF THE PROJECT OR ANY OTHER PROJECT EXCEPT BY AGREEMENT IN WRITING WITH THE ENGINEERS. FOR PERMIT, BIDDING OR CONSTRUCTION PURPOSES. SUBMISSION OR DISTRIBUTION OF THE DRAWINGS AND SPECIFICATIONS TO MEET OFFICIAL REGULATORY REQUIREMENTS OR FOR OTHER PURPOSES IN CONNECTION WITH THE PROJECT IS NOT TO BE CONSTRUED AS PUBLICATION IN DEROGATION OF THE ARCHITECT, ELECTRICAL, AND PLUMBING/MECHANICAL ENGINEERS' COPYRIGHT OR OTHER RESERVED RIGHTS. THE DRAWINGS AND SPECIFICATIONS ARE NOT TO BE USED ON OTHER WORK EXCEPT BY AGREEMENT IN WRITING WITH THE ENGINEERS. FOR PERMIT, BIDDING OR CONSTRUCTION PURPOSES ONLY.

PATRICK D. CROCKER, P.E.
3211 EAST SHADY GLEN
SPRINGFIELD, MISSOURI 65804
PHONE: (417) 882-4588

DOLLAR GENERAL
TYPE E
HIGHWAY 65 & PALOMINO ROAD
ISANTI, ISANTI COUNTY, MINNESOTA

DATE	1/31/2019
REVISIONS:	
REVISIONS:	
REVISIONS:	
REVISIONS:	
REVISIONS:	
JOB #	1V3819
SHEET #	SU2



LIGHTING PLAN
SCALE: 1/8" = 1'-0"

LUMINAIRE SCHEDULE (SEE NOTES REGARDING REQUIRED NATIONAL ACCOUNT VENDORS)

CALLOUT	SYMBOL	DESCRIPTION	MODEL	INPUT WATTS	NOTES	QTY
A		4' STRIP SUSPENDED, 37W LED MOUNT TOP OF LIGHTS @ 11'-0"	US LED: VLF1-SR-CC3-D-4-SD-S9	37		25
A1		9" LED ROUND CAN L-TRIM 50L	US LED: LTR3-1-LAM-50-15-SR-C-WH	15.5		3
AWM		4' STRIP 37W LED MOUNT TOP OF LIGHTS @ 11'-0" CIRCUITED THROUGH EMERGENCY INVERTER TO PROVIDE EMERGENCY LIGHTING	US LED: VLF1-SR-CC3-D-4-SD-S9	37		9
AWL		4' STRIP, SUSPENDED LED, 37W, WIRED AS NIGHT LIGHT, MOUNT TOP OF LIGHTS @ 11'-0"	US LED: VLF1-SR-CC3-D-4-SD-S9	37		1
B		6" LED ROUND CAN L-TRIM 50L	US LED: LTR3-1-LAM-50-15-SR-C-WH	15.5		4
D		EMERGENCY LIGHT/EXIT SIGN COMBO	COST LESS LIGHTING: 94-EL1-LED	4		4
E		EMERGENCY LIGHT FIXTURE	COST LESS LIGHTING: 94-CRW2-LED	2		7
EF		RESTROOM EXHAUST FAN - FURNISHED AND INSTALLED BY THE MECHANICAL CONTRACTOR, DISCONNECT AND ELECTRICAL CONNECTION BY THE ELECTRICAL CONTRACTOR		93		2
F		EMERGENCY LIGHT FIXTURE - WET LOCATION LISTED	COST LESS LIGHTING: 94-94-LED-LWW-NW	4		3
G-1		FULL CUTOFF LED WALL PACK LIGHT FIXTURE	REGAL: WPR1-60-33-SZ	59	BRACKET: US-WMP-SZ	4
H-1		SINGLE FIXTURE WALL MOUNT WARM	US LED: GPA-1-LAM-L-840-154	148	ARM: RA 94-2-606	4
S-1		SINGLE FIXTURE POLE LIGHT ON 25' TALL POLE	US LED: GPA-1-LAM-L-740-154	148	25' POLE: US-SS23284-4-SM	2

*NOTE: THE E.C. IS RESPONSIBLE TO COUNT AND CONFIRM THE QUANTITIES OF THE FIXTURES IN THE PLANS PRIOR TO ORDERING.

LED LIGHT HEADS ARE COVERED ON FOUR SIDES PLUS THE BACK WITH THE LIGHT BEING PROJECTED IN ONE DIRECTION. LIGHT HEADS MOUNTED AND POINTING IN A DOWNWARD DIRECTION ACCOMPLISHES THE GOAL OF WHAT USED TO BE CALLED "FULL CUT-OFF". IN THIS WAY THE PARKING LOT IS LIT AND THERE IS NO BLEED OVER TO THE PROPERTY LINE OR ACROSS PROPERTY LINES.

SWITCH SCHEDULE

SYMBOL	CALLOUT
$	SINGLE POLE SWITCH
$ (2)	SINGLE POLE SWITCH WITH OCCUPANCY SENSOR - LEVITON: OSS16-0RW

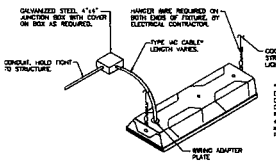
THE OPERATING PART OF LIGHT SWITCHES SHALL BE NO MORE THAN 48" A.F.F TO SATISFY ACCESSIBILITY REQUIREMENTS.

KEYNOTES

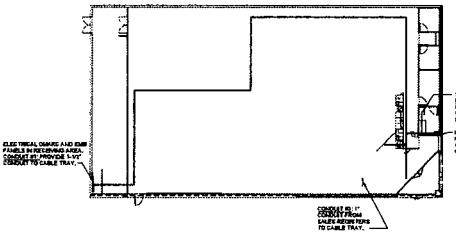
#	
1	EMERGENCY/EXIT SIGNS AND LIGHTS: INSTALL EMERGENCY LIGHTS AND EXIT SIGNS THROUGHOUT THE BUILDING IN COMPLIANCE WITH ALL APPLICABLE CODES. INSTALL EMERGENCY LIGHTS AND EXIT SIGNS 18"-6" A.F.F. OR TALL EMERGENCY LIGHTS ON THE OFFICE WALL (18" HIGH WALL) AS HIGH AS POSSIBLE ON WALL.
2	JUNCTION BOX FOR SIGN ON THE INTERIOR OF THE PARAPET, LOCATED AS SHOWN.
3	SWITCH FOR MANUAL CONTROL OF THE LIGHT FIXTURES IN THE DAYLIGHT ZONE AS REQUIRED BY THE ENERGY CONSERVATION CODE.

EMS/LIGHTING CONTROL REQUIREMENTS FOR ENERGY CONSERVATION CODE

1. ALL INTERIOR LIGHTING, OTHER THAN EMERGENCY/EXIT LIGHTS AND SECURITY LIGHTS SHALL BE CONTROLLED BY AN AUTOMATIC TIME SWITCH.
2. MANUAL LIGHTING OVERRIDE CONTROLS SHALL HAVE A TIME LIMIT OF 2 HOURS OR LESS.
3. FOR SECURITY REASONS, THE SALES AREA LIGHTS WILL BE CONTROLLED BY THE TIME CLOCK WITH MANUAL OVERRIDE ACCESSIBLE ONLY BY EMPLOYEES.
4. INDEPENDENT LIGHTING CONTROLS IN THE RESTROOMS, OFFICE, AND BREAK ROOM WILL BE PROVIDED BY WALL SWITCHES WITH OCCUPANCY SENSORS TO TURN THE LIGHTS OFF WITHIN 30 MINUTES OF VACANCY.
5. INDEPENDENT LIGHTING CONTROLS IN THE RECEIVING AREA WILL BE PROVIDED BY A SWITCH IN THE RECEIVING AREA.
6. DAYLIGHT ZONE CONTROL SHALL BE PROVIDED BY A MANUAL SWITCH NEAR THE CASH REGISTERS.
7. DUSK-TO-DAWN EXTERIOR LIGHTS SHALL BE CONTROLLED BY AN ASTRONOMICAL TIME CLOCK. OTHER EXTERIOR LIGHTS AND SIGNAGE SHALL BE CONTROLLED BY A TIME CLOCK AND ASTRONOMICAL TIME CLOCK.



TYPICAL LIGHT FIXTURE MOUNTING DETAIL
SCALE: NTS



CABLE TRAY PLAN AND CONDUIT DIAGRAM
SCALE: NTS

NOTE REGARDING NATIONAL ACCOUNTS. REFER TO A1.0, GENERAL NOTES (ARCHITECTURAL SHEETS) FOR A LIST OF REQUIRED NATIONAL ACCOUNT VENDORS FOR LIGHTING, SWITCHGEAR, ENERGY MANAGEMENT SYSTEM, AND CABLE TRAY SYSTEMS. THE CONTRACTOR SHALL PURCHASE ALL REQUIRED SYSTEMS FROM THE REQUIRED NATIONAL ACCOUNT VENDOR.

THE DRAWINGS AND PROJECT MANUAL ARE THE PROPERTY OF PATRICK D. CROCKER, P.E. AND ARE NOT TO BE USED IN WHOLE OR IN PART FOR ANY OTHER PROJECT WITHOUT THE WRITTEN AUTHORIZATION OF PATRICK D. CROCKER, P.E. © 2019 THESE DRAWINGS AND SPECIFICATIONS ARE COPYRIGHTED AND ONLY FOR USE BY THE ORIGINAL PURCHASER FOR THE SPECIFIED PROJECT. NO PART OF THESE DRAWINGS AND SPECIFICATIONS SHALL BE REPRODUCED, PUBLISHED OR USED IN ANY WAY BY ANY PERSON FOR ANY OTHER PROJECTS WITHOUT THE PRIOR WRITTEN AUTHORIZATION OF PATRICK D. CROCKER, P.E. VISUAL CONTACT WITH THESE DRAWINGS AND SPECIFICATIONS SHALL CONSTITUTE PRIMA FACIE EVIDENCE OF ACCEPTANCE OF THESE RESTRICTIONS.

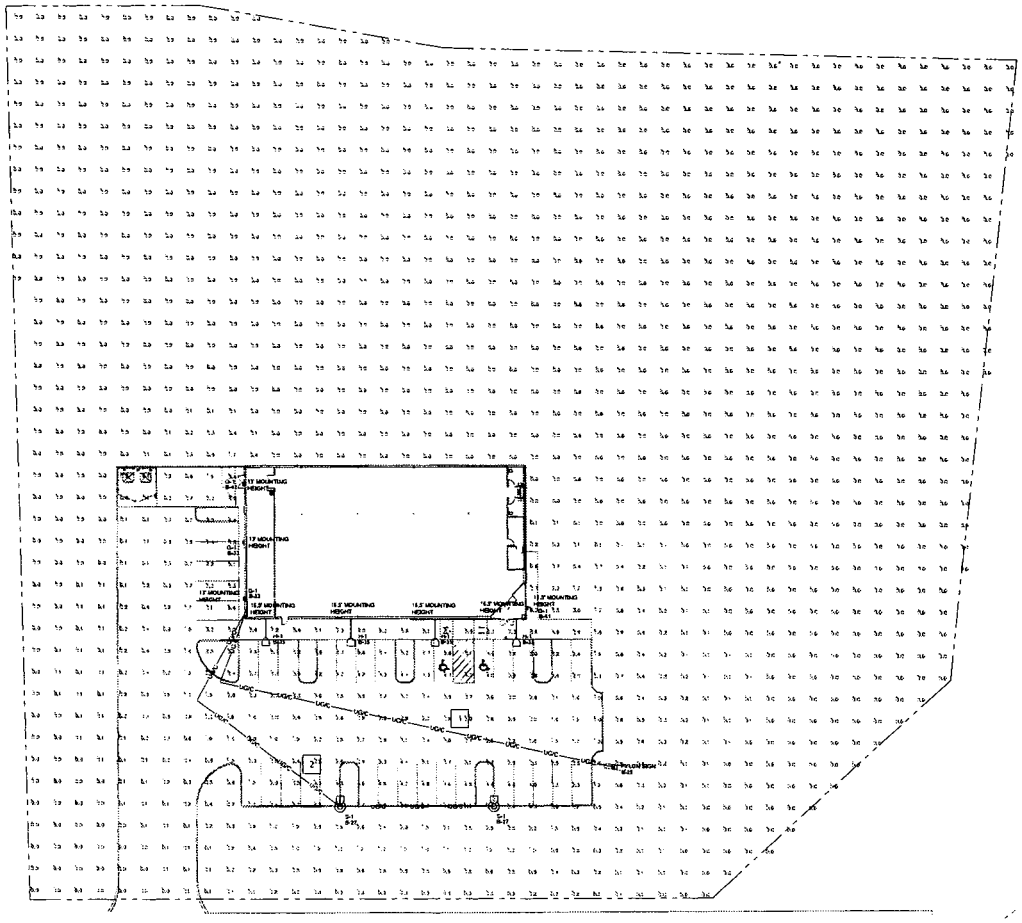
PATRICK D. CROCKER, P.E.
3211 EAST SHADY GLEN
SPRINGFIELD, MISSOURI 65804
PHONE: 417-379-5436

DOLLAR GENERAL
TYPE E
HIGHWAY 65 & PALOMINO ROAD
ESANTI, ESANTI COUNTY, MINNESOTA

DATE: 07/03/2019
REVISION:
REVISION:
REVISION:
REVISION:
REVISION:
REVISION:
JOB #: 19-08
SHEET #:

E2

Exhibit J: Lighting Plan



SITE LIGHTING & POWER PLAN

SITE UTILITY LEGEND	
SS	SANITARY SEWER
BS	BUILDING SEWER
W	WATER PIPING
GAS	GAS PIPING
UGHE	UNDERGROUND ELEC TRIC
OHE	OVERHEAD ELEC TRIC
UGC	UNDERGROUND CONDUIT
UGS	UNDERGROUND SLEEVE
T	TELEPHONE

SITE UTILITY LEGEND	
FO	FIBER OPTICS
	ELEC TRIC METER
	GAS METER
	WATER METER
	FIRE HYDRANT
	PAD MOUNT TRANSFORMER
MH	MANHOLE
CO TO	CLEANOUT TO GRADE

KEYNOTES	
1	1" CONDUIT TO PYLON SIGN
2	1" CONDUIT TO POLE LIGHTS.

DISCLAIMER: THE PHOTOMETRIC CALCULATIONS WILL BE CONFIRMED BY THE NATIONAL LIGHTING ACCOUNT VENDOR (NATIONAL LIGHTING ELEC TRICAL SERVICE). THE E.C. AND G.C. WILL BE RESPONSIBLE TO CONFIRM THAT NATIONAL LIGHTING ELEC TRICAL SERVICE (THE NATIONAL ACCOUNT LIGHTING VENDOR) HAS RUN THEIR PHOTOMETRICS FOR THIS SITE. IT IS ALSO THE RESPONSIBILITY OF THE E.C. AND G.C. TO CONFIRM ALL LIGHT FIXTURE MODEL NUMBERS WITH THE NATIONAL ACCOUNT VENDOR (NATIONAL LIGHTING ELEC TRICAL SERVICE).

LED LIGHT HEADS ARE COVERED ON FOUR SIDES PLUS THE BACK WITH LIGHT BEING PROJECTED IN ONE DIRECTIONAL LIGHT HEADS MOUNTED AND POINTING IN A DOWNWARD DIRECTION ACCOMPLISHES THE GOAL OF WHAT USED TO BE CALLED "FULL CUT-OFF". IN THIS WAY THE PARKING LOT IS LIT AND THERE IS NO SPILL OVER TO THE PROPERTY LINE OR ACROSS PROPERTY LINES.

811 Know what's below. Call before you dig.

FIELD VERIFY AND COORDINATE ALL UNDERGROUND UTILITIES WITH STORM WATER DETENTION AND DRAIN PIPING TO AVOID CONFLICT/INTERFERENCE.

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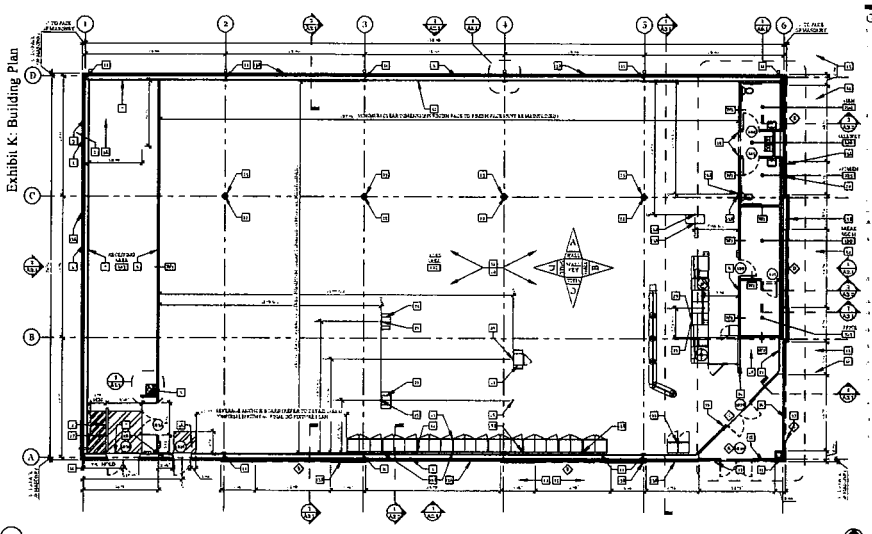
PATRICK D. CROCKER, P.E.
3211 EAST SHADY GLEN
SPRINGFIELD, MISSOURI 65804
PHONE 417.883.4004

DOLLAR GENERAL
TYPE E
HIGHWAY 65 & PALOMINO ROAD
ISANTI, ISANTI COUNTY, MINNESOTA

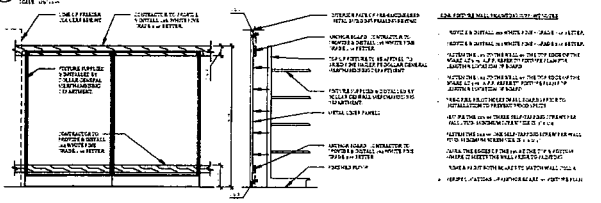
DATE: 1/14/2019
REVISIONS:
REVISIONS:
REVISIONS:
REVISIONS:
REVISIONS:
REVISIONS:
JOB #: PV2019
SHEET #:

E5

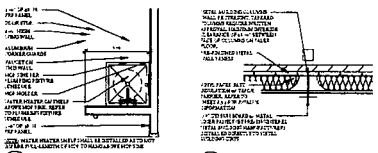
Exhibit K: Building Plan



1 FLOOR PLAN



2 ANCHOR BOARD DETAIL



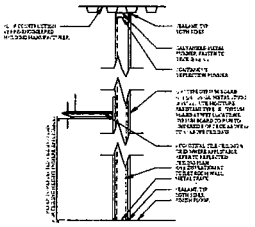
3 ENLARGED MOP SINK PLAN

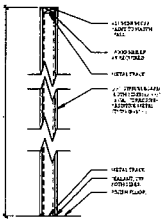
4 DETAIL AT COLUMN

GENERAL NOTES

FLOOR PLAN KEYNOTES

WALL TYPES





JOHN D. TORGERSON, ARCHITECT
110 NORTH 2ND AVENUE • UTAKA, MO 65721 • P (417) 581-0800 • F (417) 581-0402

DOLLAR GENERAL
STORE #19548 PROTOTYPE 12

ISANTI, MINNESOTA

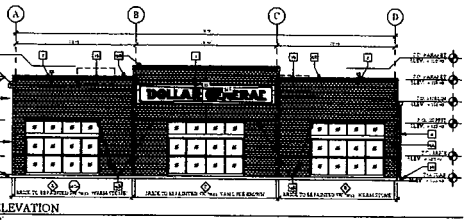
NE CORNER OF STATE HIGHWAY 65 & PALLADIUM ROAD SE
ISANTI, ISANTI COUNTY, MINNESOTA 55040

PRELIMINARY NOT FOR CONSTRUCTION

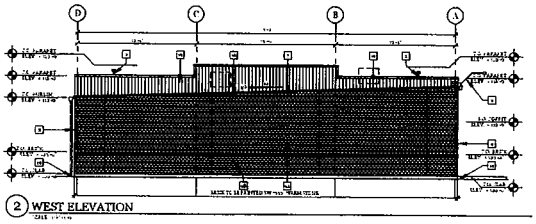
JOHN D TORGERSON
ARCHITECT OF RECORD
LICENSE NO 15060
PROJECT NUMBER 19000 DGM
REVISIONS

A1.1
FLOOR PLAN & DETAILS
DATE FEBRUARY 01, 2019

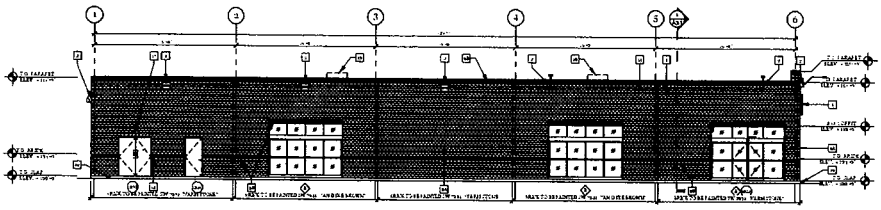
Exhibit L: Exterior Building Elevations



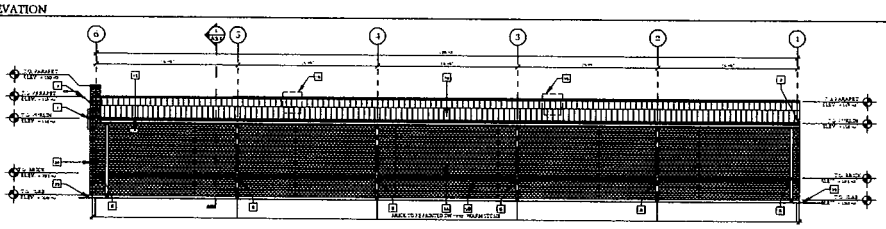
1 EAST ELEVATION



2 WEST ELEVATION



3 SOUTH ELEVATION



4 NORTH ELEVATION

ELEVATION KEYNOTES

A	[illegible]
B	[illegible]
C	[illegible]
D	[illegible]
E	[illegible]
F	[illegible]
G	[illegible]
H	[illegible]
I	[illegible]
J	[illegible]
K	[illegible]
L	[illegible]
M	[illegible]
N	[illegible]
O	[illegible]
P	[illegible]
Q	[illegible]
R	[illegible]
S	[illegible]
T	[illegible]
U	[illegible]
V	[illegible]
W	[illegible]
X	[illegible]
Y	[illegible]
Z	[illegible]

JOHN D. TORGERSON, ARCHITECT
110 NORTH 2ND AVENUE • HANK, MO 65721 • P (417) 581-8889 • F (417) 581-9002

DOLLAR GENERAL
STORE #19538 • PROTOTYPE 'E'

ISANTI, MINNESOTA

NORTHEAST CORNER OF 37TH AVENUE NE AND 2ND ADDITION PLACE NE
ISANTI, ISANTI COUNTY, MINNESOTA 55040

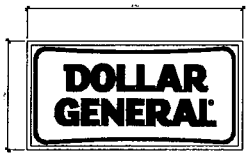
PRELIMINARY
NOT FOR CONSTRUCTION

NAME JOHN D TORGERSON
ARCHITECT OF RECORD
LICENSE NO [illegible]
PROJECT NUMBER [illegible]
REVISIONS

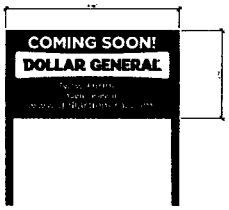
A2.1
EXTERIOR ELEVATIONS
DATE FEBRUARY 01, 2019

Exhibit M: Proposed Signage

MAIN BUILDING SIGN



PRIMARY PYLON SIGN



JOB SITE SIGN
THIS SIGN TO BE PROVIDED & INSTALLED BY THE DEVELOPER OR CONTRACTOR AT THE BEGINNING OF THE CONSTRUCTION PROJECT

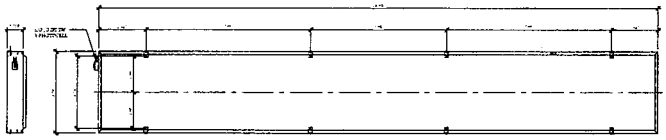
SIGN SPECIFICATIONS

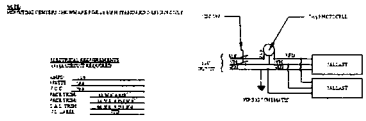
1. [illegible]
2. [illegible]
3. [illegible]
4. SEE CHART BELOW FOR SIGN SPECIFICATIONS
5. [illegible]

BUILDING SIGN				
SIGN SIZE	SIGN WEIGHT	# OF CIRCUITS	AMPS	VOLTAGE
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
PYLON SIGN				
SIGN SIZE	SIGN WEIGHT	# OF CIRCUITS	AMPS	VOLTAGE
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

1. ALL ELECTRICAL PLANS FOR ALL EXTERNAL INFORMATION CONTACT THE ARCHITECT OF THIS PLANS AND DRAWINGS

1 SIGNAGE ELEVATIONS





2 SIGNAGE BRACING DETAILS

JOHN D. TORGERSON, ARCHITECT
110 NORTH 2ND AVENUE • UCLAID, MO 65724 • P (417) 581-4866 • F (417) 581-9002

DOLLAR GENERAL
STORE #19548 PROTOTYPE E

ISANTI, MINNESOTA
NORTHEAST CORNER OF STATE HIGHWAY 65 NE & PALOMINO ROAD NE
ISANTI, ISANTI COUNTY, MINNESOTA 55040

PRELIMINARY
NOT FOR CONSTRUCTION

NAME JOHN D TORGERSON
ARCHITECT OF RECORD
LICENSE NO. 22060
PROJECT NUMBER 19005 DGM
REVISIONS

A7.1
SIGNAGE & SIGNAGE DETAILS
DATE FEBRUARY 01, 2019

J.9.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwo
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: May 30, 2019

To: Josi Wood, City Administrator

From: Jason W Cook, P.E.
Assistant City Engineer

Subject: Annexed Parcel Service Extensions - Engineering Services
City of Isanti, MN
Project No.: R13.118565

Pursuant to your authorization, we have prepared a utility access study for those parcels annexed into the City with sewer and watermain adjacent to their property. Included in this report are exhibits depicting the proposed improvements, estimated costs and discussions regarding funding.

The Committee of a Whole has reviewed this report and recommends Council approval.

Should the Mayor and City Council elect to move forward with the improvements recommended in the Study, Bolton & Menk, Inc proposes to complete the following scope of services to enable the project to be completed:

- Prepare Plans and Specifications
- Advertise for bids
- Obtain required permits
- Prepare the recommendation to Council to award the bid
- Hold a preconstruction meeting
- Perform construction observation and surveying during the project
- Perform construction administration during the project
- Prepare the final close out documents
- Create as-built drawings of the improvements.

We recommend the following schedule to keep the project on schedule to be constructed this summer:

1) June 18, 2019 — City Council approves plans and orders advertisement of bids
2) July 10, 2019 — Open Bids
3) July 16, 2019 — City Council awards bid
4) August – November, 2018 — Project construction

We propose to assist the City in completing the project in accordance with the scope of services, for an hourly, not-to-exceed fee of $27,716.00. These fees were included in the estimated project costs in the Study.

I will be at the June 4, 2019 City Council meeting to discuss this report and respond to any questions you have concerning this project. Feel free to contact me with any questions prior to the meeting.

Bolton & Menk is an equal opportunity employer

RESOLUTION NO. 2019-_____

RESOLUTION AUTHORIZING PREPARATION OF PLANS ON THE ANNEXED PARCEL SERVICE ACCESS IMPROVEMENT PROJECT

WHEREAS, the City Council ordered the development of a study to evaluate the cost to extend sanitary sewer or water service to parcels that were recently annexed into the City and were described as having immediate access to either sewer or water service, and,

WHEREAS, the City Council defined immediate access as having a service stub extended to the property line of the parcel in question, and,

WHEREAS, Bolton & Menk, have completed this study and presented it to the Committee of a Whole, and,

WHEREAS, the Committee of a Whole recommends approving the study and authorizing the development of plans and specification as recommended in the study at the engineering fees listed in the study.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota as follows:

1. Bolton & Menk, Inc., as the City Engineer, is hereby designated as the engineer for this improvement and shall prepare plans and specifications for the making of such improvement at the fees listed in the report and the supporting memo.

This resolution was duly adopted by the Isanti City Council this 4th day of June 2019.

Attest: Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members City Council**
From: Sheila Sellman, Community Development Director
Date: **June 4, 2019**
Subject: **RESOLUTION 2019-XXX CONSIDERATION OF SAC AND WAC FEES FOR VILLAGES ON THE RUM**

Background:
Villages on the Rum was platted in 2002 with 261 lots with a mix of housing styles from Single family detached, townhomes and bayhomes. Thirty-two lots are left undeveloped, these lots were platted for townhomes. The streets are private and have been installed, utilities are installed and two hook ups are stubbed at each lot.

Request:
Jason Semler of Semler Construction has been in discussions with City Staff to replat the remaining lots into single family lots reducing the lots from 32 to 16. SAC and WAC charges have been part of the discussions. Per past direction it is staff's understanding that 2 connection charges apply to each lot since they were platted and prepped for two connections. Semler is requesting to only pay one connection charge per lot since they are only going to use one of the connections. The SAC charge is $3,281 and the WAC charge is $2,613. If they were charged for 2 connections the total cost would be $188,608.00 If charged with one connection the total would be $94,304.00.

The Committee of the Whole discussed this item and talked about this at the last meeting and staff is now requesting a formal decision.

Attachments:
- Resolution 2019-XXX

RESOLUTION 2019-XXX

A RESOLUTION DETERMINING SAC AND WAC FEES FOR VILLAGES ON THE RUM ADDITION

WHEREAS, Villages on the Rum was platted in 2002 with 261 lots with a mix of housing types; and,

WHEREAS, thirty-two townhome lots are left undeveloped with utilities installed; and,

WHEREAS, each remaining lot has two water/sewer hook ups; and,

WHEREAS, an inquiry was made by a developer to develop the remaining lots as single-family homes, which would require a replat; and,

WHEREAS, the developer requested to be charged one SAC and WAC fee per lot; and,

WHEREAS, the development was built with two connections and the city was expecting to collect fees on both; and,

WHEREAS, the utilities were privately installed; and,

WHEREAS, the City Council can determine how many units will be charged with development;

NOW, THEREFORE, BE IT RESOLVED by the City of Isanti, Minnesota, that the SAC and WAC charges for the remaining lots in Villages on the Rum if platted into single family lots shall be _____for SAC and _____WAC.

This Resolution is hereby approved by the Isanti City Council this 4th day of June 2019.

ATTEST:

_____

Mayor, Jeff Johnson

_____

Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members City Council**
From: Sheila Sellman, Community Development Director
Date: June 4, 2019
Subject: RESOLUTION 2019-XXX APPROVING AN EXTENSION TO THE CUP AND SITE PLAN TO OPERATE A RETREAT CENTER AND HOBBY FARM ON PROPERTY LOCATED AT 27498 POLK NE STREET ISANTI, MN PID 16.006.0506

Background:
In 2018, a Conditional Use Permit (CUP) Amendment and Site Plan Amendment was approved for Circle B Ranch and The Nest development with Conditions. According to City Code if, within one year after a conditional use permit has been granted, the permitted work has not been completed, the such permits shall become null and void without further action, unless a petition for extension has been granted by the City Council, this also applies to the site plan. Said CUP and site plan expired on May 1, 2019. Brennan Cox has requested an extension.

According to Cox he has been making progress towards completing the conditions and has applied for a building permit. Since the use itself is not in place staff determined an extension is necessary.

Four out of the 9 conditions have been met, the other 5 cannot be completed until the building is in place, therefore an extension in needed. The applicant has shown a good faith effort to complete the project and missed the deadline by one month. A building permit is in for review, if the extension is not granted the application will have to start the process over again and this will push the project back to July at the earliest.

Recommendation:
Staff recommends to approve a onetime extension to May 1, 2020.

Attachments:
- Resolution 2019-XXX
- Resolution 2018-110

RESOLUTION 2019-XXX

APPROVING AN EXTENSION TO THE CUP AND SITE PLAN TO OPERATE A RETREAT CENTER AND HOBBY FARM ON PROPERTY LOCATED AT 27498 POLK NE STREET ISANTI, MN PID 16.006.0506

WHEREAS, Resolution 2018-110 approved a Conditional Use Permit and Site Plan for a Retreat Center and Hobby Farm; and

WHEREAS, The Conditional Use Permit and Site Plan expired on May 1, 2018; and

WHEREAS, Section 18, Subdivision 15 of the City Code states the term of approval for a site plan is good for one year. An extension of up to one year may be granted; and

WHEREAS, Section 21, Subdivision 7 of the City Code states expiration of a Conditional Use Permit is within one year after the CUP has been granted if the work is not completed; and

WHEREAS, the applicant has requested an extension to the Conditional Use Permit and Site Plan for one year, and has completed some of the conditions required by the Conditional Use Permit; and

WHEREAS, the applicant has made application for the building permit, which is needed to meet some of the requirements; and

WHEREAS, the applicant has been making progress to complete the conditions of the site plan and CUP.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota approve the requested extension for the Conditional Use Permit and Site Plan for the proposed Hobby Farm and Retreat Center.

This Resolution is hereby approved by the Isanti City Council this 4th day of June, 2019.

Attest:

_____
Jeff Johnson, Mayor

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2018-110

A RESOLUTION AMENDING RESOLUTION 2017-232, A RESOLUTION APPROVING A CONDITIONAL USE PERMIT (CUP) AND SITE PLAN REVIEW (SPR) FOR BEVERLY COX VANRUDEN, AND BRENNAN AND REBECCA COX TO OPERATE A RETREAT CENTER AND HOBBY FARM ON PROPERTY IDENTIFICATION NUMBERS 160313300, 160313301, 160060505

WHEREAS, Ordinance No. 661 annexed 41.99 acres owned by Brennan and Rebecca Cox pursuant to MN Stats. § 414.033, Subd. 2(3) from the Athens Township to the City of Isanti; and,

WHEREAS, the Parcel Identification Number (PID) 010060505 was re-assigned to PID 160060505 as a result of the annexation; and,

WHEREAS, Joint Resolution No. 2017-118 annexed 39.9 acres owned by Beverly VanRuden Cox and Brennan Cox pursuant to MN Stats. § 414 .0325, Subd. 1 from the Isanti Township to the City of Isanti; and,

WHEREAS, PID 050313300 was re-assigned to PID 160313300, and PID 050313301 was re-assigned to PID 160313301 as a result of the annexation; and,

WHEREAS, PID 160313300 is legally described as:

> The Southeast Quarter of the Southeast Quarter (SE 1/4) of SE 1/4) of Section Thirty-one (31), Township Thirty-five (35), Range Twenty-three (23), EXCEPTING THEREFROM the following described parcel: The East 552.75 feet of the South 396 feet of the SE1/4 of SE1/4 of Section 31, Township 35, Range 23, Isanti County, Minnesota.

WHEREAS, PID 160313301 is legally described as:

> The East 552.75 feet of the South 396 feet of the SE1/4 of SE1/4 of Section 31, Township 35, Range 23, Isanti County, Minnesota.

WHEREAS, PID 160060505 is legally described as:

> That part of the Northeast Quarter (NE1/4) of Section Six (6), Township Thirty-four (34), Range Twenty-three (23), lying Easterly of the Easterly right-of-way line of the Burlington Northern Railway (formerly the Eastern Railway Company of Minnesota), excepting therefrom that part of said NE1/4 of Section 6, described as follows:
>
> Commencing at the Northeast corner of the Southeast Quarter of the Northeast Quarter (SE1/4 of NE1/4) of said Section 6; thence South along the East line of said Section 6, a distance of 208.7 feet for the point of beginning of the exception to be herein described; thence West and parallel to the North line of said Section 6 and to the Easterly right-of-way of said

Burlington Northern Railway; thence Southerly following the Easterly line of said railroad right-of-way and to the South line of the NE1/4 of said Section 6; thence Easterly along the south line of the NE1/4 of said Section 6 to the Southeast corner thereof; thence North along the East line of the NE1/4 of said Section 6 to the point of beginning and there to terminate, Except the Northerly 243.75 of the Southerly 482.10 feet of the Easterly 547.29 feet and the Southerly 238.35 feet of the Easterly 592.87 feet.

WHEREAS, the applicant has submitted, and been approved for, an Administrative Subdivision of PID 160060505 to create two parcels legally described as:

Parcel A

That part of the Northeast Quarter (NE1/4) of Section Six (6), Township Thirty-four (34), Range Twenty-three (23), lying Easterly of the Easterly right-of-way line of the Burlington Northern Railway (formerly the Eastern Railway Company of Minnesota), excepting therefrom that part of said NE1/4 of Section 6, described as follows: Commencing at the Northeast corner of the Southeast Quarter of the Northeast Quarter (SE1/4 of NE1/4) of said Section 6; thence South along the East line of said Section 6, a distance of 208.7 feet for the point of beginning of the exception to be herein described; thence West and parallel to the North line of said Section 6 and to the Easterly right-of-way of said Burlington Northern Railway; thence Southerly following the Easterly line of said railroad right-of-way and along the south line of the NE1/4 of said Section 6 to the Southeast corner thereof; thence North along the East line of the NE1/4 of said Section 6 to the point of beginning and there to terminate,

EXCEPT

The Northerly 350.00 feet of the Southerly 832.10 feet of the Easterly 770.00 feet AND the Northerly 243.75 feet of the Southerly 482.10 feet of the Easterly 547.29 feet AND the Southerly 238.35 feet of the Easterly 592.87 feet.

Parcel D

The Northerly 620.00 feet of the Southerly 1102.10 feet of the Easterly 880.00 feet of the following described property.

That part of the Northeast Quarter (NE1/4) of Section Six (6), Township Thirty-four (34), Range Twenty-three (23), lying Easterly of the Easterly right-of-way line of the Burlington Northern Railway (formerly the Eastern Railway Company of Minnesota), excepting therefrom that part of said NE1/4 of Section 6, described as follows: Commencing at the Northeast corner of the Southeast Quarter of the Northeast Quarter (SE1/4 of NE1/4) of said Section 6; thence South along the East line of said Section 6, a distance of 208.7 feet for the point of beginning of the exception to be herein described; thence West and parallel to the North line of said Section 6 and to the Easterly right-of-way of said Burlington Northern Railway; thence Southerly following the Easterly line of said railroad right-of-way and to the South line of the NE1/4 of said Section 6; thence Easterly along the south line of

the NE1/4 of said Section 6 to the Southeast corner thereof; thence North along the East line of the NE1/4 of said Section 6 to the point of beginning and there to terminate.

WHEREAS, the subject parcels are zoned "RC" Recreational Commercial; and,

WHEREAS, *Retreat Center* and *Hobby Farms* are conditional uses within the "RC" Recreational Commercial Zoning Classification; and,

WHEREAS, the City of Isanti has approved a Conditional Use Permit and Site Plan Approval during the regularly scheduled meeting on September 5, 2017 through Resolution 2017-232; and,

WHEREAS, the creation of a new parcels described above calls for an amendment to be approved by the City of Isanti through Section 21, Article 2, Subd. 5 and Section 18, Subd. 13 of the City of Isanti Zoning Code; and,

WHEREAS, the applicant has applied for an amendment to the Conditional Use Permit and Site Plan Approval as required; and,

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the proposed Conditional Use Permit on April 17, 2018; and,

WHEREAS, the City of Isanti Planning Commission recommended approval of the proposed Conditional Use Permit subject to the conditions as listed below; and,

WHEREAS, the City of Isanti City Council reviewed the requested Conditional Use Permit and Site Plan Review at its regularly scheduled meeting on May 1, 2018.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that it adopts the Findings of Fact and Conclusions related to the requested amended Conditional Use Permit and Site Plan Review adopted by the City Planning Commission on April 17, 2018, and **BE IT FURTHER RESOLVED** that the requested amendment for the Conditional Use Permit and Site Plan Review for the proposed Hobby Farm and Retreat Center be here by approved with the following conditions:

1) Administrative Subdivision to create Parcel D is recorded with the Isanti County.

2) Handicapped parking stalls and paths leading to entryways and exits must be surfaced with either asphalt, concrete, or other surface materials as approved by the American Disabilities Act prior to a certificate of occupancy being issued for PID 160060505.

3) Proposed parking lot on PID 160060505 must be surfaced within five years. The applicant must submit a letter of credit to the City to ensure the aforementioned condition is met within the five-year timeline and must submit engineered plans to be reviewed and that comply with Section 17 of the Zoning Code.

4) Parking Stalls are to be installed on PID 160313300 and must comply with Section 17 of the Zoning Code. The applicant will be required to submit engineered plans for review prior to installing the aforementioned parking stalls.

5) The applicant must adhere to the City Engineer's comments from the memo dated July 26, 2017 and complete all proposed stormwater management controls prior to the Certificate of Occupancy being issued.

6) Exterior lighting must be downward directed, night-sky friendly, and may not spill over onto adjacent properties.

7) The property owner, and any subsequent property owners, are responsible for the installation and cost of roadway improvements, which may include turning lanes, on Polk Street NE if deemed necessary by the City of Isanti. Said improvements must meet City engineering standards.

8) Resubmittal and approval shall be required for any future construction of buildings, train cars, decks, etc. to ensure compliance with the City of Isanti Zoning Code and Building Codes.

9) All applicable permits and licenses must be obtained from the property authorities (Army Corps of Engineers, State of Minnesota, County of Isanti, City of Isanti).

This Resolution is hereby approved by the Isanti City Council this 1st day of May, 2018.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2019-XXX

APPROVING AN EXTENSION TO THE CUP AND SITE PLAN TO OPERATE A RETREAT CENTER AND HOBBY FARM ON PROPERTY LOCATED AT 27498 POLK NE STREET ISANTI, MN PID 16.006.0506

WHEREAS, Resolution 2018-110 approved a Conditional Use Permit and Site Plan for a Retreat Center and Hobby Farm; and,

WHEREAS, The Conditional Use Permit and Site Plan expired on May 1, 2018; and,

WHEREAS, Section 18, Subdivision 15 of the City Code states the term of approval for a site plan is good for one year. An extension of up to one year may be granted; and,

WHEREAS, Section 21, Subdivision 7 of the City Code states expiration of a Conditional Use Permit is within one year after the CUP has been granted if the work is not completed; and,

WHEREAS, the applicant has requested an extension to the Conditional Use Permit and Site Plan for one year, and has completed some of the conditions required by the Conditional Use Permit; and,

WHEREAS, the applicant has made application for the building permit, which is needed to meet some of the requirements; and,

WHEREAS, the applicant has been making progress to complete the conditions of the site plan and CUP;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota approve the requested extension for the Conditional Use Permit and Site Plan for the proposed Hobby Farm and Retreat Center.

This Resolution is hereby approved by the Isanti City Council this 4th day of June, 2019.

Attest:

_____
Mayor, Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To. **Mayor Johnson and Members of City Council**

From: Finance Director Betker

Date: May 30, 2019

Subject: Request for New Terms on Previously Deferred Assessment

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Background:

Resolutions 2006-288 and 2007-258 approved assessments on parcel 16.029.2310 (05.029.2300 prior to annexation) in the amounts of $4,775.93 and $150,099.43 respectively. Both resolutions called for deferral until annexed. The 2007 assessment called for the entire amount plus accrued interest to be due immediately if annexed in 2017 or later. This assessment and the resulting accrued interest represent the bulk of the taxes due on parcel 16.029.2310

Request:

Owner Irfan Habib is requesting (attached) that late fees be removed and that payments be capped at $60,000 per year.

Either removing late fees on an assessment and/or modifying the terms would require abating the assessment(s) entirely and reassessing.

Attachment:

- Email stating requested action from Irfan Habib
- Parcel information from County Website
- Resolution 2006-288 Adopting Assessment for the 2006 SE Quadrant Sewer Improvement Project
- Resolution 2007-258 Adopting Assessment for the 2007 SE Quadrant Street Improvement Project

Mike Betker

From: Irfan Habib <irfan13305@gmail.com>
Sent: Tuesday, May 28, 2019 11:26 AM
To: Mike Betker
Subject: Re: Isanti Agenda Request Form

Follow Up Flag: Follow up
Flag Status: Flagged

Mike,

Thank you! The request is we never received in last 10 years any notices. Even when the $ was being added to special assessment we were not notified. The request is

1) Remove late fees that are being charged at County level for property taxes not paid

2) We make $5000 a month payment till the money is paid.

Thank you,

Irfan

Parcel Information

Parcel ID	Status	Last Update
16.029.2310	Active	5/30/2019 2:20:25 PM

Current Owner:
LANDMARK INVESTMENT II LLC
34321 MYRTLE LN
UNION CITY , CA 94587

SITUS:
602 HERITAGE BLVD NE
ISANTI MN 55040

Taxing District
ISANTI CITY/911

Legal Description

Section 29 Township 035 Range 023

Tax Detail

Operation		Gross Tax	Credit	Net Tax	Savings
CITY OF ISANTI		$903.60	$0.00	$903.60	$0.00
ISANTI COUNTY		$1,143.57	($4.77)	$1,138.80	$0.00
EC REGIONAL DEVELOP		$3.98	$0.00	$3.98	$0.00
SD 0911 CAMBRIDGE-ISANTI		$814.39	($4.12)	$810.27	$0.00
	Sub Total	**$2,865.54**	**($8.89)**	**$2,856.65**	**$0.00**
Bond		**Gross Tax**	**Credit**	**Net Tax**	**Savings**
CITY OF ISANTI		$256.71	$0.00	$256.71	$0.00
ISANTI COUNTY		$72.81	($0.29)	$72.52	$0.00
	Sub Total	**$329.52**	**($0.29)**	**$329.23**	**$0.00**
Special Assessment		**Gross Tax**	**Credit**	**Net Tax**	**Savings**
SP CITY OF ISANTI		$255,584.12	$0.00	$255,584.12	$0.00
	Sub Total	**$255,584.12**	**$0.00**	**$255,584.12**	**$0.00**
	Total Tax	**$258,779.18**	**($9.18)**	**$258,770.00**	**$0.00**

Tax Detail Information

Special Assessment information is designated by SP in the Tax Detail information

If you have any questions, please contact us at (763) 689-1644 Monday through Friday, 8:00 AM to 4:30 PM or Email: auditor@co.isanti.mn.us

Tax Installments

Period	Bill Number	Due Date	Tax Year	Tax	Discount	Penalty/Fee	Interest	Total Due
INST 1	1237477	5/15/2019	2019	$32,948.39	$0.00	$1,317.94	$0.00	$34,266.33
INST 2	1237477	10/15/2019	2019	$129,385.00	$0.00	$0.00	$0.00	$129,385.00
			Total Due:	**$162,333.39**	**$0.00**	**$1,317.94**	**$0.00**	**$163,651.33**

Payment History

Tax Year	Bill Number	Receipt Number	Amount Paid	Last Paid	Paid By
2019	1237477	B19.1190	$38,536.61	5/14/2019	Brook Investment Group
2019	1237477	B19.1198	$1,000.00	5/14/2019	Morgan X
2019	1237477	B19.1199	$5,600.00	5/14/2019	Lilac
2019	1237477	B19.1251	$6,500.00	5/15/2019	Morgan IV LLC

2019	1237477	B19.1385	$17,000.00	5/15/2019	Morgan IV
2019	1237477	B19.1388	$1,800.00	5/15/2019	Irfan Habib
2019	1237477	B19.1405	$9,000.00	5/15/2019	Hasmuckh
2019	1237477	B19.1415	$17,000.00	5/15/2019	Hasmuck 2

The Isanti County Auditor-Treasurer's office makes every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation. If you have any questions, please contact us at (763) 689-1644 or auditor@co.isanti.mn.us.

This site is best viewed using Google Chrome, Internet Explorer 11, Mozilla Firefox or Safari.

RESOLUTION NO. 2006-288

RESOLUTION ADOPTING ASSESSMENT FOR THE 2006 SE QUADRANT SEWER IMPROVEMENT PROJECT

WHEREAS, pursuant to proper notice duly given as required by law, the council has met and heard and passed upon all objections to the proposed assessment for the 2006 SE Quadrant Sewer Extension Improvement project and described herein the construction of a sewer utility from the west end of Sun Prairie Boulevard and extending to the Lake State Federal Credit Union property located at the southeast intersection of State Hwy 65 and County Road 5 to provide service to properties to the north and south of C.S.A.H. 5 from the point of its inception at Sun Prairie Boulevard and westerly to the southeast quadrant of Highway 65 and County Road 5.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ISANTI, MINNESOTA:

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.

2. Such assessment shall be payable in equal annual installments extending over a period of ten (10) years, the first of the installments to be payable on or before May 15, 2007, and shall bear interest at the rate of 5.65 percent per annum from January 1, 2007. To the first installment shall be added interest on the entire assessment from January 1, 2007 until December 31, 2007. To each subsequent installment when due shall be added interest for one year on all unpaid installments.

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the city treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and may, at any time thereafter, pay to the city treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before December 22 or interest will be charged through December 31 of the next succeeding year.

4. The owner of any property that is outside of the city limits shall have assessments deferred until such time as the property is annexed into the city. Once the property is annexed into the city, interest shall accrue at a rate of 5.65 percent on the principal amount of all outstanding assessments. The term of the repayment of the assessments shall not be greater than ten (10) years.

5. The clerk shall forthwith transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

This resolution is hereby adopted by the City Council of Isanti, Minnesota this 21st day of November, 2006.

Attest:

Mayor David Apitz

Irene J. Bauer, City Clerk

(SEAL)

RESOLUTION NO. 2007-258

RESOLUTION ADOPTING ASSESSMENT FOR THE 2007 SE QUADRANT STREET IMPROVEMENT PROJECT

WHEREAS, pursuant to proper notice duly given as required by law, the council has met and heard and passed upon all objections to the proposed assessment for the 2007 SE Quadrant Street Improvement project and described herein the construction of 6th Avenue NE (formerly known as 'Amber Street') from C.S.A.H. No. 5 south approximately 1,330-feet to the south property line of Isanti Commons and west to T.H. 65 along the Lake State Federal Credit Union (LSFCU) property line (Broadway Street) approximately 500-feet; and the East Extension from 6th Avenue NE Street east along the Habib and Halverson property lines (Oakwood Street) approximately 400-feet to the east Habib property line.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ISANTI, MINNESOTA:

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.

2. Such assessment shall be payable in equal annual installments extending over a period of ten (10) years, the first of the installments to be payable on or before the first Monday in January, and shall bear interest at the rate of 5.75 percent per annum from January 1, 2008. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2008. To each subsequent installment when due shall be added interest for one year on all unpaid installments.

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the city treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and may, at any time thereafter, pay to the city treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.

4. The owner of any benefiting property that is outside of the city limits shall have assessments deferred until such time as the property is annexed into the city. Interest shall accrue on outstanding principal balances at the rate of 5.75 percent per annum from the date of this resolution until the entire balance has been paid. Once the property is annexed into the city, the assessment and accrued interest are due and payable. Any prepayments of principal and accrued interest applicable to such

deferred assessment shall be payable to the City of Isanti. All payments shall first be applied to accrued interest and the balance to principal reduction. Any prepayments of principal and accrued interest applicable to such deferred assessment shall be payable to the City of Isanti. Such assessment shall be payable over a period of time as they then be designated by the City Council, but in no event shall the final payment of said assessment be due later than 2017, which is the final due date for the non-deferred assessments pertaining to this project, except that in the event the property is not annexed until 2017 or thereafter, the entire principal balance and accrued interest pertaining to said deferred assessment shall be immediately due and payable at the time of such annexation.

5. The clerk shall forthwith transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

This resolution is hereby adopted by the City Council of Isanti, Minnesota this 6th day of November 2007.

Attest: Mayor George A. Wimmer

Irene J. Bauer
Assistant City Administrator/City Clerk

(SEAL)

2007 SE Quadrant Highway 65 Street Improvement
Final Assessment Roll
City of Isanti

PIN	Legal Description	Owner	Total
161200010	Lot 1, Block 1 Isanti Commons	Lake State Federal Credit Union	$25,297.91
161200020	Outlot A Isanti Commons	Lake State Federal Credit Union	$199,541.63
160292300		Duane and Jeannie Halvorson	$108,197.59
160292400		Brookview Land Development	$79,580.98

Deferred Assessment:

50292300		Landmark Investments II, LLC	$150,099.43
50291900		Kathleen Peak (Norton) ETAL	77,888.27

The above stated deferred assessment is deferred per Resolution 2007-:

The owner of any property that is outside of the city limits shall have assessments deferred until such time as the property is annexed into the city. Interest shall accrue on the principal amount at the rate of 5.75 percent from the date of this resolution. The principal amount and the accrued interest shall be payable to the city and the interest rate shall be 5.75 percent. Once the property is annexed into the city, the assessment and accrued interest are due and payable and will be spread over a period of time that is no longer than the final payment is due in 2017 at an interest rate of 5.75 percent.

City of Isanti

Check Register - Mayor/Council Approval
Check Issue Dates: 5/23/2019 - 5/23/2019

May 24, 2019 08:45AM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/19	05/23/2019	51214	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	850.00
05/19	05/23/2019	51215	692	ARC IRRIGATION	104-20200	423.81
05/19	05/23/2019	51216	2335	BCBSM	101-20200	19.20
05/19	05/23/2019	51217	9	BERNICKS PEPSI-COLA	609-20200	1,047.47
05/19	05/23/2019	51218	2742	BLESNER, AMBER	101-20200	325.00
05/19	05/23/2019	51219	2221	C & L DISTRIBUTING	609-20200	64.74
05/19	05/23/2019	51220	918	CRYSTAL SPRINGS ICE	609-20200	209.52
05/19	05/23/2019	51221	8	DAHLHEIMER DISTRIBUTING CO	609-20200	11,416.17
05/19	05/23/2019	51222	55	ECM PUBLISHERS INC	101-20200	195.82
05/19	05/23/2019	51223	693	EMERGENCY AUTOMOTIVE	101-20200	52.80
05/19	05/23/2019	51224	1682	FERGUSON WATERWORKS	603-20200	223.58
05/19	05/23/2019	51225	2028	FURTHER	603-20200	38.35
05/19	05/23/2019	51226	2028	FURTHER	861-20200	1,579.40
05/19	05/23/2019	51227	739	HACH COMPANY	601-20200	288.94
05/19	05/23/2019	51228	160	HAWKINS INC	601-20200	1,767.29
05/19	05/23/2019	51229	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	108.90
05/19	05/23/2019	51230	270	ISANTI READY-MIX INC	101-20200	413.00
05/19	05/23/2019	51231	162	ISANTI RENTAL	101-20200	99.95
05/19	05/23/2019	51232	1534	J. J. TAYLOR	609-20200	1,019.10
05/19	05/23/2019	51233	7	JOHNSON BROTHERS LIQUOR CO	609-20200	3,648.36
05/19	05/23/2019	51234	5	KAWALEK TRUCKING	609-20200	177.00
05/19	05/23/2019	51235	2145	KODRU MOONEY	602-20200	1,679.98
05/19	05/23/2019	51236	1789	MADDEN GALANTER HANSEN, LLP	101-20200	2,656.95
05/19	05/23/2019	51237	17	MCDONALD DISTRIBUTING CO	609-20200	6,655.19
05/19	05/23/2019	51238	616	MENARDS - CAMBRIDGE	101-20200	59.97
05/19	05/23/2019	51239	2364	METERING & TECHNOLOGY	601-20200	3,760.93
05/19	05/23/2019	51240	1536	MINNESOTA DEED	219-20200	833.33
05/19	05/23/2019	51241	2080	MVTL LABORATORIES INC	602-20200	174.16
05/19	05/23/2019	51242	2170	NHH ROOFING PLUS	609-20200	571.23
05/19	05/23/2019	51243	2553	O'REILLY	101-20200	15.99
05/19	05/23/2019	51244	617	PAUSTIS & SONS	609-20200	265.75
05/19	05/23/2019	51245	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,050.80
05/19	05/23/2019	51246	2406	QUALITY FLOW SYSTEMS INC	602-20200	4,000.00
05/19	05/23/2019	51247	1414	READY WATT ELECTRIC	101-20200	2,140.00
05/19	05/23/2019	51248	2341	RED BULL DISTRIBUTION	609-20200	140.50
05/19	05/23/2019	51249	1113	RJM DISTRIBUTING INC	609-20200	229.80
05/19	05/23/2019	51250	2396	SOUTHERN GLAZERS OF MN	609-20200	9,907.47
05/19	05/23/2019	51251	1361	STAPLES ADVANTAGE	101-20200	210.15
05/19	05/23/2019	51252	2598	T.A.SCHIFSKY & SONS INC.	101-20200	251.34
05/19	05/23/2019	51253	1740	TOSHIBA FINANCIAL SERVICES	108-20200	238.27
05/19	05/23/2019	51254	42	VIKING COCA-COLA BOTTLING CO	609-20200	162.35
05/19	05/23/2019	51255	1286	VINOCOPIA INC	609-20200	678.00
05/19	05/23/2019	51256	4	WATSON CO INC	609-20200	2,526.69
05/19	05/23/2019	51257	780	WINE MERCHANTS	609-20200	345.00
Grand Totals:						63,522.25

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/19	05/31/2019	51261	1898	ABSOLUTE PORTABLE RESTROOMS	104-20200	250.00
05/19	05/31/2019	51262	1059	ANOKA COLLISION CENTER	101-20200	2,220.94
05/19	05/31/2019	51263	2030	ARTISAN BEER COMPANY	609-20200	307.50
05/19	05/31/2019	51264	1141	ASSURANT EMPLOYEE BENEFITS	602-20200	550.47
05/19	05/31/2019	51265	53	BELLBOY CORPORATION	609-20200	3,513.78
05/19	05/31/2019	51266	9	BERNICKS PEPSI-COLA	609-20200	1,195.20
05/19	05/31/2019	51267	1500	BOLTON & MENK INC	602-20200	62,009.50
05/19	05/31/2019	51268	2319	BREAKTHRU BEVERAGE	609-20200	7,407.02
05/19	05/31/2019	51269	120	CONNEXUS ENERGY	101-20200	16,859.21
05/19	05/31/2019	51270	918	CRYSTAL SPRINGS ICE	609-20200	239.22
05/19	05/31/2019	51271	8	DAHLHEIMER DISTRIBUTING CO	609-20200	8,605.40
05/19	05/31/2019	51272	2720	DEFIANT DISTRIBUTORS	609-20200	569.17
05/19	05/31/2019	51273	1941	DELTA DENTAL	861-20200	2,996.95
05/19	05/31/2019	51274	1840	DIRTWORKS INC	603-20200	60,787.41
05/19	05/31/2019	51275	55	ECM PUBLISHERS INC	101-20200	148.25
05/19	05/31/2019	51276	255	ESS BROTHERS & SONS	603-20200	374.50
05/19	05/31/2019	51277	1682	FERGUSON WATERWORKS	603-20200	90.95
05/19	05/31/2019	51278	1698	FINANCE AND COMMERCE	444-20200	160.75
05/19	05/31/2019	51279	2028	FURTHER	861-20200	68.98
05/19	05/31/2019	51280	949	GRAINGER	101-20200	154.96
05/19	05/31/2019	51281	2743	HOLMQUIST, RICHARD & DAWN	601-20200	20.93
05/19	05/31/2019	51282	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	25.63
05/19	05/31/2019	51283	2744	JENSEN, KYLE & KRISTA	601-20200	74.61
05/19	05/31/2019	51284	7	JOHNSON BROTHERS LIQUOR CO	609-20200	8,456.37
05/19	05/31/2019	51285	5	KAWALEK TRUCKING	609-20200	242.40
05/19	05/31/2019	51286	1338	KNIFE RIVER	101-20200	28.00
05/19	05/31/2019	51287	17	MCDONALD DISTRIBUTING CO	609-20200	13,571.50
05/19	05/31/2019	51288	616	MENARDS - CAMBRIDGE	101-20200	2.99
05/19	05/31/2019	51289	1044	MINNEAPOLIS FINANCE	101-20200	132.30
05/19	05/31/2019	51290	2208	MINNESOTA EQUIPMENT	101-20200	35.40
05/19	05/31/2019	51291	2116	MINUTEMAN PRESS	101-20200	1,937.48
05/19	05/31/2019	51292	2472	MIOX	601-20200	2,640.00
05/19	05/31/2019	51293	1180	MLB PRINTING INC	603-20200	194.32
05/19	05/31/2019	51294	2745	O'CONNER, CHAD	601-20200	5.10
05/19	05/31/2019	51295	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,518.56
05/19	05/31/2019	51296	1442	ST. LOUIS MRO INC	101-20200	45.00
05/19	05/31/2019	51297	1361	STAPLES ADVANTAGE	101-20200	53.79
05/19	05/31/2019	51298	1696	TENNANT SALES AND	101-20200	101.35
05/19	05/31/2019	51299	1290	THE AMBLE GROUP	602-20200	501.24
05/19	05/31/2019	51300	2746	TWIN CITY TITLE COMPANY LLC	601-20200	33.52
05/19	05/31/2019	51301	780	WINE MERCHANTS	609-20200	560.00
Grand Totals:						201,690.65

City of Isanti

Gross Payroll	87,146.53
Social Security & Medicare	5,005.74
Public Employees Retirement	8,810.86
Total City Expense	100,963.13

Pay Date 5/31/2019

Pay Period 11 (5/12-5/25/19)

CONTRACTOR'S PAY REQUEST 2 **2019 STORM MAINTENANCE** **CITY OF ISANTI, MINNESOTA** **BMI PROJECT NO. R13.117802**	**DISTRIBUTION:** CONTRACTOR (1) OWNER (1) ENGINEER (1) BONDING CO. (1)
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	$216,094.00
TOTAL, COMPLETED WORK TO DATE	$125,981.75
TOTAL, STORED MATERIALS TO DATE	$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	$125,981.75
RETAINED PERCENTAGE (5%)	$6,299.09
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	$119,682.66
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	$58,895.25
PAY CONTRACTOR AS ESTIMATE NO. 2	$60,787.41

Certificate for Partial Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

Contractor: DIRTWORKS, INC.
24656 ULYSSES ST.
EAST BETHEL, MN 55040

By _____ V.P.
Name Title

Date 5-22-19

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:
ENGINEER: BOLTON & MENK, INC., 7533 Sunwood Drive NW, Suite 206, Ramsey, MN 55303

By _____, CITY ENGINEER

Date 5/22/2019

APPROVED FOR PAYMENT:
OWNER: CITY OF ISANTI, MINNESOTA

By _____
Name Title Date

And _____
Name Title Date

Partial Pay Estimate No.: 2

2019 STORM MAINTENANCE

CITY OF ISANTI, MINNESOTA
BMI PROJECT NO. R13.117802
WORK COMPLETED THROUGH May 22, 2019

ITEM NO.		ITEM	UNIT PRICE	AS BID ESTIMATED QUANTITY		AS BID ESTIMATED AMOUNT	PREVIOUS ESTIMATE ESTIMATED QUANTITY		PREVIOUS ESTIMATE ESTIMATED AMOUNT	COMPLETED TO DATE ESTIMATED QUANTITY		COMPLETED TO DATE ESTIMATED AMOUNT
1		MOBILIZATION	$19,000.00	1	LUMP SUM	$19,000.00	0.5	LUMP SUM	$9,500.00	0.75	LUMP SUM	$14,250.00
2		EROSION CONTROL	$5,000.00	1	LUMP SUM	$5,000.00	0	LUMP SUM	$0.00	0.75	LUMP SUM	$3,750.00
3		CLEARING & GRUBBING (WOODED AREAS)	$6,000.00	2	ACRE	$12,000.00	1	ACRE	$6,000.00	1.75	ACRE	$10,500.00
4		CLEARING & GRUBBING (PLANTED TREES)	$400.00	8	TREE	$3,200.00	0	TREE	$0.00	0.0	TREE	$0.00
5		APRON RESTORATION	$1,100.00	51	EACH	$56,100.00	5	EACH	$5,500.00	32.0	EACH	$35,200.00
6		REMOVE TRASH GUARD	$150.00	8	EACH	$1,200.00	7	EACH	$1,050.00	8.0	EACH	$1,200.00
7		COMMON EXCAVATION (EV)	$15.00	1007	CU YD	$15,105.00	0	CU YD	$0.00	241.0	CU YD	$3,615.00
8		TOPSOIL BORROW	$40.00	199	CU YD	$7,960.00	0	CU YD	$0.00	24.0	CU YD	$960.00
9		SODDING TYPE LAWN	$3.00	6023	SQ YD	$18,069.00	0	SQ YD	$0.00	298.0	SQ YD	$894.00
10		RIPRAP	$85.00	152	CU YD	$12,920.00	9	CU YD	$765.00	124.15	CU YD	$10,552.75
11		REMOVE RIPRAP	$75.00	72	CU YD	$5,400.00	12	CU YD	$900.00	70.0	CU YD	$5,250.00
12		REMOVE CORRUGATED METAL PIPE (CMP)	$10.00	40	LIN FT	$400.00	10	LIN FT	$100.00	13.0	LIN FT	$130.00
13		CLEAN STORM SEWER PIPE	$10.00	4174	LIN FT	$41,740.00	3818	LIN FT	$38,180.00	3,818.0	LIN FT	$38,180.00
		SUB TOTAL:										**$124,481.75**
		SCHEDULE B (RESIDENTIAL ITEMS)										
1		SALVAGE FENCE TO RESIDENT	$6.00	520	LIN FT	$3,120.00	0	LIN FT	$0.00	0.0	LIN FT	$0.00
2		SALVAGE LANDSCAPING TO RESIDENT	$6.00	480	SQ YD	$2,880.00	0	SQ YD	$0.00	0.0	SQ YD	$0.00
3		SALVAGE & REINSTALL IRRIGATION SYSTEM	$1,500.00	8	EACH	$12,000.00	0	EACH	$0.00	1.0	EACH	$1,500.00
		SUB TOTAL:										**$1,500.00**
		TOTAL AMOUNT:				**$216,094.00**			**$61,995.00**			**$125,981.75**

RESOLUTION 2019-XXX

APPROVE PLACEMENT OF STOP SIGNS AT THE INTERSECTIONS OF 1ST AND BROADWAY AND COTTONWOOD AND 4TH

WHEREAS, a request was received for consideration of placing stop signs on Broadway St SW at the intersection of 1st Ave SW and Cottonwood SW at the intersection of 4th Ave; and

WHEREAS, the intersection of 1st Ave SW and Broadway St SW does not have any traffic control signs; and

WHEREAS, the intersection of 4th Ave SW and Cottonwood SW has a yield sign at Cottonwood St SW; and

WHEREAS, the City Engineer and City Staff have reviewed the request for stop signs at the above mentioned intersections, and recommending placement of two stop signs on Broadway St SW and one stop sign on Cottonwood St SW to be consistent with neighboring streets for continuity; and

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve placement of two stop signs on Broadway St SW at the intersection of 1st Ave SW and one stop sign on Cottonwood St SW at the intersection of 4th Ave SW.

This resolution was duly adopted by the Isanti City Council this 4th day of June, 2019.

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

(SEAL)

K.4.

A Community For Generations.

Isanti

Memo for City Council

To: **Mayor Johnson and Members of the City Council**
From: Jenny Garvey, Parks, Recreation and Culture Manager
Date: June 4, 2019
Subject: Resolution Approving Rum River BMX to add pavement to walking areas inside the Isanti Indoor Arena

---

Rum River BMX has asked for permission and is in the process of getting building permits to install pavement to the walk area inside of Isanti Indoor Arena, that would be done in two phases. Staff has attached a drawing of the area proposed to incorporate into a pavement walkway. Staff has provided direction and per the lease agreement to the Rum River BMX Association that the walkway needs to meet ADA compliance.

Request
Staff is requesting action on this item

Attachments

- Resolution 2019-XXX
- Drawing of proposed pavement walkway

RESOLUTION NO. 2019-XXX

RESOLUTION APPROVING RUM RIVER BMX TO ADD PAVEMENT AREAS INSIDE THE ISANTI INDOOR ARENA

WHEREAS, the Isanti Indoor Arena was completed in early 2015 and is being leased by Rum River BMX Association; and,

WHEREAS, city staff continue to work with Rum River BMX members to ensure the facility is fully operational and running as efficiently as possible; and,

WHEREAS, it has been determined that Rum River BMX would like to install pavement to the walking areas inside the building and per the lease agreement that they must maintain ADA compliance; and,

WHEREAS, Rum River BMX is required to obtain building permit process documentation; and;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to accept the Rum River BMX request to add pavement to the Isanti Indoor Arena.

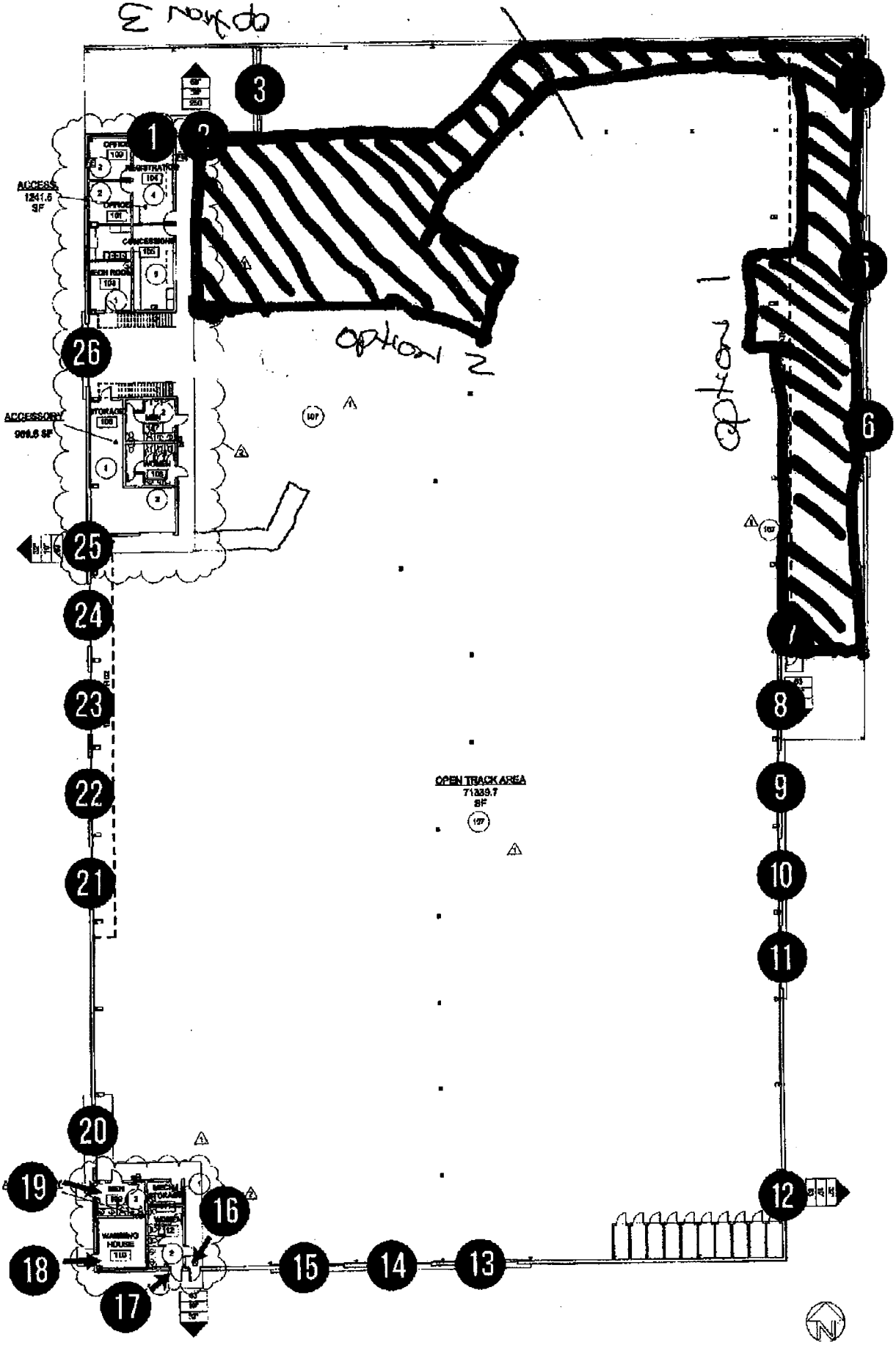
This resolution was duly adopted by the Isanti City Council this 4th day of June, 2019.

Attest:

_____
Jeff Johnson
Mayor

_____
Katie Brooks
Human Resources/City Clerk

ISANTI INDOOR ARENA DOORS



RESOLUTION 2019-XXX

A RESOLUTION APPROVING CITY ENGINEER DESIGNATION FOR PROFESSIONAL ENGINEERING SERVICES

WHEREAS, City Council, per Resolution 2018-037, approved professional engineering services with Bolton & Menk, Inc. for municipal engineering and related services for an additional five-year term; and,

WHEREAS, Committee of the Whole held discussions May 21, 2019 regarding the designation of City Engineer and finds it in the best interest of the City to have Jason Cook, P.E. as the Bolton and Menk, Inc. main person of contact and listed as the contracted City Engineer;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to approve Jason Cook, P.E. as the designated contact person and contracted City Engineer for the City of Isanti.

This Resolution is hereby approved by the Isanti City Council this 4th day of June, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

K.6.

RESOLUTION 2019-XXX
Amending Resolution 2019-119

RESOLUTION DESIGNATING COMMITTEES AND REPRESENTATIVES FOR CITY COMMISSIONS AND ADVISORY BOARDS FOR YEAR 2019

WHEREAS, the City is required to make certain official appointments at the beginning of each year; and,

WHEREAS, the City Council must appoint City Council members to represent the City on various City and County-wide organizations on an annual basis:

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. That the City Council appoints the following individuals to represent the City on the following commissions, boards and advisory committees for 2019:

Committee of the Whole	Mayor and City Council
Economic Development Authority	Mayor and City Council
Parks, Recreation & Culture Board	Mayor
Planning Commission	Mayor and City Council
Rum River BMX Association Board	Collison
Community Education	Mayor
Cable TV Liaison	Lundeen
Civil Defense Director	Mayor
Fire District	Lundeen, Alternate Mayor Johnson
ICICLE	Bergley, Alternate Mayor
School Liaison	Mayor, Lundeen
Chamber of Commerce Liaison	Mayor
Bike Isanti County Committee	Mayor
C-I Bike/Walk Trail	Gordon
Public Works Labor Management Committee	Mayor - Guest Representative
Weed Inspector	Mayor

2. That the City Council appoints the following to act as Mayor Pro-tem in the absence of the Mayor: Councilor Steve Lundeen.

3. That the Planning Commission, Economic Development Authority Board, and Park, Recreation and Culture Board shall meet on the date and times as designated as outlined on the attached schedule and posted at Isanti City Hall.

4. That the City Council designates the following individuals to the Park, Recreation and Culture Board for 2019:

_____	*(term expiration 12-31-2020)*
Aaron Zdon	*(term expiration 12-31-2019)*
James Witte	*(term expiration 12-31-2021)*
_____	*(term expiration 12-31-2021)*
Jeff Johnson	Council Representative (*term expiration 12-31-2019*
_____	Student Representative *(term expiration 12-31-2019)*

5. That the City Council designates the following individuals to the Planning Commission for year 2019:

<u>Mayor and City Council</u>:	
Jeffrey Johnson	*(term expiration 12-31-2019)*
Dan Collison	*(term expiration 12-31-2019)*
James Gordon	*(term expiration 12-31-2019)*
Paul Bergley	*(term expiration 12-31-2019)*
Steve Lundeen	*(term expiration 12-31-2019)*
<u>Appointed Members</u>:	
Alexander Collins	*(term expiration 12-31-2021)*
Arissya Simon	*(term expiration 12-31-2019)*

6. That the City Council Economic Development Authority Board membership terms are as follows for year 2019:

<u>Mayor and City Council</u>:	
Jeffrey Johnson	*(term expiration 12-31-2019)*
Dan Collison	*(term expiration 12-31-2019)*
James Gordon	*(term expiration 12-31-2019)*
Paul Bergley	*(term expiration 12-31-2019)*
Steve Lundeen	*(term expiration 12-31-2019)*
<u>Appointed Members:</u>	
Rod Barrows	*(term expiration 12-31-2024)*
Jill Reller	*(term expiration 12-31-2020)*

This Resolution is hereby approved by the Isanti City Council this 21st day of May, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

K.7.

RESOLUTION 2019-XXX

A RESOLUTION APPOINTING CANDIDATE TO FILL THE VACANT CITY COUNCIL SEAT ON THE ISANTI CITY COUNCIL FOR THE REMAINDER OF THE TERM UNTIL THE NEXT ELECTION

WHEREAS, a vacant seat occurred on the City Council with the absence of Councilor Ross Lorinser; and

WHEREAS, with said vacancy created by Councilor Johnson, the City Council adopted Resolution No. 2019-116, A Resolution Declaring a Vacancy on the City Council; and

WHEREAS, Resolution No. 2019-116 provides for temporary appointment of a qualified person to fill the vacancy until the Successor, elected at the General Election, takes office; and

WHEREAS, City Code Chapter 18, Article III, Vacancies in Elected Offices, provides the process for making a temporary appointment to fill Council vacancies until an election takes place to fill the vacant Council seat; and

WHEREAS, an ad was placed in the official newspaper and posted seeking interested persons to be appointed to fill the vacant Council seat until such time as a candidate is elected through the special election process. Uniform Applications from qualified applicants were due on May 10, 2019. Six applications were received from qualified candidates. The City Council shall interview the candidates and then vote by written ballot.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of Isanti, Minnesota, to appoint James Gordon to fill the vacant Council seat until such time as a candidate is elected through the general election process.

1. The appointed person shall take office after administration of the Oath of Office by the City Clerk.

2. The term of office expires upon their Successor, elected at the General Election, takes office on January 1, 2021.

Adopted by the Isanti City Council this 21st day of May, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2019-XXX

RESOLUTION AMENDING THE PERSONNEL POLICY TO REVISE THE MEDIA RELATIONS POLICY

WHEREAS, the City of Isanti's Personnel Policy adopting a Media Relations Policy to define who responds to media relations and requests; and

WHEREAS, the Committee of the Whole discussed the need to revise the current policy to allow for the Chief of Police/Emergency Management Director and City Administrator to also have the ability to respond to the media; and,

WHEREAS, the revised Media Relations Policy is attached hereto as 'Exhibit A';

NOW THEREFORE BE IT RESOLVED BY THE City Council of the City of Isanti, Isanti, Minnesota to amend the Personnel Policy, Section 17, Appendix to include the attached revised media relations policy.

This resolution was duly adopted by the Isanti City Council this 4th day of June, 2019.

Attest: _____
Mayor Jeff Johnson

_____
Katie Brooks
City Clerk/ Human Resources

(SEAL)

'Exhibit A'

MEDIA RELATIONS

~~With the exception of routine events and basic information that is readily available to the public, all requests for interviews or information from the media are to be routed through the Mayor. No City employee is authorized to speak on behalf of the City without prior authorization from the Mayor or his/her designee. Prior to giving any written news release, statement to the news media, or public appearance on behalf of the City, an employee must receive authorization from the Mayor.~~

The Mayor is designated as the City Public Information Officer ("City PIO") and shall be responsible for the implementation of this policy. Authorized City spokespersons are designated as the City Administrator and City Chief of Police who is also the Emergency Management Director. With the exception of routine events and basic information that is readily available to the public, all requests for interviews or information from the media are to be routed through the Mayor, City Administrator or Chief of Police, whomever is deemed appropriate given the request.

City employees who are not designated spokespersons are not authorized to make statements to the media and / or in public discussion on behalf of the City. City staff who are not designated spokespersons and who are contacted by a news media representative shall be courteous, professional and route their requests to the City Administrator, Chief of Police or City PIO.

All news releases concerning city personnel will be the responsibility of the City Administrator.

When information is requested by the City PIO or authorized spokesperson for information, all Department Directors shall immediately provide the City PIO or authorized spokesperson with the most accurate and complete information available for the response. Any employee who identifies a mistake in reporting should bring the error to the City Administrator or his/her designee. Regardless of whether the communications in the employee's official city role or in a personal capacity, employees must comply with all laws related to trademark, copyright, software use, etc.

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
May 28, 2019
City Council Chambers

1. Meeting Opening.

A. Call to Order.

B. Pledge of Allegiance
Everyone stood for the Pledge of Allegiance

C. Roll Call
Members Present: James Witte, Aaron Zdon, and Mayor Johnson
Staff Present: Jenny Garvey, Parks, Recreation and Culture Manager,

D. Agenda Modifications
Zdon asked if there were any agenda modifications, no modifications, Motion by Witte, seconded by Mayor Johnson; all in favor; the motion passed.

2. Approval of Minutes from April 23, 2019, Parks, Recreation, and Culture Board Meeting
Motion by Witte and second by Mayor Johnson; all in favor. Minutes were unanimously approved.

3. Unity Park Proposal
Garvey reported that Unity Park had previous approval of adding trees to the parking lot edge along the ballfield to assist with cars not parking on the grass. Garvey asked the board to re-examine that option and shared a new option that staff found that would entail less maintenance and upkeep that the tree option would. Garvey proposed to the board the rock edge option and provided a picture of the idea, Garvey stated that planting young trees could be damaged and pruning would be an item that would be necessary for years to come. The rock edge option fits within the budget. Zdon, Witte and Mayor Johnson agreed that this was a nice option and less maintenance was needed. Johnson motioned that we amend the proposal to install trees at Unity park and change the proposal to install the rock/boulder edge along the parking lot, second by Witte; the motion passed.

4. Park Visit Summary
Garvey reviewed the list compiled of what projects and maintenance items were from the tours the board members took and reported at the April 23 meeting. .

5. Painting Plow Blades

Garvey reported that four local schools took place in this project and noted that within the packet are two pictures of ones that are being worked on and that the blades will be picked up in the next couple of weeks and the finished blades will be on display at Celebrate Isanti Day, August 17th.

6. Parks Update

Garvey reviewed that the Farmers Market will be Fridays May 31 –Sept 21 2-6pm and that PW was able to get the curb cut for easier access for vendors. Garvey also reviewed that the Passports to parks event will be back this summer with a kick off event June 20th at Bluebird park. Garvey further reviewed that the street dances will be June 22 – Hitchville, July 20 – Audio Circus and Aug 17 – Good for Gary and vendors are already signing up and our Platinum sponsors this year are Kwik Trip and Dahlheimer Distributing. Garvey also mentioned that the Community Gardens are full and opened on May 11 and staff is working on adding a few more plots as interest is there. The dog park is open and the grand opening will be held Wed June 12 at 11am, the bench is in the park and signs will be going up. Johnson asked if another bench was going to be added and Zdon also questioned this and said he has heard from the public if another one was going to be added. Garvey stated she had thought somewhere it was in her information that one was going to be donated, but she would look into it and see and then as budget allows to also add other amenities to the park. Garvey finished with that Bluebird park will be getting a new paint job on the larger playground equipment and this is anticipated to be closed from July 29-Aug 9.

7. Adjournment

Motion by Witte, second by Mayor Johnson to adjourn the April 23, 2019 meeting of the Parks, Recreation and Culture Board. Motion was approved.

The meeting adjourned at 6:21 PM

Dated at Isanti, Minnesota this 28th day of May, 2019.

Respectfully Submitted,

_____

Jenny Garvey
Parks, Recreation and Culture Manager

BOLTON & MENK

Real People. Real Solutions.

Isanti

...a community for generations

ANNEXED PARCEL SERVICE ACCESS STUDY

City of Isanti, MN

MAY, 2019

Submitted by:
Bolton & Menk, Inc.
7533 Sunwood Drive NW, Suite 206
Ramsey, MN 545303
P: 763-433-2851
F: 763-427-0833

Certification

Preliminary Engineering Report

For

Annexed Parcel Service Access Study

City of Isanti, Minnesota
Bolton & Menk Project No. R13.118565

May 3, 2019

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

By: Jason W. Cook

Jason W. Cook, P.E.
License No. 47541

Date: May 3, 2019

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Figure A : LOCATION MAP
Figure 1-10: PROPOSED IMPROVEMENTS
Preliminary Cost Estimates

I. PROJECT INTRODUCTION

This Preliminary Engineering Report prepared by Bolton & Menk, Inc., as authorized by the Isanti City Council, provides an initial analysis of the feasibility, cost-effectiveness, and the necessity of the proposed infrastructure improvements.

A. Background Information

On January 1, 2019 multiple parcels were annexed into the City. 17 of these parcel annexation agreements included language regarding sanitary sewer and/or water service access. This project is being considered to complete the installation of the utility services noted in the annexation agreements. The location for the parcels can be seen in Figure A in the appendix.

B. Scope

Included in this report is a description of proposed services, along with an estimated project cost at each parcel as well as an estimated cost for private work outside the right-of-way at each parcel. The specific objectives of this report are to:

- Evaluate service access to each parcel.
- Prepare a cost estimate for the proposed improvements.
    - Prepare a cost estimate for the private improvements required.
- Determine the feasibility of the improvements.

II. EXISTING CONDITIONS

10 recently annexed parcels abut a sanitary sewer main and 17 recently annexed parcels abut a watermain. A service stub for either service is proposed to be installed off of the given main and extended to the right-of-way limits for resident connection purposes. These parcels are all currently on private wells and septic systems.

III. PROPOSED IMPROVEMENTS

Sewer and Water Services

The proposed service improvements will consist of the installation of sanitary sewer service and water service where a main abuts a recently annexed parcel. The installations will provide service stubs to the right-of-way for future connection should the resident have a failing well or septic system. The following are the individual parcels and the proposed improvement at each location. These improvements are depicted in Figures 1-10 in the appendix.

1) 601 HERTIAGE BLVD NE (16.029.0801)

The proposed sanitary and water services would be installed off 6th Avenue NE and extend to the southeast corner of the property. The sewer main does not appear to be deep enough adjacent to this parcel to facilitate gravity flow from the existing building, so a private grinder pump and forcemain would be required to provide service to this property. See Figure 1 in the appendix.

2) 602 HERITAGE BLVD NE (16.029.2310)

The proposed sanitary and water services would be installed off Oakwood Street NE and extend to the south side of the property. See Figure 2 in the appendix.

3) 323 PALOMINO ROAD SE (16.032.1200)

This parcel is vacant. An existing water service stub extends to the north side of the property at Palomino Road SE. The proposed sanitary service would be extended off Palomino Road SE to the south right-of-way line. See Figure 3 in the appendix.

4) 323 PALOMINO ROAD SE (16.032.1700)

The proposed sanitary and water services would be installed off Arabian Lane SE and extend to the right-of way line along the west side of the property. See Figure 3 in the appendix.

5) 313 PALOMINO ROAD SE (16.032.3100)

This parcel already has existing stubs for both sanitary and water services. See Figure 3 in the appendix.

6) 1011 TYLER AVE SE (16. 031.3500)

The proposed water service would be installed off Railroad Avenue and extend to the east property line. Should this work wait to be constructed with the planned Tyler Street & Utility Project scheduled in the City Capital Improvement Plan for the year 2027, this service would be extended off the future watermain in Tyler Avenue at a greatly reduced cost. See Figure 4 in the appendix.

7) 1014 TYLER AVE SE (16.031.3700)

The proposed water service would be installed off Railroad Avenue and extend to the east property line. Should this work wait to be constructed with the planned Tyler Street & Utility Project scheduled in the City Capital Improvement Plan for the year 2027, this service would be extended off the future watermain in Tyler Avenue at a greatly reduced cost. See Figure 4 in the appendix.

8) 1010 TYLER AVE SE (16.031.3501)

The proposed water service would be installed off Railroad Avenue and extend to the east property line. Should this work wait to be constructed with the planned Tyler Street & Utility Project scheduled in the City Capital Improvement Plan for the year 2027, this service would be extended off the future watermain in Tyler Avenue at a greatly reduced cost. See Figure 5 in the appendix.

9) 110 SOUTH PASSAGE E (16.031.3600)

The proposed water service would be installed off South Passage and extend to the south property line. Should this work wait to be constructed with the planned Tyler Street & Utility Project scheduled in the City Capital Improvement Plan for the year 2027, this service would be extended off the future watermain in Tyler Avenue at a greatly reduced cost. See Figure 5 in the appendix.

10) 1115 TYLER AVE SE (16.031.4000)

The proposed sewer and water services would be installed off South Passage and extend to the south property line. Should this work wait to be constructed with the planned Tyler Street & Utility Project scheduled in the City Capital Improvement Plan for the year 2027, these services would be extended off the future sewer and watermain in Tyler Avenue at a greatly reduced cost. See Figure 6 in the appendix.

11) 1206 4TH AVE SW (16.031.1210)

The proposed water service would be installed off South Passage and extend to the north property line. Should this work wait to be constructed with the planned 4th Avenue Street & Utility Project scheduled in the City Capital Improvement Plan for the year 2028, this service would be extended off the future watermain in 4th Avenue at a greatly reduced cost. See Figure 7 in the appendix.

12) 1207 4TH AVE SW (16.031.1510)

The proposed sewer and water service would be installed off South Passage and extend to the north property line. The sewer main does not appear to be deep enough adjacent to this parcel to facilitate gravity flow from the existing home, so a private grinder pump and forcemain would be required to provide service to this home. Should this work wait to be constructed with the planned

4th Avenue Street & Utility Project scheduled in the City Capital Improvement Plan for the year 2028, these services would be extended off the future sewer and watermain in 4th Avenue at a greatly reduced cost. A private grinder pump would not be required if the service were to be extended off the future 4th Avenue sanitary sewer main. See Figure 7 in the appendix.

13) 503 SOUTH PASSAGE SW (16.031.0910)

The proposed water service would be installed off South Passage and extend to the north property line. See Figure 8 in the appendix.

14) 507 SOUTH PASSAGE SW (16.031.0051)

The proposed water service would be installed off South Passage and extend to the north property line. See Figure 8 in the appendix.

15) 509 SOUTH PASSAGE SW (16.031.0041)

This parcel already has existing stubs for both sanitary and water services. See figure 8 in the appendix.

16) 1107 MADISON AVE SW (16.031.2600)

The proposed sanitary and water services would be installed off Madison Avenue SW and extend to the right-of way line along the east side of the property. See figure 9 in the appendix.

17) 500 CHAPARAL TRAIL SW (16.031.3200)

The proposed sanitary and water services would be installed off Chaparal Trail SW and extend to the right-of way line along the east side of the property. See figure 10 in the appendix.

IV. APPROVALS/PERMITS

A sewer extension permit should be completed. This permit is required to verify the City wastewater treatment facility has the capacity to add the additional sanitary sewer services.

V. PRELIMINARY COST ESTIMATES

The estimated project costs are summarized in Table 1 on the following page and rounded up for estimating purposes. Detailed Preliminary Cost Estimates are included in the appendix. The unit prices for the items of work have been estimated based on similar types of projects completed in the past. The cost shown is an estimate that includes construction, surface restoration, contingencies, and engineering costs. Actual project cost would be determined through a competitive bidding process.

The project costs have been broken out per parcel and by work within the right-of-way and private work outside of the right-of-way to the building. The total project cost to provide all sewer and water services noted in the annexation agreement to the right-of-way is estimated at $241,000.

Seven of these parcels are located on future projects identified in the 2018-2028 Capital Improvement Plan. Five of these parcels are located within the proposed Tyler Ave Street & Utility Improvement project scheduled for completion in 2027. Two of these parcels are located within the proposed 4th Ave Street & Utility Improvement Project scheduled for completion in 2028.

Parcel 16.032.1200 is a vacant lot and does not require a sanitary sewer service until a home is proposed to be constructed.

Should the City elect to only construct those services that are not included in a future project, or to vacant parcels, the total project cost within the right-of-way is estimated at $134,700.

Private Sanitary Sewer Service Cost:

The average private sanitary sewer service cost from the right-of-way to the building is estimated at $11,000.

As a comparison, the estimated cost to replace a failed septic system, pump, and drain field is approximately $10,000-$20,000.

Private Water Service Cost:

The average private water service cost is estimated at $7,500.

As a comparison, the estimated cost to replace a failed well is approximately $6,000-$15,000.

Table 1: Estimated Project Costs

UTILITY ACCESS IMPROVEMENTS PROJECT							
	IN RIGHT-OF-WAY			PRIVATE			
PARCEL	SANITARY TOTAL	WATER TOTAL	TOTAL ROW COST	SANITARY TOTAL	WATER TOTAL	TOTAL PRIV COST	PARCEL TOTAL
16.029.0801	$19,300	$17,900	$37,000	$35,700	$20,000	$55,800	$92,700
16.029.2310	$5,900	$6,000	$11,900	$16,200	$17,100	$33,200	$45,000
16.032.3100				$6,300	$6,700	$13,000	$13,000
16.032.1700	$11,700	$10,100	$21,700	$10,800	$11,200	$22,000	$43,700
16.031.0910		$12,100	$12,100		$12,500	$12,500	$24,600
16.031.0051		$13,700	$13,700		$9,700	$9,700	$23,300
16.031.0041				$8,100	$8,400	$16,400	$16,400
16.031.2600	$10,200	$10,500	$20,600	$6,000	$6,700	$12,700	$33,200
16.031.3200	$9,100	$8,800	$17,700	$9,600	$8,700	$18,200	$35,800
SUB TOTAL	**$56,200**	**$79,100**	**$134,700**	**$92,700**	**$101,000**	**$193,500**	**$327,700**
ALTERNATIVE FUTURE UTILITY ACCESS PROJECTS							
16.031.3500		$9,600	$9,600		$33,000	$33,000	$42,600
16.031.3700		$10,100	$10,100		$10,200	$10,200	$20,300
16.031.3501		$6,000	$6,000		$12,500	$12,500	$18,500
16.031.3600		$5,600	$5,600		$8,900	$8,900	$14,500
16.031.4000	$10,400	$8,800	$19,200	$7,600	$5,700	$13,200	$32,300
16.031.1510	$8,900	$10,400	$19,300	$30,000	$14,300	$44,200	$63,500
16.031.1210		$12,100	$12,100		$11,300	$11,300	$23,400
16.032.1200	$24,400		$24,400				$24,400
SUB TOTAL	**$43,700**	**$62,600**	**$106,300**	**$37,600**	**$95,900**	**$133,300**	**$239,500**
TOTAL PROJECT COST	**$99,900**	**$141,700**	**$241,000**	**$130,300**	**$196,900**	**$326,800**	**$567,200**

VI. PROJECT SCHEDULE

An estimated project schedule is as follows:

May 21, 2019…… Committee of the Whole Reviews the Report

June 4, 2019……City Council Approve the Report and Authorize Plans and Specs

June 18, 2019…… City Council Approve Plans and Authorize Ad for Bids

July 10, 2019…….Open Bids

July 16, 2019……..….Award Project

November 22, 2019……....Final Project Completion

VII. RECOMMENDATION

Based on the findings presented in this report, the proposed improvements are necessary to provide immediate access to the recently annexed parcels.

It is recommended to construct the sewer and water services to the right-of-way of all identified parcels that are not included in future scheduled Capital Improvement Plan projects.

It is also recommended to delay the construction of the sanitary sewer service to the vacant parcel along Palomino Road until a future home is proposed to be constructed.

These improvements are found to be feasible from an engineering perspective. If the City determines these improvements are financially feasible, we recommend the City Council approve this report and authorize the preparation of final plans and specifications.

Isanti

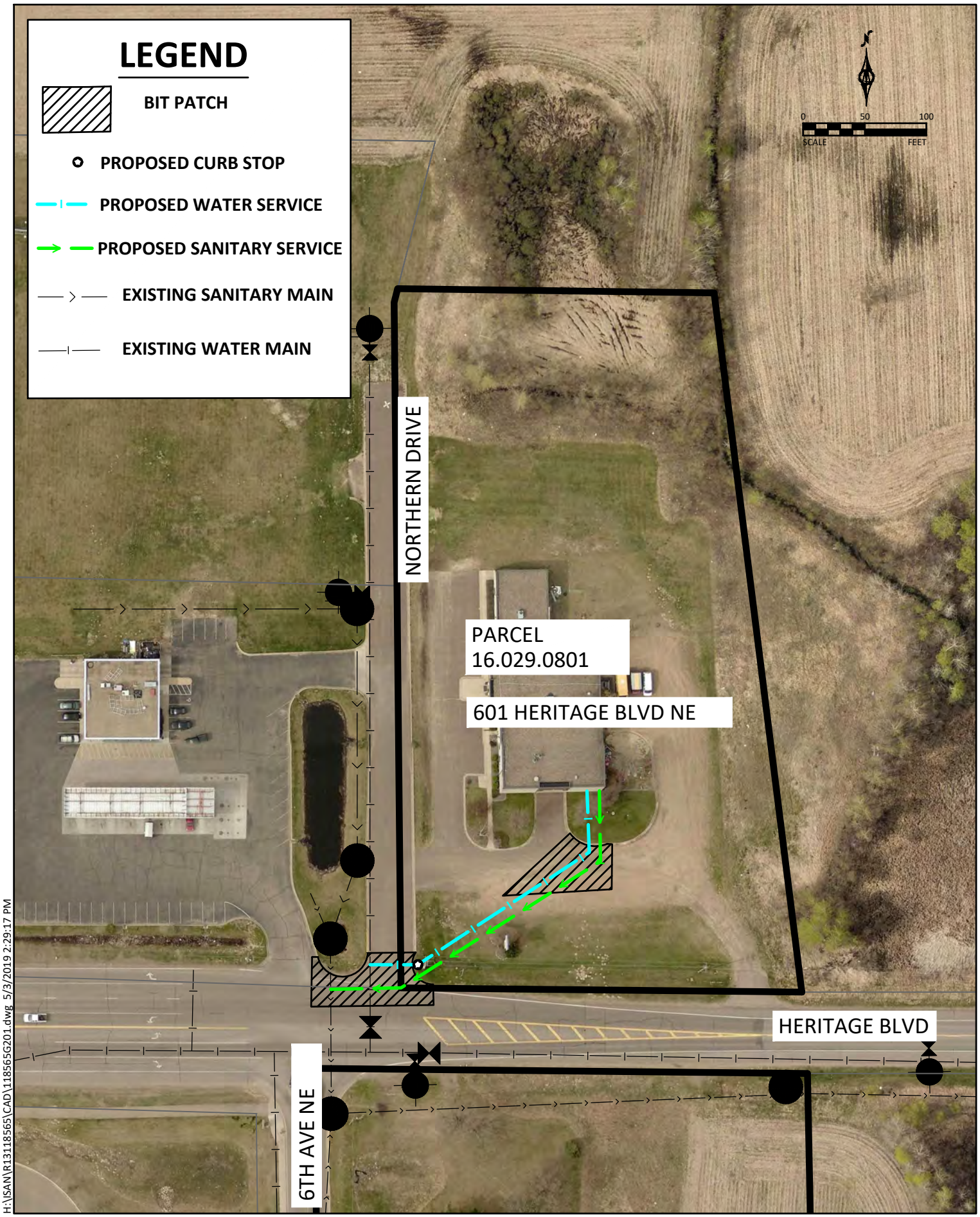
BOLTON & MENK

7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303
Phone: (763) 433-2851
www.bolton-menk.com

2019 ANNEXED PARCELS SERVICE ACCESS STUDY LOCATION MAP

MARCH, 2019

FIGURE A



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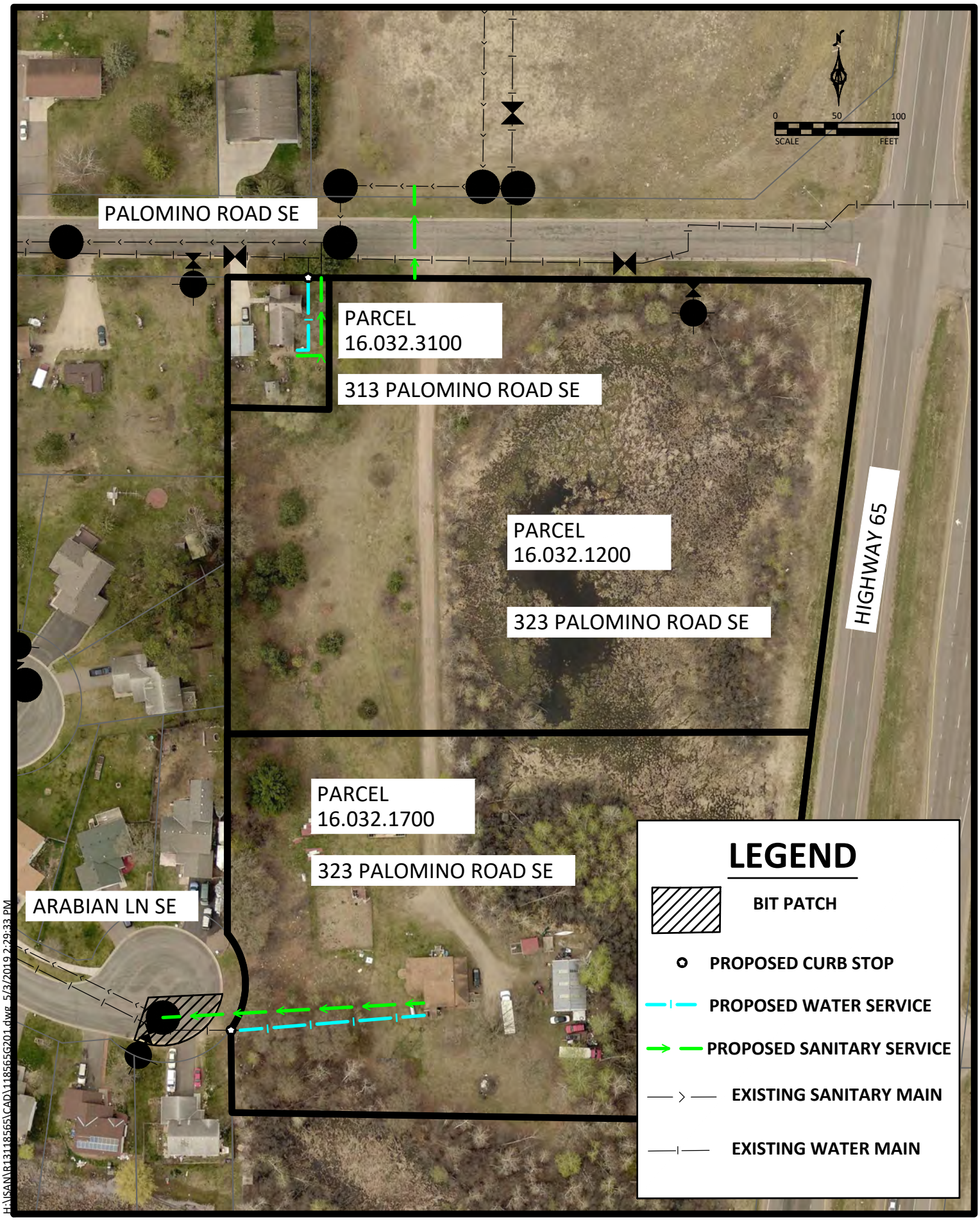

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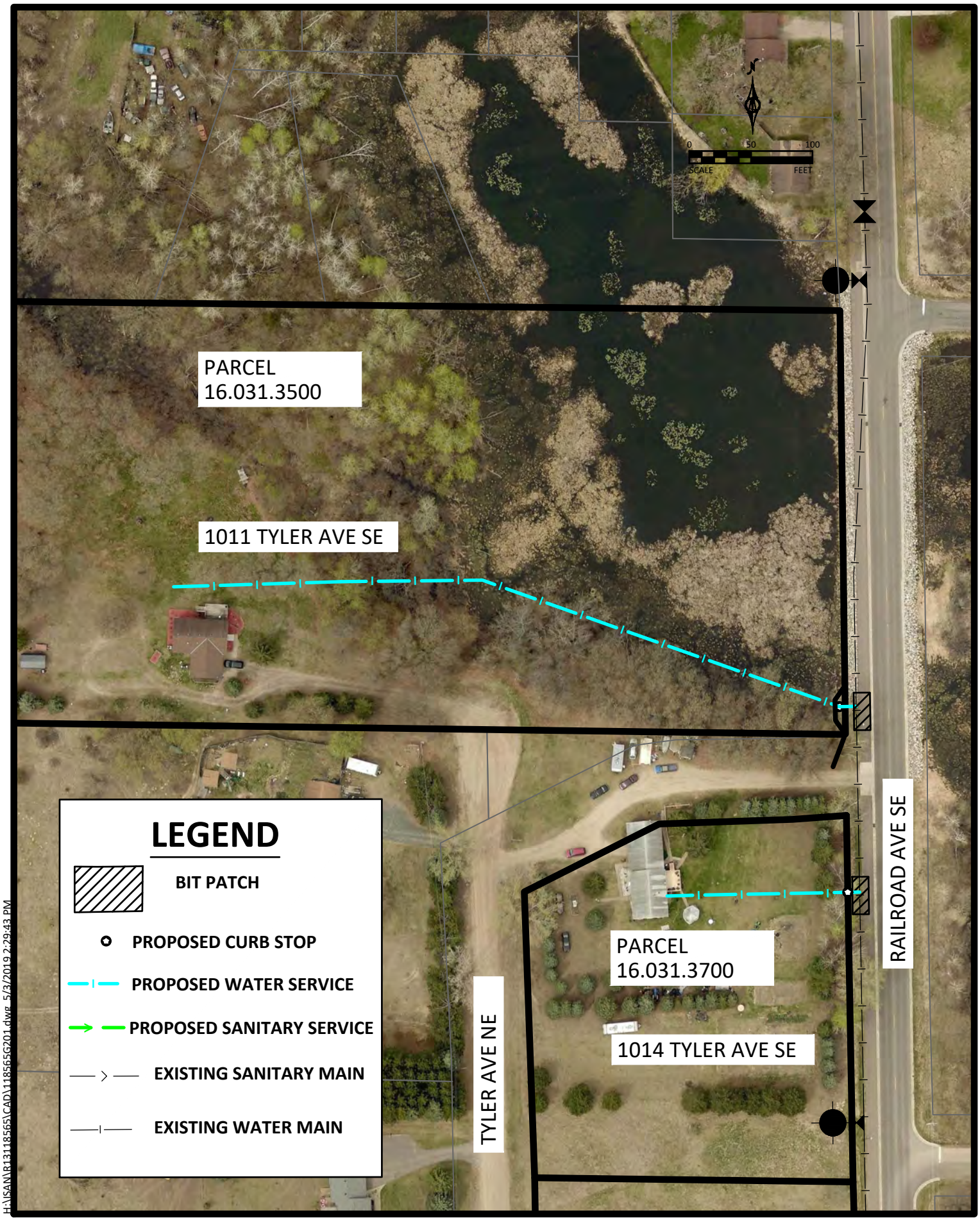

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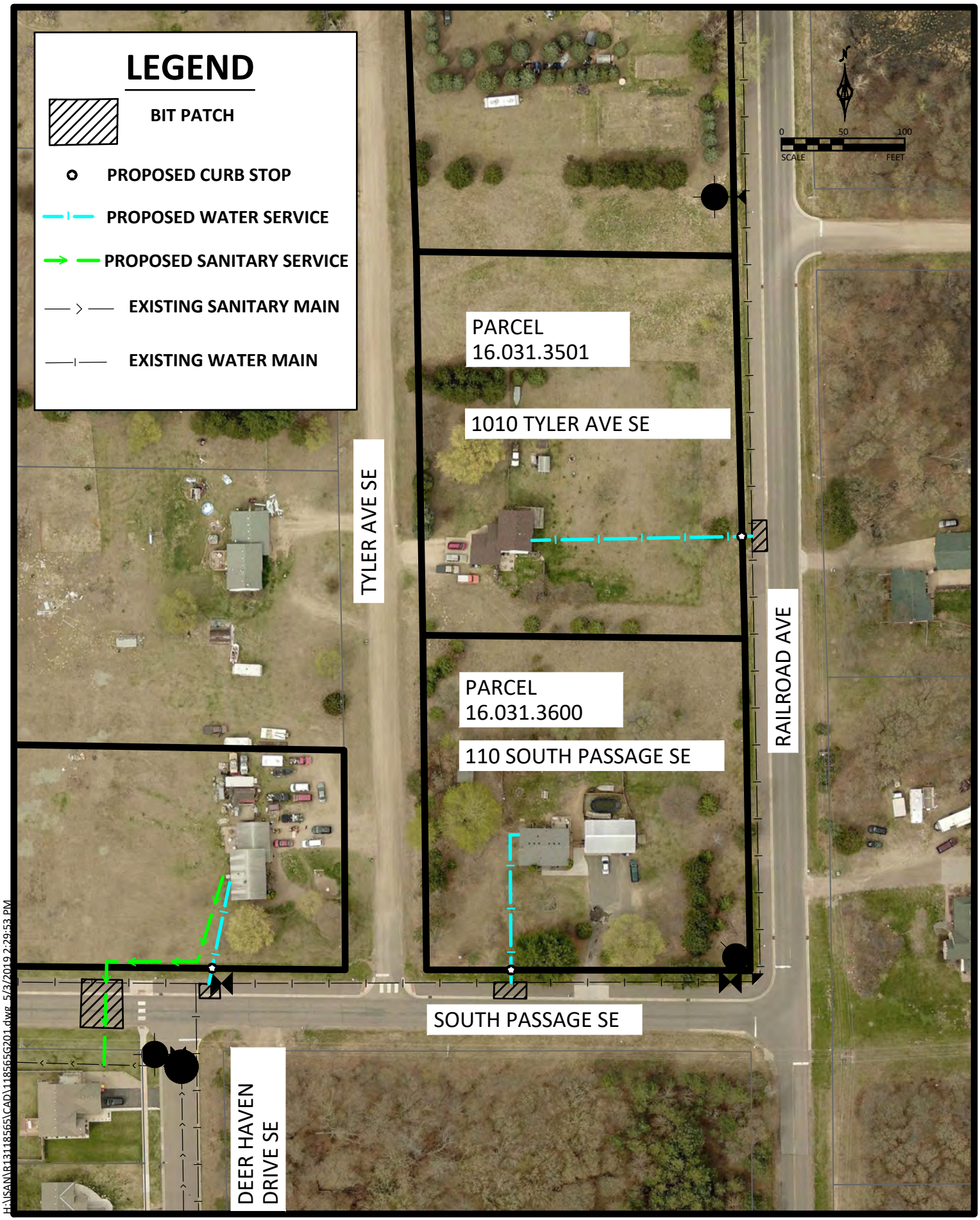

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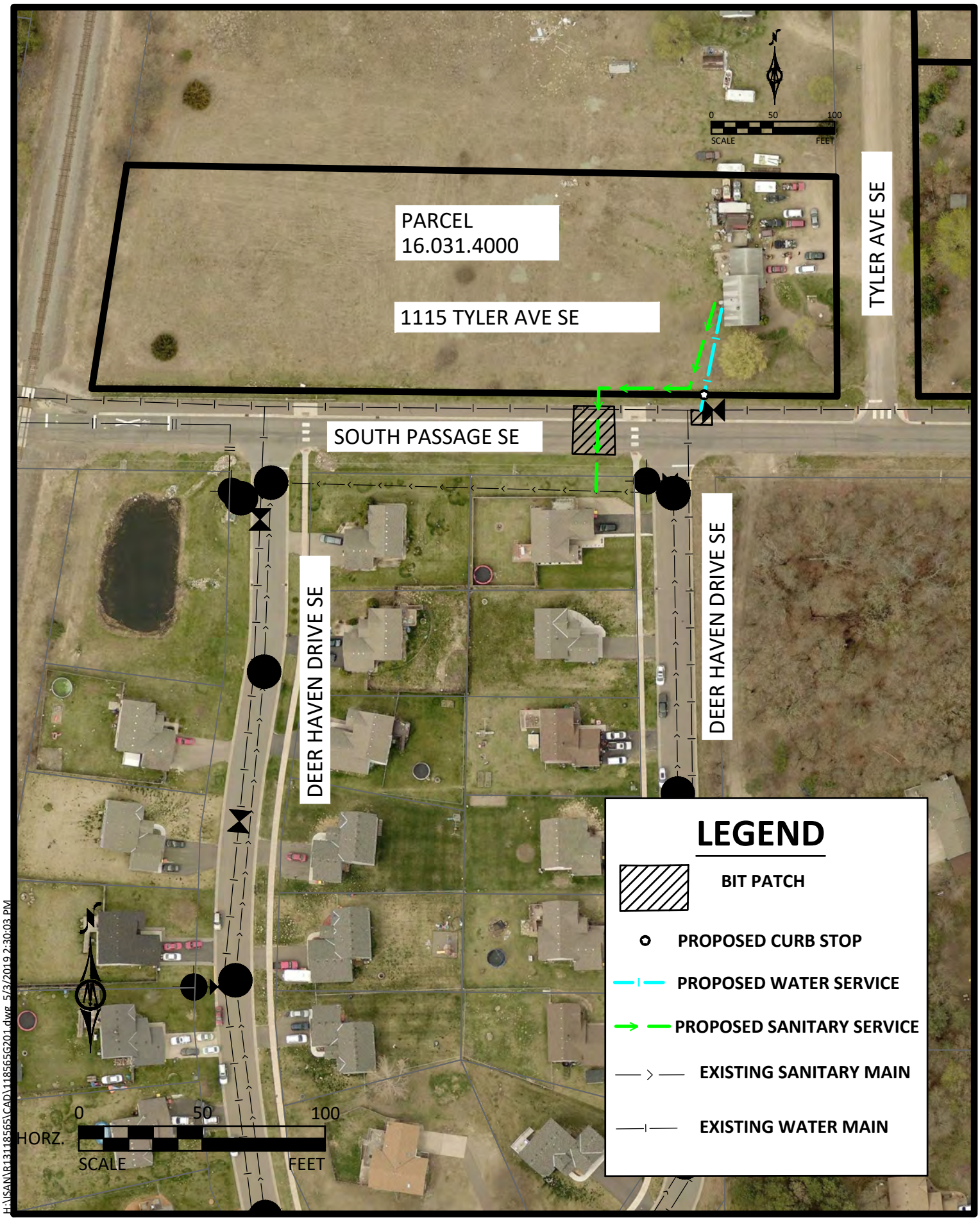

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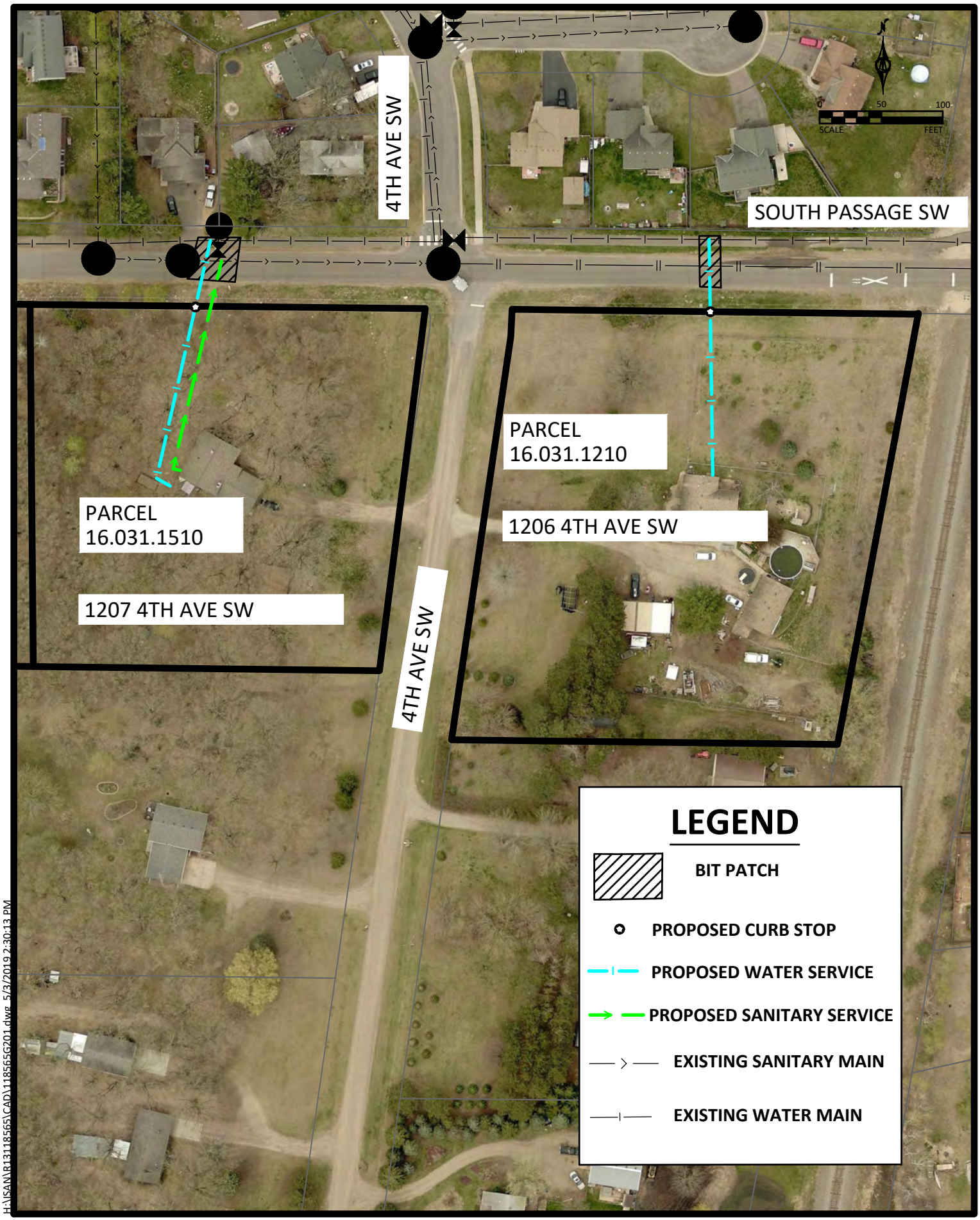

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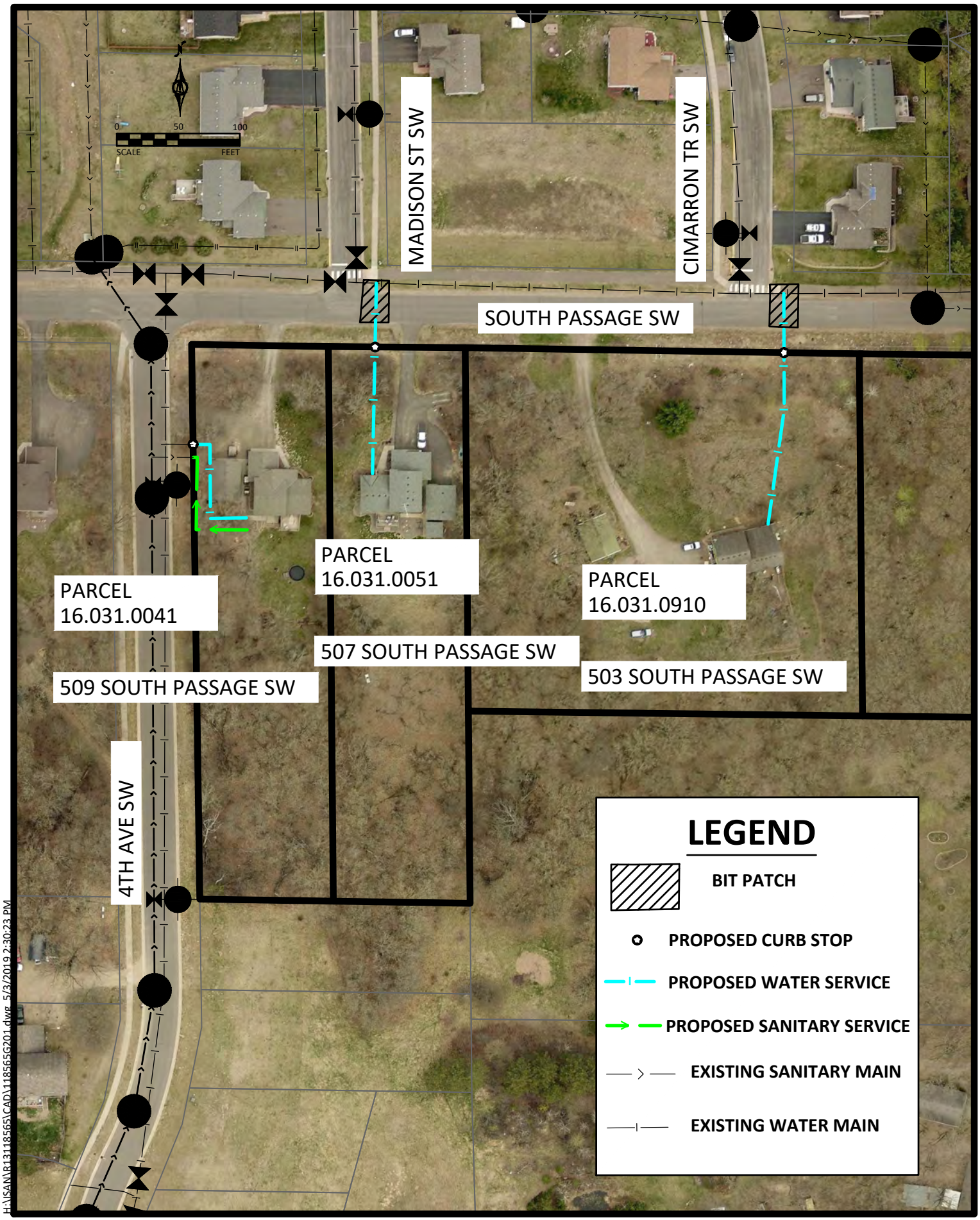

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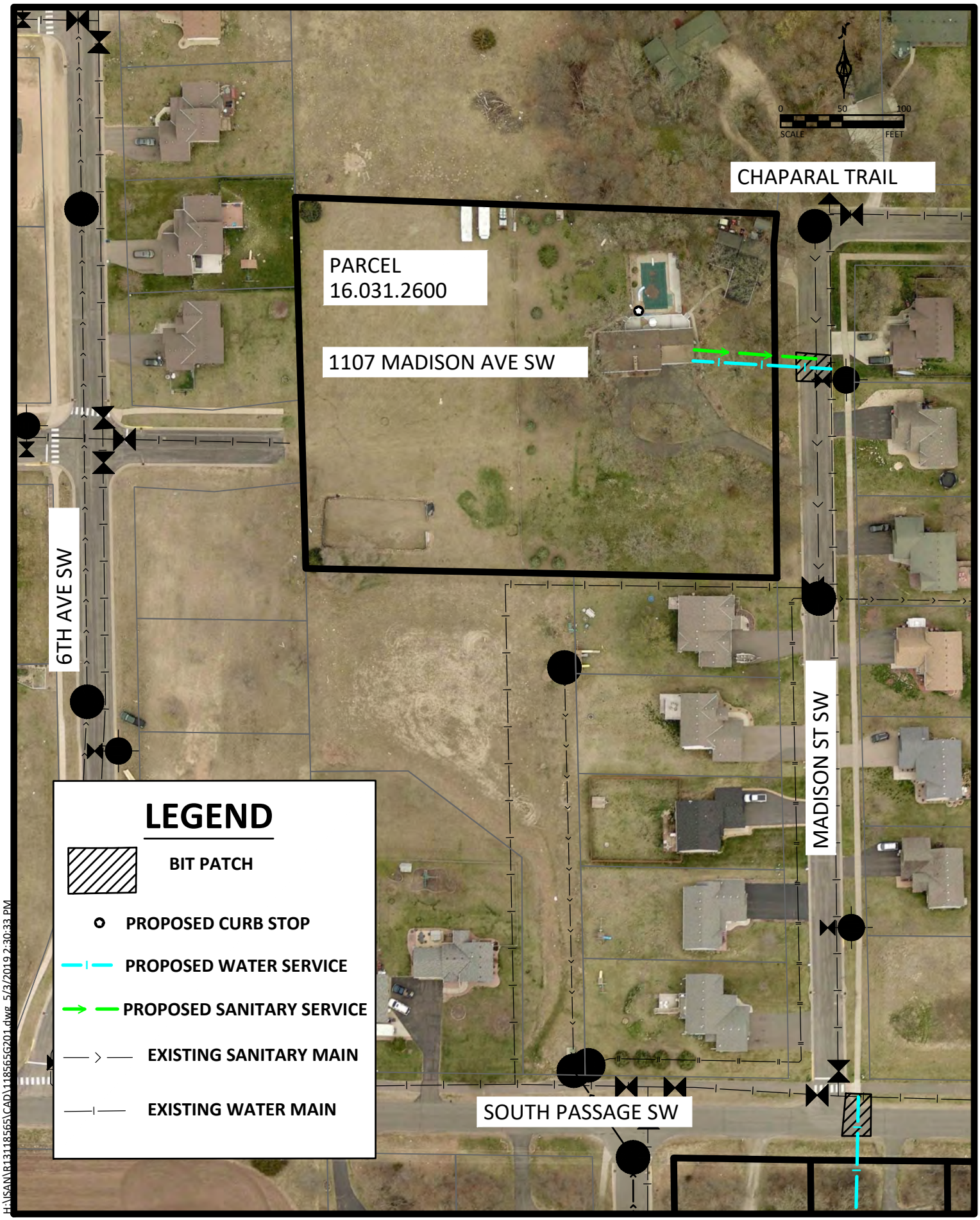

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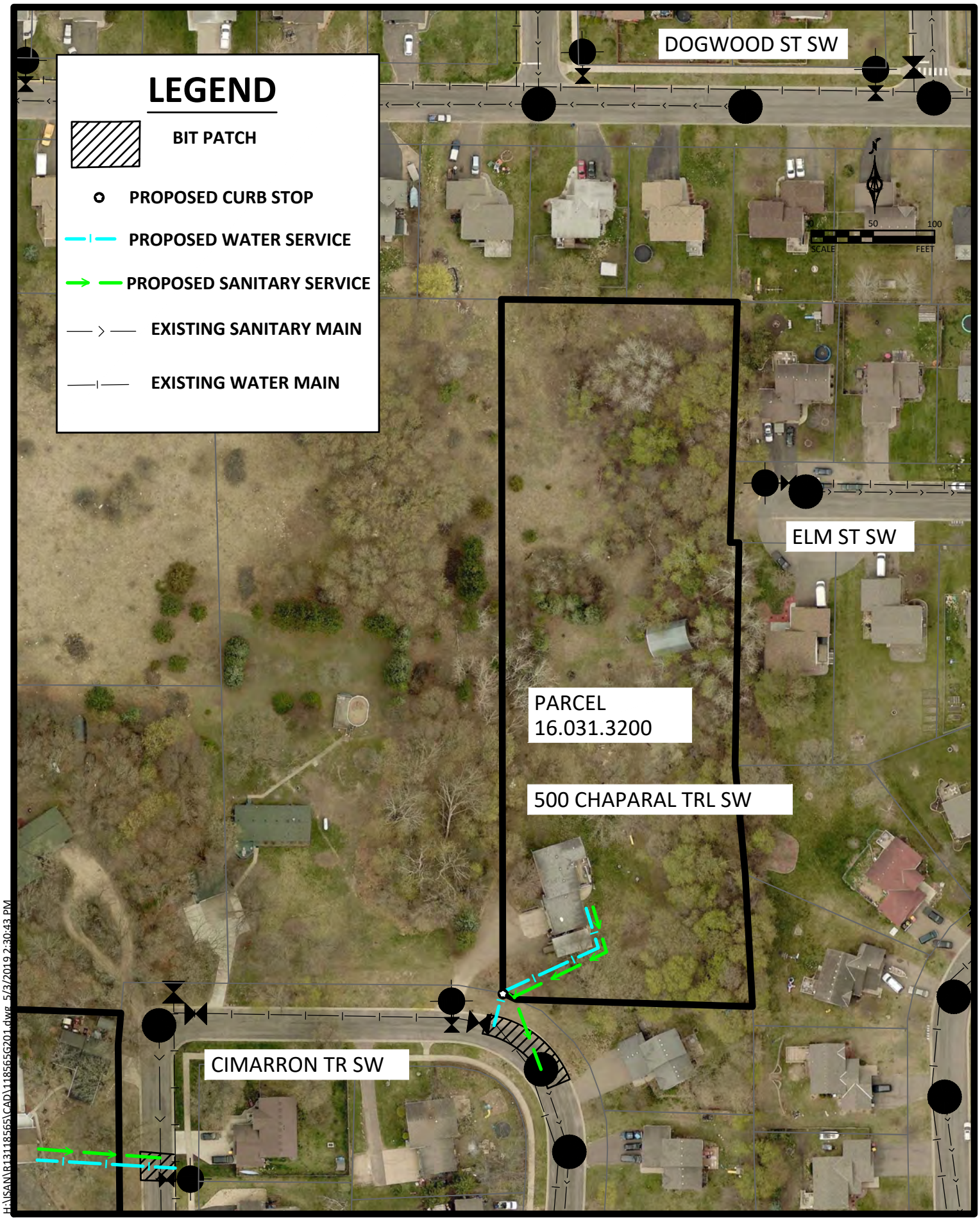

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ENGINEER'S ESTIMATE
ISANTI FEASIBILITY REPORT
ANNEXED SERVICE INTALLATION
BMI PROJECT NO. R13.118565
4/8/2019

1) address 601 Heritage Blvd NE

ITEM NO.	INSIDE R.O.W ITEM	UNIT	UNIT PRICE	16.029.0801 QUANTITY	SANITARY SERVICE	WATER SERVICE	SUBTOTAL
1	MOBILIZATION	LUMP SUM	$13,000.00	0.13	$845.00	$845.00	$1,690.00
2	CLEAR AND GRUB	TREE	$500.00	0	$0.00	$0.00	$0.00
3	REPLACE CURB & GUTTER	LIN FT	$30.00	0	$0.00	$0.00	$0.00
4	BITUMINOUS PATCH (STREET)	SQ YD	$40.00	360	$7,204.44	$7,204.44	$14,408.89
5	BITUMINOUS PATCH (TRAIL)	SY	$30.00	0	$0.00	$0.00	$0.00
8	1" CORPORATION STOP	EACH	$250.00	1		$250.00	$250.00
9	1" COPPER WATER SERVICE	LIN FT	$28.00	39		$1,092.00	$1,092.00
10	1" CURB STOP & BOX	EACH	$250.00	1		$250.00	$250.00
11	4" SANITARY SEWER SERVICE	LIN FT	$26.00	90	$2,340.00		$2,340.00
12	SEWER SERVICE WYE	EACH	$300.00	1	$300.00		$300.00
13	TRAFFIC CONTROL	LUMP SUM	$10,000.00	0.50	$2,500.00	$2,500.00	$5,000.00
14	SALVAGE AND REINSTALL SIGN	EACH	$200.00	1	$200.00		$200.00
15	STORM DRAIN INLET PROTECTION	EACH	$200.00	0	$0.00	$0.00	$0.00
16	SILT FENCE, TYPE MS	LIN FT	$3.00	50	$75.00	$75.00	$150.00
17	LOAM TOPSOIL BORROW	CU YD	$20.00	0	$0.00	$0.00	$0.00
18	SOD	SQ YD	$6.00	0	$0.00	$0.00	$0.00
19	CROSSWALK EPOXY	SQ FT	$10.00	100	$500.00	$500.00	$1,000.00
			CONSTRUCTION SUBTOTAL		**$13,964.44**	**$12,716.44**	**$26,680.89**
			10% CONTINGENCY		**$1,396.44**	**$1,271.64**	**$2,668.09**
			ESTIMATED CONSTRUCTION COST		**$15,400.00**	**$14,000.00**	**$29,300.00**
			ENGINEERING & ADMINISTRATION		**$3,662.50**	**$3,662.50**	**$7,325.00**
			MATERIAL TESTING		**$146.50**	**$146.50**	**$293.00**
			ESTIMATED IN ROW PROJECT COST		**$19,209.00**	**$17,809.00**	**$36,918.00**

ITEM NO.	PRIVATE (OUTSIDE ROW) ITEM	UNIT	UNIT PRICE	16.029.0801 QUANTITY	SANITARY SERVICE	WATER SERVICE	SUBTOTAL
1	MOBILIZATION	LUMP SUM	$12,000.00	0.13	$780.00	$780.00	$1,560.00
2	PERMIT	EACH	$86.00	2	$86.00	$86.00	$172.00
3	WATER METER	EACH	$329.00	1		$329.00	$329.00
4	CLEAR AND GRUB	TREE	$500.00	0	$0.00	$0.00	$0.00
5	REPLACE CURB & GUTTER	LIN FT	$28.00	35	$490.00	$490.00	$980.00
6	BITUMINOUS PATCH (STREET)	SQ YD	$28.00	289	$4,044.44	$4,044.44	$8,088.89
7	TRENCHLESS WATER SERVICE	LIN FT	$40.00	0		$0.00	$0.00
8	1" COPPER WATER SERVICE	LIN FT	$28.00	215		$6,020.00	$6,020.00
9	4" SANITARY SEWER SERVICE	LIN FT	$26.00	215	$5,590.00		$5,590.00
10	SANITARY GRINDER PUMP	EACH	$15,000.00	1	$15,000.00		$15,000.00
11	LOAM TOPSOIL BORROW	CU YD	$20.00	22	$220.00	$220.00	$440.00
12	SOD	SQ YD	$6.00	389	$1,166.67	$1,166.67	$2,333.33
			CONSTRUCTION SUBTOTAL		**$27,377.11**	**$13,136.11**	**$40,513.22**
			10% CONTINGENCY		**$2,737.71**	**$1,313.61**	**$4,051.32**
			ESTIMATED CONSTRUCTION COST		**$30,100.00**	**$14,400.00**	**$44,600.00**
			ENGINEERING & ADMINISTRATION		**$5,575.00**	**$5,575.00**	**$11,150.00**
			ESTIMATED PRIVATE PROJECT COST		**$35,675.00**	**$19,975.00**	**$55,750.00**
			TOTAL PARCEL COST		**$54,884.00**	**$37,784.00**	**$92,668.00**

ENGINEER'S ESTIMATE
ISANTI FEASIBILITY REPORT
ANNEXED SERVICE INTALLATION
BMI PROJECT NO. R13.118565
4/8/2019

2) address 602 Heritage Blvd NE

ITEM NO.	INSIDE R.O.W ITEM	UNIT	UNIT PRICE	16.029.2310 QUANTITY	SANITARY SERVICE	WATER SERVICE	SUBTOTAL
1	MOBILIZATION	LUMP SUM	$13,000.00	0.05	$325.00	$325.00	$650.00
2	CLEAR AND GRUB	TREE	$500.00	0	$0.00	$0.00	$0.00
3	REPLACE CURB & GUTTER	LIN FT	$30.00	40	$600.00	$600.00	$1,200.00
4	BITUMINOUS PATCH (STREET)	SQ YD	$40.00	84	$1,680.00	$1,680.00	$3,360.00
5	BITUMINOUS PATCH (TRAIL)	SY	$30.00	0	$0.00	$0.00	$0.00
8	1" CORPORATION STOP	EACH	$250.00	1		$250.00	$250.00
9	1" COPPER WATER SERVICE	LIN FT	$28.00	33		$924.00	$924.00
10	1" CURB STOP & BOX	EACH	$250.00	1		$250.00	$250.00
11	4" SANITARY SEWER SERVICE	LIN FT	$26.00	33	$858.00		$858.00
12	SEWER SERVICE WYE	EACH	$300.00	1	$300.00		$300.00
13	TRAFFIC CONTROL	LUMP SUM	$10,000.00	0	$0.00	$0.00	$0.00
14	SALVAGE AND REINSTALL SIGN	EACH	$200.00	1	$200.00		$200.00
15	STORM DRAIN INLET PROTECTION	EACH	$200.00	0	$0.00	$0.00	$0.00
16	SILT FENCE, TYPE MS	LIN FT	$3.00	50	$75.00	$75.00	$150.00
17	LOAM TOPSOIL BORROW	CU YD	$20.00	0	$0.00	$0.00	$0.00
18	SOD	SQ YD	$6.00	63	$189.00	$189.00	$378.00
19	CROSSWALK EPOXY	SQ FT	$10.00	0	$0.00	$0.00	$0.00
			CONSTRUCTION SUBTOTAL		**$4,227.00**	**$4,293.00**	**$8,520.00**
			10% CONTINGENCY		**$422.70**	**$429.30**	**$852.00**
			ESTIMATED CONSTRUCTION COST		**$4,600.00**	**$4,700.00**	**$9,400.00**
			ENGINEERING & ADMINISTRATION		**$1,175.00**	**$1,175.00**	**$2,350.00**
			MATERIAL TESTING		**$47.00**	**$47.00**	**$94.00**
			ESTIMATED IN ROW PROJECT COST		**$5,822.00**	**$5,922.00**	**$11,844.00**

ITEM NO.	PRIVATE (OUTSIDE ROW) ITEM	UNIT	UNIT PRICE	16.029.2310 QUANTITY	SANITARY SERVICE	WATER SERVICE	SUBTOTAL
1	MOBILIZATION	LUMP SUM	$12,000.00	0.11	$660.00	$660.00	$1,320.00
2	PERMIT	EACH	$86.00	2	$86.00	$86.00	$172.00
3	WATER METER	EACH	$329.00	1		$329.00	$329.00
4	CLEAR AND GRUB	TREE	$500.00	6	$1,500.00	$1,500.00	$3,000.00
5	REPLACE CURB & GUTTER	LIN FT	$28.00	0	$0.00	$0.00	$0.00
6	BITUMINOUS PATCH (STREET)	SQ YD	$28.00	0	$0.00	$0.00	$0.00
7	TRENCHLESS WATER SERVICE	LIN FT	$40.00	0		$0.00	$0.00
8	1" COPPER WATER SERVICE	LIN FT	$28.00	226		$6,328.00	$6,328.00
9	4" SANITARY SEWER SERVICE	LIN FT	$26.00	226	$5,876.00		$5,876.00
10	SANITARY GRINDER PUMP	EACH	$15,000.00				
11	LOAM TOPSOIL BORROW	CU YD	$20.00	55	$550.00	$550.00	$1,100.00
12	SOD	SQ YD	$6.00	1,000	$3,000.00	$3,000.00	$6,000.00
			CONSTRUCTION SUBTOTAL		**$11,672.00**	**$12,453.00**	**$24,125.00**
			10% CONTINGENCY		**$1,167.20**	**$1,245.30**	**$2,412.50**
			ESTIMATED CONSTRUCTION COST		**$12,800.00**	**$13,700.00**	**$26,500.00**
			ENGINEERING & ADMINISTRATION		**$3,312.50**	**$3,312.50**	**$6,625.00**
			ESTIMATED PRIVATE PROJECT COST		**$16,112.50**	**$17,012.50**	**$33,125.00**
			TOTAL PARCEL COST		**$21,934.50**	**$22,934.50**	**$44,969.00**

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3) address 323 Palomino Road SE

ITEM NO.	INSIDE R.O.W ITEM	UNIT	UNIT PRICE	16.032.1200 QUANTITY	16.032.1200 SANITARY SERVICE
1	MOBILIZATION	LUMP SUM	$13,000.00	0.09	$1,170.00
2	CLEAR AND GRUB	TREE	$500.00	0	$0.00
3	REPLACE CURB & GUTTER	LIN FT	$30.00	60	$1,800.00
4	BITUMINOUS PATCH (STREET)	SQ YD	$40.00	250	$10,000.00
5	BITUMINOUS PATCH (TRAIL)	SY	$30.00	0	$0.00
8	1" CORPORATION STOP	EACH	$250.00	0	$0.00
9	1" COPPER WATER SERVICE	LIN FT	$28.00	0	$0.00
10	1" CURB STOP & BOX	EACH	$250.00	0	$0.00
11	4" SANITARY SEWER SERVICE	LIN FT	$26.00	75	$1,950.00
12	SEWER SERVICE WYE	EACH	$300.00	1	$300.00
13	TRAFFIC CONTROL	LUMP SUM	$10,000.00	0.05	$500.00
14	SALVAGE AND REINSTALL SIGN	EACH	$200.00	0	$0.00
15	STORM DRAIN INLET PROTECTION	EACH	$200.00	0	$0.00
16	SILT FENCE, TYPE MS	LIN FT	$3.00	0	$0.00
17	LOAM TOPSOIL BORROW	CU YD	$20.00	14	$280.00
18	SOD	SQ YD	$6.00	250	$1,500.00
19	CROSSWALK EPOXY	SQ FT	$10.00	0	$0.00
			CONSTRUCTION SUBTOTAL		**$17,500.00**
			10% CONTINGENCY		**$1,750.00**
			ESTIMATED CONSTRUCTION COST		**$19,300.00**
			ENGINEERING & ADMINISTRATION		**$4,825.00**
			MATERIAL TESTING		**$193.00**
			ESTIMATED IN ROW PROJECT COST		**$24,318.00**

ITEM NO.	PRIVATE (OUTSIDE ROW) ITEM	UNIT	UNIT PRICE	16.032.1200 QUANTITY	16.032.1200 SANITARY SERVICE
1	MOBILIZATION	LUMP SUM	$12,000.00	0.00	$0.00
2	PERMIT	EACH	$86.00	0	$0.00
3	WATER METER	EACH	$329.00	0	$0.00
4	CLEAR AND GRUB	TREE	$500.00	0	$0.00
5	REPLACE CURB & GUTTER	LIN FT	$28.00	0	$0.00
6	BITUMINOUS PATCH (STREET)	SQ YD	$28.00	0	$0.00
7	TRENCHLESS WATER SERVICE	LIN FT	$40.00	0	$0.00
8	1" COPPER WATER SERVICE	LIN FT	$28.00	0	$0.00
9	4" SANITARY SEWER SERVICE	LIN FT	$26.00	0	$0.00
10	SANITARY GRINDER PUMP	EACH	$15,000.00		
11	LOAM TOPSOIL BORROW	CU YD	$20.00	0	$0.00
12	SOD	SQ YD	$6.00	0	$0.00
			CONSTRUCTION SUBTOTAL		**$0.00**
			10% CONTINGENCY		**$0.00**
			ESTIMATED CONSTRUCTION COST		**$0.00**
			ENGINEERING & ADMINISTRATION		**$0.00**
			ESTIMATED PRIVATE PROJECT COST		**$0.00**
			TOTAL PARCEL COST		**$24,318.00**

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4) address 313 Palomino Road SE

ITEM NO.	INSIDE R.O.W ITEM	UNIT	UNIT PRICE	16.032.3100 QUANTITY	SANITARY SERVICE	WATER SERVICE	SUBTOTAL
1	MOBILIZATION	LUMP SUM	$13,000.00	0.00	$0.00	$0.00	$0.00
2	CLEAR AND GRUB	TREE	$500.00	0	$0.00	$0.00	$0.00
3	REPLACE CURB & GUTTER	LIN FT	$30.00	0	$0.00	$0.00	$0.00
4	BITUMINOUS PATCH (STREET)	SQ YD	$40.00	0	$0.00	$0.00	$0.00
5	BITUMINOUS PATCH (TRAIL)	SY	$30.00	0	$0.00	$0.00	$0.00
8	1" CORPORATION STOP	EACH	$250.00	0		$0.00	$0.00
9	1" COPPER WATER SERVICE	LIN FT	$28.00	0		$0.00	$0.00
10	1" CURB STOP & BOX	EACH	$250.00	0		$0.00	$0.00
11	4" SANITARY SEWER SERVICE	LIN FT	$26.00	0	$0.00		$0.00
12	SEWER SERVICE WYE	EACH	$300.00	0	$0.00		$0.00
13	TRAFFIC CONTROL	LUMP SUM	$10,000.00	0	$0.00	$0.00	$0.00
14	SALVAGE AND REINSTALL SIGN	EACH	$200.00	0	$0.00		$0.00
15	STORM DRAIN INLET PROTECTION	EACH	$200.00	0	$0.00	$0.00	$0.00
16	SILT FENCE, TYPE MS	LIN FT	$3.00	0	$0.00	$0.00	$0.00
17	LOAM TOPSOIL BORROW	CU YD	$20.00	0	$0.00	$0.00	$0.00
18	SOD	SQ YD	$6.00	0	$0.00	$0.00	$0.00
19	CROSSWALK EPOXY	SQ FT	$10.00	0	$0.00	$0.00	$0.00
			CONSTRUCTION SUBTOTAL		**$0.00**	**$0.00**	**$0.00**
			10% CONTINGENCY		**$0.00**	**$0.00**	**$0.00**
			ESTIMATED CONSTRUCTION COST		**$0.00**	**$0.00**	**$0.00**
			ENGINEERING & ADMINISTRATION		**$0.00**	**$0.00**	**$0.00**
			MATERIAL TESTING		**$0.00**	**$0.00**	**$0.00**
			ESTIMATED IN ROW PROJECT COST		**$0.00**	**$0.00**	**$0.00**

ITEM NO.	PRIVATE (OUTSIDE ROW) ITEM	UNIT	UNIT PRICE	16.032.3100 QUANTITY	SANITARY SERVICE	WATER SERVICE	SUBTOTAL
1	MOBILIZATION	LUMP SUM	$12,000.00	0.05	$300.00	$300.00	$600.00
2	PERMIT	EACH	$86.00	2	$86.00	$86.00	$172.00
3	WATER METER	EACH	$329.00	1		$329.00	$329.00
4	CLEAR AND GRUB	TREE	$500.00	4	$1,000.00	$1,000.00	$2,000.00
5	REPLACE CURB & GUTTER	LIN FT	$28.00	0	$0.00	$0.00	$0.00
6	BITUMINOUS PATCH (STREET)	SQ YD	$28.00	0	$0.00	$0.00	$0.00
7	TRENCHLESS WATER SERVICE	LIN FT	$40.00	0		$0.00	$0.00
8	1" COPPER WATER SERVICE	LIN FT	$28.00	75		$2,100.00	$2,100.00
9	4" SANITARY SEWER SERVICE	LIN FT	$26.00	80	$2,080.00		$2,080.00
10	SANITARY GRINDER PUMP	EACH	$15,000.00				
11	LOAM TOPSOIL BORROW	CU YD	$20.00	0	$0.00	$0.00	$0.00
12	SOD	SQ YD	$6.00	355	$1,065.00	$1,065.00	$2,130.00
			CONSTRUCTION SUBTOTAL		**$4,531.00**	**$4,880.00**	**$9,411.00**
			10% CONTINGENCY		**$453.10**	**$488.00**	**$941.10**
			ESTIMATED CONSTRUCTION COST		**$5,000.00**	**$5,400.00**	**$10,400.00**
			ENGINEERING & ADMINISTRATION		**$1,300.00**	**$1,300.00**	**$2,600.00**
			ESTIMATED PRIVATE PROJECT COST		**$6,300.00**	**$6,700.00**	**$13,000.00**
			TOTAL PARCEL COST		**$6,300.00**	**$6,700.00**	**$13,000.00**

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5) address 323 Palomino Road SE

ITEM NO.	INSIDE R.O.W ITEM	UNIT	UNIT PRICE	16.032.1700 QUANTITY	SANITARY SERVICE	WATER SERVICE	SUBTOTAL
1	MOBILIZATION	LUMP SUM	$13,000.00	0.08	$520.00	$520.00	$1,040.00
2	CLEAR AND GRUB	TREE	$500.00	0	$0.00	$0.00	$0.00
3	REPLACE CURB & GUTTER	LIN FT	$30.00	40	$600.00	$600.00	$1,200.00
4	BITUMINOUS PATCH (STREET)	SQ YD	$40.00	238	$4,755.56	$4,755.56	$9,511.11
5	BITUMINOUS PATCH (TRAIL)	SY	$30.00	0	$0.00	$0.00	$0.00
8	1" CORPORATION STOP	EACH	$250.00	1		$250.00	$250.00
9	1" COPPER WATER SERVICE	LIN FT	$28.00	10		$280.00	$280.00
10	1" CURB STOP & BOX	EACH	$250.00	1		$250.00	$250.00
11	4" SANITARY SEWER SERVICE	LIN FT	$26.00	75	$1,950.00		$1,950.00
12	SEWER SERVICE WYE	EACH	$300.00	1	$300.00		$300.00
13	TRAFFIC CONTROL	LUMP SUM	$10,000.00	0.05	$250.00	$250.00	$500.00
14	SALVAGE AND REINSTALL SIGN	EACH	$200.00	0	$0.00		$0.00
15	STORM DRAIN INLET PROTECTION	EACH	$200.00	0	$0.00	$0.00	$0.00
16	SILT FENCE, TYPE MS	LIN FT	$3.00	0	$0.00	$0.00	$0.00
17	LOAM TOPSOIL BORROW	CU YD	$20.00	3	$30.00	$30.00	$60.00
18	SOD	SQ YD	$6.00	44	$132.00	$132.00	$264.00
19	CROSSWALK EPOXY	SQ FT	$10.00	0	$0.00	$0.00	$0.00
			CONSTRUCTION SUBTOTAL		**$8,537.56**	**$7,067.56**	**$15,605.11**
			10% CONTINGENCY		**$853.76**	**$706.76**	**$1,560.51**
			ESTIMATED CONSTRUCTION COST		**$9,400.00**	**$7,800.00**	**$17,200.00**
			ENGINEERING & ADMINISTRATION		**$2,150.00**	**$2,150.00**	**$4,300.00**
			MATERIAL TESTING		**$86.00**	**$86.00**	**$172.00**
			ESTIMATED IN ROW PROJECT COST		**$11,636.00**	**$10,036.00**	**$21,672.00**

ITEM NO.	PRIVATE (OUTSIDE ROW) ITEM	UNIT	UNIT PRICE	16.032.1700 QUANTITY	SANITARY SERVICE	WATER SERVICE	SUBTOTAL
1	MOBILIZATION	LUMP SUM	$12,000.00	0.08	$480.00	$480.00	$960.00
2	PERMIT	EACH	$86.00	2	$86.00	$86.00	$172.00
3	WATER METER	EACH	$329.00	1		$329.00	$329.00
4	CLEAR AND GRUB	TREE	$500.00	4	$1,000.00	$1,000.00	$2,000.00
5	REPLACE CURB & GUTTER	LIN FT	$28.00	0	$0.00	$0.00	$0.00
6	BITUMINOUS PATCH (STREET)	SQ YD	$28.00	0	$0.00	$0.00	$0.00
7	TRENCHLESS WATER SERVICE	LIN FT	$40.00	0		$0.00	$0.00
8	1" COPPER WATER SERVICE	LIN FT	$28.00	140		$3,920.00	$3,920.00
9	4" SANITARY SEWER SERVICE	LIN FT	$26.00	150	$3,900.00		$3,900.00
10	SANITARY GRINDER PUMP	EACH	$15,000.00				
11	LOAM TOPSOIL BORROW	CU YD	$20.00	37	$370.00	$370.00	$740.00
12	SOD	SQ YD	$6.00	666	$1,998.00	$1,998.00	$3,996.00
			CONSTRUCTION SUBTOTAL		**$7,834.00**	**$8,183.00**	**$16,017.00**
			10% CONTINGENCY		**$783.40**	**$818.30**	**$1,601.70**
			ESTIMATED CONSTRUCTION COST		**$8,600.00**	**$9,000.00**	**$17,600.00**
			ENGINEERING & ADMINISTRATION		**$2,200.00**	**$2,200.00**	**$4,400.00**
			ESTIMATED PRIVATE PROJECT COST		**$10,800.00**	**$11,200.00**	**$22,000.00**
			TOTAL PARCEL COST		**$22,436.00**	**$21,236.00**	**$43,672.00**

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6) address 1011 Tyler Ave SE

ITEM NO.	INSIDE R.O.W ITEM	UNIT	UNIT PRICE	16.031.3500 QUANTITY	16.031.3500 WATER SERVICE
1	MOBILIZATION	LUMP SUM	$13,000.00	0.12	$1,560.00
2	CLEAR AND GRUB	TREE	$500.00	1	$500.00
3	REPLACE CURB & GUTTER	LIN FT	$30.00	30	$900.00
4	BITUMINOUS PATCH (STREET)	SQ YD	$40.00	0	$0.00
5	BITUMINOUS PATCH (TRAIL)	SY	$30.00	33	$990.00
8	1" CORPORATION STOP	EACH	$250.00	1	$250.00
9	1" COPPER WATER SERVICE	LIN FT	$28.00	20	$560.00
10	1" CURB STOP & BOX	EACH	$250.00	1	$250.00
11	4" SANITARY SEWER SERVICE	LIN FT	$26.00	0	$0.00
12	SEWER SERVICE WYE	EACH	$300.00	0	$0.00
13	TRAFFIC CONTROL	LUMP SUM	$10,000.00	0.05	$500.00
14	SALVAGE AND REINSTALL SIGN	EACH	$200.00	0	$0.00
15	STORM DRAIN INLET PROTECTION	EACH	$200.00	2	$400.00
16	SILT FENCE, TYPE MS	LIN FT	$3.00	250	$750.00
17	LOAM TOPSOIL BORROW	CU YD	$20.00	2	$40.00
18	SOD	SQ YD	$6.00	33	$198.00
19	CROSSWALK EPOXY	SQ FT	$10.00	0	$0.00
				CONSTRUCTION SUBTOTAL	**$6,898.00**
				10% CONTINGENCY	**$689.80**
				ESTIMATED CONSTRUCTION COST	**$7,600.00**
				ENGINEERING & ADMINISTRATION	**$1,900.00**
				MATERIAL TESTING	**$76.00**
				ESTIMATED IN ROW PROJECT COST	**$9,576.00**

ITEM NO.	PRIVATE (OUTSIDE ROW) ITEM	UNIT	UNIT PRICE	16.031.3500 QUANTITY	16.031.3500 WATER SERVICE
1	MOBILIZATION	LUMP SUM	$12,000.00	0.11	$1,320.00
2	PERMIT	EACH	$86.00	1	$86.00
3	WATER METER	EACH	$329.00	1	$329.00
4	CLEAR AND GRUB	TREE	$500.00	0	$0.00
5	REPLACE CURB & GUTTER	LIN FT	$28.00	0	$0.00
6	BITUMINOUS PATCH (STREET)	SQ YD	$28.00	0	$0.00
7	TRENCHLESS WATER SERVICE	LIN FT	$40.00	550	$22,000.00
8	1" COPPER WATER SERVICE	LIN FT	$28.00	0	$0.00
9	4" SANITARY SEWER SERVICE	LIN FT	$26.00	0	$0.00
10	SANITARY GRINDER PUMP	EACH	$15,000.00		
11	LOAM TOPSOIL BORROW	CU YD	$20.00	2	$40.00
12	SOD	SQ YD	$6.00	33	$198.00
				CONSTRUCTION SUBTOTAL	**$23,973.00**
				10% CONTINGENCY	**$2,397.30**
				ESTIMATED CONSTRUCTION COST	**$26,400.00**
				ENGINEERING & ADMINISTRATION	**$6,600.00**
				ESTIMATED PRIVATE PROJECT COST	**$33,000.00**
				TOTAL PARCEL COST	**$42,576.00**

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7) address 1014 Tyler Ave SE

ITEM NO.	INSIDE R.O.W ITEM	UNIT	UNIT PRICE	16.031.3700 QUANTITY	16.031.3700 WATER SERVICE
1	MOBILIZATION	LUMP SUM	$13,000.00	0.04	$520.00
2	CLEAR AND GRUB	TREE	$500.00	1	$500.00
3	REPLACE CURB & GUTTER	LIN FT	$30.00	30	$900.00
4	BITUMINOUS PATCH (STREET)	SQ YD	$40.00	0	$0.00
5	BITUMINOUS PATCH (TRAIL)	SY	$30.00	33	$990.00
8	1" CORPORATION STOP	EACH	$250.00	1	$250.00
9	1" COPPER WATER SERVICE	LIN FT	$28.00	20	$560.00
10	1" CURB STOP & BOX	EACH	$250.00	1	$250.00
11	4" SANITARY SEWER SERVICE	LIN FT	$26.00	0	$0.00
12	SEWER SERVICE WYE	EACH	$300.00	0	$0.00
13	TRAFFIC CONTROL	LUMP SUM	$10,000.00	0.05	$500.00
14	SALVAGE AND REINSTALL SIGN	EACH	$200.00	0	$0.00
15	STORM DRAIN INLET PROTECTION	EACH	$200.00	0	$0.00
16	SILT FENCE, TYPE MS	LIN FT	$3.00	0	$0.00
17	LOAM TOPSOIL BORROW	CU YD	$20.00	22	$440.00
18	SOD	SQ YD	$6.00	400	$2,400.00
19	CROSSWALK EPOXY	SQ FT	$10.00	0	$0.00
				CONSTRUCTION SUBTOTAL	**$7,310.00**
				10% CONTINGENCY	**$731.00**
				ESTIMATED CONSTRUCTION COST	**$8,000.00**
				ENGINEERING & ADMINISTRATION	**$2,000.00**
				MATERIAL TESTING	**$80.00**
				ESTIMATED IN ROW PROJECT COST	**$10,080.00**

ITEM NO.	PRIVATE (OUTSIDE ROW) ITEM	UNIT	UNIT PRICE	16.031.3700 QUANTITY	16.031.3700 WATER SERVICE
1	MOBILIZATION	LUMP SUM	$12,000.00	0.04	$480.00
2	PERMIT	EACH	$86.00	1	$86.00
3	WATER METER	EACH	$329.00	1	$329.00
4	CLEAR AND GRUB	TREE	$500.00	1	$500.00
5	REPLACE CURB & GUTTER	LIN FT	$28.00	0	$0.00
6	BITUMINOUS PATCH (STREET)	SQ YD	$28.00	0	$0.00
7	TRENCHLESS WATER SERVICE	LIN FT	$40.00	0	$0.00
8	1" COPPER WATER SERVICE	LIN FT	$28.00	120	$3,360.00
9	4" SANITARY SEWER SERVICE	LIN FT	$26.00	0	$0.00
10	SANITARY GRINDER PUMP	EACH	$15,000.00		
11	LOAM TOPSOIL BORROW	CU YD	$20.00	20	$400.00
12	SOD	SQ YD	$6.00	373	$2,238.00
				CONSTRUCTION SUBTOTAL	**$7,393.00**
				10% CONTINGENCY	**$739.30**
				ESTIMATED CONSTRUCTION COST	**$8,100.00**
				ENGINEERING & ADMINISTRATION	**$2,025.00**
				ESTIMATED PRIVATE PROJECT COST	**$10,125.00**
				TOTAL PARCEL COST	**$20,205.00**

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8) address 1010 Tyler Ave SE

ITEM NO.	INSIDE R.O.W ITEM	UNIT	UNIT PRICE	16.031.3501 QUANTITY	16.031.3501 WATER SERVICE
1	MOBILIZATION	LUMP SUM	$13,000.00	0.03	$390.00
2	CLEAR AND GRUB	TREE	$500.00	0	$0.00
3	REPLACE CURB & GUTTER	LIN FT	$30.00	30	$900.00
4	BITUMINOUS PATCH (STREET)	SQ YD	$40.00	0	$0.00
5	BITUMINOUS PATCH (TRAIL)	SY	$30.00	33	$990.00
8	1" CORPORATION STOP	EACH	$250.00	1	$250.00
9	1" COPPER WATER SERVICE	LIN FT	$28.00	20	$560.00
10	1" CURB STOP & BOX	EACH	$250.00	1	$250.00
11	4" SANITARY SEWER SERVICE	LIN FT	$26.00	0	$0.00
12	SEWER SERVICE WYE	EACH	$300.00	0	$0.00
13	TRAFFIC CONTROL	LUMP SUM	$10,000.00	0.05	$500.00
14	SALVAGE AND REINSTALL SIGN	EACH	$200.00	0	$0.00
15	STORM DRAIN INLET PROTECTION	EACH	$200.00	0	$0.00
16	SILT FENCE, TYPE MS	LIN FT	$3.00	0	$0.00
17	LOAM TOPSOIL BORROW	CU YD	$20.00	4	$80.00
18	SOD	SQ YD	$6.00	66	$396.00
19	CROSSWALK EPOXY	SQ FT	$10.00	0	$0.00
			CONSTRUCTION SUBTOTAL		**$4,316.00**
			10% CONTINGENCY		**$431.60**
			ESTIMATED CONSTRUCTION COST		**$4,700.00**
			ENGINEERING & ADMINISTRATION		**$1,175.00**
			MATERIAL TESTING		**$47.00**
			ESTIMATED IN ROW PROJECT COST		**$5,922.00**

ITEM NO.	PRIVATE (OUTSIDE ROW) ITEM	UNIT	UNIT PRICE	16.031.3501 QUANTITY	16.031.3501 WATER SERVICE
1	MOBILIZATION	LUMP SUM	$12,000.00	0.04	$480.00
2	PERMIT	EACH	$86.00	1	$86.00
3	WATER METER	EACH	$329.00	1	$329.00
4	CLEAR AND GRUB	TREE	$500.00	1	$500.00
5	REPLACE CURB & GUTTER	LIN FT	$28.00	0	$0.00
6	BITUMINOUS PATCH (STREET)	SQ YD	$28.00	0	$0.00
7	TRENCHLESS WATER SERVICE	LIN FT	$40.00	0	$0.00
8	1" COPPER WATER SERVICE	LIN FT	$28.00	150	$4,200.00
9	4" SANITARY SEWER SERVICE	LIN FT	$26.00	0	$0.00
10	SANITARY GRINDER PUMP	EACH	$15,000.00		
11	LOAM TOPSOIL BORROW	CU YD	$20.00	27	$540.00
12	SOD	SQ YD	$6.00	500	$3,000.00
			CONSTRUCTION SUBTOTAL		**$9,135.00**
			10% CONTINGENCY		**$913.50**
			ESTIMATED CONSTRUCTION COST		**$10,000.00**
			ENGINEERING & ADMINISTRATION		**$2,500.00**
			ESTIMATED PRIVATE PROJECT COST		**$12,500.00**
			TOTAL PARCEL COST		**$18,422.00**

ENGINEER'S ESTIMATE
ISANTI FEASIBILITY REPORT
ANNEXED SERVICE INTALLATION
BMI PROJECT NO. R13.118565
4/8/2019

9) address 110 South Passage SE

ITEM NO.	INSIDE R.O.W ITEM	UNIT	UNIT PRICE	16.031.3600 QUANTITY	16.031.3600 WATER SERVICE
1	MOBILIZATION	LUMP SUM	$13,000.00	0.03	$325.00
2	CLEAR AND GRUB	TREE	$500.00	0	$0.00
3	REPLACE CURB & GUTTER	LIN FT	$30.00	30	$900.00
4	BITUMINOUS PATCH (STREET)	SQ YD	$40.00	0	$0.00
5	BITUMINOUS PATCH (TRAIL)	SY	$30.00	33	$990.00
8	1" CORPORATION STOP	EACH	$250.00	1	$250.00
9	1" COPPER WATER SERVICE	LIN FT	$28.00	20	$560.00
10	1" CURB STOP & BOX	EACH	$250.00	1	$250.00
11	4" SANITARY SEWER SERVICE	LIN FT	$26.00	0	$0.00
12	SEWER SERVICE WYE	EACH	$300.00	0	$0.00
13	TRAFFIC CONTROL	LUMP SUM	$10,000.00	0.05	$500.00
14	SALVAGE AND REINSTALL SIGN	EACH	$200.00	0	$0.00
15	STORM DRAIN INLET PROTECTION	EACH	$200.00	0	$0.00
16	SILT FENCE, TYPE MS	LIN FT	$3.00	0	$0.00
17	LOAM TOPSOIL BORROW	CU YD	$20.00	2	$40.00
18	SOD	SQ YD	$6.00	33	$198.00
19	CROSSWALK EPOXY	SQ FT	$10.00	0	$0.00
			CONSTRUCTION SUBTOTAL		**$4,013.00**
			10% CONTINGENCY		**$401.30**
			ESTIMATED CONSTRUCTION COST		**$4,400.00**
			ENGINEERING & ADMINISTRATION		**$1,100.00**
			MATERIAL TESTING		**$44.00**
			ESTIMATED IN ROW PROJECT COST		**$5,544.00**

ITEM NO.	PRIVATE (OUTSIDE ROW) ITEM	UNIT	UNIT PRICE	16.031.3600 QUANTITY	16.031.3600 WATER SERVICE
1	MOBILIZATION	LUMP SUM	$12,000.00	0.03	$360.00
2	PERMIT	EACH	$86.00	1	$86.00
3	WATER METER	EACH	$329.00	1	$329.00
4	CLEAR AND GRUB	TREE	$500.00	1	$500.00
5	REPLACE CURB & GUTTER	LIN FT	$28.00	0	$0.00
6	BITUMINOUS PATCH (STREET)	SQ YD	$28.00	0	$0.00
7	TRENCHLESS WATER SERVICE	LIN FT	$40.00	0	$0.00
8	1" COPPER WATER SERVICE	LIN FT	$28.00	100	$2,800.00
9	4" SANITARY SEWER SERVICE	LIN FT	$26.00	0	$0.00
10	SANITARY GRINDER PUMP	EACH	$15,000.00		
11	LOAM TOPSOIL BORROW	CU YD	$20.00	19	$380.00
12	SOD	SQ YD	$6.00	333	$1,998.00
			CONSTRUCTION SUBTOTAL		**$6,453.00**
			10% CONTINGENCY		**$645.30**
			ESTIMATED CONSTRUCTION COST		**$7,100.00**
			ENGINEERING & ADMINISTRATION		**$1,775.00**
			ESTIMATED PRIVATE PROJECT COST		**$8,875.00**
			TOTAL PARCEL COST		**$14,419.00**

ENGINEER'S ESTIMATE
ISANTI FEASIBILITY REPORT
ANNEXED SERVICE INTALLATION
BMI PROJECT NO. R13.118565
4/8/2019

10) address 1115 Tyler Ave SE

ITEM NO.	INSIDE R.O.W ITEM	UNIT	UNIT PRICE	16.031.4000 QUANTITY	SANITARY SERVICE	WATER SERVICE	SUBTOTAL
1	MOBILIZATION	LUMP SUM	$13,000.00	0.07	$455.00	$455.00	$910.00
2	CLEAR AND GRUB	TREE	$500.00	0	$0.00	$0.00	$0.00
3	REPLACE CURB & GUTTER	LIN FT	$30.00	60	$900.00	$900.00	$1,800.00
4	BITUMINOUS PATCH (STREET)	SQ YD	$40.00	106	$2,120.00	$2,120.00	$4,240.00
5	BITUMINOUS PATCH (TRAIL)	SY	$30.00	66	$990.00	$990.00	$1,980.00
8	1" CORPORATION STOP	EACH	$250.00	1		$250.00	$250.00
9	1" COPPER WATER SERVICE	LIN FT	$28.00	20		$560.00	$560.00
10	1" CURB STOP & BOX	EACH	$250.00	1		$250.00	$250.00
11	4" SANITARY SEWER SERVICE	LIN FT	$26.00	83	$2,158.00		$2,158.00
12	SEWER SERVICE WYE	EACH	$300.00	1	$300.00		$300.00
13	TRAFFIC CONTROL	LUMP SUM	$10,000.00	0.05	$250.00	$250.00	$500.00
14	SALVAGE AND REINSTALL SIGN	EACH	$200.00	0	$0.00		$0.00
15	STORM DRAIN INLET PROTECTION	EACH	$200.00	2	$200.00	$200.00	$400.00
16	SILT FENCE, TYPE MS	LIN FT	$3.00	0	$0.00	$0.00	$0.00
17	LOAM TOPSOIL BORROW	CU YD	$20.00	4	$40.00	$40.00	$80.00
18	SOD	SQ YD	$6.00	66	$198.00	$198.00	$396.00
19	CROSSWALK EPOXY	SQ FT	$10.00	0	$0.00	$0.00	$0.00
			CONSTRUCTION SUBTOTAL		**$7,611.00**	**$6,213.00**	**$13,824.00**
			10% CONTINGENCY		**$761.10**	**$621.30**	**$1,382.40**
			ESTIMATED CONSTRUCTION COST		**$8,400.00**	**$6,800.00**	**$15,200.00**
			ENGINEERING & ADMINISTRATION		**$1,900.00**	**$1,900.00**	**$3,800.00**
			MATERIAL TESTING		**$76.00**	**$76.00**	**$152.00**
			ESTIMATED IN ROW PROJECT COST		**$10,376.00**	**$8,776.00**	**$19,152.00**

ITEM NO.	PRIVATE (OUTSIDE ROW) ITEM	UNIT	UNIT PRICE	16.031.4000 QUANTITY	SANITARY SERVICE	WATER SERVICE	SUBTOTAL
1	MOBILIZATION	LUMP SUM	$12,000.00	0.05	$300.00	$300.00	$600.00
2	PERMIT	EACH	$86.00	2	$86.00	$86.00	$172.00
3	WATER METER	EACH	$329.00	1		$329.00	$329.00
4	CLEAR AND GRUB	TREE	$500.00	0	$0.00	$0.00	$0.00
5	REPLACE CURB & GUTTER	LIN FT	$28.00	0	$0.00	$0.00	$0.00
6	BITUMINOUS PATCH (STREET)	SQ YD	$28.00	0	$0.00	$0.00	$0.00
7	TRENCHLESS WATER SERVICE	LIN FT	$40.00	0		$0.00	$0.00
8	1" COPPER WATER SERVICE	LIN FT	$28.00	63		$1,764.00	$1,764.00
9	4" SANITARY SEWER SERVICE	LIN FT	$26.00	146	$3,796.00		$3,796.00
10	SANITARY GRINDER PUMP	EACH	$15,000.00				
11	LOAM TOPSOIL BORROW	CU YD	$20.00	22	$220.00	$220.00	$440.00
12	SOD	SQ YD	$6.00	400	$1,200.00	$1,200.00	$2,400.00
			CONSTRUCTION SUBTOTAL		**$5,602.00**	**$3,899.00**	**$9,501.00**
			10% CONTINGENCY		**$560.20**	**$389.90**	**$950.10**
			ESTIMATED CONSTRUCTION COST		**$6,200.00**	**$4,300.00**	**$10,500.00**
			ENGINEERING & ADMINISTRATION		**$1,312.50**	**$1,312.50**	**$2,625.00**
			ESTIMATED PRIVATE PROJECT COST		**$7,512.50**	**$5,612.50**	**$13,125.00**
			TOTAL PARCEL COST		**$17,888.50**	**$14,388.50**	**$32,277.00**

ENGINEER'S ESTIMATE
ISANTI FEASIBILITY REPORT
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BMI PROJECT NO. R13.118565
4/8/2019

11) address 1206 4th AVE SW

ITEM NO.	INSIDE R.O.W ITEM	UNIT	UNIT PRICE	16.031.1210 QUANTITY	16.031.1210 WATER SERVICE
1	MOBILIZATION	LUMP SUM	$13,000.00	0.05	$608.40
2	CLEAR AND GRUB	TREE	$500.00	0	$0.00
3	REPLACE CURB & GUTTER	LIN FT	$30.00	0	$0.00
4	BITUMINOUS PATCH (STREET)	SQ YD	$40.00	106	$4,240.00
5	BITUMINOUS PATCH (TRAIL)	SY	$30.00	33	$990.00
8	1" CORPORATION STOP	EACH	$250.00	1	$250.00
9	1" COPPER WATER SERVICE	LIN FT	$28.00	50	$1,400.00
10	1" CURB STOP & BOX	EACH	$250.00	1	$250.00
11	4" SANITARY SEWER SERVICE	LIN FT	$26.00	0	$0.00
12	SEWER SERVICE WYE	EACH	$300.00	0	$0.00
13	TRAFFIC CONTROL	LUMP SUM	$10,000.00	0.05	$500.00
14	SALVAGE AND REINSTALL SIGN	EACH	$200.00	0	$0.00
15	STORM DRAIN INLET PROTECTION	EACH	$200.00	0	$0.00
16	SILT FENCE, TYPE MS	LIN FT	$3.00	0	$0.00
17	LOAM TOPSOIL BORROW	CU YD	$20.00	4	$80.00
18	SOD	SQ YD	$6.00	66	$396.00
19	CROSSWALK EPOXY	SQ FT	$10.00	0	$0.00
				CONSTRUCTION SUBTOTAL	**$8,714.40**
				10% CONTINGENCY	**$871.44**
				ESTIMATED CONSTRUCTION COST	**$9,600.00**
				ENGINEERING & ADMINISTRATION	**$2,400.00**
				MATERIAL TESTING	**$96.00**
				ESTIMATED IN ROW PROJECT COST	**$12,096.00**

ITEM NO.	PRIVATE (OUTSIDE ROW) ITEM	UNIT	UNIT PRICE	16.031.1210 QUANTITY	16.031.1210 WATER SERVICE
1	MOBILIZATION	LUMP SUM	$12,000.00	0.04	$480.00
2	PERMIT	EACH	$86.00	1	$86.00
3	WATER METER	EACH	$329.00	1	$329.00
4	CLEAR AND GRUB	TREE	$500.00	1	$500.00
5	REPLACE CURB & GUTTER	LIN FT	$28.00	0	$0.00
6	BITUMINOUS PATCH (STREET)	SQ YD	$28.00	0	$0.00
7	TRENCHLESS WATER SERVICE	LIN FT	$40.00	0	$0.00
8	1" COPPER WATER SERVICE	LIN FT	$28.00	132	$3,696.00
9	4" SANITARY SEWER SERVICE	LIN FT	$26.00	0	$0.00
10	SANITARY GRINDER PUMP	EACH	$15,000.00		
11	LOAM TOPSOIL BORROW	CU YD	$20.00	24	$480.00
12	SOD	SQ YD	$6.00	440	$2,640.00
				CONSTRUCTION SUBTOTAL	**$8,211.00**
				10% CONTINGENCY	**$821.10**
				ESTIMATED CONSTRUCTION COST	**$9,000.00**
				ENGINEERING & ADMINISTRATION	**$2,250.00**
				ESTIMATED PRIVATE PROJECT COST	**$11,250.00**
				TOTAL PARCEL COST	**$23,346.00**

ENGINEER'S ESTIMATE
ISANTI FEASIBILITY REPORT
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BMI PROJECT NO. R13.118565
4/8/2019

12) address 1207 4th AVE SW

ITEM NO.	INSIDE R.O.W ITEM	UNIT	UNIT PRICE	16.031.1510 QUANTITY	SANITARY SERVICE	WATER SERVICE	SUBTOTAL
1	MOBILIZATION	LUMP SUM	$13,000.00	0.07	$455.00	$455.00	$910.00
2	CLEAR AND GRUB	TREE	$500.00	0	$0.00	$0.00	$0.00
3	REPLACE CURB & GUTTER	LIN FT	$30.00	0	$0.00	$0.00	$0.00
4	BITUMINOUS PATCH (STREET)	SQ YD	$40.00	200	$4,000.00	$4,000.00	$8,000.00
5	BITUMINOUS PATCH (TRAIL)	SY	$30.00	0	$0.00	$0.00	$0.00
8	1" CORPORATION STOP	EACH	$250.00	1		$250.00	$250.00
9	1" COPPER WATER SERVICE	LIN FT	$28.00	75		$2,100.00	$2,100.00
10	1" CURB STOP & BOX	EACH	$250.00	1		$250.00	$250.00
11	4" SANITARY SEWER SERVICE	LIN FT	$26.00	37	$962.00		$962.00
12	SEWER SERVICE WYE	EACH	$300.00	1	$300.00		$300.00
13	TRAFFIC CONTROL	LUMP SUM	$10,000.00	0.05	$250.00	$250.00	$500.00
14	SALVAGE AND REINSTALL SIGN	EACH	$200.00	0	$0.00		$0.00
15	STORM DRAIN INLET PROTECTION	EACH	$200.00	0	$0.00	$0.00	$0.00
16	SILT FENCE, TYPE MS	LIN FT	$3.00	0	$0.00	$0.00	$0.00
17	LOAM TOPSOIL BORROW	CU YD	$20.00	5	$50.00	$50.00	$100.00
18	SOD	SQ YD	$6.00	88	$264.00	$264.00	$528.00
19	CROSSWALK EPOXY	SQ FT	$10.00	0	$0.00	$0.00	$0.00
			CONSTRUCTION SUBTOTAL		**$6,281.00**	**$7,619.00**	**$13,900.00**
			10% CONTINGENCY		**$628.10**	**$761.90**	**$1,390.00**
			ESTIMATED CONSTRUCTION COST		**$6,900.00**	**$8,400.00**	**$15,300.00**
			ENGINEERING & ADMINISTRATION		**$1,912.50**	**$1,912.50**	**$3,825.00**
			MATERIAL TESTING		**$76.50**	**$76.50**	**$153.00**
			ESTIMATED IN ROW PROJECT COST		**$8,889.00**	**$10,389.00**	**$19,278.00**

ITEM NO.	PRIVATE (OUTSIDE ROW) ITEM	UNIT	UNIT PRICE	16.031.1510 QUANTITY	SANITARY SERVICE	WATER SERVICE	SUBTOTAL
1	MOBILIZATION	LUMP SUM	$12,000.00	0.08	$480.00	$480.00	$960.00
2	PERMIT	EACH	$86.00	2	$86.00	$86.00	$172.00
3	WATER METER	EACH	$329.00	1		$329.00	$329.00
4	CLEAR AND GRUB	TREE	$500.00	4	$1,000.00	$1,000.00	$2,000.00
5	REPLACE CURB & GUTTER	LIN FT	$28.00	0	$0.00	$0.00	$0.00
6	BITUMINOUS PATCH (STREET)	SQ YD	$28.00	0	$0.00	$0.00	$0.00
7	TRENCHLESS WATER SERVICE	LIN FT	$40.00	0		$0.00	$0.00
8	1" COPPER WATER SERVICE	LIN FT	$28.00	160		$4,480.00	$4,480.00
9	4" SANITARY SEWER SERVICE	LIN FT	$26.00	160	$4,160.00		$4,160.00
10	SANITARY GRINDER PUMP	EACH	$15,000.00	1	$15,000.00		$15,000.00
11	LOAM TOPSOIL BORROW	CU YD	$20.00	39	$390.00	$390.00	$780.00
12	SOD	SQ YD	$6.00	700	$2,100.00	$2,100.00	$4,200.00
			CONSTRUCTION SUBTOTAL		**$23,216.00**	**$8,865.00**	**$32,081.00**
			10% CONTINGENCY		**$2,321.60**	**$886.50**	**$3,208.10**
			ESTIMATED CONSTRUCTION COST		**$25,500.00**	**$9,800.00**	**$35,300.00**
			ENGINEERING & ADMINISTRATION		**$4,412.50**	**$4,412.50**	**$8,825.00**
			ESTIMATED PRIVATE PROJECT COST		**$29,912.50**	**$14,212.50**	**$44,125.00**
			TOTAL PARCEL COST		**$38,801.50**	**$24,601.50**	**$63,403.00**

ENGINEER'S ESTIMATE
ISANTI FEASIBILITY REPORT
ANNEXED SERVICE INTALLATION
BMI PROJECT NO. R13.118565
4/8/2019

13) address 503 South Passage SW

ITEM NO.	INSIDE R.O.W ITEM	UNIT	UNIT PRICE	16.031.0910 QUANTITY	16.031.0910 WATER SERVICE
1	MOBILIZATION	LUMP SUM	$13,000.00	0.05	$611.00
2	CLEAR AND GRUB	TREE	$500.00	0	$0.00
3	REPLACE CURB & GUTTER	LIN FT	$30.00	0	$0.00
4	BITUMINOUS PATCH (STREET)	SQ YD	$40.00	133	$5,320.00
5	BITUMINOUS PATCH (TRAIL)	SY	$30.00	0	$0.00
8	1" CORPORATION STOP	EACH	$250.00	1	$250.00
9	1" COPPER WATER SERVICE	LIN FT	$28.00	50	$1,400.00
10	1" CURB STOP & BOX	EACH	$250.00	1	$250.00
11	4" SANITARY SEWER SERVICE	LIN FT	$26.00	0	$0.00
12	SEWER SERVICE WYE	EACH	$300.00	0	$0.00
13	TRAFFIC CONTROL	LUMP SUM	$10,000.00	0.05	$500.00
14	SALVAGE AND REINSTALL SIGN	EACH	$200.00	0	$0.00
15	STORM DRAIN INLET PROTECTION	EACH	$200.00	0	$0.00
16	SILT FENCE, TYPE MS	LIN FT	$3.00	0	$0.00
17	LOAM TOPSOIL BORROW	CU YD	$20.00	0	$0.00
18	SOD	SQ YD	$6.00	66	$396.00
19	CROSSWALK EPOXY	SQ FT	$10.00	0	$0.00
			CONSTRUCTION SUBTOTAL		**$8,727.00**
			10% CONTINGENCY		**$872.70**
			ESTIMATED CONSTRUCTION COST		**$9,600.00**
			ENGINEERING & ADMINISTRATION		**$2,400.00**
			MATERIAL TESTING		**$96.00**
			ESTIMATED IN ROW PROJECT COST		**$12,096.00**

ITEM NO.	PRIVATE (OUTSIDE ROW) ITEM	UNIT	UNIT PRICE	16.031.0910 QUANTITY	16.031.0910 WATER SERVICE
1	MOBILIZATION	LUMP SUM	$12,000.00	0.04	$480.00
2	PERMIT	EACH	$86.00	1	$86.00
3	WATER METER	EACH	$329.00	1	$329.00
4	CLEAR AND GRUB	TREE	$500.00	2	$1,000.00
5	REPLACE CURB & GUTTER	LIN FT	$28.00	0	$0.00
6	BITUMINOUS PATCH (STREET)	SQ YD	$28.00	0	$0.00
7	TRENCHLESS WATER SERVICE	LIN FT	$40.00	0	$0.00
8	1" COPPER WATER SERVICE	LIN FT	$28.00	140	$3,920.00
9	4" SANITARY SEWER SERVICE	LIN FT	$26.00	0	$0.00
10	SANITARY GRINDER PUMP	EACH	$15,000.00		
11	LOAM TOPSOIL BORROW	CU YD	$20.00	25	$500.00
12	SOD	SQ YD	$6.00	466	$2,796.00
			CONSTRUCTION SUBTOTAL		**$9,111.00**
			10% CONTINGENCY		**$911.10**
			ESTIMATED CONSTRUCTION COST		**$10,000.00**
			ENGINEERING & ADMINISTRATION		**$2,500.00**
			ESTIMATED PRIVATE PROJECT COST		**$12,500.00**
			TOTAL PARCEL COST		**$24,596.00**

ENGINEER'S ESTIMATE
ISANTI FEASIBILITY REPORT
ANNEXED SERVICE INTALLATION
BMI PROJECT NO. R13.118565
4/8/2019

14) address 507 South Passage SW

ITEM NO.	INSIDE R.O.W ITEM	UNIT	UNIT PRICE	16.031.0051 QUANTITY	16.031.0051 WATER SERVICE
1	MOBILIZATION	LUMP SUM	$13,000.00	0.05	$650.00
2	CLEAR AND GRUB	TREE	$500.00	0	$0.00
3	REPLACE CURB & GUTTER	LIN FT	$30.00	0	$0.00
4	BITUMINOUS PATCH (STREET)	SQ YD	$40.00	133	$5,320.00
5	BITUMINOUS PATCH (TRAIL)	SY	$30.00	33	$990.00
8	1" CORPORATION STOP	EACH	$250.00	1	$250.00
9	1" COPPER WATER SERVICE	LIN FT	$28.00	50	$1,400.00
10	1" CURB STOP & BOX	EACH	$250.00	1	$250.00
11	4" SANITARY SEWER SERVICE	LIN FT	$26.00	0	$0.00
12	SEWER SERVICE WYE	EACH	$300.00	0	$0.00
13	TRAFFIC CONTROL	LUMP SUM	$10,000.00	0.05	$500.00
14	SALVAGE AND REINSTALL SIGN	EACH	$200.00	0	$0.00
15	STORM DRAIN INLET PROTECTION	EACH	$200.00	0	$0.00
16	SILT FENCE, TYPE MS	LIN FT	$3.00	0	$0.00
17	LOAM TOPSOIL BORROW	CU YD	$20.00	4	$80.00
18	SOD	SQ YD	$6.00	66	$396.00
19	CROSSWALK EPOXY	SQ FT	$10.00	0	$0.00
				CONSTRUCTION SUBTOTAL	**$9,836.00**
				10% CONTINGENCY	**$983.60**
				ESTIMATED CONSTRUCTION COST	**$10,800.00**
				ENGINEERING & ADMINISTRATION	**$2,700.00**
				MATERIAL TESTING	**$108.00**
				ESTIMATED IN ROW PROJECT COST	**$13,608.00**

ITEM NO.	PRIVATE (OUTSIDE ROW) ITEM	UNIT	UNIT PRICE	16.031.0051 QUANTITY	16.031.0051 WATER SERVICE
1	MOBILIZATION	LUMP SUM	$12,000.00	0.03	$360.00
2	PERMIT	EACH	$86.00	1	$86.00
3	WATER METER	EACH	$329.00	1	$329.00
4	CLEAR AND GRUB	TREE	$500.00	2	$1,000.00
5	REPLACE CURB & GUTTER	LIN FT	$28.00	0	$0.00
6	BITUMINOUS PATCH (STREET)	SQ YD	$28.00	0	$0.00
7	TRENCHLESS WATER SERVICE	LIN FT	$40.00	0	$0.00
8	1" COPPER WATER SERVICE	LIN FT	$28.00	100	$2,800.00
9	4" SANITARY SEWER SERVICE	LIN FT	$26.00	0	$0.00
10	SANITARY GRINDER PUMP	EACH	$15,000.00		
11	LOAM TOPSOIL BORROW	CU YD	$20.00	20	$400.00
12	SOD	SQ YD	$6.00	333	$1,998.00
				CONSTRUCTION SUBTOTAL	**$6,973.00**
				10% CONTINGENCY	**$697.30**
				ESTIMATED CONSTRUCTION COST	**$7,700.00**
				ENGINEERING & ADMINISTRATION	**$1,925.00**
				ESTIMATED PRIVATE PROJECT COST	**$9,625.00**
				TOTAL PARCEL COST	**$23,233.00**

ENGINEER'S ESTIMATE
ISANTI FEASIBILITY REPORT
ANNEXED SERVICE INTALLATION
BMI PROJECT NO. R13.118565
4/8/2019

15) address 509 South Passage SW

ITEM NO.	INSIDE R.O.W ITEM	UNIT	UNIT PRICE	16.031.0041 QUANTITY	SANITARY SERVICE	WATER SERVICE	SUBTOTAL
1	MOBILIZATION	LUMP SUM	$13,000.00	0.00	$0.00	$0.00	$0.00
2	CLEAR AND GRUB	TREE	$500.00	0	$0.00	$0.00	$0.00
3	REPLACE CURB & GUTTER	LIN FT	$30.00	0	$0.00	$0.00	$0.00
4	BITUMINOUS PATCH (STREET)	SQ YD	$40.00	0	$0.00	$0.00	$0.00
5	BITUMINOUS PATCH (TRAIL)	SY	$30.00	0	$0.00	$0.00	$0.00
8	1" CORPORATION STOP	EACH	$250.00	0		$0.00	$0.00
9	1" COPPER WATER SERVICE	LIN FT	$28.00	0		$0.00	$0.00
10	1" CURB STOP & BOX	EACH	$250.00	0		$0.00	$0.00
11	4" SANITARY SEWER SERVICE	LIN FT	$26.00	0	$0.00		$0.00
12	SEWER SERVICE WYE	EACH	$300.00	0	$0.00		$0.00
13	TRAFFIC CONTROL	LUMP SUM	$10,000.00	0	$0.00	$0.00	$0.00
14	SALVAGE AND REINSTALL SIGN	EACH	$200.00	0	$0.00		$0.00
15	STORM DRAIN INLET PROTECTION	EACH	$200.00	0	$0.00	$0.00	$0.00
16	SILT FENCE, TYPE MS	LIN FT	$3.00	0	$0.00	$0.00	$0.00
17	LOAM TOPSOIL BORROW	CU YD	$20.00	0	$0.00	$0.00	$0.00
18	SOD	SQ YD	$6.00	0	$0.00	$0.00	$0.00
19	CROSSWALK EPOXY	SQ FT	$10.00	0	$0.00	$0.00	$0.00
			CONSTRUCTION SUBTOTAL		**$0.00**	**$0.00**	**$0.00**
			10% CONTINGENCY		**$0.00**	**$0.00**	**$0.00**
			ESTIMATED CONSTRUCTION COST		**$0.00**	**$0.00**	**$0.00**
			ENGINEERING & ADMINISTRATION		**$0.00**	**$0.00**	**$0.00**
			MATERIAL TESTING		**$0.00**	**$0.00**	**$0.00**
			ESTIMATED IN ROW PROJECT COST		**$0.00**	**$0.00**	**$0.00**

ITEM NO.	PRIVATE (OUTSIDE ROW) ITEM	UNIT	UNIT PRICE	16.031.0041 QUANTITY	SANITARY SERVICE	WATER SERVICE	SUBTOTAL
1	MOBILIZATION	LUMP SUM	$12,000.00	0.05	$300.00	$300.00	$600.00
2	PERMIT	EACH	$86.00	2	$86.00	$86.00	$172.00
3	WATER METER	EACH	$329.00	1		$329.00	$329.00
4	CLEAR AND GRUB	TREE	$500.00	4	$1,000.00	$1,000.00	$2,000.00
5	REPLACE CURB & GUTTER	LIN FT	$28.00	0	$0.00	$0.00	$0.00
6	BITUMINOUS PATCH (STREET)	SQ YD	$28.00	0	$0.00	$0.00	$0.00
7	TRENCHLESS WATER SERVICE	LIN FT	$40.00	0		$0.00	$0.00
8	1" COPPER WATER SERVICE	LIN FT	$28.00	100		$2,800.00	$2,800.00
9	4" SANITARY SEWER SERVICE	LIN FT	$26.00	110	$2,860.00		$2,860.00
10	SANITARY GRINDER PUMP	EACH	$15,000.00				
11	LOAM TOPSOIL BORROW	CU YD	$20.00	24	$240.00	$240.00	$480.00
12	SOD	SQ YD	$6.00	444	$1,332.00	$1,332.00	$2,664.00
			CONSTRUCTION SUBTOTAL		**$5,818.00**	**$6,087.00**	**$11,905.00**
			10% CONTINGENCY		**$581.80**	**$608.70**	**$1,190.50**
			ESTIMATED CONSTRUCTION COST		**$6,400.00**	**$6,700.00**	**$13,100.00**
			ENGINEERING & ADMINISTRATION		**$1,637.50**	**$1,637.50**	**$3,275.00**
			ESTIMATED PRIVATE PROJECT COST		**$8,037.50**	**$8,337.50**	**$16,375.00**
			TOTAL PARCEL COST		**$8,037.50**	**$8,337.50**	**$16,375.00**

ENGINEER'S ESTIMATE
ISANTI FEASIBILITY REPORT
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4/8/2019

16) address 1107 Madison Ave SW

ITEM NO.	INSIDE R.O.W ITEM	UNIT	UNIT PRICE	16.031.2600 QUANTITY	SANITARY SERVICE	WATER SERVICE	SUBTOTAL
1	MOBILIZATION	LUMP SUM	$13,000.00	0.08	$487.50	$487.50	$975.00
2	CLEAR AND GRUB	TREE	$500.00	0	$0.00	$0.00	$0.00
3	REPLACE CURB & GUTTER	LIN FT	$30.00	80	$1,200.00	$1,200.00	$2,400.00
4	BITUMINOUS PATCH (STREET)	SQ YD	$40.00	177	$3,540.00	$3,540.00	$7,080.00
5	BITUMINOUS PATCH (TRAIL)	SY	$30.00	0	$0.00	$0.00	$0.00
8	1" CORPORATION STOP	EACH	$250.00	1		$250.00	$250.00
9	1" COPPER WATER SERVICE	LIN FT	$28.00	45		$1,260.00	$1,260.00
10	1" CURB STOP & BOX	EACH	$250.00	1		$250.00	$250.00
11	4" SANITARY SEWER SERVICE	LIN FT	$26.00	45	$1,170.00		$1,170.00
12	SEWER SERVICE WYE	EACH	$300.00	1	$300.00		$300.00
13	TRAFFIC CONTROL	LUMP SUM	$10,000.00	0.05	$250.00	$250.00	$500.00
14	SALVAGE AND REINSTALL SIGN	EACH	$200.00	0	$0.00		$0.00
15	STORM DRAIN INLET PROTECTION	EACH	$200.00	0	$0.00	$0.00	$0.00
16	SILT FENCE, TYPE MS	LIN FT	$3.00	0	$0.00	$0.00	$0.00
17	LOAM TOPSOIL BORROW	CU YD	$20.00	5	$50.00	$50.00	$100.00
18	SOD	SQ YD	$6.00	88	$264.00	$264.00	$528.00
19	CROSSWALK EPOXY	SQ FT	$10.00	0	$0.00	$0.00	$0.00
			CONSTRUCTION SUBTOTAL		**$7,261.50**	**$7,551.50**	**$14,813.00**
			10% CONTINGENCY		**$726.15**	**$755.15**	**$1,481.30**
			ESTIMATED CONSTRUCTION COST		**$8,000.00**	**$8,300.00**	**$16,300.00**
			ENGINEERING & ADMINISTRATION		**$2,037.50**	**$2,037.50**	**$4,075.00**
			MATERIAL TESTING		**$81.50**	**$81.50**	**$163.00**
			ESTIMATED IN ROW PROJECT COST		**$10,119.00**	**$10,419.00**	**$20,538.00**

ITEM NO.	PRIVATE (OUTSIDE ROW) ITEM	UNIT	UNIT PRICE	16.031.2600 QUANTITY	SANITARY SERVICE	WATER SERVICE	SUBTOTAL
1	MOBILIZATION	LUMP SUM	$12,000.00	0.05	$300.00	$300.00	$600.00
2	PERMIT	EACH	$86.00	2	$86.00	$86.00	$172.00
3	WATER METER	EACH	$329.00	1		$329.00	$329.00
4	CLEAR AND GRUB	TREE	$500.00	2	$500.00	$500.00	$1,000.00
5	REPLACE CURB & GUTTER	LIN FT	$28.00	0	$0.00	$0.00	$0.00
6	BITUMINOUS PATCH (STREET)	SQ YD	$28.00	0	$0.00	$0.00	$0.00
7	TRENCHLESS WATER SERVICE	LIN FT	$40.00	0		$0.00	$0.00
8	1" COPPER WATER SERVICE	LIN FT	$28.00	85		$2,380.00	$2,380.00
9	4" SANITARY SEWER SERVICE	LIN FT	$26.00	80	$2,080.00		$2,080.00
10	SANITARY GRINDER PUMP	EACH	$15,000.00				
11	LOAM TOPSOIL BORROW	CU YD	$20.00	20	$200.00	$200.00	$400.00
12	SOD	SQ YD	$6.00	377	$1,131.00	$1,131.00	$2,262.00
			CONSTRUCTION SUBTOTAL		**$4,297.00**	**$4,926.00**	**$9,223.00**
			10% CONTINGENCY		**$429.70**	**$492.60**	**$922.30**
			ESTIMATED CONSTRUCTION COST		**$4,700.00**	**$5,400.00**	**$10,100.00**
			ENGINEERING & ADMINISTRATION		**$1,262.50**	**$1,262.50**	**$2,525.00**
			ESTIMATED PRIVATE PROJECT COST		**$5,962.50**	**$6,662.50**	**$12,625.00**
			TOTAL PARCEL COST		**$16,081.50**	**$17,081.50**	**$33,163.00**

ENGINEER'S ESTIMATE
ISANTI FEASIBILITY REPORT
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BMI PROJECT NO. R13.118565
4/8/2019

17) address Chaparal Trail SW

ITEM NO.	INSIDE R.O.W ITEM	UNIT	UNIT PRICE	16.031.3200 QUANTITY	SANITARY SERVICE	WATER SERVICE	SUBTOTAL
1	MOBILIZATION	LUMP SUM	$13,000.00	0.08	$520.00	$520.00	$1,040.00
2	CLEAR AND GRUB	TREE	$500.00	0	$0.00	$0.00	$0.00
3	REPLACE CURB & GUTTER	LIN FT	$30.00	60	$900.00	$900.00	$1,800.00
4	BITUMINOUS PATCH (STREET)	SQ YD	$40.00	160	$3,200.00	$3,200.00	$6,400.00
5	BITUMINOUS PATCH (TRAIL)	SY	$30.00	0	$0.00	$0.00	$0.00
8	1" CORPORATION STOP	EACH	$250.00	1		$250.00	$250.00
9	1" COPPER WATER SERVICE	LIN FT	$28.00	20		$560.00	$560.00
10	1" CURB STOP & BOX	EACH	$250.00	1		$250.00	$250.00
11	4" SANITARY SEWER SERVICE	LIN FT	$26.00	40	$1,040.00		$1,040.00
12	SEWER SERVICE WYE	EACH	$300.00	1	$300.00		$300.00
13	TRAFFIC CONTROL	LUMP SUM	$10,000.00	0.05	$250.00	$250.00	$500.00
14	SALVAGE AND REINSTALL SIGN	EACH	$200.00	0	$0.00		$0.00
15	STORM DRAIN INLET PROTECTION	EACH	$200.00	0	$0.00	$0.00	$0.00
16	SILT FENCE, TYPE MS	LIN FT	$3.00	0	$0.00	$0.00	$0.00
17	LOAM TOPSOIL BORROW	CU YD	$20.00	5	$50.00	$50.00	$100.00
18	SOD	SQ YD	$6.00	88	$264.00	$264.00	$528.00
19	CROSSWALK EPOXY	SQ FT	$10.00	0	$0.00	$0.00	$0.00
			CONSTRUCTION SUBTOTAL		**$6,524.00**	**$6,244.00**	**$12,768.00**
			10% CONTINGENCY		**$652.40**	**$624.40**	**$1,276.80**
			ESTIMATED CONSTRUCTION COST		**$7,200.00**	**$6,900.00**	**$14,000.00**
			ENGINEERING & ADMINISTRATION		**$1,750.00**	**$1,750.00**	**$3,500.00**
			MATERIAL TESTING		**$70.00**	**$70.00**	**$140.00**
			ESTIMATED IN ROW PROJECT COST		**$9,020.00**	**$8,720.00**	**$17,640.00**

ITEM NO.	PRIVATE (OUTSIDE ROW) ITEM	UNIT	UNIT PRICE	16.031.3200 QUANTITY	SANITARY SERVICE	WATER SERVICE	SUBTOTAL
1	MOBILIZATION	LUMP SUM	$12,000.00	0.07	$390.00	$390.00	$780.00
2	PERMIT	EACH	$86.00	2	$86.00	$86.00	$172.00
3	WATER METER	EACH	$329.00	1		$329.00	$329.00
4	CLEAR AND GRUB	TREE	$500.00	4	$1,000.00	$1,000.00	$2,000.00
5	REPLACE CURB & GUTTER	LIN FT	$28.00	0	$0.00	$0.00	$0.00
6	BITUMINOUS PATCH (STREET)	SQ YD	$28.00	0	$0.00	$0.00	$0.00
7	TRENCHLESS WATER SERVICE	LIN FT	$40.00	0		$0.00	$0.00
8	1" COPPER WATER SERVICE	LIN FT	$28.00	100		$2,800.00	$2,800.00
9	4" SANITARY SEWER SERVICE	LIN FT	$26.00	150	$3,900.00		$3,900.00
10	SANITARY GRINDER PUMP	EACH	$15,000.00				
11	LOAM TOPSOIL BORROW	CU YD	$20.00	25	$250.00	$250.00	$500.00
12	SOD	SQ YD	$6.00	444	$1,332.00	$1,332.00	$2,664.00
			CONSTRUCTION SUBTOTAL		**$6,958.00**	**$6,187.00**	**$13,145.00**
			10% CONTINGENCY		**$695.80**	**$618.70**	**$1,314.50**
			ESTIMATED CONSTRUCTION COST		**$7,700.00**	**$6,800.00**	**$14,500.00**
			ENGINEERING & ADMINISTRATION		**$1,812.50**	**$1,812.50**	**$3,625.00**
			ESTIMATED PRIVATE PROJECT COST		**$9,512.50**	**$8,612.50**	**$18,125.00**
			TOTAL PARCEL COST		**$18,532.50**	**$17,332.50**	**$35,765.00**

ENGINEER'S ESTIMATE
ISANTI FEASIBILITY REPORT
ANNEXED SERVICE INTALLATION
BMI PROJECT NO. R13.118565
4/8/2019

Total Project Estimate

ITEM NO.	INSIDE R.O.W ITEM	UNIT	UNIT PRICE	QTY	PROJECT TOTAL SANITARY SERVICE	PROJECT TOTAL WATER SERVICE	PROJECT TOTAL SUBTOTAL
1	MOBILIZATION	LUMP SUM	$13,000.00	1.00	$4,777.50	$8,271.90	$13,049.40
2	CLEAR AND GRUB	TREE	$500.00	2	$0.00	$1,000.00	$1,000.00
3	REPLACE CURB & GUTTER	LIN FT	$30.00	460	$6,000.00	$7,800.00	$13,800.00
4	BITUMINOUS PATCH (STREET)	SQ YD	$40.00	1,947	$36,500.00	$41,380.00	$77,880.00
5	BITUMINOUS PATCH (TRAIL)	SY	$30.00	264	$990.00	$6,930.00	$7,920.00
8	1" CORPORATION STOP	EACH	$250.00	14	$0.00	$3,500.00	$3,500.00
9	1" COPPER WATER SERVICE	LIN FT	$28.00	472	$0.00	$13,216.00	$13,216.00
10	1" CURB STOP & BOX	EACH	$250.00	14	$0.00	$3,500.00	$3,500.00
11	4" SANITARY SEWER SERVICE	LIN FT	$26.00	478	$12,428.00	$0.00	$12,428.00
12	SEWER SERVICE WYE	EACH	$300.00	8	$2,400.00	$0.00	$2,400.00
13	TRAFFIC CONTROL	LUMP SUM	$10,000.00	1	$4,250.00	$7,250.00	$11,500.00
14	SALVAGE AND REINSTALL SIGN	EACH	$200.00	2	$400.00	$0.00	$400.00
15	STORM DRAIN INLET PROTECTION	EACH	$200.00	4	$200.00	$600.00	$800.00
16	SILT FENCE, TYPE MS	LIN FT	$3.00	350	$150.00	$900.00	$1,050.00
17	LOAM TOPSOIL BORROW	CU YD	$20.00	74	$500.00	$980.00	$1,480.00
18	SOD	SQ YD	$6.00	1,417	$2,811.00	$5,691.00	$8,502.00
19	CROSSWALK EPOXY	SQ FT	$10.00	100	$500.00	$500.00	$1,000.00
			CONSTRUCTION SUBTOTAL		**$71,906.50**	**$101,518.90**	**$173,425.40**
			10% CONTINGENCY		**$7,190.65**	**$10,151.89**	**$17,342.54**
			ESTIMATED CONSTRUCTION COST		**$79,100.00**	**$111,700.00**	**$190,800.00**
			ENGINEERING & ADMINISTRATION		**$23,850.00**	**$23,850.00**	**$47,700.00**
			MATERIAL TESTING		**$954.00**	**$954.00**	**$1,908.00**
			ESTIMATED IN ROW PROJECT COST		**$103,904.00**	**$136,504.00**	**$240,408.00**

ITEM NO.	PRIVATE (OUTSIDE ROW) ITEM	UNIT	UNIT PRICE	QTY	PRIVATE PROJECT TOTALS SANITARY SERVICE	PRIVATE PROJECT TOTALS WATER SERVICE	PRIVATE PROJECT TOTALS SUBTOTAL
1	MOBILIZATION	LUMP SUM	$12,000.00	1.00	$3,990.00	$7,950.00	$11,940.00
2	PERMIT	EACH	$86.00	25	$774.00	$1,376.00	$2,150.00
3	WATER METER	EACH	$329.00	16	$0.00	$5,264.00	$5,264.00
4	CLEAR AND GRUB	TREE	$500.00	36	$7,000.00	$11,000.00	$18,000.00
5	REPLACE CURB & GUTTER	LIN FT	$28.00	35	$490.00	$490.00	$980.00
6	BITUMINOUS PATCH (STREET)	SQ YD	$28.00	289	$4,044.44	$4,044.44	$8,088.89
7	TRENCHLESS WATER SERVICE	LIN FT	$40.00	550	$0.00	$22,000.00	$22,000.00
8	1" COPPER WATER SERVICE	LIN FT	$28.00	1,906	$0.00	$53,368.00	$53,368.00
9	4" SANITARY SEWER SERVICE	LIN FT	$26.00	1,317	$34,242.00	$0.00	$34,242.00
10	SANITARY GRINDER PUMP	EACH	$15,000.00	2	$30,000.00	$0.00	$30,000.00
11	LOAM TOPSOIL BORROW	CU YD	$20.00	381	$2,440.00	$5,180.00	$7,620.00
12	SOD	SQ YD	$6.00	7,253	$14,324.67	$29,192.67	$43,517.33
			CONSTRUCTION SUBTOTAL		**$97,305.11**	**$139,865.11**	**$237,170.22**
			10% CONTINGENCY		**$9,730.51**	**$13,986.51**	**$23,717.02**
			ESTIMATED CONSTRUCTION COST		**$107,000.00**	**$153,900.00**	**$260,900.00**
			ENGINEERING & ADMINISTRATION		**$32,612.50**	**$32,612.50**	**$65,225.00**
			ESTIMATED PRIVATE PROJECT COST		**$139,612.50**	**$186,512.50**	**$326,125.00**
			TOTAL PARCEL COST		**$243,516.50**	**$323,016.50**	**$566,533.00**

BOLTON & MENK

Real People. Real Solutions.

A Community For Generations.

Isanti

Enforcement Response Procedures for

MS4 Permit Violations

City of Isanti

2019

Enforcement Response Procedures

for

MS4 Permit Violations

City of Isanti, MN

2019

Under the terms of the General NPDES/SDS Permit MNR040000, the City is required to develop and implement adequate enforcement authority for illicit discharges into its Municipally Separate Storm Sewer System (MS4). The purpose of these Enforcement Response Procedures is to communicate how the enforcement tools available to the City will be used to achieve compliance. The Enforcement Response Procedures also specify criteria by which City personnel can determine the enforcement action most appropriate to instances of non-compliance. This plan is a document of the City's procedure to be followed when a construction storm water requirement, illicit discharge and post-construction violation is discovered. This plan is a guide; any of the enforcement responses may be used at the City's discretion. The City may also choose to pursue an enforcement case by skipping intermediate steps.

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Appendix

Appendix: INSPECTION AND MAINTENANCE AGREEMENT

I. DEFINITIONS

A. City. The City of Isanti and/or the person or persons authorized and delegated authority by the Isanti City Council to act on behalf of the City of Isanti as described in this ERP.

B. Construction Storm Water General Permit. Within the context of this ordinance refers to the General Permit Authorization to Discharge Storm Water Associated with Construction Activity under the Pollutant Discharge Elimination System/State Disposal System; Permit Number MN R1000001.

C. Council. The Isanti City Council.

D. ERP. Enforcement Response Procedure adopted by resolution of the Council.

E. MPCA. Minnesota Pollution Control Agency.

F. MS4. Municipal Separate Storm Sewer System (MS4). The system of conveyances (including sidewalks, roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains) owned and operated by the City and designed or used for collecting or conveying storm water, and that is not used for collecting or conveying sewage.

G. NPDES. National Pollutant Discharge Elimination System Storm Water Discharge Permit. Means a permit issued by the MPCA under authority delegated pursuant to 33 USC § 1342(b) that authorizes the discharge of storm water to waters of the United States, whether the permit is applicable on an individual, group, or general area-wide basis.

H. Permittee. The person or persons doing work under a permit issued by the City. Where a property owner has obtained a permit for work to be done by others, either or both the property owner and the person(s) doing work under the permit may be considered the permittee under these ERPs.

I. SIC Code. Standard Industrial Classification as defined in 40 CFR § 122.26(b)(14)(i)-(xi).

J. Written Notice. Written notice shall include all communication via email, facsimile, and/or paper document.

II. DESCRIPTION OF EACH TYPE OF ENFORCEMENT RESPONSE

A. Written Notices

1. Field Compliance Order

a) Upon visiting the site, a City may observe issues on non-compliance. If the non-compliance has not yet resulted in a discharge of pollution, including sediment, the City's representative will issue a written warning, either by email or letter specifying the nature of the violation, the required corrective action and a follow-up inspection date. The Field Compliance Order will note that failure to comply resulting in a discharge of pollution is likely to result in an Administrative Citation.

2. Notice of Violation (NOV)/Administrative Citation/Permit Revocation

a) If, upon a site inspection, a City observes non-compliance that has resulted in a discharge of pollution, including sediment, the representative will issue:

(1) A Notice of Violation for discharges that can be satisfactorily corrected without evidence of property or environmental damage.

(a) The NOV will specify the nature of the violation, the required corrective action and a follow-up inspection

date.

(b) The NOV will require the party committing the violation (perpetrator) to submit an explanation of the violation and a plan for the satisfactory correction and prevention of the violation conditions, including specific required actions within 3-7 days, depending on severity.

(c) If corrective action is not satisfactorily completed by the follow-up inspection date, the City will:

(i) Revoke the current building or construction permits where applicable. Revoked permits shall only be reinstated after the permittee has reapplied for the permit, complete with a permit fee and an approved plan for preventing similar pollutant discharges.

(ii) Issue an Administrative Citation where no building or construction permits exist.

3. Consent Orders

a) Consent Orders are written agreements that allow the perpetrator to accept responsibility for the discharge and provide the opportunity to voluntarily clean-up and/or correct a pollutant or sediment discharge as a way to reduce the additional damage penalty associated with cleanup costs.

(1) Consent Orders will only be issued to perpetrators that can provide documentation verifying that the perpetrator is qualified to handle the required cleanup.

(2) The Isanti City Administrator is empowered to enter into Consent Orders with the perpetrator on behalf of the City of Isanti.

(3) Where the discharge and cleanup area affects private (third party) properties, Consent Orders must be approved by all parties affected.

b) A Consent Order will include specific corrective actions to be taken to correct the illicit or sediment discharge together with specified time periods to finish the corrective actions.

4. Administrative Citation

a) Administrative Citation procedures established herein are intended to provide the public and the City with an informal, cost effective, and expeditious method for addressing violations.

b) The City shall, upon determining that there has been a violation, notify the violator. Said notice shall set forth the nature, date and time of violation, the name of the official issuing the notice, and the amount of the scheduled penalty.

(1) Administrative Citations will depend on the extent of the damages.

(a) The minimum automatic fine shall be as set forth in the City of Isanti Municipal Fee Schedule, except that the City Administrator or Designee may waive all or part of the financial penalty for the first offense if timely and

substantial effort has been made to correct the discharge.

(b) Consent Orders as described herein may be accepted in lieu of damage penalties.

(c) In addition to Administrative Citations, the Council may recover all damages proximately caused by the violator to the City, which may include:

(i) reasonable expenses incurred in investigating violations of, and enforcing compliance with City Ordinances regulating the illicit discharge of pollutants or sediment, or any other actual damages caused by the violation.

(ii) The costs of the City's maintenance of storm water facilities when the user of such facilities fails to maintain them.

c) Once such notice is given, the alleged violator may, within five business days of the date of issuance of the notice, pay the amount set forth on the schedule of penalties for the violation, or may request a hearing in writing, as is provided for hereafter. The penalty may be paid in person or by mail, and payment shall be deemed to be an admission of the violation.

(1) Any person contesting an Administrative Citation may, within five business days of the date of issuance of the notice, request a hearing by a hearing officer who shall forthwith conduct an informal hearing to determine if a violation has occurred. The hearing officer shall have authority to dismiss the violation or reduce or waive the penalty. If the violation is sustained by the hearing officer, the violator shall pay the penalty imposed.

(2) The Council or its designee shall determine any controversy relating to Administrative Citations provided for in this article.

5. Stop Work Order

a) The City may issue a Stop Work Order effectively stopping all work on a site where there is a clear violation, continued violation, or blatant disregard for:

(1) City Ordinances regulating the illicit discharge of pollutants or sediment

(2) Building or Construction Storm Water permit requirements

(3) Previously issued Field Compliance Orders, Notices of Violation, or Administrative Citation associated with the site of the illicit or sediment discharge.

b) This order requires that the violator must comply with the order and must take appropriate remedial or preventive action as may be needed to properly address a continuing or threatened violation; including halting all operations on the site except for authorized cleanup, terminating the discharge and installing appropriate control measures.

c) If not previously issued, all Stop Work Orders shall automatically include an Administrative Citation.

B. Suspension, Revocation or Modification of Permit

1. The City at its discretion may suspend, revoke or modify any and all City issued permits related to the property the violation is connected to and/or to any other property with permits issued by the City where work is being done by the party or parties responsible for the violation.

2. A suspended, revoked or modified permit may be reinstated after the applicant or other responsible person has taken the remedial measures set forth in the Written Notice (See Section II.A) or until determined by the City that acceptable progress in addressing the violation (s) has occurred.

C. Additional Measures

1. Legal Action

a) The Council may bring legal action to enjoin continuing violation. Pursuant to the City's Ordinance; the Council may, through the City Attorney, petition the appropriate court(s) for issuance of preliminary or permanent injunctions to restrain or compel activities by a violator.

2. Future Permits

a) The City may withhold permits from Contractors with outstanding Administrative Citations until all Administrative Citations have been paid.

b) Contractors that have had two or more Administrative Citations within the previous 12-calendar months shall be required to deposit a cash surety equal to double the surety amount normally required for each permit obtained.

c) Contractors that work without required permits or under permits obtained by others in an attempt to avoid the requirements of this section shall be subject to the provisions of this ERP including but not limited to Administrative Citations, Stop Work Orders, Suspension and/or Revocation of related permits, and Legal Action.

III. NPDES PERMIT REFERRALS

A. For a known project site involving a construction activity, an industrial storm water discharge, or an illicit discharge that should be covered by a state NPDES permit, and is known not to have a state NPDES permit, the City shall provide the following information to the MPCA:

1. Construction project or industrial facility location;

2. Name of owner or operator;

3. Estimated construction project size or type of industrial activity (including SIC code if known); and

4. Records of communication with the owner or operator regarding filing requirements.

B. Where the City has used progressive enforcement to achieve compliance with this ERP and in the judgment of the Council has not been successful, the City may refer the violation to the MPCA. For the purposes of this provision, "progressive enforcement" shall mean two (2) follow-up inspections and two (2) Written Notices. The following information shall be supplied to the MPCA:

1. Construction project or industrial facility location;

2. Name of owner or operator;

3. Estimated construction project size or type of industrial activity (including SIC code if known)

4. Records of communication with the owner or operator regarding the violation, including at least two follow-up inspections, two warning letters or notices of violation, and any response from the owner or operator.

IV. RECORDKEEPING & TRACKING

A. All non-compliance instances shall be tracked either electronically or using paper files. This tracking will include all records and documents related to storm water ordinance violations at the site and be stored in the enforcement case file.

B. The minimum required documentation must include the following items:

1. Name of owner/operator;

2. Location of construction project or industrial facility;

3. Description of violation;

4. Required schedule for returning to compliance;

5. Description of enforcement responses used, including escalated responses if repeat violations occur or violations are not resolved in a timely manner;

6. Accompanying documentation of enforcement response (e.g., notices of noncompliance, notices of violation, etc.);

7. Any referrals to different departments or agencies; and

8. Date violation was resolved.

C. The City shall use the non-compliance records and tracking to identify any chronic violators, and use this information to work toward reducing the rate of noncompliance relapse.

1. This will include tracking violations, applying incentives and/or disincentives, and increasing the inspection frequency of the consistently noncompliant operator's sites.

2. If the operator fails to take corrective actions, the City must pursue progressive enforcement and, if need be, perform the necessary work and assess against the owner the costs incurred for repairs.

D. The City shall keep enforcement files in compliance with the City's records retention policy but no less than a minimum of three (3) years after the file is closed consistent with the MS4 General Permit conditions. Files retention may be either paper or digital files.

V. APPEALS

A. To contest an Enforcement Action the property owner may file a written appeal with the City Clerk's Office.

B. This appeal must be submitted within ten (10) days of receipt of the notice of violation.

C. The appeal will be heard by the City Council at the next available regularly scheduled City Council Meeting.

VI. ENFORCEMENT ACTION MATRICES

A. Construction Site Storm Water Ordinance Violations

1. See Table 1 for the enforcement action matrix for noncompliance with construction requirements. In general, the severity of the enforcement measure increases moving down the matrix.

2. For parties who fail to obtain a required permit prior to begin of land disturbance work, the initial enforcement action may be more stringent than for a project that has an approved plan but has failed to comply with the approved plan.

   a) The City has the ability to stop project work for non-permittees. Stopping work generally includes **all** work on the site except for work to address the noncompliance that caused the order.

   b) Non-permittees may be required to perform corrective actions as advised by the City and to develop the required erosion control and/or storm water plan submittals to submit to the City for review and approval.

   c) Once the corrective actions have been successfully completed and the submitted storm water plan has been approved by the City, the City will issue the violator a written notice that the situation has been resolved.

   d) If the corrective actions or the submitted plan cannot be approved, the City will issue a written notice to the violator describing what was deficient and what step(s) are needed to resolve the situation.

Table 1. Enforcement Action Matrix for Noncompliance with Construction Requirements					
Type of Violation	**Failure to Obtain Permit Prior to Starting Work**	**Minor Violations (Failure to Install, Maintain or Upgrade Measures on Erosion and Sediment Control Plan)**	**Major Violation (Failure to Install, Maintain or Upgrade Measures on Erosion and Sediment Control Plan that Resulted in a Sediment Release from the Project Site)**	**Repeat Violation by a Party (Same Site)**	**Repeat Violation by a Party (Different Site than initial Noncompliance Site)**
Enforcement Measures For Use (Increasing Severity Moving Down the Chart)	Stop Work Order	Field Compliance Order	NOV	Administrative Citation and/or Consent Order	NOV
		NOV	Administrative Citation with or without Consent Order	Stop Work Order and/or Suspension, Revocation or Modification of Permit	Administrative Citation with or without Consent Order
	Legal Action	Administrative Citation with or without Consent Order	Stop Work Order and/or Suspension, Revocation or Modification of Permit	Legal Action	Stop Work Order and/or Suspension, Revocation or Modification of Permit
		Stop Work Order and/or Suspension, Revocation or Modification of Permit	Legal Action		Legal Action
		Legal Action			

This plan is a guide; any of the enforcement responses may be used at the City's discretion and the City may choose to escalate an enforcement case by skipping intermediate steps. Penalties (Administrative Citations, Recovery of Damages and Costs, Etc.) may be assessed as described in the storm water ordinance and as allowed by law at the City's discretion.

B. Illicit Discharge Ordinance Violations

1. See Table 2 for the enforcement action matrix for failure to remove illicit discharges.
2. The action matrix was set up to provide varying suggested degrees of response to noncompliance documented by the City.
3. In general, the severity of the enforcement measure increases moving down the matrix.

Table 2. Enforcement Action Matrix for Failure to Remove Illicit Discharges

Type of Violation	First Violation	Repeat Violation by a Party (Same Site)	Repeat Violation by a Party (Different Site than Initial Noncompliance Site)
Enforcement Measures For Use (Increasing Severity Moving Down the Chart)	Field Compliance Order	NOV	NOV
		Administrative Citation with or without Consent Order	
	NOV	Stop Work Order and/or Suspension, Revocation or Modification of Permit	Administrative Citation with or without Consent Order
	Administrative Citation with or without Consent Order	Legal Action	Stop Work Order and/or Suspension, Revocation or Modification of Permit
	Stop Work Order and/or Suspension, Revocation or Modification of Permit		Legal Action
	Legal Action		

C. Noncompliance with Post-Construction Requirements

1. See Table 3 for the enforcement action matrix for noncompliance with post-construction requirements.
2. The action matrix was set up to provide varying suggested degrees of response to noncompliance documented by the City.
3. In general, the severity of the enforcement measure increases moving down the matrix.

Table 3. Enforcement Action Matrix for Noncompliance with Post-Construction Requirements

Type of Violation	First Violation	Repeat Violation by a Party (Same Site)	Repeat Violation by a Party (Different Site than Initial Noncompliance Site)
Enforcement Measures For Use (Increasing Severity Moving Down the Chart)	Field Compliance Order	NOV	NOV
		Compliance Order or Consent Order	
	NOV	Administrative Citation with or without Consent Order	Administrative Citation with or without Consent Order
	Administrative Citation with or without Consent Order	Stop Work Order and/or Suspension, Revocation or Modification of Permit	Stop Work Order and/or Suspension, Revocation or Modification of Permit
	Stop Work Order and/or Suspension, Revocation or Modification of Permit	Legal Action	Legal Action
	Legal Action		

Appendix: INSPECTION AND MAINTENANCE AGREEMENT

INSPECTION AND MAINTENANCE AGREEMENT
FOR PRIVATE STORMWATER MANAGEMENT FACILITIES
WITHOUT A DEVELOPMENT AGREEMENT

The term "STORMWATER MANAGEMENT FACILITIES" may refer to water quality and/or water quantity facilities (i.e. detention basins, retention basins, swales, pipes, oil/water separators, sand filtering devices, etc.) which are located OUTSIDE the public road right-of-way (ROW).

Property Identification ("Property"): _____ City Use: _____

Map: _____ Parcel No. _____ Land Disturbance Permit No. _____
Record Book: _____ Page No. _____

Project Name: _____
Project Address: _____
Owner(s): _____
Owner Address: _____
City: _____ State: _____ Zip Code: _____

SEE LEGAL DESCRIPTION ATTACHED HERETO AS EXHIBIT A.

This Inspection and Maintenance Agreement ("Agreement") is made and entered into this ____ day of _____, of the year, 20__, by and between _____ (hereinafter called the "Owner", whether one or more) and The City of Isanti (hereinafter called "City").

WITNESSETH, that

WHEREAS, the City is required by federal and state surface water quality regulations and its National Pollutant Discharge Elimination System (NPDES) permit to prevent surface water quality degradation from development or redevelopment activities within its jurisdiction, and the City has adopted surface water quality regulations as required and such regulations are contained in the Storm Water Management chapter of the City Code; and

WHEREAS, the Owner of the Property identified above has or will construct certain storm water management facilities on the Property, and has developed a Storm Water Maintenance Plan (Plan), as may be amended from time to time for the maintenance of those facilities. The City has reviewed and approved the Plan, and retains a copy in its records. A drawing showing the general area of the facilities covered by the Plan is attached to this Agreement for ease of identification.

NOW, THEREFORE, in consideration of the benefits received by the Owner as a result of the approval by the City of the Plan, the Owner does hereby covenant and agree with the City as follows:

1. The Owner shall provide adequate long term maintenance and continuation of the storm water control measures described in the Plan, to ensure that all storm water facilities are and remain in proper working condition. The Owner shall perform inspection and preventive maintenance activities in accordance with the Plan.

2. The Owner shall maintain a copy of the Plan on site, together with a record of inspections and maintenance actions required by the Plan. The Owner shall document the times of inspections, remedial actions taken to repair, modify or reconstruct the system, the state of control measures and notification of any planned change in responsibility for the system. The City may require that the Owner's records be submitted to the City.

3. If it is later determined that the City's NPDES permit clearly directs Owners or the City to manage storm water treatment systems differently than specified in the Plan, the direction of the NPDES permit shall override the provisions of the Plan.

4. The Owner hereby grants permission to The City, its authorized agents, and employees the right of ingress, egress and access to enter the Property at reasonable times and in a reasonable manner for the purpose of inspecting, operating, installing, constructing, reconstructing, maintaining or repairing the facilities. The Owner hereby grants to the City the right to install and maintain equipment to monitor or test the performance of the storm water control system for quality and quantity upon reasonable notice to the Owner. Whenever possible, The City shall notify the Land Owner prior to entering the property and shall use its best efforts not to disturb the Land Owner's use and enjoyment of the Property while conducting said inspections.

5. In the event, the City determines that the storm water facilities are not being maintained in good working order and gives written notice to the Owner to repair, replace, reconstruct or maintain said facilities within a reasonable time (maximum time specified will be 30 days), and the Owner fails to comply with the City's notice within the time specified, Owner authorizes the City or its agents to enter upon the Property to repair, reconstruct, replace or perform maintenance on said facilities at the Owner's expense. It is expressly understood and agreed that the City is under no obligation to maintain or repair said facilities, and in no event shall this Agreement be construed to impose any such obligation on the City.

6. In the event, the City, pursuant to this Agreement, performs work of any nature, or expends any funds in the performance of said work for labor, use equipment, supplies, materials, and the like, the Owner shall reimburse the City upon demand, within forty-five (45) days of receipt of written request for reimbursement for all costs incurred by the City. If the City has not received said payment from the Owner by the end of said forty-five (45) day period,

the City may use any other remedies available by law to collect such balances plus reasonable expenses of collection, court costs, and attorney fees.

7. It is the intent of this Agreement to assure the City of proper maintenance of onsite storm water facilities by the Owner; provided, however, that this Agreement shall not be deemed to create or affect any additional liability of any party for damage alleged to result from or be caused by storm water management.

8. The Owner and the Owner's heirs, executors, administrators, assigns, and any other successors in interest, shall indemnify and hold the City and its agents and employees harmless for, and defend against at its own expense, any and all damages, accidents, casualties, occurrence, claims, or attorney's fees which might arise or be asserted, in whole or in part, against the City from the construction, presence, existence, or maintenance of the storm water control facilities subject to the Plan and this Agreement. In the event a claim is asserted against the City, its officers, agents or employees, the City shall notify the Owner, who shall defend at Owner's expense any suite or other claim. If any judgment or claims against the City shall be allowed, the Owner shall pay all costs and expenses in connection therewith. The City will not indemnify, defend or hold harmless in any fashion the Owner from any claims arising from any failure, regardless of any language in any attachment of other document that the Owner may provide.

9. No waiver of any provision of this Agreement shall affect the right of any party thereafter to enforce such provision or to exercise any right or remedy available to it in the event of any other default.

10. The Owner shall record this Agreement with the Register of Deeds of Isanti County, this Agreement shall constitute a covenant running with the land, and shall be binding upon the Owner and the Owner's heirs, administrators, executors, assigns, and any other successors in interest.

11. The Owner shall have the facilities inspected in accordance with City's storm water management ordinance and certify to the City that the constructed facilities conform and purport substantially to the approved Plan. If the constructed condition of the facility or its performance varies significantly from the approved Plan, appropriately revised calculations shall be provided to the City and the Plan shall be amended accordingly.

12. The Owner agrees that for any systems to be maintained by a property owner's association, deed restrictions and covenants for the subdivision or other development will include mandatory membership in the property owner's association responsible for providing maintenance of the system, will require the association to maintain the storm water system, will prohibit termination of this covenant by unilateral action of the association, and provide for

unpaid dues or assessments to constitute a lien upon the property of an owner upon recording a notice of non-payment.

13. This Agreement must be re-approved and re-executed by the City if all or a portion of the Property is subdivided or assembled with other property.

Owner: _____ Date: _____
Signature by Individual

Owner: _____ Date: _____
Signature by Individual

Accepted By:

_____

For the City of Isanti

Forms

A. MS4 Notice of Violation

B. Spill and Discharge Procedures Checklist

C. Exposed Stockpiles, Storage and Materials Handling Checklist

D. SWPPP Review Checklist

E. Sediment Control Inspection Record

City of Isanti
MS4
NOTICE OF VIOLATION (NOV)

You are hereby notified that as the owner, agent tenant, or operator that the condition of the location below is in violation of the City of Isanti Stormwater Ordinance. You are hereby ordered to make the following corrections within _____ days of this notice.

The location will be re-inspected on _____. Failure to comply with this notice may result in civil penalties, additional enforcement action, and/or the City performing the required work to abate the violation and limit future damage with all costs to be charged to the responsible party.

This notice is in effect for twelve (12) months from the date of the notice and any reoccurrence of the violation conditions within the twelve (12) month period the City may abate the violation without further notification and charge the resultant costs to the responsible party.

LOCATION OF VIOLATION		Photos Taken: ☐Y ☐N
PROPERTY OWNER/PERMIT HOLDER		PERMIT NUMBER
MAILING ADDRESS	EMAIL	PHONE NUMBER

TYPE OF VIOLATION

☐ Failure to Obtain Permit Prior to Start of Work

☐ Minor Violation (Failure to Install, Maintain or Upgrade Measures on Erosion and Sediment Control Plan)

☐ Major Violation (Failure to Install, Maintain or Upgrade Measures on Erosion and Sediment Control Plan that Resulted in a Sediment Release from the Project Site)

☐ Repeat Violation by a Party (Same Site)

☐ Repeat Violation by a Party (Different Site)

DESCRIPTION OF VIOLATION:

MINIMUM REQUIRED ACTION:

DATE & TIME INSPECTED:	INSPECTOR:	OTHERS PRESENT:

NOV: ☐ mailed ☐ posted onsite ☐ emailed ☐ other _____ Date:

Spill and Discharge Procedures Checklist

Minn. Statute 115.061 DUTY TO NOTIFY AND AVOID WATER POLLUTION states:

"(a) Except as provided in paragraph (b), it is the duty of every person to notify the agency immediately of the discharge, accidental or otherwise, of any substance or material under its control which, if not recovered, may cause pollution of waters of the state, and the responsible person shall recover as rapidly and as thoroughly as possible such substance or material and take immediately such other action as may be reasonably possible to minimize or abate pollution of waters of the state caused thereby.

(b) Notification is not required under paragraph (a) for a discharge of five gallons or less of petroleum, as defined in section 115C.02, subdivision 10. This paragraph does not effect the other requirements of paragraph (a)."

Minn. Statute 103G.005 Subd. 17 defines "Waters of the state" as:

"surface or underground waters, except surface waters that are not confined but are spread and diffused over the land. Waters of the state includes boundary and inland waters."

All stormwater conveyance systems, including the Isanti municipal stormwater system, are confined and therefore are waters of the state.

A. Compliance Determination:

1.	Are there areas on the site (including tanks, loading and unloading areas, concrete washout, etc.) which are contaminated by spills or leaks which have not been cleaned up? *(If "NO" further action is not required.)*	☐ YES ☐ NO
2.	Has any material entered a water of the state? *(If "NO" skip to Line 3.)*	☐ YES ☐ NO
a.	Has the State Duty Officer been notified? *(If "NO" contact the State Duty Officer at: 651.649.5451 or 800.422.0798)*	☐ YES ☐ NO
b.	Has action been taken to contain and minimize? *(Emergency Response Team Supervisor Stephen Lee at 651.297.8610 can provide suggestions for possible containment and next steps.)*	☐ YES ☐ NO
c.	Implement available containment measures necessary to minimize and mitigate further damage.	
d.	Notify _____ (XXX-XXX-XXXX)	
e.	Issue Notice of Violation in accordance with the City of Isanti Enforcement Response Procedures.	
3.	Is material in danger of entering a water of the state? *(If "NO" skip to Line 4.)*	☐ YES ☐ NO
a.	Direct responsible party to immediately implement containment measures to protect the waters of the state.	
b.	Issue a Field Compliance Order in accordance with the City of Isanti Enforcement Response Procedures if the spill or leak is not cleaned-up within 24-hours.	
4.	Direct the responsible party to clean-up the spill or leak and to take steps to protect against future spills and leaks. Issue a Field Compliance Order in accordance with the City of Isanti Enforcement Response Procedures if the spill or leak is not cleaned-up or is allowed to continue.	

Inspector: _____ Date and Time: _____

City of Isanti
Exposed Stockpiles, Storage and Material Handling Checklist

This report documents the findings of exposed stockpiles, storage and material handling that was recently completed on your site by the Stormwater Utility. If your site was not in compliance with City and State Pollution Prevention/Good housekeeping requirements, this report will outline the corrective actions that need to be taken at your site. You are responsible to bring your site into compliance within the timeframes noted in this report. If the site is not brought into compliance within the specified time frame, a Stop Work Warning or Stop Work Order may result.

Property Address (or Lot/Block #) Inspector Name Inspection Date / Time

/

Was the Property Owner or Contractor present during the inspection: ☐ Yes ☐ No

Inspection Type (check all that apply) ☐ Exposed Piles ☐ Storage & Materials Handling ☐ ESC/NPDES

****

1. **Exposed Stockpile Protection:** ☐ **Not needed at this time** ☐ **Acceptable** ☐ **Inadequate**

   ☐ Inappropriate type of control installed.
   ☐ Installed wrong
   ☐ Sediment ≥ 1/2 height of the device
   ☐ Has not been installed
   ☐ Not enough installed
   ☐ Other Maintenance Issues

   Comments: _____

   Actions taken/Recommendations (check one):
   ☐ Mulching
   ☐ Filter/Vegetative Strips
   ☐ Permanent Seeding
   ☐ Other: _____
   ☐ Temporary Seeding
   ☐ Hydro Mulching
   ☐ Erosion Control Blankets
   ☐ Sod Stabilization

2. **Storage and Material Handling:** ☐ **Not needed at this time** ☐ **Acceptable** ☐ **Inadequate**

   Comments: _____

   Actions taken/Recommendations (check one):
   ☐ List materials use on site & research
   ☐ Store materials on a pallet or in containers
   ☐ Determine drainage areas
   ☐ Locate and map on site storage/material handling area
   ☐ Protect from wind, rain, and predicted storm events

3. **Assessment of Erosion and Sediment Control (ESC)/ National Pollution Discharge Elimination System (NPDES) Measures:**

   ☐ All ESC measures in place and adequate
   ☐ Some ESC measures in place an adequate
   ☐ ESC inadequate or missing
   ☐ All NPDES measures in place and adequate
   ☐ Some NPDES measures in place and adequate
   ☐ NPDES measures inadequate or missing
   ☐ Some corrective action has occurred since previous inspection.

   ☐ **Recommend ERP[1] Field Compliance Order** There is discharge, erosion and sediment control issues, or other issues that require correction. Contact _____ to discuss schedule a meeting with Stormwater staff to confirm a correction plan and schedule.

   ☐ **Recommend ERP[1] NOTICE OF VIOLATION (NOV)** A Field Compliance Order has not been addressed or on site issues meet the ERP criteria for NOV. Please call _____ to schedule a meeting with Stormwater staff to confirm a correction plan and schedule.

   [1] A copy of the City of Isanti Enforcement Response Procedures (ERP) is available on the City website.

_____ _____

Inspector Signature Date

SWPPP Checklist

Construction Stormwater Permit Program

Doc Type: Stormwater Pollution Prevention Plan (SWPPP)

Background: This checklist is based on the checklist used by Minnesota Pollution Control Agency (MPCA) staff for Stormwater Pollution Prevention Plan (SWPPP) reviews.

Site Information

Applicant: _____ Project name: _____

Application date: _____ Reviewer name: _____

SWPPP Narrative

Yes	No	
☐	☐	Describe the nature of the construction activity?
☐	☐	Address the potential for a discharge of sediment and/or other potential pollutants from the site?
☐	☐	Propose erosion prevention and sediment control Best Management Practices (BMPs.
☐	☐	Identify the person knowledgeable and experienced who will oversee the implementation of the SWPPP.
☐	☐	Identify the entity (name or title) responsible for performing future Operations and Maintenance (O&M).
☐	☐	Identify the training requirements are satisfied.
☐	☐	Describe project phasing.
☐	☐	Describe final stabilization methods for all exposed areas? (may be in narrative or on plan sheets)
☐	☐	Identify stormwater management measures needed to mitigate impacts identified as a result of environmental, historical, archaeological, or rare species reviews conducted for the project?
☐	☐	Identify additional measures being taken to protect Drinking Water Supply Management Areas?
☐	☐	If site discharges to special water or impaired reach, identify any site areas discharging to the special or impaired reach?
☐	☐	Identify construction areas that are adjacent to and drain to Public Waters for which the Minnesota Department of Natural Resources (DNR) has promulgated "work in waters restrictions" during specified fish spawning time frames.
☐	☐	The SWPPP must account for expected amount, frequency, intensity, and duration of precipitation.
☐	☐	The SWPPP must account for nature of stormwater runoff and run-on at the site.
☐	☐	The SWPPP must account for the range of soil particle sizes expected to be present on the site.
☐	☐	For design requirements or SWPPP components where Permittee determines that compliance with the requirement is infeasible; the SWPPP must document that determination and the substitute BMPs.

SWPPP Plan Sheets

Yes	No	
☐	☐	Existing and final grades.
☐	☐	Locations and types of all temporary and permanent (including infiltration areas) ESC BMPs.
☐	☐	Stormwater flow directions and surface water divides for all pre- and post-construction drainage areas.
☐	☐	Impervious areas (Pre- and Post-Construction).
☐	☐	Soil types.
☐	☐	Locations of potential pollutant-generating activities.
☐	☐	Locations of areas not to be disturbed (buffer zones).
☐	☐	Tabulated quantities of all erosion prevention and sediment control BMPs.
☐	☐	Location of areas where construction will be phased to minimize duration of exposed soil areas.
☐	☐	Areas of steep (3:1 or greater slope).
☐	☐	Locations of all wetlands, surface waters, and storm ponds that will receive pre- or post-construction site runoff.

Stormwater Discharge Design

Yes	No	
☐	☐	For any stormwater flow that will be channelized at the site, the stormwater controls must be designed to control both peak flowrates and total stormwater volume to minimize erosion at outlets and to minimize downstream channel and streambank erosion.
☐	☐	Are Temporary Sediment Basins required on site?

Yes	No	
☐	☐	Adequately sized and appropriately located
☐	☐	Designed to prevent short circuiting?
☐	☐	Outlets designed to remove floating debris, withdraw from the surface, and allow complete drawdown?
☐	☐	Do outlets have energy dissipation?
☐	☐	Have a stabilized emergency spillway?

Which method of permanent stormwater treatment has been selected?

Yes	No	
☐	☐	Are calculations/computer model results included to demonstrate the design and adequacy?
☐	☐	Is adequate maintenance access provided?
☐	☐	Infiltration or filtration

Yes	No	
☐	☐	Is infiltration/filtration appropriate to the site and land uses?
☐	☐	Phasing to ensure excavation of infiltration system after drainage area stabilized?
☐	☐	Rigorous sediment and erosion controls to keep sediment and runoff away from the system?
☐	☐	Is a pretreatment device planned?

Yes	No	
☐	☐	Wet sedimentation basin:

Yes	No	
☐	☐	Configured so scour or resuspension is minimized and to prevent short circuiting.
☐	☐	Basin outlets designed to discharge at > 5.66 cubic feet per second (cfs) per acre of pond
☐	☐	Basin outlets designed to prevent discharge of floatables.
☐	☐	Stabilized emergency overflow.

Yes	No	
☐	☐	Regional ponds:

Yes	No	
☐	☐	Is written authorization from owner of regional pond included in SWPPP?
☐	☐	Does regional pond design conform to the permit requirements for wet sedimentation basin?

Other Requirements

Yes	No	
☐	☐	Plans show areas that are not to be disturbed or are areas where disturbance will be minimized.
☐	☐	Minimize disturbance or other techniques to minimize destabilization of steep slopes.
☐	☐	Has appropriate construction phasing been implemented?
☐	☐	Exposed soils have erosion protection/cover initiated immediately and finished within 14 days
☐	☐	Wetted perimeters of ditches stabilized within 200 feet of surface water within 24 hours.
☐	☐	Temporary or permanent ditches or swales that are being used as a sediment containment system during construction must be stabilized within 24 hours after no longer being used as a sediment containment system.
☐	☐	Pipe outlets have energy dissipation within 24 hours of connecting.
☐	☐	Discharges from stormwater controls are directed to vegetated areas of the site unless infeasible.
☐	☐	Are sediment control practices established on down gradient perimeters and upgradient of any buffer zones?
☐	☐	Are all inlets protected?
☐	☐	Stockpiles have sediment control.
☐	☐	Construction site entrances minimize street tracking.
☐	☐	Plans minimize soil compaction and preserve topsoil.
☐	☐	50 foot buffer or (if not feasible) redundant sediment control when adjacent and drains to a surface water.
☐	☐	Is a dewatering plan required?
☐	☐	Storage, handling, and disposal of construction products, materials, and wastes.
☐	☐	Fueling and maintenance of equipment or vehicles; spill prevention and response.
☐	☐	Vehicle and equipment washing.
☐	☐	No engine degreasing allowed on site.
☐	☐	Containment of Concrete and other washout waste.
☐	☐	Portable toilets are positioned so that they are secure.
☐	☐	Stabilization by uniform perennial vegetative cover (70% density of its expected final growth).

Requirements of Appendix A

Yes	No	
☐	☐	Does this site drain to a discharge point on the project that is within one mile of a Special or Impaired Water?

Yes	No	
☐	☐	Stabilization initiated immediately and all soils protected in 7 days
☐	☐	Provide temp basin for five acres draining to common location.
☐	☐	100-foot buffer
☐	☐	Other as appropriate

Wetland Impacts

Yes	No	
☐	☐	Does this site have a discharge with the potential for adverse impact to wetlands:

Yes	No	
☐	☐	Does the SWPPP comply with the conditions of an approved Wetland Impact Permit?

City of Isanti Erosion and Sediment Control Inspection Record

Address:	Permit Holder:	Phone Number:

Inspectors Initials	Type of Inspection		Rainfall (record all events > 0.5 in)	Date of Inspection			Time of Inspection	Areas Inspected												Assessment Measures				Findings and Corrective Actions
	Routine Weekly	24 hours after rainfall		Month	Day	Year		Perimeter Erosion Control		Stabilized Vehicle Entrance		Sediment Transport		Inlet Protection		Debris/Spills/ Good Site Housekeeping		Temporary Stockpile Protection		All Measures Adequate	Some Measures Adequate	NOTICE OF VIOLATION ISSUED	STOP WORK ORDER	
								Adequate	Inadequate	Adequate	Inadequate	Adequate	Inadequate	Adequate	Inadequate	Adequate	Inadequate	Adequate	Inadequate					
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Services Provided:

Civil & Municipal Engineering
Water & Wastewater Engineering
Transportation Planning & Engineering
Structural Engineering
Aviation Services
Water Resources Engineering
Landscape Architecture
Land Surveying
Geographic Information System
Project Funding & Financing

Bolton-Menk.com

ADDENDUM TO AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, June 18, 2019 – 7:00 P.M.
CITY HALL

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Minutes

G. Announcements

H. Council Committee Reports

I. Public Hearings

J. Business Items

K. Consent Agenda

REVISION K.2 Resolution 2019-XXX Authorizing the Acceptance of IT Contract Services from White Bear IT Solutions, LLC

DELETE K.9 Resolution 2019-XXX Offering the Position of Full-Time Public Works Technician II to Jerome Martinez

ADD K.9 Resolution 2019-XXX Offering the Position of Assistant Finance Director to Pamela Dahlheimer

ADD K.10 Resolution 2019-XXX Temporarily Increase Hours to Full- Time for Deputy City Clerk/ Human Resources Jaden Moore

L. Other Communications

Adjournment

A Community For Generations.
Isanti

Memo for City Council

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: June 18, 2019
Subject: Consider Resolution Authorizing the Acceptance of IT Contract Services with White Bear IT Solutions, LLC

Background:
The City has been with White Bear IT Solutions, LLC since February, 2017. Staff have been pleased with his response time, performance and overall general city computer systems support. There was no increase in cost compared to the City's previous three-year contract. Staff is recommending for consistency and good customer service to remain with White Bear IT Solutions, LLC and renew another three-year contract.

Request:
Staff is requesting action on this item.

Attachments:
- RES 2019-XXX
- 'Exhibit A' Proposed Contract

RESOLUTION 2019 -

A RESOLUTION AUTHORIZING THE ACCEPTANCE OF IT CONTRACT SERVICES FROM WHITE BEAR IT SOLUTIONS, LLC

WHEREAS, the City of Isanti entered into an agreement for IT support services for general city computer systems (non-specialized) with White Bear IT Solutions, LLC beginning February 1, 2017 for a three-year contract; and,

WHEREAS, Mr. Kritta has proposed a contract ("Exhibit A") which provides the same cost for services the City is currently receiving in the amount of $1,667.00 per month; and,

WHEREAS, the contract with White Bear IT Solutions, LLC has been reviewed by the City Attorney; and,

WHEREAS, to keep consistency within the IT support services and with the proposed reasonably monthly it is in the best interest of the City for approval to award the contract for IT support services to White Bear IT Solutions;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. The City Council hereby awards IT support services as outlined in the contract marked "Exhibit A" to White Bear IT Solutions, LLC effective February 1, 2020.

2. That the City Administrator is hereby authorized to sign and enter into a contract agreement with White Bear IT Solutions, LLC for the period from February 1, 2020 to February 1, 2023.

This resolution was duly adopted by the Isanti City Council this 18th day of June, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

IT support contract

Introduction

This IT support contract ("contract") is made as of May 22nd, 2019 (the "Effective Date"), by and between the **City of Isanti** ('the client') and **White Bear IT Solutions LLC** ('the service provider').

Purpose

The client depends on IT equipment, software and services (together: 'the IT system') that are maintained and supported by the service provider.

This contract sets out how the IT service provider will provide maintenance and support services for the IT system. It describes which items the service provider will provide support, what services it will provide, and how the client can expect problems with the IT system to be handled.

Scope

Parties

This contract is between:

The client:	The service provider:
City of Isanti 110 1st Ave NW Isanti, MN 55040 Key contact: Katie Brooks 763-444-5512	White Bear IT Solutions LLC 4986 Stewart Ave White Bear Lake, MN Key Contact: Jim Kritta 651-447-7186

Term and Termination of Agreement

This contract commences on **February 1st, 2020** and will continue for a period of **36 months.**

This contract may be renewed by mutual agreement of the parties upon such terms and conditions as the parties may mutually agree.

This contract will terminate upon (i) either party providing a 90 days written notice to the other party (ii) a party's breach of this contract, provided however that the non-breaching party shall give the breaching party 10 days notice in writing of such breach, and the breaching party will have 10 days to remedy or correct any and all breaches contained in the written notice.

Equipment, software and services covered

This contract covers the equipment, software and services listed below. This list may be updated at any time, with agreement from both the client and service provider.

- Onsite/Remote Support of all Servers, PC's, Laptops and Firewalls
- Network Monitoring (Servers, PC's, Laptops and Firewalls)
- Backup Monitoring (Datto – Siris Device)
- Anti-virus Monitoring (Trend or Webroot)
- Annual Disaster Recovery Testing (Datto – Siris Device)

Exclusions

The service provider will make its best efforts to provide support and rectify problems as requested.

However, this agreement only applies to the parts of the IT system listed above.

The services do not include maintenance or repair necessitated by:

- The use of equipment, software or service(s) in a way or for a purpose for which it was not designed.
- **Changes** to the configuration or set up of equipment, software or services otherwise than by the service provider or without the prior written approval of the service provider.
- Damage caused by virus, spyware, or lack of a firewall when updates have not been installed or where an update has not yet become available, or where the client has prevented the service provider from **performing required maintenance and updates**. Theft or loss of equipment.
- Relocation of equipment
- Poor environmental conditions

- Fire, tornado, lightening, floods and other acts or events that are beyond the reasonable control of the service provider.

Limitation of Liability

THE SERVICE PROVIDER SHALL NOT BE LIABLE TO THE CLIENT FOR LOST PROFITS, ANY SPECIAL, INDIRECT, OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR RELATED TO THE CONTRACT, EVEN IF THE SERVICE PROVIDER HAS BEEN NOTIFIED OF THE POSSIBILITY OF SUCH DAMAGES. UNDER NO CIRCUMSTANCES WILL LIABILITY EXCEED AMOUNTS PAID BY THE CLIENT TO THE SERVICE PROVIDER UNDER THIS CONTRACT.

Responsibilities

Key service provider responsibilities

The service provider will maintain and support the IT system used by the client.

Additionally, the service provider will:

- Ensure relevant software, services and equipment are available to the client
- Respond to support requests and within reasonable time, in any case.
- Do its best to escalate and resolve issues in an appropriate, timely manner.
- Maintain good communication with the client at all times.

Key client responsibilities

The client will use the IT system as intended.

Additionally, the client will:

- Make timely payment on service provider's invoices.
- Notify the service provider of issues or problems in a timely manner.
- Provide the service provider with access to equipment, software and services for the purposes of maintenance, updates and fault prevention.
- Keep the service provider informed about potential changes to its IT system. For example, if client's employees are to begin connecting their own mobile devices to the company network, the service provider may be able to adjust its services accordingly.
- Maintain good communication with the service provider at all times.
- Maintain current manufacturer's warranty on critical hardware components (File Server, Firewall, Backup Device).

Confidentiality

In order to provide services as described herein, the service provider may have access to the client's confidential information. The service provider agrees to take all reasonable measures to keep all files, client information, passwords, and any other proprietary client data secure and confidential.

Activities

The service provider will perform a number of specific tasks for the client. Details of these tasks are described in the table below, along with the purpose and frequency of each.

Activity	Frequency	Notes
General		
Document software and hardware changes	As necessary	
Review hardware warranty status	As necessary	
System maintenance		
Check backups are running properly	Daily	This is a simple check that backups are running with no errors reported.
Perform backup test	Quarterly	This is a full data restore test.
Monitor and maintain server uptime	Constantly	
Install software patches, service packs and other updates	As necessary	Updates will usually be tested before being rolled out across the IT system.
Install software upgrades	As necessary	Upgrades that incur costs — and other major upgrades — will only be installed after consultation with the client.
Monitor server event logs for potential problems	Daily	
Monitor available disk space on servers and company computers	Daily	
Perform system and server reboots	As necessary	Non-essential reboots will be performed at convenient times, agreed between client and supplier.
General server maintenance	As necessary	To be performed out of hours or at mutually agreed times.
Let client know of any potential issues	As necessary	For example: • Disk space running low • Equipment showing signs of failure • Deteriorating broadband speed

Create, remove and maintain employee user accounts and permissions	As necessary	For example, when employees: • Join or leave the company • Require access to additional resources
Assist users with support queries	As necessary	For example: • How to connect to VPN • Where to save shared files
Fixing problems		
Disaster recovery of core systems	As necessary	In the event of a significant IT failure or problem (e.g. complete server failure or security breach), The service provider will do everything possible to restore service. A separate disaster recovery plan should be maintained.
Fix user errors / mistakes	As necessary	For example: • Accidental file deletion • Forgotten password
Raise support requests with third-party providers	As necessary	Where cloud services and other aspects of the IT system are not in The service provider's direct control, The service provider will take responsibility for liaising with third-parties to resolve issues.
Managing networks		
Maintain internet connection	Constantly	Automated monitoring will be used to identify performance issues with or availability of the client's internet connection(s).
Monitor network capacity and performance	Weekly	The service provider will endeavour to identify where network capacity is reaching its limit.
Maintaining security		
Monitor firewall logs	Monthly	The service provider will attempt to identify and address any unusual or suspicious activity.
Check status of security software updates	As necessary	The service provider will verify that all updates are installed in a timely manner.
Investigate any suspicious activity or unexpected software behaviour	As necessary	The service provider will investigate any activity that could be the result of malicious software or individuals, such as viruses or hacking attempts.
Manage file and folder permissions	As necessary	
Enforce password policies	As necessary	
Managing apps and services		
Create, manage and remove mailboxes	As necessary	For example: • Creating email addresses for new users • Increasing mailbox size if required

Reactive support

The service provider will also provide reactive support services to the client. When the client encounters an issue with the IT system, it should raise this with the service provider.

The service provider will then investigate the problem and respond appropriately.

Charges and conditions

The monthly price for these services is: $1,667.00

This is an all-inclusive charge that covers everything described in this contract, with the following conditions:

- Support will be provided **during business hours** (8am – 5pm, M-F, Excluding Holidays). Service provider may provide support **after hours** depending on the task and at the sole discretion of the service provider.
- Support will be provided on a **remote access and/or onsite basis** depending on the issue at the discretion of the service provider.

Payment for the services will be due 15 days from the date of service provider's invoice.

General Provisions

Entire Agreement

This contract sets forth the entire agreement and understanding between the parties as to the subject matter hereof and merges and supersedes all prior discussions, agreements and undertakings of any nature between them. This contract may not be changed, modified, or terminated, except by agreement in writing, signed by all of the parties hereto.

Governing Law

This Agreement shall be governed and interpreted according to the laws of the State of Minnesota.

Severability

Whenever possible, each provision of this contract shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this contract is held to be invalid, illegal or unenforceable under any applicable law or rule in the State of Minnesota, such provision shall be ineffective only to the extent of such invalidity, illegality, or unenforceability in such jurisdiction, without invalidating the remainder of this contract in such jurisdiction or any provision

hereof in any other jurisdiction, and this contract shall be construed as if the unlawful or unenforceable provision or application had never been contained herein or prescribed hereby.

Binding Effect

This contract shall be binding upon and be of benefit to the parties, their successors and assigns.

Waiver

Waiver by one party hereto of breach of any provision of this contract by the other shall not operate or be construed as a continuing waiver.

Signatures

This IT support contract is agreed between the City of Isanti and White Bear IT Solutions:

Client Signature: _____	Service Provider Signature: _____
Name:	Name: Jim Kritta
Position:	Position: Owner
Date:	Date: June 17th, 2019

RESOLUTION 2019-XXX OFFERING THE POSITION OF ASSISTANT FINANCE DIRECTOR TO PAMELA DAHLHEIMER

WHEREAS, the City Council of Isanti is required to approve hiring of all employees; and;

WHEREAS, the Interviewing Panel has selected Pamela Dahlheimer as the most qualified candidate for the position; and;

WHEREAS, the candidate's offer is contingent on successfully passing a background investigation and reference check.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1. That Human Resources has offered the Assistant Finance Director position to Pamela Dahlheimer for the City of Isanti and that she shall be eligible to start in that position any time after June 18th, 2019.
2. That Ms. Dahlheimer must successfully pass a background and reference check.
3. That Ms. Dahlheimer shall start at Step 4 of the wage scale at $56,221 annually to reflect years of experience and 10 days' vacation to begin.
4. That Human Resources is directed to complete all required documentation for the completion of employment offer.
5. That the Human Resources/ City Clerk is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This resolution is hereby approved by the City Council this 18th day of June, 2019.

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2019-XXX

RESOLUTION APPROVING TEMPORARY SCHEDULE INCREASE TO FULL-TIME DEPUTY CITY CLERK/HUMAN RESOURCES JADEN MOORE

WHEREAS, the resignation of the previous Assistant Finance Director has placed many job duties on the Receptionist/Utility Billing Clerk; and,

WHEREAS, in order to keep city processes flowing staff wants to divide the additional duties among Receptionist/Utility Billing Clerk and Deputy City Clerk/Human Resources; and,

WHEREAS, the staff recommends providing a temporary schedule increase to the current Deputy City Clerk/Human Resources, Jaden Moore to full-time status; and,

WHEREAS, the temporary full-time status increase would not be eligible for benefits; and,

WHEREAS, effective June 19, 2019 the duties of the Assistant Finance Director will be shared between the Utility Billing/Accounting Clerk and the Deputy City Clerk/ Human Resources position until the new Assistant Finance Director begins full-time employment.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL of the City of Isanti, Minnesota as follows:

1. Deputy City Clerk/Human Resources will be scheduled full-time on a temporary basis.
2. This increase of hours will not be benefit eligible.
3. This increase of hours will be effective from June 19, 2019 until a new Assistant Finance Director begins full-time employment.

This resolution was duly adopted by the Isanti City Council this 18th day of June, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JUNE 18, 2019 – 7:00 P.M.
CITY HALL

I. Citizens Input

II. Agenda

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards
Presentation of 2019 Isanti Ambassadors and Candidates

F. Approve City Council Minutes
1. June 4, 2019 - Regular Meeting of the City Council

G. Announcements

1. Park, Recreation, & Culture Board Meeting	Tuesday, June 25, 2019 at 6:00 p.m.
2. City Council Meeting	Tuesday, July 2, 2019 at 7:00 p.m.
3. EDA Meeting	Tuesday, July 2, 2019 *(Immediately following the City Council Meeting)*

H. Council Committee Reports

I. Public Hearings

J. <u>Business Items</u>

City Administrator Josi Wood
1. Resolution 2019-XXX Approving Special Event Permit for the North 65 Chamber of Commerce for Parade and Jubilee Days *(Melissa Bettendorf and Dave Englund)*
2. Resolution 2019-XXX Approving Special Event Permit for Fire District Rodeo *(Erik Kvamme, Jeff Holmgren and Lance Thompson)*
3. Ordinance to Repeal and Replace Chapter 8, Section III, Rules of Organization and Renumbering Section IV, Council Composite and Election
    a. Resolution 2019-XXX Adopting Supplemental Policies to City Code Chapter 8, Section III

K. <u>Approve Consent Agenda</u>
1. Consider Accounts Payable in the Amount of $288,126.19, Payroll in the Amount of $106,091.70
2. Resolution 2019-XXX Authorizing the Acceptance of IT Contract Services from White Bear IT Solutions, LLC
3. Resolution 2019-XXX Approving Engagement Letter for 2018 TIF Reporting
4. Resolution 2019-XXX Accepting Full-Time Police Officer Daniel Vandenheuvel Letter of Resignation

5. Resolution 2019-XXX Approving Donation Box at Liquor Store
6. Resolution 2019-XXX Accepting Donations for the 2019 Community Garden and Dog Park Grand Opening
7. Resolution 2019-XXX Accepting Proposal of 5K Race Timing for Celebrate Isanti 2019
8. Resolution 2019-XXX Offering the Position of Full-Time Public Works Maintenance Technician II to Brandon Brown
9. Resolution 2019-XXX Offering the Position of Full-Time Public Works Technician II to Jerome Martinez

L. Other Communications

1. May Police Department Reports
2. May Code Enforcement Officer Report
3. May Building Inspector Report
4. June Engineering Project Status Report

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JUNE 4, 2019 – 7:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, City Attorney Clark Joslin, Community Development Director Sheila Sellman, MS4 Tech Corey Mueller, City Engineer Jason Cook and Police Officer Josh Anderson

Others Present: Rodrick Barrows, Brian Johnson, Melissa Bettendorf, Stacy Upton, Chris Sodergren, Mark Reller, George Hemen and Elizabeth Anderson

D. Adopt Agenda
Motion by Lundeen, second by Collison to adopt agenda as presented. Motion passed 5-0. Motion carried.

E. Proclamations/Commendations/Certificate Awards
Mayor's Employer Celebration Day- June 18, 2019
Mayor Johnson read the proclamation and encouraged business owners and employees to attend the Annual Mayor's Employer Celebration day on June 18, 2019.

F. Approve City Council Minutes
1. May 20, 2019- Special Meeting
2. May 21, 2019 -Regular Meeting of the City Council
3. May 21, 2019- Committee of the Whole Meeting
4. March 19, 2019- Planning Commission Meeting
5. April 23, 2019- Parks, Recreation, and Culture Board Meeting

Motion by Lundeen, second by Collison to approve minutes as presented. Motion passed 5-0. Motion carried.

G. Announcements

1. Committee of the Whole	Tuesday, June 18, 2019 at 5:00 p.m.
2. City Council Meeting	Tuesday, June 18, 2019 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, June 18, 2019 *(Immediately following the City Council Meeting)*
4. Park, Recreation, & Culture Board Meeting	Tuesday, June 25, 2019 at 6:00 p.m.

H. Council Committee Reports

Mayor Johnson stated that there is a Community Education meeting on June 10th, 2019 at 5:00 p.m. that he is unable to attend. Johnson stated that he is looking for another Councilmember to take his place at the meeting. Jimmy Gordon stated he would attend the meeting as an alternate for Mayor Johnson.

I. Public Hearings

None

J. Business Items

1. Discussion on Fair and Equal Enforcement of T21 County Wide (*Jimmy Gordon*)

Councilmember Jimmy Gordon shared that Cambridge and Braham are doing their own licensing for Tobacco. Whereas, the City of Isanti follows the Isanti County T21 Ordinance for individuals that must be 21 to purchase Tobacco. Consensus from Council is to bring to Committee of the Whole on June 18th, 2019 for further discussion.

City Administrator Josi Wood

2. Resolution 2019-150 Approving Contract for Chief of Police Position

City Administrator Josi Wood shared that the salary step for Mr. Muyres would be step 6 which is $95,551.94, vacation accrual time would be for the time that Travis Muyres has already been with the City of Isanti including a schedule of working four 10-hr days which is consistent with the position. Wood further stated the only thing left for discussion would be City vehicle use for commuting. Wood continued to share that this has not been done before with the City of Isanti, but other City police departments have allowed for their Police Chief to drive an unmarked squad for commuting purposes before and after regular hours. City Council further discussed this matter.

Motion by Lundeen, second by Bergley to approve Police Chief contract as presented. Motion passed 5-0. Motion carried.

3. Ordinance-702 Amending City Code Adding Chapter 144, Drug Paraphernalia

City Administrator Josi Wood shared that this is an ordinance to include Drug Paraphernalia into City Code. Wood further shared that this matter was discussed at Committee of the Whole and posted for the required 10 days.

Motion by Lundeen, second by Collison to approve Ordinance as presented. Motion passed 4-1 with Gordon voting nay.

4. Ordinance-703 Amending Chapter 227 Parking and Storage

City Administrator Josi Wood shared that this matter was discussed at Committee of the Whole to have No Parking signs posted on Dahlin Ave NE to allow more access for emergency vehicles and other vehicles that need to access the route. Wood further shared that the Ordinance has been posted for the required 10 days.

Motion by Lundeen, second by Collison to approve Ordinance as presented. Motion passed 5-0. Motion carried.

5. Consider Adoption of Stormwater Enforcement Procedures Pursuant to Ordinance 670

MS4 Tech Corey Mueller shared a presentation of the City of Isanti's MS4 Annual Report for 2018 to City Council. Council Members were provided with hard copies of the full presentation to review.

a. Resolution 2019-151 Approving Enforcement Response Procedures (ERP) for MS4 Permit Violations
b. Ordinance-704 Amending Ordinance No. 670 Stormwater Management Ordinance
c. Ordinance-705 Amending the City Code Chapter 65, Administrative Penalties
d. Ordinance-706 Amending the Code for the City of Isanti, Chapter 160, Fees
e. Resolution 2019-152 Adopting Fees Within the City of Isanti

Community Development Director Sheila Sellman shared that items 5.a through 5.e contain the resolution for approving Enforcement Response Procedures which is the document that contains the fines, Ordinance to Amend Ordinance No. 670 which is to adopt the Enforcement Response Procedures, Amend City Code 65, Administrative fees which are the administrative penalties that are in the Enforcement Response Procedures and giving authority to do so, Ordinance to Amend Code for the City of Isanti, Chapter 160, fees to include Enforcement Response Procedure fees and resolution to adopt the fees. Mrs. Sellman stated that the resolution also includes the fees for the pet control. Sellman shared it is not related but is included in order for the fee schedule to be adopted one time.
Motion by Lundeen, second by Collison to adopt 5.a through 5.e. Motion passed 5-0. Motion carried.

6. Resolution 2019-153 Approving an Interim Use Permit for Operation of a Tattoo Studio located at 303 Credit Union Drive

Community Development Director Sheila Sellman shared that this item went before the Planning Commission and held a Public Hearing. Sellman continued to share that no one from the public spoke on the matter and they do meet the criteria for the Interim Use Permit that is needed. Councilmember Gordon asked about hours of Sunday to Sunday. Stacy Upton stated that there would only be one tattoo artist to start with the hours of Tuesday through Saturday, but wanted to cover the basis if more tattoo artists were to join them with a different schedule that they would have the ability to be open 7 days a week.
Motion by Lundeen, second by Collison to approve resolution for an Interim Use Permit. Motion passed 5-0. Motion carried.

7. Resolution 2019-154 Approving a Minor Subdivision for Dollar General at 340 Palomino Road SE PID 16.029.0900

Community Development Director Sheila Sellman shared that this item went before the Planning Commission and held a Public Hearing. Sellman continued to share that this is for creating two lots with lot 1 being 1.3 acres and lot 2 being 2.51 acres where both land areas meet a requirement for the zoning district.
Motion by Collison, second by Lundeen to approve resolution for Minor Subdivision. Motion passed 5-0. Motion carried.

8. Resolution 2019-155 Approving a Site Plan for Dollar General located at 340 Palomino Road SE PID 16.029.0900

Motion by Bergley, second by Collison to approve resolution for Site Plan for Dollar General. Motion passed 5-0. Motion carried.

9. Resolution 2019-156 Authorizing Preparation of Plans on the Annexed Parcel Service Access Improvement Project

City Engineer Jason Cook shared that this is the study that was done to evaluate the recently annexed properties that have a sewer or watermain adjacent to their property. Cook continued to share that the evaluation reviewed the cost to extend the individual service to the right-of-way at any of those locations as discussed at Committee of the Whole it was recommended to construct those sewer and water services to the right-of-way at the parcels that don't have a future project already planned in the Capital Improvement Plan. Cook stated, that as requested, a letter was sent to those residents that are on those future projects to ask if they have the desire to be hooked up, no responses were obtained.
Motion by Collison, second by Bergley to approve resolution as presented. Motion passed 5-0. Motion carried.

Community Development Director Sheila Sellman

10. Resolution 2019-157 Consideration of SAC and WAC fees for Villages on the Rum

Community Development Director Sheila Sellman shared that this matter was discussed at Committee of the Whole and was platted in 2002 with 261 lots with a mix of housing styles from single family detached,

townhomes and bay homes/ patio homes. There are 32 lots left undeveloped where a developer has come in and asked the city what the SAC and WAC fees would be if he were to replat his lots into single family lots going from 32 lots to 16 lots. Sellman continued to share that there are two services to each lot that the city did not install where if they went to single family lots only on service per lot would be used and the city has asked the developer to cap at the developer's expense for the service they do not use. City Council further discussed this matter.

Motion by Lundeen, second by Collison to approve resolution with the additional verbiage that the SAC and WAC charges for the remaining 32 lots in Villages on the Rum if platted into single family lots shall be one hook-up for SAC and one hook up for WAC. If the lots are developed as townhomes then two hook-up fees will be charged for SAC and WAC. Motion passed 5-0. Motion carried

11. Resolution 2019-158 CUP and Site Plan extension to operate a retreat Center and Hobby Farm
Community Development Director Sheila Sellman shared that in 2018, a Conditional Use Permit and Site Plan Amendment were approved for Circle B Ranch and The Nest development with conditions and according to City Code if, within one year, a Conditional Use Permit has been issued and the work is not completed the Conditional Use Permit becomes void. Sellman continued to share that the applicant has requested a one-year extension to the Permit with no changes to what is being done for the Conditional Use Permit and Site Plan and that the applicant has been making progress to the conditions and that four out of the nine conditions have been met, the other five conditions cannot be completed until the building is in place. The extension would be until May 1, 2020.
Motion by Collison, second by Bergley to approve resolution as presented. Motion passed 5-0. Motion carried.

Finance Director Mike Betker

12. Request for New Terms on Previously Deferred Assessment
City Council discussed this matter and no action was taken.

K. Approve Consent Agenda

1. Accounts Payable in the Amount of $265,212.90, Payroll in the Amount of $100,963.13
2. Contractors Pay Request No. 2 for Dirtworks, Inc in the Amount of $60,787.41
3. Resolution 2019-159 Approve Placement of Stop Signs at the Intersections of 1st and Broadway and Cottonwood and 4th
4. Resolution 2019-160 Approving Rum River BMX to add Pavement Areas Inside the Isanti Indoor Area
5. Resolution 2019-161 Approving City Engineer Designation for Professional Engineering Services
6. Resolution 2019-133 Appointing Candidate to Fill the Vacant City Council Seat on the Isanti City Council for the Remainder of the Term until the Next Election
7. Resolution 2019-138 Designating Committees and Representatives for City Commissions and Advisory Boards for year 2019
8. Resolution 2019-162 Amending the Personnel Policy to Revise the Media Relations Policy

Motion by Lundeen, second by Bergley to approve Consent Agenda as presented. Motion passed 5-0. Motion carried.

L. Other Communications

1. Draft Minutes from the May 28, 2019 Parks, Recreation, and Culture Board Meeting

Adjournment
Motion by Bergley, second by Lundeen to adjourn. Motion passed 5-0. The meeting adjourned at 7:54 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

Request for City Council Action - MEMO

To: **Mayor Johnson and Members of the City Council**

From: Jenny Garvey, Parks, Recreation, and Culture Manager

Date: June 18, 2019

Subject: A Resolution Approving a Special Event Permit Application for 2019 Jubilee Days

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Background

The City received a special event application from the North 65 Chamber of Commerce for Jubilee Days. The event will consist of a parade to be held on Thursday, July 11th from 3:00 p.m. to 10:30 p.m. Parade organizers are anticipating 10,000 people to attend. The parade route in 2019 will be different than 2018 as the new road is complete so the route will begin at 5th Avenue on Main Street and follow its typical route south on 4th Ave to Elizabeth St, and north on 2nd Ave to Main St; the parade will end again route south on Railway to Broadway and then east to Richard, and then north to Main St. and teardown for floats will be along 5th Ave from Main St. to Cherrywood.

No parking signs will be posted along the parade route, Credit Union Dr NE, 5th Ave and Cherrywood , as well as both sides of Main Street east of Credit Union Drive out to Hwy 65. In terms of clean-up plans, volunteers and the City's Public Works staff have been requested. Food vendors will be located along the parade route. There will be music and announcing at the corner of 1st Ave and Main St W. The group is requesting electric access at 30 West Main St. Organizers have requested permission to use the SE corner of Mattson Park going north, and along the street curb out 10' along Mattson Park.

On Saturday, July 13th from 7:00 a.m. to 4:00 p.m. will be Kids Day. There will be kids games, pony rides, bounce houses, turtle races, outhouse races, kiddie parade, craft fair, carnival food sales, vendor booths, and fun run. The craft fair portion of the event will take place on both sides of Main Street between 1st Ave NW and 2nd Ave NW. There will be approximately 3,000 in attendance this day. The trailers at Family Pathways will not be moved for the event.

Other events will take place along Main St W from 1st Ave NW to just west of the railroad tracks, so the street will be closed for the events. A stage and other activities are set to occur in this area. In addition, the City Hall parking lot, Isanti Community Center parking lot and the grassy area just to the east of City Hall to the railroad right-of-way will also be used for this event. There will be no parking along Main Street W prior to the closure of the street; and signs must be placed accordingly. Volunteers will help to clean the areas that are used for these events.

In addition, there would be a temporary closure of Main St W and 2nd Ave SW from the church driveway to Main Street W and 2nd Ave SW and Main St W and the 1st AveW and Main St W intersections for the Kiddie parade. The estimated closure time for these areas is approximately 30 minutes around 11:00 am. Clean-up of the area will be completed by volunteers.

A separate application has been filed for use of the community sign.

The applicant will be contracting with Absolute Portables to provide the necessary portable restroom facilities for the event. A list of locations for portable restrooms has been included with the application materials.

The applicant also has submitted the necessary paperwork and approval for a transient merchant permit for the vendor fair.

Assistance has been requested of the Isanti Police Department to provide security for the parade. There are no formal tickets sold for the event. The Chamber of Commerce does appreciate donations, but they are not required. The purpose of any money that is collected by donation is to help cover the expenses associated with the event.

The applicant has provided a list of requests from the City for Jubilee Days, which has been attached for Council review and all other supporting documents are on file.

A copy of the application, details and departmental review has been attached for City Council review.

Staff Request

The North 65 Chamber of Commerce is going to need to coordinate the activities with the Isanti Police Department, Isanti Fire District, and Isanti Public Works.

City staff is requesting action on this item.

Attachments

- Resolution No. 2019-XXX
- Special Event Application
    - Special Event Permit Application
    - Parade Route Maps and Explanations
    - Kids Day Site Maps
    - Requests for City Assistance
    - List of Portable Restroom Locations
    - Draft letter to be provided to surrounding property owners
    - Supplemental Information
    - Departmental Review Form

RESOLUTION NO. 2019-XXX

RESOLUTION APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR 2019 JUBILEE DAYS, INCLUDING PARADE

WHEREAS, the North 65 Chamber of Commerce has submitted a Special Event application requesting a permit to host Jubilee Days; and,

WHEREAS, a parade is scheduled to take place Thursday, July 11 from 3:00 to 10:30 pm and will use a new route due to the new road ending at Main Street and Richard Ave NW; and,

WHEREAS, Kids Day is scheduled for Saturday, July 13 from 7:00am to 4:00pm in Downtown Isanti; and,

WHEREAS, the estimated number of people to be in attendance at the parade is 10,000 and the estimated number of people in attendance for Kids Day is 3,000; and,

WHEREAS, the applicant will be required to provide additional restrooms for the event and has provided a list of portable restroom locations; and,

WHEREAS, parking during the event will be restricted as follows: no parking along the parade route or on 3rd Ave from Heritage Blvd north to the Isanti Primary School parking lot, Credit Union Dr, and 5th Ave NW on July 11, 2nd Ave at Main street from 11:00-11:15 on July 13 for the kiddie parade, and Main Street from 2nd Ave to west of the railroad tracks from 6:00 am to 4:30 pm on July 13; and,

WHEREAS, the applicant has requested assistance from the City of Isanti for road closures, traffic control, utility locates, and signage, and has submitted a complete request with the application materials; and,

WHEREAS, public addressing systems and live entertainment will be utilized during the event; and,

WHEREAS, the application submittal does require a $100 clean-up deposit fee, which is on file with the City of Isanti; and,

WHEREAS, posting of temporary signage requires a permit application and fee, and the applicant has requested the fee be waived;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota to hereby approve the special event permit application for 2019 Jubilee Days with the following condition(s):

- Coordinate all necessary activities with Isanti Police Department, Isanti Fire District, and Isanti Public Works.
- The trailers at Isanti Pathways are not to be moved for the event.

AND FURTHERMORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that this Resolution is hereby the "Permit" for the above stated Special Event.

This resolution was duly adopted by the Isanti City Council this 18th day of June 2019.

Attest: _____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: May 10, 2019

APPLICANT INFORMATION

Sponsoring Entity (if applicable): North 65 Chamber of Commerce

Contact Person: Melissa Bettendorf

Address: 5040

Phone: - - Fax: 763 - - Cell: - - 5

E-mail: melissa@north65chamber.com

~~Secondary Contact Person:~~ Dave Englund(overall coordination)

Address:

City: State: Zip:

Phone: - - Cell: - - E-mail:

EVENT INFORMATION

Event Name: Isanti Rodeo Jubilee Days

Date(s) of Event: Thursday, July 11 and Saturday, July 13, 2019

Hours of Event: 3:00 - 10:30 pm and 7:00 am to 4:00 pm

Type of Event: [✓] Open to the Public [ ] Private [ ] Other:

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
A parade with 150-200 entries and approximately 10,000 people in attendance on July 11. Kids day with free to the public kids games, pony rides, bounce houses, turtle races, outhouse races, kiddie parade, craft fair, carnival food for sale, vendor booths and fun run on July 13.

Proposed Location of the Event (be specific, site map also required):
July 11 Parade - See route attached. July 13 Kids Day - Main Street from 2nd Ave E to 1st Ave. Main St. from 1st Ave to just west of the RR tracks, city hall/ICC parking and area adjacent east to RR right of way, comm ctr land and building.

Estimated Number of People in Attendance (includes staff, participants, and spectators):
July 11 Parade - 10,000 July 13 Kids Day - 3,000

Parking Impact – Describe in detail:
Parade - No parking along the parade route on July 11. Kids Day - No parking in city hall or ICC parking lot, or on Main Street from 2nd Ave to 1st Ave and from 1st Ave to the RR tracks from 6:00am to 4:30pm on July 13.

Tents, equipment, amusement rides, etc.
Type: 10x10 pop up tents, 20x30 tent, food vendor trailers,
Size:
Location: July 11 - along parade route, July 13 - in areas described on map

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
On notice please.

Are you requesting any street closures? If yes, list streets:
July 11 - see parade route. On July 13 - 2nd at Main closed 11-11:15am for the Kiddie Parade and Main St. from 2nd Ave E to 1st Ave, Main St. from 1st Ave to west of the RR tracks 6:00am to 4:30pm Police assistance requested with street closures and traffic control of the closure.

Restrooms (Portable) – Name or entity providing these services; and number of facilities to be provided. When other restroom facilities are not provided on-site or are limited; the applicant will need to pay for additional restroom facilities. For those events exceeding 75 persons, one (1) additional restroom shall be provided; for events exceeding 150 persons, two (2) additional restrooms shall be provided. For events exceeding 250; the Planning for Special Events-Usage Chart shall be used.

Absolute Portable Restrooms - see attachment for number and locations

Security Plans – Name or entity providing these services. (A Police Officer is required if alcohol is being served or at the discretion of the Police Chief).
Isanti Police Department on call

Clean-up Plans – Describe in detail:
July 11 - after the parade volunteers and public works department. July 13 - volunteers will clean area

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Live entertainment – Describe in detail:
July 11 - The parade features many live performers. Music and announcing at 1st and Main. July 13 Kids day will feature a petting zoo, pony rides, games, music, outhouse races and more.

Will any other public addressing system or sound amplification be used? If so, describe:
July 11 - MC and Parade judges will be using sound amplification and a mic. July 13 - stage and activities on Main Street

If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?
1. No 2. Required no. Appreciated yes 3. Cover event expenses.

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature: Melissa Bettendorf Melissa Bettendorf
as Executive Director, North 65 Chamber

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

A Community For Generations.

Isanti

SPECIAL EVENT PERMIT APPLICATION
City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

Special Event Equipment Request Form

Event Name: Isanti Rodeo Jubilee Days - Parade

Date(s) of Event: Thursday, July 11, 2019

Contact Person: Dave Englund Nicki Dochniak

Equipment Drop Off/Pick Up Location: please see special request sheet included with permit

Equipment Drop Off Date/Time: Wednesday and Thursday, July 10 and 11, 2019. see attached

Please list the number of each item requested. Isanti Public Works will determine the availability of equipment for each event, and reserves the right to deny requests. *All equipment must be returned no later than 24 hours after the end of the event. The replacement of any broken or missing equipment will be billed to the event organizers.*

Construction Cones: 40 + as avail.

Picnic Tables: 0

Barricades: 10

Stage: 1

Road Closed Signs: see attached

No Parking Signs: see attached

Office Use Only

Date Delivered: _____ By: _____

Date Checked In: _____ By: _____

NORTH 65 CHAMBER OF COMMERCE

2 Enterprise Avenue NE, Suite C4, Isanti, MN
www.north65chamber.com

Addendum to Special Event Permit for July 11 and 13, 2019 Isanti Rodeo Jubilee Days
The North 65 Chamber of Commerce respectfully requests the following for *July 11 and 13, 2019*:

July 11, 2019 – Parade Day

- Delivery of the big stage to SW corner of 1st and Main just west of the bump out on the day prior (Wednesday, July 10, end of business.)
- Barricades and Road Closed Signs: Police traffic control for attached parade route including all signs and barricades required to close the streets as indicated. Please leave on city property downtown for use on Saturday, July 13
- Orange cones for street closures, marking vendor areas and parade entry line up
  Deliver 40 to the South End of the field at IMS Thursday morning by 8:30am and 15 to Strike Life Tributes parking lot.
- No parking signs installed along parade route and line up areas (see map). Request number needed to appropriately mark the street as follows:
  - Road closures in line up areas and on parade route begin at 5pm
  - Whiskey Road closed from Heritage Blvd to Main Street
  - Starting at Isanti Middle School back field area off Centennial Dr to Oakwood Street East, East on Main, INCLUDING the two Cul-de-sac areas north off Main St. (Rosewood and Brookview) to 5th St South to ~~Broadway~~ Elizabeth E, to 2nd North to Main East to Railroad Ave, South to Broadway, East to Richard Ave, North to Main St. At Main Street no parking east to HW 65 AND west to Credit Union Drive North. No parking on Credit Union Drive to Cherrywood. No parking on 5th Ave NE to Cherrywood and Cherrywood to Credit Union Drive. Southbound side along Isanti Primary School from just North of creek to Heritage Blvd for fire trucks
- No parking signs installed on the west side of 5th Ave (marching band line up)
- Power at 30 West Main
- Use of land from SE corner of Mattson Park going north and west 50' by 30' deep for placement of food vendors
- Use of street along the curb out 10 feet along 5th north of Main (along Mattson Park) for ~100 feet.

2019 Isanti Parade Map

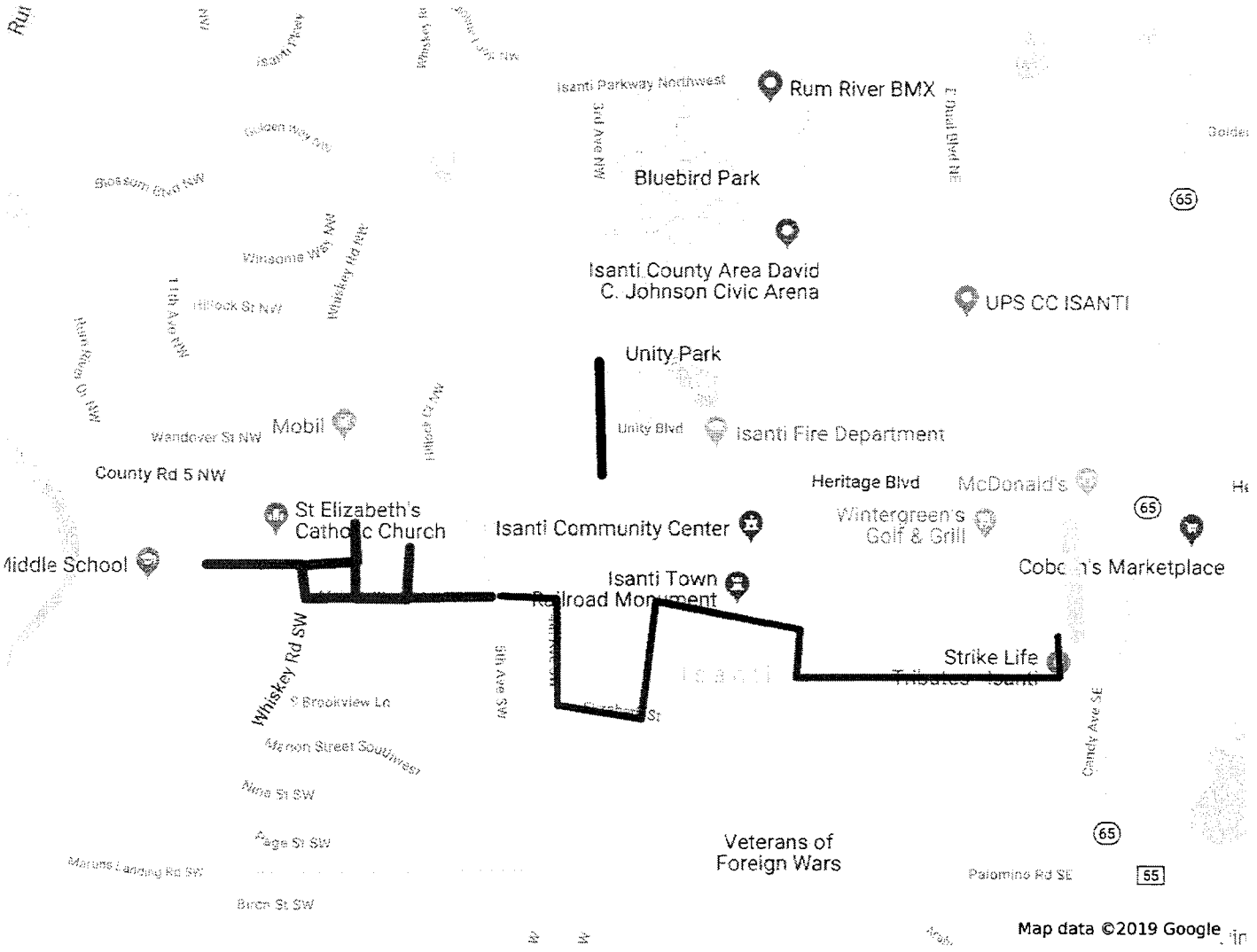
2019 Parade Route

Parade line up areas

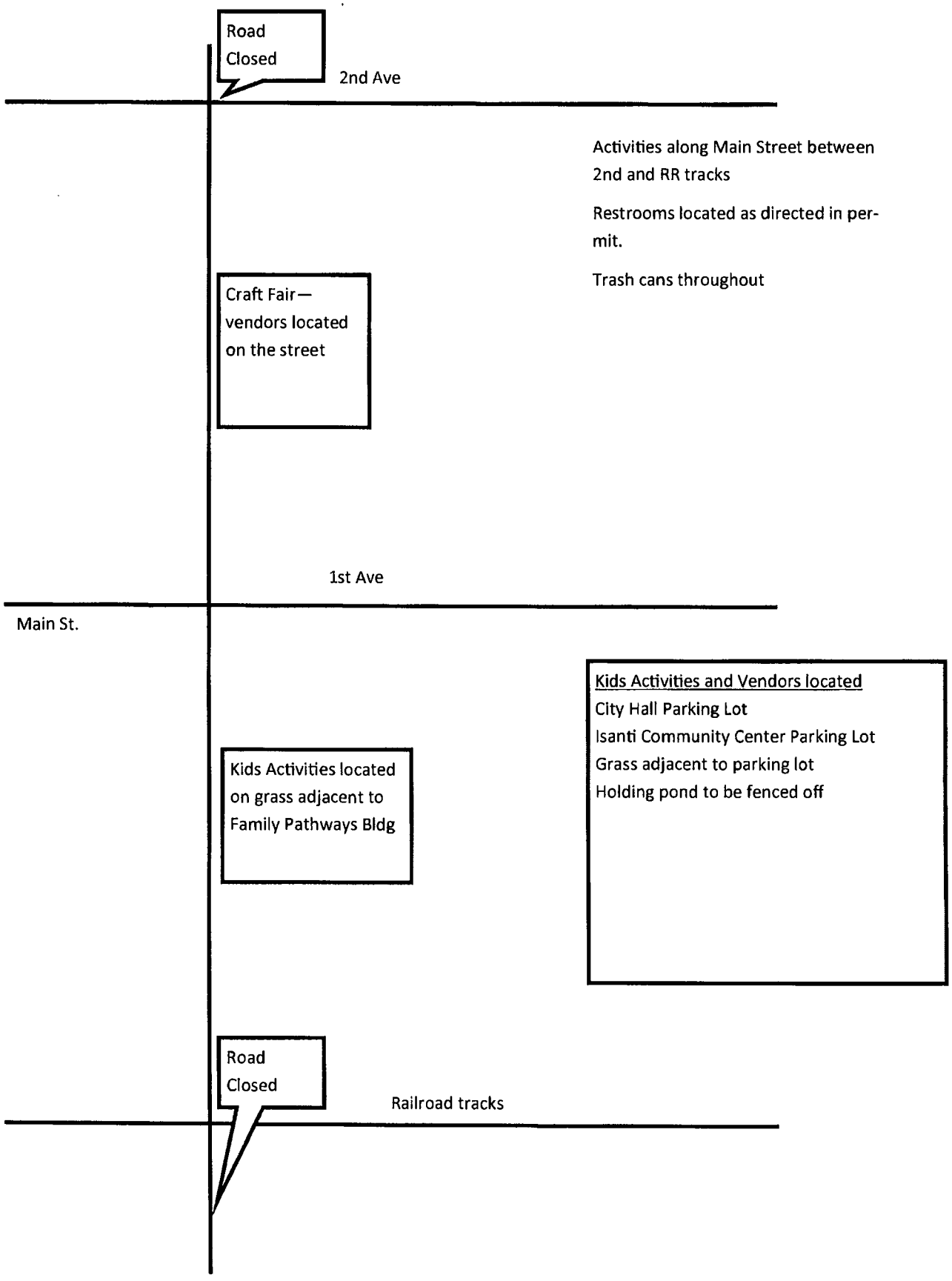
Additional line up - fire trucks

2019 Parade Route - July 11

Tear down area



July 13, 2019 Kids Day Site Map



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Isanti

SPECIAL EVENT PERMIT APPLICATION
City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

Special Event Equipment Request Form

Event Name: Isanti Rodeo Jubilee Days - Kids Day

Date(s) of Event: Saturday, July 13, 2019

Contact Person: Dave Englund , Melissa Bettendorf

Equipment Drop Off/Pick Up Location: Downtown Isanti, see attached

Equipment Drop Off Date/Time: Saturday, July 13, see attached

Please list the number of each item requested. Isanti Public Works will determine the availability of equipment for each event, and reserves the right to deny requests. *All equipment must be returned no later than 24 hours after the end of the event. The replacement of any broken or missing equipment will be billed to the event organizers.*

Construction Cones: 40

Picnic Tables: 6-9, all avail

Barricades: 10

Stage: 0

Road Closed Signs: as need

No Parking Signs: see attached

Office Use Only

Date Delivered: _____ By: _____

Date Checked In: _____ By: _____

NORTH 65
CHAMBER
OF COMMERCE

2 Enterprise Avenue NE, Suite C4, Isanti, MN
www.north65chamber.com

Addendum to Special Event Permit for July 11 and 13, 2019 Isanti Rodeo Jubilee Days
The North 65 Chamber of Commerce respectfully requests the following for *July 11 and 13, 2019*:

July 13, 2019 – Kids Day

- Street closure of Main Street from 1st Avenue to driveway entrance west of railroad tracks from 6:00am to 4:30pm
- Street closure of Main Street from 2nd Avenue to 1st Avenue from 6:00am to 4:30pm
- Temporary Main St. closure of 2nd Ave from church driveway to Main St. and temporary closures of the 2nd Ave and Main St and the 1st Ave and Main St. intersections for the Kiddie Parade (approx. ½ hour at 11am). Officer at Heritage Blvd and 3rd Ave to assist with Fun Run crossing at 8:00am.
- Use of City Hall and Isanti Community Center parking lot for food vendors (please move city vehicles out of the lot)
- Use of City property east of City Hall to railroad right of way for Kids Day
- Use of City picnic tables and delivery of tables to City Hall by public works and return of picnic tables by public works
- City to call in utility locations around retaining pond adjacent to the city hall parking lot with direction to be marked by Monday, July 2, 2018. Temporary fencing will be placed around retaining pond using metal stakes and snow-fence by event volunteers.
- Permit placement of temporary signs on the corner of Heritage Blvd and 1st Ave
- Waiver of temporary sign fees

NORTH 65 CHAMBER OF COMMERCE

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www.north65chamber.com

Addendum to Special Event Permit for July 11-13, 2019 Isanti Rodeo Jubilee Days

Portable Restroom Locations
No restrooms placed on sidewalks

July 11, 2019
Middle School East Parking Lot
Old Waste Water Plant
St. Elizabeth's Church parking lot
Mattson Park – 1 Regular, 1 Handicap Accessible (between curbline and sidewalk)
Faith Lutheran Parking Lot - 1 Regular, 1 Handicap Accessible
2nd and Main – parking lot or grass at 121 W. Main
1st and Main
City Hall Parking Lot South Side- 1 Regular, 1 Handicap Accessible
City Hall Parking Lot East Side
SE Corner of RR Tracks at Main St.
Strike Life Tributes, parking lot - 3 Regular, 1 Handicap Accessible
NW corner of Main and HW 65 – 2

July 13, 2019
Faith Lutheran Parking Lot - 1 Regular, 1 Handicap Accessible
2nd and Main - parking lot or grass at 121 W. Main
1st and Main
City Hall Parking Lot South Side- 1 Regular, 1 Handicap Accessible
City Hall Parking Lot East Side

NORTH 65
CHAMBER
OF COMMERCE

2 Enterprise Avenue NE, Suite C4, Isanti, MN
www.north65chamber.com

To Whom It May Concern:

The 2019 Isanti Rodeo Jubilee Days will be July 11 through July 14, 2019.

This letter is to inform you, the business owner and/or resident, of the use of public streets and/or land for the events of Jubilee Days as follows:

Thursday, July 11, 2019
1)Parade beginning at Main Street and 5th Avenue, traveling east along Main Street, then south on 4th Ave, east on Elizabeth, North on 2nd Ave, east on Main Street, south on Railroad Ave, east on Broadway, west on Richard Ave, ending at Main St. Parade begins at 6:30pm.

Saturday, July 13, 2019
Main Street from 2nd Ave east to 1st Ave will be closed from 6:00am until 4:30pm. A craft fair will be held at this location from 9am to 3pm. Main Street from 1st Ave to just west of the railroad tracks will be closed from 6:00am until 4:30pm. Numerous activities will be held such as a run /walk, presentations, turtle races, kid's games, outhouse races.

There will be no parking available in the City Hall parking lot from 7am until 4pm. The City Hall/Community Center parking lot and the area east of City Hall to the tracks, north to the Community Center and south including the alley will be utilized for kids games, food and misc. vendors, exhibits by the Fire and Police Departments, wellness screening, etc.

We invite you to join us for this annual community festival. For more information please visit our website: www.north65chamber.com.

Thank you.

2018 Isanti Rodeo Jubilee Days

The Isanti Jubilee Days Committee is made up of interested citizens & civic groups who voluntarily serve to promote Isanti through its annual community celebration in conjunction with the Isanti Firefighter's Rodeo. The committee meets throughout the year & welcomes any new members and/or ideas.

The 2018 Jubilee Days Committee Includes:
Jubilee Days Chair: ***Dave Englund***
Rodeo Chair: ***Tom Pagel***
Parade: ***Nicole Dochniak and Brian Strike***
Isanti Ambassador Program:
Kirsten Knutson, Amanda Wichman & Taylor Norberg
Heritage Corral: ***Jan Peterson***
Family Fitness Run/Walk: ***Heidi Leitha***
Kids Activities: ***Sue Beckman***
Corn Feed/Turtle Races: ***Joe Mau***

SATURDAY, JUNE 23

11 a.m. **Isanti Ambassadors Annual Royal Brunch**
St. Elizabeth's Church
Tickets $10, $7 in advance. Join the Ambassadors and candidates and their sponsors for a brief program. Perfect opportunity to get to know the candidates and their sponsors. All proceeds benefit the scholarship program.

7-11 p.m. **Street Dance - Maiden Dixie**
Downtown Isanti

SUNDAY, JUNE 24

11:30 a.m. Shuttle at Country Camping.

12 Noon **"Rum River Float"** leaving from Martins Landing.
Rent or bring your own floating device & float down the river.
FREE root beer floats at the finish.
Sponsored by Country Camping.

THURSDAY, JULY 5

4:30 p.m. **Food Vendors** along parade route

4 p.m. until Parade **Entertainment by The Drivin' Wheels**

Preceding Parade **Fly Over by T-6 Thunder**
Sponsored by Strike Life Tributes Funeral & Cremation Services

6:30 p.m. **Isanti Rodeo / Jubilee Days Parade**
Grand Marshal: Sue Beckman
Handicap Parade Parking available at Faith Lutheran Church

4-10 p.m. **Pie & Ice Cream** at Faith Lutheran Church

7-10 p.m. **Beer Tasting/Games by Gameworld/Patio/Fire**
Wintergreens

9 p.m. **"Betty Danger"** Isanti VFW

FRIDAY, JULY 6

11 a.m.-2 p.m. **Summer Celebration at Members Cooperative Credit Union**
Vendors, Games

11 a.m. **Summer Celebration at Members Cooperative Credit Union**
BBQ Lunch

2:00-6:00 p.m. **Isanti Family Farmers Market**
400 W. Dual Blvd. (Every Friday thru September)

6 p.m. **Goat Tying** preceding rodeo

6:30 p.m. **Isanti Firefighters PRCA Rodeo Performance**
Followed by a dance at the rodeo grounds featuring:
"Shane Martin Band"

9 p.m. **"Brady"** Isanti VFW

SATURDAY, JULY 7

7:30 a.m. **Registration for Fitness Run/Walk**
Corner of 1st & Main *sponsored by Snap Fitness*

8 a.m. **5 mile & 2 mile Fitness Run/Walk**
Corner of 1st & Main

9 a.m. **Isanti V.F.W. Horseshoe Tourney** - Backyard
(Registration at 8 a.m.)

9 a.m.-1 p.m. **FREE Kids Vision Screening** - Community Center
Sponsored by Isanti Lions.

9 a.m.-3 p.m. **Heritage Corral - Food Vendors - Arts & Crafts**
City Hall Parking lot & Community Center back yard

10 a.m.-3 p.m. **Craft Fair** - Main St. between 1st & 2nd

10 a.m.-1 p.m. **FREE Kiddie Games (Prizes)** - Main Street
Sponsored by Rum River VFW Post 2735

10 a.m.-1 p.m. **FREE Face Painting**
"A Touch of Magic" - Community Center
Sponsored by Cambridge-Isanti Hockey Charitable Gambling & Isanti Rental

10 a.m.-1 p.m. **FREE Obstacle Course Moonwalk**
- Behind Family Pathways
Sponsored by Cambridge-Isanti Hockey Charitable Gambling

10 a.m.-1 p.m. **FREE Pony Rides "Animals of Waltons Hollow"**
Next to Family Pathways - *Sponsored by Bolton & Menk, Rum River VFW Post 2735 & Grandy Lions*

10 a.m.-1 p.m. **FREE Petting Zoo "Animals of Waltons Hollow"**
Next to Family Pathways - featuring a variety of live animals - *sponsored by Connexus Energy & Cambridge-Isanti Hockey charitable gambling*

10 a.m.-3 p.m. **Pie Social** - Faith Lutheran
Sponsored by Faith Lutheran

10:15 a.m. **Kiddie Parade Registration & Judging**
Faith Lutheran Parking lot
Adult must register all children.
No motorized vehicles. No large animals

11 a.m. **Isanti Lions Corn Feed** - Community Center

11 a.m. **Kiddie Parade** - Faith Lutheran
Awards given to best entries.
Sponsored by Isanti V.F.W. Auxiliary.

Noon **Sign up for Turtle Race** - Main Street

12:30 p.m. **Sign up for Outhouse Races**
Main & 1st Avenue (Registration info at north65chamber.com)

1 p.m. **Isanti V.F.W. Classic Horseshoe Tourney**
Registration at Noon (limited participation)

1 p.m. **Turtle Race** - *Sponsored by Isanti Lions*
Main Street ***No Blandings Turtles*** allowed to race.
No turtle sales allowed without DNR permit
Turtle sales must follow DNR regulations
vist http://files.dnr.state.mn.us/eco/nongame/turtle_poster.pdf

1 p.m. **Family Bingo** at Isanti VFW

2 p.m. **29th Annual Outhouse Races**
Main St. & 1st Ave.
Sponsored by Absolute Portable Restrooms

6 p.m. **Goat Tying** preceding rodeo

6:30 p.m. **Isanti Firefighters PRCA Rodeo Performance**
Followed by dance featuring: **"Amie Austin Band"**

8 p.m. **Hockey Assoc. Bingo at Wintergreens**

9 p.m. **"Stranded"** Isanti VFW

SUNDAY, JULY 8

3 p.m. **National Championship**
XTREME BULL CHALLENGE
1st Annual Mutton Bustin' Showdown KIDS DAY
PRCA Performance at Rodeo Grounds

6 p.m. **2018 Isanti Ambassador Coronation Ceremony**
Isanti Middle School
Admission: $10.00. Children (under 12) $5.00, Under 3 Free
Dessert Reception immediately following

FOR MORE INFORMATION, CONTACT:

North 65 Chamber of Commerce 763-689-2505
Jubilee Chairperson Dave Englund 763-300-9368
Parade Chairperson Nicki Dochniak 763-843-0559
Rodeo Chairperson Tom Pagel 612-961-8205

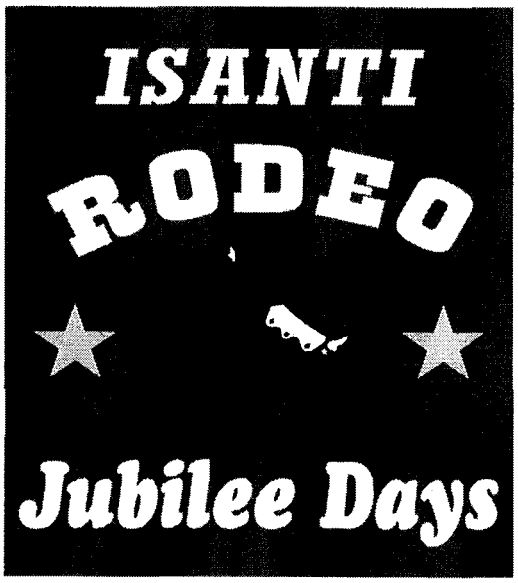
DON'T MISS A MINUTE OF THE RODEO:
Friday & Saturday 6:30 p.m.
Goat Tying 6:00 p.m.
Sunday 3:00 p.m. Xtreme Bulls and Kids Day!

Rodeo & Xtreme Ticket Information

763-464-2508 HOTLINE!

Adult (Gate)	$15 Each
Advance	$13 Each
Child 12 & Under (Gate)	$10 Each
Advance	$8 Each
3& Under	FREE

Dances FREE with paid rodeo ticket.
Advance Sale Terminates July 5th
Tickets available online at
www.isantifiredistrict.org



July 11-14

Thursday ☆ Parade

Friday & Saturday ☆ Firefighters Rodeo/Dance

Saturday ☆ Walk/Run ☆ Kids Free Fun Day
☆ Kiddie Parade ☆ Games ☆ Craft Fair
☆ Turtle Races ☆ Outhouse Races

Sunday ☆ Ambassador Coronation ☆

NORTH65CHAMBER.COM 763-689-2505

OFFICE USE ONLY
Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief
__✓__ Approved _____ Denied _____ N/A Signature: per email

Police Chief
__✓__ Approved _____ Denied _____ N/A Signature: per email

Public Services Director
__✓__ Approved _____ Denied _____ N/A Signature:

Community Events & Parks Coordinator
__✓__ Approved _____ Denied _____ N/A Signature: 5/25/19

Community Development Director
__✓__ Approved _____ Denied _____ N/A Signature:

City Administrator
__✓__ Approved _____ Denied _____ N/A Signature:

City Council
_____ Approved _____ Denied

Date of Review: _____

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Request for City Council Action - MEMO

To: **Mayor Johnson and Members of the City Council**

From: Jenny Garvey, Parks, Recreation, and Culture Manager

Date: June 18, 2019

Subject: Resolution Approving a Special Event Permit Application for the 2019 Isanti Firefighters PRCA Rodeo

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Background

The Isanti Firefighter Rodeo Association (IFRA), has submitted an application requesting a Special Event Permit for the 2019 Isanti Firefighters PRCA Rodeo. The event is scheduled for July 12 through July 13, 2019 and will take place on the Rodeo grounds at 500 3rd Ave NW. The association is anticipating about 11,000 people over the 2-day event. The event will include live entertainment using public addressing systems and amplifiers during the daily events and dances following the Friday and Saturday rodeo performances.

The IFRA is requesting the use of several areas for parking for spectators. Property belonging to the City of Isanti includes Unity Park (420 3rd Ave NW). City staff will designate entrance and exit areas for City of Isanti lots; IFRA will be responsible for enforcing spectator parking and for any damages caused to sidewalks, curbing, trails, etc. as a result of rodeo parking. Other parking areas owned by other entities include Isanti Primary School parking lot and grass (301 Heritage Blvd NW), Cambridge-Isanti bus garage on 1st Ave NW (PID 160400970), Isanti Civic Arena (600 1st Ave NW). Letters of permission from property owners other than the City of Isanti are on file for all parking areas requested. Parking on the grass in other areas of Bluebird Park is prohibited. IFRA is requesting the lights in the ballfield to be left on overnight Friday and Saturday at Unity Park for security/safety.

The IFRA is not requesting that any roads be closed for the event, but have indicated that they may place signage indicating pedestrian crossings on 3rd Avenue and 1st Avenue, and on 3rd Ave between Isanti Primary School and Unity Park.

The IFRA will provide additional portable restrooms as needed for the event. The portable restrooms provided during the event should be adequate for the estimated daily attendance. The association will be responsible for cleaning up all parking areas after the event.

In addition the Special Event Permit, the IFRA must file separate Gambling and Temporary Sign permits, as well as a Liquor License, as applicable for the event.

Special Event Permit application materials, including an event map, have been included for Council review.

Staff Request

City staff are requesting City Council's approval of the Special Event Permit application for the 2019 Isanti Firefighters PRCA Rodeo.

Attachments

- Resolution No. 2019-XXX
- Special Event Application Materials
    - Application
    - Departmental Review
    - Parking Impact Letter
    - Parking Map – IFRA proposed

RESOLUTION APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR THE 2019 ISANTI FIREFIGHTERS PRCA RODEO

WHEREAS, Isanti Firefighter Rodeo Association (IFRA), has submitted a Special Event application requesting a permit to host the 2019 Isanti Firefighters PRCA Rodeo on the Isanti Rodeo Grounds; and,

WHEREAS, the event is scheduled for July 12 through July 13, 2019; and,

WHEREAS, the estimated number of people to be in attendance over that time period is 11,000; and,

WHEREAS, IFRA is requesting parking to be allowed at City of Isanti owned and privately owned properties; and,

WHEREAS, City of Isanti property requested for parking use is Unity Park (420 3rd Ave NW), including the ballfield and grass area outside of ballfield; and,

WHEREAS, City of Isanti will turn on Unity Park lights in the ballfield and for the lights to be left on Friday July 12th and Saturday July 13th from sunset to sunrise for security/safety; and,

WHEREAS, the bleachers located within Unity Park will be moved by the IFRA Wednesday July 10th and returned Monday July 15th; and,

WHEREAS, all parking on the grass at Bluebird Park is prohibited; and,

WHEREAS, additional lots will be used for spectator parking including the Isanti Primary School, the Cambridge-Isanti bus lot, and Isanti Civic Arena; the IFRA has on file letters from each property owner granting permission to use the lots; and,

WHEREAS, IFRA is requesting Police to provide person at cross area between Isanti Primary school and Unity Park as requested; and,

WHEREAS, throughout the event, public addressing systems and amplifiers will be used, including dances following the rodeo performances on Friday and Saturday; and,

WHEREAS, the applicant will be required to provide additional restrooms for the event and will bring additional units to parking areas; and,

WHEREAS, additional permitting and licensing may be required for this event including, but not limited to, a liquor license, gambling permit, and sign permit; and,

WHEREAS, the Special Event Permit application requires a $100 clean up deposit, and the associated Temporary Sign Permit requires a $50 fee which the organizers have requested be waived for this event; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti,

Minnesota, to hereby approve the special event permit for the 2019 Isanti Firefighters PRCA Rodeo with the following conditions:

- A $100 Cleanup Deposit Fee and $50 Sign Permit Fee are waived for the event.
- A Certificate of Insurance is submitted prior to the event and will list the City of Isanti as the additionally insured.
- IFRA will be responsible for repairing any damage to grass, trails, sidewalks, or curbing due to parking, or other event activities.

BE IT FURTHER RESOLVED, by the City Council of the City of Isanti, Minnesota, that this Resolution is hereby the "Permit" for the above stated Special Event.

This Resolution is hereby approved by the Isanti City Council this 18th day of June, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: 17 May 2019

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Isanti Firefighters Rodeo Association

Contact Person: Erik Kvamme (Parking Co-Chair)

Address: _____

City: Isanti State: MN Zip: 55040

Phone: ___-___-____ Fax: ___-___-____ Cell: ___-___-____

E-mail: _____

Secondary Contact Person: Lance Thompson (Parking Co-Chair)

Address: _____

City: Isanti State: MN Zip: 55040

Phone: ___-___-____ Cell: ___-___-____

EVENT INFORMATION

Event Name: Isanti Firefighters PRCA Rodeo

Date(s) of Event: July 9, 10, 11, 12, 13 14

Hours of Event: 0600 - 0300

Type of Event: [✓] Open to the Public [ ] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
PRCA Rodeo events listed in flyer, also online & Facebook

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Proposed Location of the Event (be specific, site map also required):
Event Location 500 3rd Ave NW Isanti, MN 55040

Estimated Number of People in Attendance (includes staff, participants, and spectators):
11,000 over two day event

Parking Impact – Describe in detail:
We would request reader/approver to see attachment with heading "Parking Impact"

Tents, equipment, amusement rides, etc.

- Type: Tent
  Size: average 14ft by 14ft
  Location: Isanti Firefighters Rodeo Association Grounds

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
Isanti Fire District fire protection & Allina EMS services

Are you requesting any street closures? If yes, list streets:
No street closures. Possible "Slow Crossing" sign on 3rd Ave & 1st Ave. Possible orange traffic cones for cross walk on 3rd Ave between Isanti Primary School and Unity Park

Restrooms (Portable) – Name or entity providing these services; and number of facilities to be provided. When other restroom facilities are not provided on-site or are limited; the applicant will need to pay for additional restroom facilities. For those events exceeding 75 persons, one (1) additional restroom shall be provided; for events exceeding 150 persons, two (2) additional restrooms shall be provided. For events exceeding 250; the Planning for Special Events-Usage Chart shall be used.

Absolute Portable Restrooms. We would add 5 portable restrooms to the primary parking areas.

Security Plans – Name or entity providing these services. (A Police Officer is required if alcohol is being served or at the discretion of the Police Chief).
Security Specialists Inc. is our primary security. If any Isanti Police or Isanti Police Reserves are available they would be appreciated.

Clean-up Plans – Describe in detail:
Throughout event we will have parking staff pick up trash. We will also provide trash receptacles throughout our requested parking areas. Post event we would prefer a walk through with city staff.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Live entertainment – Describe in detail:
Dance/Live music Friday & Saturday following the rodeo performance.

Will any other public addressing system or sound amplification be used? If so, describe:
Yes, a rodeo announce both days of the rodeo

If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?
N/A

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature: ERIK KUMME

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

OFFICE USE ONLY
Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief
__✓__ Approved _____ Denied _____ N/A Signature: per email AJ

Police Chief
__✓__ Approved _____ Denied _____ N/A Signature: per email TM

Public Services Director
__✓__ Approved _____ Denied _____ N/A Signature: MS

Community Events & Parks Coordinator
__✓__ Approved _____ Denied _____ N/A Signature:

Community Development Director
__✓__ Approved _____ Denied _____ N/A Signature:

City Administrator
__✓__ Approved _____ Denied _____ N/A Signature: Jon Wood

City Council
_____ Approved _____ Denied

Date of Review: _____

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Parking Impact

IFRA graciously requests the use of Unity park, the baseball field at Unity Park, along with the west side of the police/fire station on the grass for spectator parking. We have outlined on the map provided, along with all parking for rodeo event. We will also be parking vehicles on the west side parking lot of the rodeo grounds, Isanti primary school, the old school bus lot and the Isanti Civic Arena. Permission letters are provided. We expect heavy traffic as past years.

Our priority is to keep traffic flowing from Heritage Boulevard on to 3rd avenue into parking lots, to keep the traffic from stopping on Heritage Boulevard before the rodeo starts. We will also have parking lot attendants in the parking areas after the rodeo performance to help push as much traffic north on 3rd avenue to Isanti Parkway towards Hwy 65 for a speedy exit of the parking areas.

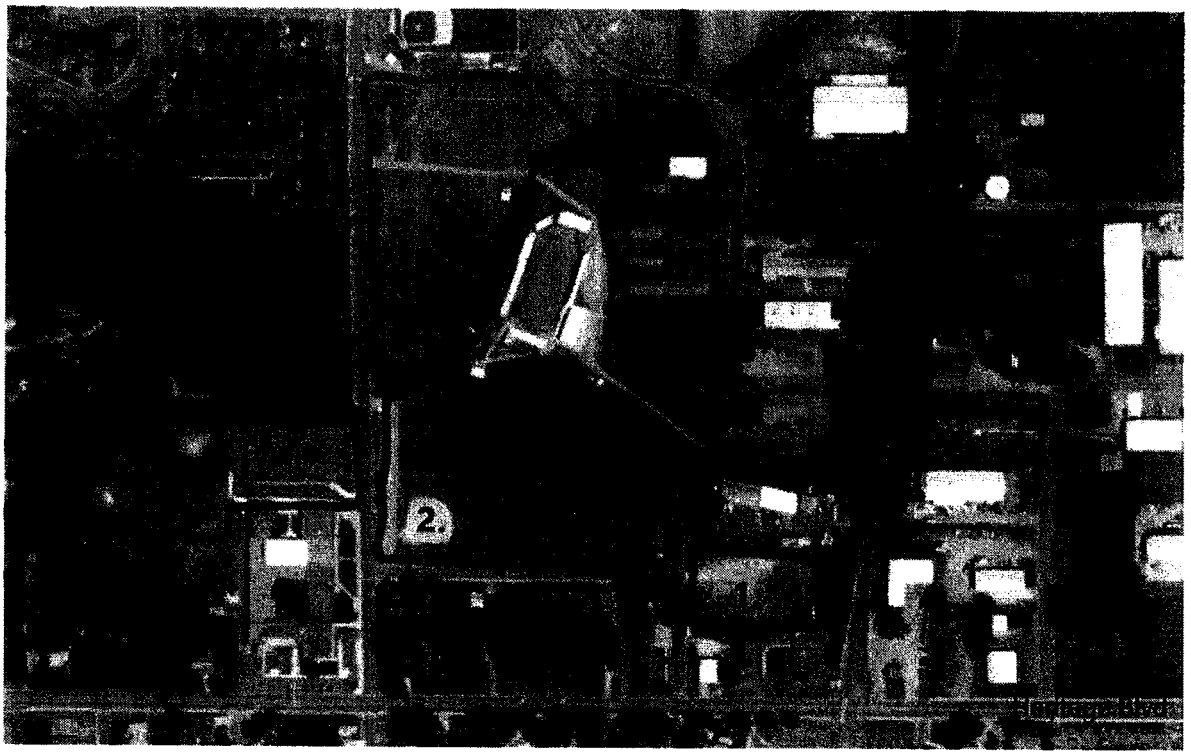
IFRA also has a few requests for the City of Isanti

1) We would like to request Unity Park baseball field lights to stay on all Friday night and Saturday night, the weekend of the rodeo performances for safety/security reasons. Preferably from sunset to sunrise the next morning.

2) We would like to use the bleachers currently at Unity Park for the rodeo events.

3) IFRA graciously seeks to have all the fees the City of Isanti charges for the special permits waived, along with handing out the "notice of the event" to all property owners around IFRA grounds.

Parking Impact



Parking at:

1. Isanti Primary School & Old School Bus Lot
2. Unity Park
3. Isanti Civic Arena
4. Rodeo Grounds
5. West Side of Police/Fire Station Grass

Notice

Isanti Firefighters Rodeo Association will be having their annual rodeo event the weekend of July 12th and 13th 2019. Please be aware of the heavy pedestrian and vehicle traffic around the rodeo grounds (401-1st Ave N Isanti, Minnesota 55040). The event will also be having a live band Friday/Saturday nights.

Sincerely,

Isanti Firefighters Rodeo Association

A Community For Generations

Isanti

Fee – Temporary Sign $50

SPECIAL EVENT TEMPORARY SIGN PERMIT APPLICATION

City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

Applicant Name: Erik Kvamme Event Name: Isanti Firefighters Rodeo

Address:

City: Isanti State: MN Zip: 55040

Phone: ___-___-___ Fax: ___-___-___ Cell: ___-___-___ E-mail: see above

This is to certify that I am making application for the described action by the City and I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name. I am the party whom the City should contact regarding any matter pertaining to this application.

The documents and information I have submitted are true and correct to the best of my knowledge.

Applicant Signature: [signature] Date: 17 May 2019

CHECKLIST ITEM	DATE RECEIVED
Site Plan showing the location of the sign(s) on the parcel as well as dimensions from property lines. *Attach separately.*	5/24
Description of the colors, construction materials, and sign dimensions.	5/24
Written authorization from the property owner(s) for the sign to be located on the property. *Attach separately.*	✓
Other Supplemental Information as requested by Staff	✓

Application certified as complete by:

Date Received: 5/24/19 Date application deemed complete: 5/29/19

Application Fee: 0 Waived

[signature]
City Planner

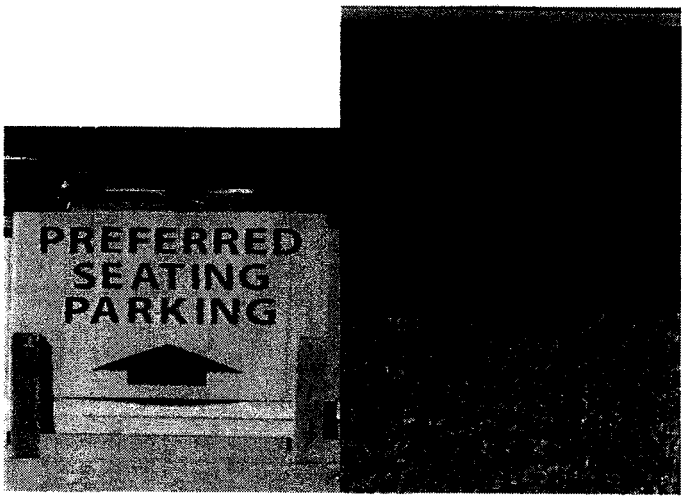
5/29/19
Date

Sign Examples

Most signs are made up of wood/plastic board with vinyl lettering.

Signs will be located at intersections (see map included showing these intersections)

Sign sizes vary from approximately 1ft by 2ft to 2ft by 3ft



Sign Locations at Intersections

We would also like to place signs (not shown on map) at 3rd Ave NW and Isanti Parkway in Blue Bird Park, these would be directional signs to Hwy 65 for Northbound Exit post Rodeo.

A Community For Generations.
Isanti

Memo for City Council

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: June 18, 2019
Subject: Consider Ordinance to Repeal and Replace the Code for the City of Isanti Chapter 8, City Council, Section III, Rules of Organization and the Renumbering of Section IV, Council Composite and Election
Consider Resolution 2019-XXX Adopting Supplemental Policies to City Code Chapter 8, Section III

Background:
It is recommended by the League of MN Cities and other administrative organizations that Cities adopt Bylaws for clearly outlined rules, procedures and application of State Laws. This document is to aid City Council, Staff and residents to know and be transparent regarding processes and procedures of City operations. Should the Bylaw be adopted, they should be reviewed annually for any revisions or updates to remain compliant with State Law. Upon review of what we currently have in City Code- Chapter 8, Staff, in consultation with the League and Attorneys, Staff determined what we currently have in City Code should be updated.

Staff, in consultation with the Attorneys and LMC Staff, have drafted Bylaws for Council consideration. This document would replace Chapter 8, Section III and Section IV would have a renumbering.

Recommendation:
The Ordinance draft of the Bylaws and supplementary exhibits were reviewed at Committee of the Whole on April 16th and May 21st and they recommend approval as they are written.

Request:
Staff is requesting action on this item.

Attachments:
- ORD 2019-XXX – Chapter 8, Section III, Section IV
- RES 2019-XXX – Bylaw Supplementations of Code of Conduct Policy and Order for City Councils

ORDINANCE NO. ____

AN ORDINANCE TO REPEAL AND REPLACE THE CODE FOR THE CITY OF ISANTI, CHAPTER 8 CITY COUNCIL, ARTICLE III RULES OF ORGANIZATION, AND RENUMBERING OF SECTION IN ARTICLE IV COUNCIL COMPOSITE AND ELECTION

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Chapter 8, Article III, Rules of Organization, in its' entirety, is repealed and replaced to read and include the following:

§ Section 8-12. Authority.

City councils are authorized to adopt rules of procedure and provide for order at their meetings pursuant to Minn. Stat. § 412.191.

§ Section 8-13. Purpose.

The purpose of this policy on city council meetings is to set the groundwork for orderly and respectful communications between and among Council members, city staff, and citizens to promote the efficient working of the public's business at city council meetings.

§ Section 8-14. The Open Meeting Law.

A. The Minnesota Open Meeting Law, Minn. Stat. ch. 13D, generally requires that all meetings of public bodies be open to the public.

(1) This presumption of openness serves three basic purposes:

(a) To prohibit actions from being taken at a secret meeting, where it is impossible for the interested public to become fully informed concerning decisions of public bodies, or to detect improper influences.

(b) To ensure the public's right to be informed.

(c) To afford the public an opportunity to present its views to the public body.

(2) The city council views providing and encouraging citizen access to city meetings as one of its most important duties. As a result, all council and council committee meetings, including special and adjourned meetings, with the exception of closed meetings, as provided by Minn. Stat. ch. 13D, shall be open to the public.

(3) In calculating the number of days for providing notice under the Minnesota Open Meeting Law, the first day that the notice is given is not counted, but the last day is counted. If the last day is a Saturday, Sunday, or legal holiday, that day is omitted from the calculation and the following day is considered the last day (unless, it happens to be a Saturday, Sunday, or legal holiday).

(4) In keeping with the intent of the Minnesota Open Meeting Law, city Council members shall not use any form of electronic communications technology, such as text messaging or e-mail, to communicate with one another or third parties during a public meeting.

(5) Pursuant to Minn. Stat. § 13D.01, subd. 6, at least one copy of the written materials made available to council at or before the meeting shall also be made available for inspection by the public, excluding any non-public data, attorney-client privileged data, or materials related to agenda items of closed meetings.

§ Section 8-15. Quorum.

A simple majority three (3) of the council shall constitute a quorum for the valid transaction of any scheduled business to come before the council.

§ Section 8-16. Council Meetings.

A. Location. All meetings, including special, recessed, and continued meetings, shall be held in the city council chambers, unless otherwise designated, pursuant to Minn. Stat. § 13D.04, subd. 2.

B. Regular meetings. Regular meetings of the City Council shall be set by the City Council at the first regular meeting of January of each year. The City Clerk shall maintain a schedule of regular meetings. This schedule shall be available for public inspection during regular business hours at the City Clerk's office. All meetings, including special emergency meetings, shall be held at the City Hall. Regular meetings of the City Council shall be held at 7:00 p.m. on the first and third Tuesday of each month, except in the following situations.

(1) When the first Tuesday of January falls before a newly elected Council member can act in office as required by State Statute. In that case the meeting will be held on the first Monday of January of that year at 7:00 p.m.

(2) When any regular meeting date falls on an election day, official holiday or precinct caucus day, the meeting shall be held on the next business day at 7:00 p.m. except as provided in paragraph B.1. above.

(3) When National Night Out is held on the first Tuesday of August, the meeting shall be held on the next business day at 7:00 p.m.

(4) Whenever State Law precludes a regular meeting date, that meeting shall be rescheduled for the next business day at 7:00 p.m.

C. Special meetings. A special meeting is a meeting that is held at a time or location different from that of a regular meeting. A special meeting may be called by the mayor or any two city Council members by filing a request for the meeting at least three days before the meeting. Days shall be counted as provided in Section 8-14, subsection 3. Notice to the public of special meetings must be given pursuant to Minn. Stat. § 13D.04, subd. 2.

D. Work sessions. Work Sessions of the city council shall be set from time to time by City Council Resolution. Public input regarding work session matters will be allowed at the end of each Council work session topic. Public input will be limited to a maximum of three minutes per topic. Any member of the public desiring to address the Council shall raise his/her hand, be recognized by the presiding officer, and then proceed with his/her discussion. All remarks and questions shall be addressed to the presiding officer and not to any individual

Council member, staff member, or other person. During the public input portion of the work session, all remarks shall be limited to the subject under discussion. No person shall enter into any discussion without being recognized by the presiding officer.

E. Emergency meetings. An emergency meeting may be called by the mayor or any two city Council members. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the public body, require immediate consideration by the public body. Posted or published notice of an emergency meeting is not required. However, the city will make a good faith effort to notify each news outlet that has filed a written request for notice. Notice must be given by telephone or any other method to notify members of the public body. The notice must include the subject of the meeting, date, time and place. Where practical, the clerk shall make an effort to contact news gathering organizations that have filed a request to receive notice of special meetings

F. Closed meetings. The Minnesota Open Meeting Law allows some meetings to be closed to the public for defined purposes. When a meeting is closed, the presiding officer at the council meeting will state the reason for closing the meeting on the record and cite the state statute that permits closure.

G. Recessed or continued meetings. When a meeting is recessed or continued, the presiding officer shall state the time and place for the next meeting to occur pursuant to Minn. Stat. § 13D.04, subd 4. The time and place shall be noted in the minutes. If the time and place is stated and noted in the minutes, no additional notice of the meeting is required. However, if the time and place is not stated, the notice procedures for special meeting shall be required.

H. Organizational meetings. The council will conduct its organizational meeting concurrent with the first regular council meeting in January of each year to:

(1) Appoint an acting mayor pursuant to Minn. Stat. § 412.121.

(2) Select an official newspaper pursuant to Minn. Stat. § 412.831.

(3) Select an official depository for city funds. This must be done within 30 days of the start of the city's fiscal year pursuant to Minn. Stat. §§ 427.01-.02; 118A.02, subd 1; 427.09.

(4) Review council's bylaws and make any needed changes.

(5) Assign committee duties to members.

(6) Approve official bonds that have been filed with the clerk.

I. Role of the presiding officer. The mayor shall preside at all meetings of the city council. The presiding officer shall preserve order, enforce the City Council Rules of Order and Procedure as adopted in Section 8-18, and determine, without debate, all questions of procedure and order, subject to the final decision of the council on appeal as provided in Section 8-16, subsection N. The presiding officer shall determine which member has the right to speak and may move matters to a vote once the officer has determined that all members who desire to speak have spoken. The presiding officer may determine whether a motion or proposed amendment is in order and may call members to order.

J. Adjourning meetings. If considered necessary, because of grave disorder, the presiding officer may adjourn or continue the meeting to another time or suspend the meeting for a specified time.

K. Designation of a sergeant-at-arms. The presiding officer may request that local law enforcement designate a member to serve as a sergeant-at-arms at city council meetings. The sergeant-at-arms shall carry out all orders or instructions given by the presiding officer for the purpose of maintaining order and decorum at meetings.

L. Motions and voting. The presiding officer may make motions, second motions, speak on any questions, and vote on any matter properly before the council.

M. Absences of the presiding officer. In the absence of the mayor, the acting mayor shall preside. In the absence of both the mayor and the acting mayor, the city clerk shall call the meeting to order. The first order of business shall be to select a presiding officer for the meeting from the members present. The city clerk shall preside until the Council members present choose a member to act as presiding officer.

N. Appeals of rulings of the presiding officer. Any member of the council may appeal to the full council a ruling on order or procedure made by the presiding officer.

(1) Procedure for appeals. An appeal is made by motion. A second is needed for the motion to be considered. The member making the motion may speak once solely on the question involved, and the presiding officer may speak once solely to explain his or her ruling, but no other Council member may participate in the discussion.

(2) Once both the maker of the motion and the presiding officer have spoken, the matter must be voted upon by the council as a whole.

(3) The appeal shall be sustained if it is approved by a majority of the members present, including the presiding officer.

O. Temporary designation of a presiding officer. The presiding officer may choose to designate a temporary presiding officer before participating in debate on a given matter. In the alternative, the council may by majority vote designate a temporary presiding officer to preside over the debate on a given matter. The presiding officer shall resume presiding as soon as action on the matter is concluded.

P. Staff presence. The City Administrator shall attend all meetings of the City Council with the right to take part in the discussions, but not to vote. In the absence of the City Administrator and Assistant City Administrator, a designated department head shall serve as the City Administrator's representative at the meeting. Department Heads and contracted employees such as the Engineer may attend all meetings. Department Heads and contracted employees such as the Engineer shall attend meetings when directed by the City Administrator.

Q. Memorandums, Resolutions and Ordinances. A memorandum report or brief explanation of each Business agenda item shall be included in the materials that accompany the agenda. The information provided by Staff should serve to inform the City Council on the subject matter under discussion. The information should explain in detail the Staff comments, work and/or recommendation. If an agenda item requires more than a majority vote, the agenda report

shall specify the votes needed to pass the matter under consideration. Whenever reasonably practicable for business and consent agenda items, proposed Resolutions or Ordinances shall be included in the materials for City Council consideration.

§ Section 8-17. Rules of Order and Procedure.

A. The proceedings of the city council shall be conducted in accordance with the procedures set forth in these bylaws. In the event these bylaws do not address a particular point of order, Roberts Rules of Order, most recently revised edition, shall govern.

(1) Council members desiring to question the staff shall address the question to the City Administrator or City Attorney, in appropriate cases, who shall respond to the inquiry or designate a staff member to do so.

(2) Any Council member may move to require the presiding officer to enforce the rules. Upon the affirmative vote of a majority of the Council, the presiding officer shall do so.

(3) All items in the Rules of Order and Decorum sections are applicable to the City of Isanti Planning Commission, Parks, Recreation and Culture Board and Economic Development Authority and any other City of Isanti Board or Committee holding public meetings, public hearings and forums. In the case of a Board or Committee holding public meetings, the presiding officer shall be the Chairperson and terminology referring to Council member shall mean the appointed Board or Committee member.

§ Section 8-18. Decorum.

A. All Council members shall assist the presiding officer in preserving order and decorum and in providing for the efficient operation of the meeting.

B. No Council member shall engage in conduct which delays or interrupts the proceedings or which hinders honest, respectful discussion and debate.

C. City council meetings shall be conducted in a courteous manner that recognizes the validity of differing points of view and promotes the ideal of democratic discussion and debate free of insult, bullying, intimidation, slander, and personal attacks and threats.

D. To effectuate these aspirational goals, city Council members shall conduct themselves at council meetings in a manner consistent with the following:

(1) No Council member shall engage in private conversation or pass private messages while in the chamber in a manner so as to interrupt the proceedings of the council.

(2) No Council member shall use any electronic communication device, other than the City iPad, during City Council or other City meetings.

(3) No Council member shall leave his or her seat or make any noise of disturbance while a vote is being taken and until the result of the vote is announced.

(4) No Council member shall use profane or obscene words or unparliamentary language or use language that threatens harm or violence toward another person during a council

meeting.

(5) No Council member shall speak on any subject other than the subject in debate.

(6) No Council member shall speak without being recognized by the chair; nor shall any Council member interrupt the speech of another Council member.

(7) No Council member shall disobey the City Council Rules of Order and Procedure adopted in Section 8-18 or a decision of the presiding officer on questions of order or practice or upon the interpretation of the rules of council.

(8) No Council member shall engage in disorderly conduct that disturbs or disrupts the orderly conduct of any meeting.

(9) Any Council member failing to conform with these rules may be determined to be declared out of order by the Presiding Officer where upon such Council member shall immediately desist from the offending conduct or shall be subject to removal from the meeting by the Sergeant-at-Arms.

(10) Decorum and order of employees. Staff members shall observe the same rules of procedure and decorum applicable to members of the Council. The City Administrator shall ensure that they observe such decorum. Any staff member, including the City Administrator, desiring to address the Council or members of the public shall first be recognized by the presiding officer. All remarks shall be addressed to or through the presiding officer.

§ Section 8-19. Voting.

A. The votes of the city council will be taken by voice vote. The presiding officer shall announce the results of all votes of the council.

B. A clear statement of the matter being voted upon and the names of those voting for and against the matter shall be recorded in the official minutes.

C. Council members may ask for a roll call of the vote by the City Administrator or designee on any motion or resolution.

D. The City Administrator or designee may ask for a verification roll call if the vote of a Council member is not clear on the voice vote.

E. A majority vote of the quorum present shall be sufficient for all matters before the council, unless otherwise provided by state law.

F. Whenever a matter is put forward for a vote, every Council member shall vote either in favor, opposed or abstain, unless a bona fide conflict of interest, as defined by state law, exists. A failure or refusal to vote shall be deemed an abstention.

G. As individuals, Council members have no administrative authority. When acting as a Council, however, the legislative body has authority over the appointed City Administrator.

H. Any Council member shall have the right to respectfully express dissent from or protest any action of the Council. A Council member wishing to have the dissent or protest entered in the minutes should state so with language such as "I would like the minutes to show that I am opposed to this action for the following reasons."

§ Section 8-20. Meeting schedule.

A. Each meeting of the council shall convene as close as practicable to the time and at the place appointed.

B. Council business shall be conducted in the order of the prepared agenda, unless an alteration is approved by a majority of the council.

C. An item will be commenced no later than 10:00 p.m. regardless of completion of meeting business.

D. If all business has not been completed, the meeting may be continued to another date and time following the notice provisions in Section 8-16, subsection G.

§ Section 8-21. Order of business. The order of business for all council meetings shall be:

A. Call to order.

B. Pledge of Allegiance.

C. Call of roll.

D. Adopt Agenda.

E. Proclamations/Commendations/Certificate Awards (if needed).

F. Approval of minutes.

G. Announcements.

H. Council Committee Reports.

I. Public hearings (when scheduled).

J. Business Agenda.

K. Consent agenda.

L. Other Communications.

M. Closed Session (only if needed).

N. Adjournment.

§ Section 8-22. Agenda.

A. An agenda will be prepared for all regular council meetings by the City Clerk's office. Agenda items may be placed by city Council members and city staff. When a special meeting is called, the agenda must be included in the request for the meeting and in the publication of the notice of the meeting pursuant to Minn. Stat. § 13D.04, subd. 2.

(1) All requests to place an item on the agenda by a Council member must be received in writing by the City Administrator or Designee by Wednesday noon preceding the City Council meeting. A written background to the request should be provided so the City Administrator or designee may collect and provide the City Council with information regarding the item if needed.

(2) All public requests to place an item on the agenda must be on the form prescribed by the city. The form should be completed with the goal of clearly describing the subject matter to be considered by council and any action requested or required. Supporting information may be attached to the form as necessary. These requests must first be reviewed and recommended for inclusion on the City Council agenda by the Committee of the Whole.

(3) All requests to place an item on the agenda by city staff must be reviewed by the City Administrator or designee.

(4) The agenda, along with information materials, will be emailed or delivered to all City Council members, City Department Head Staff, City Attorney, City Contracted Staff, the news media and others who have subscribed to receive 3 days prior to the City Council meeting.

(5) The City Administrator or designee shall see that at least one copy of printed materials relating to agenda items is available to the public in the meeting room while the Council considers their subject matter. This section does not apply to materials that are classified as other than public under the Minnesota Government Data Practices Act (Minn. Stat. § 13.01 et seq.) or materials for closed meetings.

(6) Only those items that have been placed on the agenda or have been approved to be added to the agenda as part of the Council action to accept the agenda shall be acted on by Council.

(7) All proposed resolutions and ordinances shall be in writing and provided in the Council materials unless an item is added to the agenda for immediate action for emergency purposes.

§ Section 8-23. Consent agenda.

A. A consent agenda may be used to improve the efficiency of meetings. The consent agenda allows council to consider several items at one time. Only one motion is necessary to approve all items on the consent agenda.

B. Items that require findings of fact or an explanation of council actions, such as land use matters and the consideration of license requests, should generally not be placed on the consent agenda.

C. An item on the consent agenda may be removed for consideration on the business agenda by the request of any one Council member. This request shall be done at the time of approval of the

agenda.

D. Policy establishing procedures for the use of a consent agenda. The City Council must deliberate many agenda items at its meetings, and the time available for such deliberation is severely limited. The City Council desires to have as much time as possible for the deliberation of significant agenda items which involve establishment of City policy and goals. Some agenda items are of such routine, noncontroversial nature that they need minimal Council deliberation. The City Council desires to handle these agenda items as expeditiously as possible in order to provide more time for significant agenda items. The City Council resolves that the City Administrator or designee is hereby directed to prepare a consent agenda for each regular Council meeting. The consent agenda shall contain those items which in the judgment of the City Administrator or designee are routine, noncontroversial items that require Council action but need little or no deliberation. The following procedures and rules shall govern the use of the consent agenda by the City Council:

(1) Full copies of the consent agenda will be provided in advance to both the City Council and the press.

(2) A motion to approve the consent agenda will not be debated.

(3) The consent agenda shall be adopted by majority vote.

§ Section 8-24. Minutes.

A. Minutes constitute a vital record of the city and are the best means of preserving city council intent, findings of fact, and action. Pursuant to Minn. Stat. § 412.151, the city clerk must keep a minute book.

B. The minutes shall contain at minimum:

(1) The city Council members who are present.

(2) Type of meeting (regular, special, continued, emergency).

(3) Date and place the meeting was held.

(4) Time the meeting was called to order.

(5) Approval of minutes of the previous meeting, with any corrections.

(6) The members who make or second motions.

(7) Roll call vote on motions (if needed or requested).

(8) Subject matter of proposed resolutions or ordinances.

(9) Whether the resolutions or ordinances are defeated, adopted or tabled.

(10) A statement of findings of facts and an explanation of council action, including specific reasons for approval and disapproval, on all land use and licensing matters.

(11) Listing of all bills allowed or approved for payment, noting the recipient, and amount.

(12) Abstentions from voting due to a conflict, stating the member's name.

(13) Appointments of representatives to committees or outside organizations.

C. The minutes of each meeting shall be typed and signed as required by Law. Copies of the minutes shall be included in the agenda for the next council meeting.

D. At the next regular meeting, approval of the previous meeting's minutes shall be considered by council.

1. The meeting minutes do not need to be read aloud.

2. The presiding officer shall call for any additions or corrections.

3. If there is no objection to an addition or correction, it will be made without a vote of the council.

4. If there is an objection, the council shall vote upon the addition or correction by roll call vote.

5. Council shall take formal action by vote to approve the minutes as distributed or as amended.

E. Minutes shall be published as required by Minn. Stat. §§ 412.191, 331A.08, subd. 3, 331A.01, subd 10.

§ Section 8-25. Public Hearings.

A. Public hearings are sometimes required by law to allow the public to offer input on city council decisions. When public hearings are required by law, notice shall be provided as required by state statute. Public hearings shall be held at the meeting advertised in any notice required by law.

B. General procedure for public hearings. The order of business for all public hearings conducted by council shall be:

(1) Opening comments by presiding officer announcing the purpose of the public hearing.

(2) Presiding officer opens the public hearing portion of the meeting.

(3) Staff presentation (including clerk/administrator, attorney, engineering reports if any).

(4) Developer/other presentation (if any).

(5) Public comments (limited to 3 minutes. Comments must not be repetitive).

(6) Reading of written comments.

(7) Presiding officer formally closes the public hearing portion of the meeting.

C. Speakers who wish to address the city council at a public hearing must follow the same rules in Section 8-25. However, the presiding officer may allow additional time for speakers and shall be allowed by majority vote of the City Council.

D. Speakers may also provide written comments to the city council before or at the meeting. Signed written comments provided in lieu of verbal remarks shall be read aloud by the presiding officer or his or her designee prior to adjournment of the public hearing. Anonymous, unsigned communications will not be read.

E. The presiding officer may continue the hearing, if necessary, following the procedures in Section 8-16, subsection G.

§ Section 8-26. Public comment at Council meetings and at Public Hearings.

A. Public participation and comment at council meetings. City council meetings are the forum for the city council to conduct the city's business. While city council meetings are open to the public pursuant to the Minnesota Open Meeting Law, they are not a forum for public expression. As such, members of the public are not allowed to participate in council discussion and debate without a specific invitation and/or formal recognition by the presiding officer. Members of the public shall not applaud, engage in conversation, or engage in other behavior through words or action that may disrupt the proceedings of council.

B. Members of the public shall follow the direction of the presiding officer. Members of the public who do not follow the direction of the presiding officer will be warned that further disruptive conduct will result in removal from the meeting. After warning, if the conduct continues, the presiding officer may ask the member of the public to leave the meeting room. If the member of the public refuses to follow the direction of the presiding officer, the presiding officer may direct the sergeant-at-arms to remove the person through any lawful means. In emergency situations, or where conduct is an egregious threat to the safety of the public or the council, a warning is not necessary before the sergeant-at-arms is directed to remove the person.

C. Public comment period. Prior to the commencement of business at each regular meeting of the City Council, an informal forum titled "Citizens Input" may be held at the designated start time for the regular City Council meetings. Public comments during the citizen input period are subject to these limitations:

(1) Speakers must be recognized by the presiding officer before speaking and are limited to three minutes for comment.

(2) When multiple speakers appear to speak on the same topic, comments should not be repetitive. The presiding officer may request speakers to appoint a spokesperson.

(3) The presiding officer may place a time limit on the citizen input period, if necessary, to allow for the conduct of city business. If there is not sufficient time to hear all public comments, the comment period may be deferred to the next regular council meeting or at a continued meeting.

(4) Speakers must identify themselves by name and address prior to addressing the presiding officer.

(5) Speakers must direct their remarks toward the presiding officer.

(6) Speakers shall not use obscene, profane or threatening language, nor conduct themselves in a threatening, loud, or boisterous manner that disrupts the conduct of the meeting or the security of the public.

(7) Speakers are required to follow the direction of the presiding officer.

(8) Speakers who do not follow the direction of the presiding officer will be warned that further disruptive conduct will result in removal from the meeting. After warning, if the conduct continues the presiding officer may ask the speaker to leave. If the speaker refuses to follow the direction of the presiding officer, the presiding officer may direct the sergeant-at-arms to remove the speaker through any lawful means. In emergency situations, or when conduct is an egregious threat to the safety of the public or the council, a warning is not necessary before the sergeant-at-arms is directed to remove the speaker.

(9) No Council action may take place during the Citizen Input. However, Council members may express their views or reaction to a presentation, direct City Administrator or designee to address specifics in nature and may ask questions of the presenter.

(10) Items to be considered on the agenda will not be addressed at the Citizen Input. Citizen items are also restricted to City governmental topics rather than as a platform for private agendas, to make personal attacks, to air personality grievances, to make political endorsements, or for political campaign purposes.

(11) If any Council member deems that the comments are not germane to issues within the purview of the City Council, the Council member may request the presiding officer to request the speaker to yield the podium. Further, any Council member may object to the request of the presiding officer to ask a speaker to yield the podium, in which case, the presiding officer shall put the matter to a vote of the Council.

(12) The presiding officer shall have the authority to adjourn the public forum if there is a breach of decorum.

(13) Citizen Input is not included as a part of the regular meeting minutes, audio or video.

§ Section 8-27. Procedure for Resolution and Ordinance adoption.

A. All resolutions and ordinances shall be in writing and provided in the Council materials, agenda packet, unless an item is added to the agenda for immediate actions for emergency purposes. Unless otherwise provided by law, all ordinances shall be adopted by resolution by a majority vote of Council members present at the council meeting. Unless otherwise provided by law, ordinances do not require multiple readings, and may be adopted as presented at the first available meeting.

B. Readings are deemed waived unless a member of the City Council requests such a reading; unless otherwise provided by law.

C. Signing and publication proof. Every ordinance and resolution passed by the Council shall be signed by the Mayor, attested by the Clerk, and filed by the Clerk in the Ordinance or Resolution Book. Proof of publication of every ordinance shall be attached and filed with the ordinance.

D. Repeals and amendments. Every ordinance or resolution repealing a previous ordinance or resolution or a section or subdivision thereof shall give the number, if any, and the title of the ordinance or Code number of the ordinance or resolution to be repealed in whole or in part. Each ordinance or resolution amending an existing ordinance or resolution or part thereof shall set forth in full each amended section or subdivision as it will read with the amendment.

E. Motions, petitions, communications. When a motion is made and seconded, it shall be stated by the presiding officer before debate by the Council members. The presiding officer shall confirm by again asking if there are any further comments or discussion from the Council prior to asking for a vote. Every motion shall be stated in full before the presiding officer submits it to a vote and shall be recorded in the minutes. Every petition or other communication addressed to the Council shall be in writing and shall be read in full upon presentation to the Council unless the Council dispenses with the reading. Each petition or other communication shall be recorded in the minutes by title and filed with the minutes in the office of the Clerk.

§ Section 8-28. Board, Commission and Committee assignments.

All assignments of Council members to serve on city boards, commissions, and committees shall be by a majority vote of Council members present at the meeting, unless otherwise provided by law.

§ Section 8-29. Committees

A. Committees designated.

(1) Committee of the Whole. All Council members are appointed annually to the Committee of the Whole. Committee of the Whole meetings are a dialogue on matters placed on a meeting agenda between Council members, City staff, City consultants and invited guests. No official action, (i.e. adoption of Resolutions or Ordinances), shall be taken at these meetings, however, Council may provide administrative or operational direction to staff as requested, and as deemed appropriate by Council. Committee agendas shall be prepared by the City Administrator or their designee and distributed in advance of Committee meetings and posted. The City Administrator or their designee shall convene and introduce Committee agenda items. Matters which pursuant to City Code or resolution that reference a former Council committee shall be brought to the Committee of the Whole. A Committee meeting schedule shall be adopted annually by the City Council.

(2) Other City and community boards and committees:

(a) Rum River BMX Association Board.

(b) Community Education.

(c) Cable TV Liaison.

(d) Chamber of Commerce Liaison.

(e) Bike Isanti County Committee.

(f) Fire District.

(g) School Liaison.

(h) (Reserved)

(i) ECRDC Transportation Advisory Committee.

(j) ICICLE.

(k) C-I Bike Walk Trail Committee.

(l) Public Works Labor Management Committee.

B. Referral and reports. Any matter brought before the Council for consideration may be referred by the presiding officer to the appropriate committee or to a special committee that the presiding officer appoints for a written report and recommendation before it is considered by the Council as a whole. A majority of the members of the committee shall sign the report and file it with the Clerk prior to the Council meeting at which it is to be submitted. Minority reports may be submitted. Each committee shall act promptly and faithfully on any matter referred to it.

C. Council members assigned to Committees shall attend scheduled meetings and in the case of absence, if an alternate is designated, shall inform the alternate of their inability to attend the meeting. Except for EDA, Park, Recreation and Culture Board and Planning Commission, Council members serving in voting positions on City and community boards and committees shall keep the Council apprised of all major policy and fiduciary matters requiring a vote prior to the Committee meeting that the vote must be taken. In the event that the Council has not been apprised of the matter to be voted on, or time does not allow review with the Council, the Council member shall abstain from voting.

§ Section 8-30. Mayoral and City proclamations.

Except as otherwise provided by law, all mayoral and city proclamations recognizing events, persons, and official observances shall be adopted by a majority of Council members present at the meeting where such proclamation is presented for adoption.

§ Section 8-31. Seating assignments.

Council members shall occupy the chairs assigned to them by the presiding officer, but two Council members may exchange seats by joining in a formal request to the presiding officer.

§ Section 8-32. Suspension or amendment of these rules.

Any or all of these rules may be temporarily suspended by a majority vote of the Council members present at the meeting, except as otherwise required by Minnesota law. These rules shall not be repealed or amended except by a majority vote of the whole council after notice has been given at a preceding council meeting.

§ Section 8-33. City Council and Staff relations.

A. Purpose. The purpose of this section is to set forth the basic regulations regarding the various contacts and working relationships of the members of the City Council and those employees appointed by or under the direction of the City Administrator.

B. General. The City of Isanti operates under the Council-Administrator form of government. Under this form of local government, citizens elect the City Council, which is responsible for making basic policy decisions for the community. The Council employs a City Administrator who provides administrative leadership for carrying out the policy formulated by the City Council.

(1) The success shared by the Council-Administrator form of local government is in large measure a result of a clear recognition on the part of all officials concerned that the legislative and administrative branches of government must operate within their respective spheres of responsibility to preserve the orderly process of governmental activity.

C. Communications with Council Members.

(1) The City Administrator is responsible for implementing the legislative and policy decisions of the City Council. The City Council issues all orders and directives through the City Administrator because he/she is responsible for the day-to-day operation of the City government.

(2) On occasion a Council member, in his or her desire to serve the people of Isanti whose interest he or she is elected to voice, may handle a problem or inquiry less formally. In such an instance, if the matter can be handled in conformance with existing Council and administrative policy, it should be resolved as the priority of the problem dictates. However, if the requested or suggested action raises any policy or procedural questions, or if the proposed action is inconsistent with any previously adopted Council policies or actions, the staff member should bring the matter to the attention of the City Administrator.

(3) Respectful requests from a Council member for information or to respond to maintenance problems, ordinance enforcement difficulties, etc., shall be directed to the City Administrator and courteously responded to as soon as possible.

(4) The members of the City Council, the City Administrator and all City employees have a responsibility to maintain the sometimes-delicate balance of relationships essential to the proper functioning of the Council-Administrator form of government. The role of staff in maintaining this proper relationship is as important as the role of elected officials. Those in administrative positions have a responsibility to make recommendations on policy decisions, but such recommendations should be made through their immediate superiors.

(5) Department heads may be required to attend Council meetings when they have proposed items which are on the council's agenda as directed by the City Administrator. If a department head is unable to attend a meeting when required, he or she should request the city administrator's permission to send a representative. Other city employees are to participate in discussion of official city business at council meetings only when and if questions are directed to them. When attending these "required" meetings, the department head (or representative) should be fully informed of all facts and be prepared to discuss in detail the subject under consideration.

D. Employee Discussion Items. City employees are not to bring any matters before the Council that are not on the agenda. Any city employee who is a resident of Isanti may appear before the council at Citizen Input to discuss matters outside of their employment with the City. All employment issues must follow the city's chain of command and applicable policies. The City

Council or their Commissions/Committees will not review or discuss anonymous correspondence.

E. Communication from Council Members to Staff. Communications from Council should be reported to the City Administrator and the City Administrator shall receive the information requested from the corresponding staff. If staff needs to contact Council or a Council member, the City Administrator is also to be advised. Not to keep the two groups from communicating, but so the City Administrator is advised should anyone on Council or other staff contact him or her to discuss the topic of communication.

F. Communication on behalf of the City. The Mayor, in their absence Mayor pro tem, Chief of Police, and City Administrator are authorized to communicate on behalf of the City in interviews, publications, news releases, on social media sites, and related communications. Other employees may represent the City if approved by one of these individuals to communicate on a specific topic on a case by case basis.

§ Section 8-35. Supplemental items.

The City Council may by Resolution adopt such supplemental forms, rules of order, and code of conduct guidelines as it may deem appropriate from time to time.

§ Section 8-36. Suspension or amendment of rules.

These rules may be suspended or amended only by a two-thirds vote of the members present and voting.

Chapter 8, Article IV, Council Composition and Election, is renumbered as follows:

§ Section 8-37. Composition; election; terms.

EFFECTIVE DATE
This ordinance takes effect upon its passage and publication in the official newspaper of the City of Isanti.

Adopted by the City Council this _____ day of June, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources / City Clerk

Reading Date:
Publication Date:
Effective Date:

J.3.a.

RESOLUTION NO. 2019-

RESOLUTION ADOPTING SUPPLEMENTAL POLICIES TO CITY CODE CHAPTER 8, SECTION III

WHEREAS, it is recommended by the League of MN Cities and other administrative organizations that Cities adopt Bylaws for clearly outlined rules, procedures and application of State Laws. This document is to aid City Council, Staff and residents to know and be transparent regarding processes and procedures of City operations; and,

WHEREAS, Committee of the Whole discussed and recommended City Code Chapter 8, Section III be revised and updated; and,

WHEREAS, the revision of City Code Chapter 8, Section III includes allowance for supplementary policies by Resolution of the Council; and,

WHEREAS, a policy for code of conduct and rules of order were established as outlined per this Resolution as 'Exhibit A' and 'Exhibit B' respectively;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to adopt a policy for code of conduct and a policy for rules of order as outlined per this Resolution.

This resolution was duly adopted by the Isanti City Council this 18th day of June, 2019

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

'Exhibit A'
Code of Conduct Policy

Purpose.

The City Council of the City of Isanti determined that a code of conduct for its members, as well as the members of the various boards and commissions of the City of Isanti, is essential for the public affairs of the city. By eliminating conflicts of interest and providing standards for conduct in city matters, the City Council hopes to promote the faith and confidence of the citizens of Isanti in their government and to encourage its citizens to serve on its council, boards and commissions.

Standards of conduct.

A. No member of the City Council or a city board or commission may knowingly:

1) Violate the Open Meeting Law.
2) Participate in a matter that affects the person's financial interests or those of a business with which the person is associated, unless the effect on the person or business is no greater than on other members of the same business classification, profession, or occupation in the City.
3) Use the person's public position to secure special privileges or exemptions for the person or for others.
4) Use the person's public position to solicit personal gifts or favors.
5) Use the person's public position for personal gain.
6) Except as specifically permitted pursuant to Minn. Stat. 471.895, accept or receive any gift of substance, whether in the form of money, services, loan, travel, entertainment, hospitality, promise, or any other form, under circumstances in which it could be reasonably expected to influence the person, the person's performance of official action, or be intended as a reward for the person's official action.
7) Disclose to the public, or use for the person's or another person's personal gain, information that was gained by reason of the person's public position if the information was not public data or was discussed at a closed session of the City Council.
8) Disclose information that was received, discussed, or decided in conference with the city's legal counsel that is protected by the attorney-client privilege unless a majority of the City Council has authorized the disclosure.
9) Represent private interests before the City Council or any city committee, board, or commission.

B. Except as prohibited by the provisions of Minn. Stat. § 471.87, there is no violation of subsection A., 2. of this section for a matter that comes before the council, board, or commission if the member of the council, board, or commission publicly discloses the circumstances that would violate these standards and refrains from participating in the discussion and vote on the matter. Nothing herein shall be construed to prohibit a contract with a member of the City Council under the circumstances described under Minn. Stat. § 471.88, if proper statutory procedures are followed.

C. **Complaint, hearing.** Any person may file a written complaint with the City Administrator or designee alleging a violation of the standards of conduct in Section A. The complaint must contain supporting facts for the allegation. The City Council may hold a hearing after receiving the written complaint or act upon the council's own volition. A hearing may be held only if the City Council determines (1) upon advice of the city attorney, designee, or other attorney

appointed by the council, that the factual allegations state a sufficient claim of a violation of these standards or rise to the level of a legally recognized conflict of interest, and (2) that the complaint has been lodged in good faith and not for impermissible purposes such as delay. The City Council's determination must be made within 30 days of the filing of the allegation with the city clerk. If the council determines that there is an adequate justification for holding a hearing, the hearing must be held within 30 days of the City Council's determination. At the hearing, the person accused must have the opportunity to be heard. If after the hearing, the council finds that a violation of a standard has occurred or does exist, the council may censure the person, refer the matter for criminal prosecution, request an official not to participate in a decision, or remove an appointed member of an advisory board or commission from office.

'Exhibit B'

Policy for Rules of Order for City Councils

Preamble.

A. Purpose. The purpose of these rules is to foster debate and discussion in an orderly manner, not to suppress honest discussion with excessive formality. Without rules, confusion and disorderly proceedings would hamper all city action, no matter how well intended. Rules allow city business to be conducted as efficiently as possible, protect minority groups by giving every person a chance to be heard, prevent discussion of multiple topics at once, and allow decisions to be made by majority rule.

B. Rights of Council members. All Council members are equal and have the same rights to make motions; object to motions in a timely manner; participate in debate; have their votes counted; and speak, when recognized, free of interruption.

C. Obligations of Council members. The rights of individual Council members cannot be realized unless all Council members also recognize their obligations as members of the political body. Council members are obligated to receive the recognition of the chair before speaking, except as otherwise provided by these rules. No one has the right to speak at whim. Council members are obligated to speak directly on the subject being considered and observe time limits for comment. Finally, Council members are obligated to address all remarks to the presiding officer, avoid personal attacks, bullying, intimidation and refrain from using any insulting or demeaning language or indecent or threatening behavior.

Rule 1. Motions.

All formal actions of council must be by motion. A Council member may make only one motion at a time.

Rule 2. Language for making a motion.

The appropriate language for making a motion shall be substantially similar to, " I move to ____."

Rule 3. Procedure for consideration of a motion.

A motion must normally be seconded by another member before it can be considered. Once a motion has been made, the presiding officer shall restate the motion and (if applicable) open the motion up for debate, provided that the presiding officer determines that the motion is in order, that debate is applicable and no objections to the motion or to the determination of the presiding officer that debate is not applicable have been made pursuant to Rule 4. A motion is in order if it is made at a proper time in the proper format and does not violate any applicable rules of law, ordinance, or city policy, including city policies on decorum and civility, and is not made for the purpose of unduly delaying the proceedings. Debate shall follow the procedures in Rule 5. Once any debate has concluded, the presiding officer shall restate the motion and call for a vote on the issue. A motion shall be considered passed if a quorum is present and if it receives a majority vote of those present and voting at the meeting, unless otherwise required by law.

Rule 4. Objections to a motion.

A. Any member of the council may make an objection to a motion if he or she believes the motion is not in order. A motion is in order if it is made at a proper time in the proper format and does not violate any applicable rules of law, ordinance, or city policy, including city policies on decorum and civility, and is not made for the purpose of unduly delaying the proceedings.

B. An objection to a motion must be made immediately following the motion and at no other time. The objector does not need to be recognized by the presiding officer in order to voice their objection. The

appropriate language for making an objection shall be substantially similar to, "I object to the motion as being out of order, and call for a ruling by the presiding officer."

C. A motion may be objected to as not being made at a proper time if the motion was made by a person not called upon by the presiding officer to speak, or if it does not follow the agreed upon agenda for the meeting.

D. The presiding officer shall determine whether the motion is in order.

E. In determining whether the motion is in order, the presiding officer shall let the objector to the motion speak once, explaining his or her position. Next, the presiding officer shall let the maker of the motion speak once, to answer the concerns of the objector. Then the presiding officer shall make a formal ruling as to whether the motion was in order.

F. If the motion is ruled out of order, the motion shall not be considered. If the motion is ruled in order, the presiding officer shall open the motion, ask for a second and if a second is received then open for debate (if applicable).

G. The presiding officer's ruling may be appealed as provided in Rule 7.

Rule 5. Debate.
Generally, only one motion may be considered at a time in debate. Once a motion has been made, and seconded, the presiding officer shall restate the motion and open the motion for debate, if the motion is debatable. The presiding officer shall conduct the debate in accordance with the following:

A. For initial comments, all comments shall be limited to five minutes. For subsequent comments, all comments shall be limited to two minutes.

B. The maker of the motion shall be permitted to speak first on the issue.

C. To the extent possible, the debate shall alternate between proponents and opponents of the measure.

D. All Council members who wishes to speak on the issue must be permitted to speak once, before Council members who have already spoken are permitted to speak again.

E. Council members shall avoid repeating points already made in the debate or other duplicative conduct that may delay the proceedings. Where a point has already been made, Council members may affirm agreement or disagreement.

F. Generally, only one motion may be considered at a time in debate. Debate may only be interrupted by a motion to amend the original motion, a motion to take a brief recess, a motion to withdraw the motion by the motion's maker, a motion to divide a complex question, a motion to defer consideration to a later date, a motion to refer an issue to committee, motion for call of the previous question, a motion to limit debate, or a motion for a call to order. When debate is interrupted by any of these motions, the interrupting motion shall be resolved prior to resuming debate.

Rule 6. Definitions of motions that may interrupt debate (secondary motions).
As explained in Rule 5, only certain motions may interrupt debate on a motion. These are called secondary motions. When a secondary motion is made, the presiding officer must follow the same procedures in Rule 3 to consider the secondary motion. A secondary motion must be resolved, either by being ruled out of order by the presiding officer or debated and voted upon by the council, before debate

on the main motion can resume. Secondary motions may also be made outside of debate, where appropriate. For example, a motion to take a brief recess can be made before, during, or after a debate.

A. Motion to amend the original motion. The maker of the motion does not need to consent to a motion to amend. However, he or she may vote against the amendment or withdraw their motion via a motion to withdraw prior to any amendment being approved. Only two amendments may be made to an original motion to avoid confusion. The amendments should be voted on in reverse order, with the last amendment being voted upon first. To avoid confusion, complex language should be put in writing. A motion may not be amended so substantially as to essentially reject the original motion, though different language may be proposed so as to entirely substitute for the original language. The appropriate language for making a motion to amend shall be substantially similar to "I move to amend the motion by inserting between . . . . and . . . ." or "I move to amend the motion by adding after . . ." or "I move to amend the motion by striking out . . ." or "I move to amend the motion by striking out . . . and inserting . . ." or "I move to amend by striking out the motion . . . and substituting the following."

B. Motion to take a brief recess is not a motion to adjourn or continue the meeting to another time or place. Instead, it is a motion to take a brief respite no greater than 20 minutes. If a motion to take a brief recess is granted, the presiding officer may set a time for the meeting to resume. In addition, the presiding officer is authorized to call for a brief recess on his or her own initiative, without a vote, to maintain order in the meeting. The appropriate language for making a motion to recess shall be substantially similar to, "I move to take a brief recess for ____minutes."

C. Motion to withdraw a motion is not subject to debate, and it can only be made by the motion's maker before a motion is amended. The appropriate language for making a motion to withdraw shall be substantially similar to, "I move to withdraw my motion."

D. Motion to divide a complex question may be used for complex items of business. It allows the council to break larger questions into smaller parts, which are considered separately. The appropriate language for making a motion to divide a complex question shall be substantially similar to, "I move to divide the question into parts. Part 1 shall be____. Part 2 shall be ___."

E. Motion to table or defer consideration to a later date is not subject to debate. It may be used to defer or delay consideration of a matter. The appropriate language for making a motion to defer consideration shall be substantially similar to, "I move to defer consideration of the main motion/this item until ___."

F. Motion to refer an issue to committee is not subject to debate. It may be used to refer an issue to a city committee, such as the park board or planning commission, for their report. The motion should contain an expected receipt day for the report. The appropriate language for making a motion to refer an issue shall be substantially similar to, "I move to refer the main motion/this issue to the committee for its consideration and recommendation. The committee should report back to the council in ___ days/weeks."

G. Motion for call of the previous question is not subject to debate. It may be used only after at least 20 minutes of debate on a single motion or when all members of the council have been permitted to speak at least once on the motion. If approved by the majority, a vote must be taken on the motion under debate immediately. The appropriate language for making a motion to call the previous question shall be substantially similar to, "I move to call the previous question" or "I move for an immediate vote on this issue."

H. Motion to limit debate is not subject to debate. It may be used to establish time limits for debate. The appropriate language for making a motion to limit debate shall be substantially similar to, "I move to limit debate on this issue to ___ minutes per person" or "I move to limit council debate on this issue to no more than ___ minutes total."

I. Motion for a call to order is not subject to debate. It may be used to signal to the presiding officer that the Council member feels the proceedings have gotten disorderly. The appropriate language for making a motion for a call to order shall be substantially similar to, "I move for a call to order by the presiding officer."
NOTE: Most secondary motions should not literally interrupt debate. They may not be made in the midst of the comments of a speaker duly recognized by the presiding officer, or silence the speaker's speech. To make a secondary motion, the maker must be called upon and recognized by the presiding officer. There are two exceptions to this rule—a motion for a call of the previous question and a motion for a call to order. These motions may be made at any time—even in a manner that interrupts a speaker. However, these motions should be made only in the rare instance where a meeting has become out of control, strayed from the agenda, or become disorderly.

Rule 7. Appealing procedural decisions of the presiding officer.

A. Any member of the council may appeal to the full council a ruling on order or procedure made by the presiding officer.

B. Procedure for appeals. An appeal is made by motion and second. The member making the motion may speak once solely on the question involved, and the presiding officer may speak once solely to explain his or her ruling, but no other Council member may participate in the discussion.

C. Once both the maker of the motion and the presiding officer have spoken, the matter must be voted upon by the council as a whole.

D. The appeal shall be sustained if it is approved by a majority of the members present, exclusive of the presiding officer.

Rule 8. Other special motions explained.

A. Motion to adjourn is not subject to debate. It may be used to suggest a conclusion to the meeting. The presiding officer may adjourn a meeting on his or her own initiative, without a vote, if necessary, to maintain order. The appropriate language for making a motion to adjourn shall be substantially similar to, "I move to adjourn the meeting."

B. Motion to go into closed session may be used to close the meeting pursuant to the Minnesota Open Meeting Law. When the motion is made, the basis for closing the meeting and the applicable law must be stated into the record. The presiding officer may also close the meeting on his or her own initiative, without a council vote, if closing the meeting is mandatory under the law or if directed by the city attorney. The appropriate language for making a motion to go into closed session shall be substantially similar to, "I move to close the meeting in order to consider pursuant to ____of the Minnesota Open Meeting Law."

C. Motion to leave a closed session may be used to conclude a closed session and return to an open meeting. The appropriate language for making a motion to leave a closed session shall be substantially similar to, "I move to open the meeting."

D. Motion to revive consideration of an issue may be used to request consideration of an issue previously tabled, deferred, or referred to committee at any prior meeting. The appropriate language

for making a motion to revive shall be substantially similar to, "I move to revive consideration of previously tabled/deferred/referred to committee."

E. Motion to reconsider may be made only at the same meeting where the issue was originally considered and voted upon. It may be made only by a person on the prevailing side of an issue. In the event of a tie vote, those voting against the issue shall be considered the prevailing side. The appropriate language for making a motion to reconsider shall be substantially similar to, "I move to reconsider ___."

F. Motion to rescind or repeal may be made at any meeting following the meeting where the issue was originally considered and voted upon. It may be made by any Council member, whether or not he or she was on the prevailing side. It may not be made when prevented by law or where substantial reliance on the council's previous decision has occurred. The appropriate language for making a motion to reconsider shall be substantially similar to, "I move to rescind/repeal the council's previous action related to ____as stated in resolution number ___."

G. Motion to prevent reintroduction of an issue for months is not subject to debate. It may be used to limit discussion of an issue that has been raised and/or moved for reconsideration several previous times. The appropriate language for making a motion to prevent reintroduction shall be substantially similar to, "I move to prevent reintroduction of this issue for ___ months."

H. Motion to suspend the rules or to consider a motion informally should be used sparingly on issues likely to be uncontroversial. Complex motions and resolutions should still be put in writing. This motion may permit informal discussion of an issue (such as a roundtable discussion, brainstorming session, visioning session, etc.) where appropriate. The appropriate language for making a motion to proceed informally shall be substantially similar to, "I move that we suspend the rules and proceed informally in discussing the issue of ___."

Rule 9. Resolutions and ordinances.
Simple motions shall be used only for procedural and meeting matters. Substantive issues, such as the approval or disapproval of contracts, licenses, or permits; the censure of Council members; the hiring, termination, or promotion of employees; the appointment of board, commission, and committee members; and the adoption of city policies, rules, and ordinances shall be by resolution. An exception to this general rule may be made in instances where significant documentation of the council's decision exists, rendering an additional resolution repetitive (for example, where a written contract spells out all the terms that would be listed in the resolution). All resolutions shall be written and numbered in a manner consistent with the city's record keeping policies. The appropriate language for a motion for the adoption of a resolution shall be substantially similar to, "I move to adopt the resolution numbered ___."

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 6/7/2019 - 6/7/2019 | Jun 07, 2019 10:14AM

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06/19	06/07/2019	51304	9	BERNICKS PEPSI-COLA	609-20200	966.95
06/19	06/07/2019	51305	2020	BOYLE, EUGENE	101-20200	4,976.00
06/19	06/07/2019	51306	2487	CAPITOL BEVERAGE SALES	609-20200	368.60
06/19	06/07/2019	51307	1629	CITY OF ISANTI	101-20200	18,798.52
06/19	06/07/2019	51308	918	CRYSTAL SPRINGS ICE	609-20200	267.83
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06/19	06/07/2019	51313	1031	EMBROIDERY & INK	603-20200	120.00
06/19	06/07/2019	51314	385	FEDERATED CO-OPS INC	602-20200	247.60
06/19	06/07/2019	51315	134	GOPHER STATE ONE-CALL INC	601-20200	279.45
06/19	06/07/2019	51316	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	53.05
06/19	06/07/2019	51317	1534	J. J. TAYLOR	609-20200	856.45
06/19	06/07/2019	51318	7	JOHNSON BROTHERS LIQUOR CO	609-20200	10,973.73
06/19	06/07/2019	51319	5	KAWALEK TRUCKING	609-20200	192.00
06/19	06/07/2019	51320	1745	LINDEN WEB DESIGN	101-20200	119.40
06/19	06/07/2019	51321	1331	MAGER, JIM	603-20200	35.26
06/19	06/07/2019	51322	17	MCDONALD DISTRIBUTING CO	609-20200	10,424.80
06/19	06/07/2019	51323	110	METAL COATING & MFG CO	609-20200	757.54
06/19	06/07/2019	51324	2208	MINNESOTA EQUIPMENT	101-20200	153.81
06/19	06/07/2019	51325	1180	MLB PRINTING INC	101-20200	65.00
06/19	06/07/2019	51326	176	MN DEPT OF REVENUE	101-20200	26,496.00
06/19	06/07/2019	51327	2701	MUNICIPAL GROUP	108-20200	2,318.79
06/19	06/07/2019	51328	2080	MVTL LABORATORIES INC	602-20200	174.16
06/19	06/07/2019	51329	617	PAUSTIS & SONS	609-20200	609.50
06/19	06/07/2019	51330	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,075.28
06/19	06/07/2019	51331	12	POSTMASTER	101-20200	50.00
06/19	06/07/2019	51332	1455	RAILROAD MANAGEMENT	601-20200	470.82
06/19	06/07/2019	51333	315	ST.PAUL STAMP WORKS	101-20200	31.95
06/19	06/07/2019	51334	1361	STAPLES ADVANTAGE	101-20200	131.84
06/19	06/07/2019	51335	2605	STAWSKI, CLAYTON	505-20200	12,000.00
06/19	06/07/2019	51336	2598	T.A.SCHIFSKY & SONS INC.	101-20200	751.89
06/19	06/07/2019	51337	1354	TAPES PLUS ADVERTISING	609-20200	295.00
06/19	06/07/2019	51338	1290	THE AMBLE GROUP	101-20200	710.39
06/19	06/07/2019	51339	97	TOTAL CONTROL SYSTEMS INC	601-20200	1,508.60
06/19	06/07/2019	51340	1820	URBANS HARDWARE	101-20200	131.40
06/19	06/07/2019	51341	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
06/19	06/07/2019	51342	686	VERIZON WIRELESS	609-20200	1,162.49
06/19	06/07/2019	51343	42	VIKING COCA-COLA BOTTLING CO	609-20200	430.50
06/19	06/07/2019	51344	1286	VINOCOPIA INC	609-20200	274.00
06/19	06/07/2019	51345	4	WATSON CO INC	609-20200	4,392.05
06/19	06/07/2019	51346	1922	WEX BANK	101-20200	2,573.33
06/19	06/07/2019	51347	2475	White Bear IT Solutions, LLC	101-20200	5,543.00
Grand Totals:						146,287.63

M = Manual Check, V = Void Check

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 6/14/2019 - 6/14/2019 | Jun 14, 2019 10:41AM

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06/19	06/14/2019	51355	494	ALLINA HEALTH SYSTEM	101-20200	72.00
06/19	06/14/2019	51356	598	ASPEN MILLS	101-20200	1,289.30
06/19	06/14/2019	51357	9	BERNICKS PEPSI-COLA	609-20200	1,244.55
06/19	06/14/2019	51358	602	BURNET TITLE	601-20200	21.34
06/19	06/14/2019	51359	2115	CALIBER HOMES INC	505-20200	8,000.00
06/19	06/14/2019	51360	2082	CEMSTONE PRODUCTS COMPANY	101-20200	142.30
06/19	06/14/2019	51361	1198	CENTER POINT ENERGY	101-20200	1,651.56
06/19	06/14/2019	51362	1822	CENTURYLINK BUSINESS SERVICES	101-20200	37.43
06/19	06/14/2019	51363	2610	CINTAS	101-20200	386.31
06/19	06/14/2019	51364	2751	CMS MONITORING	101-20200	280.00
06/19	06/14/2019	51365	918	CRYSTAL SPRINGS ICE	609-20200	214.38
06/19	06/14/2019	51366	8	DAHLHEIMER DISTRIBUTING CO	609-20200	10,310.60
06/19	06/14/2019	51367	100	DEPUTY REGISTRAR #90	101-20200	25.00
06/19	06/14/2019	51368	2220	DUSTYS DRAIN CLEANING INC	602-20200	1,684.00
06/19	06/14/2019	51369	2355	EASY LIVING HOMES	505-20200	12,000.00
06/19	06/14/2019	51370	55	ECM PUBLISHERS INC	609-20200	129.85
06/19	06/14/2019	51371	1101	FIRST AMERICAN TITLE	601-20200	24.95
06/19	06/14/2019	51372	2028	FURTHER	861-20200	224.58
06/19	06/14/2019	51373	2747	GILLEAH, FRANKO	601-20200	81.55
06/19	06/14/2019	51374	596	GRAFIX SHOPPE	920-20200	575.00
06/19	06/14/2019	51375	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	75.79
06/19	06/14/2019	51376	162	ISANTI RENTAL	609-20200	89.00
06/19	06/14/2019	51377	113	ISANTI TIRE & AUTO CARE	101-20200	24.00
06/19	06/14/2019	51378	7	JOHNSON BROTHERS LIQUOR CO	609-20200	2,701.85
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06/19	06/14/2019	51380	5	KAWALEK TRUCKING	609-20200	182.00
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06/19	06/14/2019	51382	2748	LINDELL, RONALD & LEAH	601-20200	18.04
06/19	06/14/2019	51383	17	MCDONALD DISTRIBUTING CO	609-20200	17,334.05
06/19	06/14/2019	51384	2749	MELBY, ERIC	101-20200	100.00
06/19	06/14/2019	51385	616	MENARDS - CAMBRIDGE	101-20200	584.71
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06/19	06/14/2019	51388	281	MINNCO CREDIT UNION	101-20200	2,755.87
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06/19	06/14/2019	51393	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,508.15
06/19	06/14/2019	51394	2031	RESOURCE TRAINING	861-20200	40,869.00
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06/19	06/14/2019	51396	2001	SHRED-N-GO INC	101-20200	78.13
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06/19	06/14/2019	51398	2605	STAWSKI, CLAYTON	601-20200	23.70
06/19	06/14/2019	51399	2593	THOMLAND HOMES & REMODELING INC	505-20200	8,000.00
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06/19	06/14/2019	51401	42	VIKING COCA-COLA BOTTLING CO	609-20200	159.65
06/19	06/14/2019	51402	4	WATSON CO INC	609-20200	1,995.20
06/19	06/14/2019	51403	2036	WISE GUYS PLUMBING INC	601-20200	2,336.68
06/19	06/14/2019	51404	2067	ZABINSKI BUSINESS	609-20200	855.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
Grand Totals:						141,838.56

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

M = Manual Check, V = Void Check

City of isanti

Gross Payroll	$ 91,924.03
Social Security & Medicare	$ 4,905.54
Public Employees & Retirement	$ 9,262.13
Total City Expense	$ 106,091.70

Pay Date 6/14/2019

Pay Period 12 (5/26-6/8/19)

A Community For Generations.
Isanti

Memo for City Council

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: June 18, 2019
Subject: Consider Resolution Authorizing the Acceptance of IT Contract Services with White Bear IT Solutions, LLC

Background:
The City has been with White Bear IT Solutions, LLC since February, 2017. Staff have been pleased with his response time, performance and overall general city computer systems support. There was no increase in cost compared to the City's previous three-year contract. Staff is recommending for consistency and good customer service to remain with White Bear IT Solutions, LLC and renew another three-year contract.

Request:
Staff is requesting action on this item.

Attachments:
- RES 2019-XXX
- 'Exhibit A' Proposed Contract

RESOLUTION 2019 -

A RESOLUTION AUTHORIZING THE ACCEPTANCE OF IT CONTRACT SERVICES FROM WHITE BEAR IT SOLUTIONS, LLC

WHEREAS, the City of Isanti entered into an agreement for IT support services for general city computer systems (non-specialized) with White Bear IT Solutions, LLC beginning February 1, 2017 for a three-year contract; and,

WHEREAS, Mr. Kritta has proposed a contract ("Exhibit A") which provides the same cost for services the City is currently receiving in the amount of $1,667.00 per month; and,

WHEREAS, the contract with White Bear IT Solutions, LLC has been reviewed by the City Attorney; and,

WHEREAS, to keep consistency within the IT support services and with the proposed reasonably monthly it is in the best interest of the City for approval to award the contract for IT support services to White Bear IT Solutions;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. The City Council hereby awards IT support services as outlined in the contract marked "Exhibit A" to White Bear IT Solutions, LLC effective February 1, 2020.

2. That the City Administrator is hereby authorized to sign and enter into a contract agreement with White Bear IT Solutions, LLC for the period from February 1, 2020 to February 1, 2023.

This resolution was duly adopted by the Isanti City Council this 18th day of June, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

IT support contract

Introduction

This IT support contract ("contract") is made as of May 22nd, 2019 (the "Effective Date"), by and between the **City of Isanti** ('the client') and **White Bear IT Solutions LLC** ('the service provider').

Purpose

The client depends on IT equipment, software and services (together: 'the IT system') that are maintained and supported by the service provider.

This contract sets out how the IT service provider will provide maintenance and support services for the IT system. It describes which items the service provider will provide support, what services it will provide, and how the client can expect problems with the IT system to be handled.

Scope

Parties

This contract is between:

The client:	The service provider:
City of Isanti 110 1st Ave NW Isanti, MN 55040 Key contact: Katie Brooks 763-444-5512	White Bear IT Solutions LLC 4986 Stewart Ave White Bear Lake, MN Key Contact: Jim Kritta 651-447-7186

Term and Termination of Agreement

This contract commences on **February 1st, 2020** and will continue for a period of **36 months.**

This contract may be renewed by mutual agreement of the parties upon such terms and conditions as the parties may mutually agree. This contract will terminate upon (i) mutual or written agreement of the parties, (ii) a party's breach of this contract, provided however that the non-breaching party shall give the breaching party 10 days notice in writing of such breach, and the breaching party will have 10 days to remedy or correct any and all breaches contained in the written notice; or for any reason upon 10 days advance written notice to the other party.

Equipment, software and services covered

This contract covers the equipment, software and services listed below. This list may be updated at any time, with agreement from both the client and service provider.

- Onsite/Remote Support of all Servers, PC's, Laptops and Firewalls
- Network Monitoring (Servers, PC's, Laptops and Firewalls)
- Backup Monitoring (Datto – Siris Device)
- Anti-virus Monitoring (Trend or Webroot)
- Annual Disaster Recovery Testing (Datto – Siris Device)

Exclusions

The service provider will make its best efforts to provide support and rectify problems as requested.

However, this agreement only applies to the parts of the IT system listed above.

The services do not include maintenance or repair necessitated by:

- The use of equipment, software or service(s) in a way or for a purpose for which it was not designed.
- **Changes** to the configuration or set up of equipment, software or services otherwise than by the service provider or without the prior written approval of the service provider.
- Damage caused by virus, spyware, or lack of a firewall when updates have not been installed or where an update has not yet become available, or where the client has prevented the service provider from **performing required maintenance and updates**. Theft or loss of equipment.
- Relocation of equipment
- Poor environmental conditions
- Fire, tornado, lightening, floods and other acts or events that are beyond the reasonable control of the service provider.

Limitation of Liability

THE SERVICE PROVIDER SHALL NOT BE LIABLE TO THE CLIENT FOR LOST PROFITS, ANY SPECIAL, INDIRECT, OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR RELATED TO THE CONTRACT, EVEN IF THE SERVICE PROVIDER HAS BEEN NOTIFIED OF THE POSSIBILITY OF SUCH DAMAGES. UNDER NO CIRCUMSTANCES WILL LIABILITY EXCEED AMOUNTS PAID BY THE CLIENT TO THE SERVICE PROVIDER UNDER THIS CONTRACT.

Responsibilities

Key service provider responsibilities

The service provider will maintain and support the IT system used by the client.

Additionally, the service provider will:

- Ensure relevant software, services and equipment are available to the client
- Respond to support requests and within reasonable time, in any case.
- Do its best to escalate and resolve issues in an appropriate, timely manner.
- Maintain good communication with the client at all times.

Key client responsibilities

The client will use the IT system as intended.

Additionally, the client will:

- Make timely payment on service provider's invoices.
- Notify the service provider of issues or problems in a timely manner.
- Provide the service provider with access to equipment, software and services for the purposes of maintenance, updates and fault prevention.
- Keep the service provider informed about potential changes to its IT system. For example, if client's employees are to begin connecting their own mobile devices to the company network, the service provider may be able to adjust its services accordingly.
- Maintain good communication with the service provider at all times.
- Maintain current manufacturer's warranty on critical hardware components (File Server, Firewall, Backup Device).

Confidentiality

In order to provide services as described herein, the service provider may have access to the client's confidential information. The service provider agrees to take all reasonable measures to keep all files, client information, passwords, and any other proprietary client data secure and confidential.

Activities

The service provider will perform a number of specific tasks for the client. Details of these tasks are described in the table below, along with the purpose and frequency of each.

Activity	Frequency	Notes
General		
Document software and hardware changes	As necessary	
Review hardware warranty status	As necessary	
System maintenance		
Check backups are running properly	Daily	This is a simple check that backups are running with no errors reported.
Perform backup test	Quarterly	This is a full data restore test.
Monitor and maintain server uptime	Constantly	
Install software patches, service packs and other updates	As necessary	Updates will usually be tested before being rolled out across the IT system.
Install software upgrades	As necessary	Upgrades that incur costs — and other major upgrades — will only be installed after consultation with the client.
Monitor server event logs for potential problems	Daily	
Monitor available disk space on servers and company computers	Daily	
Perform system and server reboots	As necessary	Non-essential reboots will be performed at convenient times, agreed between client and supplier.
General server maintenance	As necessary	To be performed out of hours or at mutually agreed times.
Let client know of any potential issues	As necessary	For example: • Disk space running low • Equipment showing signs of failure • Deteriorating broadband speed
Create, remove and maintain employee user accounts and permissions	As necessary	For example, when employees: • Join or leave the company • Require access to additional resources
Assist users with support queries	As necessary	For example: • How to connect to VPN • Where to save shared files

Fixing problems		
Disaster recovery of core systems	As necessary	In the event of a significant IT failure or problem (e.g. complete server failure or security breach), The service provider will do everything possible to restore service. A separate disaster recovery plan should be maintained.
Fix user errors / mistakes	As necessary	For example: • Accidental file deletion • Forgotten password
Raise support requests with third-party providers	As necessary	Where cloud services and other aspects of the IT system are not in The service provider's direct control, The service provider will take responsibility for liaising with third-parties to resolve issues.
Managing networks		
Maintain internet connection	Constantly	Automated monitoring will be used to identify performance issues with or availability of the client's internet connection(s).
Monitor network capacity and performance	Weekly	The service provider will endeavour to identify where network capacity is reaching its limit.
Maintaining security		
Monitor firewall logs	Monthly	The service provider will attempt to identify and address any unusual or suspicious activity.
Check status of security software updates	As necessary	The service provider will verify that all updates are installed in a timely manner.
Investigate any suspicious activity or unexpected software behaviour	As necessary	The service provider will investigate any activity that could be the result of malicious software or individuals, such as viruses or hacking attempts.
Manage file and folder permissions	As necessary	
Enforce password policies	As necessary	
Managing apps and services		
Create, manage and remove mailboxes	As necessary	For example: • Creating email addresses for new users • Increasing mailbox size if required

Reactive support

The service provider will also provide reactive support services to the client. When the client encounters an issue with the IT system, it should raise this with the service provider.

The service provider will then investigate the problem and respond appropriately.

Charges and conditions

The monthly price for these services is: $1,667.00

This is an all-inclusive charge that covers everything described in this contract, with the following conditions:

- Support will be provided **during business hours** (8am – 5pm, M-F, Excluding Holidays). Service provider may provide support **after hours** depending on the task and at the sole discretion of the service provider.
- Support will be provided on a **remote access and/or onsite basis** depending on the issue at the discretion of the service provider.

Payment for the services will be due 15 days from the date of service provider's invoice.

General Provisions

Entire Agreement

This contract sets forth the entire agreement and understanding between the parties as to the subject matter hereof and merges and supersedes all prior discussions, agreements and undertakings of any nature between them. This contract may not be changed, modified, or terminated, except by agreement in writing, signed by all of the parties hereto.

Governing Law

This Agreement shall be governed and interpreted according to the laws of the State of Minnesota.

Severability

Whenever possible, each provision of this contract shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this contract is held to be invalid, illegal or unenforceable under any applicable law or rule in the State of Minnesota, such provision shall be ineffective only to the extent

of such invalidity, illegality, or unenforceability in such jurisdiction, without invalidating the remainder of this contract in such jurisdiction or any provision hereof in any other jurisdiction, and this contract shall be construed as if the unlawful or unenforceable provision or application had never been contained herein or prescribed hereby.

Binding Effect

This contract shall be binding upon and be of benefit to the parties, their successors and assigns.

Waiver

Waiver by one party hereto of breach of any provision of this contract by the other shall not operate or be construed as a continuing waiver.

Signatures

This IT support contract is agreed between the City of Isanti and White Bear IT Solutions:

Client Signature: _____	Service Provider Signature: _____
Name:	Name: Jim Kritta
Position:	Position: Owner
Date:	Date: January 25th

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: June 18, 2019
Subject: Engagement Letter for 2018 TIF Reporting

Background:
Minn. Stat. § 469.175, subd. 6, requires an annual reporting and disclosure of the sources and uses of tax increment financing (TIF) districts within the state of Minnesota as prescribed by the Office of the State Auditor. Statute further authorizes the cost of such reporting to be for thru tax increment collected by each district.

Recommendation:
Staff has reviewed the proposal and recommends approval

Request:
Consider Resolution Approving Engagement Letter for 2018 TIF Reporting

Attachments:
- Res 2019-XXX Approving Engagement Letter for 2018 TIF Reporting
- Engagement Letter – Abdo, Eick & Meyers

RESOLUTION NO. 2019-XXX

A RESOLUTION APPROVING ENGAGEMENT LETTER FOR 2018 TIF REPORTING

WHEREAS, MN State Statutes require the City of Isanti to employ a certified public accounting firm to audit, examine and report upon the books and records of the accounts of the City; and

WHEREAS, the City of Isanti, through Resolution 2016-298, designated the public accounting firm of Abdo, Eick & Meyers, LLP for their auditors for 2018;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota hereby approve the proposal for 2018 TIF reporting in the amount of $500 per district. Costs will be allocated to each reported district as an accepted use of tax increment per state statute 469.175.

This resolution was duly adopted by the Isanti City Council this 18th day of June 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

(SEAL)

ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

June 11, 2019

Management, Honorable Mayor, and City Council
City of Isanti
Isanti, Minnesota

Thank you for the opportunity to prepare your annual TIF reports for filing with the Office of the State Auditor (OSA). The filing deadline for the TIF reports is August 1. We will complete the reports during the months of the June and July. Our engagement is not to determine compliance with any legal requirements. If any arise, we will communicate any issues or difficulties observed to City Council in writing.

Annual TIF Report to the OSA, 2018 – **Per District**	$	500

We look forward to working with you in the very near future. Please call with questions or concerns.

Sincerely,

ABDO, EICK & MEYERS, LLP
Certified Public Accountants & Consultants

Steven R. McDonald, CPA
Governmental Services Partner

RESPONSE:
This letter correctly sets forth the understanding of the City of Isanti.

By:_____

Title:_____

Date:_____

5201 Eden Avenue. Suite 250
Edina, MN 55436
952.835.9090 | Fax 952.835.3261

K.4.

RESOLUTION 2019-XXX

RESOLUTION ACCEPTING FULL-TIME POLICE OFFICER DANIEL VANDENHEUVEL LETTER OF RESIGNATION

WHEREAS, Police Officer Daniel Vandenheuvel has submitted a letter of resignation to the City of Isanti on June 10, 2019; and,

WHEREAS, the effective date of this resignation is June 28, 2019; and,

WHEREAS, Daniel Vandenheuvel is leaving employment in good standing.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve as follows:

1. That the resignation of Daniel Vandenheuvel is hereby accepted effective June 28, 2019.

2. That Human Resources/City Clerk and Chief of Police Travis Muyres are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 18th day of June, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

K.5.

To: Mayor Johnson and City Council Members

From: John Jacobi, Liquor Store Manager

Date: June 12, 2019

Subject: Donation Request for MMBA "Support OUR Troops" Supplies Drive promotion in-store

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Background:
Each year the MMBA supports many different organizations for the sole purpose of raising funds as well as supply donations to help support local active military personnel in our area. I am requesting that we promote this program in-store and customers can donate non-perishable food items or a cash donation in any amount they wish to help support this program. The dates of the donations are July 1st through July 31st 2019.

RESOLUTION NO. 2019-XXX

RESOLUTION APPROVING DONATION BOX AT LIQUOR STORE

WHEREAS, on June 18, 2019 City Council approved a donation box policy; and

WHEREAS, Isanti Liquor is requesting use of a donation box at the liquor store in support of the MMBA "Support Our Troops Drive"; and

WHEREAS, the Donation Policy has been reviewed and recommended its approval.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Isanti, Minnesota hereby approves placement of a donation box for the "Support Our Troops Drive" at the Isanti Liquor Store from July 1, 2019 through July 31, 2019.

Adopted by the Isanti City Council this 18th day of June 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

Anheuser Busch & Minnesota Municipals

6th Annual MMBA "Support OUR Troops" Drive

In the continuing effort to help members Promote the Community Value of their Municipal Liquor Operation, MMBA, in partnership with Anheuser-Busch, is coordinating the *Annual Municipal "Support OUR Troops" Drive* **benefiting your local military personnel or project.**

This is an effort to support military personnel in your area. We'll be raising both supplies and / or funds. You in turn will donate everything to the organization or project of your choice.

NEW THIS YEAR!

This is an opportunity to promote both Budweiser but also the brand extension of Budweiser Discovery Reserve.

This beer is tribute to the 50th anniversary of the moon landing and continue A-B's 100+ years of support for U.S. troops.

It is being brewed by Budweiser Brewmaster and Air Force Captain Karissa Norrington with $1 per every case donated to Folds of Honor (FOH).

Here are additional details:

- The Drive will run from July 1st – July 31st, 2019.

- Each participating MMBA member will collect money or supplies for the military organization or project of their choice.

- Wholesalers will provide ***customized*** signage, assist with designing and building displays to fit retailer needs and provide collection bin/box to collect items.

If you would like to participate in this event, contact the MMBA Office at:

Fax: 763-780-0424
Email: kaspszak@visi.com

If you have questions about POS, please address with your local Anheuser-Busch Distributor.

If you have any issues contacting your local distributor, please contact Kevin Karel:

Cell: (651) 336-6449
Kevin.Karel@Anheuser-Busch.com

Thanks for your participation!!!!!

Request for City Council Action - MEMO

K.6.

To: **Mayor Johnson and Members of City Council**

From: Jenny Garvey, Parks, Recreation, and Culture Manager

Date: June 18, 2019

Subject: A Resolution Accepting Donations for the Dog Park Grand Opening and Community/Kids Garden

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Background

Staff requested donations from area dog related businesses for a Grand Opening of the Dog Park. Staff also requested to purchase flowers from Farmers Market vendors, however one graciously donated items to the kids garden.

The following donations have been offered:

Community Garden/Kids Garden

1.	Two Plants – Evermore Forest Farm	$4.00

Grand Opening for Dog Park

1.	45 Pet Toothbrushes – Isanti Pet Clinc	$45.00

Staff Request

Staff is requesting that the City Council formally accept these donations.

Attachments

- Resolution No. 2019-XXX

RESOLUTION 2019-XXX

A RESOLUTION ACCEPTING DONATIONS FOR THE 2019 COMMUNITY GARDEN AND DOG PARK GRAND OPENING

WHEREAS, MN Statute 465.03 requires that cities accept donations for the benefit of its citizens in accordance with the terms prescribed by the donor; and,

WHEREAS, the City of Isanti is hosting a Grand Opening for the new Dog Park; and,

WHEREAS, the City of Isanti has a community garden with a kid's garden within; and,

WHEREAS, the City has received the following donations for the each area, which will divided as follows:

Community Garden/Kids Garden

1. Two Plants – Evermore Forest Farm $4.00 value

Grand Opening for Dog Park

1. 45 Pet Toothbrushes – Isanti Pet Clinc $45.00 value

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to accept the above donations in the total amount of $49.00 for the Dog Park Grand opening and Community/Kids Garden.

This Resolution hereby approved by the Isanti City Council this 18th day of June, 2019.

Attest: Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

Request for City Council Action - MEMO

To: **Mayor Johnson and Members of the City Council**

From: Jenny Garvey, Parks, Recreation, and Culture Manager

Date: June 18, 2019

Subject: A RESOLUTION ACCEPTING PROPOSAL OF 5K RACE TIMING FOR CELEBRATE ISANTI 2019

Background:
In 2018 the City contracted with Anderson Race Management for the 5K walk/run race for Celebrate Isanti participants. A race management company assists with handling day-of registration/check in and race timing. Anderson Race Management is a company out of Eagan that offers varying levels of service and has a wider audience to help promote the race as well. The proposal received for chip timing the Celebrate Isanti race is $1,200 plus mileage and $150 per additional staff and we recommend two additional staff to assist the day of event. The cost of race management is included with the amount budgeted for the event in PRC-497 in 2019.

Requests:
Staff is requesting council to approve scheduling Anderson Race Management services for the 2019 Celebrate Isanti 5K run/walk.

Attachments:
- Anderson Race Management Proposal

RESOLUTION 2019 - XXX

A RESOLUTION ACCEPTING PROPOSAL OF 5K RACE TIMING FOR CELEBRATE ISANTI 2019

WHEREAS, the 5K run/walk portion of Celebrate Isanti will be in its fifth year in 2019; and,

WHEREAS, as participant numbers increase, City staff have determined that contracting with a race management company will be in the best interests of the event; and,

WHEREAS, staff have received a proposal for the event from Anderson Race Management for $1,200 plus mileage and 2 additional staff at $150 per person from Eagan, Minnesota; and,

WHEREAS, the funding for race timing is included in the 2019 Summer Event budget (PRC-497); and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept the proposal from Anderson Race Management for the 5K run/walk at Celebrate Isanti on August 17, 2019;

BE IT FURTHER RESOLVED by the City Council of the City of Isanti, Minnesota that the funding source for the race timing will be 101-45300-497.

This Resolution is hereby approved by the Isanti City Council this 18th day of June, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

ANDERSON
RACE
MANAGEMENT

June 5, 2019

Community Events and Parks Coordinator
City of Isanti
110 1st Ave NW
P.O. Box 428
Isanti, MN 55040

The following is the race timing contract for **Isanti 5K Event** on **August 17, 2019. ("Event"). The contract is for the event to be held in Isanti, MN and the event will consist of a 5K. Anderson Race Management ("ARM") will be paid the following fees below** and includes the following:

Chrono Track One Time Use Chip:
3.00 Per Registered Participant
$1.35 for unused prepared custom race numbers
Prices include one start and finish line
$300 for each additional split/announcing/start line requested
Minimum Fee is $1,200 (up to 5 hours of timing)
$150/Hour for hours over 5 hours
Includes 2 ARM Staff Members

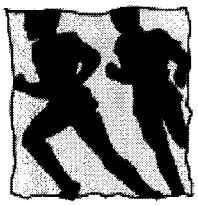
Add-on Options (only available with Chrono Track):
Still Photography Option at $100 (plus photographers)
Facebook/Text/Email Option Free
$150 for each additional staff member

This includes:

- All race day data entry, which includes information submitted on the participant's entry form.
- Working with on-line registration. After the event, I will submit a file to the media outlets of your choice. You will receive electronic copies of the results submitted in numerical order of finish, as well as age category winners.
- Calendar Listing, Entry form pdf, and results listing on www.andersonraces.com.
- Provide Alpha and Numeric lists for pre-registration, as well as label race numbers (provided by you) with pre-registered participant's information.
- Provide a mailing list file with all participants' information that can be used for results, registration forms, etc.
- This bid also includes start/finish line equipment for one start and one finish line, such as clock with stand, orange cones, stop watches, and any computer equipment necessary to compute results.
- Serve as a liaison for placing custom race number order.

ARM will add 2 additional staff members for event day registration at a rate of $150/staff person.

There will be a total of 4 ARM staff on race day-3 at registration and 1 timer.



ANDERSON RACE MANAGEMENT

This is an agreement to provide race management and timing services between Anderson Race Management (the Provider) and **City of Isanti** (the Purchaser). This agreement covers The Event, on the following date(s) **August 17, 2019**, at the following location(s) **Isanti, MN**.

Anderson Race Management agrees to provide services listed in the contract consistent with the type of event scheduled, and/or to provide the services/equipment adequate for the number of participants and spectators, and the size of the venue or portion thereof requiring sound coverage.

Anderson Race Management will do everything reasonably possible to perform according to the terms of this agreement. However, because Anderson Race Management must reserve the date(s) needed for this event, this agreement cannot be canceled for any reason, including, but not limited to, inclement weather or event cancellation or postponement. Anderson Race Management will work with the Purchaser to try to reschedule any postponements. However, all consideration due Anderson Race Management under the terms of this agreement will remain due and monies already paid will not be refunded if it is not possible to arrange a new date suitable to both parties.

In accordance with these terms, the Purchaser agrees to purchase additional and/or equipment rental from Anderson Race Management for the following consideration $_____.

($500 Deposit is due with signing of the contract; $700 due one week prior to the event. The balance of the consideration is due a maximum of 10 days after the aforementioned event. The complete race management fee and base timing fee is due if event is cancelled for any reason. Absolutely no dates will be guaranteed without receipt by Anderson Race Management of your signed copy of this work agreement.

Accepted for Anderson Race Mgmt:	Title:	Date:
Mary E. Anderson	Owner	6/6/19

Accepted for Purchaser:	Title:	Date:

By signing this agreement, I do hereby certify that I am authorized to obligate the Purchaser according to the terms set forth herein. If the Purchaser refuses to honor this agreement, I do hereby obligate myself to perform according to its terms.

4047 Camberwell Dr N, Eagan, MN 55123 **Phone:(651) 688-9143** **Email to:Mary@andersonraces.com**

K.8.

RESOLUTION 2019-XXX

RESOLUTION OFFERING THE POSITION OF FULL-TIME PUBLIC WORKS MAINTENANCE TECHNICIAN II TO BRANDON BROWN

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and,

WHEREAS, the City Council approved to advertise and accept applications to fill a Full-Time Public Works Maintenance Technician II position; and,

WHEREAS, the Interviewing Panel selected Brandon Brown as the most qualified candidate for the open full-time Public Works Maintenance Technician II position. This offer is contingent on successfully passing a background check, drug test and reference check. If any of the mentioned contingencies are not met, the offer can and will be rescinded.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1. That Human Resources is hereby directed to offer the Full-Time Public Works Maintenance Technician II position to Brandon Brown for the City of Isanti and that he shall be eligible to start in that position on or after June 19th, 2018.
2. That Brandon Brown is eligible for benefits offered by the City of Isanti.
3. That Brandon Brown shall start at $21.25 per hour of the 2019 wage scale per the union contract.
4. That Brandon Brown shall be on probationary status per the Personnel Policy in the position of the Full-Time Maintenance Technician II position effective June 19th, 2018, or his start date, whichever is later.
5. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
6. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 18th day of June, 2019.

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

K.9.

RESOLUTION 2019-XXX

RESOLUTION OFFERING THE POSITION OF FULL-TIME PUBLIC WORKS MAINTENANCE TECHNICIAN II TO JEROME MARTINEZ

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and,

WHEREAS, the City Council approved to advertise and accept applications to fill a Full-Time Public Works Maintenance Technician II position; and,

WHEREAS, the Interviewing Panel selected current Public Works Seasonal employee, Jerome Martinez, as the most qualified candidate for the open full-time Public Works Maintenance Technician II position. This offer is contingent on successfully passing a drug test as he is already employed with the City of Isanti and he has a recent background completed on file. If the mentioned contingency is not met, the offer can and will be rescinded.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1. That Human Resources is hereby directed to offer the full-time Public Works Maintenance Technician II position to Jerome Martinez for the City of Isanti and that he shall be eligible to start in that position on or after June 19th, 2019.
2. That Jerome Martinez is eligible for benefits offered by the City of Isanti.
3. That Jerome Martinez shall start at of the wage scale at $21.25 per hour.
4. That Jerome Martinez shall be on probationary status per the Personnel Policy in the position of the full-time Maintenance Technician II position effective June 18th, 2018, or his start date, whichever is later.
5. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
6. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 18th day of June, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.
Isanti

Isanti Police Department Monthly Report

May 2019

Reported Crime	Month to Date	Year to Date
Theft	6	35
Assault	1	7
Vandalism/Damage to Property	3	16
Narcotics	1	12
Burglary	3	5
Domestics	3	30
Crim Sex	1	1
Robbery	0	0
Loud Party/Disturbance	5	41
Medical	31	128
Permit to Purchase	2	35
Security Check / Extra Patrol	269	1,255

Traffic Offenses	Month to Date	Year to Date
No Insurance	8	21
DUI	0	7
Accidents	10	46
Hit & Run	1	5
Warrant P/U	2	17
Speed	23	86
DAR/DAS	8	24
Administrative Citations (Including Speed)	20	90

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	77,822	1,896	7,942
Ford Explorer 224	62,437	2,062	9,536
Ford F150 225	20,539	829	4,351
Chevy Silverado 220	Out of Service	0	305
Chevy Impala 223	91,906	392	1,983

CEZT REPORT

CATEGORY	*CURRENT*	*LAST MO*	*2 MOS*	*3 MOS*	*4 MOS*	*5 MOS*	*6 MOS*
TOTAL CASES YTD	**172**	**172**	**167**	**22**	**11**	**697**	**668**
TOTAL OPEN CASES	**17**	**17**	**68**	**4**	**13**	**33**	**15**
VIOLATIONS CLOSED THIS PERIOD	**1**	**1**	**23**	**2**	**30**	**16**	**9**
NEW ISSUES THIS PERIOD	**15**	**5**	**145**	**11**	**11**	**29**	**20**
CAN-Proh Animals	0	0	0	0	0	0	0
CCV-Comm Vehicle Storage	0	0	0	0	0	0	0
CDO--Dogs	0	0	0	0	0	0	0
CPA-Park & Store	2	1	0	2	0	10	15
CSN-Snow Removal	0	0	0	0	2	0	1
CSP-Admin Permits/Solicitors/Peddlers	0	0	0	0	0	0	0
CST--Fish Houses, PODS, Rolloffs	0	0	0	0	0	0	0
GAR - Garage Sales	0	0	0	0	0	0	0
H2O-Water restrictions	0	0	0	0	0	0	0
NEX-Exterior Structure, Paint/Repair	0	0	0	0	0	0	0
NGA-Garbage Service & Storage	0	0	0	0	0	0	0
NGR--Grass Length	9	0	0	0	0	0	0
NJU--Junk/Brush	2	3	0	0	6	18	2
NOX-Noxious Weeds	0	0	0	0	0	0	0
NUV-Unlicensed vehicle or missing plates	0	0	0	0	0	0	2
RNT-Unlicensed rental	0	0	0	0	3	1	0
SGN-Signs	0	0	0	0	0	0	0
UNP-Unpermitted work	2	1	145	9	0	0	0
ZAC-Accessory Building	0	0	0	0	0	0	0
ZFE-Fence	0	0	0	0	0	0	0
ZTD--Temporary Dwelling	0	0	0	0	0	0	0
Compliance Letters Mailed this period	5	5	145	11	14	32	24
Administrative Citations Issues/period	0	0	0	0	1	1	2
Criminal Citations Issued/period	0	0	0	0	0	0	0
Abated Properties/Period	0	0	0	0	0	0	0
Admin Hearings Requested	0	0	0	0	0	0	0
Admin Hearings Held w positive judgement	0	0	0	0	0	0	0
Criminal trials w positive judgement	0	0	0	0	0	0	0
AVERAGE TIME TO COMPLIANCE	**7**	**15**	**20**	**14**	**32**	**20**	**12**

L.2.

CITY OF ISANTI MONTHLY REPORT

May **2019**

Residential	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
Category	Month	YTD	Month	YTD	Month	Quarter	Month	YTD	Month	YTD
Fence	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Roofing/Siding	10	16	$0.00	$0.00	$10.00	$0.00	$800.00	$1,280.00		
Decks	9	16	$69,459.44	$97,847.92	$35.78	$0.00	$2,522.16	$3,847.11		
Basement Finish	1	10	$9,800.00	$209,891.00	$4.90	$0.00	$326.70	$6,201.18		
Addtns. Remodel	1	3	$75,000.00	$97,445.00	$37.50	$0.00	$1,485.00	$2,485.65		
Garages	1	2	$20,000.00	$25,000.00	$10.00	$0.00	$574.20	$777.15		
Miscellaneous	15	56	$10,780.00	$19,739.86	$19.39	$0.00	$3,401.45	$7,721.65		
Single dwellings	10	27	$1,924,904.98	$5,305,420.24	$962.48	$0.00	$24,616.90	$66,864.30		
Multi dwellings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Mechanical	10	39			$10.00	$0.00	$750.00	$2,900.00		
Plumbing	13	45			$13.00	$0.00	$1,022.00	$3,374.00		
									$46,980.00	
Resid. Totals	**70**	**214**	**$2,109,944.42**	**$5,755,344.02**	**$1,103.05**	**$0.00**	**$35,498.41**	**$95,451.04**	**$46,980.00**	**$ 146,834.00**
Commercial										
New Buildings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Addtns./Remodel	0	3	$0.00	$49,600.00	$0.00	$0.00	$0.00	$1,475.10		
Plumbing	1	3	$0.00	$19,900.00	$5.50	$0.00	$272.25	$764.78		
Mechanical	1	2	$3,500.00	$53,500.00	$1.75	$0.00	$86.63	$1,324.13		
Roofing	0	2	$0.00	$100,265.00	$0.00	$0.00	$0.00	$2,204.40		
Miscellaneous	3	9	$0.00	$327,615.00	$3.00	$0.00	$523.50	$5,424.20		
Comm. Totals	**5**	**19**	**$3,500.00**	**$550,880.00**	**$10.25**	**$0.00**	**$882.38**	**$11,192.61**	**$0.00**	**$0.00**
Resid. Plus Comm. Totals	**75**	**233**	**$2,113,444.42**	**$6,306,224.02**	**$1,113.30**	**$0.00**	**$36,380.79**	**$106,643.65**	**$46,980.00**	**$146,834.00**

YEARLY BUILDING PERMIT COMPARISONS

YTD May 2019

Year	# permits	Single units	Multi units	Commercial	Permit Value	Total permit income	Wac & Sac Fees
2014	165	15	0	0	$7,722,597.00	$83,789.60	$116,265.00
2015	173	15	0	0	$3,543,216.06	$61,796.72	$111,762.00
2016	248	38	0	3	$13,140,698.67	$170,424.58	$457,904.88
2017	270	33	0	1	$6,583,948.50	$110,255.67	$275,876.80
2018	262	37	0	0	$7,265,883.45	$123,393.28	$191,326.00
2019	233	27	0	0	$6,306,224.02	$106,643.65	$146,834.00

Total permit fees do not include Sac / Wac or State Surcharge fees

MONTH TO MONTH COMPARISONS FOR THE YEAR

Month	# of permits	Permits total value	Total permit fee income: Does not include WAC, SAC, or State Surcharge
January	38	$146,958.00	$6,799.70
February	32	$753,514.64	$13,387.05
March	31	$1,758,333.77	$23,512.96
April	57	$1,533,973.19	$26,563.15
May	75	$2,113,444.42	$36,380.79
June	0	$0.00	$0.00
July	0	$0.00	$0.00
August	0	$0.00	$0.00
September	0	$0.00	$0.00
October	0	$0.00	$0.00
November	0	$0.00	$0.00
December	0	$0.00	$0.00
Totals	233	$6,306,224.02	$106,643.65

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7533 Sunwood Drive NW
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Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: June 12, 2019

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W. Cook, P.E.
City Engineer

Subject: Project Status Report
Isanti, MN
Project No.: R13.117985

Please find listed below a status report of the current projects in the City of Isanti:

1) Annexed Parcel Service Extensions

The plans and specification will be completed this month.

2) TH 65 & Cajima Street RCUT Improvements

A bid opening was held June 11, 2019. Four bids were received. We will bring a recommendation to the June 18, 2019 Committee of a Whole.

3) 2019 Storm System Maintenance Project

The Contractor plans to complete this project this month.

4) 2019 Pavement Management Project

The Contractor has completed the concrete and bituminous patch work as well as the mill and overlay portion of the project. They plan to return in July to complete the sealcoat work.

5) Heritage Estates

The site construction is complete.

6) Legacy Pines Subdivision

The roadway construction is complete. The Contractor will complete the remaining site grading this month.

7) MS4 Implementation

We will continue to assist the City MS4 technician as requested.

In addition to the current projects listed above we have completed and accepted 52 private developments and 70 city contracts since being selected as your City Engineer in 2008.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

ADDENDUM TO AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, June 18, 2019 – 7:00 P.M.
CITY HALL

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Minutes

G. Announcements

H. Council Committee Reports

I. Public Hearings

J. Business Items

K. Consent Agenda

REVISION K.2 Resolution 2019-XXX Authorizing the Acceptance of IT Contract Services from White Bear IT Solutions, LLC

DELETE K.9 Resolution 2019-XXX Offering the Position of Full-Time Public Works Technician II to Jerome Martinez

ADD K.9 Resolution 2019-XXX Offering the Position of Assistant Finance Director to Pamela Dahlheimer

ADD K.10 Resolution 2019-XXX Temporarily Increase Hours to Full- Time for Deputy City Clerk/ Human Resources Jaden Moore

L. Other Communications

Adjournment

A Community For Generations.
Isanti

Memo for City Council

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: June 18, 2019
Subject: Consider Resolution Authorizing the Acceptance of IT Contract Services with White Bear IT Solutions, LLC

Background:
The City has been with White Bear IT Solutions, LLC since February, 2017. Staff have been pleased with his response time, performance and overall general city computer systems support. There was no increase in cost compared to the City's previous three-year contract. Staff is recommending for consistency and good customer service to remain with White Bear IT Solutions, LLC and renew another three-year contract.

Request:
Staff is requesting action on this item.

Attachments:
- RES 2019-XXX
- 'Exhibit A' Proposed Contract

RESOLUTION 2019 -

A RESOLUTION AUTHORIZING THE ACCEPTANCE OF IT CONTRACT SERVICES FROM WHITE BEAR IT SOLUTIONS, LLC

WHEREAS, the City of Isanti entered into an agreement for IT support services for general city computer systems (non-specialized) with White Bear IT Solutions, LLC beginning February 1, 2017 for a three-year contract; and,

WHEREAS, Mr. Kritta has proposed a contract ("Exhibit A") which provides the same cost for services the City is currently receiving in the amount of $1,667.00 per month; and,

WHEREAS, the contract with White Bear IT Solutions, LLC has been reviewed by the City Attorney; and,

WHEREAS, to keep consistency within the IT support services and with the proposed reasonably monthly it is in the best interest of the City for approval to award the contract for IT support services to White Bear IT Solutions;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. The City Council hereby awards IT support services as outlined in the contract marked "Exhibit A" to White Bear IT Solutions, LLC effective February 1, 2020.

2. That the City Administrator is hereby authorized to sign and enter into a contract agreement with White Bear IT Solutions, LLC for the period from February 1, 2020 to February 1, 2023.

This resolution was duly adopted by the Isanti City Council this 18th day of June, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

IT support contract

Introduction

This IT support contract ("contract") is made as of May 22nd, 2019 (the "Effective Date"), by and between the **City of Isanti** ('the client') and **White Bear IT Solutions LLC** ('the service provider').

Purpose

The client depends on IT equipment, software and services (together: 'the IT system') that are maintained and supported by the service provider.

This contract sets out how the IT service provider will provide maintenance and support services for the IT system. It describes which items the service provider will provide support, what services it will provide, and how the client can expect problems with the IT system to be handled.

Scope

Parties

This contract is between:

The client:	The service provider:
City of Isanti 110 1st Ave NW Isanti, MN 55040 Key contact: Katie Brooks 763-444-5512	White Bear IT Solutions LLC 4986 Stewart Ave White Bear Lake, MN Key Contact: Jim Kritta 651-447-7186

Term and Termination of Agreement

This contract commences on **February 1st, 2020** and will continue for a period of **36 months.**

This contract may be renewed by mutual agreement of the parties upon such terms and conditions as the parties may mutually agree.

This contract will terminate upon (i) either party providing a 90 days written notice to the other party (ii) a party's breach of this contract, provided however that the non-breaching party shall give the breaching party 10 days notice in writing of such breach, and the breaching party will have 10 days to remedy or correct any and all breaches contained in the written notice.

Equipment, software and services covered

This contract covers the equipment, software and services listed below. This list may be updated at any time, with agreement from both the client and service provider.

- Onsite/Remote Support of all Servers, PC's, Laptops and Firewalls
- Network Monitoring (Servers, PC's, Laptops and Firewalls)
- Backup Monitoring (Datto – Siris Device)
- Anti-virus Monitoring (Trend or Webroot)
- Annual Disaster Recovery Testing (Datto – Siris Device)

Exclusions

The service provider will make its best efforts to provide support and rectify problems as requested.

However, this agreement only applies to the parts of the IT system listed above.

The services do not include maintenance or repair necessitated by:

- The use of equipment, software or service(s) in a way or for a purpose for which it was not designed.
- **Changes** to the configuration or set up of equipment, software or services otherwise than by the service provider or without the prior written approval of the service provider.
- Damage caused by virus, spyware, or lack of a firewall when updates have not been installed or where an update has not yet become available, or where the client has prevented the service provider from **performing required maintenance and updates**. Theft or loss of equipment.
- Relocation of equipment
- Poor environmental conditions

- Fire, tornado, lightening, floods and other acts or events that are beyond the reasonable control of the service provider.

Limitation of Liability

THE SERVICE PROVIDER SHALL NOT BE LIABLE TO THE CLIENT FOR LOST PROFITS, ANY SPECIAL, INDIRECT, OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR RELATED TO THE CONTRACT, EVEN IF THE SERVICE PROVIDER HAS BEEN NOTIFIED OF THE POSSIBILITY OF SUCH DAMAGES. UNDER NO CIRCUMSTANCES WILL LIABILITY EXCEED AMOUNTS PAID BY THE CLIENT TO THE SERVICE PROVIDER UNDER THIS CONTRACT.

Responsibilities

Key service provider responsibilities

The service provider will maintain and support the IT system used by the client.

Additionally, the service provider will:

- Ensure relevant software, services and equipment are available to the client
- Respond to support requests and within reasonable time, in any case.
- Do its best to escalate and resolve issues in an appropriate, timely manner.
- Maintain good communication with the client at all times.

Key client responsibilities

The client will use the IT system as intended.

Additionally, the client will:

- Make timely payment on service provider's invoices.
- Notify the service provider of issues or problems in a timely manner.
- Provide the service provider with access to equipment, software and services for the purposes of maintenance, updates and fault prevention.
- Keep the service provider informed about potential changes to its IT system. For example, if client's employees are to begin connecting their own mobile devices to the company network, the service provider may be able to adjust its services accordingly.
- Maintain good communication with the service provider at all times.
- Maintain current manufacturer's warranty on critical hardware components (File Server, Firewall, Backup Device).

Confidentiality

In order to provide services as described herein, the service provider may have access to the client's confidential information. The service provider agrees to take all reasonable measures to keep all files, client information, passwords, and any other proprietary client data secure and confidential.

Activities

The service provider will perform a number of specific tasks for the client. Details of these tasks are described in the table below, along with the purpose and frequency of each.

Activity	Frequency	Notes
General		
Document software and hardware changes	As necessary	
Review hardware warranty status	As necessary	
System maintenance		
Check backups are running properly	Daily	This is a simple check that backups are running with no errors reported.
Perform backup test	Quarterly	This is a full data restore test.
Monitor and maintain server uptime	Constantly	
Install software patches, service packs and other updates	As necessary	Updates will usually be tested before being rolled out across the IT system.
Install software upgrades	As necessary	Upgrades that incur costs — and other major upgrades — will only be installed after consultation with the client.
Monitor server event logs for potential problems	Daily	
Monitor available disk space on servers and company computers	Daily	
Perform system and server reboots	As necessary	Non-essential reboots will be performed at convenient times, agreed between client and supplier.
General server maintenance	As necessary	To be performed out of hours or at mutually agreed times.
Let client know of any potential issues	As necessary	For example: • Disk space running low • Equipment showing signs of failure • Deteriorating broadband speed

Create, remove and maintain employee user accounts and permissions	As necessary	For example, when employees: • Join or leave the company • Require access to additional resources
Assist users with support queries	As necessary	For example: • How to connect to VPN • Where to save shared files
Fixing problems		
Disaster recovery of core systems	As necessary	In the event of a significant IT failure or problem (e.g. complete server failure or security breach), The service provider will do everything possible to restore service. A separate disaster recovery plan should be maintained.
Fix user errors / mistakes	As necessary	For example: • Accidental file deletion • Forgotten password
Raise support requests with third-party providers	As necessary	Where cloud services and other aspects of the IT system are not in The service provider's direct control, The service provider will take responsibility for liaising with third-parties to resolve issues.
Managing networks		
Maintain internet connection	Constantly	Automated monitoring will be used to identify performance issues with or availability of the client's internet connection(s).
Monitor network capacity and performance	Weekly	The service provider will endeavour to identify where network capacity is reaching its limit.
Maintaining security		
Monitor firewall logs	Monthly	The service provider will attempt to identify and address any unusual or suspicious activity.
Check status of security software updates	As necessary	The service provider will verify that all updates are installed in a timely manner.
Investigate any suspicious activity or unexpected software behaviour	As necessary	The service provider will investigate any activity that could be the result of malicious software or individuals, such as viruses or hacking attempts.
Manage file and folder permissions	As necessary	
Enforce password policies	As necessary	
Managing apps and services		
Create, manage and remove mailboxes	As necessary	For example: • Creating email addresses for new users • Increasing mailbox size if required

Reactive support

The service provider will also provide reactive support services to the client. When the client encounters an issue with the IT system, it should raise this with the service provider.

The service provider will then investigate the problem and respond appropriately.

Charges and conditions

The monthly price for these services is: $1,667.00

This is an all-inclusive charge that covers everything described in this contract, with the following conditions:

- Support will be provided **during business hours** (8am – 5pm, M-F, Excluding Holidays). Service provider may provide support **after hours** depending on the task and at the sole discretion of the service provider.
- Support will be provided on a **remote access and/or onsite basis** depending on the issue at the discretion of the service provider.

Payment for the services will be due 15 days from the date of service provider's invoice.

General Provisions

Entire Agreement

This contract sets forth the entire agreement and understanding between the parties as to the subject matter hereof and merges and supersedes all prior discussions, agreements and undertakings of any nature between them. This contract may not be changed, modified, or terminated, except by agreement in writing, signed by all of the parties hereto.

Governing Law

This Agreement shall be governed and interpreted according to the laws of the State of Minnesota.

Severability

Whenever possible, each provision of this contract shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this contract is held to be invalid, illegal or unenforceable under any applicable law or rule in the State of Minnesota, such provision shall be ineffective only to the extent of such invalidity, illegality, or unenforceability in such jurisdiction, without invalidating the remainder of this contract in such jurisdiction or any provision

hereof in any other jurisdiction, and this contract shall be construed as if the unlawful or unenforceable provision or application had never been contained herein or prescribed hereby.

Binding Effect

This contract shall be binding upon and be of benefit to the parties, their successors and assigns.

Waiver

Waiver by one party hereto of breach of any provision of this contract by the other shall not operate or be construed as a continuing waiver.

Signatures

This IT support contract is agreed between the City of Isanti and White Bear IT Solutions:

Client Signature: _____	Service Provider Signature: _____
Name:	Name: Jim Kritta
Position:	Position: Owner
Date:	Date: June 17th, 2019

RESOLUTION 2019-XXX OFFERING THE POSITION OF ASSISTANT FINANCE DIRECTOR TO PAMELA DAHLHEIMER

WHEREAS, the City Council of Isanti is required to approve hiring of all employees; and;

WHEREAS, the Interviewing Panel has selected Pamela Dahlheimer as the most qualified candidate for the position; and;

WHEREAS, the candidate's offer is contingent on successfully passing a background investigation and reference check.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1. That Human Resources has offered the Assistant Finance Director position to Pamela Dahlheimer for the City of Isanti and that she shall be eligible to start in that position any time after June 18th, 2019.
2. That Ms. Dahlheimer must successfully pass a background and reference check.
3. That Ms. Dahlheimer shall start at Step 4 of the wage scale at $56,221 annually to reflect years of experience and 10 days' vacation to begin.
4. That Human Resources is directed to complete all required documentation for the completion of employment offer.
5. That the Human Resources/ City Clerk is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This resolution is hereby approved by the City Council this 18th day of June, 2019.

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2019-XXX

RESOLUTION APPROVING TEMPORARY SCHEDULE INCREASE TO FULL-TIME DEPUTY CITY CLERK/HUMAN RESOURCES JADEN MOORE

WHEREAS, the resignation of the previous Assistant Finance Director has placed many job duties on the Receptionist/Utility Billing Clerk; and,

WHEREAS, in order to keep city processes flowing staff wants to divide the additional duties among Receptionist/Utility Billing Clerk and Deputy City Clerk/Human Resources; and,

WHEREAS, the staff recommends providing a temporary schedule increase to the current Deputy City Clerk/Human Resources, Jaden Moore to full-time status; and,

WHEREAS, the temporary full-time status increase would not be eligible for benefits; and,

WHEREAS, effective June 19, 2019 the duties of the Assistant Finance Director will be shared between the Utility Billing/Accounting Clerk and the Deputy City Clerk/ Human Resources position until the new Assistant Finance Director begins full-time employment.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL of the City of Isanti, Minnesota as follows:

1. Deputy City Clerk/Human Resources will be scheduled full-time on a temporary basis.
2. This increase of hours will not be benefit eligible.
3. This increase of hours will be effective from June 19, 2019 until a new Assistant Finance Director begins full-time employment.

This resolution was duly adopted by the Isanti City Council this 18th day of June, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JULY 2, 2019 – 7:00 P.M.
CITY HALL

I. Citizens Input

II. Agenda

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards
Daniel Vandenheuvel Recognition
Heart Safe in Isanti Award

F. Approve City Council Minutes
1. June 13, 2019- First Special Closed Meeting Minutes
2. June 13, 2019- Second Special Closed Meeting Minutes
3. June 18, 2019 -Regular Meeting of the City Council
4. June 18, 2019- Committee of the Whole Meeting
5. May 21, 2019- Planning Commission Meeting

G. Announcements

1. Committee of the Whole	Tuesday, July 16, 2019 at 5:00 p.m.
2. City Council Meeting	Tuesday, July 16, 2019 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, July 16, 2019 *(Immediately following the City Council Meeting)*
4. Park, Recreation, & Culture Board Meeting	Tuesday, July 23, 2019 at 6:00 p.m.

H. Council Committee Reports

I. Public Hearings

J. Business Items

City Administrator Josi Wood
1. Resolution 2019-XXX Approving Request for Proposals for Legal Services
2. Ordinance Amending Ordinance No. 445 Zoning; Section 7 Business Districts, Article Two "B-2" General Business District, Subdivision 3: Conditional Uses, to Remove Self Storage Facility as a Conditional Use"
3. Resolution 2019-XXX Approving Installation of Electronic Readers on Two City Hall Doors, Upgrade and Install of Readers at Police Department

City Engineer Jason Cook

4. Resolution 2019-XXX Resolution Awarding the Bid for the TH 65 & Cajima Street RCUT Improvements Project Within the City of Isanti

Chief of Police Travis Muyres

5. Resolution 2019-XXX Approving Participation in National Night to Unite

Public Services Director Matt Sylvester

6. Resolution 2019-XXX Resolution to Submit an Insurance Claim and Accept Proposal for Isanti Indoor Arena Repairs

K. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $507,339.33 Payroll in the Amount of $123.226.09 and Second Quarter Payroll for Council/ Boards/ Commissions in the Amount of $9,116.88
2. Resolution 2019-XXX Approving the Replacement of North Exterior City Hall Doors
3. Resolution 2019-XXX Accepting Part-Time Liquor Store Clerk Jason Goetz Resignation
4. Resolution 2019-XXX Approving Friends of St. Scholastica Gambling Permit
5. Resolution 2019-XXX Approving New City Hall Hours of Operation and Amendment to the City of Isanti Personnel Policy: Section 2, Definitions and Section 5, Hours of Work
6. Resolution 2019-XXX Approving Isanti Police Department Social Media Policy
7. Resolution 2019-XXX Authorizing the Closing of Debt Service Funds for 2019
8. Resolution 2019-XXX Resolution Accepting a Donation from the Rotary Club of Cambridge & Isanti

L. Other Communications

Adjournment

MINUTES OF THE CITY COUNCIL
SPECIAL CLOSED MEETING
Thursday, June 13, 2019 6:00 p.m.
CITY OF ISANTI

Mayor Johnson called the Special Closed meeting to order at 6:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley and Steve Lundeen

Members Absent: Councilor Dan Collison

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, City Attorney Clark Joslin, Labor Attorney Susan Hansen (FaceTime)

Mayor Johnson announced the council was going into closed session pursuant to Attorney-Client Privilege [Minn. Statute 13D.05, subd. 3(b)] regarding pending legal matter.

Mayor Johnson reopened the meeting for a decision. A motion was made by Councilor Bergley, second by Lundeen to move forward with document one and have it signed by Mr. Hill and approve at a later date. Motion passed 4-0. Motion carried.

Adjournment
A motion was made to adjourn by Lundeen, second by Bergley. Motion passed 4-0. Motion carried. Meeting was adjourned at 6:33 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

MINUTES OF THE CITY COUNCIL
SPECIAL CLOSED MEETING
Thursday, June 13, 2019 6:30 p.m.
CITY OF ISANTI

Mayor Johnson called the Special Closed meeting to order at 6:30 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley and Steve Lundeen

Members Absent: Councilor Dan Collison

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, City Attorney Clark Joslin and League of MN Cities Attorney Pamela VanderWiel

Mayor Johnson announced the council was going into closed session for discussion with attorney regarding pending litigation, George Hemen v City of Isanti. Johnson further stated the meeting will be closed for the purpose of engaging in discussion of matters covered by the attorney-client privilege, pursuant to Minnesota Statutes Section 13D.05, subdivision 3(b).

Upon reopening of meeting City Attorney Clark Joslin reiterated that City Council went into closed session for discussion with attorney Pamela VanderWiel of matters covered by the attorney-client privilege, pursuant to Minnesota Statutes Section 13D.05, subdivision 3(b).

Adjournment
A motion was made to adjourn by Bergley, second by Gordon. Motion passed 4-0. Motion carried. Meeting was adjourned at 7:08 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JUNE 18, 2019 – 7:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, City Attorney Clark Joslin, Community Development Director Sheila Sellman, City Engineer Jason Cook, Finance Director Mike Betker and Police Investigator Dusten Noreen

Others Present: George Hemen, Lance Thompson, Erik Kvamme, Jeff Holmgren, Megan Gordon, Jadan Stevens, April Kipping, Shelby Snidarich, Gabby Holboy, Shiri Samsu, Kailee Miller, Hailee Ball, Samantha Titus and Bridget Broda

D. Adopt Agenda

Addendum:

Revision of K.2 Resolution 2019-166 Authorizing the Acceptance of IT Contract Services from White Bear IT Solutions, LLC
Delete K.9 Offering the Position of Full-Time Maintenance Tech II to Jerome Martinez
Add K.9 Resolution 2019-173 Offering the Position of Assistant Finance Director to Pamela Dahlheimer
Add K.10 Resolution 2019-174 Temporarily Increase Hours to Full-Time for Deputy City Clerk/ Human Resources Jaden Moore

Motion by Lundeen, second by Collison to approve the agenda modifications listed above. Motion passed 5-0. Motion carried.

E. Proclamations/Commendations/Certificate Awards

Presentation of 2019 Isanti Ambassadors and Candidates

The current Isanti Ambassadors introduced themselves and shared their favorite memory from their service year. The candidates then went on to introduce themselves, their sponsors, and what they were most looking forward to. A photo was taken of Mayor Johnson, City Council and the Isanti Ambassadors and candidates.

F. Approve City Council Minutes

1. June 4, 2019 - Regular Meeting of the City Council

Motion by Collison, second by Lundeen to approve minutes as presented. Motion passed 5-0. Motion carried.

G. Announcements

1. Park, Recreation, & Culture Board Meeting — Tuesday, June 25, 2019 at 6:00 p.m.

2. City Council Meeting — Tuesday, July 2, 2019 at 7:00 p.m.
3. EDA Meeting — Tuesday, July 2, 2019 *(Immediately following the City Council Meeting)*

H. Council Committee Reports

None

I. Public Hearings

None

J. Business Items

City Administrator Josi Wood

1. Resolution 2019-163 Approving Special Event Permit for the North 65 Chamber of Commerce for Parade and Jubilee Days *(Melissa Bettendorf and Dave Englund)*

Dave Englund shared that that the highlight this year is that it is the 30th annual for the outhouse races. Mr. Englund continued to share that all the trophies are handmade each year.

Melissa Bettendorf thanked the community for the help with the event and also shared that they are in need of volunteers for the event. Melissa Bettendorf further shared that all information and details about the event is available on their Facebook page as well as their Website.

Motion by Lundeen, second by Bergley to approve resolution as presented. Motion passed 5-0. Motion carried.

2. Resolution 2019-164 Approving Special Event Permit for Fire District Rodeo *(Erik Kvamme, Jeff Holmgren and Lance Thompson)*

Firefighters Erik Kvamme, Jeff Holmgren and Lance Thompson shared that they are excited for this year and hope for good weather.

Motion by Lundeen, second by Collison to approve resolution as presented. Motion passed 4-1 with Jimmy Gordon abstaining. Motion carried.

Mayor Johnson stated the reason for Council member Gordon's abstention is because he is part of the Fire District.

3. Ordinance-707 Ordinance to Repeal and Replace Chapter 8, Section III, Rules of Organization and Renumbering Section IV, Council Composite and Election

   a. Resolution 2019-165 Adopting Supplemental Policies to City Code Chapter 8, Section III

City Administrator Josi Wood shared that this has been a working document the last few months and has been brought to two Committee of the Whole meetings for review and input. Wood continued to share that the reason that this went to Committee of the Whole is because upon reviewing Chapter 8, Section III with consultation from the attorney's as well as with the League of Minnesota Cities, it could use revising and updating for clarity. Wood further shared that there were no changes in Section IV other than renumbering and the attached resolution is to adopt supplemental policies to the Chapter 8, Section III. City Council further discussed this matter.

Motion by Bergley, second by Gordon to approve Ordinance and Resolution as presented. Motion passed 5-0. Motion carried.

K. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $288,126.19, Payroll in the Amount of $106,091.70
2. Resolution 2019-166 Authorizing the Acceptance of IT Contract Services from White Bear IT Solutions, LLC
3. Resolution 2019-167 Approving Engagement Letter for 2018 TIF Reporting
4. Resolution 2019-168 Accepting Full-Time Police Officer Daniel Vandenheuvel Letter of Resignation
5. Resolution 2019-169 Approving Donation Box at Liquor Store
6. Resolution 2019-170 Accepting Donations for the 2019 Community Garden and Dog Park Grand Opening
7. Resolution 2019-171 Accepting Proposal of 5K Race Timing for Celebrate Isanti 2019
8. Resolution 2019-172 Offering the Position of Full-Time Public Works Maintenance Technician II to Brandon Brown
9. ~~Resolution 2019-XXX Offering the Position of Full-Time Public Works Technician II to Jerome Martinez~~
9. Resolution 2019-173 Offering the Position of Assistant Finance Director to Pamela Dahlheimer
10. Resolution 2019-174 Temporarily Increase Hours to Full-Time for Deputy City Clerk/ Human Resources Jaden Moore

Motion by Lundeen, second by Collison to approve Consent Agenda as presented. Motion passed 5-0. Motion carried.

L. Other Communications

1. May Police Department Reports
2. May Code Enforcement Officer Report
3. May Building Inspector Report
4. June Engineering Project Status Report

Adjournment

Motion to adjourn by Lundeen, second by Bergley. Motion passed 5-0. Motion carried. The meeting was adjourned at 7:22 p.m.

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

MINUTES
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, JUNE 18, 2019 – 5:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 5:00 p.m.,

Members Present: Mayor Johnson Councilmembers: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Chief of Police Travis Muyres, Finance Director Mike Betker, Community Development Director Sheila Sellman, City Engineer Jason Cook and Public Services Director Matt Sylvester

D. Committee Meeting Items

1. **T21 Discussion (Gordon)**
   - Recommendation from Committee is to leave T21 Ordinance as-is.

2. **Public Works Updates**
   - Information was shared with the Committee by Public Services Director, Matt Sylvester.

3. **Mosquito Spraying**
   - Recommendation from Committee is to receive more details for the cost and gather the opinion of Public Works employees and bring back to Committee of the Whole on July 16, 2019.

4. **CSO Position and Placement within the Police Department Discussion (Johnson)**
   - Recommendation from Committee is to move forward with CSO position beginning with Part-Time in the 2020 budget.

5. **Extended Hours for City Hall**
   - Recommendation from Committee is to move forward and bring to the next City Council meeting for approval.

6. **Flags – Lowering to Half Staff – Current Policy to be Discussed**
   - Recommendation from Committee is to continue to lower the flags on the approved dates, as-is, from Resolution 2015-180.

7. **Discussion Regarding Legal Services**
   - Recommendation from Committee is to bring to bring to the next City Council meeting for further discussion.

8. **Council Chambers Audio/Visual Equipment**
    - Recommendation from Committee is to bring to the next City Council meeting for approval.

9. **Bid Opening Results and Recommendation TH 65 & Cajima Street RCUT Improvements**
    - Recommendation from Committee is to move forward and award bid and funding.

10. **Request to Waive Fees Related to Water Disconnection**
    - Recommendation from Committee is to leave water fees "as-is" and not refund the fees to a resident as requested.

11. **2020 Budget**
    - Information was shared with Committee by Finance Director, Mike Betker.

E. Adjournment
Meeting was adjourned at 6:50 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
MAY 21, 2019

A. Call to Order.
Chairman Johnson called the meeting to order at 8:30 p.m.

B. Pledge of Allegiance.

C. Member Collins was sworn in

D. Roll Call.
Members Present: Jeff Johnson, Dan Collison, Steve Lundeen, Paul Bergley, James Grodon, Arissya Simon, and Alexander Collins

Members Absent: None

Staff Present: City Administrator Josi Wood, Contracted City Planner Ryan Kernosky, Assistant City Administrator/Special Projects Don Lorsung, Community Development Director Sheila Sellman.

E. Secretary Appointment
The Board appointed Sheila Sellman as the Planning Commission Secretary

f. Agenda Modifications.
None

2. Approval of Minutes from March 19, 2019 Planning Commission Meeting.
Motion by Collison, second by Lundeen to approve the February 19, 2019 Planning Commission Meeting Minutes. Motion was approved 7-0.

3. Public Hearings
A. Request from Stacy Upton (dba Idle Hands Tattoo) for approval of an Interim Use Permit required under City Ordinance 445, Section 7 Article Two, Subd. 4 (K). Said request is for the operation of a tattoo studio at 303 Credit Union Drive NE, Unit 5, PID 16.077.0050 & 16.077.00360
Chairman Johnson opened the public hearing. Sellman presented the staff report, commenting that this is an Interim Use Permit in the B-2 district use and that the project meets requirements. The Commission reviewed the request. No one from the public commented.

Motion by Collison, seconded by Simon, to approve the Interim Use Permit with the conditions listed in the staff report. Motion passed 7-0.

B. Request from Amber Blesener (dba Amber's Hair Salon) for approval of an Interim Use Permit required under City Ordinance 445, Section 6, Article 1, Subd 5 and section 13, Article 1,

Subd. 4 (c). Said request is for operation of a home occupation at 201 4th Ave NW PID 16.042.0110

Chairman Johnson opened the public hearing. Sellman explained that an IUP was not necessary and that this use can be approved administratively through a Zoning Permit. The public hearing was held and advertised. No one from the public spoke on this item. The Public Hearing was closed and this item was directed to go back to staff for review.

C. Request from Dollar General for Preliminary and Final Plat approval of a minor subdivision under City Ordinance 536, Article 3. , at 340 Palomino Road SE. PID 16.029.0900

Chairman Johnson opened the Public Hearing. Connie Anderson of 409 Shawn Street spoke at the Public Hearing. Her property abuts the subject property. She has concerns with light pollution, trash, theft, noise and commercial abutting residential.

George Hemen of 320 Palomino Road spoke at the Public Hearing. Concerned with traffic and the business not facing HWY 65. He would like screening along Palomino Road.

Nicole Spray of 301 Shawn Street Road spoke at the Public Hearing. Stated her backyard is private and would like to keep it that way and requests that Dollar General put up a fence.

Chair Johnson closed the Public Hearing. Kernosky gave the staff report and stated this action is for the subdivision and not the site plan.

Motion by Collinson, seconded by Gordon to approve the minor subdivision with conditions. Motion was approved 7-0.

4.Other Business.

A. Continuation of consideration of a Request from Dollar General, Inc. for approval of a Site Plan Review per Ordinance 445, Section 18, Subd. 2(A) for construction of a Dollar General store at 340 Palomino Road SE, PID 16.029.0900.

Motion by Bergely to un-table this item seconded by Collison, motion passed 7-0. Kernosky gave the staff report. Explained that the City can't regulate the type of business, the proposed use is permitted. The proposal is in compliance with the Zoning Code.

Bryan Boss, BJ Boss Builders represented the applicant, he is the contractor. The Commission asked him to address the issues raised by the neighbors. He stated they will follow city code and be able to meet the conditions. Commissioner Johnson wants the development to provide screening to the residents. Commissioner Lundeen was concerned about screening and possible accidents with too much plantings.

Motion by Lundeen, 2nd by Simon to approve the site plan with the conditions outlined and an additional condition that a berm and a 6-foot-tall fence along the west property line, and landscape plan that broke up the north side of the building.

5. Discussion Items

A. Moratorium on Self-Storage Facilities in the B-2 Commercial Business

Lorsung presented the staff memo and explained that the City has been approved by a few developers looking to do self-storage facilities that would not require and utilities, and they are looking at property in the Business Districts that do have full utilities available. Self-Storage is not the highest and best use for fully developed properties. The B-2 District allows storage facilities by a Conditional Use Permit. Staff recommended either removing the use all together or to issue a moratorium.

Motion by Lundeen, Seconded by Bergley to removing self-storage facilities from the B-2 district. Motion passed 7-0.

B. Comprehensive Plan Update – Lorsung presented the staff memo on the proposed project timeframe for the Update. Presentations of draft Plan Chapters would begin in May, 2019, with the Public Hearing on the Updated Comprehensive Plan scheduled for March, 2020. Staff will proceed with the project timeline as presented and to post on the City's webpage.

6. Adjournment

Motion by Lundeen second by Bergley to adjourn the May 21, 2019 meeting of the Planning Commission. Motion was approved 7-0.

The meeting adjourned at 9:12 p.m.

Respectfully submitted,

Sheila Sellman
Community Development Director

A Community For Generations.
Isanti

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: July 2, 2019
Subject: Resolution for Approving Request for Proposals for Legal Services

---

Mr. Joslin has been the City/ Assistant City Attorney for approximately 40 years. His appointment as the Legal Representation for the City is on an annual basis. Per direction of Committee of the Whole, staff is recommending the attached Request for Proposals for City Legal and Prosecuting Attorney Services.

Recommendation:
Committee of the Whole discussed this item on June 18th and recommended to bring to Council for discussion and possible action.

Request:
Staff is requesting action on this item.

Attachments:
- Resolution 2019-XXX
- 'Exhibit A'

RESOLUTION 2019

RESOLUTION APPROVING REQUEST FOR PROPOSALS FOR LEGAL SERVICES

WHEREAS, the City has appointed legal services on an annual basis with no contract for city attorney and prosecuting services; and,

WHEREAS, staff has prepared a Request for Proposals to procure legal services; and,

WHEREAS, the Request for Proposals has been reviewed by the Committee of the Whole;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota:

1. Approval of the Request for Proposals for Legal Services, attached as Exhibit "A".

2. Direct staff to publish a notice of the Request for Proposals and distribution to seek proposals for such services from qualified consultants and firms.

This resolution was duly adopted by the Isanti City Council this 2nd day of July, 2019.

_____

Mayor Jeff Johnson

Attest:

_____

Katie Brooks

Human Resources/City Clerk

'Exhibit A'

CITY OF ISANTI

REQUEST FOR PROPOSALS

Legal Services

Proposals Due: August 2, 2019

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I. INTRODUCTION

This request has been prepared by the City of Isanti to retain the services of legal services from firms with experience in the following areas:

A. City Attorney and general government legal services

B. A Prosecution Attorney and staff for prosecution and related legal services

A firm can propose either or both areas of legal services to the City.

II. INSTRUCTIONS FOR PROPOSERS

A. The City is requesting all proposals be submitted via e-mail; thus, no paper copies of the proposal(s) need to be printed or mailed to the City. All proposals must be sent as a PDF document via email to:
Josi Wood, City Administrator
JWood@cityofisanti.us

B. The City requests that proposals are limited to 25 pages.

C. All proposals must be received no later than 4:30 p.m. on Friday, August 2, 2019.

D. In order to ensure a fair review and selection process, firms submitting proposals should contact only the City Administrator and are specifically requested not to make other contacts to City staff or councilmembers.

III. PROPOSAL CONTENT

A. Title Page:
Show the RFP subject, the name of the firm, local address, telephone number, email, website, name of contact person and the date.

B. Table of Contents:
Include a clear identification of the material by section and page number.

IV. CATEGORIES:

A. **General Legal Services**

At a minimum, the proposal shall include:

1. A brief history of the firm.

2. Number of attorneys, including the number of partners and associates; and their areas of expertise.

3. Office organization, location(s) support personnel, their capabilities and expertise.

4. The general qualifications of the firm as related to the requested services.

5. The proposal should address each of the activities outlined in the scope of work. The proposal should expand upon each item and set forth the firm's approach/ability to carry out each activity.

6. The name, experience and qualifications of the person who will be responsible for fulfilling the obligations as City Attorney, and his or her designees.

7. The qualifications and resumes of other professional staff that will be responsible for providing legal services.

8. The availability of the aforementioned staff. Provide what your standard timeframe is for response for a request for direction and/or inquiry from the City Administrator or City Council.

9. List cities that your firm currently represents and services provided. Please also list any cities that your firm stopped representing in the last five years.

10. List the names, telephone numbers, and contact person of at least five client references whom the City may contact.

11. Describe the firm's view of their responsibilities to the City in the provision of legal services. Share what percentage of the firm's billings are for municipal work.

12. Define any potential conflicts of interest the firm might have providing services to the City. This includes:

    - Clients whose representation may conflict with the ability to provide legal services to the City.
    - Real estate developers
    - Other local units of government having jurisdiction within Isanti County

13. Identify what procedures your firm utilizes to identify and resolve conflicts of interest.

14. Describe your research capabilities, and the references that you utilize. Detail your capability to maintain a proper response time for legal reports and memos.

15. Statement of any malpractice claims and/or ethics complaints against your firm or the firm's attorney(s) over the last five years and the status or outcomes of such action. Indicate whether any action is pending or is currently under review by the State Ethics Board.

16. Describe malpractice insurance coverage, which includes carriers, limits and exemptions.

17. Provide a detailed description and explanation of all fees and/or charges that may arise for provided municipal legal services. Rates should be clearly stated for all levels of staff expected to perform services.

18. Describe the systems or mechanisms that would be established for monthly reporting of the status of projects, requests and litigation.

Attorney Qualifications

Identify the specific attorney who will serve as designated City Attorney and indicate the following:

- Academic training and degrees
- Description of background and experience
- Description of prior municipal experience including cities served in a similar capacity
- Estimated percentage of total work related to municipal civil law in the last three years
- List of litigation in communities where designated attorney served as lead City Attorney and outcomes of litigation for the last five years
- List number of years with firm, position title(s), years in the positions, and areas of responsibility with firm.
- Identify attorney who will serve in the City Attorney's absence and provide the same information as requested for lead attorney.

B. **Scope of Work: Legal Services/City Attorney**

Following are the primary responsibilities for the City Attorney and Firm:

1. Attend City Council meetings, board, commission, or committee meetings, and other meetings as requested by the City Council or City Administrator.

2. Draft and review ordinances, resolutions, and correspondence as requested.

3. Interpret and advise on general federal and state laws related to municipal government, including elections, planning, zoning, housing, development, redevelopment, enforcement, and property and real estate laws.

4. Interpret and advise on City Code.

5. Prepare or review municipal contracts, such as contracts for public improvements, joint powers agreements, construction, and purchase of equipment.

6. Represent the City in matters related to the enforcement of all City codes.

7. Research and submit legal opinions on legal matters as requested by City Council, City Administrator, or department directors.

8. Meet with the City Council, City Administrator, department directors, and City staff as needed to review the status of all legal matters before the City.

9. Provide legal briefings/updates, as requested, to City Council and staff regarding new or proposed legislation affecting municipal operations and activities.

10. Provide advice on open meeting law, data practices, records retention, and Council powers.

11. Assist as needed, with employment-related issues, labor negotiations, arbitration, administrative hearings; and in litigation involving same as requested by the City Administrator.

13. Defend City in litigation (except in those cases where insurance companies are required to provide defense), including, but not limited to: (1) human rights claims; (2) condemnation; (3) permits and administrative actions; and other matters.

14. Assist with uninsured claims and other insurance matters (except in those cases where insurance companies are required to provide defense).

15. Represent the City in acquisition of properties for public improvements, easements, parks, and other public purposes.

16. Represent the City in condemnation proceedings for public improvement projects.

17. Initiate litigation on behalf of City as requested by City Council.

18. Advise and represent the City on environmental matters.

19. Prepare and review, as requested by City Administrator or City staff, the following:

    - Zoning Amendment and Permit findings;
    - Vacation of rights-of-way;
    - Special assessments;
    - Easements;
    - Subdivision agreements;
    - Planned Unit Development agreements

C. **Scope of Work: Legal Services/Prosecution Services**

Provide the City of Isanti with prosecution of petty misdemeanors, misdemeanors, and gross misdemeanors as well as providing related legal advice. This includes the

ability to cite codes as necessary and assist in development of City policies and guidelines for managing different existing and potential future situations.

1. Describe special areas of expertise held by members of the applicant firm and describe how they may be utilized/applied within the prosecution function.

2. Describe criminal appellate experience.

3. Prepare and consult with City staff for legal testimony.

4. One important consideration in the provision of Isanti's prosecution services is that the attorney(s) be readily accessible to City personnel. Discuss how your firm intends to meet this goal.

5. Describe in detail all related services that will be rendered in conjunction with the proposed prosecution services (training sessions for police, regular written updates and policy statements, etc.).

6. List or describe how technology will be utilized to improve the interaction between your firm, the City, the courts system and victims.

7. List and describe any previous or current experience in municipal prosecution services, specify activities performed and the name of a person who may be contacted at the municipality as a reference.

8. Define any potential conflicts of interest the firm may have providing prosecution legal services to the City.

9. Provide a detailed description and explanation for all fees and/or charges that may arise for provided prosecution and related legal services. Rates should be clearly stated for varying levels of staff expected to perform all services.

10. Ability to obtain access though the judicial system for e-charging services with the Department of Justice and Bureau of Criminal Apprehension.

V. PROPOSAL EVALUATION AND CONTRACT AWARD

1. The City intends to award a contract to the proposer evaluated to be best qualified to perform the work for the City, cost and other factors considered.

2. The City Administrator and Management Team will evaluate proposals. The City Administrator will recommend to the City Council firms to be considered for appointment

3. Based upon the evaluation by staff, the City Council Committee of the Whole may choose to conduct interviews of those firms they deem fit. The selection of the firm and contract awards will be made by the City Council.

4. The City shall not be liable for any expenses incurred by the proposer including, but not limited to, expenses associated with the preparation of the proposal or final contract negotiations.

5. The City of Isanti reserves the right to reject any and all proposals, or to request additional information from any or all proposers.

6. It is anticipated that the City will establish a relationship with a selected firm for a five (5) year term. A contract for this term will be prepared and entered into with the successful proposer.

VI. LEGAL SERVICES CONTRACT EXECUTION

A. Contract Negotiations:

Notwithstanding a contract award, the City reserves the right to negotiate the final terms and conditions of the contract to be executed. Should the City and the proposer(s), to whom the contract(s) is recommended to be awarded, be unable to mutually agree upon the entire contract, the City reserves the right to discontinue negotiations, select another proposer or reject all of the proposals. Upon completion of negotiations agreeable to the City and proposer, a contract shall be executed.

B. Contract Ethics:

1. No elected official or employee of the City who exercises any responsibilities in the review, approval or implementation of the proposal or contract shall participate in any decision which affects his or her direct or indirect personal or financial interest.

2. It is a breach of ethical standards for any person to offer, give or agree to give any City employee or Council person or for any City employee or Council person to solicit, demand, accept or agree to accept from another person or firm, a gratuity or an offer of employment whenever a consideration was motivated by an individual, group or corporate desire to obtain special, preferential, or more favorable treatment than is normally accorded to the general public.

3. The firm(s) shall not assign any interest in this contract and shall not transfer any interest in the same without prior written consent of the City.

4. The firm(s) shall not accept any client or project which, by nature, places it in an ethical conflict with its representation of the City of Isanti.

VII. CITY INFORMATION

Isanti is an actively developing city with a vibrant historic downtown/commercial district and growing residential neighborhoods. With a current population estimate of over 6,000 Isanti is continuing to grow and diversify its commercial and industrial base.

1. City Organization - The City of Isanti is a statutory, Plan A City and has a Council/Administrator form of government. The City provides a full array of municipal services and general administrative functions.

2. City Council - The Isanti City Council is the final review and approval authority regarding all contracts, payments, plans, improvements, policies, procedures, and other business of the City. The City Council, composed of four members and the Mayor, is the legislative and policy making body of the City. The Mayor, who presides over City Council meetings, is elected at large for a four-year term. The Councilmembers are also elected at large for four-year terms. The current composition of the City Council is as follows:

Name	Title	Term Expires
Jeff Johnson	Mayor	December 31, 2022
Paul Bergley	Councilmember	December 31, 2022
Jimmy Gordon	Councilmember	December 31, 2020
Steve Lundeen	Councilmember	December 31, 2020
Dan Collison	Councilmember	December 31, 2022

City Council meetings are held at 7:00 p.m. on the first and third Tuesday's of each month. EDA Meetings are held immediately after the first regular City Council meeting each month. Planning Commission meetings are held immediately after the second regular City Council meeting each month. The City Council holds a Committee of the Whole Meeting at 5:00 p.m. on the third Tuesday of each month. Park, Recreation and Culture Board meetings are held at 6:00 p.m. on the fourth Tuesday of each month.

3. City Administrator - The City Administrator reviews and coordinates all matters coming before the City Council. She is responsible for the implementation of Council direction and the coordination and management of City departments on a daily basis.

4. City Staff / Contracted Services - The City Administrator implements Council direction through the Department Directors and contracted services. Department Directors include: Community Development Director, Finance Director, Human Resources/City Clerk, Liquor Store Manager, Police Chief and Public Services Director. City Engineer services are provided by contract with Bolton & Menk, Inc. Fire Department services are provided by the Isanti Fire District.

5. Other Legal Services – The City has labor legal services provided through the Madden Law Firm and development/bonding legal services through Briggs & Morgan.

6. City Insurance – The City contracts with the League of Minnesota Cities Insurance Trust (LMCIT).

A Community For Generations.

Isanti

MEMO

To: Mayor Johnson and City Council

From: Don Lorsung, Assistant City Administrator / Special Projects

Date: June 19, 2019

Subject: Consideration of Amendment to Zoning Ordinance No. 445, Section 7 Business Districts, Article Two "B-2" General Business District, to remove Self storage facility as a Conditional Use

---

Background

At its May 21, 2019 meeting, the Planning Commission reviewed concerns by staff regarding inquires by developers regarding potential placement of self storage facilities in the B-2 General Business District. The use is currently a Conditional Use in that business district. The locations that the developers are looking at are guided and zoned for high density commercial development with full utilities in the B-2 district. Discussion was had whether the use was appropriate for the District and whether the Planning Commission desired to consider a moratorium until the Comprehensive Plan was updated, or amend the zoning ordinance to remove self storage facility as a conditional use in the B-2 district. The Planning Commission directed staff to pursue amending the zoning ordinance to remove Self Storage facility as a conditional use in that zoning district. Therefore, a public hearing was called regarding this matter.

Public Hearing

Pursuant to public notice, the Planning Commission held a Public Hearing at the June 18, 2019 regular meeting. No public comments were received ahead of the hearing or at the time of the hearing. The public hearing was closed and the Planning Commission considered the proposed Ordinance amendment.

Recommendation:

The Planning Commission is recommending Approval of the Amendment to Ordinance No. 445, Zoning; Section 7 Business Districts, Article Two "B-2" General Business District, Subdivision 3: Conditional Uses, to remove Self Storage Facility as a Conditional Use.

Options & Proposed Motion Language

1. Approval of Ordinance with No Changes: Motion to approve the Amendment to Ordinance No. 445, Section 7 Business Districts, Article Two "B-2" General Business District, Subdivision 3: Conditional Uses, to remove Self Storage Facility as a Conditional Use.
2. Approval of Ordinance with Changes: Motion to approve the Amendment with the following changes....
3. Denial: Motion to deny the Amendment.
4. Table: Motion to table consideration of the Amendment (a specific reason and further information request from staff should be included in the motion to table).

Attachments

- Proposed draft Ordinance
- Findings of Fact and Conclusion

ORDINANCE NO. ____

AN ORDINANCE AMENDING ORDINANCE NO 445 ZONING; SECTION 7 BUSINESS DISTRICTS, ARTICLE TWO "B-2" GENERAL BUSINESS DISTRICT, SUBDIVISION 3: CONDITIONAL USES, TO REMOVE SELF STORAGE FACILTY AS A CONDITIONAL USE

THE CITY OF ISANTI DOES ORDAIN:

I. AMENDMENTS

Ordinance No. 445, Zoning, Section 7: Business Districts, Article Two "B-2" General Business District, Subdivision 3 Conditional Uses shall be hereby amended to delete the following:

Z. ~~Self storage facility~~

II. AMENDMENTS

Ordinance No. 445, Zoning, Section 7: Business Districts, Article 2 "B-2" General Business District, Subdivision 3 Conditional Uses shall be hereby amended and subsequently re-numbered with the previous amendment of this Section of the Ordinance.

III. EFFECTIVE DATE

This ordinance shall take effect upon its adoption and publication in the City's Official Newspaper.

Adopted by the City Council this 2nd day of July 2019.

_____
Mayor Jeff Johnson

ATTEST:

_____
Katie Brooks, Human Resources/City Clerk

FINDINGS OF FACT AND CONCLUSION

Request

Request of the City of Isanti, to Amend Ordinance No. 445; Zoning, Section 7 Business Districts, Article Two, "B-2" General Business District, Subdivision 3: Conditional Uses, to remove Self Storage facility as a Conditional Use.

Findings of Fact

1. Inquiries have been made as to siting of Self Storage facilities in the B-2 General Business District. Said inquiries have been made on sites with developed street systems and full utilities.
2. Upon review and research on the issue, staff has found that the proposed use is inappropriate in the B-2 General Business District; since the zone is guided for higher density commercial development enhancing tax base and employment opportunities.
3. Self Storage facilities tend not to generate equivalent tax base and significant employment opportunities as do other higher density commercial development. Nor do they utilize full utility systems that are installed.
4. Staff has prepared an amendments to the existing Zoning Ordinance to remove Self storage facility as a Conditional Use in the B-2 General Business District.
5. The Planning Commission reviewed the item and called for a public hearing on May 21, 2019.
6. The Planning Commission held a public hearing on June 18, 2019.

Conclusions

1. The proposed amendment would appear to be consistent with the Comprehensive Plan and in the best interest in the City of Isanti, for reasons set forth in the findings of fact above.

Decision

The Planning Commission reviewed the item at a public hearing on **June 18th, 2019**. Motion by Lundeen, second by Simon to recommend approval of the amendment to Ordinance No. 445; Zoning, Section 7, Business Districts, Article Two, "B-2" General Business District, Subdivision 3: Conditional Uses, to remove Self storage facility as a Conditional Use. Motion was approved 7-0.

The City Council reviewed the request at the **July 2, 2019** meeting.

Conditions

There were no conditions on the approval.

A Community For Generations.
Isanti

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: July 2, 2019
Subject: Resolution Approving Installation of Electronic Readers on Two City Hall Doors, Upgrade Reader System at the Police Department and Installation of Reader on Evidence Room

---

The City Council authorized the installation of an electronic key fob entry system and readers on one East exterior door and one employee access door when approving the 2019 Budget. Staff is requesting to also use funds to replace the system and readers at the Police Department and add a reader on the evidence room for security purposes. The amount included in the budget is $8,000.00 within Muni Building (500).

Quotes were solicited from two vendors. The following quotes were received:

Bidder Name	City Hall Doors & System	Upgrade PD System and Install on One Door	Total Quoted
Legacy Security Technology, Inc.	$3,472.61	$3,953.50	$7,429.11
ECSI	$7,315.00	$7,975.00	$15,290.00

Recommendation:
Staff is recommending the City utilize Legacy Security Technology, Inc. to install the electronic readers with the Keri system. Staff also recommends to work with Vintage Lock to upgrade the push bar on the East City Hall door due to a failing mechanism.

Request:
Staff is requesting action on this item.

Action Required:
If the Council concurs, it should by motion, take the following actions:

1. Affirm the scope of work to include City Hall and Police Department.
2. Approve Resolution as written.

Attachments:

- Resolution 2019-XXX
- Legacy Security Technology, Inc.
- ECSI

RESOLUTION NO. 2019-XXX

RESOLUTION APPROVING THE REPLACEMENT OF NORTH EXTERIOR CITY HALL DOORS BY TRUSTWORTHY GLASS

WHEREAS, the 2019 Budget included funds for replacement of the North exterior City Hall doors; and,

WHEREAS, staff recommends using a removable mullion and Von Duprin hardware for longevity and durability; and,

WHEREAS, staff solicited quotes using the state bid list and the following quotes were received:

Trustworthy Glass	Brin Glass Service
$9,885.00	$11,519.00

WHEREAS, funding has been identified as Muni Building (500) in the amount of $10,000.00;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to accept the quote from Trustworthy Glass for replacement of the North exterior doors at City Hall in the amount of $9,885.00 and purchase of new decals for the glass with funding source identified as Muni Building (500).

FUTHERMORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota for the following:

1. Authorize the City Administrator to sign the sales agreement.
2. Authorize up to 50% of agreed purchase price paid up front as a down payment.
3. Authorize payment, if needed, at time of delivery, prior to inclusion on Accounts Payable listing.

This resolution was duly adopted by the Isanti City Council this 2nd day of July, 2019.

ATTEST:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

Estimate

LEGACY SECURITY TECHNOLOGY, INC.
4356 4TH ST NE
COLUMBIA HEIGHTS MN 55421
sales@lstsecurity.com
763-781-5945

Date	Estimate #
5/30/2019	3179-1

City of Isanti
Josi Wood
PO Box 428
Isanti, MN 55040-7372

Your Salesperson	PO / Project Name	Terms
Jeremy	CH Doors	50% Down

Quantity	Description	Price Each	Total
1	Travel Assessment	35.00	35.00
1	2 Door Networked Access Controller, Power Supply, Backup Battery, Includes Cabling & Installation -Supports on site Windows server software, browser access, and mobile device access -Includes up to 2 hours of user training and support	1,507.08	1,507.08
2	Mullion Door Reader, RIM Mount Lock, Door Sensor, Includes Cabling & Installation *Upgrade to RTE, adds "Forced Door" Monitoring +$125 *Upgrade to UL Fire Rated (3hr) Lock +$75 LOCATION(S) SE Employee Entrance Door SW Building Entrance Door *Installed at doors with reader mounted in the mullion next to the door. Wiring may be surface run as necessary through paintable plastic wire track or emt conduit.	910.265	1,820.53
20	HID Proxkey III, 125KHz Keyfobs	5.50	110.00

This estimate is valid for 30 days from the creation date. Please contact Jeremy with any questions you may have at (763) 607-1854 or Jeremy@LSTSecurity.com.

Sales Tax (7.125%)	$0.00
Total	$3,472.61

Thank you for the opportunity to earn your business

Estimate

LEGACY SECURITY TECHNOLOGY, INC.
4356 4TH ST NE
COLUMBIA HEIGHTS MN 55421
sales@lstsecurity.com
763-781-5945

Date	Estimate #
6/7/2019	3191-1

City of Isanti
Josi Wood
PO Box 428
Isanti, MN 55040-7372

LEGACY
Security Technology

Your Salesperson	PO / Project Name	Terms
Jeremy	PD Add Ev Door	50% Down

Quantity	Description	Price Each	Total
1	Travel Assessment	35.00	35.00
1	Door Reader, Swing Gate Lock, Door Sensor, Includes Cabling & Installation *Upgrade to RTE, "Forced Door" Monitoring +$125	1,122.16	1,122.16

This estimate is valid for 30 days from the creation date. Please contact Jeremy with any questions you may have at (763) 607-1854 or Jeremy@LSTSecurity.com.

Sales Tax (7.125%)	$0.00
Total	$1,157.16

Thank you for the opportunity to earn your business

Estimate

LEGACY SECURITY TECHNOLOGY, INC.
4356 4TH ST NE
COLUMBIA HEIGHTS MN 55421
sales@lstsecurity.com
763-781-5945

Date	Estimate #
6/4/2019	3186-1

City of Isanti
Josi Wood
PO Box 428
Isanti, MN 55040-7372

LEGACY
Security Technology

Your Salesperson	PO / Project Name	Terms
Jeremy	PD System Upgrade HID	50% Down

Quantity	Description	Price Each	Total
1	Travel Assessment	35.00	35.00
1	4 Door Access Controller, Power Supply, Backup Battery, Includes Cabling & Installation -Current system controller will be replaced and new controller will be integrated via Keri Doors.NET software LOCATION: -SW Room Ceiling	2,152.48	2,152.48
1	Door Reader, Upgrade to new HID compatible reader *Upgrade to RTE, Add "Forced Door" Monitoring +$215 LOCATION: -Installed at West Entry Door	201.94	201.94
1	Door Reader, Upgrade to new HID compatible reader, repair broken conduit to reader pedestal *Upgrade to Door Sensor, Add "Door Status" Monitoring +$50 LOCATION: -Installed at West Overhead Door	296.92	296.92
20	HID Proxkey III, 125KHz Keyfobs	5.50	110.00

This estimate is valid for 30 days from the creation date. Please contact Jeremy with any questions you may have at (763) 607-1854 or Jeremy@LSTSecurity.com.

Sales Tax (7.125%)	$0.00
Total	$2,796.34

Thank you for the opportunity to earn your business

ECSI System Integrators

7900 Chicago Avenue • Bloomington, MN 55420 • Phone: 651-735-7470

June 12, 2019

City of Isanti
Josie Wood

RE: Access Control System Adds/Changes

For your consideration, ESCI is pleased to provide you with this proposal for the work associated with the above referenced project.

ECSI will provide and Install a Brivo Access Control System that will allow for future expansion on a Cloud Based/Hosted Platform. This allows the County to add Card Readers at any County Facility and administrate the system remotely from anywhere that has network connectivity. Training and set-up is included in our price.

Brivo Cloud Based/Hosted Access Control

Equipment – City Hall:

(1) Brivo On-Air 6000 Access Control Panel (Supports 2-Card Readers)
(1) Altronix Lock Power Supply w/Battery Back-Up
(2) HID MultiClass RP40 Wall Switch Reader
(1) First Year Reader Subscriptions included ($336.00 per year after 1st year)
(3) Panel Battery
(2) Electric Door Strike
(*) System Cabling, Connectors and Hardware

Installed Price – City Hall: **$7,315.00**

Equipment – Public Works Gate:

(1) Brivo On-Air 6000 Access Control Panel (Supports 2-Card Readers)
(1) Connection to Gate Controller
(1) HID MultiClass RP40 Wall Switch Reader w/Keypad
(1) First Year Reader Subscriptions included ($132.00 per year after 1st year)
(2) Panel Battery
(*) System Cabling, Connectors and Hardware

Installed Price – Public Works Gate: **$5,750.00**

Equipment – Police Department:

(2) Brivo On-Air 6000 Access Control Panel (Supports 2-Card Readers)
(1) Altronix Lock Power Supply w/Battery Back-Up
(3) HID MultiClass RP40 Wall Switch Reader (2 to replace existing and 1 for Evidence Area)
(1) First Year Reader Subscriptions included ($396.00 per year after 1st year)
(2) Panel Battery

(1) Connections to existing Electric Door Strikes
(1) Magnetic Lock for Gate
(*) System Cabling, Connectors and Hardware

Installed Price – Police Department: **$7,975.00**

Site Conditions/Exclusions:

- **Work to be performed during normal business hours**
- **120 VAC Power to be provided by owner**
- **No Dedicated PC/Server for Brivo**
- **Network Connections to be provided by owner at each location**
- **Quote assumes conduit from Public Works Bldg. to Gate Pedestal is in place as well as Exit Loop(s) being in working order.**

Warranty: All equipment provided by ECSI is warranted by ECSI (Parts and Labor) for 1 year

Terms: Our proposal is valid for 60 days.

Thank you for the opportunity to provide you with this quotation. If you should have any questions or require further information, please contact me at your convenience.

Sincerely,

Brooks Miller
Account Services Manager
ECSI System Integrators
bmiller@ecsillc.com
(612) 518-5842

Approved By: _____

Date: _____

J.4

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: June 24, 2019

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W. Cook, P.E.
City Engineer

Subject: Bid Opening Results and Recommendation
TH 65 & Cajima Street RCUT Improvements
City of Isanti, MN
BMI Project No.: R13.112908

Four bids were received on the TH 65 & Cajima Street RCUT Improvements project on June 11, 2019. The bids were checked and tabulated and the final results are summarized as follows:

Bidder	Bid
ASTECH Corporation	$791,466.35
Forrest Lake Contracting	$882,487.00
Knife River Corporation	$907,149.00
Northdale Construction	$1,164,723.03
Engineer's Estimate	$746,000.00

ASTECH's bid is not within the anticipated budget. The City had budgeted approximately $360,000 for their portion of the project. With the above bid, the City cost would be estimated at $472,000, an increase of $112,000.

MnDOT has committed $486,000, which is still over half the project cost. MnDOT does not have any additional funding for this project.

Over the past few months, construction bid prices have gone up quickly due to bituminous and concrete pricing. These prices are anticipated to continue to climb for the foreseeable future.

MnDOT has reviewed the bids and attached is their letter of concurrence and authorization to award the contract to the low bidder, ASTECH Corporation.

At the Committee of a Whole meeting on June 18, 2019, the committee recommendation was to award the project to ASTECH Corporation for the amount bid of $791,466.35.

Please contact me with any questions or if you would like any additional information prior to the meeting.

Bolton & Menk is an equal opportunity employer.

RESOLUTION NO. 2019-

RESOLUTION AWARDING THE BID FOR THE TH 65 & CAJIMA STREET RCUT IMPROVEMENTS PROJECT WITHIN THE CITY OF ISANTI

WHEREAS, the City of Isanti has identified the need to provide a safer, more efficient intersection at the intersection of Highway 65 and Cajima Street NE; and

WHEREAS, the City has entered into an agreement with MnDOT to share the cost to construct the project; and,

WHEREAS, MnDOT has agreed to pay $450,000 of the construction cost and 8% of that cost in additional engineering services; and,

WHEREAS, the plans and specifications have been completed for these improvements in accordance with direction from MnDOT and City staff.

WHEREAS, a public bid opening was held on June 11th, 2019, and

WHEREAS, Four bids were received, and

WHEREAS, ASTECH Corporation was the responsible low bidder with a bid of $791,466.35, and

WHEREAS, MnDOT has reviewed the bids and concurs with awarding the contract to the responsible low bidder.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1) That the City shall award the project entitled "TH 65 & Cajima Street RCUT Improvements" to ASTECH Corporation in the amount of $791,466.35.

This resolution was duly approved by the Isanti City Council this 2nd day of July, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.
Isanti

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Travis Muyres, Chief of Police
Date: July 2, 2019
Subject: Resolution Approving Participation in National Night to Unite

---

Night to Unite is an annual community-building campaign that promotes police-community partnerships and neighborhood camaraderie to make our neighborhoods safer, more caring places to live. Night to Unite enhances the relationship between neighbors and law enforcement while bringing back a true sense of community. Furthermore, it provides a great opportunity to bring police and neighbors together under positive circumstances.

Staff is requesting council approval for the City to facilitate and participate in the National Night to Unite event.

Recommendation:
Staff is recommending the City become an active participant in the National Night to Unite.

Request:
Staff is requesting action on this item.

Action Required:
If the Council concurs, it should by motion, take the following actions:

1. Approve Resolution as written.

Attachments:

- Resolution 2019-XXX

RESOLUTION 2019-XXX

RESOLUTION APPROVING PARTICIPATION IN NATIONAL NIGHT TO UNITE

WHEREAS, the Night to Unite [formerly named National Night Out] is held each year on the first Tuesday in August; and,

WHEREAS, Neighborhoods are asked to turn on their outside lights and spend the evening getting acquainted with each other; and,

WHEREAS, the City of Isanti, the Isanti Police Department will encourage residents to host block parties in their neighborhoods; and,

WHEREAS, The Isanti Police Department will expand community outreach and crime prevention initiatives by attending block parties; and,

WHEREAS, the City finds it in the best interest to encourage residents to participate in the Night to Unite; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the City of Isanti, the Isanti Police Department to encourage, facilitate and participate in the National Night to Unite event.

This resolution was duly adopted by the Isanti City Council this 2nd day of July, 2019.

ATTEST:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.
Isanti

MEMO for Council Action

To: Mayor Johnson and Members of City Council
From: Matt Sylvester, Public Services Director
Date: July 2, 2019
Subject: Resolution Authorizing Repair of Isanti Indoor Arena Siding and Gutters

---

Background
There was significant damage to the gutters and wall panels on east side of the IIA from ice sliding off the roof this last winter. Staff reached out to LMC Insurance Trust and recommends submitting a claim based on the cost of the repairs needed. The Citys deductible is $1,000.

Recommendation:
Staff is recommending the City submit a claim and have the work performed by NHH Plus Roofing.

Request:
Staff is requesting action on this item.

Attachment:
- Resolution 2019-XXX
- NHH Plus Roofing Quote
- Liberty Exteriors Quote
- LMC Insurance Email to move forward with NHH Plus Roofing

RESOLUTION NO. 2019-XXX

RESOLUTION TO SUBMIT AN INSURANCE CLAIM AND ACCEPT PROPOSAL FOR ISANTI INDOOR ARENA REPAIRS

WHEREAS, the Isanti Indoor Arena (IIA) sustained damage to the siding and gutters as a result of ice this past winter; and,

WHEREAS, the City of Isanti finds it in the best interest to submit a claim to the League of MN Cities (LMC) Insurance Trust; and,

WHEREAS, staff received two quotes for the siding and gutter repairs:

NHH	$24,975.00
Liberty Exteriors	$55,275.89

WHEREAS, Staff recommends to accept the quote from NHH; and,

WHEREAS, the cost to the city to submit a claim is $1,000.00 to their for the LMC Insurance Trust deductible; and,

WHEREAS, to allow staff to sign the required paperwork to submit the claim and to start the project;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to submit a claim and pay the $1000.00 deductible to the LMC Insurance Trust for ice damage to the siding and gutters of the IIA and to allow NHH to make those repairs.

This resolution was duly adopted by the Isanti City Council this 2nd day of July, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

NHH Roofing PLUS
917 E Dual Blvd NE Isanti, MN 55040
Phone: 763-444-0405
Fax: 800-299-7901

Company Representative
Justin Karolevitz
Phone: (612) 221-0570
Justin@nhhmn.com

bmx estimate

05/06/2019

Matt Sylvester- City of Isanti
Isanti BMX
101 Isanti Parkway Northwest Isanti, MN 55040
(763) 772-5850

Job: Matt Sylvester- City of Isanti

Gutters Section

	Qty	Unit
Gutter	1.00	EA
Remove and Replace 24g gutter system on the East lower wall. Custom Heavy Duty Brackets to be installed.		
Remove and Replace steel wall panels	1.00	EA
R&R steel wall panels on the East lower wall		

$24,975.00

TOTAL $24,975.00

NHH is not responsible for hidden and/or unforeseen damages or repairs needed. Any such upgrades or repairs will be a change order to the contract/estimate and principle parties will be notified before repairs are complete.

This estimate is good for 60 days, after which the contractor reserves the right to adjust the estimate to reflect any changes in market conditions. The price contained in the estimate for this project reflects a package price. If any adjustments or changes are made the contractor reserves the right to adjust the package price to reflect these changes in the project.

NHH Building & Restoration would like to take this opportunity to assure you that we are qualified to serve you. We are dedicated to providing our customers with only top quality products, for reasonable prices, with exceptional value. Northern Hideaway Homes only uses trained professionals to complete every job and look forward to doing business with you.

State law (Minn. Stat. § 325E.66) prohibits contractors from offering to pay a customer's insurance deductible or offering anything of value as an inducement to enter into a contract for home repairs that are to be paid for as a part of an insurance claim. Contractors who make such an offer are subject to public enforcement action by the Minnesota Department of Labor and Industry, including fines of up to $10,000 per violation.

Liberty Exteriors, LLC.

Insured:	Isanti BMX track	Home:	(763) 444-5429
Property:	101 Isanti Parkway NW Isanti, MN 55040	E-mail:	eric@libertyrfg.com
Claim Rep.:	Eric	Business:	(763) 244-7590
		E-mail:	eric@libertyrfg.com
Estimator:	Eric	Business:	(763) 244-7590
		E-mail:	eric@libertyrfg.com

Claim Number: UNKNOWN **Policy Number:** UNKNOW **Type of Loss:** Weight of Ice & Snow

Date Contacted:	5/21/2019		
Date of Loss:	3/22/2019	Date Received:	3/22/2019
Date Inspected:	5/15/2019	Date Entered:	5/21/2019 5:09 PM
Date Est. Completed:	5/21/2019 5:24 PM		

Price List:	MNMN8X_MAR19 Restoration/Service/Remodel
Estimate:	2019-05-21-1708

2019-05-21-1708

East Elevation

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
1. R&R Gutter / downspout - box - aluminum - 7" to 8"	202.00 LF	0.45	18.89	186.93	4,093.61
2. R&R Gutter / downspout - box - aluminum - 7" to 8"	58.00 LF	0.45	18.89	53.67	1,175.39
Note: down spout only					
3. R&R Siding - steel - Commercial - High grade	5,794.82 SF	0.42	7.73	1,693.17	48,920.95
4. R&R Metal Z flashing / drip cap	138.00 LF	0.54	3.09	7.02	507.96
5. Overhead door weather stop	32.00 LF	0.00	3.40	2.60	111.40
6. Exterior light fixture - Detach & reset	1.00 EA	0.00	91.36	0.00	91.36
Totals: East Elevation				1,943.39	54,900.67

Labor Minimums Applied

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
7. Overhead door labor minimum	1.00 EA	0.00	154.10	0.00	154.10
8. Electrical labor minimum	1.00 EA	0.00	221.12	0.00	221.12
Totals: Labor Minimums Applied				0.00	375.22
Line Item Totals: 2019-05-21-1708				**1,943.39**	**55,275.89**

Mike Betker

From: Krause, Derek <DKrause@lmc.org>
Sent: Tuesday, June 25, 2019 9:34 AM
To: Mike Betker
Cc: Matt Sylvester
Subject: BMX Building Damage

Mr. Betker – Per Matt's request I am sending you an email regarding the damage to the east side of the BMX building. We have received two estimates after reaching out to 4 contractors. The lowest bid came in from NHH Roofing Plus at just under $25,000.00. The other estimate received was more than double that.

I would recommend moving forward with NHH on this repair based on the interaction with the other contractors. I currently have a message into NHH to confirm their estimate is accurate and they believe they can still compete the required work.

If you have any questions or require any additional information from me please do not hesitate to contact me.

Kind Regards,

Derek Krause | Claims Adjuster
Tel: (651) 215-4078 | Fax: (651) 281-1297
dkrause@lmc.org | www.lmc.org
League of Minnesota Cities
145 University Ave. West | St. Paul, MN 55103

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City of Isanti

Check Register - Mayor/Council Approval
Check Issue Dates: 6/21/2019 - 6/21/2019

Jun 2

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/19	06/21/2019	51405	127	ABDO, EICK & MEYERS, LLP	609-20200	700.00
06/19	06/21/2019	51406	692	ARC IRRIGATION	104-20200	432.04
06/19	06/21/2019	51407	2753	BAUER, ROGER	101-20200	12.00
06/19	06/21/2019	51408	53	BELLBOY CORPORATION	609-20200	3,629.27
06/19	06/21/2019	51409	9	BERNICKS PEPSI-COLA	609-20200	1,138.05
06/19	06/21/2019	51410	368	BILLS QUALITY CLEANING	609-20200	521.00
06/19	06/21/2019	51411	1500	BOLTON & MENK INC	601-20200	32,529.00
06/19	06/21/2019	51412	2319	BREAKTHRU BEVERAGE	609-20200	6,731.68
06/19	06/21/2019	51413	2537	BROOKS, KATIE	101-20200	76.68
06/19	06/21/2019	51414	2221	C & L DISTRIBUTING	609-20200	143.70
06/19	06/21/2019	51415	2487	CAPITOL BEVERAGE SALES	609-20200	16.50
06/19	06/21/2019	51416	1241	CENTRAL WOOD PRODUCTS	101-20200	5,055.00
06/19	06/21/2019	51417	1815	CENTURYLINK	609-20200	863.23
06/19	06/21/2019	51418	918	CRYSTAL SPRINGS ICE	609-20200	366.11
06/19	06/21/2019	51419	8	DAHLHEIMER DISTRIBUTING CO	609-20200	20,620.35
06/19	06/21/2019	51420	2720	DEFIANT DISTRIBUTORS	609-20200	354.62
06/19	06/21/2019	51421	1675	DODGE OF BURNSVILLE INC	920-20200	61,772.00
06/19	06/21/2019	51422	2478	EAST CENTRAL ENERGY	101-20200	42.85
06/19	06/21/2019	51423	55	ECM PUBLISHERS INC	101-20200	372.74
06/19	06/21/2019	51424	16	ELECTRO WATCHMAN INC	609-20200	272.53
06/19	06/21/2019	51425	693	EMERGENCY AUTOMOTIVE	920-20200	11,171.21
06/19	06/21/2019	51426	2028	FURTHER	101-20200	44.25
06/19	06/21/2019	51427	2028	FURTHER	861-20200	231.82
06/19	06/21/2019	51428	921	GRANITE ELECTRONICS	101-20200	666.00
06/19	06/21/2019	51429	270	ISANTI READY-MIX INC	101-20200	400.00
06/19	06/21/2019	51430	252	ISANTI REDBIRDS	104-20200	391.58
06/19	06/21/2019	51431	1534	J. J. TAYLOR	609-20200	207.80
06/19	06/21/2019	51432	7	JOHNSON BROTHERS LIQUOR CO	609-20200	9,837.03
06/19	06/21/2019	51433	5	KAWALEK TRUCKING	609-20200	175.60
06/19	06/21/2019	51434	1789	MADDEN GALANTER HANSEN, LLP	101-20200	2,059.87
06/19	06/21/2019	51435	17	MCDONALD DISTRIBUTING CO	609-20200	13,794.95
06/19	06/21/2019	51436	616	MENARDS - CAMBRIDGE	101-20200	54.05
06/19	06/21/2019	51437	1536	MINNESOTA DEED	219-20200	833.33
06/19	06/21/2019	51438	2597	MNSPECT, LLC.	101-20200	31,267.46
06/19	06/21/2019	51439	2080	MVTL LABORATORIES INC	602-20200	174.16
06/19	06/21/2019	51440	1165	NORTHLAND TRUST	932-20200	38,361.25
06/19	06/21/2019	51441	44	PHILLIPS WINE & SPIRITS INC	609-20200	5,372.45
06/19	06/21/2019	51442	12	POSTMASTER	101-20200	5.00
06/19	06/21/2019	51443	2341	RED BULL DISTRIBUTION	609-20200	284.50
06/19	06/21/2019	51444	1113	RJM DISTRIBUTING INC	609-20200	190.35
06/19	06/21/2019	51445	2680	SABA, BRIAN	101-20200	145.70
06/19	06/21/2019	51446	2756	SELLMAN, SHEILA	108-20200	14.18
06/19	06/21/2019	51447	2518	SEMLER CONSTRUCTION	505-20200	14,000.00
06/19	06/21/2019	51448	2754	SMALL LOT MN	609-20200	495.00
06/19	06/21/2019	51449	2396	SOUTHERN GLAZERS OF MN	609-20200	341.90
06/19	06/21/2019	51450	2755	STANCHFIELD GREENHOUSE	101-20200	11.50
06/19	06/21/2019	51451	1361	STAPLES ADVANTAGE	101-20200	25.41
06/19	06/21/2019	51452	2156	SUMMIT COMPANIES	101-20200	592.50
06/19	06/21/2019	51453	890	T & S TROPHIES	108-20200	57.00
06/19	06/21/2019	51454	2598	T.A.SCHIFSKY & SONS INC.	101-20200	70.29
06/19	06/21/2019	51455	1794	TITAN MACHINERY	603-20200	14,815.00
06/19	06/21/2019	51456	1740	TOSHIBA FINANCIAL SERVICES	108-20200	189.88
06/19	06/21/2019	51457	42	VIKING COCA-COLA BOTTLING CO	609-20200	171.10

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/19	06/21/2019	51458	1286	VINOCOPIA INC	609-20200	173.01
06/19	06/21/2019	51459	4	WATSON CO INC	609-20200	1,957.10
06/19	06/21/2019	51460	612	ZUERCHER WELL DRILLING	104-20200	1,980.00
Grand Totals:						286,211.58

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

M = Manual Check, V = Void Check

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 6/28/2019 - 6/28/2019 | Jun 27, 2019 04:15PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/19	06/28/2019	51464	1141	ASSURANT EMPLOYEE BENEFITS	602-20200	223.64
06/19	06/28/2019	51465	1549	ASTECH	440-20200	97,243.31
06/19	06/28/2019	51466	2335	BCBSM	101-20200	19.20
06/19	06/28/2019	51467	53	BELLBOY CORPORATION	609-20200	6,427.18
06/19	06/28/2019	51468	9	BERNICKS PEPSI-COLA	609-20200	1,403.10
06/19	06/28/2019	51469	1474	CDW GOVERNMENT INC	603-20200	4,452.37
06/19	06/28/2019	51470	120	CONNEXUS ENERGY	101-20200	20,823.33
06/19	06/28/2019	51471	918	CRYSTAL SPRINGS ICE	609-20200	330.48
06/19	06/28/2019	51472	8	DAHLHEIMER DISTRIBUTING CO	609-20200	18,485.37
06/19	06/28/2019	51473	1840	DIRTWORKS INC	603-20200	26,434.70
06/19	06/28/2019	51474	55	ECM PUBLISHERS INC	101-20200	96.00
06/19	06/28/2019	51475	2028	FURTHER	861-20200	418.78
06/19	06/28/2019	51476	1009	GAMETIME	101-20200	1,669.00
06/19	06/28/2019	51477	2209	INNOVATIVE OFFICE SOLUTIONS, INC	609-20200	4,650.43
06/19	06/28/2019	51478	7	JOHNSON BROTHERS LIQUOR CO	609-20200	8,861.89
06/19	06/28/2019	51479	5	KAWALEK TRUCKING	609-20200	368.00
06/19	06/28/2019	51480	17	MCDONALD DISTRIBUTING CO	609-20200	10,226.95
06/19	06/28/2019	51481	2208	MINNESOTA EQUIPMENT	101-20200	14.32
06/19	06/28/2019	51482	2080	MVTL LABORATORIES INC	601-20200	43.20
06/19	06/28/2019	51483	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,394.55
06/19	06/28/2019	51484	2630	RAPP, JORDAN	101-20200	100.00
06/19	06/28/2019	51485	1290	THE AMBLE GROUP	101-20200	54.25
06/19	06/28/2019	51486	42	VIKING COCA-COLA BOTTLING CO	609-20200	282.75
06/19	06/28/2019	51487	2757	WATCH GUARD	920-20200	14,732.50
06/19	06/28/2019	51488	4	WATSON CO INC	609-20200	2,168.45
06/19	06/28/2019	51489	780	WINE MERCHANTS	609-20200	204.00
Grand Totals:						221,127.75

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

M = Manual Check, V = Void Check

City of Isanti

Gross Payroll	109,452.20
Social Security & Medicare	4,963.03
Public Employees Retirement	8,810.86
Total City Expense	123,226.09

Pay Date 6/28/2019

Pay Period 13 (6/09-6/22/19)

City of Isanti

Gross Payroll	8,469.25
Social Security & Medicare	647.63
Total City Expense	9,116.88

Pay Date 6/28/2019

Pay Period Quarter 2 CC (4/01-6/28/19)

A Community For Generations.
Isanti

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: July 2, 2019
Subject: Resolution Approving the Replacement of North Exterior City Hall Doors

---

The City Council authorized the replacement of the North exterior doors at City Hall when adopting the 2019 budget. The amount included in the budget is $10,000.00 within Muni Building (500).

Quotes were solicited from two state bid authorized vendors. Staff requested bids to have four options for consideration. Staff recommends choosing the replacement with the removable mullion and Von Duprin push bar and locks for durability. The following quotes were received:

Bidder Name	Quote Amount
Brin Glass Service	$11,519.00
Trustworthy Glass	$9,885.00

Recommendation:
Staff is recommending the City use Trustworthy Glass to install the North City Hall Doors.

Request:
Staff is requesting action on this item.

Attachments:
- Resolution 2019-XXX
- Brin Glass Service Quotation
- Trustworthy Glass

RESOLUTION NO. 2019-XXX

RESOLUTION APPROVING THE REPLACEMENT OF NORTH EXTERIOR CITY HALL DOORS BY TRUSTWORTHY GLASS

WHEREAS, the 2019 Budget included funds for replacement of the North exterior City Hall doors; and,

WHEREAS, staff recommends using a removable mullion and Von Duprin hardware for longevity and durability; and,

WHEREAS, staff solicited quotes using the state bid list and the following quotes were received:

Trustworthy Glass	Brin Glass Service
$9,885.00	$11,519.00

WHEREAS, funding has been identified as Muni Building (500) in the amount of $10,000.00;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to accept the quote from Trustworthy Glass for replacement of the North exterior doors at City Hall in the amount of $9,885.00 and purchase of new decals for the glass with funding source identified as Muni Building (500).

This resolution was duly adopted by the Isanti City Council this 2nd day of July, 2019.

ATTEST:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

Trustworthy Glass

4633 Chatsworth Street
Shoreview, MN 55126

Estimate

Date	Estimate #
5/29/2019	6860

Name / Address	Ship To
City of Isanti Josie Wood 110 1st Ave NW Isanti MN 55040 612-270-6188	

www.TrustworthyGlass.com
651-633-6290
Andy@TrustworthyGlass.com

Terms	Due Date
	5/29/2019

Description	Qty	Rate	Total
OPTION 1- REMOVE EXISTING ENTRANCE. FURNISH AND INSTALL CMI 450TB CLEAR ANODIZED STOREFRONT TO MATCH EXISTING. WIDE STILE DOORS WITH 1 1/2 BUTTS, 10" BOTTOM RAIL, PULLS, 1" LOW E INSULATED TEMPERED GLASS, SWEEP, THRESHOLD, LCN 4040 CLOSER, FALCON CVR PANIC	1	8,970.00	8,970.00
OPTION 2- REMOVE EXISTING ENTRANCE. FURNISH AND INSTALL CMI 450TB CLEAR ANODIZED STOREFRONT TO MATCH EXISTING. WIDE STILE DOORS WITH 1 1/2 BUTTS, 10" BOTTOM RAIL, PULLS, 1" LOW E INSULATED TEMPERED GLASS, SWEEP, THRESHOLD, LCN 4040 CLOSER, FALCON RIM PANIC, FALCON REMOVABLE MULLION	1	8,415.00	8,415.00
OPTION 3- REMOVE EXISTING ENTRANCE. FURNISH AND INSTALL CMI 450TB CLEAR ANODIZED STOREFRONT TO MATCH EXISTING. WIDE STILE DOORS WITH 1 1/2 BUTTS, 10" BOTTOM RAIL, PULLS, 1" LOW E INSULATED TEMPERED GLASS, SWEEP, THRESHOLD, LCN 4040 CLOSER, VON DUPRIN CVR PANICS	1	10,480.00	10,480.00
OPTION 4- REMOVE EXISTING ENTRANCE. FURNISH AND INSTALL CMI 450TB CLEAR ANODIZED STOREFRONT TO MATCH EXISTING. WIDE STILE DOORS WITH 1 1/2 BUTTS, 10" BOTTOM RAIL, PULLS, 1" LOW E INSULATED TEMPERED GLASS, SWEEP, THRESHOLD, LCN 4040 CLOSER, VON DUPRIN RIM PANIC, VON DUPRIN REMOVABLE MULLION	1	9,885.00	9,885.00

Please note: No orders will be processed until a deposit is received. Thank you.

Thank you for the opportunity to earn your business.

Total

BRIN GLASS SERVICE
2300 N. 2nd Street | Minneapolis, MN | 55411

Proposal Date: July 14, 2017
Attention:JOSI WOOD
Company:CITY OF ISANTI
Job Name:NORTH EXTERIOR ENTRANCE

Project Location:
110 1ST AVE NW
ISANTI, MN
Base Bid Amount: SEE BELOW

We Propose To Furnish and Install the below Listed Items

REPLACE THE HOLLOW METAL EXTERIOR ENTRANCE ON THE NORTH SIDE OF THE BUILDING WITH NEW ALUMINUM FRAMING AND DOORS TO MATCH THE SOUTH ENTRANCE.

OPTION 1: **$9,010.00**
FALCON 1690 SERIES CONCEALED VERTICAL ROD PANIC DEVICES
-NO REMOVABLE MULLION

OPTION 2: **$9,648.00**
FALCON 1690 SERIES RIM PANIC DEVICES
-VON DUPRIN 4954 REMOVABLE MULLION

OPTION 3: **$11,997.00**
VON DUPRIN 9947SERIES CONCEALED VERTICAL ROD PANIC DEVICES
-NO REMOVABLE MULLION

OPTION 4: **$11,519.00**
VON DUPRIN 99 SERIES RIM PANIC DEVICES
-VON DUPRIN 4954 REMOVABLE MULLION

Framing System:
T14000 THERMAL SCREW SPLINE - CLEAR : ANODIZED
1" OA CLEAR INSULATED GLASS
WIDE STILE
3-BUTT HINGES PER LEAF
1 -LCN 4040XP CUSH ARM CLOSER W/PA DROP PLATE
1 – RE-USE AUTO OPERATOR
OFFSET PULL HARDWARE
10" BOTTOM RAIL
SWEEPS
TILE BACK THRESHOLD

**** ELECTRICAL AND SECURITY CONNECTIONS BY OTHERS IF REQUIRED.**

THIS PROPOSAL IS SUBJECT TO CHANGE WITH OUT NOTICE UNTIL SIGNED FOR CONTRACT BY BOTH PARTIES. THIS PROPOSAL IS CONDITIONAL UPON NEGOTIATING AND SIGNING A MUTUALLY ACCEPTABLE CONTRACT. BRIN RESERVES THE RIGHT TO MAKE CHANGES TO PROPOSED SUBCONTRACT AGREEMENT. IF SIZES, MATERIAL, AND/OR QUANTITIES CHANGE JOB MUST BE RE-BID. THIS BID SUPERCEDES ALL PREVIOUS BIDS. PROPOSAL VALID FOR 60 DAYS.

RESOLUTION 2019-XXX

RESOLUTION ACCEPTING PART-TIME LIQUOR STORE CLERK LETTER OF RESIGNATION FOR JASON GOETZ

WHEREAS, part-time Liquor Store Clerk, Jason Goetz has submitted a letter of resignation to the City of Isanti and presented this to Liquor Store Manager, John Jacobi on June 24, 2019; and,

WHEREAS, the effective date of this resignation is August 15, 2019; and,

WHEREAS, Jason Goetz is leaving employment in good standing; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve as follows:

1. That the resignation of Jason Goetz is hereby accepted effective August 15, 2019.

2. That Human Resources/City Clerk and Liquor Store Manager are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 2nd day of July, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2019-XXX

A RESOLUTION APPROVING EXEMPT GAMBLING PERMITS TO FOSS-FRIENDS OF ST. SCHOLASTICA

WHEREAS, FOSS- Friends of St. Scholastica has applied for an Exempt Gambling Permit for gun raffle event to be held at 207 Whisky Road NW Isanti, MN 55040 on October 25th, 2019; and,

WHEREAS, the value of prizes for each raffle will be less than $1,500; and,

WHEREAS, the FOSS proceeds are to be used to support St. Scholastica Academy and their needs; and,

WHEREAS, the City of Isanti has no objection to the conduct of lawful gambling by the applicant, in accordance with law, at the designated location; and,

WHEREAS, the applicant, Amanda Eich, successfully passed a background check by the Isanti Police Department.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to approve an Exempt Gambling Permit to FOSS- Friends of St. Scholastica for the to be held on October 25, 2019 at 207 Whisky Road NW Isanti, MN 55040.

This Resolution is hereby approved by the Isanti City Council this 2nd day of July, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

APPLICATION FOR AN EXEMPT GAMBLING PERMIT

City of Isanti
110-1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

Applicant Instructions:

1. Fee upon application is $50.00 and must be made payable to **City of Isanti.**

Name of Organization: FOSS

Address of Organization: [illegible]

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Amanda Eich [illegible]
Name Address Phone No.

Name Address Phone No.

Name Address Phone No.

Type of Event: Gun Raffle Date of event: October 25th -2019

Use of Proceeds: All proceeds will be used to support St. Scholastica and whatever their needs may be. Copier expenses, books, utilities - Wherever a need arise.

Location and address of event:

St. Scholastica Academy [illegible]

Estimated value of prizes to be awarded: $1,500.00

Name of applicant: Amanda Eich Applicant's phone number: [illegible]

Signature of applicant: Amanda Eich

Date: 6-3-19

Approved by City Council _____ Resolution # _____

POS = 3 / 311

C:\Users\admindataclerk\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\LCCS2M5N\Exempt Gambling Application.docx

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: July 2, 2019
Subject: Resolution Approving New City Hall Hours of Operation and Personnel Policy Amendments

---

Background:
On June 18th, 2019 Committee of the Whole agreed to move forward with extending the hours for City Hall. The Personnel Policy needed revisions to reflect the staffing ability to accommodate the new set hours.

Recommendation:
Committee of the Whole has recommended approval and staff has proposed the following personnel changes:

Section 2
Hours of Operation
The City's regular hours of operation are Monday through Friday and closed Saturday/Sunday: ~~from 8:00 a.m. to 4:30 p.m.~~

Monday	*8:00 a.m.- 4:30 p.m.*
Tuesday	*7:00 a.m.- 5:30 p.m.*
Wednesday	*8:00 a.m.- 4:30 p.m.*
Thursday	*7:00 a.m.- 5:30 p.m.*
Friday	*8:00 a.m.- 4:30 p.m.*

Section 5
Work Hours
The normal City ~~working~~ business hours are from 8:00 a.m. to 4:30 p.m. Monday, Wednesday, Friday and 7:00 a.m-5:30 p.m. Tuesday and Thursday for City Hall Offices (with core hours being from 9:00 a.m. to 3:30 p.m.). The City will allow ~~temporary~~ flexible scheduling of work hours to accommodate eight (8)- or ten (10)-hour days; however, flexible hours must be approved by the Department Head and the City Administrator; to work a minimum of 40 hours per week for full time staff. ~~Permanent flexible scheduling must be approved by the Personnel Committee.~~ Work schedules for employees will be determined by the department head and approved by the City Administrator ~~supervisors with the approval of the City Council~~. For most employees, the workweek begins at midnight on Sunday and runs until the following Saturday night at 11:59 p.m.

Action Required:
Staff is requiring action to approve Resolution and Policy changes as proposed.

Attachment:
- Res 2019-XXX

RESOLUTION 2019-XXX

RESOLUTION APPROVING NEW CITY HALL HOURS OF OPERATION AND AMENDMENT TO THE CITY OF ISANTI PERSONNEL POLICY: SECTION 2, DEFINITIONS AND SECTION 5, HOURS OF WORK

WHEREAS, in an effort to give residents more convenience, City Hall hours will be extended Tuesdays and Thursdays to open at 7:00 a.m. and close at 5:30 p.m.; and,

WHEREAS, with approval of the department head and city administrator, staff will have the ability to work eight (8) hour days or ten (10) hour days with a minimum of forty (40) hours per week to meet the needs of the city and its' residents; and,

WHEREAS, Committee of the Whole has reviewed and recommends approval of the changes per this Resolution; and,

WHEREAS, this Resolution supercedes;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the Hours of Operation for City Hall and the Personnel Policy be amended to the following:

1. City Hall Hours of Operation will be 8:00 a.m. to 4:30 p.m. Monday, Wednesday and Friday and 7:00 a.m. to 5:30 p.m. Tuesday and Thursday.
2. Staff is authorized to update the hours to reflect the change on the facility, website, publications as they are updated and in other locations as apparent.
3. Staff is authorized to amend the Personnel Policy with the attached policy changes listed as 'Exhibit A'.

Adopted by the Isanti City Council on this 2nd day of July, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

'Exhibit A'

Personnel Policy Updates

Section 2: Definitions

Hours of Operation

The City's regular hours of operation are Monday through Friday and closed Saturday/Sunday: ~~from 8:00 a.m. to 4:30 p.m~~.

Monday	8:00 a.m.- 4:30 p.m.
Tuesday	7:00 a.m.- 5:30 p.m.
Wednesday	8:00 a.m.- 4:30 p.m.
Thursday	7:00 a.m.- 5:30 p.m.
Friday	8:00 a.m.- 4:30 p.m.

Section 5: Hours of Work

Work Hours

The normal City ~~working~~ business hours are from 8:00 a.m. to 4:30 p.m. Monday, Wednesday, Friday and 7:00 a.m-5:30 p.m. Tuesday and Thursday for City Hall Offices (with core hours being from 9:00 a.m. to 3:30 p.m.). The City will allow ~~temporary~~ flexible scheduling of work hours to accommodate eight (8)- or ten (10)-hour days; however, flexible hours must be approved by the Department Head and the City Administrator; to work a minimum of 40 hours per week for full time staff. ~~Permanent flexible scheduling must be approved by the Personnel Committee.~~ Work schedules for employees will be determined by the department head and approved by the City Administrator ~~supervisors with the approval of the City Council~~. For most employees, the workweek begins at midnight on Sunday and runs until the following Saturday night at 11:59 p.m.

A Community For Generations.
Isanti

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Travis Muyres, Chief of Police
Date: July 2, 2019
Subject: Resolution Approving Isanti Police Department Social Media Policy

---

The City Council authorized the City's utalization of Social Media. Council was advised that the Police department would be creating a Social Media Policy to adress the Police Departemts Social Media presence.

The Police Departmet recognizes the benefit of establishing a presence on social media to improve communication between the Police Department and the public and engage them through the use of online media

Request:
Staff is requesting action on this item.

Action Required:
If the Council concurs, it should by motion, take the following actions:

1. Approve Police Department Social Media Policy.
2. Approve Resolution as written.

Attachments:

- Resolution 2019-XXX
- IPD Social Media Policy
- Resolution 2019-135

RESOLUTION 2019-XXX

RESOLUTION APPROVING POLICE DEPARTMENT SOCIAL MEDIA POLICY

WHEREAS, City Council met on January 29, 2019 to establish goals for the year 2019 and having a presence on social media sites such as Facebook was an established goal,

WHEREAS, Staff presented information regarding Facebook pages to Committee of the Whole on March 19, 2019; and,

WHEREAS, Resolution 2019-135 approved Social Media Policy in the Personnel Policy; and,

WHEREAS, Resolution 2019-135 stated that there would be a separate Police Department; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the Police Department Social Media Policy.

This resolution was duly adopted by the Isanti City Council this 2nd day of July, 2019.

ATTEST:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

ISANTI POLICE DEPARTMENT
DEPARTMENT MANUAL
Social Media Policy

GENERAL ORDER: No. XXX

EFFECTIVE DATE: XX
DATE OF ISSUANCE: XX

POLICY

This agency recognizes the benefit of establishing a presence on social media to improve communication between the Police Department and the public and engage them through the use of online media.

PURPOSE

The purpose of this policy is to clearly establish guidelines for engaging the public through the use of online media and posting content to the department's social media pages, accounts, and online media outlets.

- Establish guidelines for officers creating and posting content to the Department's online accounts.
- To enhance the agency's ability to engage the community online for the purpose of improving police/community relations.
- To establish an online presence for disseminating information to the public that improves the community's access to Public Safety information.
- To establish an online presence for disseminating Public Safety Announcements (PSA) to the public that is informative and engaging.

SCOPE

This policy applies to all sworn and civilian personnel creating, posting content, or commenting on posts displayed on the Police Department's online social media accounts, pages or online media.

STANDARDS

XX.1 Content Category

The purpose of the Isanti Police Social Media online accounts is to promote the

Department's initiatives in a positive manner that:

- Promotes the Department's brand or image in a positive manner.
- Engages community members through positive interactive communication online that answers community questions.
- Humanizes Law Enforcement Officers in a positive manner.
- Markets Department's online accounts.
- Promotes community events.

XX.2 Allowable Content

- Information on community events, to include events hosted by the Department, City, or other organizations in the community, or other public safety partners.
- Special projects, directed patrol activities, traffic enforcement efforts, or other activities of public interest.
- Information about calls for services, Officer's responses, and community policing efforts that are classified as public data.
- Official Press Releases should be posted on Department social media pages
- Videos, photos or comments that showcase positive interaction with the community during normal shift activity.
- Use of Memes, photos, and videos are allowed to enhance a post, or message, as long as the content adheres to our social media policy.
- Photos of suspects can be used when requesting the assistance from the public in identifying a suspect but must be vetted through investigations or the Chief.
- Road closures, crime alerts, weather alerts, or other content of public interest
- Use of program hashtags and other hashtags to gain visibility.
- Sharing other agencies posts that help improve their exposure or are informative for our community
- Humor can be an effective tool for message delivery and can be used when appropriate, tasteful and does not violate our social media policy for discriminatory, offensive or harassing in nature content.
- If humor is used in a post, it should be followed up with or include informative public safety content.
- Responses to follower's questions, in a public manner or online blog, must conform with the department's social media policy and may only contain public information classified data.

XX.3 Non-allowable Content

- Pictures of license plates, suspect faces or sensitive pictures of evidence from a crime.

- Information about ongoing investigations that may compromise a case.
- Do not respond to people who try to bait us into trivial arguments.
- Do not banter with followers.
- Political Post, either local, state or national content is not allowable.
- Photos of contraband - such as large amounts of marijuana and other controlled substances, paraphernalia, guns, knives, and other weapons, etc. are okay. But avoid referencing a specific weight of drugs as that implies a specific charge.
- Photos that reveal any identifying information about subjects or their property (i.e., house number or license plates)
- Photos of actual suspects or victims, including injuries or anything that references a medical condition.
- Avoid areas where a subject has an expectation of privacy (omit photos inside a home, passenger compartment of a vehicle, etc.).
- Avoid referencing a specific level of offense (i.e., reference assault, not "felony assault;" reference drug offense, not "first-degree" drugs because these are charging decision)
- Photos of our computer screens are prohibited; the information could be obtained from an enhanced photo violating our CJIS / NCIC security policy.
- When referencing a controlled substance be cautious about identifying the substance – if it's important, use "apparent" methamphetamine. Unless this has been verified.

XX.4 Operating procedures

- Request from the media shall be handled in accordance with city media policy. Participation in media events, requests for interviews, statements, comments, or public data request shall be forwarded to the Chief of Police.
- Account user names and passwords shall not be shared externally or with other employees.
- Account access shall only be granted by the Chief of Police.
- Any employee may create content, but only those authorized may post content to ensure compliance with Department Policy.
- Department Social media, online accounts are the possession of the Police Department and shall not be used for personal use or for personal financial benefit.
- All posts shall be considered public data and treated accordingly in compliance with public data request and data retention standards.
- Community posts that violate the Department Social media policies will not be displayed on the Department's pages.
- Community Members that regularly violate the Department's social media policy will be blocked from the page. Blocking a member shall be approved by the Chief of Police.

XX.5 Public social media policy

PURPOSE

This is the official Facebook page of the Isanti, MN Police Department. Department social media outlets are created to provide people who live and work in Isanti, Minnesota, or others with an interest in the Isanti Police Department, access to information about the department and a platform with which to interact with IPD. These social media outlets are monitored and managed by IPD staff.

POLICY

Social media use policy,

Before posting on our social media outlet pages, please review these terms. A posting on these pages constitutes acceptance of the following terms and conditions:

- In case of an emergency, or if you need police assistance, dial 911.
- Do not use this page to report a crime. To report a crime, call 911 or our non-emergency line number, (763) 689-2141.
- If you post information related to a crime on this page, you may be placing yourself in the position of becoming a witness in court proceedings.
- Isanti Police Department's "liking" of other organizations' or users' pages does not indicate endorsement of that organizations/persons actions or comments.
- Comments posted by others on the IPD social media pages are not to be considered the opinion of IPD or the City of Isanti, nor does IPD endorse any third-party comments on these pages.
- The Isanti Police Department reserves the right to remove and/or block anyone who posts inappropriate material as determined by the IPD. For examples of inappropriate material, see below.

The Isanti Police Department welcomes a person's right to express his/her opinion and encourages posters to keep comments related to content on this page. The IPD reserves the right to remove any comments or posts that are inappropriate or offensive, including, for example, comments or posts that:

- Defame, abuse, harass, stalk, threaten, or violate the legal rights of others,
- Include hatred, slander, threats, obscenity, violence, vulgarity, or sexual content,
- Spam, advertise, or solicit commerce or promote or encourage illegal activity,
- Promote, foster, or perpetuate discrimination on the basis of race, creed, color, age, religion, national origin, gender or sex, sexual orientation, or disability,
- Have personal information about another person or that violate a person's privacy,
- Include copyright material that belongs to another person or entity,
- Contain links to inappropriate websites,
- Include sales/promotion of goods or services, or links to other sites,
- Promote services, products or political organizations,

• Contain confidential information or information that may compromise the safety or security of the public or any member of the IPD.

RESOLUTION 2019-135

RESOLUTION APPROVING CITY SOCIAL MEDIA FACEBOOK PAGES

WHEREAS, City Council met on January 29, 2019 to establish goals for year 2019 and having a presence on social media sites such as Facebook was an established goal; and,

WHEREAS, Staff presented information regarding city Facebook pages to Committee of the Whole on March 19, 2019; and,

WHEREAS, the City will utilize social media through Facebook pages for the Isanti Family Farmers Market, City of Isanti, Isanti Municipal Liquor and the Isanti Police Department; and,

WHEREAS, the City currently has a social media policy as defined in the Personnel Policy and further social media guidelines were established as outlined per this Resolution and 'Exhibit A'; and,

WHEREAS, a separate policy will be adopted for the Isanti Police Department Facebook page prior to launching;

WHEREAS, this Resolution supercedes;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the city having Facebook presence with a Liquor Store page, Police Department page, Official City page which includes Isanti events and community center information, and an Isanti Family Farmers Market page. The City Administrator or designee will manage the following:

1. A Site Administrator shall be assigned for each page to ensure quality and timeliness of posts.
2. The Site Administrator has the authority to post content that fits within the City's policy on social media in a creative and engaging way. Posts should be directed to the City Administrator or his/her designee for approval if the Site Administrator needs direction or clarification.
3. The City of Isanti reserves the right to not publish comments, questions, or postings containing: profane language or content; personal attacks, harassments, or threats against any individual or organization; discrimination against race, creed, color, age, gender, sexual orientation, physical or mental disability, etc.; copyright infringements or other illegal activity; sexual content, or links to sexual content.
4. Only City content will be allowed to be posted. This may be re-evaluated at a later date.
5. Information such as Overview, Demographics, History, Etc. should be written by the Site Administrator.
6. Layouts of banners should include the City of Isanti logo.

This resolution was duly adopted by the Isanti City Council this 2nd day of April, 2019

Mayor Jeff Johnson

Attest:

Katie Brooks
Human Resources/City Clerk

'Exhibit A'

Social Media Guidelines
The City will strive to keep its citizens and business owners informed on city issues by utilizing social media.

When using social media to disseminate information, the posts will be factual and not personal opinion. The main communication goal is to educate. Information will be posted approximately once per week or as time allows for the Site Administrator. Notifications and important updates that are time sensitive will be posted as soon as practical and when the Site Administrator is able.

Posts will contain general information but may also include specific posts on subjects, including but not limited to, the following areas:

- Administration
  - Post all council, commission, board agendas

- Community Development
  - How to access Building Information and Permits
  - Code Enforcement Information
  - Highlight new businesses in town with a link to their website

- Parks, Recreation and Culture
  - Park closures and/or notifications
  - Events and activities
  - Rain garden – Incentive Program
  - Community garden information

- Finance
  - Water, Sewer, Storm Sewer Billing – where does the money go to (pipes, operation, plant, et al)
  - City Finances, Levy, Budget
  - Property tax information

- Public Works
  - Sidewalks – clearing, reporting problems, etc.
  - Seal coating, crack sealing projects
  - Engineering projects
  - Flushing hydrants
  - City wide cleanup information

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: July 2nd 2019
Subject: Closing of Debt Service Funds

Background:
Periodically inactive debt service funds need to be closed. Debt service funds become inactive when there are no further budgeted revenues or expenditures. Council must, by resolution, direct the assets of inactive debt service Funds to other Funds. The following Funds are inactive. The current cash balance for each is listed.

Fund	Current Cash Balance
Fund 918 – 2006A Improvement Bond	$ 89,165.89
Fund 919 – 2008A Improvement Bond	$ 2,131.27
Fund 928 – 2009A Refunding Bond	$ 51,135.40
TOTAL	**$ 142,432.56**

Recommendation:
Staff is recommending closing Debt Service Funds 918, 919, and 928. The city auditors made the original request to close the Funds during the 2018 audit. Staff is recommending that all 3 Debt Service Funds be closed to the Capital Replacement Fund – 920.

Request:
Consider approval of attached resolution.

Attachments:
- Res 2019-XXX

RESOLUTION NO. 2019-XXX

AUTHORIZING THE CLOSING OF DEBT SERVICE FUNDS FOR 2019

WHEREAS, the City Council of Isanti finds that it is important to review financing to eliminate deficits in certain funds and close funds with no recent activity or for projects that are materially complete; and

WHEREAS, the City Council of Isanti finds that it is in the best interests of the community that the City officially list each year the specific amounts reserved for the above purposes; and

WHEREAS, the City Council of Isanti finds that it is in the best interest of the community to make the following transfers for budget year 2019

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of Isanti, Minnesota, to:

1. Close Fund 918 – 2006A Improvement Bond to Fund 920 – Capital Replacement Fund.
2. Close Fund 919 – 2008A Improvement Bond to Fund 920 – Capital Replacement Fund.
3. Close Fund 928 – 2009A Refunding Bond to Fund 920 – Capital Replacement Fund.

Adopted by the Isanti City Council this 2nd day of July 2019.

ATTEST:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Assistant City Administrator/City Clerk

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To: **Mayor Johnson and Members of City Council**

From: Jenny Garvey, Parks, Recreation, and Culture Manager

Date: July 2, 2019

Subject: Resolution Approving Acceptance of Donation from the Rotary Club of Cambridge & Isanti

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Background

The City of Isanti developed and installed a dog park that opened in May 2019. The dog park has seen a great amount of use within the first month of being open. The project cost included a bench, dog waste station, signage and fencing. Public Works installed one 6 foot bench at the dog park and city staff has received community feedback from Park users and the Parks, Recreation and Culture Board to add an additional bench to this park. The Rotary Club of Cambridge & Isanti is willing to donate an additional bench and dog park agility accessories, for a total amount of $1,200.

Staff Request

City staff is requesting that Council approve the donation from the Rotary Club of Cambridge & Isanti for use of the funds to purchase a bench and dog park agility accessories to be placed within the City of Isanti Dog Park.

Attachments

- Resolution No. 2019-XXX

RESOLUTION 2019-XXX

A RESOLUTION ACCEPTING A DONATION FROM THE ROTARY CLUB OF CAMBRIDGE & ISANTI

WHEREAS, MN Statute 465.03 requires that cities accept donations for the benefit of its citizens in accordance with the terms prescribed by the donor; and,

WHEREAS, the City of Isanti has worked with the Rotary Club of Cambridge & Isanti to assess the current needs of the parks, and determined that an additional bench and dog park agility accessories will be an asset to City of Isanti dog park visitors; and,

WHEREAS, the Rotary Club of Cambridge & Isanti is donating a maximum amount of $1,200 to the City of Isanti to add one 6 foot bench with the ROTARY logo/name engraved on it and any remaining funds to be used for installation fees not to exceed $50.00 and to purchase dog park agility accessories;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to accept the above donation of $1,200 to be used to add one 6 foot engraved bench and dog park agility accessories by the Rotary Club of Cambridge & Isanti to be used at the City of Isanti's dog park.

This Resolution hereby approved by the Isanti City Council this 2nd day of July, 2019.

Attest: _____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

(SEAL)

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JULY 16 – 7:00 P.M.
CITY HALL

I. Citizens Input

II. Agenda

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards
- Swearing in of New Police Officers Josh Anderson and Jeremy Welfring
- Officer Gau- National Association of School Resource Officers- Region 8 Exceptional Service Award
- Green Steps Award- Step 4 & 5

F. Approve City Council Minutes
1. July 2, 2019- Regular Meeting of the City Council
2. May 7, 2019- Economic Development Meeting

G. Announcements

1. Park, Recreation, & Culture Board Meeting	Tuesday, July 23, 2019 at 6:00 p.m.
2. City Council Meeting	Wednesday, August 7, 2019 at 7:00 p.m.
3. EDA Meeting	Wednesday, August 7, 2019 *(Immediately following the City Council Meeting)*

H. Council Committee Reports

I. Public Hearings

J. <u>Business Items</u>

City Administrator Josi Wood
1. Resolution 2019-XXX Approving the Upgrade of Council Chambers Audio Visual Equipment
2. Resolution 2019-XXX Approving a Special Event Permit Application for the 2019 Summer Spectacular Car Show *(Lee Kreyer)*
3. Resolution 2019-XXX Approving Special Event Permit Request for Celebrate Isanti 2019

K. <u>Approve Consent Agenda</u>
1. Consider Accounts Payable in the Amount of $779,467.23 Payroll in the Amount of $98,678.76
2. Resolution 2019-XXX Approving Pheasants Forever Gambling Permit
3. Resolution 2019-XXX Approving St. Elizabeth Ann Seton Gambling Permit
4. Resolution 2019-XXX To Declare Certain Property as Surplus and Authorize its Sale by Public Auction- Hot Patch Trailer
5. Resolution 2019-XXX Authorizing Online Public Auction
6. Resolution 2019-XXX Authorize its Sale by Public Auction- Hyundai Sonata

7. Resolution 2019-XXX To Declare Certain Property as Surplus and Authorize its Sale by Public Auction- Dodge Charger
8. Resolution 2019-XXX To Declare Certain Property as Surplus and Authorize its Sale by Public Auction- Chevrolet Silverado
9. Resolution 2019-XXX Offering the Position of Full-Time Police Officer to Joseph Vogl
10. Resolution 2019-XXX Approving Request for Proposals for Towing Services
11. Resolution 2019-XXX Authorizing a Reduction in the Letter of Credit for Legacy Pines Subdivision Phase One
12. Resolution 2019-XXX Resolution for Settlement Agreement

L. Other Communications

1. June Police Department Reports
2. June Code Enforcement Officer Report
3. June Building Inspector Report
4. July Engineering Project Status Report

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JULY 2, 2019 – 7:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, City Attorney Clark Joslin, Assistant City Administrator/ Special Projects Don Lorsung, Public Services Director Matt Sylvester

Others Present: Phyllis Harmon-Collins, Lunn Hovind, Rod Barrows, Al Jankovich, Mark Reller and Ron Gamble

D. Adopt Agenda
Motion by Lundeen, second by Collison to approve agenda as presented. Motion passed 5-0. Motion carried.

E. Proclamations/Commendations/Certificate Awards
Daniel Vandenheuvel Recognition
Mayor Johnson read the award and commended Daniel Vandenheuvel who has served 25 years with the City of Isanti Police Department.

Heart Safe in Isanti Award
Mayor Johnson shared that the City of Isanti has been recognized with Isanti County. Fire Chief Al Jankovich shared that the award was presented by Allina and Isanti County. Isanti is 1 of 3 Counties in the State of Minnesota that has this recognition across the whole County and that all the Cities within Isanti County share this recognition of being a Heart Safe community. Jankovich continued to share that what made Isanti County recognized is by being proactive and disbursing AEDS throughout the County and providing awareness level training to a certain amount of the community members. Followed by a picture with Fire Chief Al Jankovich, Police Chief Travis Muyres, Mayor Johnson and Councilmembers: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

F. Approve City Council Minutes
1. June 13, 2019- First Special Closed Meeting Minutes
2. June 13, 2019- Second Special Closed Meeting Minutes
3. June 18, 2019 -Regular Meeting of the City Council
4. June 18, 2019- Committee of the Whole Meeting
5. May 21, 2019- Planning Commission Meeting

Motion by Lundeen, second by Collison to approve minutes as presented. Motion passed 5-0. Motion carried.

G. Announcements

1.	Committee of the Whole	Tuesday, July 16, 2019 at 5:00 p.m.
2.	City Council Meeting	Tuesday, July 16, 2019 at 7:00 p.m.
3.	Planning Commission Meeting	Tuesday, July 16, 2019 *(Immediately following the City Council Meeting)*
4.	Park, Recreation, & Culture Board Meeting	Tuesday, July 23, 2019 at 6:00 p.m.

H. Council Committee Reports

Councilmember Steve Lundeen shared that the Isanti Fire District has ordered a new fire truck to replace a pumper truck that the Fire District has had since 1978.

I. Public Hearings

None

J. Business Items

City Administrator Josi Wood

1. Resolution 2019-175 Approving Request for Proposals for Legal Services

City Administrator Josi Wood shared that this item had been discussed at Committee of the Whole and it is for requests for proposals for Legal Services for civil and prosecuting attorney services. Wood further shared that the request for proposals would be posted July 3rd, 2019 through August 2nd, 2019.

Motion by Collison, second by Lundeen to approve resolution as presented. Motion passed 5-0. Motion carried.

2. Ordinance- 708 Amending Ordinance No. 445 Zoning; Section 7 Business Districts, Article Two "B-2" General Business District, Subdivision 3: Conditional Uses, to Remove Self Storage Facility as a Conditional Use"

City Administrator Josi Wood shared that this item was discussed at the May 21st, 2019 Planning Commission meeting and it was to remove the self-storage facility within the Ordinance and Planning Commission has recommended approval.

Motion by Bergley, second by Lundeen to approve the Ordinance as presented. Motion passed 5-0. Motion carried.

3. Resolution 2019-176 Approving Installation of Electronic Readers on Two City Hall Doors, Upgrade and Install of Readers at Police Department

City Administrator Josi Wood shared that this item has been discussed for a couple years and was also included in the 2019 budget to give staff entrance from the East side as well as going into the staff area where electronic readers would be installed for security purposes to track who comes in and out of our facilities. Wood further shared that with the $8,000 that was budgeted, there was also enough to upgrade the system that is at the police department for security reasons as well as to include a mechanism for a reader on the evidence room.

Motion by Lundeen, second by Collison to approve resolution as presented. Motion passed 5-0. Motion carried.

City Engineer Jason Cook

4. Resolution 2019-177 Resolution Awarding the Bid for the TH 65 & Cajima Street RCUT Improvements Project Within the City of Isanti

City Administrator Josi Wood shared that this item was discussed and bids received at Committee of the Whole where the recommendation from the Committee is to move forward with awarding the bid to

AZTECH Corporation and move forward with an increase of $112,000 for additional funds that are needed to move forward.
Motion by Bergley, second by Lundeen to approve resolution as presented. Motion passed 5-0. Motion carried.

Chief of Police Travis Muyres

5. Resolution 2019-178 Approving Participation in National Night to Unite
Chief of Police Travis Muyres shared that this is the first Tuesday in August every year and Council meetings have always been moved that week. Muyres shared this resolution is to participate. City Council further discussed this matter.
Motion by Lundeen, second by Collison to approve resolution as presented. Motion passed 5-0. Motion carried.

Public Services Director Matt Sylvester

6. Resolution 2019-179 Resolution to Submit an Insurance Claim and Accept Proposal for Isanti Indoor Arena Repairs
Public Services Director Matt Sylvester shared there was significant damage to the East side of the BMX Arena. Sylvester further shared that this item is to reach out and get an insurance claim to the League of Minnesota Cities Insurance Trust where the City's deductible is $1,000 and have NHH perform the roofing repairs.
Motion by Collison, second by Lundeen to approve resolution as presented. Motion passed 5-0. Motion carried.

K. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $507,339.33 Payroll in the Amount of $123.226.09 and Second Quarter Payroll for Council/ Boards/ Commissions in the Amount of $9,116.88
2. Resolution 2019-180 Approving the Replacement of North Exterior City Hall Doors
3. Resolution 2019-181 Accepting Part-Time Liquor Store Clerk Jason Goetz Resignation
4. Resolution 2019-182 Approving Friends of St. Scholastica Gambling Permit
5. Resolution 2019-183 Approving New City Hall Hours of Operation and Amendment to the City of Isanti Personnel Policy: Section 2, Definitions and Section 5, Hours of Work
6. Resolution 2019-184 Approving Isanti Police Department Social Media Policy
7. Resolution 2019-185 Authorizing the Closing of Debt Service Funds for 2019
8. Resolution 2019-186 Resolution Accepting a Donation from the Rotary Club of Cambridge & Isanti

Motion by Collison, second by Bergley to approve Consent Agenda as presented. Motion passed 5-0. Motion carried.

L. Other Communications
None

Adjournment
Motion to adjourn by Collison, second by Begley. Motion passed 5-0. Motion carried. The meeting was adjourned at 7:24 p.m.

Jaden Moore
Deputy City Clerk/ Human Resources

F.2.

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
May 7, 2019
Isanti City Hall

1. Call To Order

The meeting was called to order by EDA President Jeff Johnson at 7:36 p.m.

a. Pledge of Allegiance

b. Roll Call

Members Present:	Jeff Johnson, Dan Collison, Paul Bergley, Steve Lundeen, Jill Reller, and Rod Barrows
Members Absent:	None
Staff Present:	Community Development Director, Sheila Sellman; City Attorney Clark Joslin; and Ryan Kernosky (via Skype), Municipal Consultant

c. Agenda Modification None

2. Approval of the Agenda: Motion by Lundeen, seconded by Bergley, to approve. The motion passed 6-0

3. Minutes of April 2, 2019 Regular Economic Development Meeting

Motion by Collinson, seconded by Bergley to approve the April 2, 2019 meeting minutes as presented. Motion carried 6-0.

4. Appointment of Sheila Sellman, Community Development Director as EDA Secretary
Motion by Lundeen, seconded by Bergley, to approve, motion carried 6-0

5. Other Business/ Updates/Communications

Sellman asked the Commission if they had any questions regarding the memo in the packet from Don Lorsung, Assistant City Administrator/Special Projects. Commissioner Bergley asked about the opening of the hotel, Sellman stated there will be a soft opening on May 10th and a ribbon cutting at a later date.

6. Closed Session
President Johnson the EDA will hold a closed meeting in accordance with MN Statutes 13D.05, Subdivision 3c, discussion regarding consideration of an offer to purchase real property owned by

the EDA PID# 160291400 and 160530151. Motion by Bergley and 2nd by Reller to adjourn to closed session.
The regular meeting was called back to order at 7:47pm. Attorney Joslin gave a summary of the closed meeting. A motion was made by Lundeen to proceed with option 2 presented in the closed meeting, second by Bergley, motion passed 6-0.

Motion by Lundeen, seconded by Bergley to adjourn at 7:49pm.

Respectively Submitted,

Sheila Sellman,
Community Development Director

A Community For Generations.
Isanti

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: July 16, 2019
Subject: Resolution Approving the Upgrade of Council Chambers Audio Visual Equipment

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The audio visual (AV) equipment in the Chambers has been failing for some years and the equipment has reached a point where it is no longer cost effective to replace individual parts and system components. The Council Committee of the Whole recommended to proceed with upgrading the Council Chambers AV Equipment due to many failures and equipment malfunctions. The funding source is identified as the Capital Replacement Fund 920.

Full quotations were solicited and Staff received the following:

Bidder Name	Quote Amount
Diversified, LLC	$61,153.00
Tierney	$64,959.61

Three new outlets will need to be installed by the City's contracted electrician, Isanti Electric, in the amount, not to exceed, $500.00.

Recommendation:
The Committee of the Whole recommends to move forward this year with AV upgrades. Staff recommends for the City to enter into an agreement with Diversified, LLC with funding identified as Capital Replacement Fund 920 in the amount of $61,153.00.

Action Required:
If the Council concurs, it should by motion, take the following actions:
1. Affirm the scope of work to upgrade the Audio Visual equipment at City Hall.
2. Approve Resolution as written.

Request:
Staff is requesting action on this item.

Attachments:
- Resolution 2019-XXX
- Diversified, LLC
- Tierney

RESOLUTION 2019-XXX

RESOLUTION APPROVING THE UPGRADE OF COUNCIL CHAMBERS AUDIO VISUAL EQUIPMENT

WHEREAS, the audio visual equipment has been failing for some years and the equipment has reached a point where it is no longer cost effective to replace individual parts and system components; and,

WHEREAS, the Committee of the Whole recommends upgrading the audio visual equipment this year; and,

WHEREAS, staff solicited quotes and the following quotes were received:

Diversified, LLC	Tierney
$61,153.00	$64,959.61

WHEREAS, three outlets will need to be installed by the city's contracted electrician, Isanti Electric, in the amount, not to exceed $500.00; and,

WHEREAS, staff has included a 5% contingency; and,

WHEREAS, funding has been identified as the Capital Replacement Fund 920;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to accept the quote from Diversified, LLC for upgrades to the audio visual equipment in the City Hall Chambers and installation of three outlets for a total amount, not to exceed, $64,710.65 with funding source identified as Capital Replacement Fund 920.

This resolution was duly adopted by the Isanti City Council this 16th day of July, 2019.

ATTEST:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

Diversified.

Prepared For

City Of Isanti

110 1st Avenue NW

Isanti, MN 55040

Council Chamber Upgrades

1410 Energy Park Dr., Suite 16; St. Paul, MN 55108
P: 651.647.4354 | P: 800.448.8439

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The entire content of this document is the intellectual property of Diversified, LLC. Please do not distribute or reproduce without our expressed written consent. The exception is that you may make copies of this document and distribute them to members of your staff charged with evaluation of our solution. If you prefer, we would be pleased to produce additional copies of this proposal at no cost for this purpose.

651.647.4354 | 800.448.8439
1410 Energy Park Drive, Ste. 16
St. Paul, MN 55108
Registered & Bonded
Business #102248 | Contractor #TS02057

Project Name: **City of Isanti Council Chambers**
Project Number: **MN8212**
Account Executive: Glenn Kroeten
Submittal Date: 6/12/2019

Scope of Work

Introduction to Diversified

Diversified is an industry leading technology solutions provider delivering innovative digital media, collaborative, broadcasting, electronic security, and OTT solutions to a global clientele across a wide array of markets. Clients turn to our team of specialized technical experts to design custom solutions that enhance their operations, increase productivity, and help drive ROI. Diversified serves clients globally from 30 offices in the United States and through partnerships around the world.

SCOPE OF WORK

Following is a scope of work that includes the project features and design requirements as stipulated in our project definition meeting. It is the client's responsibility, or their authorized representative, to review the following information for accuracy and make any necessary changes prior to signing the document. OFE is owner furnished equipment.

Summary of Project

Meeting & Site Survey Notes:

Project Breakdown

SYSTEM A: Core System (required)

DISPLAY

- Two 65" Samsung Commercial Displays ceiling mounted facing the front of the room
- For the audience choose between a 65" Display or a 4,500 Lumens Projector (Must choose One BOM B or BOM C)

VIDEO

- Replaces the connectivity at the lectern
- HD Document Camera
- HD system to save recordings onto a USB drive for uploading to their YouTube channel
- Video will switch between the rear camera and the presentation

AUDIO

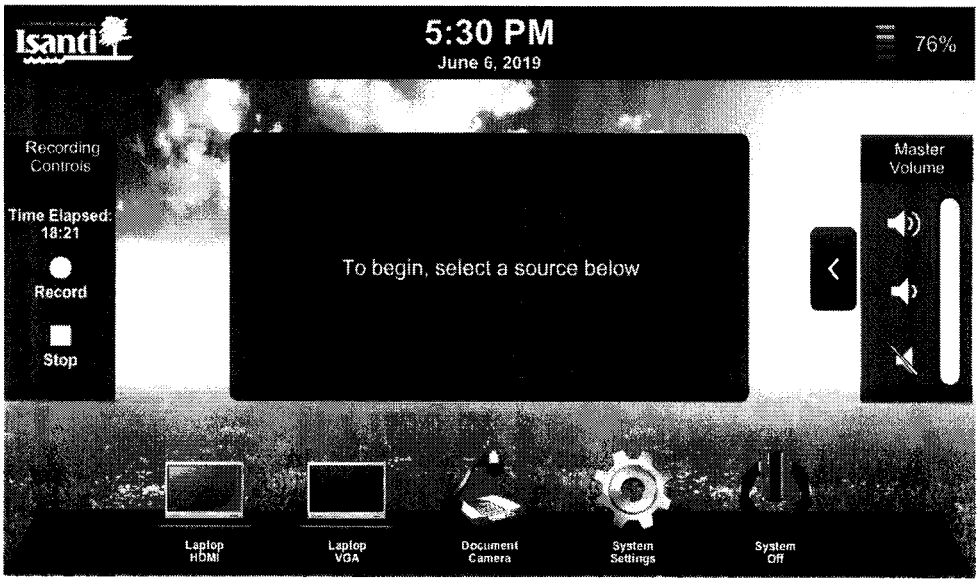
- Advanced QSC Sound System
- 7 Wired Desktop Gooseneck Super-Cardioid Microphones
- Intelligent 8 Channel Wireless Microphone system
    - 2 Wireless Lavalier Microphones

651.647.4354 | 800.448.8439
1410 Energy Park Drive, Ste. 16
St. Paul, MN 55108
Registered & Bonded
Business #102248 | Contractor #TS02057

- 6 Wireless Desktop Gooseneck Microphones
- Hallway speaker zone will provide sound masking during closed door meetings
- Assistive Listening Compliance Package
  - 2 belt packs with earphones and neck loops for use with modern hearing aides
  - Also includes Listen Everywhere which allows anyone to use their smart phone as a belt pack

CONTROL

- Wireless touch panel with charging dock
- Intuitive User Interface which will be custom tailored for the room



SYSTEM B: 65" Display Option

DISPLAY

- 65" Samsung Commercial Display for the audience which is ceiling mounted

SYSTEM C: 4,500 Lumens Projector Option

DISPLAY

- 4500 lumens laser projector, 1080p, maintenance free for 20,000 hours
- 110" 16:9 Projection Screen to replace the existing 4:3 screen

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1410 Energy Park Drive, Ste. 16
St. Paul, MN 55108
Registered & Bonded
Business #102248 | Contractor #TS02057

COMPLETION & EXECUTION OF ORDER

- Quote valid for 30 days from above date
- Both this Scope of Work and Proposal for System Integration must be reviewed by Client and signed prior to executing work order
- The delivery schedule on system integration projects depends on many factors. Some of these are not within our control such as your construction schedule, and internal departments like IT delivering the network readiness. Based on our knowledge and understanding of your project at this time we anticipate that we can deliver a substantially complete system to you within 6-12 weeks upon receipt of a purchase order, signed contract, and deposit payment.

PROFESSIONAL SERVICES

Diversified, provides a turn-key system that includes sales consultation, design, engineering, programming, project management, system builds, certified installation and commissioning, training, and service. We have long standing partnerships with all of the major professional audio and video manufacturers that include advanced and on-going training and certification. We look forward to supporting your needs and appreciate your business.

*Limitations and Exclusions

1. Diversified shall install all equipment in accordance with the manufacturer's specifications, national and local regulation ordinances and codes, including all OSHA guidelines.
2. All work shall be performed during the normal working hours of Monday-Friday, between 8:00am-5:00pm CST, except for recognized holidays, unless specifically stated elsewhere and premium rates may apply.
3. Client shall be responsible for dedicated electrical A/C power and conduits (as required) to all specified locations. All A/V conduits shall be dedicated for Diversified wiring and of adequate size.
4. Client shall be responsible for all LAN and CCTV cable and connections.
5. Client shall be responsible for modifications to ceilings, walls, finish work and custom paint finishes (if required).
6. Diversified is not responsible for structural, mechanical, or electrical obstructions, distortions, or other related encumbrances to the A/V system, this would include HVAC vibration.
7. Client and Diversified shall agree upon project schedule. Client shall provide access to facility, furniture and Owner Furnished Equipment (O.F.E.) in accordance with that schedule.
8. Diversified removes itself from all functional and cosmetic liability in relationship to the condition of all Owner Furnished Equipment (OFE) both prior to and there after this scope of work is completed.
9. Unless otherwise specified in this document, customer shall supply all computer equipment including but not limited to: desktop computers, laptops, and network hardware.
10. Equipment and labor prices are estimated based on the project detailed in this signed document. Any changes or additions to the project shall affect the cost.
11. Sheet rock studded interior walls with no insulation, fire blocking or obstructions to wire installation.
12. Suspended, T-bar acoustic tile ceiling, non-insulated, no obstructions above or below ceiling, ceiling no more than 10' above floor, structure no more than 4' above ceiling.
13. Floor coring or installation of raceways not included.

651.647.4354 | 800.448.8439
1410 Energy Park Drive, Ste. 16
St. Paul, MN 55108
Registered & Bonded
Business #102248 | Contractor #TS02057

14. Equipment cannot be wired into furniture that is not adjacent to interior walls, without additional provisions.
15. Unobstructed accesses to facility and work areas during normal business hours.
16. Electrical outlets within reach of equipment supplied power cords.
17. Facility located within 30-mile radius of the Diversified office.
18. Client shall be responsible for all computer networking, telephony, satellite, and television distribution cable and connections.
19. Please note that recent and upcoming tariffs can have an immediate impact on equipment pricing. Price quoted is based on information available as of this date and is subject to increase.

*Variations to the above conditions will not necessarily prohibit installation of this system, but would affect the price of installation. These variations in price would need to be considered on an individual basis, and would be determined prior to quotation. The aforementioned scope of work includes the project features and design requirements as stipulated in this attachment, the site assessments, and the final proposal. It is the client's responsibility, or their authorized representative, to review the following information for accuracy and make any necessary changes prior to signing this document.

Client Authorization

I, _____, acting as a representative of _____, agree that the information contained in this scope of work is accurate, and represents intent and detail for, goods and/or services provided as referenced to this document.

_____	_____
Client (print name)	Diversified (print name)
_____	_____
Client (signature)	Diversified (Signature)
_____	_____
Date	Date

Date: **6/12/2019**
Project Number: **MN8212**
Proposal Revision **1**

Bill of Materials A:City of Isanti

Project Title: Council Chamber Upgrades
Title of System: Core System

Client Information

Name: Josi Wood
Company: City Of Isanti
Address: 110 1st Avenue NW
Address:
City/State/Zip: Isanti, MN 55040

Item	Qty Total	Qty per Room	Manufacturer	Model #	Description
1.00					
2.00			**Sound System**		
3.00	1	1	QSC	CORE 110f	DSP
4.00	1	1	QSC	SPA2-60	Amplifier
5.00	1	1	OFE		Existing room and hallway speakers
6.00					
7.00			**Microphone System**		
8.00	1	1	Shure	MXWAPT8=Z10	8 Channel Microflex Wireless Tranceiver
9.00	1	1	Shure	MXWANI8	8 Channel Microflex Wireless Receiver
10.00	2	2	Shure	MXW1/O=Z10	Hybrid Bobypack Wireless Transmitter
11.00	2	2	Shure	WL185	Lavalier Microphone
12.00	2	2	Shure	MXWNCS8	8 Channel Wireless Microphone Charging Station
13.00	6	6	Shure	MXW8=Z10	Desktop Wireless Transmitter Base
14.00	6	6	Shure	MX415/S	15" Super Cardiod Gooseneck Microphone
15.00	7	7	Shure	MX418D/S	18" Desktop Gooseneck Microphone, Super-
16.00					
17.00			**Assistive Listening**		
18.00	1	1	Listen Technologies	LCS-120-01	Compliance package, use with 2 receivers and
19.00					
20.00			Camera and Recording S		
21.00	1	1	Vaddio	999-99630-000W	RoboSHOT 30E HDBT, White
22.00	1	1	Vaddio	999-1105-043	OneLINK HDMI Extension for Vaddio HDBaseT
23.00	1	1	Extron	60-1763-01	Streaming Media Encoder
24.00	1	1	Crestron	DM-DGE-200-C	Digital Graphics Engine
25.00					
26.00			**Video System**		
27.00	1	1	Crestron	HD-MD-400-C-E KIT	3 Input Lectern AV Extender
28.00	1	1	Crestron	DM-DA4-4K-C	1:4 4K HDMI to DM 8G+ Splitter
29.00	3	3	Crestron	DM-RMC-4K-SCALER-C	Dias Displays Receiver
30.00	2	2	Samsung	QM65H	65" Commercial Displays
31.00	2	2	Chief	TBD	Ceiling Mounting Hardware
32.00	1	1	Epson	TT-L1	Document Camera
33.00					
34.00			**Control and Network**		
35.00	1	1	Crestron	CP3N	3-Series Control System
36.00	1	1	Crestron	TST-902	8.7" Wireless Touch Screen
37.00	1	1	Crestron	TST-902-DS	Table Dock for TST-902
38.00	1	1	Cisco	TBD	Gigabit Network Switch
201.00			Diversified	Diversified	Cabling, Connectors and Installation Materials

SUMMARY	EACH	TOTAL
Equipment	$ 40,334.00	
Parts & Materials	$ 2,077.00	
EQUIPMENT TOTAL		**$ 42,411.00**
INTEGRATION SERVICES TOTAL		**$ 15,218.00**
SYSTEM SUB-TOTAL W/O TAX		**$ 57,629.00**
SALES TAX @	0.00%	**$ -**
SYSTEM TOTAL	**$ -**	**$ 57,629.00**

Date: **6/12/2019**
Project Number: **MN8212**
Proposal Revision **1**

Bill of Materials B:City of Isanti

Project Title: Council Chamber Upgrades
Title of System: Display Option

Client Information

Name: Josi Wood
Company: City Of Isanti
Address: 110 1st Avenue NW
Address:
City/State/Zip: Isanti, MN 55040

Item	Qty Total	Qty per Room	Manufacturer	Model #	Description
1.00					
2.00	1	1	Samsung	QM65H	65" Commercial Displays
3.00	1	1	Chief	TBD	Ceiling Mounting Hardware
201.00			Diversified	Diversified	Cabling, Connectors and Installation Materials

SUMMARY	EACH	TOTAL
Equipment	$ 2,278.00	
Parts & Materials	$ 117.00	
EQUIPMENT TOTAL		**$ 2,395.00**
INTEGRATION SERVICES TOTAL		**$ 1,129.00**
SYSTEM SUB-TOTAL W/O TAX		**$ 3,524.00**
SALES TAX @	0.00%	$ -
SYSTEM TOTAL	**$ -**	**$ 3,524.00**

1410 Energy Park Dr., Suite 16; St. Paul, MN 55108
P: 651.647.4354 | P: 800.448.8439
www.Diversifiedus.com

SUMMARY

Proposal Revision **1**

MN8212

City of Isanti

Council Chamber Upgrades

BOM A	Core System	$	57,629.00
BOM B	Display Option	$	3,524.00

TOTAL WITHOUT SERVICE AGREEMENT **$61,153.00**

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800.933.7337 | info@tierneybros.com

Tuesday, July 09, 2019

Matt Lindholm
City of Isanti

Proposal for Audio-Visual Service
RE: City of Isanti - Council Chambers Upgrades
Opportunity Number: 23298 R1

Scope of Integration Services

Summary of Work to be completed by Tierney Brothers, Inc. at **110 1st Ave NW, #428, Isanti, MN 55040.**
(Please initial if address is correct or provide correct address. _____)

Tierney Brothers Incorporated (TBI) is proposing an AV update for the council chambers at the City of Isanti. This will include:

Quote #159429
De-Installation
TBI will de-install the existing ceiling mounted projector. The existing in-ceiling electric screen will be left in the ceiling. TBI will de-install all analog equipment and cabling not being re-used including rack, rack equipment, document camera, dais monitors, dais AV pop-ups, control system, and room microphones. These items will be given to the client for disposal. Note that if Altinex AV Tilt n Plugs are removed it will be the responsibility of the client to cover the holes in the dais.

Video Solution
TBI will supply and ceiling mount an NEC 75" 4K LED display centered in front of the dais facing the gallery and two (2) NEC 65" 4K LED displays mounted to the left and right side walls for dais viewing. Note that the side displays with their mounts will adhere to ADA code requiring no more than a 4" depth for anything hanging on a wall in a walkway.
Sources will include an HDMI connection at the City administrators table and at the presentation lectern and a Hovercam Nillo 100 document camera which will be located at the lectern. Note that the same image from any source will display on the three (3) displays. HDMI switcher, Audio de-embedder, HDMI distribution amplifier and HDMI receivers are included. TBI will supply and ***rack mount a small soundmasking generator that will be programmed for a source to hallway speakers when needed.***

A liberty adapter ring will be supplied and located at the lectern. The adapters will allow most mobile devices to be input at either HDMI location and will include:

- DisplayPort M to HDMI F Adapter
- Apple Lightning M to HDMI F Adapter
- Apple USB-C M to HDMI F Adapter
- USB-C M to HDMI F Adapter

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800.933.7337 | info@tierneybros.com

Note TBI will provide a new wall mounted rack to house the new components.

Audio Solution
TBI will supply, rack mount and configure two (2) Biamp TesiraForte digital signal Dante enabled processors (DSP).

Sources will include seven (7) wired 18" gooseneck microphones located at the dais, six (6) 10" Wireless MicroFlex gooseneck microphones, two (2) MicroFlex wireless microphones with belt pack transmitters and lavaliere microphones and ***an Atlas soundmasking generator***. The wireless system includes two (2) charging bases to be installed at a location TBD and an 8 channel wireless access point (WAP). New microphone cabling for dais microphones will be installed and terminated. Program audio will also be routed through the DSP. A 2 channel Extron power amplifier will be supplied and rack mounted. It will output audio to ten (10) OFE in room 70 V ceiling speakers and to four (4) hallway speakers.

A Williams AV assistive listening system will be supplied and installed and includes the following components:

(1) PPA T45NET D Transmitter
(4) PPA R37N Receivers
(4) EAR 022 Surround Earphones
(2) NKL 001 Neckloops
(2) BAT KT6 Dual Drop-in Charger Kits, each including (2) BAT 026-2 AA Rechargeable Batteries
(1) ANT 005 Coaxial Antenna
(1) ANT 025 Whip Antenna
(1) IDP 008 Wall Plaque
(1) RPK 005 Rack Panel Kit
(1) TFP 048 Power Supply

Control Solution
TBI will provide a wired control panel located at the Administrator's desk that will allow staff to run the meetings within the room. Functionality includes:

- Displays on /off
- Source switching- all displays show the same image
- Volume zone control
- ***Soundmasking source to hallway speakers***
- Audio level control – Graphical Feedback
- Individual microphone level control and muting, overall muting, and overall level

The City will provide an iPad two weeks prior to the install for wireless control in the space. This does not replace the wired panel at the Admin desk.

Controlled Devices
- Three (3) Display: via RS-232 via TP Receiver and LAN/Ethernet from switcher

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- Touch Screen: via POE Ethernet
- Audio Processors: via Ethernet/DANTE
- Control Processor: Ethernet
- A/V Switcher: via RS-232

Quote #159434

Recording Option

TBI will supply, ceiling mount and configure a PTZ Video camera. Placement will allow for Dais views and lectern views. Final placement will be determined with client.
TBI will supply, rack mount and configure an Extron H.264 streaming media processor which will allow simultaneous record and streaming of council meetings. Recording will be done on an OFE USB storage device and streaming live can be done via the client's network if desired. Additional programming of PTZ camera control, presets and record/streaming functions are included.

Customer Responsibilities

- Provide 110V Quad AC outlets at each display and rack location
- Provide IPad with Crestron application downloaded 2 weeks prior to installation
- Provide wire pathways from rack to Admin table, Lectern and displays

We appreciate the opportunity to present this proposal. If you have any questions, please do not hesitate to contact us at your convenience at 612-331-5500. Our fax number is 612-331-3424.

Proposal Prepared By:
Sales Representative - Mike Chapley
Systems Engineer - Tom Tautges

Please initial to acknowledge and authorize the Scope of Integration Services presented here. _____

TIERNEY

Quote

#159429

7/9/2019

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(612) 331-5500 | (800) 933-7337 | Fax (612) 331-3424
www.tierneybrothers.com

Bill To
Accounts Payable
City of Isanti
110 1st Avenue NW
PO Box 428
Isanti MN 55040

Ship To
Matt Lindholm
City of Isanti
110 1st Ave NW
#428
Isanti MN 55040

Memo:
A - Council Chambers Upgrades R1

Expires	Sales Rep	Contract	Terms
10/7/2019	592 Mike Chapley	MNS-CPV 152129	Net 30

Qty	Item	MFG	Price	Ext. Price	Cost	Ext Cost	Markup %	Category
	****A - Council Chambers Upgrades R1****							
	Video Display Solution							
1	**CMA-115** Ceiling Plate 6 X 6" w/1.5" Threads	Chief	$36.72	$36.72	$32.49	$32.49	13%	Mounting Hardware
1	**CMA643** Decorative Ring for CMS Outer Adjustable Column	Chief	$9.66	$9.66	$8.55	$8.55	13%	Mounting Hardware
1	**CMS0203W** ADJ. PIPE 24" TO 36"	Chief	$95.33	$95.33	$84.36	$84.36	13%	Mounting Hardware
1	**LCM1U** SINGLE CEILING MOUNT, LARGE, BLACK	Chief	$240.25	$240.25	$212.61	$212.61	13%	Mounting Hardware
2	**LSTU** LSTU Large Fixed Thinstall Universal Mount	Chief	$108.21	$216.42	$95.76	$191.52	13%	Mounting Hardware
2	**C651Q** 65 LED LCD, UHD, 400nits,4K 65 LED LCD, UHD, 400nits, Anti Glare Screen, Full Control, OPS, Rpi Compatible 4K	NEC	$2,421.67	$4,843.34	$2,143.07	$4,286.14	13%	Display Monitors
1	**C751Q** MultiSync C751Q - 75" Slim LED LCD Public Display Monitor, 3840 x 2160 (4K / UHD), 350 cd/m2, Anti Glare screen, HDMI In x3, DisplayPort x2 / out, OPS and RPi Slot Capable, Local Dimming,	NEC	$2,601.47	$2,601.47	$2,302.19	$2,302.19	13%	Display Monitors
	Video Source Solution							
1	**Integration Item** 60-1587-52 Two Input 4K/60 HDMI Switcher with Integrated DTP2 Transmitter and HDMI Output	Extron	$1,011.35	$1,011.35	$895.00	$895.00	13%	Video Products

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Qty	Item	MFG	Price	Ext. Price	Cost	Ext Cost	Markup %	Category
1	**60-1271-12** HDMI Twisted Pair Extender - Tx	Extron	$265.55	$265.55	$235.00	$235.00	13%	Broadcast Video and Production
2	**70-077-01** Low-Profile Mount Kit for 1/4 and 1/2 Rack Width, Two-Piece Enclosures	Extron	$28.25	$56.50	$25.00	$50.00	13%	Audio-Visual Furniture
1	**Integration Item** HCNILLO100 Nillo 100	HoverCam	$281.37	$281.37	$249.00	$249.00	13%	Video Products
1	**Integration Item** DL-AR8839 DIGITALINX SECURE ADAPTER RING Audio Solution	Liberty	$375.16	$375.16	$332.00	$332.00	13%	Video Products
1	**TesiraFORTE DAN CI** TesiraFORTÉ DSP fixed I/O server with 12 analog inputs, 8 analog outputs, 8 channels configurable USB audio, Acoustic Echo Cancellation (AEC) technology (all 12 inputs), and 32 x 32 channels of Dante™	Biamp	$2,202.37	$2,202.37	$1,949.00	$1,949.00	13%	Control Systems
1	**TesiraFORTE DAN VT** TesiraFORTE DSP fixed I/O server with 12 analog inputs, 8 analog outputs, 8 channels configurable USB audio, 32 x 32 channels of Dante™, Acoustic Echo Cancellation (AEC) technology (all 12 inputs), 2 channel VoIP and standard FXO telephone interface	Biamp	$2,371.87	$2,371.87	$2,099.00	$2,099.00	13%	Control Systems
1	**60-883-02** XPA 2002 Two Channel Amplifier - 200 Watts Per Channel	Extron	$728.85	$728.85	$645.00	$645.00	13%	Audio Products
6	**MX415/C** 15" Shock-Mounted Gooseneck, Cardioid, includes surface mount preamplifier	Shure	$237.30	$1,423.80	$210.00	$1,260.00	13%	Audio Products
7	**MX418D/C** MicroFlex Cardioid Desktop 18" Gooseneck Microphone with Attached 10 ft XLR Cable	Shure	$237.30	$1,661.10	$210.00	$1,470.00	13%	Audio Products
2	**MXW1/O=-Z10** BODYPACK TRANSCEIVER W/OMNI MIC Bodypack Transmitter with Integrated Omnidirectional Microphone and 4-Pin Mini Connector (TA4M) (Includes one SB901 Battery) Freq Z10	Shure	$435.05	$870.10	$385.00	$770.00	13%	Audio Products
6	**MXW8=-Z10** Desktop Base Transceiver	Shure	$452.00	$2,712.00	$400.00	$2,400.00	13%	Audio Products
1	**MXWAPT8=-Z10** 8-Channel Access Point Transceiver -Z10 Frequency (10 MHz) 1920 Ð 1930 MHz *would need to order additional components separately*	Shure	$2,655.50	$2,655.50	$2,350.00	$2,350.00	13%	Audio Products

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7/9/2019

Qty	Item	MFG	Price	Ext. Price	Cost	Ext Cost	Markup %	Category
2	**MXWNCS8** 8-CH NETWORKED CHARGING STATION	Shure	$1,384.25	$2,768.50	$1,225.00	$2,450.00	13%	Audio Products
2	**WL183** Pro Omni Lavalier Mic	Shure	$80.23	$160.46	$71.00	$142.00	13%	Audio Products
1	**Integration Item** FM 457 NET D PRO Largearea FM assistive listening system with (4) PPA R37N receivers. Features network control, Dante input, and coaxial cable and rack panel kit for professional installation. System includes: (1) PPA T45 NET D transmitter, (4) PPA R37N receivers, (4) EAR 022 surround earphones, (2) NKL 001 neckloops, (2) BAT KT6 AA NiMH rechargeable twobay charger, (1) ANT 005 remote coaxial antenna, (1) IDP 008 ADA wall plaque and (1) RPK 005 rack panel kit.	Williams Sound	$1,339.33	$1,339.33	$1,185.25	$1,185.25	13%	Video Products
1	**Integration Item** AA-GPN1200 Sound Masking generater Control Solution	Atlas	$184.04	$184.04	$162.87	$162.87	13%	Video Products
1	**Integration Item** 60-1417-01A IP Link® Pro Control Processor w/LinkLicense for User Interfaces Upgrade	Extron	$1,796.70	$1,796.70	$1,590.00	$1,590.00	13%	Video Products
1	**60-1601-02** 10" Tabletop TouchLink Pro Touchpanel	Extron	$1,576.35	$1,576.35	$1,395.00	$1,395.00	13%	Cabling
1	**AMS-2624P** 26 Port Switch With 24 Ports PoE Furniture/Rack Soution	Luxul	$687.04	$687.04	$608.00	$608.00	13%	Broadcast Video and Production
1	**IRUR1** Rack Header-Image Series1 Rack-Logo	Liberty	$15.80	$15.80	$13.98	$13.98	13%	Audio-Visual Furniture
1	**AMS-2624P** 26 Port Switch With 24 Ports PoE	Luxul	$687.04	$687.04	$608.00	$608.00	13%	Broadcast Video and Production
1	**D2** 2RU 3.5" Rack Drawer Black Brushed Mid-Atlantic	Middle Atlantic	$116.96	$116.96	$103.50	$103.50	13%	Audio-Visual Furniture
1	**DWR-18-17PD** 18RU 17" Deep Sectional Wall Mount Rack with Plexi Front Door	Middle Atlantic	$619.60	$619.60	$548.32	$548.32	13%	Audio-Visual Furniture

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Qty	Item	MFG	Price	Ext. Price	Cost	Ext Cost	Markup %	Category
1	**DWR-FK17** Fan Kit (for 17" D DWR Racks)	Middle Atlantic	$109.16	$109.16	$96.60	$96.60	13%	Audio-Visual Furniture
4	**EB1** Rack Blank Panel 1Ru,1.75" Black, Mid Atlantic	Middle Atlantic	$6.24	$24.96	$5.52	$22.08	13%	Audio-Visual Furniture
1	**HP-Screws** HP Box of 100 PCS 10-32 Screws Black	Middle Atlantic	$16.64	$16.64	$14.72	$14.72	13%	Audio-Visual Furniture
1	**LBP-1A** "L" SHAPED LACING BAR, 10 PC. PACK	Middle Atlantic	$25.47	$25.47	$22.54	$22.54	13%	Audio-Visual Furniture
1	**PD-815SC** Slim Power Strip, 8 Outlet, 15A, Basic Surge	Middle Atlantic	$77.45	$77.45	$68.54	$68.54	13%	Video Products
1	**PD-915R-SP** Rackmount Power, 9 Outlet, 15A, Series Surge	Middle Atlantic	$368.54	$368.54	$326.14	$326.14	13%	Video Products
3	**UFA-8-F1** UFA Shelf (1 Space)	Middle Atlantic	$35.35	$106.05	$31.28	$93.84	13%	Audio-Visual Furniture
1	**VT1** VT1 1-Space Vent Panel -1 3/4"	Middle Atlantic	$10.92	$10.92	$9.66	$9.66	13%	Audio-Visual Furniture
	System Core & Infrastructure Solution							
4	**CAT5E-ASY-50BLK** CAT5e 350MHz Assembly Cable Black 50ft.	Comprehensive	$8.49	$33.96	$7.51	$30.04	13%	Cabling
5	**CAT5E-ASY-5BLK** CAT5e 350MHz Assembly Cable Black 5ft.	Comprehensive	$2.14	$10.68	$1.89	$9.45	13%	Cabling
4	**DB9F** 9 Pin Jack with Hood Connector	Comprehensive	$1.77	$7.08	$1.57	$6.28	13%	Cabling
1	**MHD18G-3PROBLK** MicroFlex Pro AV/IT Certified 4K60 18G High Speed HDMI Cable with ProGrip Jet Black 3ft	Comprehensive	$13.06	$13.06	$11.56	$11.56	13%	Cabling
8	**MHD18G-6PROBLK** MicroFlex Pro AV/IT Certified 4K60 18G High Speed HDMI Cable with ProGrip Jet Black 6ft	Comprehensive	$18.20	$145.60	$16.11	$128.88	13%	Cabling
1	**60-1437-01** HDMI to Four Output DTP DA Amplifier	Extron	$1,576.35	$1,576.35	$1,395.00	$1,395.00	13%	Audio Products
5	**60-1271-13** HDMI Twisted Pair Extender - Rx	Extron	$265.55	$1,327.75	$235.00	$1,175.00	13%	Broadcast Video and Production
1	**60-1542-01** HAE 100 4K HDMI Audio De-Embedder	Extron	$446.35	$446.35	$395.00	$395.00	13%	Control Systems

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Quote

#159429

7/9/2019

Qty	Item	MFG	Price	Ext. Price	Cost	Ext Cost	Markup %	Category
1	**60-1483-01** SW2 HD 4K Two Input HDMI Switcher	Extron	$265.55	$265.55	$235.00	$235.00	13%	Broadcast Video and Production
6	**10005USOP** Clear Liberty Category 5e one-piece crimp RJ45 plug (bought in packs of 100, sold individually)	Liberty	$0.30	$1.80	$0.27	$1.62	11%	Cabling
250	**22-2C-PSH-BLK** Black Audio and control 22 AWG 1 pair shielded plenum	Liberty	$0.11	$27.50	$0.10	$25.00	10%	Cabling
250	**24-4P-PL5-EN-BLK** Plenum CAT5 1000ft per reel Black	Liberty	$0.19	$47.50	$0.169	$42.25	12%	Cabling
200	**24-4P-P-L6SH-BLK** Black Category 6 F/UTP EN series 23 AWG 4 pair shielded cable Reel	Liberty	$0.61	$122.00	$0.54	$108.00	13%	Cabling
6	**RJ45-STP-L6** Category 6 shielded 8P8C RJ45 Plug with 360 degree shielding Package	Liberty	$3.78	$22.68	$3.34	$20.04	13%	Cabling
7	**NC3FXX** Neutrik NC3FXX 3 Pin Female XLR Nickel/Silver	Neutrik	$2.80	$19.60	$2.48	$17.36	13%	Cabling
1	**Minnesota State Contract - Associated Hardware**		$500.00	$500.00				
9	**Minnesota State Contract - Design / Engineering** Professional/Technical Design Service; Engineering and Design		$120.00	$1,080.00				
39	**Minnesota State Contract - Project Management**		$90.00	$3,510.00				
12	**Minnesota State Contract - In-House Installation**		$90.00	$1,080.00				
60	**Minnesota State Contract - On-Site Installation**		$95.00	$5,700.00				
33	**Minnesota State Contract - Programming and Configuration** Professional/Technical Design Service; Programming and Configuration		$120.00	$3,960.00				
1	**Minnesota State Contract - Maintenance / Service (Std 1 yr)** Maintenance / Service; Standard One Year Installation Warranty		$1,699.00	$1,699.00				

159429

TIERNEY

Quote

#159429

1771 Energy Park Drive, Suite 100, St. Paul, MN 55108
(612) 331-5500 | (800) 933-7337 | Fax (612) 331-3424
www.tierneybrothers.com

7/9/2019

Qty	Item	MFG	Price	Ext. Price	Cost	Ext Cost	Markup %	Category
1	**Minnesota State Contract - Maintenance / Service (PRM 1 yr)** Maintenance / Service; Upgrade to Premium One Year Installation Warranty including preventative maintenance.		$249.00	$249.00				

Subtotal	$57,195.18
Tax (0%)	$0.00
Shipping Cost	$1,182.21
Total	$58,377.39

To accept this quotation, sign here : _____

Please reference this quote number on your purchase order.

Please inspect product upon delivery. State of Minnesota Contract Return Policy will apply.

Standard Times for Delivery from Receipt of PO*:
- Stocked Product Equipment Only Sales – Three to Five Business Days
- Non-Stocked Product Equipment Only Sales – Ten to 14 Business Days
- Integration Projects – Two to Eight Weeks

*All days include time in transit and assume product is not on back order with the manufacturer.

159429

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Quote

#159434

7/9/2019

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(612) 331-5500 | (800) 933-7337 | Fax (612) 331-3424
www.tierneybrothers.com

Bill To
Accounts Payable
City of Isanti
110 1st Avenue NW
PO Box 428
Isanti MN 55040

Ship To
Matt Lindholm
City of Isanti
110 1st Ave NW
#428
Isanti MN 55040

Memo:
B - Recording Option R1

Expires	Sales Rep	Contract	Terms
10/7/2019	592 Mike Chapley	MNS-CPV 152129	Net 30

Qty	Item	MFG	Price	Ext. Price	Cost	Ext Cost	Markup %	Category
	****B - Recording Option R1****							
	Furniture/Rack Soution							
1	**60-190-01** Universal Rack Shelf Kit for 9.5" Deep Products 1U Gray	Extron	$73.45	$73.45	$65.00	$65.00	13%	Audio-Visual Furniture
	System Core & Infrastructure Solutionv							
1	**COMSCA530** CAM530 12X PTZ camera USB, HDMI & RS232	Aver	$1,027.51	$1,027.51	$909.30	$909.30	13%	Video Conferencing
1	**60-1594-01** SMP 111 Single Channel H.264 Streaming Media Processor -Single Channel Recorder – 32 GB	Extron	$1,915.35	$1,915.35	$1,695.00	$1,695.00	13%	Control Systems
1	**Minnesota State Contract - Associated Hardware**		$350.00	$350.00				
3	**Minnesota State Contract - Design / Engineering** Professional/Technical Design Service; Engineering and Design		$120.00	$360.00				
4	**Minnesota State Contract - Project Management**		$90.00	$360.00				
3	**Minnesota State Contract - In-House Installation**		$90.00	$270.00				
6	**Minnesota State Contract - On-Site Installation**		$95.00	$570.00				

159434

TIERNEY

Quote

#159434

1771 Energy Park Drive, Suite 100, St. Paul, MN 55108
(612) 331-5500 | (800) 933-7337 | Fax (612) 331-3424
www.tierneybrothers.com

7/9/2019

Qty	Item	MFG	Price	Ext. Price	Cost	Ext Cost	Markup %	Category
6	**Minnesota State Contract - Programming and Configuration** Professional/Technical Design Service; Programming and Configuration		$120.00	$720.00				
1	**Minnesota State Contract - Maintenance / Service (Std 1 yr)** Maintenance / Service; Standard One Year Installation Warranty		$599.00	$599.00				
1	**Minnesota State Contract - Maintenance / Service (PRM 1 yr)** Maintenance / Service; Upgrade to Premium One Year Installation Warranty including preventative maintenance.		$249.00	$249.00				

Subtotal	$6,494.31
Tax (0%)	$0.00
Shipping Cost	$87.91
Total	$6,582.22

To accept this quotation, sign here : _____

Please reference this quote number on your purchase order.

Please inspect product upon delivery. State of Minnesota Contract Return Policy will apply.

Standard Times for Delivery from Receipt of PO*:
- Stocked Product Equipment Only Sales – Three to Five Business Days
- Non-Stocked Product Equipment Only Sales – Ten to 14 Business Days
- Integration Projects – Two to Eight Weeks

*All days include time in transit and assume product is not on back order with the manufacturer.

159434

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800.933.7337 | info@tierneybros.com

Responsibilities and Conditions

Client Responsibilities

Contract a licensed electrician to provide high voltage power connections. The system design will determine if optimum placement of outlets is best achieved before or after the installation of the AV equipment. The assigned Project Manager will communicate the specific to you during the project planning. Tierney Brothers recommends that each projector, TV, plasma, LCD, etc. have a dedicated quad electrical outlet.

Provide Tierney Brothers with any existing system design specifications, diagrams, room drawings or other materials that would facilitate completion of the proposed Scope of Integration Services.

All necessary ceiling tile work involved in the installation, unless an alternative has been indicated in the Scope of Integration Services in this proposal.

Prepare, replace, repair or modify any structural or cosmetic changes that Tierney Brothers has made or needs to make. This includes, but is not limited to, ceiling grids, floor tiles, walls and pre-existing equipment. This does not include repair for accidental damage caused by Tierney Brothers.

Confirm area is ready for installation when scheduled. This includes but is not limited to the room being vacated, physical conditions confirmed and owner furnished equipment (OFE) available. If the area is not prepared for installation when scheduled or the client has not notified Tierney Brothers five business days in advance of any schedule change or installation cancellation, there will be a $350.00 charge. Rescheduling of the installation will be set for a later date as determined by Tierney Brothers.

TBI will not be responsible for the condition and functionality of any existing OFE during the installation process. This includes de-install and reinstall of OFE. Should existing equipment fail or not work properly with our system design, the customer will have the option of sourcing a TBI approved replacement part or TBI will offer a billable replacement alternative. If OFE malfunction causes delays in the installation timeframe, additional billable labor charges may apply.

Clients purchasing SMART product are responsible for loading all SMART software on the applicable computers and connection of these computers to the SMARTboard prior to any scheduled training sessions.

Complete Customer Configuration Worksheets as requested by Tierney Brothers within five business days. This information is required to properly integrate the new equipment with your existing IT infrastructure.

TBI requires access to customer's computer and network at the time of installation to be able to complete installation and testing of the designed system. Return visits to test equipment and functionality may result in additional charges.

TBI's initial estimates assume all work may be completed using standard ladders. If a lift is required, additional charges will be incurred and presented as part of a change request.

For U of M Installations only: University of Minnesota customers are responsible for contacting their Facilities Management Department to coordinate conduit installation for all A/V wire and cable installations.

Tierney Brothers Responsibilities (Upon Authorization)

Proceed with ordering the specified equipment and preparing a schedule for completion of the proposed services.

Conduct pre-installation site visit (if necessary) involving the main site contact, site facilities representatives and a Tierney Brothers' project manager or a qualified alternate.

Review scope, terms and conditions of the installation with the client at the pre-installation site visit. This will include, but is not limited to electrical, construction and cosmetic responsibilities.

Basic system training, separate from Professional Development, is included in this proposal. This training will be scheduled and completed by a Tierney Brothers' representative at the end of the project installation.

If Professional Development is part of this proposal, sessions must be scheduled within six months of install completion.

Clients purchasing SMARTboards: After the installation of the SMARTboard is complete, the SMARTboard USB connection will be tested using the Tierney Brothers installer's laptop. After system functionality is confirmed, the USB connection will be hooked into the client's computer if it is present in the space.

For safety reasons, Tierney Brothers will not modify/cut the trays on existing white boards or chalk boards. A solution for mounting over the existing board will be proposed. Any modifications to the existing board would need to be made by the customer prior to the arrival for Tierney Brothers' installation personnel.

Scheduling

Installations are typically scheduled six to eight weeks from receipt of the customer's purchase order. Custom ordered product may increase the time needed to complete the proposed services.

Standard service and support is limited to Monday through Friday, 8:00 AM to 5:00 PM central standard time, excluding national holidays. Expanded service hours may be available for an additional charge if determined necessary.

This schedule assumes no delays or obstacles will be encountered in gaining access for the installation.

Site Conditions

Tierney Brothers cannot enter into work in or otherwise disturb any areas containing asbestos.

Tierney Brothers recommends that each Projector, TV, Plasma, LCD, etc. have a duplex receptacle fed off of a dedicated 20 amp circuit available for use. Systems containing multiple racks of amplifiers or other equipment may require additional circuits.

Please initial to acknowledge and authorize the Responsibilities and Conditions presented here. _____

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800.933.7337 | info@tierneybros.com

Proposal Terms

Accounting Terms

For installations scheduled to take 30 days or less from the first day on site to the last, Tierney Brothers will invoice the total project in full upon substantial completion. Tierney Brothers reserves the right to bill progressively for installations which are scheduled to take more than 30 days on site. The balance is due Net 30 days from the installation completion date, with 2% interest added to unpaid balance.

Sales Taxes
All applicable sales tax amounts will be charged on the sale of goods or services according to each governing law and remitted to the proper taxing authority. If your organization is tax exempt, please complete an exemption certificate and return to Tierney Brothers.

Proposal Changes
If additional products or services are requested prior to receipt of your signed purchase order or quote proposal, Tierney Brothers will provide an updated quote proposal, including a revised scope. If additional products or services are requested after receipt of your signed purchase order or quote proposal, Tierney Brothers will provide a change request quote with the requested equipment and scope to detail the requested changes for your approval.

Upon receipt of your signed purchase order or quote proposal, Tierney Brothers will proceed with the authorized services and invoice in accordance with the purchase order or quote proposal. Verbal agreements will not be processed until confirmation, in writing, has been received.

There may be a 20% to 30% restocking fee plus freight charges for those items ordered which have to be returned to the manufacturer due to customer request or by change of order. Custom order products and certain product lines not typically carried by Tierney Brothers may not be returned.

Other Terms

Installation Warranty
See specific warranty coverage program outlined in this proposal.

Repair or replacement service for TBI installed consumer grade monitors/displays are subject to manufacturer warranty and service. TBI does offer de-install/re-install assistance for vendor warranty repair or replacement at an additional charge.

Programming Warranty
The programming warranty is 90 days, starting at the commission of the system. Changes or fixes to the system after this time will be billable at our standard service call rates."

Labor Classifications and Assumptions
Unless mutually agreed upon in writing prior to executing this agreement, it is the understanding of both parties that Union and/or Prevailing Wage regulations, specifically those contained in 40 U.S.C. 276a-5, or MN Stat § 177.41-177.44, do not apply to the work to be performed under this contract.

Unless travel charges are specified, this proposal assumes Tierney Brothers, Inc. has local certified, licensed and insured technicians available to complete the integration services. In the event, the job site is located in a geographical area where this does not apply or a specific installation time is requested for which this personnel is not available, additional charges may apply.

All hours for installation are assumed to be between 8am and 5pm (normal business hours) unless specified in this proposal. Request for work outside of normal business hours will be subject to the following increased hourly labor rates:

- Second Shift (3:00pm to 10:00pm) will be billed at one and a half times our standard labor rate.
- Weekend or Holiday hours will be billed at two times our standard labor rate.

Requests for installations outside our normal business hours are subject to approval by the Director of Post Sales Integration.

NOTICE CONFIDENTIAL INFORMATION - The information in this proposal is proprietary and strictly confidential. It is intended solely for the use of the named parties. If the reader of this proposal is not the intended recipient or the employee or agent responsible to deliver it to the intended recipient, any dissemination, distribution, copying or other use of the information contained in this document is strictly prohibited. If this has been received in error, please notify the responsible party immediately and then delete this proposal from all data storage devices and destroy all hard copies.

Video recording of a Tierney Brothers SMART Certified Trainer or Professional Development session, and copying or distribution of any printed material supplied by Tierney Brothers Inc., is protected content under copyright licensing and can be used only with express permission from Tierney Brothers, Inc. Any video or digital content created during a training session can be used only within the organization paying for such services and cannot be shared online or distributed in any manner.

This quotation is valid for a period of 90 days.

Please initial to acknowledge and authorize the Proposal Terms presented here. _____

TIERNEY
1771 Energy Park Dr. #100, St. Paul, MN 55108
800.933.7337 | info@tierneybros.com

Tierney Brothers Premium Warranty Program
Designed for:
City of Isanti

Terms and Conditions

Tierney Brothers, Inc. warrants the installation you have purchased from Tierney Brothers, Inc. from defects in materials and workmanship, under normal use, during the One Year Premium Warranty period. Normal use is defined as operating the system within its designed specifications. Included in the One Year Premium Warranty the customer will receive:

- Unlimited Phone Support
- On-site service
- Discounts on Lamps and Accessories
- Preventative Maintenance Check

Preventative Maintenance Check will be completed toward the end of the one year warranty period. The warranty period commences on the date of customer signoff, at the completion of the install by Tierney Brothers, Inc.

During the warranty period, Tierney Brothers, Inc. will first work to resolve any problems by troubleshooting over the phone. If Tierney Brothers, Inc. Support Specialists determine that the issue cannot be resolved over the phone, a Technician will be dispatched to your location(s) within 24 hours (if necessary) of the original call (Monday through Friday 8:00am – 5:00pm, excluding national holidays). Customers outside of a 150 mile radius of Tierney Brothers, Inc. are subject to mileage and trip charges. If service is required after the One Year Premium Warranty period has expired, the customer will be billed at Tierney Brothers, Inc. current labor rates. If the customer has purchased a Tierney Brothers, Inc. Extended Maintenance Agreement, that will commence at the end of the One Year Premium Warranty. If you would like additional information regarding Tierney Brothers, Inc. Extended Maintenance Agreements, please contact your Tierney Brothers, Inc. Sales Representative at 612-331-5500.

Obtaining Warranty Service

To obtain warranty service, please use your custom support portal (support.tierneybrothers.com) and contact us via chat, phone, or email:
https://support.tierneybrothers.com/

Click here for a short video explaining how to log in to your support portal your first time:

http://content.jwplatform.com/players/TpGSX21s-kaM9q1Ga.html

If you have any questions, please email support@tierneybrothers.com or call us at 800-933-7337. You can also call our advanced support line, 855-612-7762.

Obtaining Your Preventative Maintenance Check

Tierney Brothers, Inc. will send out an email 60 days prior to one year warranty expiration requesting the customer go to to www.tierneybrothers.com to schedule their preventative maintenance check. Customers can also call into our our Support Specialist at 612-331-5500 or by email at techservice@tierneybrothers.com to schedule a Preventative Maintenance Check. Customer may call to schedule Preventative Maintenance Check prior to the 60 day period if they require it done at an earlier date. Preventative Maintenance Checks are done Monday through Friday 8:00am – 5:00pm. Customer is responsible for providing access for up to 2 hours per room for Preventative Maintenance Check. If Customer doesn't schedule their preventative maintenance check before one year warranty has expired, the Preventative Maintenance Check will be void.

Limitations of coverage

The following items are excluded from coverage under the warranty:

a. Equipment that has been removed or reinstalled in a different location

b. Damage or other equipment failure due to causes beyond our control including, but not limited to, operator negligence, the failure to maintain the equipment according to the owner's manual instructions, abuse, vandalism, theft, fire, flood, wind, freezing, power failure, inadequate power supply, acts of war or acts of God.

c. Any utilization of equipment that is inconsistent with either the design of the equipment or the way the manufacturer intended the equipment to be used.

d. Premium Warranty covers all hardware related failures. Network or software related failures are not covered under Tierney Brothers, Inc. Premium Warranty.

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800.933.7337 | info@tierneybros.com

Tierney Brothers Premium Warranty Program
Designed for:
City of Isanti

e. Operational or mechanical failure which is not reported prior to expiration of this contract.

f. Equipment where the serial plate attached to the equipment is removed, defaced or made illegible.

g. Damage resulting from unauthorized repair, software virus, improper electrical wiring and connections.

h. Existing Owner Furnished equipment.

i. Lift and Scaffolding rental is not included.

This maintenance contract refers to:
City of Isanti - Council Chambers Upgrades
23298 R1

I have read, understand and agree to the above terms and conditions per the plan elected.

Authorized Signature: _____

Date: _____

TIERNEY
1771 Energy Park Dr. #100, St. Paul, MN 55108
800.933.7337 | info@tierneybros.com

City of Isanti
City of Isanti - Council Chambers Upgrades
23298 R1

Proposal Summary

Please Check the Quotes Intended for Purchase Order

A - Council Chambers Upgrades R1		
State Contract Total:	$	58,377.39
Non Contract Total:	$	-
Proposal Total:	**$**	**58,377.39** ☐
B - Recording Option R1		
State Contract Total:	$	6,582.22
Non Contract Total:	$	-
Proposal Total:	**$**	**6,582.22** ☐
Project Total:	**$**	**64,959.61**

J.2.

Request for City Council Action - MEMO

To: **Mayor Johnson and Members of City Council**

From: Jenny Garvey, Parks, Recreation, and Culture Manager

Date: July 16, 2019

Subject: **A Resolution Approving a Special Event Permit Application for the 2019 Summer Spectacular Car Show**

Background

The City of Isanti received a special event application from Rum River Rods to host the Summer Spectacular classic car show on August 17th from 10:00 am – 3:00 pm on Main Street in downtown Isanti. Attendance for this event is estimated at 250-500 people. Parking will be along City streets and within city owned parking lots the evenings of the events. Because the event is running in conjunction with Celebrate Isanti, Rum River Rods will not provide separate portable restrooms for their event.

A section of Main Street will need to be closed from the railroad tracks to its intersection with 4th Avenue, as well as 1st and 2nd Avenues north and south of Main Street to the alleys starting at 8am. The applicant will make arrangements to close off the road with barricades. The classic cars will be parked on Main Street and in the grass lot across from Faith Lutheran Church if needed. Volunteers from the car club will assist with clean-up after the show.

Pop-up canopies will be placed on Main Street and 1st Avenue. Rum River Rods will be responsible for moving picnic tables in place for the Street Dance following the car show. A public address system and music will be utilized during the events. The Summer Spectacular event will include a $10.00 participant registration fee; money collected will go toward covering expenses. Spectators are free.

A $100 clean-up deposit fee, proof of insurance, and signed Release and Indemnification Form are on file.

The August 17 Summer Spectacular will also include a vendor fair, and swap meet. These activities require a Peddler's Permit and $25 fee, which have been submitted by the organizer.

A copy of the application, department review, event map, and event flyer have been attached for City Council review.

Staff Request

City staff is requesting action on this item.

Attachments

- Resolution No. 2019-xxx
- Special Event Permit Application
    - Departmental Review Sheet
    - Site Map
    - Event flyer

RESOLUTION 2019-XXX

A RESOLUTION APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR THE 2019 SUMMER SPECTACULAR CAR SHOW

WHEREAS, Rum River Rods has submitted a Special Event Permit application requesting approval to host the Summer Spectacular Car Show in Downtown Isanti; and,

WHEREAS, Summer Spectacular is scheduled for Saturday, August 17 from 10:00 am to 3:00 pm.; and,

WHEREAS, the estimated number of people to be in attendance is anticipated to be 250-500; and,

WHEREAS, parking for the event will be at the public lot north of Main Street (City Hall/Community Center) and along City streets where parking is allowed; and,

WHEREAS, a PA system will be used for announcements and music; and,

WHEREAS, barricades will be placed by the applicant on Main Street from the Railroad tracks to 4th Avenue and to the alleys north and south of Main Street; and,

WHEREAS, the event will include a vendor fair and swap meet, and organizer has submitted the required Peddler's Permit and $25 fee; and,

WHEREAS, the Special Event Permit clean up deposit of $100 has also been submitted;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the 2019 Summer Spectacular Car Show to be held as specified above with the following conditions:

- Special Event Application submitted on behalf of the Rum River Rods, which include:
  - Rum River Rods will close the portions of Main Street needed for the event; City staff will reopen the portion from 4th Ave to 2nd Ave after the Car Show.
  - Coordinate August 17 event details (electricity, vendors, stage placement and timing of placement, etc.) with the Parks, Recreation, and Culture Manager prior to the day of the event.
  - A complete list of vendors must be submitted prior to the event.
- Closure of Main Street from the Railroad tracks to 4th Ave.
- Closure of 1st Ave and 2nd Ave for one block North and South of Main Street to the alleys on either side

BE IT FURTHER RESOLVED by the City Council of the City of Isanti, Minnesota that this Resolution is hereby the "Permit" for the above stated Special Event.

This resolution was duly adopted by the Isanti City Council this 16th day of July, 2019.

Attest:

_____
Jeff Johnson
Mayor

_____
Katie Brooks
Human Resources/City Clerk

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: 6/3/19

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Rum River Roos

Contact Person: _____

State: MN Zip: 55040

___ ___-___ Cell: ___-___-___

Secondary Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: ___ ___ ___ Cell: ___ ___ ___ E-mail: _____

EVENT INFORMATION

Event Name: 9th Annual Summer Spectacular Car Show

Date(s) of Event: Saturday August 17

Hours of Event: 8a - 3pm

Type of Event: [X] Open to the Public [ ] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
Car Show, pie eating contest, vendors (craft/swap)
50/50 raffle, mug theft up contest

Proposed Location of the Event (be specific, site map also required):
Main Street from railroad tracks West to 4th Street and half a block north and South of Main Street.

Estimated Number of People in Attendance (includes staff, participants, and spectators):
~~Main~~ 250-500 people

Parking Impact – Describe in detail:
Main Street will be closed and spectator parking will be available in public parking north of Main Street.

Tents, equipment, amusement rides, etc.
Type: Pop-up tents x 2
Size: 12 x 12
Location: 1st Avenue and Main Street

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
NA -

Are you requesting any street closures? If yes, list streets:
Main Street from railroad tracks to 4th & North and South of Main Street to Alleys.

Restrooms (Portable) – Name or entity providing these services; and number of facilities to be provided. When other restroom facilities are not provided on-site or are limited; the applicant will need to pay for additional restroom facilities. For those events exceeding 75 persons, one (1) additional restroom shall be provided; for events exceeding 150 persons, two (2) additional restrooms shall be provided. For events exceeding 250; the Planning for Special Events-Usage Chart shall be used.

will share with Street dance portables

Security Plans – Name or entity providing these services. (A Police Officer is required if alcohol is being served or at the discretion of the Police Chief).
NA -

Clean-up Plans – Describe in detail:
Volunteers will clean-up after event.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Live entertainment – Describe in detail:

NA-

Will any other public addressing system or sound amplification be used? If so, describe:

PA will be used for announcements & pre-recorded music

If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?

Participants will pay $10/car and Spectators are free. Money goes to pay for costs to host show.

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature: Amy Campbell Boe

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

OFFICE USE ONLY
Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief
✓ Approved _____ Denied _____ N/A Signature: email appd

Police Chief
✓ Approved _____ Denied _____ N/A Signature: email appd

Public Services Director
✓ Approved _____ Denied _____ N/A Signature: [signature]

Community Events & Parks Coordinator
✓ Approved _____ Denied _____ N/A Signature: [signature]

Community Development Director
✓ Approved _____ Denied _____ N/A Signature: [signature]

City Administrator
✓ Approved _____ Denied _____ N/A Signature: JM Wood

City Council
_____ Approved _____ Denied

Date of Review: _____

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Broadway
Dahlin Ave
Viola
Dahlin Ave
Short St
Broadway St W
1st Ave SW
Vendors
Main St W
Main St W
2nd Ave SW
3rd Ave SW
Norellius St NW
NW
1st Ave NW

A Community For Generations

Isanti

Legend

- City Limits
- Parcels (3-10-2017)
- Non Parcel Items
- Protected Waters - Watercours
- Protected Waters - Basin
- Public Water Basin
- Public Water Wetland

Car show street closure

0 132 Feet

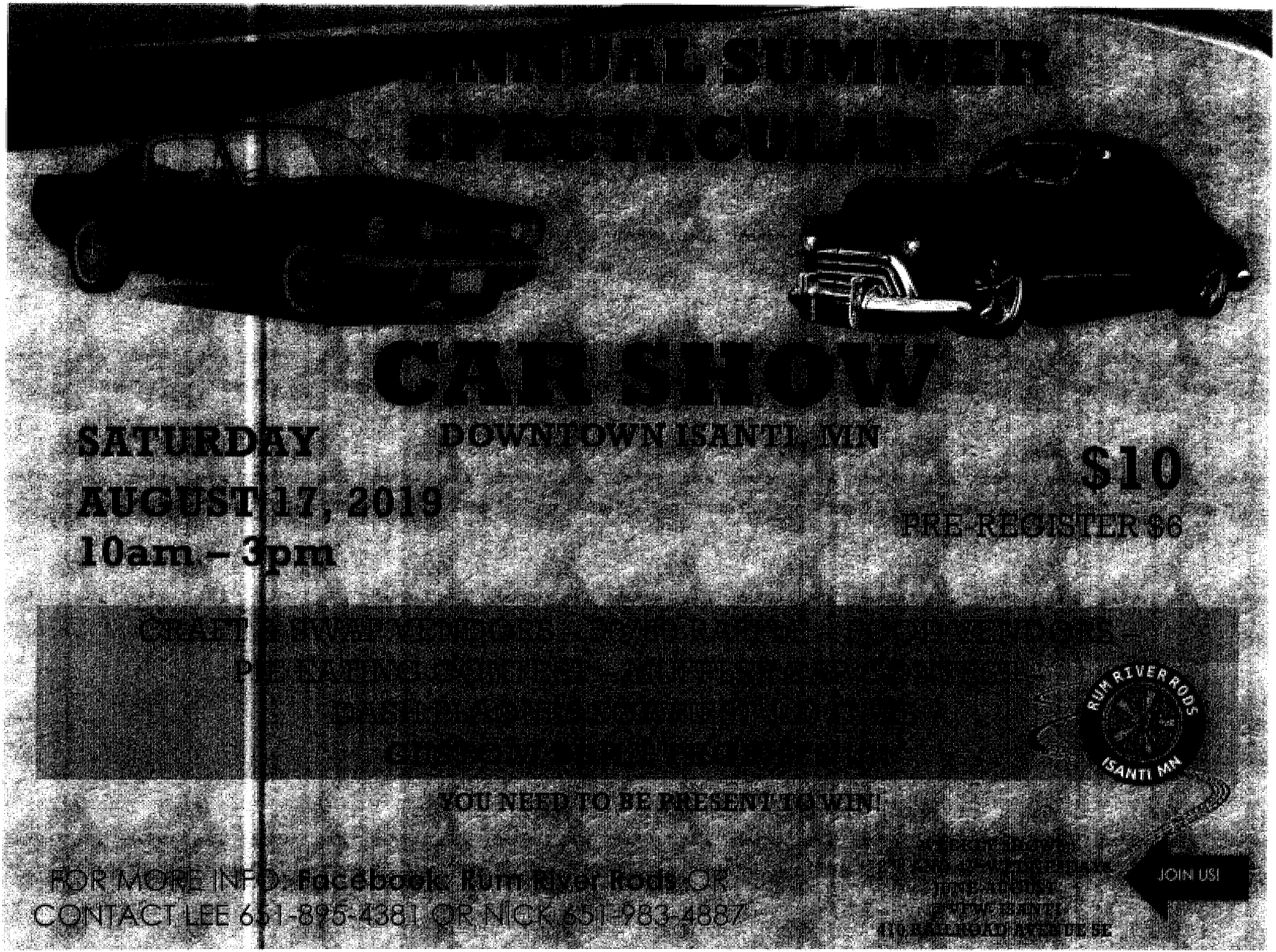
© Bolton & Menk, Inc - Web GIS 7/12/2018 3:44 PM

BOLTON & MENK

Real People. Real Solutions.

Disclaimer:

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Isanti is not responsible for any inaccuracies herein contained.


ANNUAL SUMMER
CAR SHOW
SATURDAY
AUGUST 17, 2019
10am – 3pm
DOWNTOWN ISANTI, MN
$10
PRE-REGISTER $6
RUM RIVER RODS
ISANTI MN
YOU NEED TO BE PRESENT TO WIN!
FOR MORE INFO: Facebook: Rum River Rods OR
CONTACT LEE 651-895-4381 OR NICK 651-983-4887
JOIN US!

SPECIAL EVENT PERMIT APPLICATION
City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT

City of Isanti

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on property owned by the City of Isanti:
Car Show with craft/direct sales show.

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:

(Special Events Holder Initials Here) (N)

B. If required by this paragraph, we agree to require each participant to our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Isanti, on a form approved by the City of Isanti.

Participant Release and Indemnification required? YES [ ] NO [X]

(Special Events Holder Initials Here) (N)

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to the City of Isanti, for the duration of the above described activities.

(Special Events Holder Initials Here) _____

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities,

whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we further hereby exempt, release and discharge the City of Isanti, its officers, and its employees from any and all claims, demands, and actions for such injury, loss or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

F. We further agree to defend, indemnify and hold harmless the City of Isanti, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorney fees, including those arising from any third party claim asserted against the City of Isanti, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Isanti, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Event Holder Initials Here) _____

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Event Holder Initials Here) (R)

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Event Holder Initials Here) (R)

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special event holder, acting by and through the undersigned, who represents that he or she is property authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

Amy Campbell

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Amy Campbell-Davis

Title Rum River Rods Secretary

Signature Amy Campbell-Davis

Date 7/1/2019

Request for City Council Action

To: Mayor Johnson
Members of the City Council

From: Jenny Garvey
Parks, Recreation & Culture Manager

Date: July 16, 2019

Subject: A Resolution Approving a Special Event Permit Request for Celebrate Isanti 2019

Background

City staff has submitted a special event permit application to host the Celebrate Isanti event on August 17, 2019. The event will include free activities open to the public throughout the day. A 5K family bike ride and run/walk will begin at the Park and Ride in Cambridge at 8:30 am. The route for the race will follow the Cambridge-Isanti Bike/Walk Trail into Bluebird Park with the finish line on the southwest corner of the Isanti Soccer Complex. There will be a kids festival with local businesses and organizations in the open space at Bluebird Park from 9:00 am to 1:00 pm. Vendors will submit applications to the City for review. They will showcase the resources available in the community for children and families. Public Works may also bring some large equipment into the park for the event; any damage to the grass from this activity will be repaired. From 10:00 am to 3:00 pm, the Rum River Rods' Summer Spectacular Car Show will occur on Main Street. The Street Dance will begin at 7:00 pm and end at 11:00 pm. Both Public Works and the Police Department will be providing assistance with the event – overtime hours may be required for this event.

Parking for the 5K and Kids Festival portions of the event is anticipated to be contained within the Park and Ride and Bluebird Park lots.

Portions of Main Street Downtown will be closed for the day for the Rum River Rods' Car show and the street dance. Cars entered into the Car Show will be parked on both sides of Main Street. Main Street will be closed from 2nd Ave to just west of the tracks and 1st Ave will be closed from the alley south of City Hall to the alley behind the Post Office from 8am until midnight. Letters will be sent to area residents and business informing them of the closure.

Should the weather not cooperate for the event, the event will be cancelled. Any cancellations will be posted to the City's website and the City of Isanti Facebook page as early as possible.

A Special Event Permit Application including site plan, temporary sign permit application, and proof of written notification, is attached for Council review. The Special Event Permit typically requires a $100 clean up deposit fee, and the Temporary Sign Permit requires a $50 fee; city staff are asking that these fees be waived.

Staff Request

City staff is requesting approval of the Celebrate Isanti Special Event Permit application and attachments, and waiver of the clean up deposit fee.

Attachments

- Resolution No. 2019-XXX
- Special Event Application – Celebrate Isanti
    - Event Maps
    - Sample Notification Letter
    - Draft Vendor Application Form
    - Special Event Temporary Sign Permit Application

RESOLUTION NO. 2019 - XXX

A RESOLUTION APPROVING A SPECIAL EVENT PERMIT REQUEST FOR CELEBRATE ISANTI 2019

WHEREAS, City of Isanti staff hosted the first annual Celebrate Isanti event - an event to celebrate the community in and around Isanti – in 2017; and,

WHEREAS, the event is planned to continue in 2019;

WHEREAS, the event is scheduled to take place August 17, 2019 from 8:00 a.m. until 11:00 pm throughout the City of Isanti; at Bluebird Park, downtown on Main Street, and on the Cambridge-Isanti Bike/Walk Trail; and,

WHEREAS, the event will include a Family Bike Ride, 5K Run/Walk, Kids' Festival, and Street Dance, in conjunction with the Rum River Rods' Summer Spectacular Car Show; and,

WHEREAS, some large equipment including public safety vehicles and Public Works machinery may be brought into Bluebird Park for the kids festival; and,

WHEREAS, vendors from local businesses and organizations will be set up within Bluebird Park for the kids festival; and,

WHEREAS, the estimated number of people to be in attendance over that time period is anticipated to be 500-1,500; and,

WHEREAS, parking for the 5K event will be at the Cambridge Park and Ride, parking for the kids festival is expected to be contained in the Bluebird park lots, and parking for the Car Show and Street Dance will be available in the City Hall parking lot, in the lot behind Isanti Custom Meats/Post Office with some street parking; and,

WHEREAS, Main Street will be closed for the Car Show as requested by Rum River Rods through the end of the Street Dance, and will reopen around midnight; and,

WHEREAS, all event activities are free and open to the public; and,

WHEREAS, the applicant has requested the required $100 clean-up deposit fee and $50 Temporary Sign Permit fee be waived;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby waive the $100.00 deposit and $50 Temporary Sign Permit Application fee, and approve assistance and authority in the areas as provided below for the August 17, 2019 Celebrate Isanti event:

1. Assistance from both Public Works and the Police Department for the event when necessary.
2. Allow a public address system and sound amplification in Bluebird Park
3. Placement of temporary signs on City property to promote the event and direct participant to event and parking areas.

BE IT FURTHER RESOLVED by the City Council of the City of Isanti, Minnesota that this Resolution is hereby the "Permit" for the above stated Special Event.

This resolution was duly adopted by the Isanti City Council this 16th day of July, 2019.

Attest:

Jeff Johnson
Mayor

Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

SPECIAL EVENT PERMIT APPLICATION

City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

If you are a planning an event that requires a Special Event Permit, please complete the application and any required supplemental forms. To ensure your application is processed quickly, be specific and complete in all responses. **Applications must be submitted at least 30 days prior to the event to be considered.**

ITEMS TO ACCOMPANY THE APPLICATION

Required with all applications

- [x] Complete Application Form
- [ ] Cleanup Deposit Fee - $100
- [ ] Proof of Insurance or Certificate of Insurance
- [x] Site Map
- [ ] Approval Letter from the Property Owner
- [x] Proof of written notification to property owners within 350 feet of the special event

Check all that apply:

- [ ] Signs will be posted for event:
  - [ ] Temporary Sign Permit Application required
  - [ ] $50 fee
- [ ] Alcohol will be served and/or sold at event:
  - [ ] Licenses (may take up to 60 days to process)
  - [ ] Fees apply, amounts vary by license type.
- [ ] Vendors will be present:
  - [ ] Peddler's Permit (background check required) submitted by event organizer only
  - [ ] $25 fee for one-day applications
  - [ ] Vendor List
- [ ] Event will occur on City Property:
  - [ ] Release and Indemnification Agreement

Supplemental information may be required by City staff.
Additional forms can be found on the City of Isanti website or requested at Isanti City Hall. Please note that additional required permits or licenses may take additional time to process.

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: _____

APPLICANT INFORMATION

Sponsoring Entity (if applicable): City of Isanti

Contact Person: Jenny Garvey- Parks, Recreation and Culture Manager

Address: 110 1st Ave NW, PO Box 428

City: Isanti State: MN Zip: 55040

Phone: 763 444 5512 Fax: 763 444 5560 Cell: 763 772 5856

E-mail: isantiparks@cityofisanti.us

Secondary Contact Person: Matt Sylvester- Public Services Director

Address: _____

City: _____ State: _____ Zip: _____

Phone: 763 444 5512 Cell ---------- E-mail: msylvester@cityofisanti.us

EVENT INFORMATION

Event Name: Celebrate Isanti

Date(s) of Event: August 17, 2019

Hours of Event: 8:00 am - 11:00 pm

Type of Event: [✔] Open to the Public [ ] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
5K - family bike ride and run/walk in the morning, kids festival at Bluebird Park from 9am to 1pm, Car Show Spectacular (hosted by Rum River Rods) 11am to 5pm, and Street Dance from 7pm to 11pm (separate permit filed).

Proposed Location of the Event (be specific, site map also required):

5K will begin at Park and Ride in Cambridge and end in Bluebird Park where the kids festival will take place. The Car Show and Street Dance will occur on Main Street downtown.

Estimated Number of People in Attendance (includes staff, participants, and spectators):

500-1500

Parking Impact – Describe in detail:

Main Street will be closed for the Car Show and Street Dance, parking will be available in the City Hall parking lot, in the lot behind Isanti Custom Meats, and limited street parking. Parking is expected to be contained in the Bluebird and Park and Ride lots for the other events.

Tents, equipment, amusement rides, etc.

Type: Kids Festival booths may have canopies; bounce houses may be rented

Size: 10x10 tents

Location: Bluebird Park

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:

EMS will be coordinated for the 5K with Isanti PD and Isanti County Sheriff

Are you requesting any street closures? If yes, list streets:

Trail crossings for the 5K will need to be controlled - 299th Ave west of the tracks, 305th Ave west of the tracks, and the area of Main St (Cambridge) S and 40th Ave SW from the Park and Ride to the Cambridge-Isanti Bike Walk Trail. 3rd Ave & Isanti Parkway until race participants have finished.

Restrooms (Portable) – Name or entity providing these services; and number of facilities to be provided. When other restroom facilities are not provided on-site or are limited; the applicant will need to pay for additional restroom facilities. For those events exceeding 75 persons, one (1) additional restroom shall be provided; for events exceeding 150 persons, two (2) additional restrooms shall be provided. For events exceeding 250; the Planning for Special Events-Usage Chart shall be used.

Additional bathrooms from Absolute Portables will be brought to Bluebird Park for the earlier events and downtown for the Car Show and Street Dance ; one @ Cambridge park + ride.

Security Plans – Name or entity providing these services. (A Police Officer is required if alcohol is being served or at the discretion of the Police Chief).

Isanti Police Department will be present at Street Dance

Clean-up Plans – Describe in detail:

City staff and volunteers will clean up Bluebird Park; City Staff/Public Works will clean up and reopen Main Street after the Street Dance.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Live entertainment – Describe in detail:
A live band will be playing live on a stage at 1st Ave and Main Street from 7:00 to 11:00pm.

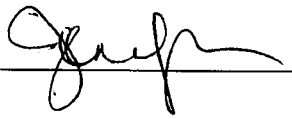
Will any other public addressing system or sound amplification be used? If so, describe:
P.A. may be used at Bluebird Park and the Car Show to make announcements. The band will play at allowable levels with equipment they provide.

If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?
All activities are free.

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature: 

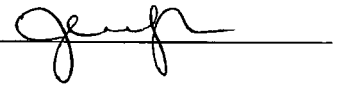
City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

OFFICE USE ONLY
Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief
_____ Approved _____ Denied _____ N/A Signature: _____

Police Chief
_____ Approved _____ Denied _____ N/A Signature: _____

Public Services Director
_____ Approved _____Denied _____N/A Signature: _____

Parks, Recreation & Culture Manager
✓ Approved _____Denied _____N/A Signature: 

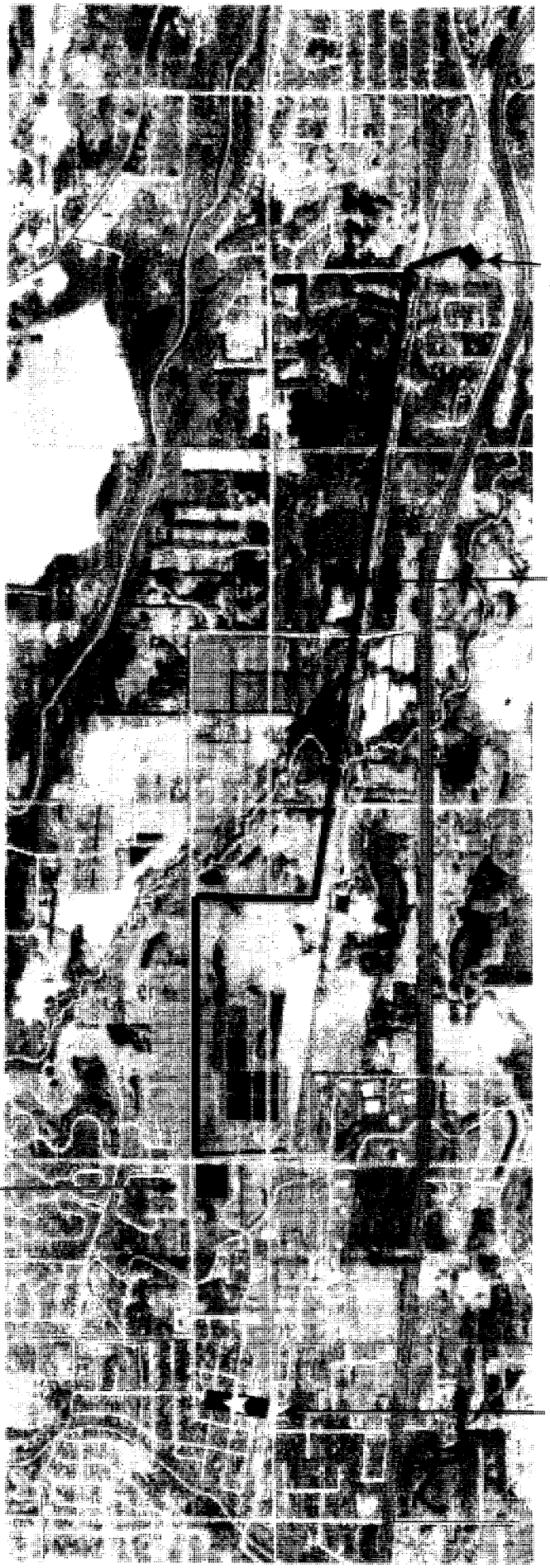
Community Development Director
_____ Approved _____ Denied _____ N/A Signature: _____

City Administrator
_____ Approved _____ Denied _____ N/A Signature: _____

City Council
_____ Approved _____Denied

Date of Review: _____

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560


Park and Ride
5K Start/Check In
Cambridge-Isanti Bike/Walk Trail
5K Route
Bluebird Park
5K Finish
Wellness Fair
Car Show
Street Dance

SANTI PKWY NW
3RD AVE NW
1ST AVE NW

A Community For Generations.

Isanti

Fee – Temporary Sign $50

SPECIAL EVENT TEMPORARY SIGN PERMIT APPLICATION

City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

Applicant Name: Jenny Garvey Event Name: Celebrate Isanti

Address: 110 1st Ave

City: Isanti State: MN Zip: 55040

Phone: 763 - 444 - 5512 Fax: ___ - ___ - ___ Cell: ___ - ___ - ___ E-mail: isantiparks@cityofisan

This is to certify that I am making application for the described action by the City and I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name. I am the party whom the City should contact regarding any matter pertaining to this application.

The documents and information I have submitted are true and correct to the best of my knowledge.

Applicant Signature: _____ Date: 7/9/19

CHECKLIST ITEM	DATE RECEIVED
Site Plan showing the location of the sign(s) on the parcel as well as dimensions from property lines. *Attach separately.*	7/9/19
Description of the colors, construction materials, and sign dimensions.	7/9/19
Written authorization from the property owner(s) for the sign to be located on the property. *Attach separately.*	N/A
Other Supplemental Information as requested by Staff	N/A

Application certified as complete by:

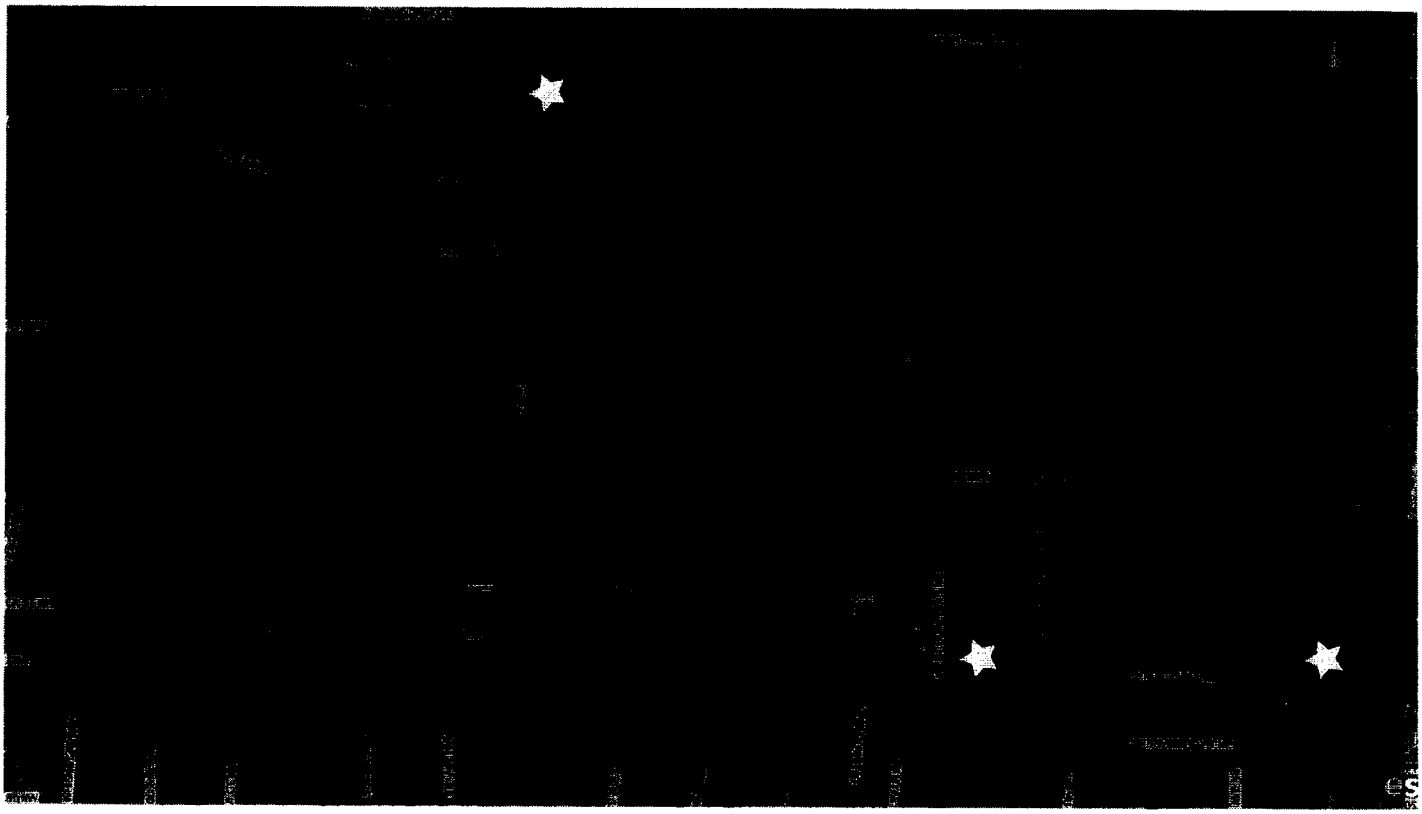
Date Received: 7/10/19 Date application deemed complete: 7/10/19

Application Fee: waived per resolution

_____ 7/10/19

City Planner Date

Celebrate Isanti
Sign Plan



8'x3' Vinyl Banner - Up as early as July 17 through August 14 ▲ 18" x 24" corrugated plastic sign - August 12

A Community For Generations.

Isanti

July 1, 2019

Dear Isanti Resident:

The City of Isanti is looking forward to hosting the Celebrate Isanti event on August 17, 2019. This event will be a full day celebration of the things that make our community great! Below is a schedule of events for the day – all activities are free and open to the public, we hope you can join us!

- 5K Family Bike Ride and Run/Walk on the Cambridge-Isanti Bike/Walk Trail
  (The route will begin at the Park and Ride in Cambridge and end in Bluebird Park, free shuttle services will be available)
  - 8:00 am Check in at the Park and Ride in Cambridge
  - 8:30 am Family Bike Ride
  - 8:45 am 5K Run/Walk
- Kids' Festival at Bluebird Park
  - 9:00 am to 1:00 pm
- Rum River Rods Car Show Spectacular on Main Street in Downtown Isanti
  - 10:00 am to 3:00 pm
- Downtown Isanti Street Dance featuring Good for Gary on Main Street and 1st Ave
  - 7:00 pm to 11:00 pm

If you live near the Car Show and Street Dance location, you may be able to hear the event at your home. Music will be played within allowable limits, and will end at 11:00 pm. Portions of Main Street will be closed downtown for the duration of this event, and parking will not be allowed. Parking will be available at Isanti City Hall, the public lot behind the Post Office, and some street parking on other streets. Main Street will reopen after the Street Dance at approximately midnight.

If you have any questions or concerns, please contact me.

We hope to see you there!

Jenny Garvey
Parks, Recreation and Culture Manager

110-1st Avenue NW • P.O. Box 428 • Isanti, MN 55040-0428
email: isantiparks@cityofisanti.us • Phone: (763) 444-5512 • Website: www.cityofisanti.us

CELEBRATE Isanti

August 17, 2019

VENDOR APPLICATION

Business/Organization:		
Contact Name:		
Address:		
City:	State:	Zip:
Business Phone:	Cell Phone:	
Email:		

Wellness Fair Booth

There is no fee for vendors at this event. Instead, we ask that vendors offer either a craft, game, or giveaway at their booths.

Please tell us what you will be offering:

Craft:	
Giveaway:	
Game:	Extra Space Needed:

- The vendor fair will be in the grassy area of Bluebird Park in Isanti.
  *A layout map will be sent prior to event.
- Vendor hours are 9:00am to ~1:00pm.
- You must bring your own tent, table, chair(s)
- You will be provided a 10'x10' space but there will be extra room to accommodate your game—please notate how much space you will require.
- No sales allowed without prior approval.
- If you are not offering a giveaway, game or craft, please contact us to pay a vendor booth fee.
- All vendors must comply with loading/unloading and parking rules. This info will emailed out about one week prior to the event.
- This is an outdoor event and will take place rain or shine.
- The vendor fair is part of a larger event. If you would like to get involved in other areas, we would love your extra support.

Space is limited, please let us know if you will be participating no later than July 26

The City of Isanti reserves the right to accept or deny vendors.

Waiver of Liability Responsibility Indemnification—to the extent permitted by law, participant hereby agrees to protect, indemnify, defend and hold harmless the City of Isanti, City employees, agencies, insurers and volunteers against all claims, losses or damages to persons or property and costs arising out of or connected with the event Celebrate Isanti, including, but not limited to: set-up, removal, maintenance, occupancy or use of the property, the City of Isanti and its affiliates.

Authorized Signer for Business:	
Title:	
Date:	

A Community For Generations. Isanti

Please return completed forms to:
City of Isanti, Attn: Jenny Garvey, 110 1st Ave NW, PO Box 428, Isanti MN 55040
or email: isantiparks@cityofisanti.us, or fax to 763-444-5560. Questions, call 763-444-5512

City of Isanti

Check Register - Mayor/Council Approval
Check Issue Dates: 7/3/2019 - 7/3/2019

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/19	07/03/2019	51491	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	75.29
07/19	07/03/2019	51492	2156	SUMMIT COMPANIES	101-20200	7.00
07/19	07/03/2019	51493	1878	TOWMASTER	603-20200	30,593.00
07/19	07/03/2019	51494	1908	VIEVU	101-20200	121.00
Grand Totals:						30,796.29

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
07/19	07/11/2019	51500	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	1,470.00	
07/19	07/11/2019	51501	9	BERNICKS PEPSI-COLA	609-20200	3,895.75	
07/19	07/11/2019	51502	368	BILLS QUALITY CLEANING	609-20200	521.00	
07/19	07/11/2019	51503	1387	BJORKLUND COMPANIES	101-20200	2,411.00	
07/19	07/11/2019	51504	2768	BLACK DOG CONTRACTING & PRESERVATION	601-20200	40.00	
07/19	07/11/2019	51505	2758	BY-RAM CONSTRUCTION	505-20200	6,000.00	
07/19	07/11/2019	51506	1822	CENTURYLINK BUSINESS SERVICES	101-20200	32.64	
07/19	07/11/2019	51507	1522	CERTIFIED LABORATORIES	603-20200	187.17	
07/19	07/11/2019	51508	1937	CHILSON JEWELERS	101-20200	72.00	
07/19	07/11/2019	51509	2610	CINTAS	101-20200	369.88	
07/19	07/11/2019	51510	1629	CITY OF ISANTI	226-20200	12,506.78	
07/19	07/11/2019	51511	1985	CIVIC SYSTEMS, LLC	609-20200	5,241.00	
07/19	07/11/2019	51512	2759	CIVICPLUS	609-20200	6,675.00	
07/19	07/11/2019	51513	1736	COMM OF MMB, TREAS DIV	101-20200	920.00	
07/19	07/11/2019	51514	2760	CREATIVE SERVICES OF NEW ENGLAND	101-20200	216.95	
07/19	07/11/2019	51515	918	CRYSTAL SPRINGS ICE	609-20200	1,092.00	
07/19	07/11/2019	51516	8	DAHLHEIMER DISTRIBUTING CO	609-20200	32,559.75	
07/19	07/11/2019	51517	1941	DELTA DENTAL	861-20200	2,402.35	
07/19	07/11/2019	51518	833	DIAMOND VOGEL PAINT	101-20200	555.00	
07/19	07/11/2019	51519	2628	DUFF COMPANIES	101-20200	225.00	
07/19	07/11/2019	51520	2766	EAGLE CREEK TITLE	601-20200	78.67	
07/19	07/11/2019	51521	55	ECM PUBLISHERS INC	609-20200	1,295.44	
07/19	07/11/2019	51522	385	FEDERATED CO-OPS INC	101-20200	1,900.04	
07/19	07/11/2019	51523	2028	FURTHER	861-20200	9.00	
07/19	07/11/2019	51524	134	GOPHER STATE ONE-CALL INC	601-20200	174.15	
07/19	07/11/2019	51525	596	GRAFIX SHOPPE	101-20200	925.00	
07/19	07/11/2019	51526	2761	GRATITUDE FARMS	101-20200	250.00	
07/19	07/11/2019	51527	2764	GUARDIAN TITLE	601-20200	118.76	
07/19	07/11/2019	51528	739	HACH COMPANY	601-20200	453.89	
07/19	07/11/2019	51529	160	HAWKINS INC	601-20200	14,995.47	
07/19	07/11/2019	51530	1891	ISANTI AREA JOINT	101-20200	57,811.56	
07/19	07/11/2019	51531	2611	J ROBINSON CONSTRUCTION	505-20200	6,000.00	
07/19	07/11/2019	51532	1534	J. J. TAYLOR	609-20200	1,353.90	
07/19	07/11/2019	51533	7	JOHNSON BROTHERS LIQUOR CO	609-20200	3,706.43	
07/19	07/11/2019	51534	1857	JOSLIN & MOORE	101-20200	5,712.00	
07/19	07/11/2019	51535	5	KAWALEK TRUCKING	609-20200	152.60	
07/19	07/11/2019	51536	2769	KILPATRICK, TIMOTHY & JESSICA	601-20200	59.11	
07/19	07/11/2019	51537	2727	LAKE ELMO	601-20200	.00	V
07/19	07/11/2019	51538	2765	LATVALA, JEREMY	601-20200	49.78	
07/19	07/11/2019	51539	2762	LEGACY SECURITY TECHNOLOGY	101-20200	3,713.06	
07/19	07/11/2019	51540	2648	LEPAGE & SONS	101-20200	910.28	
07/19	07/11/2019	51541	1975	LIBERTY TITLE	601-20200	95.25	
07/19	07/11/2019	51542	1124	LORSUNG, DON	101-20200	219.96	
07/19	07/11/2019	51543	17	MCDONALD DISTRIBUTING CO	609-20200	23,797.35	
07/19	07/11/2019	51544	281	MINNCO CREDIT UNION	101-20200	3,487.66	
07/19	07/11/2019	51545	1044	MINNEAPOLIS FINANCE	101-20200	137.70	
07/19	07/11/2019	51546	2116	MINUTEMAN PRESS	101-20200	267.34	
07/19	07/11/2019	51547	1180	MLB PRINTING INC	101-20200	125.00	
07/19	07/11/2019	51548	310	MMBA	609-20200	150.00	
07/19	07/11/2019	51549	194	MN DEPT OF HEALTH	601-20200	3,332.00	
07/19	07/11/2019	51550	1445	MN PUBLIC FACILITIES AUTHORITY	601-20200	397,627.10	
07/19	07/11/2019	51551	2763	MORGAGE CONTRACTING SERVICES	601-20200	31.51	
07/19	07/11/2019	51552	870	M-R SIGN CO INC	101-20200	250.26	

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
07/19	07/11/2019	51553	2701	MUNICIPAL GROUP	101-20200	288.75	
07/19	07/11/2019	51554	2080	MVTL LABORATORIES INC	602-20200	130.96	
07/19	07/11/2019	51555	1279	NOVAK-FLECK INC	505-20200	6,000.00	
07/19	07/11/2019	51556	2767	OLSON, WENDY	601-20200	195.44	
07/19	07/11/2019	51557	617	PAUSTIS & SONS	609-20200	1,492.75	
07/19	07/11/2019	51558	125	PERA	101-20200	12,326.29	
07/19	07/11/2019	51559	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,291.10	
07/19	07/11/2019	51560	2130	PROGRESSIVE BUILDERS	505-20200	6,000.00	
07/19	07/11/2019	51561	1414	READY WATT ELECTRIC	101-20200	2,140.00	
07/19	07/11/2019	51562	2341	RED BULL DISTRIBUTION	609-20200	173.00	
07/19	07/11/2019	51563	2031	RESOURCE TRAINING	861-20200	27,099.00	
07/19	07/11/2019	51564	2396	SOUTHERN GLAZERS OF MN	609-20200	9,282.20	
07/19	07/11/2019	51565	315	ST.PAUL STAMP WORKS	101-20200	18.20	
07/19	07/11/2019	51566	2156	SUMMIT COMPANIES	101-20200	792.00	
07/19	07/11/2019	51567	2614	SW Wold Construction	505-20200	12,000.00	
07/19	07/11/2019	51568	2113	UNITED STATES TREASURY	101-20200	142.10	
07/19	07/11/2019	51569	1820	URBANS HARDWARE	101-20200	111.59	
07/19	07/11/2019	51570	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00	
07/19	07/11/2019	51571	2027	US INTERNET	603-20200	57.80	
07/19	07/11/2019	51572	686	VERIZON WIRELESS	609-20200	1,196.61	
07/19	07/11/2019	51573	42	VIKING COCA-COLA BOTTLING CO	609-20200	568.48	
07/19	07/11/2019	51574	1286	VINOCOPIA INC	609-20200	1,187.50	
07/19	07/11/2019	51575	2757	WATCH GUARD	920-20200	46,667.50	
07/19	07/11/2019	51576	4	WATSON CO INC	609-20200	4,737.20	
07/19	07/11/2019	51577	1922	WEX BANK	101-20200	1,978.37	
07/19	07/11/2019	51578	2504	WHITE BEAR	601-20200	.00	V
07/19	07/11/2019	51579	2475	WHITE BEAR IT SOLUTIONS, LLC	101-20200	2,642.64	
07/19	07/11/2019	51580	2009	WOOD, JOSEPHINE	101-20200	444.45	
07/19	07/11/2019	51581	2504	ANCONA TITLE & ESCROW	601-20200	13.57	
07/19	07/11/2019	51582	2727	LEGACY TITLE	601-20200	46.90	
Grand Totals:						748,670.94	

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

City of Isanti

Gross Payroll	85,636.14
Social Security & Medicare	4,758.75
Public Employees Retirement	8,283.87
Total City Expense	98,678.76

Pay Date 7/12/2019

Pay Period 14 (6/23-7/06/19)

RESOLUTION 2019-XXX **K.2.**

APPROVING AN EXEMPT GAMBLING PERMIT TO THE PHEASANTS FOREVER CHAPTER 334

WHEREAS, the Pheasants Forever Chapter 334 has applied for an Exempt Gambling Permit for a fundraising event to be held on September 7, 2019 at Spirit River Community Center located at 1321 Heritage Blvd NE., Isanti, MN 55040; and,

WHEREAS, the value of prizes is estimated to be $20,000; and,

WHEREAS, proceeds from the fundraiser are to be used for habitat; and,

WHEREAS, the City of Isanti has no objection to the conduct of lawful gambling by the applicant, in accordance with law, at the designated location; and,

WHEREAS, the applicant, Brenda Lillion, successfully passed a background check by the Isanti Police Department.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve an Exempt Gambling Permit to the Pheasants Forever Chapter Isanti County to hold a fundraiser on September 7, 2019 at the Spirit River Community Center.

This Resolution is hereby approved by the Isanti City Council this 16th day of July, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

APPLICATION FOR LOCAL GAMBLING PERMIT

City of Isanti
110-1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

Applicant Instructions:

1. Fee upon application is $50.00 and must be made payable to **City of Isanti.**

Name of Organization: Pheasants Forever Chapter 334

Address of Organization: [illegible]

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Sandy Grams [illegible]
Name Address Phone No.

Name Address Phone No.

Name Address Phone No.

Type of Event: Annual Banquet Date of Event: 9/7/2019

Type of gambling activity your organization will conduct: raffles

Use of Proceeds: habitat

Location and address of event:

1331 Heritage Blvd NE Isanti MN 55040

Estimated value of prizes to be awarded: _____

Name of applicant: Brenda Lillion Applicant's phone number: _____

Signature of applicant: Brenda Lillion

Date: 7/9/2019

Approved by City Council _____ Resolution # _____

POS = 3 /311
S:\OFFICE\Forms\Master Forms\Licensing-Permits\Gambling Application - Local.doc

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than $50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be $1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Pheasants Forever

Previous Gambling Permit Number:

Minnesota Tax ID Number, if any:

Federal Employer ID Number (FEIN), if any:

Mailing Address: PO Box

City: Cambridge State: MN Zip: 55008 County: Isanti

Name of Chief Executive Officer (CEO): Gary L Lillian

CEO Daytime Phone

CEO Email:

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO):

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☒ **IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☒ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Spirit River Center

Physical Address (do not use P.O. box): 1321 Heritage Blvd NE Isanti, MN 55040

Check one:

☒ City: Isanti Zip: 55040 County: Isanti

☐ Township: Zip: County:

Date(s) of activity (for raffles, indicate the date of the drawing):

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to ***www.mn.gov/gcb*** and click on ***Distributors*** under the ***List of Licensees*** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL
for a gambling premises located within city limits

☐ The application is acknowledged with no waiting period.

☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

☐ The application is denied.

Print City Name: _____

Signature of City Personnel:

_____

Title: _____ Date: _____

The city or county must sign before submitting application to the Gambling Control Board.

COUNTY APPROVAL
for a gambling premises located in a township

☐ The application is acknowledged with no waiting period.

☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

☐ The application is denied.

Print County Name: _____

Signature of County Personnel:

_____

Title: _____ Date: _____

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: _____ Date: 7-5-19

(Signature must be CEO's signature; designee may not sign)

Print Name: GARY LEE LILLION

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

✓ a copy of your proof of nonprofit status; and

____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

RESOLUTION 2019-XXX
APPROVING EXEMPT GAMBLING PERMIT TO
ST. ELIZABETH ANN SETON CHURCH

WHEREAS, St. Elizabeth Ann Seton Church has applied for an Exempt Gambling Permit at a church festival event to be held at 207 Whisky Road NW Isanti, MN 55040 on October 13th, 2019; and,

WHEREAS, the value of prizes for each raffle will be less than $1,500; and,

WHEREAS, the City of Isanti has no objection to the conduct of lawful gambling by the applicant, in accordance with law, at the designated location; and,

WHEREAS, the applicant, Dean Carpenter, has successfully passed a background check by the Isanti Police Department.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to approve an Exempt Gambling Permit to St. Elizabeth Ann Seton Church for the event to be held on October 13th, 2019 at 207 Whisky Road NW Isanti, MN 55040.

This Resolution is hereby approved by the Isanti City Council this 16th day of July 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

APPLICATION FOR LOCAL GAMBLING PERMIT

City of Isanti
110-1st Avenue North
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

Applicant Instructions:

1. Fee upon application [redacted] and must be made payable to **City of Isanti.**

Name of Organization: St. Elizabeth Ann Seton

Address of Organization: [redacted]

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Name	Address	Phone No.
Dean Carpenter		

Type of Event: Church festival Date of event: 10-13-19

Location and address of event:

St. Elizabeth Ann Seton
207 Whiskey Road NW Isanti MN

Estimated value of prizes to be awarded: $1500-

Name of applicant: Dean Carpenter Applicant's phone number: _____

Signature of applicant: Dean Carpenter

Date: _____

Approved by City Council _____ Resolution # _____

K.4.

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members of City Council**

From: Matt Sylvester, Public Services Director

Date: July 16, 2019

Subject: Consider Resolution to Declare Property as Surplus and Authorize its Sale by Public Auction

---

Background:
The City purchased a new KMI Hot Patch Trailer per the approved 2019 budget. The new hot patch trailer replaced the existing unit which did not have trade-in value.

Per policy, Resolution 2003-014, staff will post the item as surplus going to public auction in local publications.

Requests:
Staff is requesting action on this item.

Attachment:

- Resolution 2019-XXX - Resolution to Declare Property as Surplus and Authorize its Sale by Public Auction

RESOLUTION 2019-XXX

TO DECLARE CERTAIN PROPERTY AS SURPLUS AND AUTHORIZE ITS SALE BY PUBLIC AUCTION- HOT PATCH TRAILER

WHEREAS, on occasion the City of Isanti incurs supplies and equipment that is no longer of use for departments within the City; and,

WHEREAS, the City budgeted and purchased a New Hot Patch trailer to replace the existing Hot Patch Trailer per the City's replacement schedule; and,

WHEREAS, a 1972 Hot Patch Trailer has been replaced; and,

WHEREAS, Resolution No. 2003-014 provides guidelines for the disposal of surplus property; and,

WHEREAS, the items listed above will be placed for public auction, the next public auction is September 14, 2019 at Wayne Pike Auction in Princeton, Mn;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota hereby authorizes the following:

1. To declare the above item from the Public Works Facility as surplus and post public notice that the items will go to public auction.
2. The Public Services Director shall have the authority to sign all necessary paperwork to allow for the process for auction of the surplus item identified per this Resolution.

This resolution was duly adopted by the Isanti City Council the 16th day of July, 2019.

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

K.5.

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Travis Muyres, Chief of Police
Date: July16, 2019
Subject: Online Public Auction

Background:
The City of Isanti utilizes public auctions as a means of selling surplus and forfeited property

Request:
Staff is requesting authorization to utilize online auction service via Public Surplus.

Action Required:
If the Council concurs, it should by motion, take the following actions:

1. Approve Resolution as written.

Attachments:

- Res 2019-XXX

RESOLUTION 2019- XXX

A RESOLUTION TO AUTHORIZE ONLINE PUBLIC AUCTION

WHEREAS, on occasion the City of Isanti incurs supplies and equipment that is no longer of use for departments within the City; and,

WHEREAS, there are various venues available for public auction; and,

WHEREAS, Public Surplus is an online public auction utilized by government entities; and,

WHEREAS, this resolution supersedes; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota hereby authorizes the following:

1. The City of Isanti to create an account with Public Surplus on line auction, employees shall have the authority to sign all necessary paperwork to create account.
2. The City of Isanti to Utilize Public Surplus online auction as a public auction for sale of surplus and/or forfeited property.

This resolution was duly adopted by the Isanti City Council the 16th day of July, 2019

Attest: _____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Travis Muyres, Chief of Police
Date: July16, 2019
Subject: Consider Resolution to Declare Property as Surplus and Authorize its sale by Public Auction

---

Background:
The Isanti Police Department has lawfully seized and forfeited a 2006 Hyundai Sonata from a DUI arrest. The City of Isanti holds clear title on this vehicle.

Request:
Staff is requesting action on this item.

Action Required:
If the Council concurs, it should by motion, take the following actions:

1. Approve sale of forfeited vehicle
2. Approve the sale to be made at public auction: Public Surplus Auction online
3. Approve proceeds to be deposited in the Isanti Police Department Forfeiture Fund
2. Approve Resolution as written.

Attachments:

- Res 2019-XXX

RESOLUTION 2019-XXX

AUTHORIZE ITS SALE BY PUBLIC AUCTION- HYUNDAI SONATA

WHEREAS, The Isanti Police Department lawfully seized and forfeited a 2006 Hyundai Sonata subsequent to a DUI arrest; and'

WHEREAS, Minnesota State Statute 169A.63 permits the sale of such vehicles; and,

WHEREAS, the proceeds from such sale must be designated for limited use by the governmental authority to promote public safety; and,

WHEREAS, the vehicle will be sold on public online auction thru Public Surplus; and,

WHEREAS, the public notice of sale will be completed to comply with statute;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the sale of such vehicle at public auction and proceeds to be deposited into the Isanti Police Forfeiture Fund [101-42110-442].

This resolution was duly adopted by the Isanti City Council this 16th day of July, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2019- XXX

TO DECLARE CERTAIN PROPERTY AS SURPLUS AND AUTHORIZE ITS SALE BY PUBLIC AUCTION- DODGE CHARGER

WHEREAS, on occasion the City of Isanti incurs supplies and equipment that is no longer of use for departments within the City; and,

WHEREAS, it has been determined by the City Council, upon recommendation by the Police Chief, that the Police Department has a 2011 Dodge Charger that is considered surplus property; and,

WHEREAS, Resolution No. 2003-014 provides guidelines for the disposal of surplus property; and,

WHEREAS, this resolution supersedes; and,

WHEREAS, the item listed above will be placed for public auction, pursuant to notice, listed via Public Surplus Auction;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota hereby authorizes the following:

1. To declare the 2011 Dodge Charger from the Police Department as surplus property and post public notice that the items will go to public auction.

2. The Police Chief shall have the authority to sign all necessary paperwork to allow for the process for auction of the surplus item identified per this Resolution.

This resolution was duly adopted by the Isanti City Council the 16th day of July, 2019

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

RESOLUTION 2019- XXX

TO DECLARE CERTAIN PROPERTY AS SURPLUS AND AUTHORIZE ITS SALE BY PUBLIC AUCTION- CHEVROLET SILVERADO

WHEREAS, on occasion the City of Isanti incurs supplies and equipment that is no longer of use for departments within the City; and,

WHEREAS, it has been determined by the City Council, upon recommendation by the Police Chief, that the Police Department has a 2006 Chevrolet 1500 Silverado Crew Cab that is considered surplus property; and,

WHEREAS, Resolution No. 2003-014 provides guidelines for the disposal of surplus property; and,

WHEREAS, this resolution supersedes; and,

WHEREAS, the item listed above will be placed for public auction, pursuant to notice, listed via Public Surplus Auction;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota hereby authorizes the following:

1. To declare the 2006 Chevrolet Silverado from the Police Department as surplus property and post public notice that the items will go to public auction.

2. The Police Chief shall have the authority to sign all necessary paperwork to allow for the process for auction of the surplus item identified per this Resolution.

This resolution was duly adopted by the Isanti City Council the 16th day of July, 2019

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

RESOLUTION 2019-XXX
OFFERING THE POSITION OF FULL-TIME
POLICE OFFICER TO JOSEPH VOGL

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and

WHEREAS, the City Council approved to advertise and accept applications to fill a Full-Time Police Officer position; and

WHEREAS, the Interviewing Panel selected Joseph Vogl as the most qualified candidate for an open Full-Time Police Officer position; and

WHEREAS, the candidate's offer is contingent on successfully completing and passing a Police Officer background investigation and refence check, medical evaluation, drug test and psychological evaluation.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1. That Human Resources has offered the Full-Time Police Officer position to Joseph Vogl for the City of Isanti and that he shall be eligible to start in that position after successful meeting all conditions of pre-employment evaluations.
2. That Joseph Vogl shall start at Step 1 of the Wage Scale at $28.33 per hour.
3. That Joseph Vogl shall be on probationary status per the Personnel Policy in the position of the Full-Time Police Officer position.
4. His start date is effective after July16th, 2019, and will be determined when all above conditions have been met and paperwork is completed.
5. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
6. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 16th day of July, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

K.10.

A Community For Generations.

Isanti

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: July 16, 2019
Subject: Resolution for Approving Request for Proposals for Towing Services

---

The current towing contract expires at the end of September. Staff has prepared an updated Request for Proposals (RFP) for another five (5) year term. Per operating process, staff will review the submitted proposals and then make a recommendation to the City Council.

Attached is the updated RFP and notice for your consideration.

Request:
Staff is requesting action on this item.

Attachments:

- Resolution 2019-XXX
- 'Exhibit A'

RESOLUTION 2019

RESOLUTION APPROVING REQUEST FOR PROPOSALS FOR TOWING SERVICES

WHEREAS, the City currently has a contract for towing service which ends September 30, 2019; and,

WHEREAS, staff has prepared a Request for Proposals to procure towing services for another five (5) years;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota:

1. Approval of the Request for Proposals for Towing Services and public notice for such, attached as Exhibit "A".

2. Direct staff to publish a notice of the Request for Proposals and distribution to seek proposals for such services.

This resolution was duly adopted by the Isanti City Council this 16th day of July, 2019.

_____

Mayor Jeff Johnson

Attest:

_____

Katie Brooks
Human Resources/City Clerk

'Exhibit A'

REQUEST FOR PROPOSALS

For

Towing Agent of Record
Of the City of Isanti

Release Date:	7-17-19
Proposal Must be Received No Later Than:	8-23-19
City Council Presentation:	9-3-19

REQUEST FOR PROPOSAL NOTICE

Notice is hereby given that the City of Isanti will accept Proposals for an Agent of Record for the City's Towing. The contract will be for a five (5) year period. Proposals are due by Friday, August 23, 2019.

All Proposals shall be clearly identified as the Towing Proposal for the City of Isanti. The signed original of your Proposal should be forwarded to the Chief of Police either by mail or email to the following:

CITY OF ISANTI
110 First Avenue NW
PO Box 428
ISANTI MN 55040
763-444-4761
TMuyres@cityofisanti.us

Proposals will be evaluated by the Police Department and it is anticipated that the successful agent will be determined and announced at an Isanti City Council meeting held September 3, 2019. The City reserves the right to reject any or all Proposals, waive formalities, negotiate terms and conditions, and to select the agent and service options that best meet the needs of the Police Department.

During the evaluation process, the City of Isanti reserves the right, where it may serve the City's best interest, to request additional information or clarification from vendors, or to allow corrections of errors or omissions. At the discretion of the Isanti Police Department, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

Inquiries, clarification, or requests for Proposal by electronic mail should be directed by telephone or e-mail to: Police Chief Travis Muyres, (763) 444-4761, TMuyres@cityofisanti.us.

REQUIRED CONTENTS OF PROPOSAL

The purpose of the Proposal is to demonstrate the qualifications, service level, and cost for services, competence and capacity of the firms seeking to become an agent of record for the City of Isanti. The proposal should address all the points outlined here as required.

A. Firm History and Experience:
   - Company name and address of towing and vehicle storage facility(s)
   - Brief history of company including size and any specialty areas.
   - Municipality experience.

B. Qualifications:
   - Description of service philosophy
   - Structure and pricing (final pages of contract proposal)

C. References:
   - List of cities you currently represent and contact information.

PROPOSAL EVALUATION

The Isanti Police Department will evaluate proposals based on the needs of the Department and service to the City.

The successful candidate will be required to enter into a written agreement with the City of Isanti that will include service agreements and compensation. This agreement will last for a period of five (5) years.

The City of Isanti reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

The Police Department will recommend the proposal(s) that best fits its needs. The City is not obligated to award the contract based on cost alone nor is it obligated to award only one agent of record.

Josi Wood
City Administrator

Quote for Services Form

Towing Services

Towing Service (vehicle)	$_____
Towing Service (other*)	_____
Mileage	_____
Night Rate	_____
Flatbed Service	_____
Winching Only	_____
Winching w/tow	_____
Towing Related Labor	_____
Admin Charge	_____
Dolly Fee	_____
License Plate Removal	_____
Accident Scene Clean-up	_____
Fuel Surcharge	_____
Roadside Assistance	_____
Storage Fee (Vehicle)	_____
Storage Fee (other*)	_____
Forfeiture Vehicle Towing	_____
PD/City Car Towing	_____
City Trucks / Semi Wrecker	$_____

Price Adjustment over term of contract (if any) _____

*Other includes towing/storage of forfeited or impounded ATVs, Boats, Snowmobiles, Trailers, etc.

_____
Name of Company

_____
Authorized Signature/Title

_____

_____
Address

_____
Date

PUBLIC NOTICE

REQUEST FOR PROPOSALS FOR TOWING SERVICES

Notice is hereby given that the City of Isanti is requesting proposals for an Agent of Record for Towing Services for the City of Isanti. The contract will be for a five (5) year period. Specifications for the Request for Proposal are available upon request. Proposals are due by Friday, August 23, 2019.

All Proposals shall be clearly identified as the Towing Services Proposal for the City of Isanti. The signed original of your Proposal should be forwarded to the Chief of Police at the following address:

CITY OF ISANTI
110 First Avenue NW
PO Box 428
ISANTI MN 55040
763-444-4761
TMuyres@cityofisanti.us

Proposals will be evaluated by the Police Department and considered at the Isanti City Council meeting held September 3, 2019. The City reserves the right to accept or reject any or all Proposals, waive formalities, negotiate terms and conditions, and to select the agent and service options that best meet the needs of the Police Department.

Inquiries, clarification, or requests for proposal by electronic mail should be directed to: Police Chief Travis Muyres, (763) 444-4761, TMuyres@cityofisanti.us.

Josi Wood
City Administrator

Published: July 25, 2019
Posted: July 25, 2019

K.11.

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members of City Council**

From: Sheila Sellman, Community Development Director

Date: July 16, 2019

Subject: **Resolution No. 2019-XXX, A RESOLUTION AUTHORIZING A REDUCTION IN THE LETTER OF CREDIT FOR LEGACY PINES SUBDIVISION PHASE ONE**

Background:

Odyssey Homes is requesting a reduction in their Letter of Credit (LOC) for Legacy Pines 1st Addition. The reduction is for the completion of work to date including the installation of concrete curb and gutter and the first lift of pavement. The City Engineer has approved the reduction.

Attachments:

- Resolution 2019-XXX
- City Engineer's Memo
- Request from Developer

RESOLUTION NO. 2019-XXX

A RESOLUTION AUTHORIZING A REDUCTION IN THE LETTER OF CREDIT FOR LEGACY PINES SUBDIVISION PHASE ONE

WHEREAS, Odyssey Homes, Inc (developer) has submitted a written request for a reduction in the letter of credit as described in the development agreement between the developer and the City of Isanti; and,

WHEREAS, the developer has requested a reduction of $266,156.96 resulting in a balance of $702,353.69; and,

WHEREAS, the developer has successfully installed curb and gutters and the first lift of pavement; and,

WHEREAS, the Community Development Director and City Engineer have reviewed the request and recommended approval.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that the requested reduction in the letter of credit be hereby **APPROVED** as requested, **BE IT FURTHER RESOLVED** that the City Council of the City of Isanti authorizes City Staff to execute said reduction.

This Resolution is adopted this 16th day of July, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
City Clerk/Human Resources

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: July 10, 2019

To: Sheila Sellman, Community Development Director

From: Jason W. Cook, P.E.
City Engineer

Subject: Legacy Pines – Developer Requested Letter of Credit Reduction No 3
City of Isanti, MN
Project No.: R13.117438

Odyssey Homes, the developer of Legacy Pines, has requested a reduction of $266,156.96 to the Letter of Credit for the Legacy Pines development.

They have paid Kuekle Underground $266,156.96 as Pay Estimate No 3 for work completed to date, including the installation of concrete curb and gutter and the first lift of pavement.

The work has been found to be in compliance with City standards and all tests have passed to date.

We recommend approving the reduction of the Letter of Credit in the amount of $266,156.96 for work completed to date.

The remaining balance of the Letter of Credit is anticipated to be sufficient to complete the project as proposed while covering all incurred overhead costs including testing, inspection, and contract administration.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

Odyssey Homes, Inc.
15390 Germanium St. NW
Ramsey, MN 55303

July 5, 2019

Ms. Sheila Sellman
Community Development Director
City of Isanti
110 1st Avenue NW
P.O. Box 428
Isanti, MN 55040

RE: Legacy Pines Subdivision
Letter of Credit Reduction Request

Dear Sheila:

Given the completion of certain improvements in the Legacy Pines subdivision, at this time I am requesting a reduction in the amount of Irrevocable Letter of Credit No. 2400 that was provided to the City of Isanti in connection with this development. The Letter of Credit obligation as previously reduced stands at $968,510.65. We are seeking a reduction in this amount by the amount of the enclosed payment and support. The reduction amount requested is $266,156.96.

I have attached the amount paid and approved by Hakanson Anderson and the applicable lien waiver from Kuechle Underground, Inc. for the payment requested and paid.

I would like to request that the City process this request as soon as possible.

If you have any questions or need any further information, please don't hesitate to contact me. Thank you for your assistance in processing this request.

Sincerely,

ODYSSEY HOMES, INC.

Robert J. Machacek

CCM FINANCE, LLC
DRAW REQUEST

This Draw Request must be an original signed by both the Borrower & Subcontractor to receive payment.

CCM Finance, LLC – 7801 E. Bush Lake Road, Suite 430, Edina, MN 55439

Builder/Borrower: Odyssey Homes Inc.
Pay to the Order of: Kuechle Underground Inc.
Address: 10998 State Highway 55 PO Box 509
City/State/Zip: Kimball, Mn 55353
Telephone: 320-398-8888
Email: dbaker.kuechle@frontiernet.net

Date: 6/30/19
Loan No: _____

Payment Options – Check One:
☐ Check
☒ ACH
Bank Name SEE ATTACHED
Routing # _____
Account # _____

AMOUNT: 266,156.96

For the following work: legacy Pines
Completed at: Lot _____ Block _____
Street Address: _____ City: _____

ALL WORK HAS PASSED INSPECTION UNDER LOCAL AND STATE BUILDING CODES. I HEREBY AUTHORIZE THIS PAYMENT AND CERTIFY THAT THE WORKMANSHIP AND MATERIAL ARE SATISFACTORY.

BUILDER/BORROWER: Odyssey Homes Inc.
BY: Joan Bebeau

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

DATED: 01 July, 2019

THE UNDERSIGNED HEREBY ACKNOWLEDGES RECEIPT OF THE SUM OF $ $266,156.96

CHECK ONLY ONE:

1) ☒ As partial payment for labor, skill and material furnished PAY EST #3 – HARANSON ANDERSON
2) ☐ As payment for all labor, skill and material furnished or to be furnished (except the sum of $_____ retainage or holdback)
3) ☐ As full and final payment for all labor, skill and material furnished or to be furnished to the following described real property (legal description, street address or project name):

Property Description: _____

AND FOR VALUE RECEIVED HEREBY WAIVES ALL RIGHTS ACQUIRED BY THE UNDERSIGNED TO FILE OR RECORD MECHANIC'S LIENS AGAINST SAID REAL PROPERTY FOR LABOR, SKILL OR MATERIAL FURNISHED TO SAID REAL PROPERTY (ONLY FOR THE AMOUNT PAID IF BOX 1 IS CHECKED, AND EXCEPT FOR RETAINAGE SHOWN IF BOX 2 IS CHECKED). THE UNDERSIGNED AFFIRMS THAT ALL MATERIAL FURNISHED BY THE UNDERSIGNED HAS BEEN PAID FOR, AND ALL SUBCONTRACTORS EMPLOYED BY THE UNDERSIGNED HAVE BEEN PAID IN FULL, EXCEPT:

☒ CORPORATION
☐ INDIVIDUAL
☐ SOLE PROPRIETER
☐ PARTNERSHIP
☐ LIMITED LIABILITY CORPORATION
☐ LIMITED LIABILITY PARTNERSHIP

ID NUMBER: _____
SSN #: ___ - ___ - ___

☐ CHECK BOX IF YOU ARE SUBJECT TO WITHOLDING UNDER THE PROVISION OF SECTION 3406(a)(1)© OF THE INTERNAL REVENUE CODE

Kuechle Underground
(COMPANY NAME)
Jeremy Kuechle
(SIGNATURE)
Jeremy J. Kuechle
(PRINTED NAME OF INDIVIDUAL)
Vice President
(TITLE)
PO Box 509 Kimball MN 55353
(ADDRESS/CITY/STATE/ZIP)
320-398-8888
(TELEPHONE NO./EMAIL ADDRESS)

PAY ESTIMATE #3
ODYSSEY HOMES
Legacy Pines

Date: June 7, 2019

Legacy Pines
Contractor: Kuechle Underground, Inc.
Contract Amount: $1,691,606.96

The following work has been completed on the above-referenced project by Kuechle Underground, Inc.:

Base Bid

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	MOBILIZATION	1	LUMP SUM	$ 41,000.00	$ 41,000.00	1	$ 41,000.00
2	CLEARING	5.5	ACRES	$ 1,725.00	$ 9,487.50	5.5	$ 9,487.50
3	DEWATERING	5.5	ACRES	$ 1,725.00	$ 9,487.50	5.5	$ 9,487.50
4	REMOVE CONCRETE CURB	16	LIN FT	$ 14.30	$ 228.80	16	$ 228.80
5	REMOVE WATERMAIN	10	LIN FT	$ 10.00	$ 100.00	10	$ 100.00
6	REMOVE BITUMINOUS PAVEMENT	682	SQ YD	$ 5.45	$ 3,716.90	249	$ 1,357.05
7	REMOVE HYDRANT AND VALVE AND BOX	2	EACH	$ 250.00	$ 500.00	2	$ 500.00
8	SAW BITUMINOUS PAVEMENT OR CONCRETE CURB AND GUTTER	82	LIN FT	$ 4.00	$ 248.00	30	$ 120.00
9	COMMON EXCAVATION (EV)	130,441	CU YD	$ 1.95	$ 254,359.95	123,566	$ 240,953.70
10	SUBGRADE CORRECTION (EV) - RIGHT-OF-WAY	19,400	CU YD	$ 2.80	$ 54,320.00	16,125	$ 45,150.00
11	SUBGRADE CORRECTION (EV) - LOT PADS	59,000	CU YD	$ 2.80	$ 165,200.00	51,160	$ 143,248.00
12	DEWATERING	1	LUMP SUM	$ 0.01	$ 0.01	1	$ 0.01
13	SUBGRADE PREPARATION	17.7	ROAD STA	$ 200.00	$ 3,540.00	17.7	$ 3,540.00
14	AGGREGATE BASE CLASS 5 - STREET AND CUL-DE-SAC (CV) (P)	1,422	CU YD	$ 24.50	$ 34,839.00	1,842	$ 45,129.00
15	AGGREGATE BASE CLASS 5 - SIDEWALK (CV) (P)	109	CU YD	$ 55.00	$ 5,995.00	-	$ -
16	MILL BITUMINOUS SURFACE (1.5")	5.9	SQ YD	$ 50.00	$ 295.00	-	$ -
17	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 1.5" THICK	5,211	SQ YD	$ 7.50	$ 39,082.50	-	$ -
18	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B) 2.0" THICK	5,205	SQ YD	$ 7.50	$ 39,037.50	5322	$ 39,915.00
19	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B) 3.0" THICK	684	SQ YD	$ 18.50	$ 12,654.00	-	$ -
20	30" RC PIPE APRON	1	EACH	$ 1,100.00	$ 1,100.00	1	$ 1,100.00
21	TRASH GUARD FOR 30" PIPE APRON	1	EACH	$ 1,500.00	$ 1,500.00	1	$ 1,500.00
22	12" RC PIPE SEWER DESING 3006 CLASS V	128	LIN FT	$ 44.00	$ 5,632.00	140	$ 6,160.00
23	30" RC PIPE SEWER DESING 3006 CLASS III	220	LIN FT	$ 80.00	$ 17,600.00	220	$ 17,600.00
24	CONNECT TO EXISTING STORM SEWER MANHOLE	1	EACH	$ 2,200.00	$ 2,200.00	1	$ 2,200.00
25	CONNECT TO EXISTING SANITARY SEWER MANHOLE	1	EACH	$ 3,100.00	$ 3,100.00	1	$ 3,100.00
26	CONNECT TO EXISTING SANITARY SEWER	2	EACH	$ 2,300.00	$ 4,600.00	3	$ 6,900.00
27	4" PVC PIPE CAP	86	EACH	$ 25.00	$ 2,150.00	86	$ 2,150.00
28	8" PVC PIPE CAP	2	EACH	$ 65.00	$ 130.00	2	$ 130.00
29	10" PVC PIPE CAP	1	EACH	$ 185.00	$ 185.00	1	$ 185.00
30	8" X 4" PVC WYE SDR 26	83	EACH	$ 300.00	$ 24,900.00	84	$ 25,200.00
31	10" X 4" PVC WYE SDR 26	3	EACH	$ 400.00	$ 1,200.00	3	$ 1,200.00
32	4" PVC SANITARY SEWER SERVICE SDR 26	3,200	LIN FT	$ 10.30	$ 32,960.00	3,360	$ 34,608.00
33	8" PVC SANITARY SEWER PIPE SDR 35	3,231	LIN FT	$ 33.50	$ 108,238.50	3,231	$ 108,238.50
34	10" PVC SANITARY SEWER PIPE SDR 35	261	LIN FT	$ 35.60	$ 9,291.60	261	$ 9,291.60
35	CLEAN AND VIDEO TAPE PIPE SEWER	3,492	LIN FT	$ 1.50	$ 5,238.00	-	$ -
36	CONNECT TO EXISTING WATERMAIN	3	EACH	$ 2,250.00	$ 6,750.00	3	$ 6,750.00
37	HYDRANT AND 6" GATE VALVE AND BOX	7	EACH	$ 5,260.00	$ 36,820.00	7	$ 36,820.00
38	1" COPRORATION STOP	86	EACH	$ 200.00	$ 17,200.00	89	$ 17,800.00
39	1" CURB STOP AND BOX	86	EACH	$ 215.00	$ 18,490.00	90	$ 19,350.00
40	6" GATE VALVE AND BOX	4	EACH	$ 1,650.00	$ 6,600.00	5	$ 8,250.00
41	12" GATE VALVE AND BOX	1	EACH	$ 2,600.00	$ 2,600.00	1	$ 2,600.00
42	ADJUST GATE VALVE AND BOX	1	EACH	$ 525.00	$ 525.00	1	$ 525.00
43	1" TYPE K COPPER PIPE	3,200	LIN FT	$ 13.00	$ 41,600.00	3,484	$ 45,292.00
44	6" DUCTILE IRON WATERMAIN CL52	142	LIN FT	$ 32.00	$ 4,544.00	142	$ 4,544.00
45	8" DUCTILE IRON WATERMAIN CL52	3,282	LIN FT	$ 40.00	$ 131,280.00	3,282	$ 131,280.00
46	12" DUCTILE IRON WATERMAIN CL52	255	LIN FT	$ 59.00	$ 15,045.00	255	$ 15,045.00
47	HYDRANT RISER	4	LIN FT	$ 480.00	$ 1,920.00	1	$ 480.00

PAY ESTIMATE #3
ODYSSEY HOMES
Legacy Pines

48	DUCTILE IRON FITTINGS	2,155	POUND	$ 9.00	$ 19,395.00	2,155	$	19,395.00
49	CONSTRUCT DRAINAGE STRUCTURE DESIGN N	4	LIN FT	$ 405.18	$ 1,620.72	4	$	1,620.72
50	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	7.2	LIN FT	$ 612.85	$ 4,412.52	7.2	$	4,412.52
51	INFILTRATION BASIN PP-1 OUTLET	1	EACH	$ 8,360.00	$ 8,360.00	1	$	8,360.00
52	INFILTRATION BASIN EP-3 OUTLET MODIFICATION	1	LUMP SUM	$ 3,230.00	$ 3,230.00	1	$	3,230.00
53	INFILTRATION BASIN EP-3 POND CONSTRUCTION	1	LUMP SUM	$ 10,000.00	$ 10,000.00	-	$	-
54	CONSTRUCTION SANITARY STRUCTURE DESIGN 48-4007	256.2	LIN FT	$ 300.00	$ 76,860.00	256.2	$	76,860.00
56	CASTING ASSEMBLY	27	EACH	$ 550.00	$ 14,850.00	27	$	14,850.00
55	ADJUST DRAINAGE STRUCTURE	5	EACH	$ 3,000.00	$ 15,000.00	5	$	15,000.00
57	RANDOM RIPRAP CLASS IV	55.1	CU YD	$ 60.00	$ 3,306.00	46	$	2,760.00
58	5" CONCRETE WALK	8,000	SQ FT	$ 5.00	$ 40,000.00	-	$	-
59	CONCRETE CURB & GUTTER DESIGN SURMOUNTABLE	3,640	LIN FT	$ 15.00	$ 53,100.00	3620	$	52,800.00
60	BITUMINOUS CURB	400	LIN FT	$ 17.00	$ 6,800.00	-	$	-
61	TYPE III BARRICADE	4	EACH	$ 650.00	$ 2,600.00	-	$	-
62	TRAFFIC CONTROL	1	LUMP SUM	$ 2,600.00	$ 2,500.00	1	$	2,500.00
63	FURNISH SIGN PANELS TYPE C	36	SQ FT	$ 85.00	$ 3,060.00	-	$	-
64	SILT FENCE, TYPE MACHINE SLICED	13,300	LIN FT	$ 1.55	$ 20,615.00	13,030	$	20,196.50
65	STORM DRAIN INLET PROTECTION	12	EACH	$ 250.00	$ 3,000.00	11	$	2,750.00
66	STABILIZED CONSTRUCTION EXIT	1	LUMP SUM	$ 2,000.00	$ 2,000.00	1	$	2,000.00
67	EROSION CONTROL BLANKETS CATEGORY 3	1,669	SQ YD	$ 1.15	$ 1,942.35	-	$	-
68	TURF ESTABLISHMENT	49.8	ACRES	$ 600.00	$ 29,280.00	-	$	-
	Total Base Bid				$ 1,499,602.35		$	1,316,430.40

Alternate Bid - Third Street Add-On

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY		UNIT PRICE			EXTENSION	
69	SAW BITUMINOUS PAVEMENT OR CONCRETE CURB AND GUTTER	80	LIN FT	$ 4.00	$320.00	40	$	160.00
70	SUBGRADE PREPARATION	5.3	ROAD STA	$ 200.00	$1,060.00	5.3	$	1,060.00
71	AGGREGATE BASE CLASS 5 - STREET (CV) (P)	431	CU YD	$ 24.50	$10,559.50	558	$	13,671.00
72	AGGREGATE BASE CLASS 5 - SIDEWALK (CV) (P)	35	CU YD	$ 55.00	$1,925.00	-	$	-
73	MILL BITUMINOUS SURFACE (1.5")	8.9	SQ YD	$ 50.00	$445.00	-	$	-
74	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 1.5" THICK	1,549	SQ YD	$ 7.50	$11,618.75	-	$	-
75	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B) 2.0" THICK	1,549	SQ YD	$ 7.50	$11,650.00	1574	$	11,805.00
76	15" RC PIPE APRON	1	EACH	$ 800.00	$800.00	1	$	800.00
77	TRASH GUARD FOR 15" PIPE APRON	1	EACH	$ 600.00	$600.00	1	$	600.00
78	12" RC PIPE SEWER DESIGN 3006 CLASS V	52	LIN FT	$ 44.00	$2,288.00	52	$	2,288.00
79	15" RC PIPE SEWER DESIGN 3006 CLASS V	187	LIN FT	$ 47.00	$8,789.00	193	$	9,071.00
80	18" RC PIPE SEWER DESIGN 3006 CLASS III	397	LIN FT	$ 50.00	$19,850.00	397	$	19,850.00
81	24" RC PIPE SEWER DESIGN 3006 CLASS III	137	LIN FT	$ 61.00	$8,357.00	137	$	8,357.00
82	12" RC PIPE BULKHEAD	1	EACH	$ 375.00	$375.00	1	$	375.00
83	24" RC PIPE BULKHEAD	1	EACH	$ 600.00	$500.00	1	$	600.00
84	4" PVC PIPE CAP	2	EACH	$ 25.00	$50.00	2	$	50.00
86	8" PVC PIPE CAP	1	EACH	$ 65.00	$65.00	1	$	65.00
86	8" X 4" PVC WYE SDR 26	2	EACH	$ 300.00	$600.00	2	$	600.00
87	4" PVC SANTARY SEWER SERVICE SDR 26	67	LIN FT	$ 10.30	$690.10	67	$	690.10
88	8" PVC SANITARY SEWER PIPE SDR 35	244	LIN FT	$ 33.50	$8,174.00	262	$	8,777.00
89	CLEAN AND VIDEO TAPE PIPE SEWER	244	LIN FT	$ 1.50	$366.00	-	$	-
90	HYDRANT AND 6" GATE VALVE AND BOX	1	EACH	$ 5,260.00	$5,260.00	1	$	5,260.00
91	1" COPRORATION STOP	2	EACH	$ 200.00	$400.00	2	$	400.00
92	1" CURB STOP AND BOX	2	EACH	$ 215.00	$430.00	2	$	430.00
93	8" GATE VALVE AND BOX	2	EACH	$ 1,650.00	$3,300.00	2	$	3,300.00
94	1" TYPE K COPPER PIPE	90	LIN FT	$ 13.00	$1,170.00	90	$	1,170.00
95	6" DUCTILE IRON WATERMAIN CL52	30	LIN FT	$ 32.00	$960.00	42	$	1,344.00
96	8" DUCTILE IRON WATERMAIN CL52	621	LIN FT	$ 40.00	$20,840.00	794	$	31,760.00
97	HYDRANT RISER	1	LIN FT	$ 480.00	$480.00	-	$	-
98	DUCTILE IRON FITTINGS	277	POUND	$ 9.00	$2,493.00	280	$	2,520.00

PAY ESTIMATE #3
ODYSSEY HOMES
Legacy Pines

99	CONSTRUCT DRAINAGE STRUCTURE DESIGN N	2.6	LIN FT	$ 405.18	$1,012.95	2.6	$ 1,012.95
100	CONSTRUCT DRAINAGE STRUCTURE DESIGN 2' BY 3'	3.6	LIN FT	$ 430.00	$1,548.00	3.6	$ 1,548.00
101	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	19.0	LIN FT	$ 520.00	$9,880.00	27.58	$ 14,341.60
102	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	6.6	LIN FT	$ 612.85	$4,044.81	6.6	$ 4,044.81
103	CONSTRUCTION SANITARY STRUCTURE DESIGN 48-4007	17.3	LIN FT	$ 300.00	$5,190.00	17.3	$ 5,190.00
104	CASTING ASSEMBLY	12	EACH	$ 550.00	$6,600.00	12	$ 6,600.00
105	6" CONCRETE WALK	2,075	SQ FT	$ 5.00	$10,375.00	-	$ -
106	8" CONCRETE WALK	475	SQ FT	$ 14.00	$6,650.00	-	$ -
107	TRUNCATED DOMES	50	SQ FT	$ 65.00	$3,250.00	-	$ -
108	CONCRETE CURB & GUTTER DESIGN SURMOUNTABLE	851	LIN FT	$ 15.00	$12,765.00	850	$ 12,750.00
109	TYPE III BARRICADE	2	EACH	$ 650.00	$1,300.00	-	$ -
110	FURNISH SIGN PANELS TYPE C	30.3	SQ FT	$ 85.00	$2,575.50	-	$ -
111	STORM DRAIN INLET PROTECTION	10	EACH	$ 250.00	$2,500.00	-	$ -
			Total Alternate Bid		$192,004.61		$ 170,380.46

TOTAL WORK COMPLETED TO DATE	$ 1,485,820.86
LESS 5% RETAINAGE:	$ 74,291.04
LESS PAY ESTIMATE NO 1:	$ 541,392.37
LESS PAY ESTIMATE NO 2:	$ 603,980.49
WE RECOMMEND PAYMENT OF:	$ 266,156.96

APPROVALS:

CONTRACTOR: KUECHLE UNDERGROUND, INC.

Certification by Contractor: I certify that all items and amounts are correct for the work completed to date.

Signed: _____

Title: Project Manager Date 07 June, 2016

ENGINEER: HAKANSON ANDERSON

Certification by Engineer: We recommend payment for work and quantities as shown.

Signed: _____

Title: Project Engineer Date 6/27/19

OWNER: ODYSSEY HOMES

Signed: _____

Title: Pres. Date 6/30/19

RESOLUTION 2019-XXX

RESOLUTION FOR SETTLEMENT AGREEMENT

WHEREAS, at the February 19, 2019 City Council Meeting the City Council approved implementation of a deferred assessment on PID 16.032.1200 per City Resolution 2019-054; and,

WHEREAS, at the March 5, 2019 City Council Meeting action as it solely pertains to parcel PID 16.032.1200 was rescinded and the assessment on said parcel was abated; the parcel was reassessed on April 16, 2019; and,

WHEREAS, a settlement agreement was reached in the amount of $2,500.00 for said assessment as outlined in 'Exhibit A'; and,

WHEREAS, monies received will go to the debt service fund;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. The settlement agreement is hereby approved. The previous assessment on PID 16.032.1200 in the amount of $10.007.23 is hereby abated and is hereby reassessed in the amount of $2,500.00 in accordance with the terms of said settlement agreement. The Mayor shall sign the settlement agreement on behalf of the City.

2. The City Administrator is hereby authorized to sign on behalf of the City of Isanti all other necessary documentation confirming the settlement agreement.

3. The City Administrator is hereby authorized to accept the proceeds in accordance with the terms of the settlement agreement and apply said proceeds, to-wit: the sum of $2,500.00, to the debt service fund.

4. Upon receipt of payment of the proceeds City Staff is hereby authorized to send documentation to the Isanti County Auditor/Treasurer confirming satisfaction in full of said assessment.

This resolution was duly adopted by the Isanti City Council this 16th day of July, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

'Exhibit A'

SETTLEMENT AGREEMENT AND RELEASE

This Settlement Agreement and Release (Agreement) is made and entered into between George Hemen (Hemen) and the City of Isanti (the City).

WHEREAS, on or around April 16, 2019, the City adopted Resolution 2019-105, which imposed a special assessment on property owned by George Hemen, in the amount of $10,007.23; and

WHEREAS, the special assessment was for road improvements the City made to Palomino Road in between 1989 and 1991; and

WHEREAS, on or around May 10, 2019, Hemen objected to the amount of the special assessment and the procedure by which the City adopted the special assessment by commencing a special assessment appeal in Isanti County district court, entitled *George Hemen v. City of Isanti, Minnesota*, Court File No. 30-CV-19-341 (the lawsuit);

WHEREAS, the City denies all allegations advanced in the lawsuit, including but not limited to the allegations that the special assessment was procedurally flawed and excessive in amount; and

WHEREAS, the parties to this Agreement wish to avoid the expense and uncertainties of litigation by entering into this Agreement;

NOW THEREFORE, in consideration of the recitals and promises herein, the parties agree as follows:

1. *Nonadmission.* This Agreement does not constitute an admission by the City that the special assessment was procedurally flawed or excessive in amount or that the City in

any way violated Hemen's rights, nor does this agreement constitute an admission by Hemen that the City properly assessed him.

2. *Rescission.* The City will rescind Resolution 2019-105.

3. *Payment to City.* Within seven (7) days of the City's rescission of Resolution 2019-105, Hemen will remit to the City the sum of $2,500. Upon receipt of the $2,500, the City shall consider the special assessment levied by Resolution 2019-105, as well as any associated costs or interest, to be fully satisfied.

4. *Dismissal of appeal.* The parties agree to dismiss the lawsuit with prejudice and without an award of costs or fees to either party. The stipulation for dismissal shall be filed with the Court within five (5) days of the date of this Agreement.

5. *Release.* The parties agree that this Agreement is a full, final, and complete settlement, compromise, and satisfaction of Hemen's special assessment appeal. Hemen, on behalf of himself, his agents, representatives, attorneys, assignees, heirs, executors, and administrators, hereby agrees not to sue and releases and discharges the City, and its past and present employees, agents, insurers, officials, and officers from any and all claims, actions, and causes of action that challenges the special assessment, whether or not Hemen now knows of those claims, actions, and causes of action up through the date of his signature on this Agreement. This release includes, but is not limited to, any claims Hemen may have under Minn. Stat. Chapter 429 or other federal, state, or local laws or common laws, any attorneys' fees or other costs or expenses.

6. *Settlement agreement.* This Agreement is binding. The parties acknowledge that they have been advised that (1) the other party has no duty to protect their interests or provide them with information about their legal rights; (2) signing this Agreement may

affect their legal rights; and (3) they should consult with an attorney before signing this Agreement if they are uncertain of their rights.

7. *Governing law and venue.* Minnesota law will govern the construction and interpretation of this Agreement. No rule of strict construction shall apply against either party, as each party has equally drafted this Agreement.

8. *Voluntary and knowing action.* The parties to this Agreement acknowledge that they have read and understand the terms of this Agreement, that they have been represented by legal counsel or had the opportunity to retain legal counsel, and that they are voluntarily entering into this Agreement to resolve the dispute between them.

This Agreement may be executed in multiple counterparts, which shall be construed together as if one instrument. In addition, either party shall be entitled to rely on an electronic or facsimile copy of a signature as if it were the original.

GEORGE HEMEN

Dated: _____ _____

CITY OF ISANTI

Dated: _____ By: _____
Its: Mayor

Dated: _____ By: _____
Its: City Administrator

Dated: _____ By: _____
Its: City Clerk

A Community For Generations.
Isanti

Isanti Police Department Monthly Report

June 2019

Reported Crime	Month to Date	Year to Date
Theft	12	47
Assault	4	11
Vandalism/Damage to Property	1	17
Narcotics	4	16
Burglary	0	5
Domestics	8	38
Crim Sex	0	1
Robbery	0	0
Loud Party/Disturbance	14	55
Medical	37	165
Permit to Purchase	4	39
Security Check / Extra Patrol	257	1,512

Traffic Offenses	Month to Date	Year to Date
No Insurance	9	30
DUI	1	8
Accidents	6	52
Hit & Run	2	7
Warrant P/U	3	20
Speed	30	116
DAR/DAS	3	27
Administrative Citations (Including Speed)	38	128

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	79,110	1,288	9,230
Ford Explorer 224	64,161	1,724	11,260
Ford F150 225	21,444	905	5,256
Chevy Silverado 220	Out of Service	0	305
Chevy Impala 223	92,461	555	2,538
Dodge Durango 226	2,244	2,244	2,244

CEZT REPORT

CATEGORY	*CURRENT*	*LAST MO*	*2 MOS*	*3 MOS*	*4 MOS*	*5 MOS*	*6 MOS*
TOTAL CASES YTD	**213**	**187**	**172**	**167**	**22**	**11**	**697**
TOTAL OPEN CASES	**22**	**17**	**17**	**68**	**4**	**13**	**33**
VIOLATIONS CLOSED THIS PERIOD	**25**	**1**	**1**	**23**	**2**	**30**	**16**
NEW ISSUES THIS PERIOD	**26**	**15**	**5**	**145**	**11**	**11**	**29**
CAN-Proh Animals	0	0	0	0	0	0	0
CCV-Comm Vehicle Storage	0	0	0	0	0	0	0
CDO--Dogs	0	0	0	0	0	0	0
CPA-Park & Store	4	2	1	0	2	0	10
CSN-Snow Removal	0	0	0	0	0	2	0
CSP-Admin Permits/Solicitors/Peddlers	0	0	0	0	0	0	0
CST--Fish Houses, PODS, Rolloffs	0	0	0	0	0	0	0
GAR - Garage Sales	0	0	0	0	0	0	0
H2O-Water restrictions	0	0	0	0	0	0	0
NEX-Exterior Structure, Paint/Repair	0	0	0	0	0	0	0
NGA-Garbage Service & Storage	0	0	0	0	0	0	0
NGR--Grass Length	15	9	0	0	0	0	0
NJU--Junk/Brush	5	2	3	0	0	6	18
NOX-Noxious Weeds	0	0	0	0	0	0	0
NUV-Unlicensed vehicle or missing plates	0	0	0	0	0	0	0
RNT-Unlicensed rental	2	0	0	0	0	3	1
SGN-Signs	0	0	0	0	0	0	0
UNP-Unpermitted work	0	2	1	145	9	0	0
ZAC-Accessory Building	0	0	0	0	0	0	0
ZFE-Fence	0	0	0	0	0	0	0
ZTD--Temporary Dwelling	0	0	0	0	0	0	0
Compliance Letters Mailed this period	44	5	5	145	11	14	32
Administrative Citations Issues/period	0	0	0	0	0	1	1
Criminal Citations Issued/period	0	0	0	0	0	0	0
Abated Properties/Period	3	0	0	0	0	0	0
Admin Hearings Requested	0	0	0	0	0	0	0
Admin Hearings Held w positive judgement	0	0	0	0	0	0	0
Criminal trials w positive judgement	0	0	0	0	0	0	0
AVERAGE TIME TO COMPLIANCE	**11**	**7**	**15**	**20**	**14**	**32**	**20**

L.2.

CITY OF ISANTI MONTHLY REPORT

May 2019

Residential	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
Category	Month	YTD	Month	YTD	Month	Quarter	Month	YTD	Month	YTD
Fence	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Roofing/Siding	1	17	$0.00	$0.00	$1.00	$14.00	$80.00	$1,360.00		
Decks	6	22	$29,672.00	$127,519.92	$14.88	$64.98	$1,267.20	$5,114.31		
Basement Finish	2	12	$29,733.25	$239,624.25	$14.87	$61.76	$925.65	$7,126.83		
Addtns. Remodel	2	5	$54,294.38	$151,739.38	$27.15	$68.38	$1,357.95	$3,843.60		
Garages	1	3	$27,223.20	$52,223.20	$13.61	$26.11	$755.70	$1,532.85		
Miscellaneous	17	73	$400.00	$20,139.86	$16.20	$47.84	$1,932.50	$9,654.15		
Single dwellings	14	41	$2,876,124.36	$8,181,544.60	$1,473.10	$3,058.16	$36,485.70	$103,350.00		
Multi dwellings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Mechanical	17	56			$17.00	$39.00	$1,275.00	$4,175.00		
Plumbing	13	58			$13.00	$37.00	$1,102.00	$4,476.00		
									$76,622.00	
Resid. Totals	**73**	**287**	**$3,017,447.19**	**$8,772,791.21**	**$1,590.81**	**$3,417.23**	**$45,181.70**	**$140,632.74**	**$76,622.00**	**$ 223,456.00**
Commercial										
New Buildings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Addtns./Remodel	1	4	$10,000.00	$59,600.00	$5.00	$5.00	$326.70	$1,801.80		
Plumbing	0	3	$0.00	$19,900.00	$0.00	$5.50	$0.00	$764.78		
Mechanical	0	2	$0.00	$53,500.00	$0.00	$1.75	$0.00	$1,324.13		
Roofing	0	2	$0.00	$100,265.00	$0.00	$0.00	$0.00	$2,204.40		
Miscellaneous	4	13	$79,500.00	$407,115.00	$41.75	$45.75	$1,875.95	$7,300.15		
Comm. Totals	**5**	**24**	**$89,500.00**	**$640,380.00**	**$46.75**	**$58.00**	**$2,202.65**	**$13,395.26**	**$0.00**	**$0.00**
Resid. Plus Comm. Totals	**78**	**311**	**$3,106,947.19**	**$9,413,171.21**	**$1,637.56**	**$3,475.23**	**$47,384.35**	**$154,028.00**	**$76,622.00**	**$223,456.00**

YEARLY BUILDING PERMIT COMPARISONS

YTD May 2019

Year	# permits	Single units	Multi units	Commercial	Permit Value	Total permit income	Wac & Sac Fees
2014	253	24	0	0	$9,363,165.00	$114,326.74	$186,024.00
2015	227	19	0	0	$4,272,248.06	$77,172.07	$143,694.00
2016	310	45	0	3	$14,495,416.44	$198,486.50	$505,802.88
2017	344	42	0	1	$8,150,949.00	$138,891.54	$349,874.80
2018	341	48	0	0	$10,899,347.30	$175,617.18	$254,268.00
2019	311	41	0	0	$9,413,171.19	$154,028.00	$223,456.00

Total permit fees do not include Sac / Wac or State Surcharge fees

MONTH TO MONTH COMPARISONS FOR THE YEAR

Month	# of permits	Permits total value	Total permit fee income: Does not include WAC, SAC, or State Surcharge
January	38	$146,958.00	$6,799.70
February	32	$753,514.64	$13,387.05
March	31	$1,758,333.77	$23,512.96
April	57	$1,533,973.19	$26,563.15
May	75	$2,113,444.42	$36,380.79
June	78	$3,106,947.17	$47,384.35
July	0	$0.00	$0.00
August	0	$0.00	$0.00
September	0	$0.00	$0.00
October	0	$0.00	$0.00
November	0	$0.00	$0.00
December	0	$0.00	$0.00
Totals	311	$9,413,171.19	$154,028.00

BOLTON & MENK
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7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: July 10, 2019

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W. Cook, P.E.
City Engineer

Subject: Project Status Report
Isanti, MN
Project No.: R13.117985

Please find listed below a status report of the current projects in the City of Isanti:

1) Annexed Parcel Service Extensions

Quotes from contractors will be obtained this month.

2) TH 65 & Cajima Street RCUT Improvements

A pre-construction meeting will be held in August, for fall construction.

3) 2019 Storm System Maintenance Project

Final punchlist items will be completed this month.

4) 2019 Pavement Management Project

The Contractor plans to complete the sealcoat work this month.

5) Heritage Estates

The site construction is complete.

6) Legacy Pines Subdivision

The roadway construction is complete. The Contractor will complete the remaining site grading this month.

7) MS4 Implementation

We will continue to assist the City MS4 technician as requested.

In addition to the current projects listed above we have completed and accepted 52 private developments and 70 city contracts since being selected as your City Engineer in 2008.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

AGENDA

CITY OF ISANTI
CITY COUNCIL BUDGET WORK SESSION
TUESDAY, JULY 16, 2019
(Immediately following the Planning Commission Meeting)
CITY HALL

A. Call to Order
B. Roll Call

C. Work Session Items
1. **2020 Budget Review Schedule**
2. **Review 2020 General Fund Revenue Projections**
3. **Review 2020 Preliminary Department Budget Expenditures**
   a. **Mayor and City Council**
      Elections
      Finance/Administration
      Special Projects
      Municipal Building
      Animal Control
      Parks/Rec/Culture
      Planning/Zoning
      EDA
      Building Inspection
      Police
      Code Enforcement
      Civil Defense
      General Maintenance
      Streets
      Street Lighting
      Sanitation
      Fire Protection
      Misc/Transfers
      Tax Abatements
      Debt Service

Adjournment

C.

A Community For Generations.
Isanti

MEMO

To: **Mayor Johnson & City Council Members**

From: Mike Betker, Finance Director

Date: July 16, 2019

Subject: Budget Workshop

Levy/tax rate history

- Current budget has estimated tax rate at 67.8% (7.8% increase over 2019)
- Average tax rate 2004-2019 was 68.5%
- Includes new street construction levy
- Includes capital maint/replacement levy
- Above levies will go directly to funds 425 and 920 so as to not artificially reduce General Fund fund balance.
- Abatement levy (functions the same as General Fund levy but must be reported separate by statute)
- Eda levy continues and is capped based on state statute
- Begins to fully fund street projects and captial maint/replac. As well as general fund operating expenses.
- Adds about 165k to fund balance continuing 10 year plan to pay down money owed to other funds by the general fund.

Debt service

- In 2024 we will have just one scheduled debt levy, which will end in 2029 with final payment in 2030.

Assumptions

- Wild card is always health insurance. Will have final renewal number august 12th.

Wages & benefits by department/fund

- Biggest change here is that we have moved away from allocating wages to building inspection. Enterprise funds have taken on that additional allocation making all enterprise funds equal in allocation at 10%

Gf revenues

- Proposing a more detailed budget for accounts within "licenses and permits" category

Gf expenditures

- Down slightly with net income at 76k with no use of fund balance.

Council

- Addition of CGMC membership 75% discount in first year of membership

Elections

Admin/finance

- Addition of intern (101)
- 25k for comparative worth study (112)
- Allocations that had previously gone to building inspection have been absorbed by other departments
- Added $5,000 for accounting services just in case training or other services are needed
- Employee wellness has returned from the 2018 budget. To supplement $625 grant money from coop intended to suppress/reduce insurance claims and drive premium savings long term.

Special projects

- Budgeted to end June 30th 2020
- Continuing the department will require additional funds likely to come from fund balance

Planning/zoning

- CDD allocation changed from 2019 budget
  - 2019 – 80% P/Z, 10% B/I, 10% code
  - 2020 – 50% P/Z, 5% B/I, 5% code, 40% EDA
- CD/ED intern 50/50 split, P/Z & EDA

Muni building

Police

- Includes 5,751 for lexipol annual subscription
- Code enforcement employee expenses allocated to Police Department

Fire

- Assumes 10% increase over 2019 budgeted amount (which was very close to actual)

Building inspection

- Increase for contracted services based on a more detailed budget for licenses and permits in revenues of general fund
- State statute doesn't allow municipalities to make money on building permits and fees.

Code enforcement

- Wages and benefits for code enforcement officer have moved to police department. All other code enforcement costs are currently proposed to remain in department -42402

Civil defense

Animal control

General Maint.

Streets

- No major changes, total budgeted expenditures are down

Street lights

- No infill allocation in 2020
- Capital expenses have moved to fund 920

Sanitation

PRC

- Only significant change is increase in programming (491)

Transfers

- Transfers to various enterprise funds to repay costs associated with the hotel project and 2018 improvement project will improve fund balance by 164k

EDA

- No transfer from general fund, only transfer to general fund
- Significant savings by combining positions
- Cable franchise fee allocation has been reduced to 20% of total. Had been at 60% by resolution 2007-084. Will be addressed by resolution at future council meeting.
- Line item within marketing (495) for FT staff shirts up to 35 shirts up to $30 each

City of Isanti
2020 Draft Budget

Tuesday, July 16, 2019

	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
ESTIMATED MARKET VALUE							357,821,100	316,456,600	277,719,500	271,579,700	258,315,600	269,093,600	305,306,900	310,685,500	345,090,300	382,551,500	440,259,600
TAXABLE MARKET VALUE	153,625,100	193,248,700	246,279,100	309,395,700	349,451,100	370,917,100	351,998,400	313,861,359	236,666,410	231,052,043	217,016,523	227,884,716	264,745,244	268,289,500	307,029,200	340,358,686	391,701,977
% CHANGE FROM PRIOR	25.23%	25.79%	27.44%	25.63%	12.95%	6.14%	-5.10%	-10.83%	-24.60%	-2.37%	-6.07%	5.01%	16.18%	1.34%	14.44%	10.86%	15.09%
OVERALL CLASS RATE	1.11%	1.11%	1.11%	1.11%	1.12%	1.13%	1.14%	1.14%	1.18%	1.18%	1.17%	1.15%	1.13%	1.13%	1.13%	1.13%	1.13%
TAX CAPACITY	1,701,791	2,145,822	2,737,017	3,431,034	3,903,681	4,177,727	4,001,059	3,581,937	2,785,454	2,735,234	2,549,798	2,627,703	2,991,743	3,027,012	3,478,309	3,846,053	4,426,232
TAX INCREMENT CAPTURED	36,767	47,474	51,194	75,065	99,744	112,551	123,218	122,766	125,772	69,406	72,106	10,316	13,397	15,889	11,246	8,889	8,000
ADJUSTED TAX CAPACITY	1,665,024	2,098,348	2,685,823	3,355,969	3,803,937	4,065,176	3,877,841	3,459,171	2,659,682	2,665,828	2,477,692	2,617,387	2,978,346	3,011,123	3,467,063	3,837,164	4,418,232
GENERAL FUND LEVY (101)	**1,229,687**	**1,557,205**	**1,841,911**	**2,171,916**	**2,278,024**	**2,245,246**	**2,166,662**	**1,549,996**	**1,373,884**	**1,373,884**	**1,466,097**	**1,298,306**	**1,934,000**	**2,009,086**	**2,172,468**	**1,817,814**	**2,000,000**
CAPITAL MAINT. LEVY (920)																	**256,000**
STREET CONST. LEVY (425)																	**267,000**
EDA LEVY (108)															**56,327**	**62,565**	**79,819**
ABATEMENT LEVY (101)																	**24,066**
2006 GO BOND								150,000	160,000	160,000	175,000	204,916	148,602	0	0		
2008 GO BOND								100,000	100,000	105,000	110,000	110,000	110,000	48,327	0		
2009A GO BOND								25,000	30,000	30,000	35,000	57,095	63,453	0	0		
929 - 2010B GO BOND								125,000	74,000	69,000	0	0	0	250,000	250,000	250,000	85,000
930 - 2011A GO BOND								0	4,819	55,000	6,787	10,000	8,678	7,870	7,061	8,909	7,805
931 - 2014A TAX ABATEMENT								0	0	0	0	227,308	228,126	224,871	221,616	223,611	225,501
932 - 2014B GO BOND								0	0	0	0	49,882	47,702	47,407	52,259	51,692	51,006
DEBT SERVICE LEVY	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**400,000**	**368,819**	**419,000**	**326,787**	**659,201**	**606,561**	**578,475**	**530,936**	**534,212**	**369,312**
TOTAL LEVY	**1,229,687**	**1,557,205**	**1,841,911**	**2,171,916**	**2,278,024**	**2,245,246**	**2,166,662**	**1,949,996**	**1,742,703**	**1,792,884**	**1,792,884**	**1,957,507**	**2,540,561**	**2,587,561**	**2,759,731**	**2,414,591**	**2,996,197**
% CHANGE FROM PRIOR	#DIV/0!	26.63%	18.28%	17.92%	4.89%	-1.44%	-3.50%	-10.00%	-10.63%	2.88%	0.00%	9.18%	29.79%	1.85%	6.65%	-12.51%	24.09%
$ CHANGE FROM PRIOR		$ 327,518	$ 284,706	$ 330,005	$ 106,108	$ (32,778)	$ (78,584)	$ (216,666)	$ (207,293)	$ 50,181	$ -	$ 164,623	$ 583,054	$ 47,000	$ 172,170	$ (345,140)	$ 581,606
CERTIFIED TAX RATE	73.854%	74.211%	68.579%	64.718%	59.886%	55.231%	55.873%	56.372%	65.523%	67.254%	72.361%	74.789%	85.301%	85.933%	79.599%	61.818%	TARGET
TAX RATE	73.854%	74.211%	68.579%	64.718%	59.886%	55.231%	55.873%	56.372%	65.523%	67.254%	72.361%	74.789%	85.301%	85.933%	79.599%	62.926%	67.814%
% CHANGE FROM PRIOR	#DIV/0!	0.48%	-7.59%	-5.63%	-7.47%	-7.77%	1.16%	0.89%	16.23%	2.64%	7.59%	3.35%	14.06%	0.74%	-7.37%	-20.95%	7.77%

Bond Issue	Fund	Original Amount	12/31/2018 Cash	(LESS) 2019 Debt Payment	ADD 2019 Levy	ADD 2019 Assessments	PROJECTED 12/31/2019 Cash	12/31/2019 P & I Remaining
2010B GO Improvement Refunding	929	1,825,000	770,138	(321,215)	250,000	4,045	702,968	774,950
2011A GO Improvement	930	790,000	181,110	(87,538)	8,909	19,047	121,528	270,473
2014A GO Tax Abatement Bonds	931	2,560,000	226,658	(209,513)	223,611	-	240,756	2,299,231
2014B General Obligation Bonds	932	390,000	51,266	(49,500)	51,692	-	53,458	236,542

Bond Issue	Fund	12/31/2019 P & I Remaining	PROJECTED 12/31/2019 Cash	(LESS) 2020 Debt Payment	ADD 2020 Levy	ADD 2020 Assessments	PROJECTED 12/31/2020 Cash	12/31/2020 P & I Remaining
2010B GO Improvement Refunding	929	774,950	702,968	(387,950)	85,000		400,018	387,000
2011A GO Improvement	930	270,473	121,528	(90,681)	7,805	19,047	57,699	179,792
2014A GO Tax Abatement Bonds	931	2,299,231	240,756	(211,362)	225,501		254,895	2,087,869
2014B General Obligation Bonds	932	236,542	53,458	48,903	51,006		153,367	285,445

Bond Issue	Fund	12/31/2020 P & I Remaining	PROJECTED 12/31/2020 Cash	(LESS) Future Debt Payment	ADD Future Levies	ADD Future Assessments	PROJECTED Final Maturity Cash	Final Maturity
2010B GO Improvement Refunding	929	387,000	400,018	(387,000)	-		13,018	Dec-21
2011A GO Improvement	930	179,792	57,699	(179,792)	9,367		(112,726)	Feb-22
2014A GO Tax Abatement Bonds	931	2,087,869	254,895	(2,087,869)	1,992,888		159,914	Feb-30
2014B General Obligation Bonds	932	285,445	153,367	(285,445)	147,893		15,815	Feb-24

Account Number		Title	Category	PROPOSED 2020 BUDGET	2019 BUDGET	2018 BUDGET	2018 ACTUAL	2017 ACTUAL
101		**GENERAL FUND REVENUES**						
101-25300		Unreserved Fund Balance			$ 522,377.00			
101-31000		General Property Taxes	Taxes	$ 2,024,066	$ 1,817,814.00	$ 2,172,468.00	$ 2,146,873.30	$ 1,986,166.84
101-31001		General Prop Taxes-Delinq	Taxes	$ 24,000	$ -	$ -	$ 19,720.81	$ 27,623.19
101-31801		Tax Forfeited Sales	Taxes	$ 2,600	$ -	$ -	$ 2,547.18	$ 1,726.15
101-31900		Penalties and Interest DelTax	Taxes	$ 2,200	$ -	$ -	$ 1,023.60	$ 2,745.82
	TOTAL	**TAXES**		**$ 2,052,866**	**$ 1,817,814.00**	**$ 2,172,468.00**	**$ 2,170,164.89**	**$ 2,018,262.00**
101-32100		Business Licenses/Permits	Licenses and Permits	$ 12,200	$ 13,000.00	$ 13,000.00	$ 12,525.00	$ 11,487.50
101-32200		Non-Business Licenses/Permits	Licenses and Permits	$ 12,900	$ 300,000.00	$ 325,000.00	$ 15,420.00	$ 9,940.00
101-32210		Building Permit Fee	Licenses and Permits	$ 198,100	$ -	$ -	$ 190,248.29	$ 210,051.95
101-32211		Plan Check Fee-Bldg.Permit	Licenses and Permits	$ 95,000	$ -	$ -	$ 110,426.14	$ 80,249.58
101-32212		Plumbing Fee-Bldg.Permit	Licenses and Permits	$ 14,700	$ -	$ -	$ 16,734.00	$ 11,408.00
101-32213		Mechanical Fee-Bldg.Permit	Licenses and Permits	$ 12,400	$ -	$ -	$ 12,961.40	$ 9,294.00
101-32216		S/W Connection Fee	Licenses and Permits	$ 1,300	$ -	$ -	$ 2,225.00	$ 900.00
101-32217		Sprinkler Fee	Licenses and Permits	$ 300	$ -	$ -	$ 612.00	$ -
101-32218		License Verification Fee	Licenses and Permits	$ 1,500	$ -	$ -	$ 1,425.00	$ 1,530.00
101-32219		Electrical Permit	Licenses and Permits	$ 22,700	$ -	$ -	$ 24,139.50	$ 22,583.00
101-32240		Animal Licenses	Licenses and Permits	$ 3,600	$ -	$ -	$ 3,530.00	$ 4,235.00
101-32250		Special Vehicle Permit	Licenses and Permits	$ 700	$ -	$ -	$ 800.00	$ 650.00
	TOTAL	**LICENSES/PERMITS**		**$ 375,400**	**$ 313,000.00**	**$ 338,000.00**	**$ 391,046.33**	**$ 362,329.03**
101-33100		Federal Grants and Aids	Intergovernmental	$ 8,600	$ 10,000.00	$ 5,000.00	$ 6,476.91	$ 10,905.71
101-33400		State Grants and Aids	Intergovernmental	$ 200	$ -	$ -	$ -	$ -
101-33401		Local Government Aid	Intergovernmental	$ 737,302	$ 635,435.00	$ 631,811.00	$ 631,811.00	$ 585,308.50
101-33403		LGA-Market Value Credit	Local Govt Aid	$ -	$ -	$ -	$ 390.89	$ 18.38
101-33404		PERA Rate Increase Aid	Intergovernmental	$ 1,200	$ 1,205.00	$ 1,205.00	$ 1,205.00	$ 1,204.50
101-33416		Police Training Reimbursement	Intergovernmental	$ -	$ -	$ -	$ -	$ -
101-33418		Muni State Aid St Maintenance	Intergovernmental	$ 68,500	$ 65,864.00	$ 58,734.00	$ 65,864.00	$ 58,734.00
101-33423		POST Training Aid	Intergovernmental	$ 6,400	$ 3,500.00	$ 3,000.00	$ 10,527.04	$ 3,497.20
101-33424		Police State Aid	Intergovernmental	$ 75,000	$ 72,775.00	$ 62,500.00	$ 73,225.81	$ 72,776.57
101-33601		Regional Grants	Intergovernmental	$ -	$ -	$ -	$ -	$ 2,500.00
	TOTAL	**INTERGOVERNMENTAL**		**$ 897,202**	**$ 788,779.00**	**$ 762,250.00**	**$ 789,500.65**	**$ 734,944.86**
101-34100		General Gov t Charges for Svcs	Charges for Services	$ 3,700	$ 4,000.00	$ 3,000.00	$ 3,511.90	$ 3,410.12
101-34103		Zoning and Subdivision Fees	Charges for Services	$ 12,800	$ 11,000.00	$ 8,000.00	$ 15,000.00	$ 10,935.00
101-34106		Advertising Revenue	Charges for Services	$ 1,500	$ 4,200.00	$ 4,200.00	$ 3,523.75	$ -
101-34110		Land Rent	Charges for Services	$ 3,500	$ 900.00	$ 900.00	$ 1,028.15	$ 4,381.56
101-34112		Dog Rm/Bd Charges	Charges for Services	$ 700	$ 500.00	$ 500.00	$ 395.00	$ 792.00
101-34113		Community Ctr Rent Revenue	Charges for Services	$ 15,500	$ 12,000.00	$ 11,000.00	$ 15,112.75	$ 17,483.93
101-34114		Copy Machine Copy Sales	Charges for Services	$ 200	$ -	$ -	$ 134.96	$ 158.00
101-34115		Lease Revenue	Charges for Services	$ 106,944	$ 105,037.00	$ 124,800.00	$ 109,466.14	$ 126,150.48
101-34200		Police Charges for Services	Charges for Services	$ 400	$ 700.00	$ 450.00	$ 2,125.27	$ 398.88
101-34205		Pawn Shop Transactions	Charges for Services	$ 1,600	$ 2,100.00	$ 2,000.00	$ 1,659.50	$ 2,750.40
101-34206		School Dist Resource Officer	Charges for Services	$ 88,471	$ 76,000.00	$ 29,300.00	$ 60,162.43	$ 28,721.78
101-34212		Nuisance Abatement	Charges for Services	$ 2,800	$ 2,000.00	$ -	$ 2,546.97	$ 2,844.45
101-34300		PW Other Charges for Scvs	Charges for Services	$ 1,100	$ 800.00	$ 750.00	$ 1,265.70	$ 1,024.00
101-34304		Street Cut Charges	Charges for Services	$ 3,500	$ 1,800.00	$ 1,000.00	$ 6,275.00	$ 3,020.00
101-34305		Snow Removal	Charges for Services	$ 100	$ 100.00	$ 700.00	$ 9.52	$ 15.96
101-34306		Weed/Grass Removal	Charges for Services	$ -	$ -	$ -	$ (95.63)	$ 1,723.87
101-34700		Park Rental Fees	Charges for Services	$ 800	$ 1,500.00	$ 1,500.00	$ 1,010.00	$ 240.00
101-34750		Rec Program Fees	Charges for Services	$ 350	$ 350.00	$ 350.00	$ 290.69	$ 367.90
101-34780		Park Fees	Charges for Services	$ -	$ -	$ -	$ 65.00	$ 50.00
101-34951		Surplus Property Rev	Charges for Services	$ 250	$ -	$ -	$ -	$ -
	TOTAL	**CHARGES FOR SERVICES**		**$ 244,215**	**$ 222,987.00**	**$ 188,450.00**	**$ 223,487.10**	**$ 204,468.33**
101-35000		Fines and Forfeits	Fines and Forfeitures	$ -	$ -	$ -	$ 32.03	$ 200.00
101-35102		Parking Fines	Fines and Forfeitures	$ 1,600	$ 1,000.00	$ 400.00	$ 2,440.00	$ 1,140.00
101-35105		Highway Fines	Fines and Forfeitures	$ 33,100	$ 28,000.00	$ 24,000.00	$ 35,523.33	$ 32,488.15
101-35106		Dog Impound Fee	Fines and Forfeitures	$ 1,300	$ 1,250.00	$ 1,000.00	$ 1,279.00	$ 1,195.00
101-35107		NSF Fines	Fines and Forfeitures	$ -	$ -	$ -	$ -	$ -
101-35108		Bldg.Inspection Penalty	Fines and Forfeitures	$ -	$ -	$ -	$ -	$ -
101-35120		AdministrativeTraffic Citation	Fines and Forfeitures	$ 11,600	$ 8,000.00	$ 5,500.00	$ 14,640.00	$ 9,960.00
101-35130		Administrative Citation	Fines and Forfeitures	$ 2,200	$ 2,000.00	$ 1,500.00	$ 2,707.79	$ 2,093.84
	TOTAL	**FINES AND FORFEITURES**		**$ 49,800**	**$ 40,250.00**	**$ 32,400.00**	**$ 56,622.15**	**$ 47,076.99**
101-36200		Miscellaneous Revenues	Miscellaneous	$ 2,400	$ 3,000.00	$ 1,000.00	$ 468.77	$ 2,821.00
101-36201		Refunds & Reimbursements	Miscellaneous	$ 13,600	$ 24,000.00	$ 25,000.00	$ 7,748.02	$ 13,148.55
101-36210		Interest Earnings	Interest Earnings	$ 17,000	$ 20,000.00	$ 12,000.00	$ 22,479.62	$ 13,629.71
101-36230		Contributions and Donations	Miscellaneous	$ -	$ -	$ -	$ 5,000.00	$ -
101-37460		General Penalty	Miscellaneous	$ 200	$ -	$ -	$ 186.37	$ 139.41
101-37844		Error Adjustment	Miscellaneous	$ -	$ -	$ -	$ (0.19)	$ -
101-39102		Sale of Property	Miscellaneous	$ -	$ -	$ -	$ 737.00	$ -
101-39203		Transfer from Other Fund	Transfers In	$ 369,150	$ 369,150.00	$ 369,150.00	$ 369,150.00	$ 396,182.28
	TOTAL	**MISCELLANEOUS AND TRANSFERS IN**		**$ 402,350**	**$ 416,150.00**	**$ 407,150.00**	**$ 405,769.59**	**$ 425,920.95**
101	**TOTAL**	**GENERAL FUND REVENUES**		**$ 4,021,833**	**$ 4,121,357.00**	**$ 3,900,718.00**	**$ 4,036,590.71**	**$ 3,793,002.16**

Title	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	FINAL 2018 BUDGET	FINAL 2019 BUDGET	PROPOSED 2020 BUDGET
GENERAL FUND REVENUES	$ 3,646,742.59	$ 3,793,002.16	$ 4,036,646.96	$ 3,900,718.00	$ 4,121,357.00	$ 4,021,833.00
COUNCIL	$ 26,900.81	$ 34,435.85	$ 33,826.64	$ 41,323.00	$ 41,656.00	$ 40,925.00
ELECTIONS	$ 7,787.62	$ 1,137.50	$ 9,626.77	$ 15,560.00	$ 1,350.00	$ 8,860.00
FINANCIAL ADMINISTRATION	$ 483,427.83	$ 481,921.72	$ 445,597.78	$ 481,401.00	$ 472,248.00	$ 523,549.00
SPECIAL PROJECTS	$ -	$ -	$ -	$ -	$ 137,959.00	$ 85,155.00
PLANNING AND ZONING	$ 101,457.25	$ 134,645.25	$ 104,930.72	$ 121,733.00	$ 156,605.00	$ 158,878.00
MUNICIPAL BUILDING	$ 37,183.92	$ 33,705.25	$ 39,322.74	$ 40,261.00	$ 55,286.00	$ 41,357.00
POLICE ADMINISTRATION	$ 1,246,995.43	$ 1,310,798.47	$ 1,195,399.77	$ 1,195,376.00	$ 1,445,554.00	$ 1,534,533.00
FIRE PROTECTION	$ 203,124.96	$ 209,042.80	$ 224,513.40	$ 233,593.00	$ 233,789.00	$ 249,505.00
BUILDING INSPECTION ADMIN	$ 185,275.74	$ 162,662.70	$ 362,032.38	$ 371,560.00	$ 312,610.00	$ 321,522.00
CODE ENFORCEMENT	$ 39,456.03	$ 33,044.69	$ 43,795.07	$ 49,977.00	$ 54,342.00	$ 15,371.00
CIVIL DEFENSE	$ 2,140.00	$ 2,140.00	$ -	$ 2,300.00	$ 2,300.00	$ 2,300.00
ANIMAL CONTROL	$ 4,705.01	$ 4,720.03	$ 3,722.29	$ 5,309.00	$ 4,887.00	$ 4,874.00
GENERAL CITY MAINTENANCE	$ 45,464.69	$ 50,911.84	$ 47,642.36	$ 54,010.00	$ 57,991.00	$ 62,012.00
HWYS, STREETS, & ROADS	$ 346,286.81	$ 355,234.03	$ 395,378.35	$ 390,727.00	$ 396,771.00	$ 388,847.00
STREET LIGHTING	$ 71,766.26	$ 60,556.71	$ 64,635.77	$ 80,000.00	$ 60,000.00	$ -
SANITATION ADMINISTRATION	$ 32,982.85	$ 16,501.32	$ 17,725.39	$ 18,377.00	$ 19,670.00	$ 24,051.00
PARK,REC,CULTURE	$ 281,848.55	$ 364,461.54	$ 364,755.94	$ 430,175.00	$ 393,414.00	$ 376,489.00
DEBT SERVICE (GENERAL)	$ -	$ -	$ 107,237.00	$ -	$ -	$ -
TRANSFERS	$ -	$ -	$ 270,356.55	$ 12,705.00	$ 152,286.00	$ 167,563.00
MISCELLANEOUS FUNDS	$ 159,454.51	$ 153,445.40	$ 977,249.26	$ 121,071.00	$ 123,965.00	$ 25,066.00
GENERAL FUND EXPENDITURES	$ 3,276,263.88	$ 3,409,365.10	$ 4,707,748.18	$ 3,665,458.00	$ 3,984,724.00	$ 3,945,702.00
NET INCOME / (LOSS)	$ 370,478.71	$ 383,637.06	$ (671,101.22)	$ 235,260.00	$ 136,633.00	$ 76,131.00

Wages & Benefits By Dept

Total Wages and Benefts Allocated by Department:

Mayor & Council	$	26,834
Finance/Adiministration	$	374,048
Special Projects	$	74,766
Planning & Zoning	$	97,087
Police	$	1,328,019
Building Inspections	$	46,893
Code Enforcement	$	9,025
General Maintenance	$	37,293
Streets	$	197,227
Sanitation	$	18,293
Parks, Rec & Culture	$	221,844
EDA	$	49,200
Water	$	277,297
Sewer	$	342,588
Storm Water	$	66,451
Liquor	$	411,891
Total	**$**	**3,578,755**

Total Wages and Benefts Allocated by Fund:

101	$	2,431,328
108	$	49,200
601	$	277,297
602	$	342,588
603	$	66,451
609	$	411,891
Total	**$**	**3,578,755**

2020 JOB CLASSIFICATION	1.03 POINTS		0.895 STEP 1	0.930 STEP 2	0.965 STEP 3	1.000 STEP 4	1.035 STEP 5	1.070 STEP 6	1.105 STEP 7
City Administrator	864	Per Hour	$ 49.9730	$ 51.9273	$ 53.8815	$ 55.8358	$ 57.7901	$ 59.7443	$ 61.6986
		Annually	$ 103,943.92	$ 108,008.77	$ 112,073.61	$ 116,138.46	$ 120,203.31	$ 124,268.15	$ 128,333.00
Assistant City Administrator / Special Projects	808	Per Hour	$ 46.4103	$ 48.2252	$ 50.0402	$ 51.8551	$ 53.6700	$ 55.4850	$ 57.2999
		Annually	$ 96,533.46	$ 100,308.51	$ 104,083.56	$ 107,858.61	$ 111,633.66	$ 115,408.71	$ 119,183.76
Finance Director	665	Per Hour	$ 42.1911	$ 43.8410	$ 45.4909	$ 47.1409	$ 48.7908	$ 50.4407	$ 52.0907
		Annually	$ 87,757.44	$ 91,189.29	$ 94,621.15	$ 98,053.00	$ 101,484.86	$ 104,916.71	$ 108,348.57
Police Chief	643	Per Hour	$ 39.5779	$ 41.1256	$ 42.6734	$ 44.2211	$ 45.7688	$ 47.3166	$ 48.8643
		Annually	$ 82,322.01	$ 85,541.31	$ 88,760.60	$ 91,979.90	$ 95,199.20	$ 98,418.49	$ 101,637.79
Public Services Director	604	Per Hour	$ 37.9505	$ 39.4346	$ 40.9187	$ 42.4028	$ 43.8869	$ 45.3710	$ 46.8551
		Annually	$ 78,937.05	$ 82,023.97	$ 85,110.90	$ 88,197.82	$ 91,284.74	$ 94,371.67	$ 97,458.59
Community Development Director	551	Per Hour	$ 36.9168	$ 38.3605	$ 39.8041	$ 41.2478	$ 42.6915	$ 44.1352	$ 45.5788
		Annually	$ 76,786.94	$ 79,789.78	$ 82,792.62	$ 85,795.46	$ 88,798.30	$ 91,801.14	$ 94,803.98
Liquor Store Manager	358	Per Hour	$ 30.6573	$ 31.8562	$ 33.0550	$ 34.2539	$ 35.4528	$ 36.6517	$ 37.8506
		Annually	$ 63,767.12	$ 66,260.81	$ 68,754.49	$ 71,248.18	$ 73,741.87	$ 76,235.55	$ 78,729.24
Police Investigator (Union)	297	Per Hour	$ 29.5919	$ 30.6837	$ 31.7755	$ 32.8570	$ 33.9488	$ 35.0406	$ 36.1324
		Annually	$ 61,551.15	$ 63,822.10	$ 66,093.04	$ 68,342.56	$ 70,613.50	$ 72,884.45	$ 75,155.39
Human Resources/City Clerk	280	Per Hour	$ 30.0866	$ 31.2631	$ 32.4397	$ 33.6163	$ 34.7929	$ 35.9694	$ 37.1460
		Annually	$ 62,580.08	$ 65,027.35	$ 67,474.61	$ 69,921.88	$ 72,369.15	$ 74,816.41	$ 77,263.68
Parks, Rec, Culture Manager	242	Per Hour	$ 25.9921	$ 27.0085	$ 28.0250	$ 29.0414	$ 30.0579	$ 31.0743	$ 32.0908
		Annually	$ 54,063.48	$ 56,177.69	$ 58,291.91	$ 60,406.12	$ 62,520.33	$ 64,634.55	$ 66,748.76
Assistant Finance Director	233	Per Hour	$ 24.9173	$ 25.8918	$ 26.8662	$ 27.8406	$ 28.8150	$ 29.7894	$ 30.7639
		Annually	$ 51,828.07	$ 53,854.87	$ 55,881.66	$ 57,908.46	$ 59,935.26	$ 61,962.05	$ 63,988.85
Planner	233	Per Hour	$ 24.9173	$ 25.8918	$ 26.8662	$ 27.8406	$ 28.8150	$ 29.7894	$ 30.7639
		Annually	$ 51,828.07	$ 53,854.87	$ 55,881.66	$ 57,908.46	$ 59,935.26	$ 61,962.05	$ 63,988.85
Asst Liquor Store Manager	195	Per Hour	$ 22.0635	$ 22.9263	$ 23.7891	$ 24.6519	$ 25.5147	$ 26.3775	$ 27.2404
		Annually	$ 45,891.99	$ 47,686.65	$ 49,481.31	$ 51,275.97	$ 53,070.63	$ 54,865.29	$ 56,659.95
Police Secretary	183	Per Hour	$ 21.5812	$ 22.4251	$ 23.2691	$ 24.1131	$ 24.9570	$ 25.8010	$ 26.6449
		Annually	$ 44,888.86	$ 46,644.29	$ 48,399.72	$ 50,155.15	$ 51,910.58	$ 53,666.01	$ 55,421.44
Utility Billing / Accounting Clerk	173	Per Hour	$ 20.3891	$ 21.1865	$ 21.9838	$ 22.7812	$ 23.5785	$ 24.3758	$ 25.1732
		Annually	$ 42,409.40	$ 44,067.86	$ 45,726.33	$ 47,384.80	$ 49,043.27	$ 50,701.74	$ 52,360.20
Receptionist / Utility Billing Clerk	150	Per Hour	$ 18.7613	$ 19.4949	$ 20.2286	$ 20.9623	$ 21.6960	$ 22.4297	$ 23.1633
		Annually	$ 39,023.42	$ 40,549.48	$ 42,075.53	$ 43,601.59	$ 45,127.65	$ 46,653.70	$ 48,179.76
Receptionist / Secretary / Data Entry	144	Per Hour	$ 18.0397	$ 18.7451	$ 19.4506	$ 20.1560	$ 20.8615	$ 21.5670	$ 22.2724
		Annually	$ 37,522.48	$ 38,989.84	$ 40,457.20	$ 41,924.56	$ 43,391.92	$ 44,859.28	$ 46,326.64
MS4 Technician	142	Per Hour	$ 17.6328	$ 18.3224	$ 19.0119	$ 19.7015	$ 20.3911	$ 21.0806	$ 21.7702
Deputy City Clerk / Human Resources	125	Per Hour	$ 16.0141	$ 16.6404	$ 17.2666	$ 17.8929	$ 18.5192	$ 19.1454	$ 19.7717
Liquor Store Clerk II	125	Per Hour	$ 16.0141	$ 16.6404	$ 17.2666	$ 17.8929	$ 18.5192	$ 19.1454	$ 19.7717
Liquor Store Clerk III	125	Per Hour	$ 14.6038	$ 15.1749	$ 15.7460	$ 16.3171	$ 16.8882	$ 17.4593	$ 18.0304
Liq. Store Clerk less than 20	125	Per Hour	$ 11.8943	$ 12.3594	$ 12.8246	$ 13.2897	$ 13.7548	$ 14.2200	$ 14.6851
Custodian	125	Per Hour	$ 11.8860	$ 12.3509	$ 12.8157	$ 13.2805	$ 13.7453	$ 14.2101	$ 14.6750

			START	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Police Lieutenant (Union)	394	Per Hour	$ 39.0885	$ 40.1494	$ 40.8910				
		Annually	$ 81,304.08	$ 83,510.75	$ 85,053.28				
Police Officer Full-Time (Union)	280	Per Hour	$ 29.1799	$ 30.1790	$ 31.2090	$ 32.2905	$ 33.4029	$ 34.5050	$ 35.6380
		Annually	$ 60,694.19	$ 62,772.32	$ 64,914.72	$ 67,164.24	$ 69,478.03	$ 71,770.40	$ 74,127.04
Police Officer Part-Time	280	Per Hour	$ 28.6649	$ 29.6640	$ 30.6940	$ 31.7755	$ 32.8879	$ 33.9900	$ 35.1230
		Annually	$ 59,622.99	$ 61,701.12	$ 63,843.52	$ 66,093.04	$ 68,406.83	$ 70,699.20	$ 73,055.84
Code Enforcement Officer Part-Time	142	Per Hour	$ 17.6328	$ 18.3224	$ 19.0119	$ 19.7015	$ 20.3911	$ 21.0806	$ 21.7702

			START	6 MONTHS	1 YEAR	2 YEAR	3 YEAR	4 YEAR	5 YEAR
Maintenance Tech I (Union)		Per Hour	$ 17.6748	$ 18.3443	$ 19.0241	$ 19.7142	$ 20.4043	$ 21.0944	$ 21.8051
		Annually	$ 36,763.58	$ 38,156.14	$ 39,570.13	$ 41,005.54	$ 42,440.94	$ 43,876.35	$ 45,354.61
Maintenance Tech II (Union)	188	Per Hour	$ 21.8875	$ 22.7321	$ 23.5870	$ 24.4419	$ 25.2762	$ 26.1620	$ 27.0169
		Annually	$ 45,526.00	$ 47,282.77	$ 49,060.96	$ 50,839.15	$ 52,574.50	$ 54,416.96	$ 56,195.15
Equipment Mechanic (Union)		Per Hour	$ 23.9784	$ 24.8848	$ 25.8221	$ 26.7594	$ 27.6967	$ 28.6443	$ 29.6022
		Annually	$ 49,875.07	$ 51,760.38	$ 53,709.97	$ 55,659.55	$ 57,609.14	$ 59,580.14	$ 61,572.58
Working Foreman/Leadman (Union)	280	Per Hour	$ 27.8203	$ 27.9645	$ 29.0151	$ 30.0863	$ 31.1472	$ 32.1669	$ 33.2381
		Annually	$ 57,866.22	$ 58,166.16	$ 60,351.41	$ 62,579.50	$ 64,786.18	$ 66,907.15	$ 69,135.25

	By Department		Annual Hours	Hourly Rate	2020 Salary	2020 Sick/Vac Pay	2020 Holiday	2020 Certificates	2020 HINS	2020 Total Pay
Mayor and City Council										
Mayor	100%	Mayor			$ 5,225.00					$ 5,225.00
4 City Council	100%	Council			$ 16,552.00					$ 16,552.00
26 Meetings					$ 21,777.00					$ 21,777.00
EDA Board										
5 City Council Members					$ 3,000.00					$ 3,000.00
2 Members					$ 600.00					$ 600.00
12 Meetings	100%	EDA			$ 3,600.00					$ 3,600.00
Parks Rec & Culture Board										
1 City Council Member					$ 550.00					$ 550.00
4 Members					$ 1,100.00					$ 1,100.00
11 Meetings	100%	PRC			$ 1,650.00					$ 1,650.00
Planning Commission										
5 City Council Members					$ 3,000.00					$ 3,000.00
2 Members					$ 600.00					$ 600.00
12 Meetings	100%	Plan/Zone			$ 3,600.00					$ 3,600.00
Committee of the Whole										
5 City Council Members					$ 3,000.00					$ 3,000.00
12 Meetings										$ -
	100%	Admin			$ 3,000.00					$ 3,000.00
Other Commissions, Boards and Advisory Committees										
1 City Council Member					$ 3,150.00					$ 3,150.00
										$ -
	100%	Council			$ 3,150.00					$ 3,150.00

		By Department	Annual Hours	Hourly Rate	2020 Salary	2020 Sick/Vac Pay	2020 Holiday	2020 Certificates	2020 HINS	2020 Total Pay
Administration Department										
City Administrator		70.0% Admin								$ 128,333.00
1/1/2020	Step 7	10.0% Water Adm.	2,080	$61.70	$128,333.00					
		10.0% Sewer Adm.								
		10.0% Liquor Adm.								
Asst. City Admin / Special Projects		70.0% Spec. Proj.								$ 79,646.84
1/1/2020	Step 7	10.0% Water Adm.	1,040	$ 57.30	$ 59,591.88	$ 20,054.96				
		10.0% Sewer Adm.								
		10.0% Liquor Adm.								
Finance Director		70.0% Admin							WAIVE	$ 103,425.17
1/1/2020	Step 5	10.0% Water Adm.	904	$48.79	$ 44,106.88					
6/5/2020	Step 6	10.0% Sewer Adm.	1,176	$50.44	$ 59,318.29					
		10.0% Liquor Adm.								
HR Director / City Clerk		70.0% Admin								$ 68,698.25
1/1/2020	Step 3	10.0% Water Adm.	1,040	$32.44	$ 33,737.31					
6/30/2020	Step 4	10.0% Sewer Adm.	1,040	$33.62	$ 34,960.94					
		10.0% Liquor Adm.								
Deputy City Clerk / Human Resources		70.0% Admin								$ 21,425.85
1/1/2020	Step 1	10.0% Water Adm.	330	$16.01	$ 5,284.67					
est. 3/15/2020	Step 2	10.0% Sewer Adm.	970	$16.64	$ 16,141.19					
		10.0% Liquor Adm.								
Asst Finance Director		70.0% Admin							WAIVE	$ 58,742.56
1/1/2020	Step 4	10.0% Water Adm.	1,224	$27.84	$ 34,076.90					
8/1/2020	Step 5	10.0% Sewer Adm.	856	$28.82	$ 24,665.66					
		10.0% Liquor Adm.								
Receptionist / Utility Billing Clerk		25% Admin								$ 48,179.76
1/1/2020	Step 7	3.5% Plan/Zone	2,080	$23.16	$ 48,179.76					
		10% Bldg Insp								
		3.5% PRC								
		3.0% EDA								
		25% Water Adm.								
		25% Sewer Adm.								
		5% Liquor Adm.								
Utility Billing / Accounting Clerk		45.0% Water							WAIVE	$ 47,116.89
1/1/2020	Step 3	45.0% Sewer	336	$21.98	$ 7,386.56					
2/27/2020	Step 4	10.0% Storm	1,744	$22.78	$ 39,730.33					
TOTAL ADMINISTRATION DEPARTMENT										**$ 555,568.33**

		By Department	Annual Hours	Hourly Rate	2020 Salary	2020 Sick/Vac Pay	2020 Holiday	2020 Certificates	2020 HINS	2020 Total Pay
Community Development Department										
Community Development Director		50% Plan/Zone								$ 86,338.28
1/1/2020	Step 4	5% Bldg Insp	1,704	$41.25	$ 70,286.28					
10/23/2020	Step 5	5% Code Enf.	376	$42.69	$ 16,052.00					
		40% EDA								
Planner		50% Plan/Zone							WAIVE	$ 57,339.40
1/1/2020	Step 3	45% Bldg Insp	584	$26.87	$ 15,689.85					
4/10/2020	Step 4	5% Code Enf.	1,496	$27.84	$ 41,649.55					
TOTAL COMMUNITY DEVELOPMENT DEPARTMENT										**$ 143,677.68**

		By Department	Annual Hours	Hourly Rate	2020 Salary	2020 Sick/Vac Pay	2020 Holiday	2020 Certificates	2020 HINS	2020 Total Pay
Police Department										
Chief		100% Police								$ 100,238.63
1/1/2020	Step 6		904	$47.32	$ 42,774.19					
6/5/2020	Step 7		1,176	$48.86	$ 57,464.44					
Lieutenant		100% Police								$ 88,815.25
1/1/2020	Step 2		2,080	$40.89	$ 85,053.28		$ 3,761.97			
Investigator		100% Police							WAIVE	$ 79,204.57
1/1/2020	Step 7		2,080	$36.13	$ 75,155.39		$ 3,324.18	$ 725.00		
Officer		100% Police							WAIVE	$ 72,653.15
1/1/2020	Step 3		560	$ 32.29	$ 18,082.68					
4/7/2020	Step 4		1,520	$ 33.40	$ 50,772.41		$ 3,073.07	$ 725.00		
Officer		100% Police								$ 78,130.74
1/1/2020	Step 6		2,080	$ 35.64	$ 74,127.04	$ -	$ 3,278.70	$ 725.00		
Officer		100% Police								$ 57,582.24
1/1/2020	Start		288	$ 29.18	$ 8,403.81					
2/19/2020	Step 1		1,792	$ 30.18	$ 54,080.77		$ 2,776.47	$ 725.00		
Officer		100% Police								$ 47,442.09
1/1/2020	Start		624	$ 29.18	$ 18,208.26					
4/17/2020	Step 1		1,456	$ 30.18	$ 43,940.62	$ -	$ 2,776.47	$ 725.00		
Officer		100% Police								$ 64,103.74
1/1/2020	Start		2,080	$ 29.18	$ 60,694.19	$ -	$ 2,684.55	$ 725.00		
Officer		100% Police								$ 79,841.36
1/1/2020	Step 6		2,080	$ 35.64	$ 74,127.04	$ 1,710.62	$ 3,278.70	$ 725.00		
Police Secretary		100% Police								$ 56,167.50
1/1/2020	Step 7		2,080	$26.64	$ 55,421.44	$ 746.06				
PT Data Entry Clerk		100% Police								$ 23,163.32
1/1/2020	Step 7		1,040	$22.27	$ 23,163.32					
Code Enf. Officer		100% Police PT								$ 18,355.79
			1,041	$ 17.63	$ 18,355.79					
		100% Police								
PT Officers		100% Police PT								$ 60,000.00
OT Officers		100% Police OT								$ 40,000.00
TOTAL POLICE DEPARTMENT										**$ 865,698.39**

		By Department	Annual Hours	Hourly Rate	2020 Salary	2020 Sick/Vac Pay	2020 Holiday	2020 Certificates	2020 HINS	2020 Total Pay
Public Services Department										
Public Services Director		4.1% Gen Maint							WAIVE	$ 88,883.05
1/1/2020	Step 3	21.2% Streets	624	$ 40.92	$ 25,533.27					
4/17/2020	Step 4	1.0% Sanitation	1,456	$ 42.40	$ 61,738.47					
		25.0% PRC			$ 87,271.74	$ 1,611.31				
		18.6% Water								
		25.8% Sewer								
		4.3% Storm								
Foreman		4.8% Gen Maint								$ 68,606.03
1/1/2020	6 mos.	24.6% Streets	744	$ 29.08	$ 21,637.81					
5/8/2020	Year 1	1.1% Sanitation	1,336	$ 30.18	$ 40,314.74					
Licenses	C/D, Pest	13.1% PRC	2,080	$ 2.60	$ 5,408.00					
		21.5% Water			$ 67,360.55	$ 1,245.48				
		29.9% Sewer								
		5.0% Storm								
Mntc Tech II		4.8% Gen Maint								$ 66,182.37
1/1/2020	Year 5	24.6% Streets	2,080	$ 28.10	$ 58,442.96					
Licenses	C/D, Utility Lead	1.1% Sanitation	2,080	$ 3.15	$ 6,552.00					
		13.1% PRC			$ 64,994.96	$ 1,187.41				
		21.5% Water								
		29.9% Sewer								
		5.0% Storm								
Mntc Tech II		4.8% Gen Maint								$ 63,850.96
1/1/2020	Year 5	24.6% Streets	2,080	$ 28.10	$ 58,442.96					
Licenses	C/D, Pest	1.1% Sanitation	2,080	$ 2.60	$ 5,408.00		$54,029.17			
		13.1% PRC			$ 63,850.96					
		21.5% Water								
		29.9% Sewer								
		5.0% Storm								
Equipment Mechanic		4.8% Gen Maint								$ 64,035.48
1/1/2020	Year 5	24.6% Streets	2,080	$ 30.79	$ 64,035.48					
Licenses		1.1% Sanitation	2,080		$ -					
		13.1% PRC			$ 64,035.48					
		21.5% Water								
		29.9% Sewer								
		5.0% Storm								

		By Department	Annual Hours	Hourly Rate	2020 Salary	2020 Sick/Vac Pay	2020 Holiday	2020 Certificates	2020 HINS	2020 Total Pay
Mntc Tech II		4.8% Gen Maint								$ 48,772.52
1/1/2020	6 mos.	24.6% Streets	824	$ 22.73	$ 18,731.25					
5/22/2020	1 year	1.1% Sanitation	1,256	$ 23.59	$ 29,625.27					
Licenses	Pest	13.1% PRC	2,080	$ 0.20	$ 416.00					
		21.5% Water			$ 48,772.52					
		29.9% Sewer								
		5.0% Storm								
Mntc Tech II		4.8% Gen Maint								$ 48,083.45
1/1/2020	Start	24.6% Streets	48	$ 21.89	$ 1,050.60					
1/8/2020	6 mos.	1.1% Sanitation	1,048	$ 22.73	$ 23,823.24					
7/8/2020	1 year	13.1% PRC	984	$ 23.59	$ 23,209.61					
Licenses		21.5% Water			$ 48,083.45					
		29.9% Sewer								
		5.0% Storm								
Mntc Tech II		4.8% Gen Maint								$ 51,805.63
1/1/2020	Start	24.6% Streets	1,048	$ 21.89	$ 22,938.10					
7/1/2020	6 mos.	1.1% Sanitation	1,032	$ 22.73	$ 23,459.53					
Licenses	C/D, Pest	13.1% PRC	2,080	$ 2.60	$ 5,408.00					
		21.5% Water			$ 51,805.63					
		29.9% Sewer								
		5.0% Storm								
Parks, Recreation & Culture Manager		100.0% PRC							WAIVE	$ 57,625.12
1/1/2020	Step 2		656	$27.01	$ 17,717.58					
4/23/2020	Step 3		1,424	$28.02	$ 39,907.54					
Custodian		100.0% PRC PT								$ 3,708.45
1/1/2020	Step 1		312	$11.89	$ 3,708.45					
MS4 Tech		100.0% Storm								$ 18,365.74
1/1/2020	Step 1		1,000	$17.63	$ 17,632.84					
12/15/2020	Step 2		40	$18.32	$ 732.90					
Seasonal		17.7% Streets PT								$ 27,135.00
		29.1% Sanitation PT								
		53.2% PRC PT								
TOTAL PUBLIC SERVICES DEPARTMENT										**$ 607,053.78**

		By Department	Annual Hours	Hourly Rate	2020 Salary	2020 Sick/Vac Pay	2020 Holiday	2020 Certificates	2020 HINS	2020 Total Pay
Liquor Store										
Manager		100% Liquor								$ 78,729.24
1/1/2020	Step 7		2,080	$37.85	$ 78,729.24					
Asst. Manger		100% Liquor								$ 50,288.91
1/1/2020	Step 3		1,144	$23.79	$ 27,214.72					
7/19/2020	Step 4		936	$24.65	$ 23,074.19					
Clerk II		100% Liquor								$ 35,779.36
1/1/2020	Step 2		216	$16.64	$ 3,594.33					
2/6/2020	Step 3		1,864	$17.27	$ 32,185.03					
Clerk III		100% Liquor								
1/1/2020	Step 3		1,248	$15.75	$ 19,651.01					$ 19,651.01
Clerk III		100% Liquor								
1/1/2020	Step 2		1,248	$15.17	$ 18,938.28					$ 18,938.28
PT Clerk	Step 2	100% Liquor PT	544	$12.36	$ 6,723.53					$ 39,582.04
PT Clerk	Step 2		544	$12.36	$ 6,723.53					
PT Clerk	Step 2		544	$12.36	$ 6,723.53					
PT Clerk	Step 1		544	$11.89	$ 6,470.49					
PT Clerk	Step 1		544	$11.89	$ 6,470.49					
PT Clerk	Step 1		544	$11.89	$ 6,470.49					
Total Part Time Clerks					$ 39,582.04					
TOTAL LIQUOR STORE										**$ 242,968.84**

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 21,777	$ 24,927	$ 24,927	$ 22,577	$ 22,582
	Mayor						
	City Council Members						
	Other Commissions, Boards & Advisory Comm						
120	**Employer Contrib Ret General**		1,666	1,907	1,907	1,727	1,459
	FICA/Medicare - 7.65%						
151	**Worker's Comp Benefit**						21
200	**Office Supplies (GENERAL)**		200	125	125	208	-
	Water/Name Plates						
208	**Training and Instruction**		4,750	4,750	4,750	499	919
	5 Members @ $750 Each	3,750					
	Goal Setting/Strategic Planning	1,000					
303	**Engineering Fees**		-	150	150	-	-
305	**Technology**		2,000	1,000	1,000	1,225	-
	Council Chambers Equip Maint & Support	2,000					
351	**Legal Notices Publishing**		1,750	2,500	2,500	1,519	1,452
361	**General Liability Insurance**		25	160	144	132	150
	Property/Liability/Volunteer Insurance	25					
433	**Dues and Subscriptions**		8,757	6,137	5,820	5,939	7,753
	League of MN Cities	6,257					
	CGMC	2,470					
	LMC MN Mayors Association	30					
437	**Other Miscellaneous**				-	-	101
439	**Election Expenses**				-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 40,925**	**$ 41,656**	**$ 41,323**	**$ 33,827**	**$ 34,436**

Elections-41200

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 5,560		$ 5,560	$ 3,592	$ -
200	**Office Supplies (GENERAL)**		100	100	100	-	-
208	**Training and Instruction**		1,300		1,300	661	-
	Election Judge Training	1,000					
	Mileage	300					
303	**Engineering Fees**		-		-	-	
351	**Legal Notices Publishing**		200	250	200	77	-
361	**General Liability Insurance**		-	-	-	-	-
	Property/Liability/Volunteer Insurance						
439	**Election Expenses**		1,700	1,700	8,400	5,296	1,138
	Election Prep	200					
	Primary/General Meals	500					
	Misc Maint. Costs	1,000					
	Ballot Cost						
	Voting Stands						
	Voting Signs						
TOTAL BUDGET/EXPENDITURES			**$ 8,860**	**$ 2,050**	**$ 15,560**	**$ 9,627**	**$ 1,138**

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 286,632	$ 274,583	$ 272,678	$ 263,551	$ 274,277
	City Administrator						
	Finance Director						
	HR/City Clerk						
	Administrative Data Clerk						
	Asst Finance Director						
	Receptionist/Data Entry/Utility Clerk						
	Committee of the Whole						
101	**PT Salaries & Wages (intern)**		5,500				
102	**FT Employees OT**					-	
103	**Health Stipend (HRA)**				-	-	
112	**Contracted Services**		36,235	13,240	12,420	10,004	7,944
	Codification Maintenance Fee	995					
	Isantian Newsletter	8,000					
	BCBS Wellness Prog.	240					
	Comparative Worth Study	25,000					
	Code Update	2,000					
120	**Employer Contrib Ret General**		43,877	41,184	40,951	39,143	40,105
	PERA 7.5%						
	FICA/Medicare - 7.65%						
130	**Employer Paid Ins General**		47,084	43,486	50,760	49,696	51,949
142	**Unemployment Comp Benefit**				-	-	48
151	**Worker's Comp Benefit**		2,603	1,328	2,293	1,627	1,992
200	**Office Supplies (GENERAL)**		3,900	3,640	3,500	2,504	3,465
	Misc (Envelopes, Letterhead, Toner, Supplies, Etc)	7,500					
	15% to EDA, PRC, P/Z	(3,600)					
202	**Duplicating and Copying Supply**		1,980	2,240	2,440	1,552	1,752
	Paper & Supplies	1,200					
	Copy Machine Annual Lease Agreement	2,400					
	15% to EDA, PRC, P/Z	(1,620)					

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
208	**Training and Instruction**		11,975	9,235	6,885	7,063	7,073
	City Clerk Training	1,345					
	General HR Training	1,240					
	ICMA Conference - C Mgr/Wood	2,500					
	CGMC Confernce	500					
	MCMA Conference - C Mgr/Wood	800					
	League Conference - C Mgr/Wood	800					
	LMC Conf. Betker/Brooks/Sylvester	1,740					
	MNGFOA Conference - Fin Dir	600					
	MNGFOA Conference - Asst Fin Dir	600					
	Civic System Symposium - Recp/Util Clrk	850					
	Finance Dept Training	1,000					
220	**General Supplies**		-	-	-	-	-
300	**Professional Srvs (GENERAL)**		46,530	43,641	51,385	32,833	37,374
	24 Meetings @ $227 + 3% Increase	8,417					
	165 Hrs @ $136 + 3% Increase	23,113					
	Mediation/arbitration	10,000					
	FMLA/Personnel Policy (6 mos. Benefits)						
	Labor attorney	5,000					
301	**Audit & Accounting Services**		17,538	14,683	14,425	18,090	39,792
	AEM Annual Audit	30,075					
	Interim Services/AUP Engagements	5,000					
	12.5% to Water, Sewer, Storm, Liquor	(17,538)					
303	**Engineering Fees**		100	90	90	604	(675)
	General Consulting Services	100					
305	**Technology**		5,443	5,350	5,056	5,168	5,137
	US Internet Anti-Spam Software	245					
	IT Solutions 15%	4,341					
	Civic Plus Support (25%)	563					
	Civic System Support	295					
320	**Communications (GENERAL)**		1,536		4,750	754	-

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
322	**Postage**		5,385	5,385	5,385	4,759	4,789
	Bulk Mailing - Isantian	2,000					
	PO Box Fee	120					
	Postage (6,000*$.49)	2,940					
	Certified Letters	325					
335	**Auto Expense**		110	2,953	2,953	2,980	1,487
	City Car (Fuel, Oil, Etc)	550					
	10% to P/Z, Bldg Insp.	(110)					
	20% to Water, Sewer, Liquor	(330)					
351	**Legal Notices Publishing**		600	600	600	254	115
361	**General Liability Insurance**		2,420	3,367	2,561	3,311	2,301
366	**Bonds/Life Insurance**				-	-	-
404	**Repairs/Maint Machinery/Equip**				-	-	-
433	**Dues and Subscriptions**		2,100	2,259	2,269	1,707	2,998
	MN City/Cty Management Assoc	130					
	MN Clerks & Finance Officers Assoc	35					
	SHRM Membership	185					
	ICMA	950					
	MN GFOA	50					
	Int'l Institute of Municipal Clerks						
	IPMA HR						
	MPERLA						
	MN Society of CPAs	300					
	AICPA	275					
	MN Board of Accountancy	175					
	TCHRA						
	National GFOA						
437	**Other Miscellaneous**		2,000		2,000	-	-
	Employee wellness	2,000					
500	**Capital Outlay (GENERAL)**			4,984	-	-	-
511	**Land Acquisition**				-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 523,549**	**$ 472,248**	**$ 483,401**	**$ 445,598**	**$ 481,922**

Account	Description		2020 Budget	2019 Budget
100	Wages & Salaries		55,753	91,073
	Asst. City Administrator / Special Projects			
112	Contracted Services		5,000	5,000
	Comp Plan Assistance	5,000		
120	Employer Contrib Ret General		8,447	13,798
	PERA 7.5%			
	FICA/Medicare - 7.65%	-		
130	Employer Paid Ins General		10,033	18,553
142	Unemployment Comp Benefit			
151	Worker's Comp Benefit		534	689
200	Office Supplies (GENERAL)			
202	Duplicating and Copying Supply		600	600
	Comp Plan Binding/Printing	600		
207	Computer Supplies			
208	Training and Instruction		1,400	3,600
	MCMA Conference - Lorsung	600		
	League Conference - Lorsung	800		
220	General Supplies			
300	Professional Srvs (GENERAL)			-
303	Engineering Fees			-
305	Technology			-
320	Communications (GENERAL)		540	
322	Postage			-
335	Auto Expense		1,558	3,116
	Mileage Allowance - $350/mth - Lorsung 74.2%	1,558		
351	Legal Notices Publishing			600
361	General Liability Insurance			-
366	Bonds/Life Insurance			
404	Repairs/Maint Machinery/Equip			
433	Dues and Subscriptions		1,290	930
	MN City/Cty Management Assoc	130		
	APA	360		
	ICMA	800		
437	Other Miscellaneous			
500	Capital Outlay (GENERAL)			
511	Land Acquisition			
TOTAL BUDGET/EXPENDITURES			$ 85,154	$ 137,958

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 77,125	$ 68,848	$ 65,054	$ 68,906	$ 56,976
	Community Development Director						
	Planner						
	Receptionist/Data Entry/Utility Clerk						
	Planning Commission	3,600					
101	**PT Salaries & Wages (intern)**		$ 2,800	$ 6,300			
	CD/ED Intern (50%)	2,800					
103	**Health Stipend (HRA)**			-	-	-	
112	**Contracted Services**			-	-	-	28,443
120	**Employer Contrib Ret General**		12,021	10,160	9,563	9,970	7,900
	PERA 7.5%						
	FICA/Medicare - 7.65%						
130	**Employer Paid Ins General**		7,726	9,855	8,609	8,316	5,428
142	**Unemployment Comp Benefit**			-	-	-	-
151	**Worker's Comp Benefit**		704	493	504	369	568
200	**Office Supplies (GENERAL)**		1,525	1,200	1,100	573	1,862
	15% from Financial Administration	1,200					
	Misc Office Supplies	325					
202	**Duplicating and Copying Supply**		540	840	915	503	601
	15% from Financial Administration	540					
208	**Training and Instruction**		2,130	1,130	1,130	1,081	623
	APA Membership & JAPA Subscription	430					
	MN APA Conference	700					
	Continuing Ed. for CDD	1,000					
300	**Professional Srvs (GENERAL)**		4,000	5,000	5,000	1,945	3,188
	Attorney Fees	4,000					

303	**Engineering Fees**		3,000	3,000	4,500	2,999	15,644
	Engineering Fees	3,000					
305	**Technology**		3,189	3,526	2,830	2,835	2,147
	IT Solutions (10%)	2,894					
	Civic System support permits (1.63%)	295					
310	**Annexation Payments**		41,187	41,187	17,592	1,824	-
	Annexation Payments to Township - 2017-118	485					
	Annexation Payments to Township - 2017-118	4					
	Annexation Payments to Township - Docket 8081	33					
	Annexation Payments to Township - Docket 8098	847					
	Annexation Payments to Township - A-2457(OA)-32	24,907					
	Annexation Payments to Residents - A-2457(OA)-33	14,911					
320	**Communications (GENERAL)**		1,513	800	817	685	584
	10% from Municipal Bldg	773					
	Verizon - Cell Phones	540					
	Other Misc. Communications	200					
322	**Postage**		50	50	-	13	158
335	**Auto Expense**		55	55	55	82	38
	10% from Financial Administration	55					
351	**Legal Notices Publishing**		300	300	300	664	304
	Newpaper Publications	300					
361	**General Liability Insurance**		63	411	372	387	389
	Property/Liability/Volunteer Insurance	63					
437	**Other Miscellaneous**		950	950	920	908	1,217
	Isanti County Recorder	950					
500	**Capital Outlay (GENERAL)**			2,500	2,472	2,871	8,577
	TOTAL BUDGET/EXPENDITURES		**$ 158,879**	**$ 156,605**	**$ 121,733**	**$ 104,931**	**$ 134,645**

Muni Bldg-41941

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 200	$ -	$ 200	$ 50	$ -
112	**Contracted Services**		1,337	1,242	1,350	856	1,230
	Alarm Monitoring (Simplex Grinnell)	613					
	Shred N Go	724					
120	**Employer Contrib Ret General**		15	-	15	4	-
	FICA/Medicare - 7.65%						
210	**Operating Supplies (GENERAL)**		2,100	1,890	2,565	1,060	759
	Supplies	800					
	Flags	700					
	Furnace Filters	350					
	Ice Melt	150					
	Flouresecent Bulb Replacement	100					
300	**Professional Srvs (GENERAL)**						-
303	**Engineering Fees**						-
305	**Technology**		7,535	7,507	6,800	6,431	6,809
	Panic Button Monitoring	300					
	IT Solutions (25%)	7,235					
320	**Communications (GENERAL)**		5,893	3,843	3,642	4,317	3,773
	Long Distance ($40 per mth)	480					
	Monthly Billing ($370 per mth)	4,529					
	Maintenance Agreement (Marco)	2,204					
	Misc Comm. Maint./Service	1,000					
	10% to EDA, PRC, P/Z	(2,320)					

361	**General Liability Insurance**		2,263	2,115	2,054	2,110	2,074
380	**Utilities**		13,563	12,707	9,018	9,545	9,493
	Connexus	6,983					
	Centerpoint	2,027					
	City of Isanti - Storm Water Utility	642					
	City of Isanti - Water & Sewer	3,911					
401	**Maint & Repairs - Bldgs**		8,451	7,632	8,492	10,000	5,767
	Disposal Service $45/Mth	540					
	Equipment Service	1,250					
	Janitorial Service $298/Mth	3,576					
	Window Washing - 7 mths	175					
	Annual Sprinkler Inspection	250					
	Rug Service	960					
	Annual Carpet Cleaning	450					
	Misc.	1,250					
410	**Rentals**				-	-	-
500	**Capital Outlay (GENERAL)**			18,350	6,125	4,950	3,801
700	**Transfers (GENERAL)**				-		
	TOTAL BUDGET/EXPENDITURES		**$ 41,358**	**$ 55,286**	**$ 40,261**	**$ 39,323**	**$ 33,705**

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	Wages & Salaries		$ 747,343	$ 775,037	$ 584,377	$ 608,564	$ 730,294
101	PT Officers Salaries & Wages		78,356	40,000	87,000	85,258	58,523
102	FT Employees OT		40,000	30,000	41,000	40,288	21,484
103	Health Stipend (HRA)			-	-	-	
112	Contracted Services			-	-	-	345
113	Uniform Pay		13,239	12,861	12,780	13,835	11,992
	$1,060/Officer x 9	9,539					
	Firearm Maint Stipend	900					
	Admin Asst./Misc/Repair/Vest Replacement	2,800					
114	Crime Prevention		2,000	300	300	136	334
120	Employer Contrib Ret General		156,291	152,196	127,154	124,678	135,789
	PERA 16.95%						
	FICA/Medicare - 1.45%						
130	Employer Paid Ins General		253,432	183,831	146,537	130,040	120,960
151	Worker's Comp Benefit		52,597	32,986	31,977	22,904	31,760
200	Office Supplies (GENERAL)		3,600	4,000	4,000	4,151	3,250
207	Computer Supplies		100	100	100	-	79
208	Training and Instruction		17,000	12,500	16,500	15,731	14,110
	Ammunition	4,000					
	MN Chiefs Annual Conference	800					
	Jubilee Days Meeting	350					
	Misc Training/Courses	10,450					
	Misc. Reserve Training	500					
	Patrol On-line	900					
240	Small Tools and Minor Equip		3,056	3,256	2,960	2,196	5,458
	Copy Machine Lease	1,656					
	Radar Calibration	200					
	Misc Small Tools/Equipment	600					
	Misc Investigator Equipment	600					

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
300	**Professional Srvs (GENERAL)**		58,751	45,537	42,493	53,282	44,480
	Prosecution ($3,640/month)	51,180					
	Safety Training	971					
	Admin Citation Payment	6,000					
	Allina (Psych & Testing)	600					
305	**Technology**		11,727	12,859	12,646	20,358	13,708
	LETG Software Maintenance and Support	8,250					
	IT Solutions (10%)	2,894					
	Civic Systems Support (5.45%)	295					
	Anti-Spam Software	288					
320	**Communications (GENERAL)**		6,261	6,360	6,344	5,393	5,522
	CenturyLink	1,716					
	Verizon - 4 Phones, 5 Hotspots	3,741					
	Code Enf. Phone	624					
	BCA Connection	180					
321	**Cell Phone Reimbursement**				-	-	60
335	**Auto Expense**		35,914	35,200	38,400	25,559	26,496
	Fuel/Washes	22,000					
	PW Labor	1,000					
	Mille Lacs City LPR	1,200					
	GEO Tab	1,714					
	Repairs	10,000					
336	**PD Reserves**		1,200	2,000	2,000	1,432	2,681
	Uniforms	1,200					

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
351	**Legal Notices Publishing**		300	-	-	331	106
361	**General Liability Insurance**		31,991	31,057	22,543	30,000	25,749
380	**Utilities**		8,592	7,550	6,780	6,691	6,294
	Connexus	4,455					
	Centerpoint	2,210					
	City of Isanti - Water & Sewer	1,257					
	City of Isanti - Storm Water Utility	670					
401	**Maint & Repairs - Bldgs**	-	4,257	6,915	4,000	4,631	4,250
	Disposal Service $43.51/Month	522					
	Janitorial Service $148.20/Mth	1,778					
	Window Washing $25 x 7months	175					
	Annual Sprinkler Inspection	150					
	Rug Service	431					
	Annual Carpet Cleaning	500					
	Misc Bldg Repairs/Maintenance	700					
404	**Repairs/Maint equipment**		500	1,500	-	-	1,520
433	**Dues and Subscriptions**		8,026	1,485	1,485	283	1,485
	Lexipol Annual Subscription	5,751					
	Post License $90 every 3 years ('18-5,'19-2,'20-3)	270					
	Tri County Law Enforcement	75					
	MN Chiefs of Police Assoc	230					
	Range Dues/Special Response Team	1,700					
440	**Prisoner Expense**				-	-	-
500	**Capital Outlay (GENERAL)**			53,700	4,000	(341)	44,068
721	**Contingency Fund**				-		-
TOTAL BUDGET/EXPENDITURES			**$ 1,534,531**	**$ 1,451,228**	**$ 1,195,376**	**$ 1,195,400**	**$ 1,310,798**

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
300	Professional Srvs (GENERAL)						
380	Utilities		2,540	2,540			
390	Public Safety Expense		246,965	231,249	233,593	224,513	209,043
401	Maint & Repairs - Bldgs						
TOTAL BUDGET/EXPENDITURES			$ 249,505	$ 233,789	$ 233,593	$ 224,513	$ 209,043

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 34,938	$ 54,665	$ 42,583	$ 42,432	$ 73,406
	Community Development Director (5%)						
	Planner (50%)						
	Receptionist/Data Entry/Utility Clerk (10%)						
101	**PT Salaries & Wages (intern)**			$ -	$ 2,400	$ 250	
102	**FT Employees OT**			-	-	-	
103	**Health Stipend (HRA)**			-	-	-	
105	**Labor Credit - Work for Others**			-	-	-	
112	**Contracted Services**		267,985	219,738	291,000	288,748	17,211
	Electrical Inspector (80% of Revenues-32219)	18,160					
	MNSpect	249,825					
120	**Employer Contrib Ret General**		5,398	8,282	6,628	6,426	10,826
	PERA 7.5%						
	FICA/Medicare - 7.65%	-					
130	**Employer Paid Ins General**		6,222	8,550	7,327	6,946	19,838
142	**Unemployment Comp Benefit**			-	-	-	2
151	**Worker's Comp Benefit**		335	529	356	503	657
200	**Office Supplies (GENERAL)**		-	1,265	1,565	824	829
202	**Duplicating and Copying Supply**		-	840	915	502	595
207	**Computer Supplies**		-	-	-	-	110
208	**Training and Instruction**		500	500	1,600	-	698
	Misc Training	500					
210	**Operating Supplies (GENERAL)**		50	210	285	99	84

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
300	**Professional Srvs (GENERAL)**		935	4,319	4,500	3,642	3,870
	Miscellaneous	450					
	Safety Training	485					
301	**Auditing and Acctg Services**		-	2,937	2,885	3,618	7,958
303	**Engineering Fees**		2,000	10	10	-	235
305	**Technology**		1,356	2,562	3,325	2,857	2,839
	PSN Annual Sec Compliance & Monthly eBill (20%)	250					
	Civic Sytems Bldg Permit Support (20.44%)	1,106					
320	**Communications (GENERAL)**		297	600	1,215	880	1,178
	Cell Phone - Planner	297					
335	**Auto Expense**		1,155	2,110	2,110	958	1,178
	10% from Financial Administration	55					
	Fuel	600					
	General Maintenance	500					
351	**Legal Notices Publishing**		-	50	50	53	359
361	**General Liability Insurance**		351	785	670	738	698
380	**Street Lighting**		-	1,412	1,002	991	995
401	**Maint & Repairs - Bldgs**		-	746	944	1,566	641
433	**Dues and Subscriptions**		-	-	235	-	-
437	**Other Miscellaneous**		-	-		-	
500	**Capital Outlay (GENERAL)**		-	2,500	-	-	18,455
TOTAL BUDGET/EXPENDITURES			**$ 321,522**	**$ 312,610**	**$ 371,605**	**$ 362,032**	**$ 162,663**

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 7,184	$ 34,944	$ 26,388	$ 25,870	$ 6,857
	Community Development Director (5%)						
101	**PT Salaries & Wages**		$ -	$ -	$ 7,046	$ 6,692	15,454
120	**Employer Contrib Ret General**		1,100	5,294	5,065	5,002	3,336
	PERA 7.5%						
	FICA/Medicare - 7.65%						
130	**Employer Paid Ins General**		673	4,072	2,942	2,708	677
151	**Worker's Comp Benefit**		69	264	275	152	217
200	**Office Supplies (GENERAL)**		200	200	300	90	33
207	**Computer Supplies**		-	200	300	15	116
208	**Training and Instruction**		250	250	250	-	-
300	**Professional Srvs (GENERAL)**		2,600	2,750	4,000	858	593
	Attorney/Nuisance Abatement/Admin Hearings						
305	**Technology**		385	1,186	1,186	1,162	1,125
	Civic System support permits (7.12%)	385					
320	**Communications**		1,023	1,092	450	354	-
	Cell Phone - CD Director	1,023					
322	**Postage**		200	125	50	116	82
335	**Auto Expense**		1,200	800	800	325	4,216
	Fuel/Maintenance	1,200					
351	**Legal Notices Publishing**		150	250	270	59	76
361	**General Liability Insurance**		337	415	255	392	263
TOTAL BUDGET/EXPENDITURES			**$ 15,370**	**$ 54,342**	**$ 49,977**	**$ 43,795**	**$ 33,045**

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
112	**Contracted Services**		$ 2,300	$ 2,300	$ 2,300	$ -	$ 2,140
	Siren Maintenance	2,140					
	Miscellaneous	160					
220	**General Supplies**				-		-
TOTAL BUDGET/EXPENDITURES			**$ 2,300**	**$ 2,300**	**$ 2,300**	**$ -**	**$ 2,140**

Animal Ctrl-42700

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
112	**Contracted Services**		$ 4,600	$ 4,600	$ 5,000	$ 3,705	$ 4,500
	Animal Control/Kennel Services	4,600					
210	**Operating Supplies (GENERAL)**		180	180	200	-	200
	Misc Supplies	180					
219	**Disposal-Animal**		90	90	90	-	-
	3@$30	90					
300	**Professional Srvs (GENERAL)**			-	-	-	
322	**Postage**			-	-	-	
	Misc Mailings	0					
361	**General Liability Insurance**		4	17	19	17	20
417	**Uniform Rentals**						
TOTAL BUDGET/EXPENDITURES			**$ 4,874**	**$ 4,887**	**$ 5,309**	**$ 3,722**	**$ 4,720**

Genl Maint-43010

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 23,388	$ 20,713	$ 17,999	$ 19,542	$ 20,483
	PS Director (4.1%) & PW Staff (4.8%)						
102	**FT Employees OT**		-	500	500	(2)	2
103	**Health Stipend (HRA)**		-	-	-	-	
113	**Clothing Replacement**		45	20		27	
120	**Employer Contrib Ret General**		3,544	3,229	2,817	2,882	2,995
	PERA 7.5%						
	FICA/Medicare - 7.65%						
130	**Employer Paid Ins General**		8,370	6,451	5,380	5,030	5,038
142	**Unemployment Comp Benefit**				-	-	
151	**Worker's Comp Benefit**		1,991	1,755	720	509	465
208	**Training & Instruction**		200	200	200	19	15
220	**General Supplies**		500	500	500	426	137
	Misc General Supplies	500					
222	**Gen I Operating Expense**		5,325	5,325	5,325	3,218	3,537
	Torch Gases	225					
	Rugs/Towels Cleaning	600					
	Parts/Oil/Supplies/Hardware	4,500					
240	**Small Tools and Minor Equip**		1,500	1,500	900	432	872
	Key Cabinet	500					
300	**Professional Srvs (GENERAL)**		-	-	-	-	-
303	**Engineering Fees**		-	-	-	-	-

305	**Technology**		-	58	66	56	53
320	**Communications (GENERAL)**		12	12	424	207	8
	CenturyLink Long Distance	12					
351	**Legal Notices**		-		-	-	456
361	**General Liability Insurance**		1,283	1,214	1,152	1,146	1,166
380	**Utilities**		11,949	12,753	13,500	11,259	10,941
	Connexus	4,054					
	Centerpoint	7,243					
	City of Isanti - Water & Sewer	652					
400	**Ground Maintenance**		-	-	-	-	725
401	**Maint & Repairs - Bldgs**		2,400	2,322	3,100	2,222	3,128
	Disposal Service $118/Month	900					
	Misc Maint & Repairs - Bldgs	1,500					
404	**Repairs/Maint Machinery/Equip**		500	500	500	335	630
	Annual Lift Inspection	250					
410	**Rentals**		675	675	675	35	-
417	**Uniform Rentals**		330	264	252	300	245
	Cleaning ($15 per mth)	180					
	Allowance	150					
500	**Capital Outlay (GENERAL)**				-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 62,012**	**$ 57,991**	**$ 54,010**	**$ 47,642**	**$ 50,898**

Streets-43100

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 120,478	$ 125,217	$ 120,945	$ 120,594	$ 125,246
	PS Director (21.2%) & 6 PW Staff (24.6%)						
101	**PT Salaries & Wages**		4,809	4,096	3,621	2,097	16
102	**FT Employees OT**		15,000	6,000	9,000	15,713	3,778
103	**Health Stipend (HRA)**			-	-	-	-
105	**Labor Credit - Work for Others**		(1,750)	(1,750)	(1,500)	(1,725)	(3,250)
112	**Contracted Services**			-	-	-	-
113	**Clothing Replacement**		175	100		188	
120	**Employer Contrib Ret General**		21,263	19,962	20,185	20,284	18,797
	PERA 7.5%						
	FICA/Medicare - 7.65%						
130	**Employer Paid Ins General**		41,272	38,718	30,754	32,305	27,930
142	**Unemployment Comp Benefit**				-	-	-
151	**Worker's Comp Benefit**		10,614	11,319	18,208	13,194	19,327
208	**Training and Instruction**		800	800	800	576	82
212	**Motor Fuels**		20,000	20,000	15,000	18,258	10,622
220	**General Supplies**		12,000	12,000	12,000	11,095	8,879
226	**Signs**		500	500	3,000	3,826	9,617
229	**Gravel**		7,800	7,800	7,800	7,733	3,860
230	**Salt/Sand**		48,000	43,000	40,000	45,695	27,228
231	**Street Maintenance**		11,000	10,052	10,500	10,008	6,821
	Special Assessments	700					
	Misc Patching/Street repair	7,800					
	Sidewalk repair	2,500					
240	**Small Tools and Minor Equip**		1,500	1,900	2,650	2,896	711
	Back Pack Blower (St./PRC/Storm)	200					
	Fire Proof Cabinet (St./PRC/W/S/Storm)	200					
	Misc.	1,100					

300	**Professional Srvs (GENERAL)**		1,939	1,500	1,500	1,885	1,281
	Safety Training	971					
	CDL Drug Testing	968					
303	**Engineering Fees**		30,000	30,000	30,000	19,452	47,654
305	**Technology**		295	352	458	500	403
	Civic Systems (5.45%)	295					
320	**Communications (GENERAL)**		2,622	3,203	3,180	2,902	2,673
	Verizon	2,256					
	PW Building Land Line	367					
351	**Legal Notices Publishing**		-	-	-	149	120
361	**General Liability Insurance**		4,223	6,863	6,441	6,472	6,561
380	**Utilities**		-	-	200	(1,092)	1,092
400	**Grounds Maintenance**		1,000	1,000	1,000	600	940
401	**Maint & Repairs - Bldgs**		1,300	1,630	2,700	1,878	907
	Disposal Service $45/Month	540					
	Misc Repairs	760					
404	**Repairs/Maint Machinery/Equip**		32,000	24,000	27,000	41,813	12,730
410	**Rentals**		300	300	350	886	221
417	**Uniform Rentals**		1,507	1,559	1,530	1,413	1,483
	Cleaning ($80 per mth)	989					
	Allowance	518					
433	**Dues and Subscriptions**		200	200	175	103	100
	TCALMC (25%)	75					
	APWA (25%)	125					
494	**Property Management**			-	1,500	-	-
500	**Capital Outlay (GENERAL)**			26,450	21,730	15,680	19,335
	TOTAL BUDGET/EXPENDITURES		**$ 388,847**	**$ 396,771**	**$ 390,727**	**$ 395,378**	**$ 355,163**

Str Light-43160

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
303	**Engineering Fees**		$ -	$ -	$ -	$ -	$ -
361	**General Liability Insurance**		-	-	-	-	-
380	**Utilities**			60,000	60,000	47,830	49,299
	Street Lighting						
500	**Capital Outlay (GENERAL)**			-	20,000	16,806	11,258
	Street Lighting Infill	-					
TOTAL BUDGET/EXPENDITURES			**$ -**	**$ 60,000**	**$ 80,000**	**$ 64,636**	**$ 60,557**

Sanitation-43210

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 5,414	$ 4,800	$ 4,181	$ 4,539	$ 10,165
	PS Director (1.0%) & 6 PW Staff (1.1%)						
101	**PT Salaries & Wages (seasonal)**		7,900	6,730	6671	6293.25	199
102	**FT Employees OT**		450	250	250	303	426
103	**Health Stipend (HRA)**			-	-	-	-
112	**Contracted Services**			-	-	-	-
113	**Clothing Replacement**			5		8	
120	**Employer Contrib Ret General**		2,085	1,280	1,185	1,195	1,190
	PERA 7.5%						
	FICA/Medicare - 7.65%						
130	**Employer Paid Ins General**		1,923	1,493	1,246	1,348	1,180
142	**Unemployment Comp Benefit**			-	-	-	-
151	**Worker's Comp Benefit**		1,039	331	165	107.57	-
208	**Training & Instruction**			-	50	0	-
212	**Motor Fuels**		1,200	900	900	1,057	721
220	**General Supplies**		-	-	-	-	45
300	**Professional Srvs (GENERAL)**		500	300	150	799	424
	Clean-Up Day	500					
303	**Engineering Fees**		-	-	-	-	-
305	**Technology**		-	-	-	-	-
351	**Legal Notices**		-	-	-	-	-
361	**General Liability Insurance**		10	63	62	59	71
400	**Ground Maintenance**		3,500	3,500	3,500	1,993	2,061
	Compost screening	3,500					
417	**Uniform Rentals**		30	18	17	25	16
	Allowance	30					
TOTAL BUDGET/EXPENDITURES			**$ 24,051**	**$ 19,671**	**$ 18,377**	**$ 17,725**	**$ 16,498**

	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 137,067	$ 134,047	$ 130,727	$ 135,459	$ 129,830
	Community Events & Parks Manager						
	Receptionist/Data Entry/Utility Clerk (3.5%)						
	PS Director & 5 Main Tech's						
	PW Maint Tech						
	Parks Rec & Culture Board (100%)	1,650					
101	**PT Salaries & Wages**		22,635	23,990	17,730	13,177	2,774
	PT Custodian						
	Seasonal						
	Intern	4,500					
102	**FT Employees OT**			-	-	1,192	789
103	**Health Stipend (HRA)**			-	-	-	-
112	**Contracted Services**		7,329	7,184	7,465	6,850	6,475
	Portable Restrooms	6,129					
	Quarterly Carpet Cleaning/Floor Waxing/Windows	1,200					
113	**Clothing Replacement**		125	60		99	
120	**Employer Contrib Ret General**		24,333	22,321	21,336	21,202	19,012
	PERA 7.5%						
	FICA/Medicare - 7.65%						
130	**Employer Paid Ins General**		31,646	33,870	29,846	28,647	25,307
142	**Unemployment Comp Benefit**			-	-	-	-
151	**Worker's Comp Benefit**		11,133	9,561	4,502	3,151	3,419
200	**Office Supplies (GENERAL)**		1,500	1,175	1,175	1,351	940
	15% from Financial Administration	1200					
	Misc Office Supplies	300					
202	**Duplicating and Copying Supply**		540	840	915	505	595
	15% from Financial Administration	540					

	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
208	**Training and Instruction**		1,850	1,850	1,650	1,916	1,082
	PW Technician Licensing	200					
	PRC Manager - Misc. Training	850					
	Public Services Director Misc Training	800					
210	**Operating Supplies (GENERAL)**		2,600	2,980	3,700	2,148	2,106
	Misc Operating Supplies - ICC	700					
	Misc Operating Supplies - Garden	700					
	Park Flags	800					
	Misc Operating Supplies - PRC	400					
212	**Motor Fuels**		2,300	2,200	1,800	1,848	1,339
220	**General Supplies**		4,000	3,850	3,700	2,465	1,636
	ICC Tables and Chairs	1,500					
226	**Signs**		800	700	1,200	402	697
240	**Small Tools and Minor Equip**		2,000	2,000	4,200	3,248	157
	Back Pack Blower (St./PRC/Storm)	200					
	Fire Proof Cabinet (St./PRC/W/S/Storm)	200					
	Misc.	1,600					
300	**Professional Srvs (GENERAL)**		1,721	1,719	1,493	1,137	1,149
	Safety Training	971					
	Attorney Fees	750					
303	**Engineering Fees**		2,250	1,500	1,500	948	4,204
305	**Technology**		1,742	1,799	2,315	1,622	1,316
	IT Solutions (5%)	1,447					
	Civic Systems (5.45%)	295					
320	**Communications (GENERAL)**		2,513	2,712	2,847	2,446	2,434
	Centurylink	1,200					
	Verizon	540					
	10% from Municipal Building	773					
322	**Postage**		25	25	25	-	
335	**Auto Expense**		-	-	-	-	-

	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
340	**Advertising**		4,200	5,000	2,983	3,055	1,907
	2020 Event Calendar	1,750					
	Park Brochure	1,750					
	Misc	700					
351	**Legal Notices Publishing**		225	200	200	249	198
361	**General Liability Insurance**		16,557	18,412	20,844	15,188	18,929
380	**Utilities**		18,552	18,351	17,974	14,621	17,507
	Centerpoint	1,550					
	Connexus Energy	8,400					
	City of Isanti - Storm Water Utility	2,987					
	City of Isanti - Water & Sewer	5,615					
400	**Ground Maintenance**		21,000	26,500	27,000	12,360	21,519
	Fertilizer, Grass Seed, Mulch, Weed Killer, LimeAgg, Etc.	20,667					
	Snow Removal ICC/IIA Retainer	333					
401	**Maint & Repairs - Bldgs**		9,738	7,460	10,760	9,976	11,624
	Disposal Service $120/Mth	4,008					
	Rug Service $30/Mth	360					
	Annual Sprinkler Inspection/Alarm Notification	770					
	Ansol Fire Suppression Semi-Annual Service	400					
	Misc Maint & Repairs	4,000					
	Fire Extinguisher Inspections - IIA & ICC	200					
404	**Repairs/Maint Machinery/Equip**		11,000	11,000	14,500	6,013	13,620
	Repairs/Maint Park Maint Equipment	4,500					
	Repairs/Replacement Park Structures/Equip	6,500					
410	**Rentals**		150	450	450	-	81
417	**Uniform Rentals**		739	739	739	714	702
	Cleaning $40 per month	480					
	Allowance	259					

	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
433	**Dues and Subscriptions**		1,679	1,679	1,989	1,428	1,243
	TCALMC (25%)	75					
	MFMA	70					
	MRPA	280					
	NRPA	200					
	Storyblocks subscription (stock images)	150					
	Amazon Prime	179					
	Adobe suite annual dues (InDesign, Illust, etc.)	600					
	APWA (25%)	125					
437	**Other Miscellaneous**		3,340	3,340	3,340	3,340	3,340
	C-I Bike/Walk Trail Agreement	3,340					
491	**Recreation Program**		5,550	3,550	3,550	1,853	2,943
	City Rec programs	3,050					
	Movies at ICC	1,500					
	Misc Program Supplies	1,000					
497	**Summer Events**		6,500	9,200	9,200	4,710	4,924
	Celebrate Isanti / Scavenger Hunt	6,500					
498	**Farmers Market**		3,000	6,500	3,000	2,178	2,930
499	**Street Dance**		16,150	16,150	16,150	14,438	13,868
500	**Capital Outlay (GENERAL)**			10,500	59,370	44,823	43,831
700	**Transfers (GENERAL)**				-	-	
	TOTAL BUDGET/EXPENDITURES		**$ 376,488**	**$ 393,414**	**$ 430,175**	**$ 364,756**	**$ 364,424**

Transfers

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
303	Engineering Fees				-		
320	Communications (GENERAL)				-		
380	Utilities				-		
437	Other Miscellaneous				-		
490	Donations-Organizations				-		
604	Abatement Expense (101-49110-604)		24,066	-	1,231	6,191	4,960
612	Interest Expense		1,000	341	-	962	
700	Transfers (GENERAL)			123,624	119,840	119,840	147,400
720	Operating Transfers				-		
	Transfer to Water Fund - Deer Haven		1,590	1,590	1,590	1,590	1,590
	(10 year loan - 1st Installment 2012)						
	Transfer to Sewer Fund - Deer Haven		1,590	1,590	1,590	1,590	1,590
	(10 year loan - 1st Installment 2012)						
	Transfer to City Hall Fund				-	-	
	(10 year loan - 1st Installment 2006)						
	Transfer to Sewer Fund - 3rd Avenue			10,487	9,525	9,525	10,502
	(10 year loan - 1st Installment 2010)						
	Transfer to Water Fund - Hotel Project		28,330	28,330			
	10 year term 2019 thru 2028						
	Transfer to Sewer Fund - Hotel Project		56,670	56,670			
	10 year term 2019 thru 2028						
	Transfer to Liquor Fund - Hotel Project		53,619	53,619			
	2 year term 2019 thru 2020						
	Transfer to Liquor Fund - 2018 Improvements		25,765				
	10 year term 2020 thru 2029						
	TOTAL BUDGET/EXPENDITURES		$ 192,629	$ 276,249	$ 133,776	$ 139,698	$ 166,042

Remaining Balances	12/31/2019
Deer Haven - Water	3,179.03
Deer Haven - Sewer	3,179.03
3rd Avenue - Sewer	-
Hotel Project - Water	254,970.00
Hotel Project - Sewer	510,030.00
Hotel Project - Liquor	53,618.50
2018 Imp. - Liquor	257,651.55

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 39,581	$ 93,239	$ 91,828	$ 75,330	$ 87,442
	Community Dev Director (40%)						
	Receptionist/Data Entry/Utility Clerk (3%)						
	EDA Board	3,600					
101	**PT Wages & Salaries**		2,800	4,000	4,000	3,403	3,930
	CD/ED Intern (50%)	2,800					
103	**Health Stipend (HRA)**				-	-	
112	**Contracted Services**				-	-	
120	**Employer Contrib Ret General**		6,216	14,162	13,858	10,378	12,917
	PERA 7.5%						
	FICA/Medicare - 7.65%						
130	**Employer Paid Ins General**		3,548	25,754	22,551	16,630	17,806
142	**Unemployment Comp Benefit**			-	-	-	
151	**Worker's Comp Benefit**		345	678	745	529	639
200	**Office Supplies (GENERAL)**		1,200	875	875	447	865
	15% from Financial Administration	1,200					
202	**Duplicating and Copying Supply**		540	840	915	492	605
	15% from Financial Administration	540					
208	**Training and Instruction**		2,450	1,500	1,500	676	1,643
	EDAM Conference	850					
	Professional Development	1,600					
300	**Professional Srvs (GENERAL)**		6,500	5,000	5,000	7,784	34,272
	Attorney	5,000					
	TIF/Tax Abatement Consultant	1,500					
303	**Engineering Fees**		600	600	1,000	2,298	561
305	**Technology**		2,305	1,681	1,581	1,706	1,203
	IT Solutions (5%)	1,447					
	Civic Plus Support (25%)	563					
	Civic Systems (5.45%)	295					

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
320	**Communications (GENERAL)**		989	1,224	1,191	1,079	1,201
	10% from Municipal Building	773					
	Verizon	216					
335	**Auto Expense**		-	-	-	-	-
351	**Legal Notices Publishing**		100	100	100	494	399
361	**General Liability Insurance**		89	596	565	573	583
	Property/Liability/Volunteer Insurance	89					
380	**Utilities**		1,401	1,145	1,079	1,352	1,112
	City of Isanti - Storm Water Utility	1,401					
433	**Dues and Subscriptions**		1,145	1,145	1,145	1,145	850
	EDAM Membership	295					
	GPS 45:93	850					
437	**Other Miscellaneous**			-	-	-	-
494	**Property Management**			-	-	-	35
495	**Marketing**		7,750	13,550	12,604	5,458	11,648
	FT Staff Shirts (35 * $30)	1,050					
	Initiative Foundation	825					
	Miscellaneous Luncheons	150					
	Direct Mail to Manufacturers	250					
	Mayor's Employer Luncheon	1,200					
	Isanti Promo Bags	1,500					
	Misc Signs & Sponsorships	275					
	NEW Print/Marketing Materials and or updates	2,000					
	Networking Events (ARCC, Chambers, MNCAR, DEED, EDAM)	500					
498	**Farmers Market**				-	-	
499	**Street Dance**				-	-	
511	**Land Acquisition**				-	196	11,798
531	**Improvement-Land**				-	-	
602	**Loan Payment**				-	-	
700	**Transfers (GENERAL)**		19,150	19,150	19,150	19,150	19,150
	Contribution to PRC (Farm Mkt/Street Dance)	19,150					
	TOTAL BUDGET/EXPENDITURES		**$ 96,708**	**$ 185,239**	**$ 179,687**	**$ 149,117**	**$ 208,659**

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
	REVENUES						
31000	Property Taxes		79,819	62,565	56,327	56,327	
33601	Regional Grants				-	-	
33621	Cable Franchise Fee (20%)		6,883	20,880	18,000	20,654	20,127
34110	Land Rent		6,500	6,920	6,920	6,452	
34901	Assign & Assum Agreement		-	-	-	-	
36200	Contribution from General Fund		-			-	
36201	Refunds & Reimbursements		-		-	20,023	53
36210	Interest Earnings		500	750	600	470	(237)
36220	Farmer's Market Sponsorships/Vendor Fees		2,300	1,500	1,500	2,229	2,310
36225	Street Dance Sponsorships/Vendor Fees		5,000	4,000	4,000	5,128	4,010
36230	Contributions and Donations		-		-	-	5,725
39102	Sale of Property		-		-	-	
39203	Transfer from Other Fund		-	87,124	92,340	92,340	147,400
	Lodging Tax (5% of 3% gross Hotel Receipt)		-	1,500			
	Carryover of Marketing Funds				-		
	TOTAL REVENUES		$ 101,002	$ 185,239	$ 179,687	$ 203,623	$ 179,388

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
WEDNESDAY, AUGUST 7, 2019 – 7:00 P.M.
CITY HALL

I. Citizens Input
II. City Council Agenda

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards
- 2019 Jubilee Parade Mayor's Choice Trophy- BMX
- Ruff Start Rescue *(Azure Davis)*

F. Approve City Council Minutes
1. July 16, 2019 - Regular Meeting of the City Council
2. July 16, 2019 - Committee of the Whole Meeting
3. July 16, 2019 - Budget Works Session
4. May 21, 2019 - Planning Commission Meeting
5. May 28, 2019 - Parks, Recreation and Culture Board Meeting

G. Announcements

1. Committee of the Whole	Tuesday, August 20, 2019 at 5:00 p.m.
2. City Council Meeting	Tuesday, August 20, 2019 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, August 20, 2019 *(Immediately following the City Council Meeting)*
4. Park, Recreation, & Culture Board Meeting	Tuesday, August 27, 2019 at 6:00 p.m.
5. Budget Works Session (maybe)	Tuesday, August 20, 2019

H. Council Committee Reports

I. Public Hearings
1. Resolution 2019-XXX Approving Heritage Estates Setback

J. Business Items
1. Interview Applicant for the Vacant Parks, Recreation and Culture Board Seat
2. Discussion Regarding MNSpect *(Mayor Jeff Johnson)*

<u>City Administrator Josi Wood</u>
3. Resolution 2019-XXX Approving a Special Event Permit Application for the 2019 MN State Series Finals Race *(Larry Merchlewitz)*

Community Development Director Sheila Sellman

4. Resolution 2019-XXX Approving Final Plat and Site Plan for Legacy Pines 2nd Addition
5. Resolution 2019-XXX Approving Preliminary Plat for Villages on the Rum 6th Addition

City Engineer Jason Cook

6. Resolution 2019-XXX Award Recommendation for Annexed Parcel Service Extensions

K. Approve Consent Agenda

1. Accounts Payable in the Amount of $401,354.75 Payroll in the Amount of $96,286.97
2. Resolution 2019-XXX Accepting Bid for the Replacement and Installation of Security Cameras at the Liquor Store
3. Resolution 2019-XXX Approving Donation Box at Liquor Store "Support our Fire Department"
4. Resolution 2019-XXX Approving Amendment to the 2019 Budget- Liquor
5. Resolution 2019-XXX Approving Application for an Exempt Gambling Permit for Rum River BMX 50/50 Raffle
6. Resolution 2019-XXX A Resolution to Designate Franchise Fee Revenue Allocations
7. Resolution 2019-XXX Approving Amendments to the 2019 Budget- Sewer
8. Resolution 2019-XXX Approving the offer of Part Time Liquor Store Clerk Jessica Johnson
9. Resolution 2019-XXX Approving Development Agreement for Dollar General
10. Resolution 2019-XXX Approving a Reduction in the Letter of Credit for Heritage Estates
11. Resolution 2019-XXX Authorizing Engineering Study and Report for Intersection of CSAH 5 and East Dual Boulevard
12. Resolution 2019-XXX Accepting Donation for Isanti Redbirds and Authorizing Expenditure of Same
13. Resolution 2019-XXX Accepting the Resignation of MS4 Technician Corey Mueller
14. Resolution 2019-XXX A Resolution Amending the Fund Balance Policy

L. Other Communications

1. Draft Minutes from the July 23, 2019 Parks, Recreation, and Culture Board Meeting

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JULY 16 – 7:00 P.M.
CITY HALL

F.1

Mayor Johnson called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, City Attorney Clark Joslin, Community Development Director Sheila Sellman, City Engineer Jason Cook, Finance Director Mike Betker, Chief of Police Travis Muyres

Others Present: Lori Dusan, Dennis Prazuch, Jason Semler, James Nadier, Lee Kreyer, Doug Brown, Mike Welfring, Joann Welfring, Hugo Strike and Elaine Strike

D. Adopt Agenda
Revision of K.12 Resolution 2019-200 Resolution for Settlement Agreement

Motion by Collison, second by Bergley to approve the agenda with the modification listed above. Motion passed 5-0. Motion carried.

E. Proclamations/Commendations/Certificate Awards

- Swearing in of New Police Officers Josh Anderson and Jeremy Welfring

Chief of Police Travis Muyres administered the Oath of Office to New Police Officers Jeremy Welfring and Josh Anderson followed by a photo.

- Officer Gau- National Association of School Resource Officers- Region 8 Exceptional Service Award

Chief of Police Travis Muyres shared that School Resource Officer Gau is a valuable asset and has received a National Association of School Resource Officer (NASRO) Award. Muyres continued to share that NASRO is the world's leader in school base policing and is dedicated to making children's schools safe across the globe. NASRO has divided the United States into 10 regions and each year at the national conference they recognize the top Resource Officers for each region. Region 8 includes Michigan, Wisconsin, Iowa, South Dakota, Nebraska and Minnesota. This year the City of Isanti School Resource Officer Adam Gau was unanimously chosen by the NASRO board of directors to be award the National Association of School Resource Officers- Region 8 Exceptional Service Award followed by a photo.

- Green Steps Award- Step 4 & 5

Mayor Johnson shared that the City of Isanti received an award at the annual League of Minnesota Cities Conference for achieving step 4 and advancing to step 5. Johnson continued to share that the City of Isanti has worked hard to implement best practices in order to fulfill the sustainability goals. Actions that are taken within the program focus on cost savings, energy use reduction, resource conservation and the encouragement of civic innovation.

F. Approve City Council Minutes

1. July 2, 2019- Regular Meeting of the City Council
2. May 7, 2019- Economic Development Meeting

Motion by Lundeen, second by Bergley to approve minutes as presented. Motion passed 5-0. Motion carried.

G. Announcements

1. Park, Recreation, & Culture Board Meeting	Tuesday, July 23, 2019 at 6:00 p.m.
2. City Council Meeting	Wednesday, August 7, 2019 at 7:00 p.m.
3. EDA Meeting	Wednesday, August 7, 2019 *(Immediately following the City Council Meeting)*

H. Council Committee Reports

City Administrator Josi Wood shared that she and Councilmember Bergley attended the recent ICICLE meeting. Wood continued to share that it was a good collaboration with nearby cities and communities where everyone was brought up to date with newly passed and proposed ordinances.

I. Public Hearings

None

J. <u>Business Items</u>

City Administrator Josi Wood

1. Resolution 2019-187 Approving the Upgrade of Council Chambers Audio Visual Equipment
City Administrator Josi Wood shared that it was discussed at Committee of the Whole that the Audio-Visual Equipment has been failing in the Council Chambers for a number of years and an upgrade is needed. Wood continued to share that two quotes were received one from Diversified and one from Tierney where both vendors are great in what they could offer. However, Diversified was the lowest bid.
Motion by Lundeen, second by Bergley to approve resolution as presented. Motion passed 5-0. Motion carried.

2. Resolution 2019-188 Approving a Special Event Permit Application for the 2019 Summer Spectacular Car Show *(Lee Kreyer)*
Lee Kreyer, President from Rum River Rods shared that this event permit is for the 9th Annual Motor Spectacular Car Show. Kreyer further shared that Rum River Rods is a car club that brings in cars, food vendors and craft vendors to help draw community members in to come check out the car show.
Motion by Bergley, second by Lundeen to approve resolution as presented. Motion passed 5-0. Motion carried.

3. Resolution 2019-189 Approving Special Event Permit Request for Celebrate Isanti 2019
City Administrator Josi Wood shared this event will be similar to the ones held in previous years starting at the park and ride and proceeding through the Cambridge-Isanti Bike Walk Trail and ending at Bluebird Park. Wood continued to share that Public Works will also be bringing equipment for residents to see the inside of a plow truck as well as the Spectacular Car Show in the afternoon followed by the street dance.
Motion by Lundeen, second by Collison to approve resolution as presented. Motion passed 5-0. Motion carried.

K. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $779,467.23 Payroll in the Amount of $98,678.76
2. Resolution 2019-190 Approving Pheasants Forever Gambling Permit
3. Resolution 2019-191 Approving St. Elizabeth Ann Seton Gambling Permit
4. Resolution 2019-192 To Declare Certain Property as Surplus and Authorize its Sale by Public Auction- Hot Patch Trailer
5. Resolution 2019-193 Authorizing Online Public Auction
6. Resolution 2019-194 Authorize its Sale by Public Auction- Hyundai Sonata
7. Resolution 2019-195 To Declare Certain Property as Surplus and Authorize its Sale by Public Auction- Dodge Charger
8. Resolution 2019-196 To Declare Certain Property as Surplus and Authorize its Sale by Public Auction- Chevrolet Silverado
9. Resolution 2019-197 Offering the Position of Full-Time Police Officer to Joseph Vogl
10. Resolution 2019-198 Approving Request for Proposals for Towing Services
11. Resolution 2019-199 Authorizing a Reduction in the Letter of Credit for Legacy Pines Subdivision Phase One
12. Resolution 2019-200 Resolution for Settlement Agreement

Motion by Bergley, second by Lundeen to approve Consent Agenda as presented. Motion passed 5-0. Motion carried.

L. Other Communications

1. June Police Department Reports
2. June Code Enforcement Officer Report
3. June Building Inspector Report
4. July Engineering Project Status Report

Adjournment

Motion to adjourn by Bergley, second by Lundeen. Motion passed 5-0. Motion carried. The meeting was adjourned at 7:25 p.m.

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

F.2

MINUTES
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, JULY 16, 2019 – 5:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 5:00 p.m.

Members Present: Mayor Jeff Johnson, Councilmembers: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Chief of Police Travis Muyres, Finance Director Mike Betker, Community Development Director Sheila Sellman, City Engineer Jason Cook, Liquor Store Manager John Jacobi and Public Services Director Matt Sylvester

D. Committee Meeting Items

1. Police Department Updates *(hard copies were provided at meeting)*
   - Information was shared with the Committee.
2. Chicken Ordinance Discussion (*Bergley*)
   - Recommendation from Committee is to move forward and for staff to look into enforcement and draft ordinance and bring back to future Committee of the Whole meeting.
3. Paving Alleys *(Bergley)*
   - Recommendation from Committee is to bring to Budget Workshop Session for further discussion.
4. Mosquito Control Discussion
   - Recommendation from Committee is to bring back to August Committee of the Whole meeting for further discussion
5. MNSPECT Building Inspection Services Discussion
   - Recommendation from Committee is to continue conversation in August at Committee of the Whole meeting.
6. Liquor Store DVR and Camera Replacement
   - Recommendation from Committee is to move forward and bring to City Council meeting for approval.
7. Fund Balance Policy
   - Recommendation from Committee is to move forward and remove verbiage that states, "within two years" and bring to City Council meeting for approval.
8. Cable Franchise Fees
   - Recommendation from Committee is to move forward and bring to City Council for approval.
9. Storm Drain Covers *(Gordon)*
   - Information was shared with the Committee concerning updates from the police department and public works.
10. Stop Sign on 6th Ave by Dogwood and South Passage *(Gordon)*

- Information was shared with the Committee.
- Recommendation from Committee was to have Isanti Police Department look into options and more patrol in that area.

11. Signal Study for County Road 5 and East Dual Boulevard

- Recommendation from Committee is to move forward and bring to City Council meeting for approval.

E. Adjournment

Meeting was adjourned at 6:22 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

F.3

MINUTES
CITY OF ISANTI
CITY COUNCIL BUDGET WORK SESSION
TUESDAY, JULY 16, 2019
(Immediately following the Planning Commission Meeting)
CITY HALL

Mayor Johnson called the meeting to order at 8:35 p.m.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, Finance Director Mike Betker and Chief of Police Travis Muyres

The Preliminary Budget was reviewed and discussed.

Adjournment
Motion by Lundeen, second by Bergley to adjourn. Motion passed 5-0. Motion carried. The Budget Work Session adjourned at 8:57 p.m.
Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
MAY 21, 2019

F.4

A. Call to Order.
Chairman Johnson called the meeting to order at 8:30 p.m.

B. Pledge of Allegiance.

C. Member Collins was sworn in

D. Roll Call.
Members Present: Jeff Johnson, Dan Collison, Steve Lundeen, Paul Bergley, James Grodon, Arissya Simon, and Alexander Collins

Members Absent: None

Staff Present: City Administrator Josi Wood, Contracted City Planner Ryan Kernosky, Assistant City Administrator/Special Projects Don Lorsung, Community Development Director Sheila Sellman.

E. Secretary Appointment
The Board appointed Sheila Sellman as the Planning Commission Secretary

f. Agenda Modifications.
None

2. Approval of Minutes from March 19, 2019 Planning Commission Meeting.
Motion by Collison, second by Lundeen to approve the February 19, 2019 Planning Commission Meeting Minutes. Motion was approved 7-0.

3. Public Hearings
A. Request from Stacy Upton (dba Idle Hands Tattoo) for approval of an Interim Use Permit required under City Ordinance 445, Section 7 Article Two, Subd. 4 (K). Said request is for the operation of a tattoo studio at 303 Credit Union Drive NE, Unit 5, PID 16.077.0050 & 16.077.00360
Chairman Johnson opened the public hearing. Sellman presented the staff report, commenting that this is an Interim Use Permit in the B-2 district use and that the project meets requirements. The Commission reviewed the request. No one from the public commented.

Motion by Collison, seconded by Simon, to approve the Interim Use Permit with the conditions listed in the staff report. Motion passed 7-0.

B. Request from Amber Blesener (dba Amber's Hair Salon) for approval of an Interim Use Permit required under City Ordinance 445, Section 6, Article 1, Subd 5 and section 13, Article 1,

Subd. 4 (c). Said request is for operation of a home occupation at 201 4th Ave NW PID 16.042.0110

Chairman Johnson opened the public hearing. Sellman explained that an IUP was not necessary and that this use can be approved administratively through a Zoning Permit. The public hearing was held and advertised. No one from the public spoke on this item. The Public Hearing was closed and this item was directed to go back to staff for review.

C. Request from Dollar General for Preliminary and Final Plat approval of a minor subdivision under City Ordinance 536, Article 3. , at 340 Palomino Road SE. PID 16.029.0900

Chairman Johnson opened the Public Hearing. Connie Anderson of 409 Shawn Street spoke at the Public Hearing. Her property abuts the subject property. She has concerns with light pollution, trash, theft, noise and commercial abutting residential.

George Hemen of 320 Palomino Road spoke at the Public Hearing. Concerned with traffic and the business not facing HWY 65. He would like screening along Palomino Road.

Nicole Spray of 301 Shawn Street Road spoke at the Public Hearing. Stated her backyard is private and would like to keep it that way and requests that Dollar General put up a fence.

Chair Johnson closed the Public Hearing. Kernosky gave the staff report and stated this action is for the subdivision and not the site plan.

Motion by Collinson, seconded by Gordon to approve the minor subdivision with conditions. Motion was approved 7-0.

4.Other Business.

A. Continuation of consideration of a Request from Dollar General, Inc. for approval of a Site Plan Review per Ordinance 445, Section 18, Subd. 2(A) for construction of a Dollar General store at 340 Palomino Road SE, PID 16.029.0900.

Motion by Bergely to un-table this item seconded by Collison, motion passed 7-0. Kernosky gave the staff report. Explained that the City can't regulate the type of business, the proposed use is permitted. The proposal is in compliance with the Zoning Code.

Bryan Boss, BJ Boss Builders represented the applicant, he is the contractor. The Commission asked him to address the issues raised by the neighbors. He stated they will follow city code and be able to meet the conditions. Commissioner Johnson wants the development to provide screening to the residents. Commissioner Lundeen was concerned about screening and possible accidents with too much plantings.

Motion by Lundeen, 2nd by Simon to approve the site plan with the conditions outlined and an additional condition that a berm and a 6-foot-tall fence along the west property line, and landscape plan that broke up the north side of the building.

5. Discussion Items

A. Moratorium on Self-Storage Facilities in the B-2 Commercial Business

Lorsung presented the staff memo and explained that the City has been approved by a few developers looking to do self-storage facilities that would not require and utilities, and they are looking at property in the Business Districts that do have full utilities available. Self-Storage is not the highest and best use for fully developed properties. The B-2 District allows storage facilities by a Conditional Use Permit. Staff recommended either removing the use all together or to issue a moratorium.

Motion by Lundeen, Seconded by Bergley to removing self-storage facilities from the B-2 district. Motion passed 7-0.

B. Comprehensive Plan Update – Lorsung presented the staff memo on the proposed project timeframe for the Update. Presentations of draft Plan Chapters would begin in May, 2019, with the Public Hearing on the Updated Comprehensive Plan scheduled for March, 2020. Staff will proceed with the project timeline as presented and to post on the City's webpage.

6. Adjournment

Motion by Lundeen second by Bergley to adjourn the May 21, 2019 meeting of the Planning Commission. Motion was approved 7-0.

The meeting adjourned at 9:12 p.m.

Respectfully submitted,

Sheila Sellman
Community Development Director

F.5

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
May 28, 2019
City Council Chambers

1. Meeting Opening.

A. Call to Order.

B. Pledge of Allegiance
Everyone stood for the Pledge of Allegiance

C. Roll Call
Members Present: James Witte, Aaron Zdon, and Mayor Johnson
Staff Present: Jenny Garvey, Parks, Recreation and Culture Manager,

D. Agenda Modifications
Zdon asked if there were any agenda modifications, no modifications, Motion by Witte, seconded by Mayor Johnson; all in favor; the motion passed.

2. Approval of Minutes from April 23, 2019, Parks, Recreation, and Culture Board Meeting
Motion by Witte and second by Mayor Johnson; all in favor. Minutes were unanimously approved.

3. Unity Park Proposal
Garvey reported that Unity Park had previous approval of adding trees to the parking lot edge along the ballfield to assist with cars not parking on the grass. Garvey asked the board to re-examine that option and shared a new option that staff found that would entail less maintenance and upkeep that the tree option would. Garvey proposed to the board the rock edge option and provided a picture of the idea, Garvey stated that planting young trees could be damaged and pruning would be an item that would be necessary for years to come. The rock edge option fits within the budget. Zdon, Witte and Mayor Johnson agreed that this was a nice option and less maintenance was needed. Johnson motioned that we amend the proposal to install trees at Unity park and change the proposal to install the rock/boulder edge along the parking lot, second by Witte; the motion passed.

4. Park Visit Summary
Garvey reviewed the list compiled of what projects and maintenance items were from the tours the board members took and reported at the April 23 meeting. .

5. Painting Plow Blades

Garvey reported that four local schools took place in this project and noted that within the packet are two pictures of ones that are being worked on and that the blades will be picked up in the next couple of weeks and the finished blades will be on display at Celebrate Isanti Day, August 17th.

6. Parks Update

Garvey reviewed that the Farmers Market will be Fridays May 31 –Sept 21 2-6pm and that PW was able to get the curb cut for easier access for vendors. Garvey also reviewed that the Passports to parks event will be back this summer with a kick off event June 20th at Bluebird park. Garvey further reviewed that the street dances will be June 22 – Hitchville, July 20 – Audio Circus and Aug 17 – Good for Gary and vendors are already signing up and our Platinum sponsors this year are Kwik Trip and Dahlheimer Distributing. Garvey also mentioned that the Community Gardens are full and opened on May 11 and staff is working on adding a few more plots as interest is there. The dog park is open and the grand opening will be held Wed June 12 at 11am, the bench is in the park and signs will be going up. Johnson asked if another bench was going to be added and Zdon also questioned this and said he has heard from the public if another one was going to be added. Garvey stated she had thought somewhere it was in her information that one was going to be donated, but she would look into it and see and then as budget allows to also add other amenities to the park. Garvey finished with that Bluebird park will be getting a new paint job on the larger playground equipment and this is anticipated to be closed from July 29-Aug 9.

7. Adjournment

Motion by Witte, second by Mayor Johnson to adjourn the April 23, 2019 meeting of the Parks, Recreation and Culture Board. Motion was approved.

The meeting adjourned at 6:21 PM

Dated at Isanti, Minnesota this 28th day of May, 2019.

Respectfully Submitted,

_____

Jenny Garvey
Parks, Recreation and Culture Manager

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members of City Council**
From: Sheila Sellman, Community Development Director
Date: **August 7, 2019**
Subject: **Resolution 2019-XXX A RESOLUTION CLARIFYING SETBACKS FOR HERITAGE ESTATES**

Request: Level Contracting LLC is requesting the City Council consider the setbacks that are set by Resolution 2018-284 for Heritage States Planned Unit Development. Specifically, a decreased rear yard setback.

Overview/Background: On December 18, 2018 the City Council approved Resolution 2018-284 a resolution approving the Planned Unit Development for Heritage Estates. In the Resolution of approval, the building setbacks are clearly listed. Specifically, Lot 1-2, and 9-12 Block 2 has setbacks listed as Street yard setback 30 feet, Side street setback 20 feet, side yard setback 5 feet and rear yard setback 30 feet. Level Contracting is disputing the rear yard setback for Lot 1, Block 2, and requesting the Council consider a 10-foot setback. Level Contracting argues that the "preliminary plat" shows a 10-foot setback as well as the final plat.

Analysis of Application: Final Plats do not show setbacks, it shows drainage and utility easements, not building setbacks. Building setbacks are set by the zoning district, Resolution or Development Agreements (DA). As stated above the Resolution of approval clearly states the rear yard setback for the lot in question is 30 feet. There are other lots in this development with reduced setbacks (as spelled out in the resolution) due to the lots being smaller in size. If the setbacks are not specific in the Resolution or DA then the underlining zoning regulations apply. The site is zone R-3B and the rear yard setback is 25 feet.
Upon further review the rear yard setbacks along block 2 cannot be reduced to 10 feet, the rear lot drainage and utility easement is 15 feet, in no instance can a house be located in a drainage and utility easement.

Planning Commission Recommendation:
The Planning Commission considered this request at their July 16, 2019 meeting. The Commission questioned why the developer couldn't meet the setbacks as proposed and he stated he wasn't aware of the setbacks and admitted that he signed the development agreement without reading it. The Commission agreed to forward comments to the City Council for consideration and to hold the public hearing at the Council meeting. The Planning Commission recommended reducing setbacks along outlots only and not to change any other setbacks.

Staff Recommendation: Staff recommends reducing setbacks along outlots to 10 feet where possible. Again, as stated above the rear yard setback on Block 2 can only be reduced to 15 feet due to a drainage and utility easement. The new resolution for consideration will clarify setbacks and correct the lot numbers, however resolution 2018-284 will remain in effect.

Attachments:
Resolution 2019-XXX
Resolution 2018-284
Plat

RESOLUTION NO. 2019-XXX

A RESOLUTION CLARIFYING SETBACKS FOR HERITAGE ESTATES

WHEREAS, Level Contracting, LLC, developer, has requested certain setbacks be reduced to 10 feet for Heritage Estates Addition, Isanti County, Minnesota; and,

WHEREAS, the City Planning Commission of the City of Isanti has reviewed the request at their July 16, 2019 meeting and recommend the City Council hold a public hearing on this request and further to only reduce the setbacks along outlots; and,

WHEREAS, the City Council of the City of Isanti held a public hearing at the August 7, 2019 Regular Meeting of the City Council.

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Isanti, Minnesota, that it adopts the Findings of Fact and Conclusion related to the requested Setback clarification for Heritage Estates and **BE IT FURTHER RESOLVED** that the requested setback reduction along outlots for Heritage Estates be approved with the following conditions and Resolution 2018-284 remain in effect:

1. Development Regulations:
    a. Lots abutting Heritage Blvd NE (CSAH 5) shall have a minimum setback of 50' from the Heritage Blvd NE (CSAH 5) Right of Way.
    b. Block 1: Lots 1-17
        i. Street Yard Setbacks: 30'
        ii. Side Yard Setbacks: 5'
        iii. Rear Yard Setbacks: 50'

    c. Block 2: Lots 1-12
        i. Street Yard Setbacks: 30'
        ii. Side Yard Setbacks: 5'
        iii. Rear Yard Setbacks: 15'

    d. Block 3: Lots 1-21
        i. Street Yard Setbacks: 30'
        ii. Side Yard Setbacks: 5'
        iii. Rear Yard Setbacks: 10'

Adopted this 7th Day of August, 2019.

_____
Mayor Jeff Johnson

ATTEST:

_____
Katie Brooks
City Clerk/Human Resources

RESOLUTION NO. 2018-284

A RESOLUTION APPROVING THE PLANNED UNIT DEVELOPMENT FOR HERITAGE ESTATES

WHEREAS, Level Contracting, LLC, developer, has applied for a Planned Unit Development for Heritage Estates, a residential development located on Outlots A, B, & D, Sun Prairie First Addition, Isanti County, Minnesota; and,

WHEREAS, the City Planning Commission of the City of Isanti has reviewed and held a public hearing on the Preliminary Plat and reviewed the conceptual Planned Unit Development and has recommended approval to the City of Isanti City Council during a Special Meeting of the Planning Commission on November 7, 2018; and,

WHEREAS, the City Council of the City of Isanti reviewed and approved the Preliminary Plat and conceptual Planned Unit Development per City Council Resolution No. 2018-257 and 2018-258; and,

WHEREAS, the City Planning Commission of the City of Isanti held a public hearing on the Planned Unit Development during a Special Meeting of the Planning Commission on December 4, 2018 and has recommended approval with the conditions set forth in this Resolution; and,

WHEREAS, the City Council of the City of Isanti has reviewed the Planned Unit Development during the December 18, 2018 Regular Meeting of the City Council.

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Isanti, Minnesota, that it adopts the Findings of Fact and Conclusion related to the requested Planned Unit Development for Heritage Estates and **BE IT FURTHER RESOLVED** that the requested Planned Unit Development of Heritage Estates be approved with the following conditions:

1. Planned Unit Development approval is for 50 single-family lots abutting Cherrywood Ln NE, 8th Avenue NE, and 9th Avenue NE.
2. Density of this Planned Unit Development shall not exceed 5.43 units/acre.
3. Direct driveway access to Heritage Blvd NE (CSAH 5) shall be prohibited, all driveway access shall be along said streets in condition #1.
4. Development Regulations:
    a. Single-family homes are a permitted use within this Planned Unit Development.
    b. Lots abutting Heritage Blvd NE (CSAH 5) shall have a minimum setback of 50' from the Heritage Blvd NE (CSAH 5) Right of Way.
    c. Block 1: Lots 1-14
        i. Street Yard Setbacks: 30'
        ii. Side Yard Setbacks: 5'
        iii. Rear Yard Setbacks: 50'

d. Block 1: Lots 15-18
    i. Street Yard Setbacks: 30'
    ii. Side Street Setbacks: 20'
    iii. Side Yard Setbacks: 5'
    iv. Rear Yard Setbacks: 30'

e. Block 2: Lots 3-8
    i. Street Yard Setbacks: 30'
    ii. Side Yard Setbacks: 5'
    iii. Rear Yard Setbacks: 15'

f. Block 2: Lots 1-2, 9-12
    i. Street Yard Setbacks: 30'
    ii. Side Street Setbacks: 20'
    iii. Side Yard Setbacks: 5'
    iv. Rear Yard Setbacks: 30'

g. Block 3: Lots 1-3
    i. Street Yard Setbacks: 30'
    ii. Side Yard Setbacks: 5'
    iii. Rear Yard Setbacks: 10'

h. Block 3: Lots 4-20
    i. Street Yard Setbacks: 30'
    ii. Side Yard Setbacks: 5'
    iii. Rear Yard Setbacks: 30'

5. Any other zoning regulations must be compliant with the underlying zoning district at the time of this adoption – R-3B "Medium Density Multiple-Family Residential"
6. This Planned Unit Development shall only be implemented after the Final Plat of Heritage Estates subdivision has been properly filed with the Isanti County Recorder and Auditor's office.
7. This Planned Unit Development shall only be implemented after the Developer and City have entered into a Development Agreement for the development of this subdivision.

Adopted this 18th Day of December, 2018.

_____
Mayor George A. Wimmer

ATTEST:

_____
Katie Brooks
City Clerk/Human Resources

HERITAGE ESTATES

SEC. 29, T35N, R23W
CITY OF ISANTI
COUNTY OF ISANTI

NORTH

40 0 20 40 80 160
(SCALE IN FEET)

● DENOTES IRON PIPE MONUMENT FOUND

○ DENOTES A 1/2 INCH BY 14 INCH IRON PIPE, WITH PLASTIC CAP INSCRIBED R.L.S. NO. 25343, WHICH HAS BEEN SET OR WILL BE SET IN ACCORDANCE WITH MS 505.021, SUBD 10.

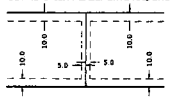
DENOTES WETLAND DELINEATION BY JACOBSON ENVIRONMENTAL, PLLC IN 2015.

FOR THE PURPOSES OF THIS PLAT, THE NORTH LINE OF OUTLOT A, SUN PRAIRIE FIRST ADDITION, IS ASSUMED TO BEAR SOUTH 89 DEGREES 21 MINUTES 21 SECONDS WEST AND IS BASED UPON THE RECORDED PLAT OF SUN PRAIRIE FIRST ADDITION.

NOTE REGARDING WET LANDS
THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES, UNITED STATES CORPS OF ENGINEERS AND OTHER WATER MANAGEMENT AGENCIES HAVE CATEGORIZED VARIOUS WET LANDS, WHICH ARE NOT ACKNOWLEDGED BY CHAPTER 505.01, SUBDIVISION 3 OF MINNESOTA STATUTES AND MAY NOT BE SHOWN HEREON. DEVELOPMENT OF LANDS CONTAINING SAID WET LANDS MAY BE SUBJECT TO SPECIAL CONDITIONS OR LIMITATIONS.

EASEMENT DETAIL

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



BEING 10 FEET IN WIDTH AND ADJOINING RIGHT OF WAY LINES AND ADJOINING REAR LOT LINES AND 5 FEET IN WIDTH AND ADJOINING SIDE LOT LINES, UNLESS OTHERWISE SHOWN.
(NOT TO SCALE)

FAIRWAY GREENS PHASE 5

FAIRWAY GREENS PHASE 2

8TH AVENUE NE

FAIRWAY GREENS

HERITAGE BOULEVARD N.E.
(COUNTY STATE AID HIGHWAY NO. 81)
R/W WIDTH VARIES

THE NORTH LINE OF OUTLOT A, SUN PRAIRIE FIRST ADDITION

S89°21'21"W 879.52

N89°21'21"E 183.12

SUN PRAIRIE BOULEVARD

OUTLOT A

BLOCK 1

CHERRYWOOD LANE N.E.
(PLATTED AS SUN PRAIRIE BOULEVARD)

8TH AVENUE NE

8TH AVENUE COURT NE.
(PLATTED AS FAIRWAY BOULEVARD)

OUTLOT B

OUTLOT C

WETLAND

DRAINAGE AND UTILITY EASEMENT

MATCH LINE A
(SEE SHEET 1 OF 2 SHEETS)

E.G. RUD & SONS, INC.
EST. 1977
Professional Land Surveyors

HERITAGE ESTATES

SEC. 29, T35N, R23W
CITY OF ISANTI
COUNTY OF ISANTI

KNOW ALL MEN BY THESE PRESENTS: That Level Contracting, LLC, a Minnesota limited liability company, owner, of the following described property situated in the State of Minnesota, County of Isanti, to wit:

Outlots A, B and D, SUN PRAIRIE FIRST ADDITION, Isanti County, Minnesota.

Has caused the same to be surveyed and platted as HERITAGE ESTATES and does hereby dedicate to the public for public use forever the public way and drainage and utility easements as shown on this plat.

In witness whereof said Level Contracting, LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this __ day of _____, 20__.

LEVEL CONTRACTING, LLC

Montgomery L. Jensen, Chief Manager

STATE OF MINNESOTA
COUNTY OF _____
The foregoing instrument was acknowledged before me this __ day of _____, 20__, by Montgomery L. Jensen, as Chief Manager of Level Contracting, LLC, a Minnesota limited liability company, on behalf of the company.

_____ (Signature)

_____ (Print Name)
Notary Public, _____ County, Minnesota
My Commission Expires _____
Do not use Notary Stamp.

I James E. Napier, do hereby certify that I have surveyed and platted or directly supervised the survey and platting of the property described on this plat as HERITAGE ESTATES; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on the plat; that all monuments depicted on the plat have been or will be correctly set within one year as indicated on the plat; that all water boundaries and wet lands as defined in MS Section 505.01, Subd. 3 existing as of the date of this certification are shown and labeled on the plat; and that all public ways are shown and labeled on the plat.

James E. Napier, Land Surveyor
Minnesota Registration No. 25343

STATE OF MINNESOTA
COUNTY OF ANOKA

The foregoing Surveyor's Certificate was acknowledged before me this __ day of _____, 20__, by James E. Napier, Land Surveyor.

_____ (Signature)

_____ (Print Name)
Notary Public, _____ County, Minnesota
My Commission Expires _____
Do not use Notary Stamp.

CITY OF ISANTI - PLANNING COMMISSION
Recommended for approval by the Planning Commission of the City of Isanti, Minnesota, this __ day of _____, 20__.

Chairman _____ Secretary _____

CITY OF ISANTI - CITY COUNCIL
Approved by the City Council of the City of Isanti, Minnesota this __ day of _____, 20__, and is in compliance with the provisions of Chapter 505.03 Subdivision 2, Minnesota Statutes.

Mayor _____ City Administrator _____

CITY OF ISANTI - CITY ATTORNEY
This plat was approved as to form and execution this __ day of _____, 20__.

Isanti City Attorney

CITY OF ISANTI - CITY ENGINEER
This plat was recommended for approval this __ day of _____, 20__.

Isanti City Engineer

ISANTI COUNTY SURVEYOR
I hereby certify that this plat has been checked and recommended for approval as to compliance with Chapter 505, Minnesota Statutes, this __ day of _____, 20__.

Don Hansen
Isanti County Surveyor, Minn. License No. _____

ISANTI COUNTY AUDITOR - TREASURER
I hereby certify that the taxes for the year 2019 on the property described herein have been paid and that there are no delinquent taxes and transfers entered on, this 7th day of May, 20 19.

Isanti County Auditor - Treasurer

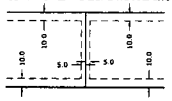
By _____, Deputy

ISANTI COUNTY RECORDER
I hereby certify that this instrument was filed in the Office of the County Recorder for record on this 9th day of May 2019 at 9:30 o'clock A.m. and was duly recorded in the Isanti County Records as Document Number 463234.

Isanti County Recorder

EASEMENT DETAIL

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



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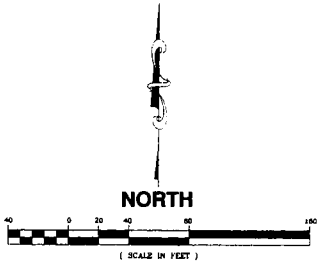

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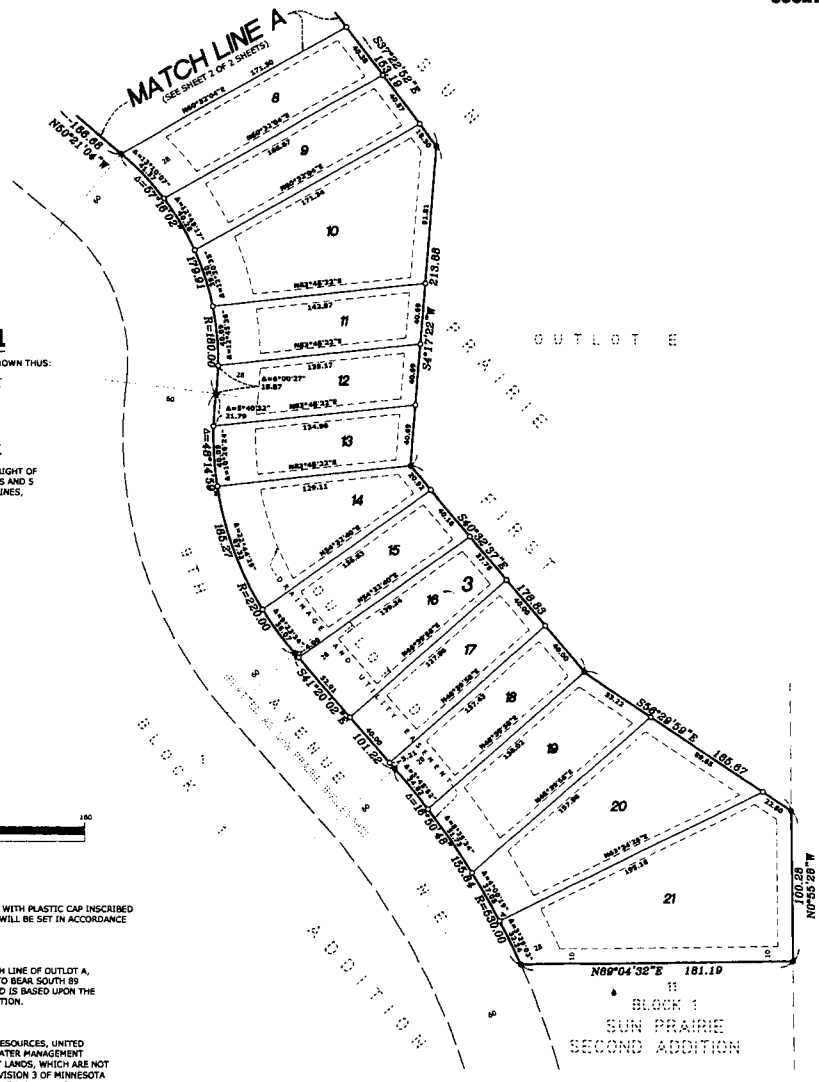

E. G. RUD & SONS, INC.
EST. 1977 Professional Land Surveyors

J.1

A Community For Generations.

Isanti

City of Isanti Board Member Application

For consideration, please fill out the below information along with the attached conflict of interest statement signed and dated by you. Please submit all the information to:
Human Resources/City Clerk Katie Brooks. PO Box 428, Isanti, MN 55040 or
kbrooks@cityofisanti.us, 763-444-5512

Name: Brian Thum_____ E-mail:l

Address:

Phone Number:

Board Seat for which you are applying for:

(Parks, Recreation, and Culture Board) Economic Development Authority

Planning Commission

For Consideration on the Board you must circle at least one:

(City of Isanti Resident) Non-Resident of Isanti

State:

Education and/or Knowledge that will be useful to the Board:

I have been involved in BMX for 5 years. I grew up in the city of Coon Rapids they have a great park system that I enjoyed as a child I even volunteered for a few years to help clean and maintain the parks.

Why you are interested on being on the Board?

I love the city of Isanti that's why I chose to purchase a home here I feel I have some ideas and insight they could help the city and residents to improve the city we live in. I also would just like to be more involved in my community and I feel this will be a fun and great way to do that.

What is your vision of Isanti?
To be the best city we can possibly

Any other pertinent information that might to be taken into consideration. You may attach additional pages.

Park & Recreation Board Member Interview Questions:

1) What is the Park & Recreation Board's role?

2) What is your vision of the park and recreational system for the City?

3) Do you have experience in parks and recreation or park and recreation member experience?

4) Do you volunteer within the Isanti Community?

5) Can you attend evening meetings that start at 6:00 p.m.?

RESOLUTION 2019-XXX
Amending Resolution 2019-138

RESOLUTION DESIGNATING COMMITTEES AND REPRESENTATIVES FOR CITY COMMISSIONS AND ADVISORY BOARDS FOR YEAR 2019

WHEREAS, the City is required to make certain official appointments at the beginning of each year; and,

WHEREAS, the City Council must appoint City Council members to represent the City on various City and County-wide organizations on an annual basis:

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. That the City Council appoints the following individuals to represent the City on the following commissions, boards and advisory committees for 2019:

Committee of the Whole	Mayor and City Council
Economic Development Authority	Mayor and City Council
Parks, Recreation & Culture Board	Mayor
Planning Commission	Mayor and City Council
Rum River BMX Association Board	Collison
Community Education	Mayor
Cable TV Liaison	Lundeen
Civil Defense Director	Mayor
Fire District	Lundeen, Alternate Mayor Johnson
ICICLE	Bergley, Alternate Mayor
School Liaison	Mayor, Lundeen
Chamber of Commerce Liaison	Mayor
Bike Isanti County Committee	Mayor
C-I Bike/Walk Trail	Gordon
Public Works Labor Management Committee	Mayor - Guest Representative
Weed Inspector	Mayor

2. That the City Council appoints the following to act as Mayor Pro-tem in the absence of the Mayor: Councilor Steve Lundeen.

3. That the Planning Commission, Economic Development Authority Board, and Park, Recreation and Culture Board shall meet on the date and times as designated as outlined on the attached schedule and posted at Isanti City Hall.

4. That the City Council designates the following individuals to the Park, Recreation and Culture Board for 2019:

_____	*(term expiration 12-31-2020)*
Aaron Zdon	*(term expiration 12-31-2019)*
James Witte	*(term expiration 12-31-2021)*
_____	*(term expiration 12-31-2021)*
Jeff Johnson	Council Representative (*term expiration 12-31-2019*
_____	Student Representative *(term expiration 12-31-2019)*

5. That the City Council designates the following individuals to the Planning Commission for year 2019:

Mayor and City Council:	
Jeffrey Johnson	(*term expiration 12-31-2019)*
Dan Collison	(*term expiration 12-31-2019*)
James Gordon	*(term expiration 12-31-2019*)
Paul Bergley	(*term expiration 12-31-2019*)
Steve Lundeen	*(term expiration 12-31-2019*)
Appointed Members:	
Alexander Collins	*(term expiration 12-31-2021)*
Arissya Simon	*(term expiration 12-31-2019)*

6. That the City Council Economic Development Authority Board membership terms are as follows for year 2019:

Mayor and City Council:	
Jeffrey Johnson	*(term expiration 12-31-2019)*
Dan Collison	*(term expiration 12-31-2019)*
James Gordon	*(term expiration 12-31-2019)*
Paul Bergley	*(term expiration 12-31-2019)*
Steve Lundeen	*(term expiration 12-31-2019)*
Appointed Members:	
Rod Barrows	*(term expiration 12-31-2024)*
Jill Reller	*(term expiration 12-31-2020)*

This Resolution is hereby approved by the Isanti City Council this 7th day of August, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

J.3

Request for City Council Action - MEMO

To: **Mayor Johnson and Members of City Council**

From: Jenny Garvey, Parks, Recreation, and Culture Manager

Date: August 7, 2019

Subject: **A Resolution Approving a Special Event Permit Application for the 2019 MN State Series Finals Race**

Background

Rum River BMX Association will be hosting the MN State Series Finals Race on August 24, 2019 from 1:00 to 6:00 pm and August 25, 2019 from 9:00 am – 5:00 pm. The estimated number of individuals in attendance is 1,000-1,500. The Association is requesting that overnight camping be allowed for the event, and expect about 100 campers. Parking for the campers for this event will take place on the grass to the south of the Isanti Indoor Arena. Rum River BMX will charge $25/weekend for RVs for the State Finals event. Overflow parking will take place in the Bluebird Park lots (the south lot, the asphalt pad, and the spaces not designated as one-hour in the north lot), and the soccer field parking lot – there is never any fee to park in these lots. The main lot at the Isanti Indoor Arena will be reserved for spectator parking and the grass area to the east of south of the building will be used for team canopies and event activities.

The organizers have asked that Isanti Parkway be closed in front of the Indoor Arena (east of 1st Ave NW and west of the compost facility) on Saturday between 1:00 and 5:00 pm and on Sunday between 9:00 am and 5:00 pm. Public Works will provide barricades for the closure; Rum River BMX will be responsible for closing and opening the street at the times listed.

Restroom facilities will be provided by the Association for the event. The Association will be responsible for upkeep of all restroom facilities over the course of the event, including those on the south end of the Isanti Indoor Arena. The Association will be responsible for clean-up of the outside areas; the $100 clean up deposit is on file, and should Public Works need to clean the grounds for any reason, this check may be cashed. The standard public addressing system will be used throughout the event.

Special Event Permit application materials, including an event map, have been included for Council review.

Staff Request

City staff are requesting City Council's approval of the Special Event Permit application for the 2019 State Finals Race.

Attachments

- Resolution No. 2019-XXX
- Special Event Application Materials
  - Application
  - Departmental Review
  - Site Map
  - Supplemental Event Information and Equipment Request forms
  - Release and Indemnification

RESOLUTION NO. 2019-XXX

RESOLUTION APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR THE 2019 MN STATE SERIES FINALS RACE

WHEREAS, the Rum River BMX Association submitted a Special Event Permit application requesting approval to host the MN State Series Finals Race; and,

WHEREAS, the event is scheduled to take place on Saturday, August 24, 2019 from 1:00 to 6:00 p.m. and Sunday, August 25, 2019 from 9:00 am to 5:00 pm at the Isanti Indoor Arena located at 101 Isanti Parkway NW; and,

WHEREAS, the estimated number of people to be in attendance is 1,000-1,500; and,

WHEREAS, the applicant would be required to provide additional portable restroom facilities for the event, in which the applicant will be contacting its current supplier to do so prior to the event; and,

WHEREAS, event spectator parking will be contained to the paved surfaces; and,

WHEREAS, event camper parking will occur on the grass south of the Isanti Indoor Arena, per the Special Event Paid Parking Agreement, and the fees for this event will be $5/day for cars and trucks and $25/weekend for RVs; and,

WHEREAS, overflow parking will occur in the paved lots at Bluebird Park, and the Soccer field parking lot, and there will be no fees for this use; and,

WHEREAS, the south and east sides of the Isanti Indoor Arena will be reserved for team canopies and event activities; and,

WHEREAS, Isanti Parkway will be closed in front of the Arena (east of 1st Avenue and west of the compost site) on Saturday from 1:00 to 6:00 pm and Sunday from 9:00 am to 5:00 pm.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota to approve the Special Event Permit request for the 2019 MN State Series Finals Race event with the following conditions:

- No signage shall be posted for the event, unless allowed under Zoning Ordinance section 16, or a Temporary Sign Permit Application and fee are submitted.

AND FURTHERMORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that this Resolution is hereby the "Permit" for the above stated Special Event.

This resolution was duly adopted by the Isanti City Council this 7th day of August, 2019.

Attest:

_____
Jeff Johnson
Mayor

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

SPECIAL EVENT PERMIT APPLICATION

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Isanti, MN 55040
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www.cityofisanti.us

If you are a planning an event that requires a Special Event Permit, please complete the application and any required supplemental forms. To ensure your application is processed quickly, be specific and complete in all responses. **Applications must be submitted at least 30 days prior to the event to be considered.**

ITEMS TO ACCOMPANY THE APPLICATION

Required with all applications

- ☐ Complete Application Form
- ☐ Cleanup Deposit Fee - $100
- ☑ Proof of Insurance or Certificate of Insurance
- ☑ Site Map
- ☑ Approval Letter from the Property Owner
- ☐ Proof of written notification to property owners within 350 feet of the special event

Check all that apply:

- ☐ Signs will be posted for event:
  - ☐ Temporary Sign Permit Application required
  - ☐ $50 fee
- ☐ Alcohol will be served and/or sold at event:
  - ☐ Licenses (may take up to 60 days to process)
  - ☐ Fees apply, amounts vary by license type.
- ☒ Vendors will be present:
  - ☐ Peddler's Permit (background check required) submitted by event organizer only
  - ☐ $25 fee for one-day applications
  - ☒ Vendor List
- ☑ Event will occur on City Property:
  - ☑ Release and Indemnification Agreement

Supplemental information may be required by City staff.
Additional forms can be found on the City of Isanti website or requested at Isanti City Hall. Please note that additional required permits or licenses may take additional time to process.

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: 7/3/2019

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Rum River BMX

Contact Person: Larry Merchlewitz

Address: 101 Isanti Parkway NW

City: Isanti State: MN Zip: 55040

Cell:

Secondary Contact Person: Sean Wilson

Address: 101 Isanti Parkway NW

City: Isanti State: MN Zip: 55040

Phone: E-mail:

EVENT INFORMATION

Event Name: Minnesota State Series Finals

Date(s) of Event: August 23rd, 24th and 25th of 2019

Hours of Event: Saturday 1:00pm-6:00pm and Sunday 9:00am - 5:00pm

Type of Event: [✓] Open to the Public [ ] Private [ ] Other:

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
BMX racing - Finals race for the Minnesota State BMX Championship.

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Proposed Location of the Event (be specific, site map also required):
Isanti Indoor Arena - Grass area to the east may be used for team canopies. Overnight camping Thursday thru Sunday in the grass field to the south of the Isanti Indoor Arena. Fees for overnight camping shall be structured per parking/camping agreement with the city of Isanti.

Estimated Number of People in Attendance (includes staff, participants, and spectators):
1,000-1,500

Parking Impact – Describe in detail:
Parking shall be cantained to the paved surfaces. No parking on grass on the east side of the Isanti Indoor Arena. Overflow may be at Bluebird Park, Skateboard Park parking lots and Soccer field parking lots. Grass area to the south will be for paid autos & RVs per agreement with the City of Isanti.

Tents, equipment, amusement rides, etc.
Type: BMX teams will bring their own canopies.
Size: 10' X 10' up to 24' X 24'
Location: South and east sides of Isanti Indoor Arena

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
Off duty first responders will be on hand. Allina Heath Services Ambulance may be on site, unless they need to respond to another call.

Are you requesting any street closures? If yes, list streets:
Yes. Isanti Parkway NW east of 1st Ave NW to west of the Compost facility on Saturday the 24th 1:00pm-6:00pm and Sunday the 25th 9:00am - 5:00pm.

Restrooms (Portable) – Name or entity providing these services; and number of facilities to be provided. When other restroom facilities are not provided on-site or are limited; the applicant will need to pay for additional restroom facilities. For those events exceeding 75 persons, one (1) additional restroom shall be provided; for events exceeding 150 persons, two (2) additional restrooms shall be provided. For events exceeding 250; the Planning for Special Events-Usage Chart shall be used.

Absolute Portable Restrooms, Cambridge MN. will supply eight portable bathrooms. We will also have the existing restrooms in Isanti Indoor Arena.

Security Plans – Name or entity providing these services. (A Police Officer is required if alcohol is being served or at the discretion of the Police Chief).
No alcohol will be served during this event. Security is not required.

Clean-up Plans – Describe in detail:
Rum River BMX volunteers will be cleaning up on the property. We will have a roll away dumpster to handle the garbage.

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Live entertainment – Describe in detail:
No live entertainment on site.

Will any other public addressing system or sound amplification be used? If so, describe:
Only sound audio system that will be used is the current system indoors.

If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?
Race fees are collected for riders on the track only to cover the cost of the event. All overnight campers shall pay the required camping fees per City and Rum River BMX Association agreement.

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature: Larry MacDonald

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OFFICE USE ONLY
Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief
✓ Approved _____ Denied _____ N/A Signature: appd email

Police Chief
✓ Approved _____ Denied _____ N/A Signature: appd email

Public Services Director
✓ Approved _____ Denied _____ N/A Signature: [signature]

Parks, Recreation and Culture Manager
7/15 Approved _____ Denied _____ N/A Signature: [signature]

Community Development Director
✓ Approved _____ Denied _____ N/A Signature: [signature]

City Administrator
✓ Approved _____ Denied _____ N/A Signature: [signature]

City Council
_____ Approved _____ Denied

Date of Review: _____

* Inform Finance Director 2 wks prior to have Camping tickets ready -Jodi

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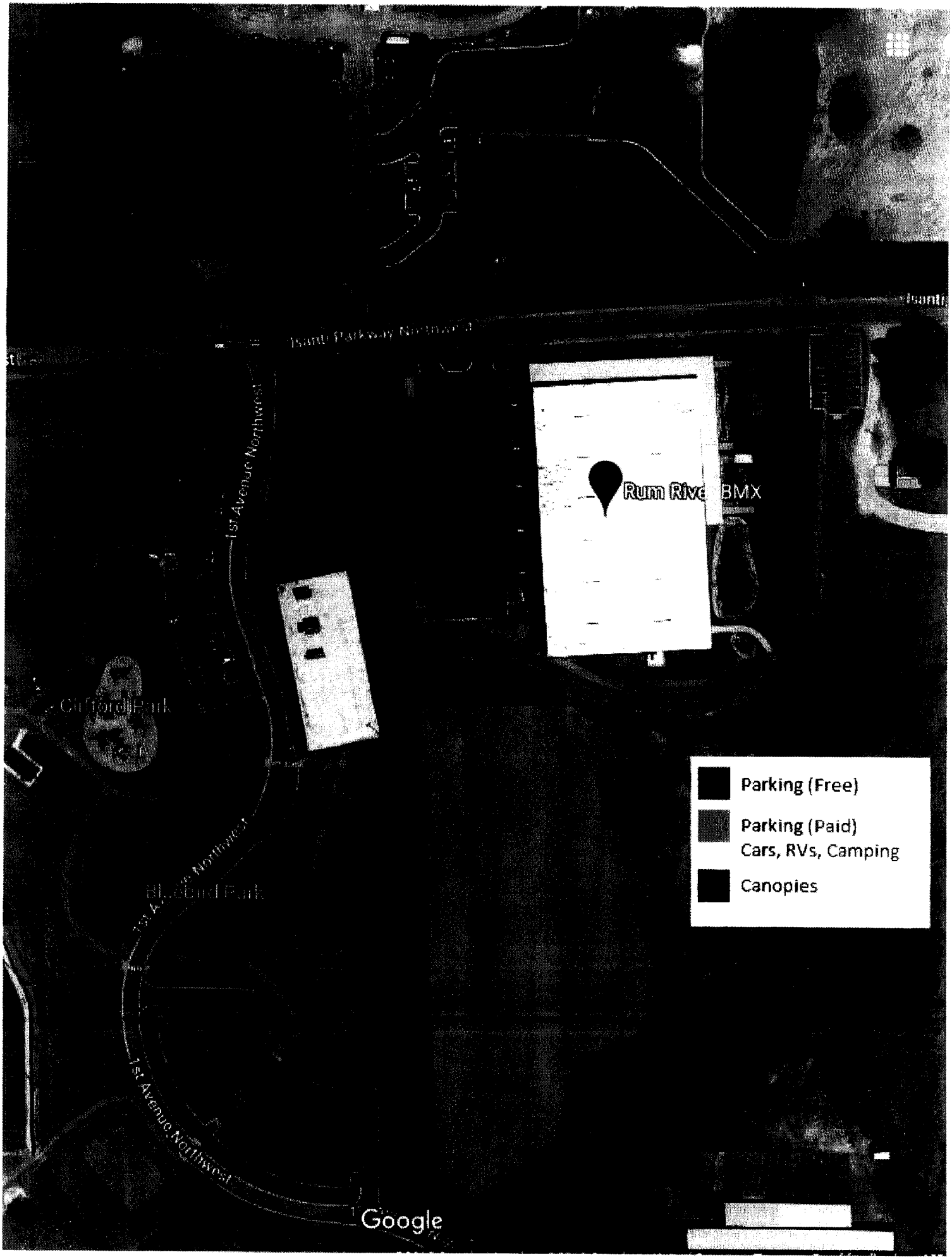
Rum River BMX
1st Avenue Northwest
Parking (Free)
Parking (Paid)
Cars, RVs, Camping
Canopies
Google

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Isanti Indoor Arena
Supplemental Special Event Information

Event Name: Minnesota BMX State Finals

Date(s) of Event: Aug 20ND – Aug 25th

Contact Person: LARRY MERCHLEWITZ

Are you requesting that overnight camping be allowed for this event? YES
How many people do you expect to camp? 75 RVS 20 Tents

Will additional tents be used outside of the building? Team Canopies per site map
(Note: irrigation lines are installed around the perimeter of the building, if any of these lines are damaged due to event/association activities, repairs will be billed to Rum River BMX)

Are additional bleachers being brought into the building for the event? No
_____Attach proof of state bleacher safety inspections.

List any signs, barricades, or cones requested from Public Works:
6 Barricades, 30 small no parking signs and 3 road closed signs
75 RV parking passes for weekend

200 daily parking passes for each day x 3days = 600 passes
F, Sa, Su

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Special Event Equipment Request Form

Event Name: Minnesota BMX State Champion Finals

Date(s) of Event: Aug 22nd - Aug 25th

Contact Person: Larry Merchlewitz

Equipment Drop Off/Pick Up Location: Isanti Indoor Arena

Equipment Drop Off Date/Time: Aug ~~22~~ 21st

Please list the number of each item requested. Isanti Public Works will determine the availability of equipment for each event, and reserves the right to deny requests. *All equipment must be returned no later than 24 hours after the end of the event. The replacement of any broken or missing equipment will be billed to the event organizers.*

Construction Cones: Ø

Picnic Tables: Ø

Barricades: 6

Stage: Ø

Road Closed Signs: 2

No Parking Signs: 30

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-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT

City of Isanti

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on property owned by the City of Isanti:
BMX Racing. Minnesota State Champion Finals

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:
All riders are required to have a current USABMX membership in which they accept all responsibility for any and all injuries

(Special Events Holder Initials Here) AM

B. If required by this paragraph, we agree to require each participant to our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Isanti, on a form approved by the City of Isanti.

Participant Release and Indemnification required? YES ☒ NO ☐

(Special Events Holder Initials Here) AM

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to the City of Isanti, for the duration of the above described activities.

(Special Events Holder Initials Here) _____

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities,

whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we further hereby exempt, release and discharge the City of Isanti, its officers, and its employees from any and all claims, demands, and actions for such injury, loss or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

F. We further agree to defend, indemnify and hold harmless the City of Isanti, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorney fees, including those arising from any third party claim asserted against the City of Isanti, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Isanti, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Event Holder Initials Here) _____

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Event Holder Initials Here) _____

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Event Holder Initials Here) _____

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special event holder, acting by and through the undersigned, who represents that he or she is property authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

Rum River BMX Association

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name LARRY MERCHLEWITZ

Title Community Outreach Director

Signature Larry Merchlewitz

Date 7/12/19

A Community For Generations.

Isanti

J.4

Request for City Council Action

To: **Mayor Johnson and Members of City Council**
From: Sheila Sellman, Community Development Director
Date: August 7, 2019
Subject: **RESOLUTION 2019-XXX APPROVING THE FINAL PLAT AND SITE PLAN FOR LEGACY PINES 2ND ADDITION**

Request
The Applicant, Everpine Land Holdings is requesting a Final Plat and Site Plan Review for Legacy Pines 2nd Addition. The proposed final plat contains 33 single family lots.

Overview/Background
In 2018 Odyssey Homes Inc received approval of a Preliminary Plat for Legacy Pines Addition. The Preliminary plat showed the entire site developed in phases to include 177 lots. The first phase is platted with 49 lots. The second phase is proposed to plat 33 lots. Each phase will require a final plat and a development agreement.

Analysis of Application
The subject site was originally part of the Villages on the Rum Planned Unit Development. Legacy Pines development is a "re-plat" of this development therefore, the aforementioned development agreements and PUD requirements remain with the property. The PUD allows for varying lot sizes and setbacks.

Zoning-The subject site is zoned R-1/PUD. The PUD Master Plan sets the parameters for lot size, setbacks, house size etc. Minimum requirements not spelled out in the PUD Master Plan will divert back to the Zoning Code for R-1. As proposed Phase 2 is consistent with the PUD. Section 15 of the zoning code requires all residential lots to have tow (2) trees per lot. lots that are 8,000 square feet or larger must provide three (3) trees and corner lots 12,000 square feet or larger require four (4) trees.

Legacy Park- Access to Legacy Park should be maintained during development. The applicant has indicated they will provide access through Lot 7 Legacy Pines Addition. With the second phase the parking lot should be developed at the sole cost of the developer. The parking plan should be approved prior to commencing.

Comprehensive Plan – This proposal is consistent with the City's 2008 Comprehensive Plan Future Land-Use Map, which identifies this parcel as low and medium density residential for future development.

City Engineer Comments – The City Engineer's memo is attached. With minor revisions laid out in the report Engineering is recommending approval.

Isanti Fire Comments – The Fire Chief has reviewed the proposed plat and has no concerns.

Planning Commission
The Planning Commission held a public hearing at their regular meeting of July 16, 2019. No one from the public spoke on this item. The Planning Commission unanimously recommend approval.

Staff Recommendation

Staff recommends the following Motion:
Move to adopt resolution 2019-XXX approving the Site Plan and Final Plat for Legacy Pines 2nd Addition with the following conditions:

1. The developer must enter into a Development Agreement with the City of Isanti, which will outline the general terms for the remainder of the development. Subsequent developments will require additional Development Agreements as the property is built out. Development fees will be charged to the developer at the time of each development agreement and based upon the City Fee Schedule.

2. The developer shall be responsible for any and all permits and approvals that may be necessary from other applicable governmental agencies. These permits and approvals shall be submitted to the City of Isanti and/or other governmental jurisdictions that may require said permits prior to development.

3. Any and all costs associated with the recording and processing of each subsequent Final Plat for additional phases shall be assumed by the developer.

4. The home sizes shall be consistent with Resolution No. 2010-111, amending the original PUD.

5. The setback requirements are as follows:

Front yard setback:	Thirty (30) feet; however, when adjoining principal buildings existing at the time of construction on a vacant lot, the required front yard setback for the new structure shall not be greater than the average front yard setbacks of the building on either side of the vacant lot.
Side yard setback:	Ten (10) feet
Street side yard setback:	Twenty (20) feet
Rear yard setback:	Thirty (30) feet

6. A tree preservation plan shall be prepared by the developer and submitted to the City of Isanti for those portions of the development site that have significant tree stands. Such plans shall show the locations of homes and grading for these lots, so as to protect as many of these trees as possible. Trees shall be planted on each lot according to Section 15 of the City Zoning Ordinance.

7. Dedication, if required, of utility and access easements are granted to the City of Isanti.

8. The developer, at their cost must install sidewalks consistent with City Codes and Ordinances.

9. Access to Legacy Park shall be maintained during construction and the parking lot shall be developed by the developer.

10. Address items/conditions identified in the Memorandum from City Engineer Jason Cook dated June 26, 2019 to CD Director Sheila Sellman.

Attachments

- Resolution 2019-XXX
- Findings of Fact
- City Engineer Memo
- Fire Chief Memo
- Resolution 2010-111
- Proposed Plat

RESOLUTION NO. 2019-XXX

A RESOLUTION APPROVING THE FINAL PLAT AND SITE PLAN FOR LEGACY PINES 2nd ADDITION

WHEREAS, Everpine Land Holdings LLC, has applied for Final Plat and Site Plan approval for Legacy Pines 2nd Addition, a 33-lot residential subdivision for the property legally described as Outlot A, Legacy Park Addition, Isanti County, Isanti, Minnesota; and,

WHEREAS, the City of Isanti Planning Commission held a public hearing on the proposed final plat and site plan of Legacy Pines 2nd Addition during the regular Planning Commission meeting held on July 16, 2019; and,

WHEREAS, the City of Isanti City Council has approved the Preliminary Plat of Legacy Pines through Resolution No. 2018-215 with conditions; and,

WHEREAS, conditions of the Preliminary Plat Resolution for Legacy Pines have been addressed by the developer; and,

WHEREAS, the City of Isanti Planning Commission has recommended approval of the Final Plat and Site Plan of Legacy Pines 2nd Addition based upon the Findings of Fact and Conclusion as presented; and,

WHEREAS, the City of Isanti City Council reviewed the Final Plat during the regularly scheduled meeting on August 7, 2019

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Isanti, Minnesota, that it adopts the Findings of Fact and Conclusion related to the requested Final Plat and Site Plan of Legacy Pines 2nd Addition and **BE IT FURTHER RESOLVED** that the requested Final Plat and Site Plan of Legacy Pines 2nd Addition be approved with the following conditions:

1. The developer must enter into a Development Agreement with the City of Isanti, which will outline the general terms for the remainder of the development. Subsequent developments will require additional Development Agreements as the property is built out. Development fees will be charged to the developer at the time of each development agreement and based upon the City Fee Schedule.

2. The developer shall be responsible for any and all permits and approvals that may be necessary from other applicable governmental agencies. These permits and approvals shall be submitted to the City of Isanti and/or other governmental jurisdictions that may require said permits prior to development.

3. Any and all costs associated with the recording and processing of each subsequent Final Plat for additional phases shall be assumed by the developer.

4. The home sizes shall be consistent with Resolution No. 2010-111, amending the original PUD.

5. The setback requirements are as follows:
   Front yard setback: Thirty (30) feet; however, when adjoining principal buildings existing at the time of construction on a vacant lot, the required front yard setback for the new structure shall not be greater than the average front yard setbacks of the building on either side of the

vacant lot.
Side yard setback: Ten (10) feet
Street side yard setback: Twenty (20) feet
Rear yard setback: Thirty (30) feet

6. A tree preservation plan shall be prepared by the developer and submitted to the City of Isanti for those portions of the development site that have significant tree stands. Such plans shall show the locations of homes and grading for these lots, so as to protect as many of these trees as possible. Trees shall be planted on each lot according to Section 15 of the City Zoning Ordinance.

7. Dedication, if required, of utility and access easements are granted to the City of Isanti.

8. The developer, at their cost must install sidewalks consistent with City Codes and Ordinances.

9. Access to Legacy Park shall be maintained during construction and the parking lot shall be developed by the developer.

10. Address items/conditions identified in the Memorandum from City Engineer Jason Cook dated June 26, 2019 to CD Director Sheila Sellman.

Adopted by the City of Isanti City Council on this 16th day of October, 2018.

ATTEST:

Mayor Jeff Johnson

Katie Brooks
City Clerk/Human Resources

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: June 26, 2019

To: Sheila Sellman, Community Development Director

From: Jason W. Cook, P.E.
City Engineer

Subject: Legacy Pines Second Addition - Engineering Review
City of Isanti, MN
Project No.: R13.117985

We have reviewed the Preliminary Plat, Final Plat, and storm water report entitled "Legacy Pines Second Addition" received on June 25, 2019 with a signature date of 6/11/2019.

The plat includes the construction of 33 single family lots, extension of city streets and utilities and site grading.

The original supporting documents submitted for Legacy Pines Phase 1 were reviewed and approved in 2018. Those documents included the submitted second addition area in the modeling and evaluations.

We have reviewed the newly submitted documents and have the following comments:

Preliminary Plat:

1. A temporary easement will be required over the temporary cul-de-sac at the end of Bellaire Blvd.
2. Street name "Bluebird Way" should be renamed – Bluebird Court or Circle.

Site Development and Phase 1 Construction Plans:

1. Proposed contours do not connect to anything at the end of Bluebird Way. (Sheet 12 of 19)
2. Proposed contours between lots 13 & 14 of Block 9 should direct swale along property line to pond PP-2, not west across lot 13. (Sheet 14 of 19)
    a. Is this revised grading proposed to be completed with this phase?
3. Street lighting will be required. A light at the end of the Bluebird Cul-de-sac, along Bellaire Blvd, and specifically at the Legacy Park parking lot entrance at the City Outlot.

Permits (To be completed prior to construction):

1. NPDES - Construction Storm Water General Permit
    a. Is the existing active permit set up to cover this work?
2. Minnesota Department of Health - Watermain Extension Permit
    a. Were these services included in the previous permit?
3. MPCA – Sanitary Sewer Extension Permit
    a. Were these flows accounted for in the previous permit?

We recommend approval of the submitted documents once the above items are addressed.

Bolton & Menk is an equal opportunity employer

June 28, 2019

City of Isanti

RE: Legacy Pines 2nd Addition

Isanti Fire has reviewed the final plat of the Legacy Pines 2nd addition, and has no concerns moving forward related to fire safety.

Sincerely,

Alan Jankovich | Fire Chief
Isanti Fire District

RESOLUTION NO. 2010-111

A RESOLUTION APPROVING THE PRELIMINARY PLAT AMENDING THE PLANNED UNIT DEVELOPMENT KNOWN AS VILLAGES ON THE RUM 3RD ADDITION

WHEREAS, Premier Bank ("Developer") has requested approval for a Preliminary Plat amending the Planned Unit Development known as Villages on the Rum 3rd Addition; and,

WHEREAS, such area is legally described as Parcel 1, Outlot A, Villages on the Rum Third Addition Replat, Isanti County, Minnesota; Parcel 2, Outlot B, Villages on the Rum Third Addition, Isanti County, Minnesota; and Parcel 3, the East 1090 feet of the North ½ of South ½ of NW ¼ of SE ¼ of Section 19, Township 35, Range 23, subject to existing road along the East boundary line thereof, Isanti County, Minnesota; and,

WHEREAS, following publication, posted and mailed notice thereof, a Public Hearing was held on May 11th, 2010, by the Isanti Planning Commission; and,

WHEREAS, the Isanti Planning Commission recommended to the City Council that the Preliminary Plat amending the Planned Unit Development be approved with conditions as presented by City staff; and,

WHEREAS, the City of Isanti has adopted Zoning and Subdivision Ordinances for the orderly, economic, and safe development of land within the City; and,

WHEREAS, the City Council of the City of Isanti has determined that the Preliminary Plat amending the Planned Unit Development with conditions, meets the ordinance requirements necessary for granting approval; and,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA, that it adopts the Findings of Fact and Conclusion related to the requested Preliminary Plat Approval Amending the Planned Unit Development known as Villages on the Rum Third Addition; and

BE IT FURTHER RESOLVED by the City Council of the City of Isanti, Minnesota that the requested Preliminary Plat amending the Planned Unit Development known as Villages on the Rum 3rd Addition, as legally described herein, be hereby approved, with the following conditions:

1. The developer will enter into a Development Agreement with the City of Isanti, which will outline the general terms for the remainder of the development. Subsequent Development Agreements would be required as each subsequent phase of the development is final platted. Development fees shall be charged to the developer at the time that each subsequent Development Agreement is signed based upon the City Fee Schedule.
2. The developer shall be responsible for any and all permits and approvals that may be necessary from other applicable governmental agencies. These permits and approvals shall be submitted to the City of Isanti prior to development.
3. The developer shall deed "Outlot G" to the City of Isanti for future passive park and open space area.
4. Any and all costs associated with the recording and processing of each subsequent Final Plat for additional phases shall be assumed by the developer.

5. Upon development of the lots adjacent to the Isanti Brook area, signage shall be placed along the rear lot lines of property abutting Outlot G notifying property owners of the scenic easement.
6. The home sizes and location of those home sizes shall be in accordance with the Housing Size Location Plan. The following lots/blocks will be subject to the following home and garage sizes:
   a. Lots 1-19, Block 1; Lots 1-5, Block 2; Lots 1-2, Block 3; Lots 1-14, Block 4; Lots 1-10, Block 13; Lots 1-3, Block 12; Lots 1-6, Block 11; Lots 1-13; Block 10; and Lots 1-4, Block 9 will be required to have a minimum of 1200 square feet of livable floor space above grade with a 600 square foot minimum floor area for the attached garage.
   b. Lots 1-15, Block 5; Lots 1-31, Block 6; and Lots 28-38, Block 8 will be required to have a minimum of 1040 square feet of livable floor space above grade with a 480 square foot minimum floor area for the attached garage.
   c. Lots 1-27, Block 8 and Lots 1-20, Block 7 will be required to have a minimum of 960 square feet of livable floor space above grade with a 400 square foot minimum floor area for the attached garage.
7. The setback requirements are as follows:

Front yard setback:	Thirty (30) feet; however, when adjoining principal buildings existing at the time of construction on a vacant lot, the required front yard setback for the new structure shall not be greater than the average front yard setbacks of the buildings on either side of the vacant lot.
Side yard setback:	Ten (10) feet
Street side yard setback:	Twenty (20) feet
Rear yard setback:	Thirty (30) feet

8. A tree preservation plan shall be prepared by the developer and submitted to the City of Isanti for those portions of the development that still have significant or specimen tree stands. Such plan shall show the location of homes and grading for these lots, so as to protect as many of these trees as possible.
9. Any final engineering plans and specifications are subject to the review and approval of the City Engineer.
10. Any and all improvements shall be specified within the Development Agreement.
11. The Final Plat shall be phased into around nine (9) phases to consist of twenty (20) lots or so at a time.

Adopted by the Isanti City Council on this 18th day of May 2010.

Attest: _____ Mayor George A. Wimmer

_____
Irene J. Bauer
Assistant City Administrator/City Clerk

(SEAL)

LEGACY PINES SECOND ADDITION

SEC. 19, T. 35, R. 23
ISANTI COUNTY, MN

KNOW ALL PERSONS BY THESE PRESENTS: That Everpine Land Holdings LLC, a Minnesota Limited Liability Company, owner, and CDM Finance, LLC, a Minnesota Limited Liability Company, mortgagee of the following described property situate in the County of Isanti, State of Minnesota, to wit:

Outlot A, LEGACY PINES, Isanti County, Minnesota.

Have caused the same to be surveyed and platted as LEGACY PINES SECOND ADDITION and do hereby dedicate to the public for the public use forever the public ways as shown on this plat, and also dedicate the easements as shown on this plat for drainage and utility purposes only.

In witness whereof said Everpine Land Holdings LLC, a Minnesota Limited Liability Company, has caused these presents to be signed by its proper officer this ___ day of _____, 20___.

EVERPINE LAND HOLDINGS LLC

_____
Jason Bebeau, President

STATE OF _____

COUNTY OF _____

This instrument was acknowledged before me this ____ day of _____, 20___ by Jason Bebeau, President of Everpine Land Holdings LLC, a Minnesota Limited Liability Company, on behalf of the company.

_____
Signature

_____
Print Name

Notary Public, _____ County, _____
My commission expires _____

Also in witness whereof said CDM Finance, LLC, a Minnesota Limited Liability Company, has caused these presents to be signed by its proper officer this ___ day of _____, 20___.

CDM FINANCE, LLC

_____
_____, _____

STATE OF _____

COUNTY OF _____

This instrument was acknowledged before me this ____ day of _____, 20___ by _____, _____ of CDM Finance, LLC, a Minnesota Limited Liability Company, on behalf of the company.

_____
Signature

_____
Print Name

Notary Public, _____ County, _____
My commission expires _____

I hereby certify that I have surveyed and platted or directly supervised the surveying and platting of the land described on this plat; that this plat is a correct representation of the boundary survey; all mathematical data and labels are correctly designated on the plat; all monuments depicted on this plat have been or will be correctly set within one year; all water boundaries and wet lands as of this date are shown and labeled; and all public ways are shown and labeled; and that there are no wet lands, as defined in Minnesota Statutes, Section 505.02, Subd. 1, or public highways to be designated other than as shown.

Dated this _____ day of _____, 20___.

_____
Brian Person, Licensed Land Surveyor
Minnesota License No. 49138

STATE OF MINNESOTA
COUNTY OF ANOKA

This instrument was acknowledged before me this _____ day of _____, 20___ by Brian Person.

_____
Signature

_____
Print Name

Notary Public, _____ County, _____
My commission expires _____

Approved by the Planning Commission of the City of Isanti, Minnesota on this _____ day of _____ 201___.

By _____ Attest _____
Chairperson Secretary

We hereby certify that on the _____ day of _____, 201___, the City Council of Isanti, Minnesota approved this plat and that conditions of Chapter 505.03 Subdivision 2, have been fulfilled.

By _____ By _____
Mayor City Administrator

I hereby certify that this plat has been checked and recommended for approval as to compliance with Chapter 505, Minnesota Statutes this _____ day of _____, 201___.

_____
Isanti County Surveyor, Minn. License No. 9280

Recommended for approval this _____ day of _____, 201___.

_____
Isanti City Engineer

Approved as to form and execution this _____ day of _____, 201___.

_____
Isanti City Attorney

I hereby certify that the taxes for the year ____ on the property described herein have been paid and that there are no delinquent taxes and transfer entered on this _____ day of _____, 201___.

_____
Isanti County Auditor/Treasurer

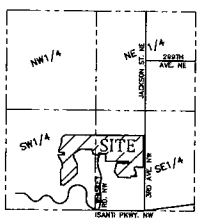
By _____, Deputy

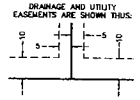
I hereby certify that this instrument was filed in the Office of the County Recorder for record on this _____ day of _____, 201___, at _____ o'clock _____ .M. and was duly recorded in the Isanti County Records as Document No. _____.

_____
Isanti County Recorder

VICINITY MAP

SEC.19, T.35, R.23
NO SCALE



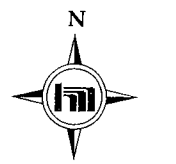


DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:

(NOT TO SCALE)

Being 10.00 feet in width and adjoining all right of way lines unless otherwise shown on this plat and being 5.00 feet in width and adjoining all side and rear lot lines unless otherwise shown on this plat.

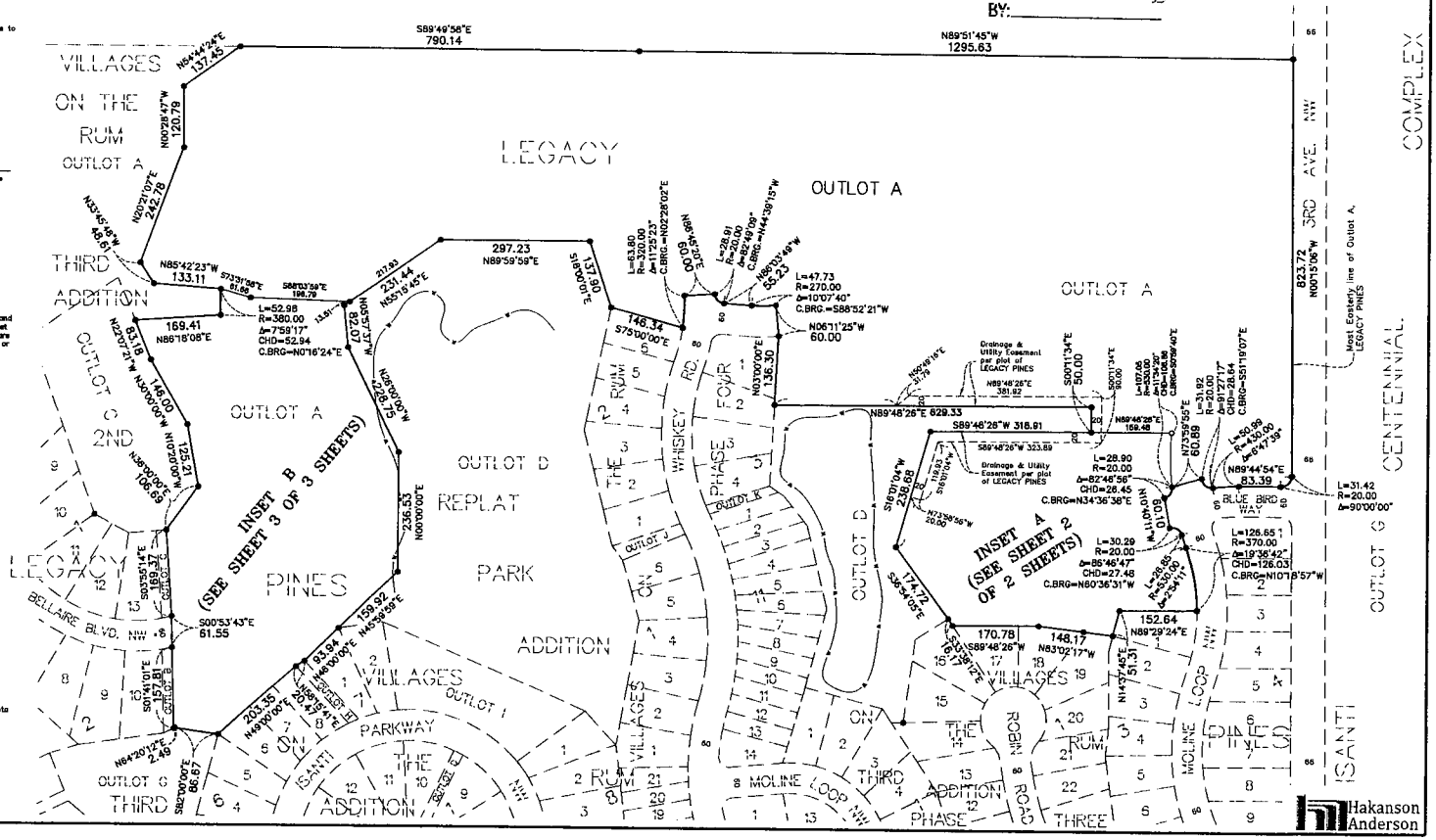
For the purposes of this plat the most Easterly line of Outlot A, LEGACY PINES is assumed to bear North 00°15'08" West.



1 INCH = 120 FEET

- Denotes 1/2 inch by 14 inch iron monument set and marked with Minnesota License No. 49138.
- Denotes found iron monument
- Denotes edge of Delineated Wetland

RECEIVED
JUN 25 2019
BY: _____

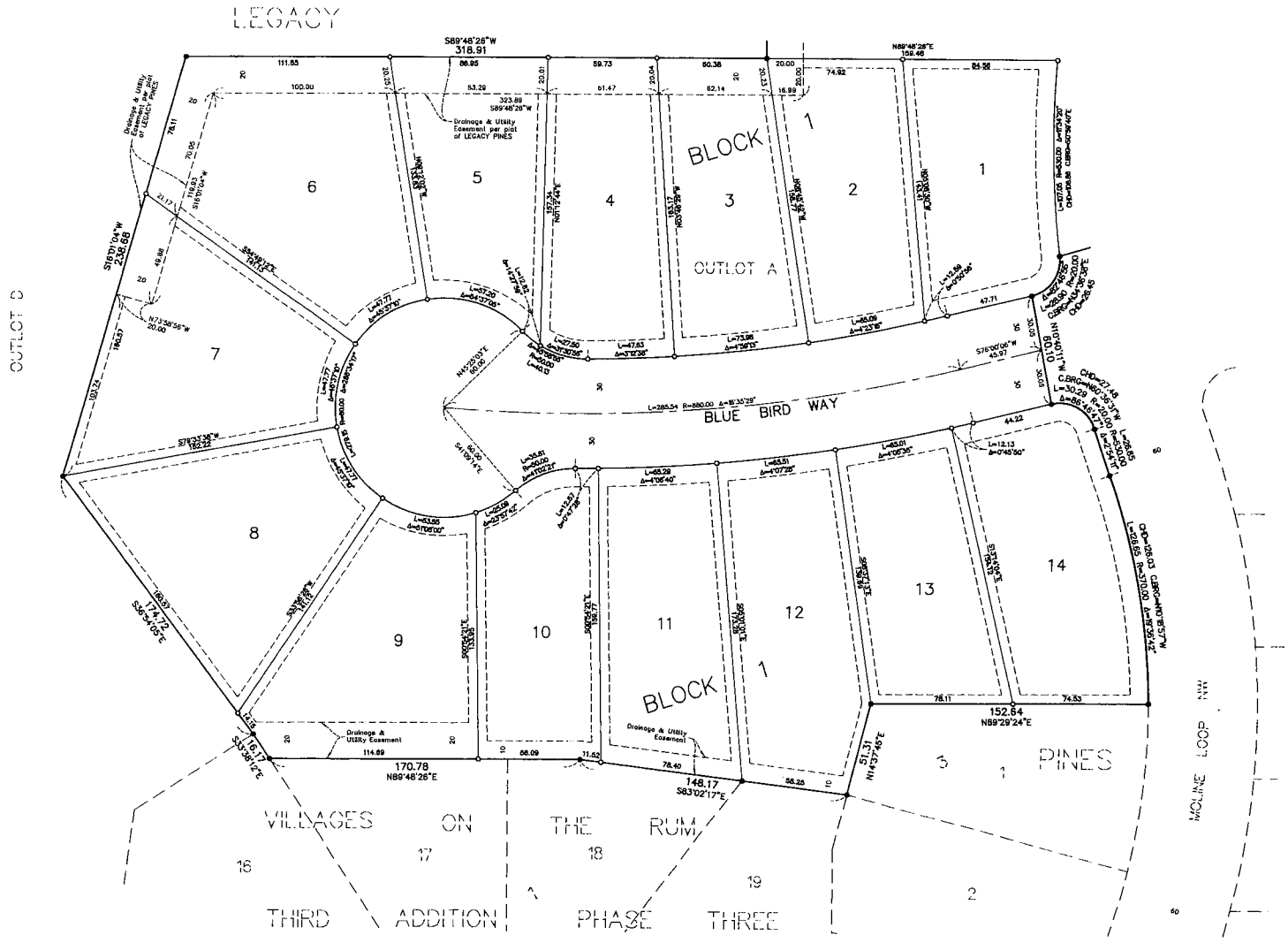


Hakanson Anderson

LEGACY PINES SECOND ADDITION

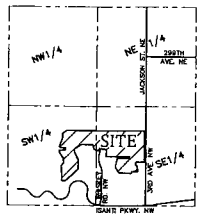
INSET A

SEC. 19, T. 35, R. 23
ISANTI COUNTY, MN

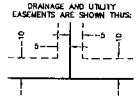


VICINITY MAP

SEC. 19, T. 35, R. 23
NO SCALE



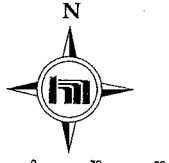
DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



(NOT TO SCALE)

Being 10.00 feet in width and adjoining all right of way lines unless otherwise shown on this plat and being 5.00 feet in width and adjoining all side and rear lot lines unless otherwise shown on this plat.

For the purpose of this plat the most Easterly line of Outlot A, LEGACY PINES is assumed to bear North 00°15'08" West.



1 INCH = 30 FEET

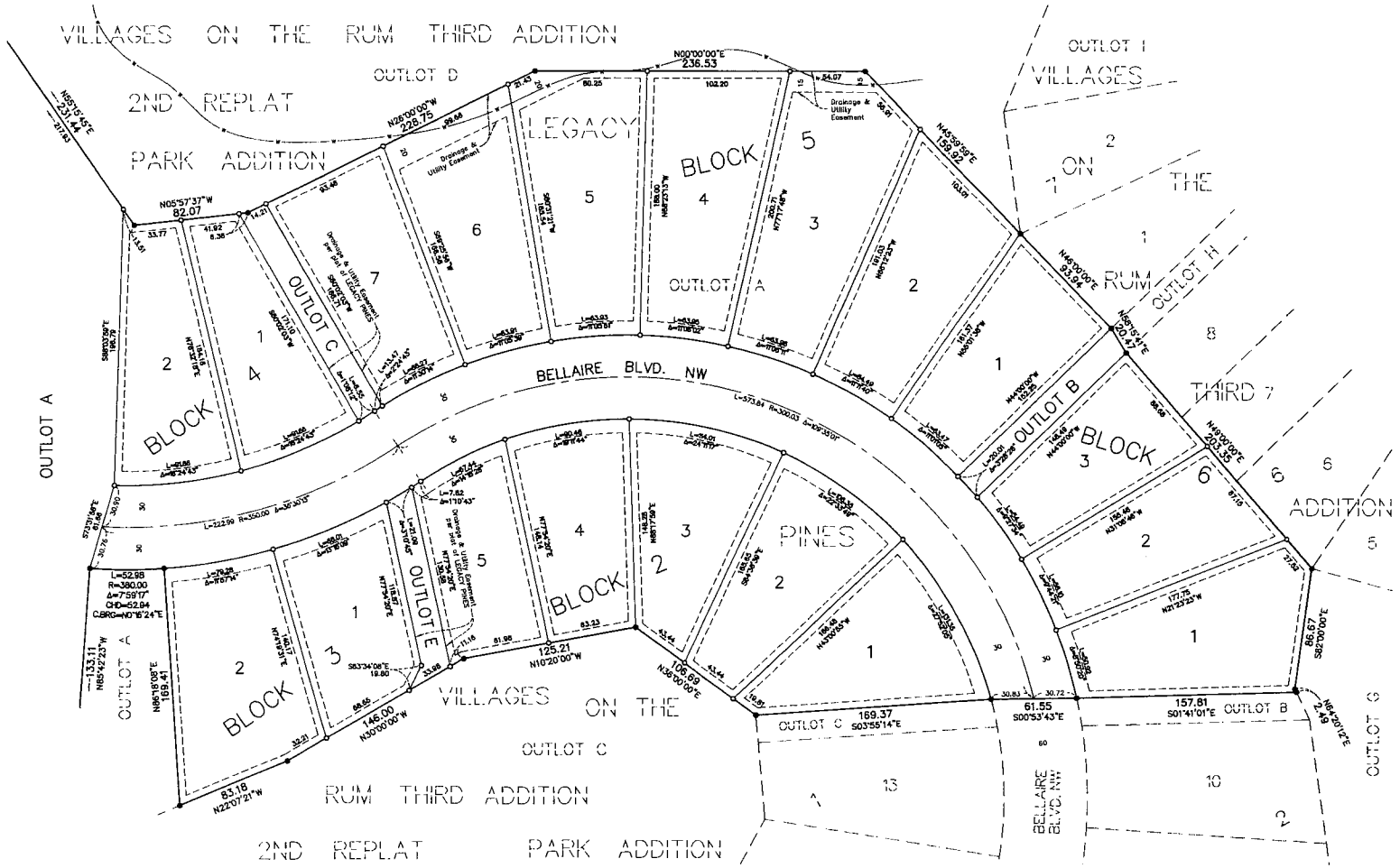
- Denotes 1/2 inch by 14 inch iron monument set and marked with Minnesota License No. 48136.
- Denotes found iron monument
- Denotes edge of Delineated Wetland

Hakanson Anderson

LEGACY PINES SECOND ADDITION

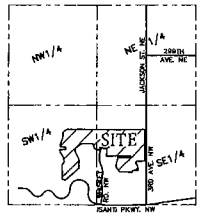
INSET B

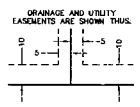
SEC. 19, T. 35, R. 23
ISANTI COUNTY, MN



VICINITY MAP

SEC.19, T.35, R.23
NO SCALE





DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS.

(NOT TO SCALE)

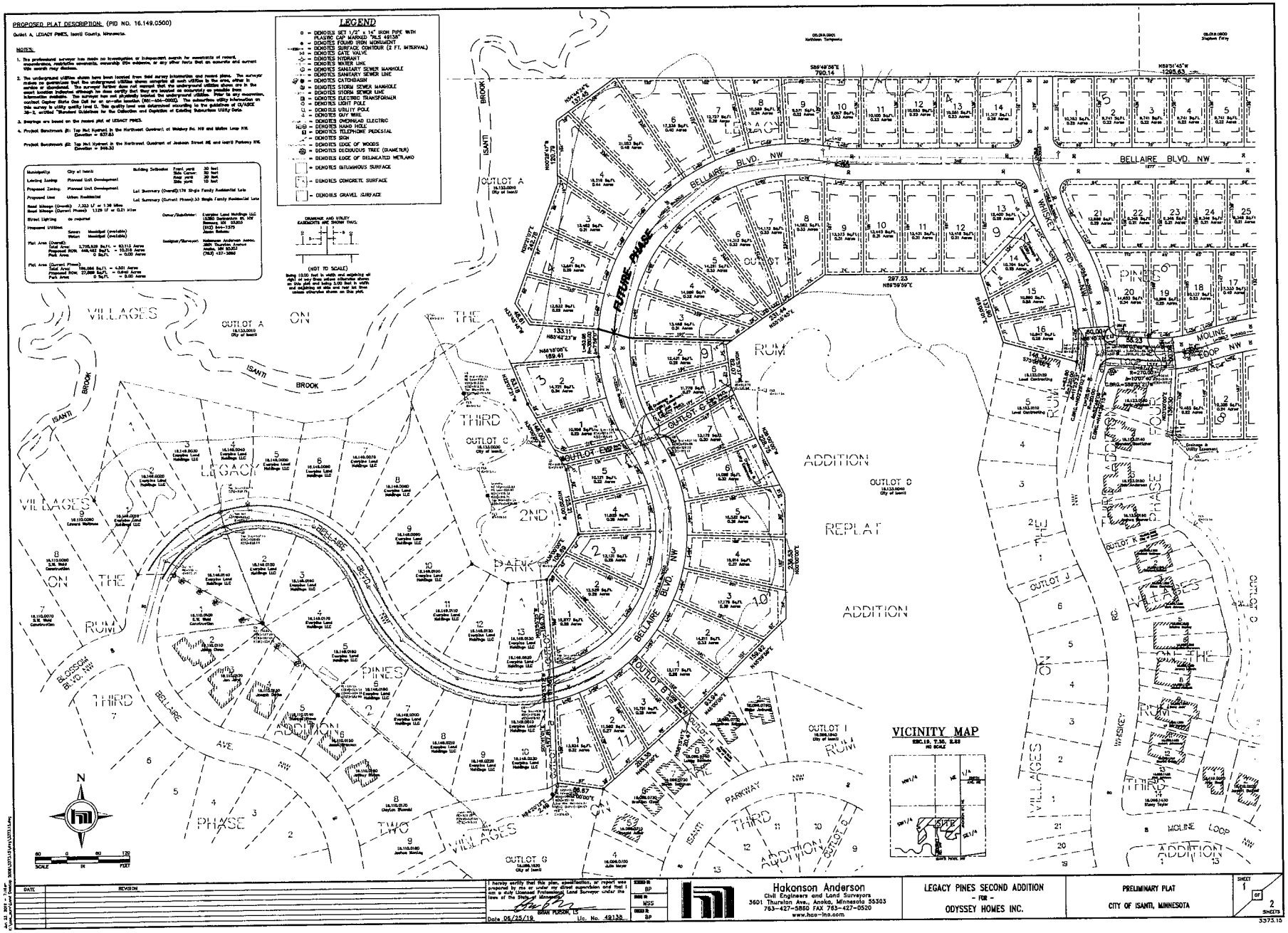
Being 10.00 feet in width and adjoining all right of way lines unless otherwise shown on this plat and being 5.00 feet in width and adjoining all side and rear lot lines unless otherwise shown on this plat.

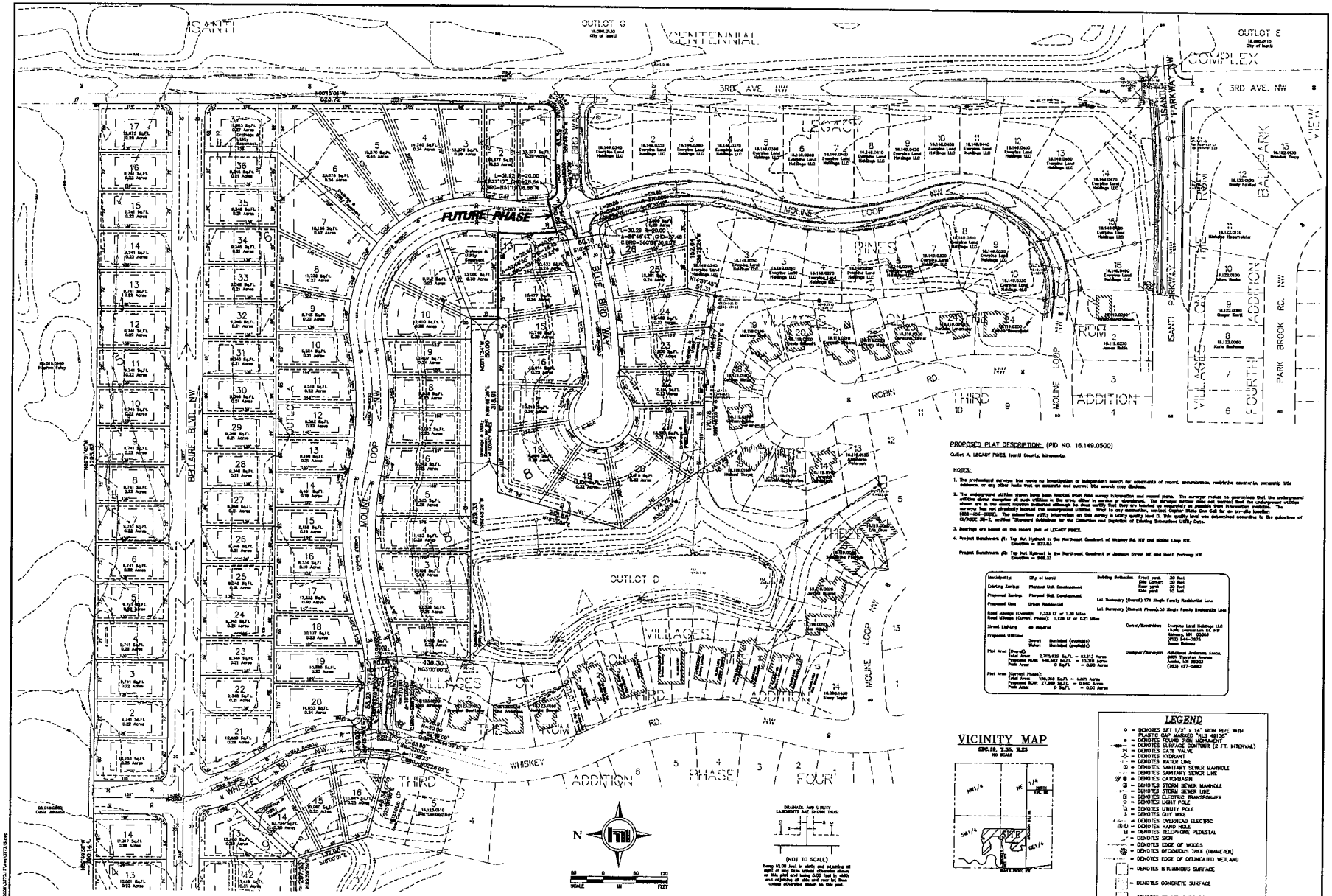
For the purposes of this plat the most Easterly line of Outlot A, LEGACY PINES is assumed to bear North 00°15'05" West.

1 INCH = 30 FEET

- Denotes 1/2 inch by 14 inch iron monument set and marked with Minnesota Licenses No. 40136.
- Denotes found iron monument
- Denotes edge of Delineated Wetland

Hakanson Anderson


PROPOSED PLAT DESCRIPTION: (PID NO. 16.149.0500)
Outlot A, LEGACY PINES, Isanti County, Minnesota.
NOTES:
1. This professional surveyor has made no investigation or independent search for easements of record, encumbrances, restrictive covenants, ownership title evidence, or any other facts that an accurate and current title search may disclose.
2. The underground utilities shown have been located from field survey information and record plans. The surveyor makes no guarantees that the underground utilities shown comprise all such utilities in the area, either in number or dimensional. The surveyor further does not warrant that the underground utilities shown are in the exact location indicated although he does certify that they are located as accurately as possible from information available. The surveyor has not physically located the underground utilities. Prior to any excavation, contact Gopher State One Call for an on-site location (651-454-0002). The subsurface utility information on this survey is utility quality level D. This quality level was determined according to the guidelines of CI/ASCE 38-2, entitled "Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data."
3. Bearings are based on the recent plat of LEGACY PINES.
4. Project Benchmark #1: Top Nut Hydrant in the Northwest Quadrant of Midway Rd. NW and Melton Loop NW. Elevation = 927.63
Project Benchmark #2: Top Nut Hydrant in the Northwest Quadrant of Jackson Street NE and Isanti Parkway NW. Elevation = 946.33
LEGEND
DENOTES SET 1/2" x 14" IRON PIPE WITH PLASTIC CAP MARKED "RLS 49138"
DENOTES FOUND IRON MONUMENT
DENOTES SURFACE CONTOUR (2 FT. INTERVAL)
DENOTES GATE VALVE
DENOTES HYDRANT
DENOTES WATER LINE
DENOTES SANITARY SEWER MANHOLE
DENOTES SANITARY SEWER LINE
DENOTES CATCHBASIN
DENOTES STORM SEWER MANHOLE
DENOTES STORM SEWER LINE
DENOTES ELECTRIC TRANSFORMER
DENOTES LIGHT POLE
DENOTES UTILITY POLE
DENOTES GUY WIRE
DENOTES OVERHEAD ELECTRIC
DENOTES HAND HOLE
DENOTES TELEPHONE PEDESTAL
DENOTES SIGN
DENOTES EDGE OF WOODS
DENOTES DELICIOUS TREE (DIAMETER)
DENOTES EDGE OF DELINEATED WETLAND
DENOTES BITUMINOUS SURFACE
DENOTES CONCRETE SURFACE
DENOTES GRAVEL SURFACE
DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS.
(NOT TO SCALE)
Municipality: City of Isanti
Existing Zoning: Planned Unit Development
Proposed Zoning: Planned Unit Development
Proposed Use: Urban Residential
Road Mileage (Overall): 7,333 LF or 1.39 Miles
Road Mileage (Current Phase): 1,129 LF or 0.21 Miles
Street Lighting: as required
Proposed Utilities: Sewer: Municipal (available) Water: Municipal (available)
Plat Area (Overall): Total Acres: 5,705,839 Sq.Ft. = 63.112 Acres; Proposed ROW: 448,482 Sq.Ft. = 10.215 Acres; Park Area: 0 Sq.Ft. = 0.000 Acres
Plat Area (Current Phase): Total Acres: 195,066 Sq.Ft. = 4.501 Acres; Proposed ROW: 27,868 Sq.Ft. = 0.640 Acres; Park Area: 0 Sq.Ft. = 0.00 Acres
Building Setbacks: Front yard: 30 feet; Side Corner: 20 feet; Rear yard: 30 feet; Side yard: 10 feet
Lot Summary (Overall):176 Single Family Residential Lots
Lot Summary (Current Phase):33 Single Family Residential Lots
Owner/Subdivider: Evergreen Land Holdings LLC, 13800 Technology Dr. NW, Minneapolis, MN 55448, (612) 546-7370, Kevin Roberts
Designer/Surveyor: Hakonson Anderson Assoc., 3601 Thurston Avenue, Anoka, MN 55303, (763) 427-5860
OUTLOT A, 18.133.0010, City of Isanti
OUTLOT B, 18.133.0020, City of Isanti
OUTLOT C, 18.133.0030, City of Isanti
OUTLOT D, 18.133.0040, City of Isanti
OUTLOT E, 18.133.0050, City of Isanti
OUTLOT F, 18.133.0060, City of Isanti
OUTLOT G, 18.133.0070, City of Isanti
OUTLOT H, 18.133.0080, City of Isanti
OUTLOT I, 18.133.0090, City of Isanti
OUTLOT J, 18.133.0100, City of Isanti
OUTLOT K, 18.133.0110, City of Isanti
LEGACY PINES
VILLAGES ON THE RUM
THIRD ADDITION
SECOND ADDITION
FOURTH ADDITION
REPLAT
PARK
PHASE TWO
BELLAIRE BLVD. NW
BELLAIRE AVE.
BELLAIRE PARKWAY
BLOSSOM BLVD. NW
MOLINE LOOP NW
MOLINE COURT NW
WHISKEY RD.
ISANTI BROOK
FUTURE PHASE
VICINITY MAP
SEC.19, T.35, R.25
NO SCALE
SITE
Hakonson Anderson
Civil Engineers and Land Surveyors
3601 Thurston Ave., Anoka, Minnesota 55303
763-427-5860 FAX 763-427-0520
www.hoa-mn.com
LEGACY PINES SECOND ADDITION
- FOR -
ODYSSEY HOMES INC.
PRELIMINARY PLAT
CITY OF ISANTI, MINNESOTA
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Land Surveyor under the laws of the State of Minnesota.
BRIAN PUDSON, LS
Date 05/25/18 Lic. No. 49138
DATE
REVISION
SHEET 1 OF 2 SHEETS
3375.15



PROPOSED PLAT DESCRIPTION: (PID NO. 16.149.0500)

Outlot A, LEGACY PINES, Isanti County, Minnesota.

NOTES:

1. The professional surveyor has made no investigation or independent search for easements of record, encumbrances, restrictive covenants, ownership title evidence, or any other facts that an accurate and current title search may disclose.
2. The underground utilities shown have been located from field survey information and record plans. The surveyor makes no guarantees that the underground utilities shown comprise all such utilities in the area, either in service or abandoned. The surveyor further does not warrant that the underground utilities shown are in the exact location indicated although he does certify that they are located as accurately as possible from information available. The surveyor has not physically located the underground utilities. Prior to any excavation, contact Gopher State One Call for an on-site location. (651-454-0002). The information utility information on this survey is utility quality level D. This quality level was determined according to the guidelines of CI/ASCE 38-2, entitled "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data."
3. Bearings are based on the record plan of LEGACY PINES.
4. Project Benchmark #1: Top Nut Hydrant in the Northeast Quadrant of Whiskey Rd. NW and Moline Loop NW. Elevation = 927.83

Project Benchmark #2: Top Nut Hydrant in the Northwest Quadrant of Jackson Street NE and Isanti Parkway NW. Elevation = 948.33

Municipality:	City of Isanti	Building Setbacks:	Front yard: 30 feet
			Side Corner: 30 feet
Existing Zoning:	Planned Unit Development		Rear yard: 30 feet
			Side yard: 10 feet
Proposed Zoning:	Planned Unit Development		
Proposed Use:	Urban Residential	Lot Summary (Overall):	178 Single Family Residential Lots
		Lot Summary (Current Phase):	53 Single Family Residential Lots
Road Mileage (Overall):	7,333 LF or 1.39 Miles		
Road Mileage (Current Phase):	1,125 LF or 0.21 Miles		
Street Lighting:	as required	Owner/Subdivider:	Creative Land Holdings LLC 13468 Riverwood Dr. NW Isanti, MN 55040 (612) 644-7878
Proposed Utilities:			
	Sewer: Municipal (gravity)		
	Water: Municipal (looped)		
Plat Area (Overall):		Designer/Surveyor:	Hakanson Anderson Assoc. 3601 Thurston Avenue Anoka, MN 55303 (763) 427-5860
Total Area:	2,703,630 Sq.Ft. = 62.113 Acres		
Proposed ROW:	448,482 Sq.Ft. = 10.263 Acres		
Park Area:	0 Sq.Ft. = 0.00 Acres		
Plat Area (Current Phase):			
Total Area:	188,088 Sq.Ft. = 4.401 Acres		
Proposed ROW:	77,986 Sq.Ft. = 0.840 Acres		
Park Area:	0 Sq.Ft. = 0.00 Acres		

VICINITY MAP

SEC.19, T.35, R.25
NO SCALE

LEGEND

- ○ - DENOTES SET 1/2" x 14" IRON PIPE WITH PLASTIC CAP MARKED "RLS 49138"
- ● - DENOTES FOUND IRON MONUMENT
- 960 - DENOTES SURFACE CONTOUR (2 FT. INTERVAL)
- GV - DENOTES GATE VALVE
- H - DENOTES HYDRANT
- W - DENOTES WATER LINE
- S - DENOTES SANITARY SEWER MANHOLE
- S - DENOTES SANITARY SEWER LINE
- C - DENOTES CATCHBASIN
- S - DENOTES STORM SEWER MANHOLE
- S - DENOTES STORM SEWER LINE
- E - DENOTES ELECTRIC TRANSFORMER
- ☼ - DENOTES LIGHT POLE
- ⊕ - DENOTES UTILITY POLE
- ⊕ - DENOTES GUY WIRE
- E - DENOTES OVERHEAD ELECTRIC
- H - DENOTES HAND HOLE
- T - DENOTES TELEPHONE PEDESTAL
- ▭ - DENOTES SIGN
- ⌒ - DENOTES EDGE OF WOODS
- ⊙ - DENOTES DECIDUOUS TREE (DIAMETER)
- ⌒ - DENOTES EDGE OF DELINEATED WETLAND
- ▭ - DENOTES BITUMINOUS SURFACE
- ▭ - DENOTES CONCRETE SURFACE
- ▭ - DENOTES GRAVEL SURFACE

DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Land Surveyor under the laws of the State of Minnesota.

Brian Person, LS
Date 08/25/19 Lic. No. 49138

KDMD BY:	BP
DWN BY:	MSS
CHKD BY:	BP

Hakanson Anderson
Civil Engineers and Land Surveyors
3601 Thurston Ave., Anoka, Minnesota 55303
763-427-5860 FAX 763-427-0520
www.haa-inc.com

LEGACY PINES SECOND ADDITION
- FOR -
ODYSSEY HOMES INC.

PRELIMINARY PLAT
CITY OF ISANTI, MINNESOTA

SHEET 2 OF 2 SHEETS

3373.15

FINDINGS OF FACT AND CONCLUSION

Request

Request from Everpine Land Holdings, for Final Plat Approval of Legacy Pines 2nd, legally described as Outlot A of Legacy Pines Addition, Isanti County, Isanti, Minnesota.

Findings of Fact

1. The applicant, Everpine Land Holdings ('the applicant'), had made an application for Preliminary Plat Approval of Legacy Pines, Isanti County, Minnesota. Said Preliminary Plat was approved through City of Isanti City Council Resolution No. 2018-251.
2. The applicant has made an application for a Final Plat Approval of Legacy Pines 2nd Additon, Isanti County, Minnesota.
3. The property is legally described as Outlot A of Legacy Pines Addition, Isanti County, Isanti, Minnesota.
4. The Applicant is requesting Final Plat Approval in an effort to create 33 lots in the second phase of the development.
5. The property is zoned "R-1" Single-Family Residential/Planned Unit Development.
6. The Applicant submitted an application for Final Plat Approval on June 25, 2019. It was deemed complete on June 25, 2019.
7. A public hearing of the Final Plat took place before the Planning Commission on Tuesday, July 16, 2019 at 7:00 p.m.at City Hall within the Council Chambers.
8. The applicant has addressed or is in the process of addressing the conditions imposed by the City during the Plat review.

Conclusions

1. The platting of the property would appear to meet the lot requirements and setback requirements as provided within the zoning ordinance for properties located within the "R-1" Single-Family Residential.
2. The platting is consistent with the 2003 Development Agreement and Planned Unit Development (PUD) for this property, and is consistent with the 2010 PUD Amendment
3. The platting of the property would appear to meet the Design Standards as required by Ordinance No. 536.

Decision

Planning Commission Recommendation:

The Planning Commission held a public hearing on July 16, 2019 and Recommends Approval. Motion by Lundeen, seconded by Bergley to approve with staff conditions. Motion passed unanimously

City Council:

A Community For Generations.

Isanti

J.5

Request for City Council Action

To: **Mayor Johnson and Members of City Council**
From: Sheila Sellman, Community Development Director
Date: August 7, 2019
Subject: **Resolution 2019-XXX APPROVING A PRELIMINARY PLAT FOR VILLAGES ON THE RUM 6TH ADDITION**

Request

The applicant Semler Homes Inc is requesting approval of a Preliminary Plat, Villages on the Rum 6th addition to "re-plat" 32 townhome lots into 16 single family detached townhome lots.

Overview/Background

In 2002 Villages on the Rum development was approved, the overall development was 261 lots with a mix of housing types. Each housing style with approved with minimum requirements and are outlined in the original development agreement. Each phase of the development required a final plat and Development Agreement.

Analysis of Application

The subject 32 lots have been platted as attached townhome lots, meaning the buildings are attached. The applicant is requesting to replat these lots into 16 single family detached townhome lots, meaning single family detached houses are built and the common area is maintained by an Association. The applicant needs to establish their own Association or be part of the existing association, documents must be submitted to the city.

Zoning- The subject site is zoned R-3 Residential, as previously stated a development plan was approved for this development. As proposed the side yard setbacks requested vary from the development agreement, but maintain 10 feet in between buildings which still meets the intent of the agreement. The proposed setbacks are as follows: Front 5 feet, side 5 feet, rear 25 feet from the adjacent right-of-way and 10 feet in-between buildings. The original agreement called for 5-foot setback from the garage side to the lot line, and 10-foot setback from the house side lot line. Rear setbacks were not defined. Staff supports the proposed setbacks.

Housing Style- A detached townhome is also known as a "patio home" or "Bay Home" essentially meaning the house is not attached to another house but is standing alone on a smaller lot that is typically maintained by an association. According to the Original Development Agreement detached townhomes need to be at least 960 square feet of livable space above ground and the garage should be a minimum of 440 square feet, these requirements will apply to this development as well. The Architecture for these townhomes should be similar to a 1920's-1940's Vintage home, including Bungalow, Craftsman, Arts & Crafts, Victorian styles. The architectural styles of "Houses by Mail", by Katherine Cole Stevenson are incorporated by reference. This book is available in the Community Development Department.

Landscape – As proposed the tree plantings meet city requirements, however the plantings are shown in common area, the applicant must provide written permission/agreement with the Association in order to plan said trees.

Comprehensive Plan- This proposal is consistent with the City's 2008 Comprehensive Plan Future Land-Use Map, which identifies this parcel as medium density residential for future development.

City Engineer Comments – The City Engineer's memo is attached. With minor revisions laid out in the report Engineering is recommending approval.

Isanti Fire Comments – The Fire Chief has reviewed the proposed plat and has concerns with the length of proposed Drive A and suggest the drive be connected to Isanti Parkway. The applicant should address this with the Fire Department before final plat approval.

Planning Commission Recommendation

The Planning Commission held a public hearing at their regular meeting of July 16, 2019, one member from the public spoke on this item. The gentleman that spoke about the proposed subdivision stated that we don't need anymore residential lots. Staff explained this plat actually decreases what was originally approved. The Commission discussed the need for this type of housing vs townhomes. The Planning Commission recommends approval.

Staff Recommendation

Staff recommends the following motion:
Move to approve the Preliminary Plat for Villages on the Rum 6th Addition with the following Conditions:

1. Final Plat and Site Plan approval shall be applied for within one year.
2. The Developer must enter into a development agreement with the City of Isanti.
3. Engineering comments/concerns in a memo dated July 10, 2019 to Community Development Director Sheila Sellman shall be addressed.
4. Fire Chief comments/concerns in a memo dated July 8, 2019 shall be addressed.
5. Written agreement/permission with the Association for tree planting shall be submitted to the City of Isanti.
6. Setbacks are as follows:
    a. Front: 5 feet
    b. Side: 5 feet, 10 feet in-between buildings
    c. Rear: 25 feet from adjacent right-of-way
7. The housing architecture shall be similar to a 1920's-1940's Vintage home, including Bungalow, Craftsman, Arts & Crafts, Victorian styles. The architectural styles of "Houses by Mail", by Katherine Cole Stevenson are incorporated by reference. This book is available in the Community Development Department.

Attachments

- Resolution 2019-XXX
- Findings of Fact
- City Engineer Memo
- Fire Chief Memo
- Preliminary Plat

RESOLUTION NO. 2019-XXX

A RESOLUTION APPROVING THE PRELIMINARY PLAT OF VILLAGES ON THE RUM 6TH ADDITION

WHEREAS, Semler Homes Inc, has made application for Preliminary Plat Approval for Villages on the Rum 6th; which is legally described as Lots 74-97, Block 4, Villages on the Rum Addition, Isanti County, Isanti, Minnesota; and,

WHEREAS, the Isanti Planning Commission conducted a public hearing on the Preliminary Plat on July 16, 2019; and,

WHEREAS, all required public notices regarding the public hearing were posted and sent; and,

WHEREAS, the Isanti Planning Commission had recommended approval of the requested Preliminary Plat based upon the Findings of Fact and Conclusion as presented; and,

WHEREAS, the City Council reviewed the Preliminary Plat request at its meeting on August 7, 2019; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, that it adopts the Findings of Fact and Conclusion related to the requested Preliminary Plat of Legacy Pines. **BE IT FURTHER RESOLVED** that the requested Preliminary Plat Approval from Semler Homes Inc, be approved with the following conditions:

1. Final Plat and Site Plan approval shall be applied for within one year.
2. The Developer must enter into a development agreement with the City of Isanti.
3. Engineering comments/concerns in a memo dated July 10, 2019 to Community Development Director Sheila Sellman shall be addressed.
4. Fire Chief comments/concerns in a memo dated July 8, 2019 shall be addressed.
5. Written agreement/permission with the Association for tree planting shall be submitted to the City of Isanti.
6. Setbacks are as follows:
    a. Front: 5 feet
    b. Side: 5 feet, 10 feet in-between buildings
    c. Rear: 25 feet from adjacent right-of-way
7. The housing architecture shall be similar to a 1920's-1940's Vintage home, including Bungalow, Craftsman, Arts & Crafts, Victorian styles. The architectural styles of "Houses by Mail", by Katherine Cole Stevenson are incorporated by reference. This book is available in the Community Development Department.

Adopted by the Isanti City Council on this 7th day of August, 2019.

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
City Clerk/ Human Resources

FINDINGS OF FACT AND CONCLUSION

Request

Request from Semler Homes Inc, for Preliminary Plat Approval of River on the Rum 6th Addition legally described as Lots 74-97 Block 4, Villages on the Rum Addition, Isanti County, Isanti, Minnesota.

Findings of Fact

1. The applicant, Semler Homes Inc('the applicant'), has made application for Preliminary Plat Approval of Villages on the Rum 6th Addition, Isanti County, Minnesota.
2. The property is legally described as Lots 74-97, Block 4, River on the Rum Addition, Isanti, Minnesota.
3. The Applicant is requesting Preliminary Plat Approval in an effort to create 16 lots.
4. The property is zoned "R-3B" Medium Density Multiple-Family Residential
5. A preliminary plat is considered a major change requiring a public hearing and notification of all property owners within 350'; and final approval by the City Council.
6. The Applicant submitted an application for Preliminary Plat Approval on June 21, 2019. It was deemed complete on June 21, 2019.
7. A public hearing date before the Planning Commission was scheduled for Tuesday July 16, 2019 at 7:00 p.m.at City Hall within the Council Chambers.
8. Notices were sent to all property owners located within the development and within 350 feet of the subject property.

Conclusions

1. The Preliminary Plat is consistent with the Development Agreement for River on the Rum

Decision

Planning Commission Recommendation: The Planning Commission held a public hearing on July 16, 2019 and Recommends approval. Motion by Bergley, seconded by Simon to approve with staff conditions. Motion passed unanimously.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: July 10, 2019

To: Sheila Sellman, Community Development Director

From: Jason W. Cook, P.E.
City Engineer

Subject: Villages on the Rum Sixth Addition – Review
City of Isanti, MN
Project No.: R13.117985

We have reviewed the plan set entitled "Villages on the Rum Sixth Addition" with a signature date of 6/21/2019.

The plan includes the re platting of 32 existing lots into 16 proposed lots.

We have reviewed the submitted plans and have the following comments:

1. From an engineering perspective "Drive A" can be a shared use driveway. I defer to fire, police, and the post master regarding its designation. If it is determined it needs to be a street, it will need a street sign, curb & gutter and a turn around.
2. Sheet 4 of 5:
    a. How will the existing sewer and water services be abandoned?
3. General Comment: The pavement section and curb type are not City standard. This is acceptable as a private roadway, but it would not be eligible to be turned over to the City in the future.

We recommend approval of the plans once the above items are addressed.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer

July 8, 2019

City of Isanti

RE: Plan Review of Villages on the Rum Sixth Add.

Isanti Fire has reviewed the replatting of the 32 lots in Villages on the Rum, 6th addition and has identified the following concern.

1) Drive A dead ends after lots 13-16 on block 1. This is not preferable, and if greater than 150' in length is in conflict with MN State Fire Code.
    a. A suggestion would be to continue Drive A through City of Isanti parcel 160961580 and intersect into Isanti Parkway. Doing this would be 2 part, 1) allow access to lots 13-16 and 2) ensure two fire access roads exist in the development.

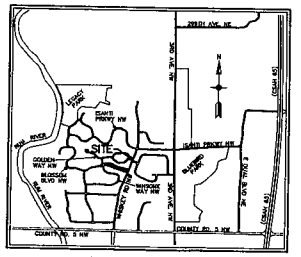
Isanti Fire sees no other concerns related to fire safety.

Sincerely,

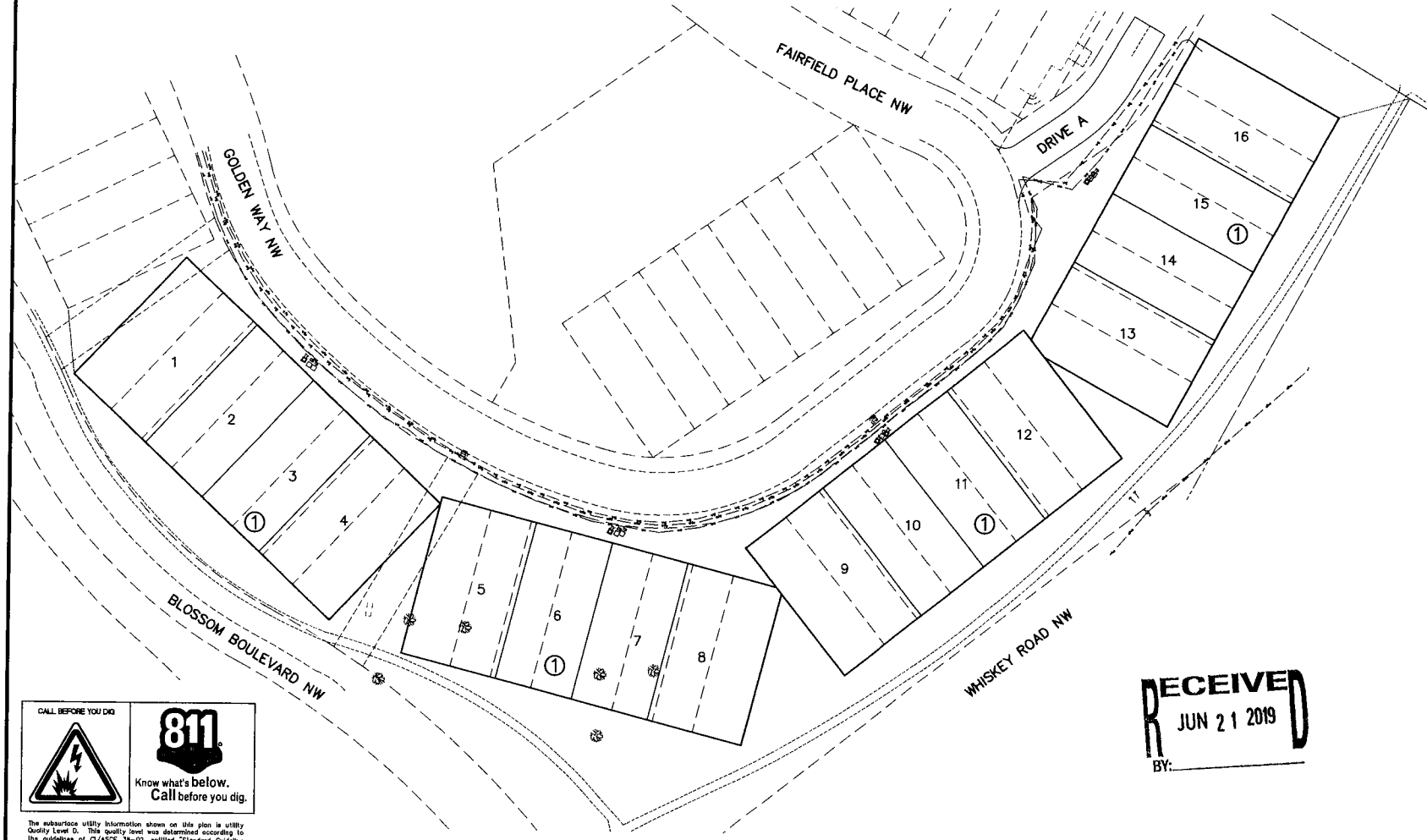
Alan Jankovich | Fire Chief
Isanti Fire District

VILLAGES ON THE RUM SIXTH ADDITION

ISANTI, MINNESOTA



VICINITY MAP
NOT TO SCALE



SHEET INDEX

1. COVER
2. EXISTING CONDITIONS
3. PRELIMINARY PLAT
4. SITE & UTILITY PLAN
5. GRADING & EROSION CONTROL PLAN

L1. LANDSCAPE PLAN

BENCHMARKS

1. Top Nut Hydrant located by Lot 99, Block 4 TNH Elevation = 941.58.
2. Top Nut Hydrant located by Lot 122, Block 4 TNH Elevation = 941.78.

RECEIVED
JUN 21 2019
BY:

CALL BEFORE YOU DIG

811 Know what's below. Call before you dig.

The subsurface utility information shown on this plan is utility Quality Level D. This quality level was determined according to the guidelines of CI/ASCE 38-02, entitled "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data."

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• surveying

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I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

Print Name: Brian J. Krystofiak, P.E.
Signature:
Date: 6/21/19 License #: 25063

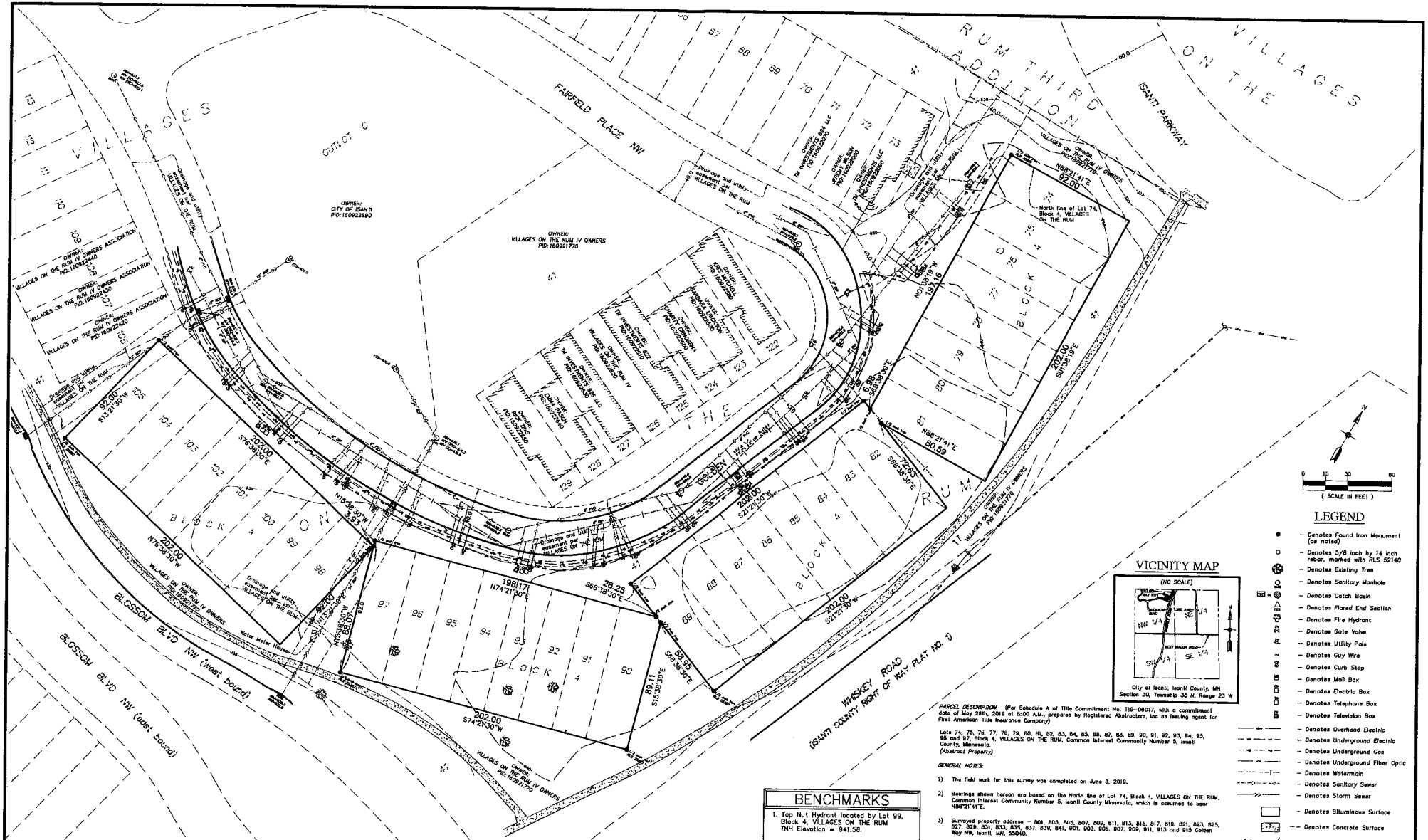
Drawn: KHO
Designed: BJK
Date: 6/21/19

Revisions:
1.

SEMLER CONSTRUCTION, INC.
209 - 1st Avenue E.
Cambridge, MN 55008

VILLAGES ON THE RUM SIXTH ADDITION
Isanti, Minnesota

COVER



LEGEND

- Denotes Found Iron Monument (as noted)
- Denotes 5/8 inch by 14 inch rebar, marked with RLS 52140
- Denotes Existing Tree
- Denotes Sanitary Manhole
- Denotes Catch Basin
- Denotes Flared End Section
- Denotes Fire Hydrant
- Denotes Gate Valve
- Denotes Utility Pole
- Denotes Guy Wire
- Denotes Curb Stop
- Denotes Mail Box
- Denotes Electric Box
- Denotes Telephone Box
- Denotes Television Box
- Denotes Overhead Electric
- Denotes Underground Electric
- Denotes Underground Gas
- Denotes Underground Fiber Optic
- Denotes Watermain
- Denotes Sanitary Sewer
- Denotes Storm Sewer
- Denotes Bituminous Surface
- Denotes Concrete Surface
- Denotes Existing 1 Ft. Contour
- Denotes Existing 5 Ft. Contour

VICINITY MAP

(NO SCALE)

City of Isanti, Isanti County, MN
Section 30, Township 35 N, Range 23 W

BENCHMARKS

1. Top Nut Hydrant located by Lot 99, Block 4, VILLAGES ON THE RUM
TNH Elevation = 941.58.

2. Top Nut Hydrant located by Lot 122, Block 4, VILLAGES ON THE RUM
TNH Elevation = 941.79.

PARCEL DESCRIPTION: (Per Schedule A of Title Commitment No. 119-08017, with a commitment date of May 29th, 2019 at 8:00 A.M., prepared by Registered Abstractors, Inc as issuing agent for First American Title Insurance Company)

Lots 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96 and 97, Block 4, VILLAGES ON THE RUM, Common Interest Community Number 5, Isanti County, Minnesota.
(Abstract Property)

GENERAL NOTES:

1) The field work for this survey was completed on June 3, 2019.

2) Bearings shown hereon are based on the North line of Lot 74, Block 4, VILLAGES ON THE RUM, Common Interest Community Number 5, Isanti County Minnesota, which is assumed to bear N88°21'41"E.

3) Surveyed property address – 801, 803, 805, 807, 809, 811, 813, 815, 817, 819, 821, 823, 825, 827, 829, 831, 833, 835, 837, 839, 841, 901, 903, 905, 907, 909, 911, 913 and 915 Golden Way NW, Isanti, MN. 55040.

4) Above ground utilities have been field located as shown. Underground utilities shown hereon are those which were field marked by utility companies responding to Gopher State One Call, Ticket No. 191351299, dated 5/15/2019. All underground locations shown hereon are APPROXIMATE. Prior to any excavations or digging, contact Gopher State One Call for an on-site location (651-454-0002).

Carlson McCain | • environmental • engineering • surveying
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Blaine, MN 55449
Phone: (763) 489-7900
Fax: (763) 489-7959
www.carlsonmccain.com

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota

Print Name: Daniel S. Hanson, L.S.
Signature:
Date: 06/20/19 License #: 52140

DRAWN BY: DSH
ISSUE DATE: 06/20/2019
FILE NO: 885

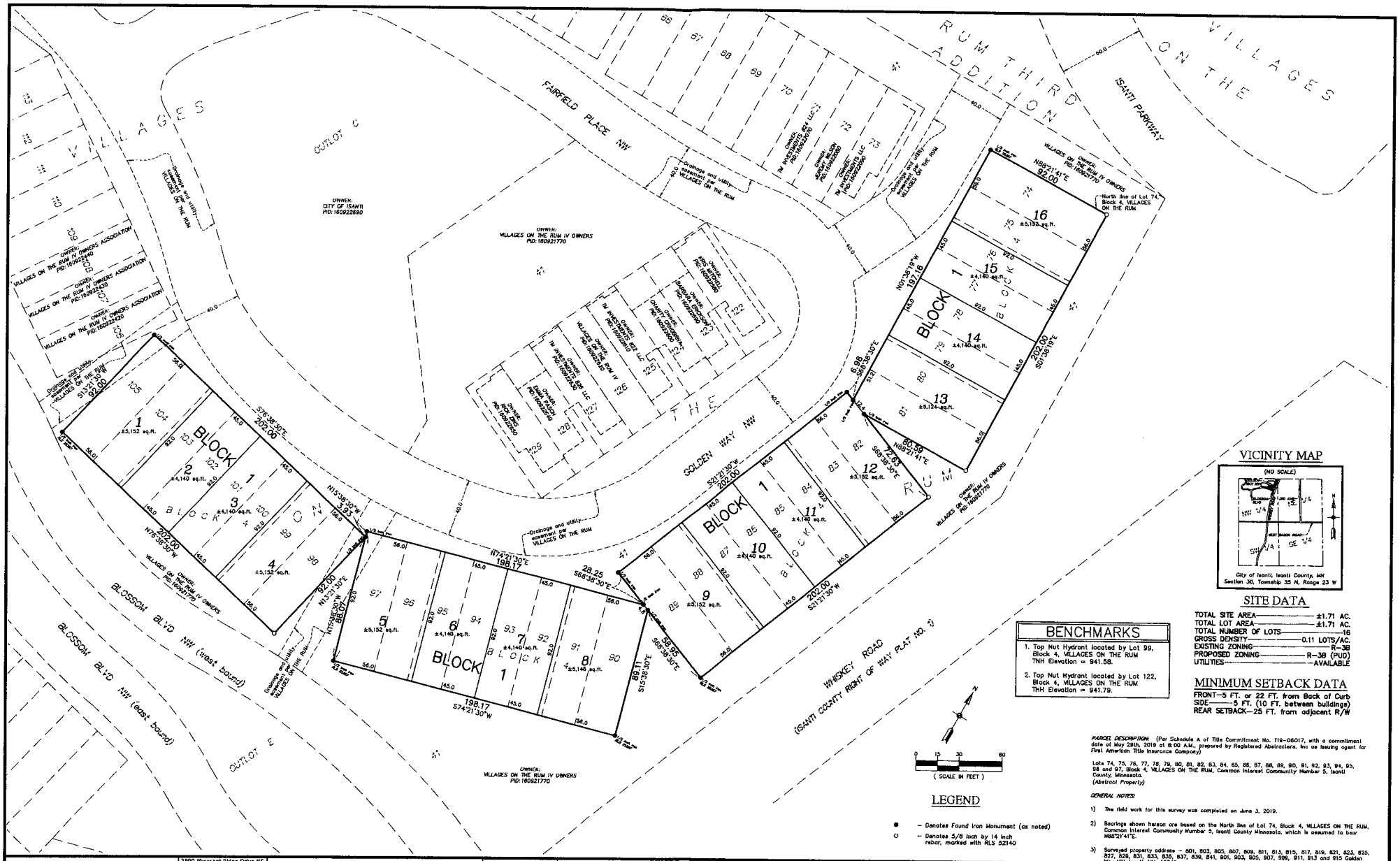
Revisions:

SEMLER CONSTRUCTION, INC.
209 1st Ave East
Cambridge, MN 55008

VILLAGES ON THE RUM SIXTH ADDITION
Isanti, Minnesota

EXISTING CONDITIONS

Mark Date: 06/20/19 C:\Jobs\5331 - 5340\5333 - villages on the rum\proj\survey\view plan\plan\survey\5333-01 ascon.dwg



VICINITY MAP

City of Isanti, Isanti County, MN
Section 30, Township 35 N, Range 23 W

BENCHMARKS

1. Top Nut Hydrant located by Lot 99, Block 4, VILLAGES ON THE RUM THH Elevation = 941.58.
2. Top Nut Hydrant located by Lot 122, Block 4, VILLAGES ON THE RUM THH Elevation = 941.79.

SITE DATA

TOTAL SITE AREA	±1.71 AC.
TOTAL LOT AREA	±1.71 AC.
TOTAL NUMBER OF LOTS	16
GROSS DENSITY	0.11 LOTS/AC.
EXISTING ZONING	R-3B
PROPOSED ZONING	R-3B (PUD)
UTILITIES	AVAILABLE

MINIMUM SETBACK DATA

FRONT—5 FT. or 22 FT. from Back of Curb
SIDE—5 FT. (10 FT. between buildings)
REAR SETBACK—25 FT. from adjacent R/W

0 15 30 60
(SCALE IN FEET)

LEGEND

● – Denotes Found Iron Monument (as noted)
○ – Denotes 5/8 inch by 14 inch rebar, marked with RLS 52140

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(Abstract Property)

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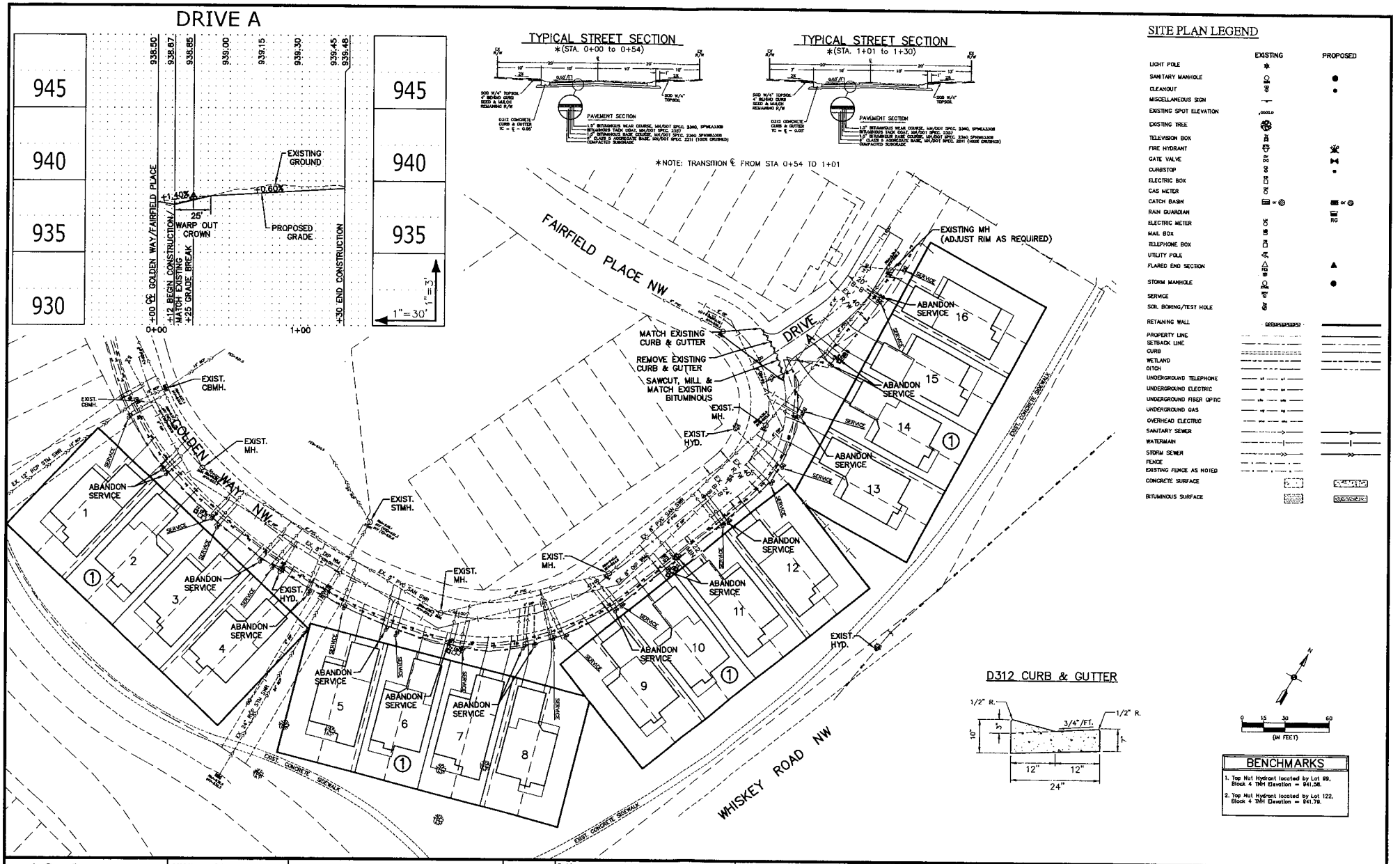
3) Surveyed property address – 601, 603, 605, 607, 609, 611, 613, 615, 617, 619, 621, 623, 625, 627, 629, 631, 633, 635, 637, 639, 641, 801, 803, 805, 807, 909, 911, 913 and 915 Golden Way NW, Isanti, MN 55040

Carlson McCain • environmental • engineering • surveying	3890 Pheasant Ridge Drive NE, Suite 100 Blaine, MN 55449 Phone: (763) 489-7900 Fax: (763) 489-7959 www.carlsonmccain.com	I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota	Print Name: Daniel S. Hanson, L.S. Signature: Date: 06/20/19 License #: 52140	DRAWN BY: DSH ISSUE DATE: 06/20/2019 FILE NO: 885	Revisions:
SEMLER CONSTRUCTION, INC. 209 1st Ave East Cambridge, MN 55008	**VILLAGES ON THE RUM SIXTH ADDITION** Isanti, Minnesota	**PRELIMINARY PLAT**	3 of 5		

Date Plotted: 06/20/19 | F:\jobs\0331 - 5349\0333 - villages on the rum\cad\survey\new plat\preliminary\5333-01 prelim.dwg



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I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

Print Name: Brian J. Krystofiak, P.E.
Signature:
Date: 6/21/19 License #: 25063

Drawn: KAD
Designed: BJK
Date: 6/21/19

Revisions:
1.

SEMLER CONSTRUCTION, INC.
209 - 1st Avenue E.
Cambridge, MN 55008

VILLAGES ON THE RUM SIXTH ADDITION
Isanti, Minnesota

SITE & UTILITY PLAN

TURF ESTABLISHMENT

TURF ESTABLISHMENT SHALL APPLY TO ALL DISTURBED AREAS AND SHALL BE ACCORDING TO MnDOT STANDARD SPECIFICATIONS FOR CONSTRUCTION (LATEST EDITION) EXCEPT AS MODIFIED BELOW.

TURF ESTABLISHMENT SHALL OCCUR AS SOON AS POSSIBLE BUT IN NO CASE MORE THAN 7 DAYS.

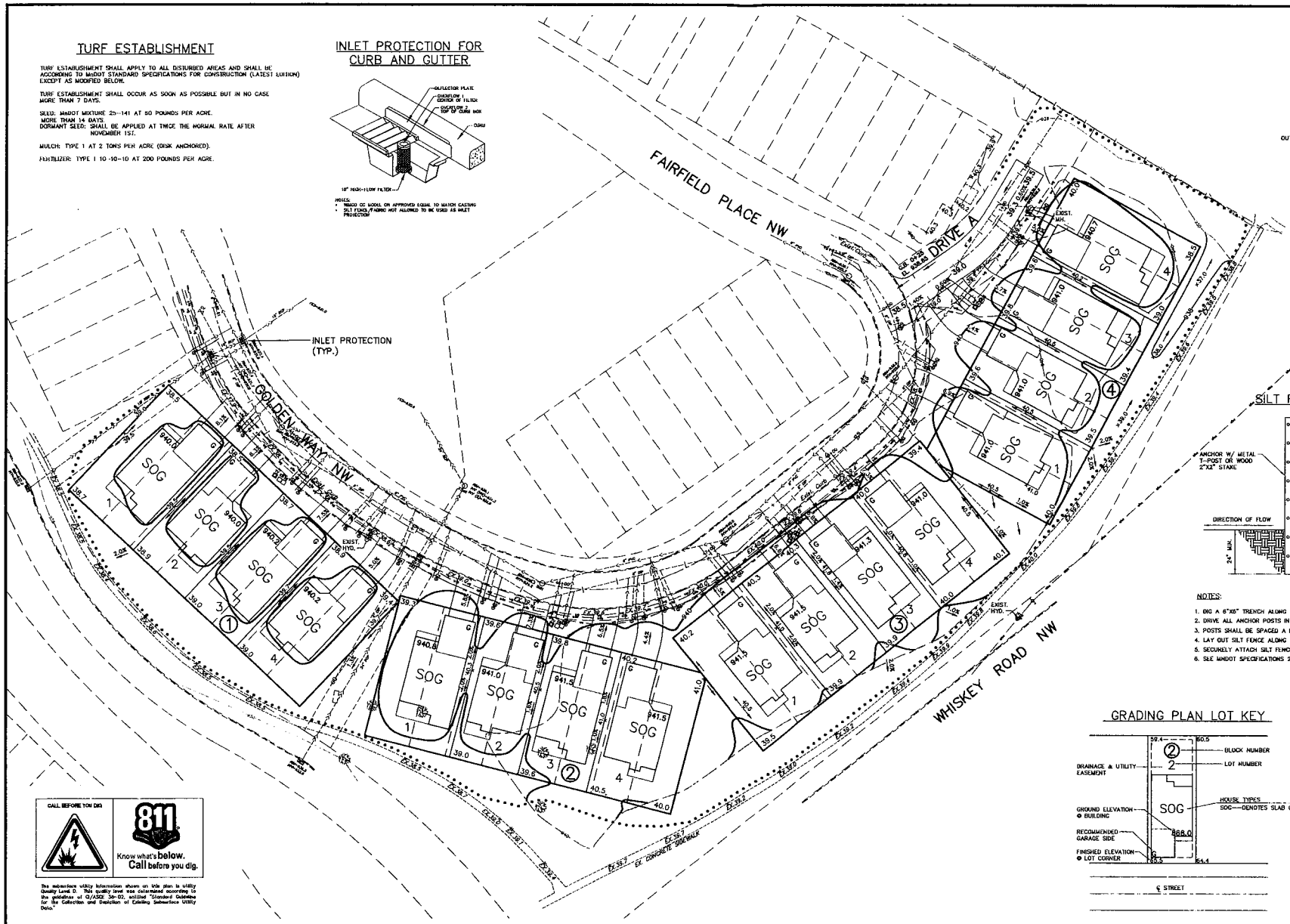
SEED: MnDOT MIXTURE 25-141 AT 80 POUNDS PER ACRE.
MORE THAN 14 DAYS
DORMANT SEED: SHALL BE APPLIED AT TWICE THE NORMAL RATE AFTER NOVEMBER 1ST.

MULCH: TYPE 1 AT 2 TONS PER ACRE (DISK ANCHORED).

FERTILIZER: TYPE 1 10-10-10 AT 200 POUNDS PER ACRE.

INLET PROTECTION FOR CURB AND GUTTER

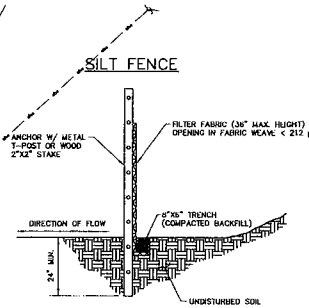
NOTES:
- MNDOT OR MODEL OR APPROVED EQUAL TO MATCH CASTING
- SILT FENCE/FABRIC NOT ALLOWED TO BE USED AS INLET PROTECTION



LEGEND

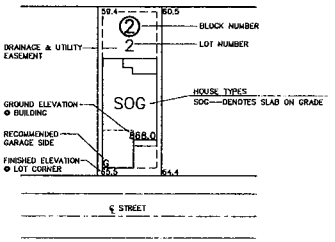
	EXISTING	PROPOSED
PROPERTY LINE		
EASEMENT LINE		
CURB LINE		
BITUMINOUS		
CONCRETE		
SANITARY SEWER		
STORM SEWER		
WATER MAIN		
OVERHEAD UTILITY		
STORM CATCH BASIN		
STORM MANHOLE		
OUTLET CONTROL STRUCTURE		
MANHOLE		
HYDRANT		
GATE VALVE		
TELEVISION BOX		
TELEPHONE BOX		
UTILITY POLE		
RETAINING WALL		
FENCE		
10' CONTOUR		
2' CONTOUR		
FEMA FLOOD PLAIN		
WETLAND LINE		
DITCHLINE		
SPOT ELEVATION	000	00.0
EMERGENCY OVERFLOW		E.O.F.
SILT FENCE (STANDARD DTL #2001)		000.0
TREE FENCE		
GRADING LIMITS		
TREELINE		
SOIL BORING	TH	

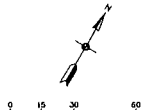
SILT FENCE



NOTES:
1. DIG A 6"X6" TRENCH ALONG THE INTENDED SILT FENCE LINE.
2. DRIVE ALL ANCHOR POSTS INTO THE GROUND AT THE DOWNHILL SIDE OF THE TRENCH.
3. POSTS SHALL BE SPACED A MAXIMUM OF 8 FEET APART.
4. LAY OUT SILT FENCE ALONG THE UPHILL SIDE OF THE ANCHOR POSTS AND BACK FILL 6"X6" TRENCH.
5. SECURELY ATTACH SILT FENCE TO ANCHOR POSTS W/ MINIMUM OF THREE ATTACHMENTS PER POST.
6. SEE MNDOT SPECIFICATIONS 2573 & 3886.

GRADING PLAN LOT KEY





BENCHMARKS

1. Top Nut Hydrant located by Lot 99, Block 4 TNH Elevation = 941.58.
2. Top Nut Hydrant located by Lot 122, Block 4 TNH Elevation = 941.79.

CALL BEFORE YOU DIG 811 Know what's below. Call before you dig.

The subsurface utility information shown on this plan is utility Quality Level D. This quality level was determined according to the guidelines of CI/ASCE 38-02, entitled "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data."

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I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

Print Name: Brian J. Krysiolitas, P.E.
Signature:
Date: 6/21/19 License #: 25063

Drawn: KAO
Designed: BJK
Date: 6/21/19

Revisions:
1.

SEMLER CONSTRUCTION, INC.
209 - 1st Avenue E.
Cambridge, MN 55008

VILLAGES ON THE RUM SIXTH ADDITION
Isanti, Minnesota

GRADING, DEVELOPMENT & EROSION CONTROL PLAN

5 of 5

Save Date: 06/20/19 P:\Jobs\3271 - 324013233 - villages on the rum\Survey\engineering\13233 grdn.dwg

CITY of ISANTI LANDSCAPE CODE

A. TREE REQUIREMENTS. THE FOLLOWING QUANTITY AND TYPE OF TREES ARE REQUIRED.

a.A. ONE TREE PER 50FT OF STREET FRONTAGE AS A MINIMYM

a.B. ALL RESIDENTIAL PROPERTIES SHALL PROVIDE A MINIMUM OF TWO (2) TREES.

a.C. RESIDENTIAL LOTS EXCEEDING 8,000 SQUARE FEET IN AREA SHALL PROVIDE A MINIMUM OF THREE (3)TREES UPON THE PROPERTY.

a.D. CORNER LOTS AND LOTS EXCEEDING 12,000 SQUARE FEET IN AREA SHALL PROVIDE A MINIMUM OF FOUR (4) TREES.

a.E. WHEN CALCULATING THE NUMBER OF REQUIRED TREES, WHETHER BASED UPON LOT AREA OR LOT FRONTAGE, THE GREATER OF THE TWO SHALL BE PROVIDED.

a.F. TREES SHALL BE OF VARYING SPECIES AND SHALL BE IN ACCORDANCE WITH THE CITY TREE LISTS, AS PRESENTED WITHIN THE SECTION. IF FOUR (4) OR MORE TREES ARE USED, THE TREES SHALL BE OF AT LEAST THREE (3) DIFFERENT SPECIES. IF SEVEN (7) OR MORE TREES ARE PLANTED, TREES SHALL BE OF AT LEAST FOUR (4) DIFFERENT SPECIES. OTHER TYPES OF

- TWO TREES SHALL BE INSTALLED BY THE BUILDER/HOMEOWNER.

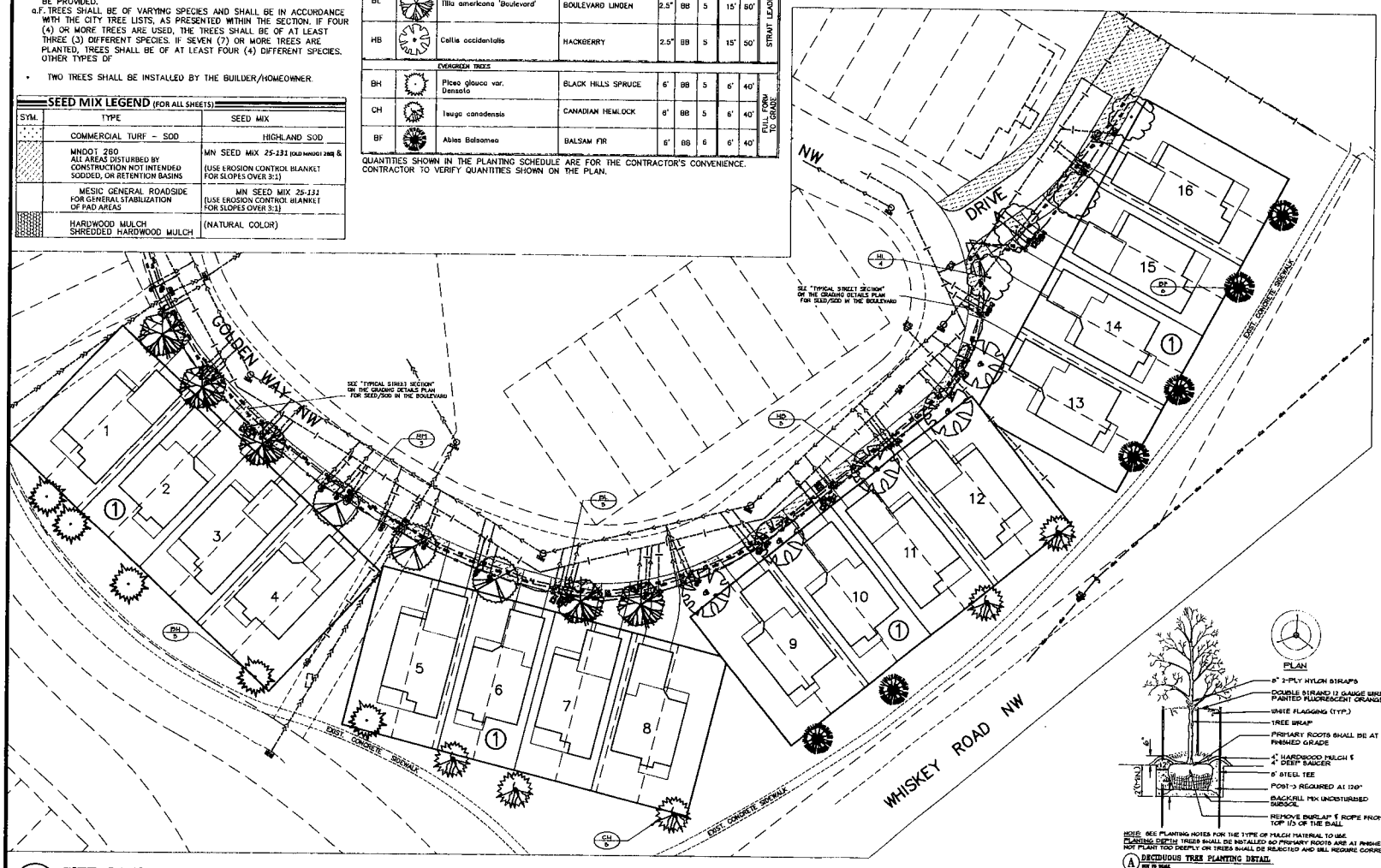
SEED MIX LEGEND (FOR ALL SHEETS)

SYM.	TYPE	SEED MIX
	COMMERCIAL TURF - SOD	HIGHLAND SOD
	MNDOT 280 ALL AREAS DISTURBED BY CONSTRUCTION NOT INTENDED SODDED, OR RETENTION BASINS	MN SEED MIX 25-131 (OLD MNDOT 280) & (USE EROSION CONTROL BLANKET FOR SLOPES OVER 3:1)
	MESIC GENERAL ROADSIDE FOR GENERAL STABILIZATION OF PAD AREAS	MN SEED MIX 25-131 (USE EROSION CONTROL BLANKET FOR SLOPES OVER 3:1)
	HARDWOOD MULCH SHREDDED HARDWOOD MULCH	(NATURAL COLOR)

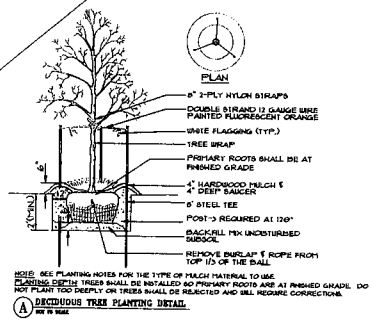
LANDSCAPE LEGEND

KEY		BOTANICAL NAME	COMMON NAME	SIZE	ROOT	QTY.	INSTALL/MATURE HEIGHT HEIGHT		
		DECIDUOUS TREES							
RM		Acer rubrum 'Nothwoods'	NORTHWOODS MAPLE	2.5"	BB	3	14'	50'	STRAIT LEADER NO "V" CROTCH
HL		Gleditsia triacanthos var. inermis 'Shademaster'	SHADEMASTER HONEYLOCUST	2.5"	BB	4	10'	50'	
BL		Tilia americana 'Boulevard'	BOULEVARD LINDEN	2.5"	BB	5	15'	50'	
HB		Celtis occidentalis	HACKBERRY	2.5"	BB	5	15'	50'	
		EVERGREEN TREES							
BH		Picea glauca var. Densata	BLACK HILLS SPRUCE	6'	BB	5	6'	40'	FULL FORM TO GRADE
CH		Tsuga canadensis	CANADIAN HEMLOCK	6'	BB	5	6'	40'	
BF		Abies Balsamea	BALSAM FIR	6'	BB	6	6'	40'	

QUANTITIES SHOWN IN THE PLANTING SCHEDULE ARE FOR THE CONTRACTOR'S CONVENIENCE. CONTRACTOR TO VERIFY QUANTITIES SHOWN ON THE PLAN.



1 / L1 SITE LANDSCAPE PLAN



NOTE: SEE PLANTING NOTES FOR THE TYPE OF MULCH MATERIAL TO USE. PLANTING DEPTH: TREES SHALL BE INSTALLED SO PRIMARY ROOTS ARE AT FINISHED GRADE. DO NOT PLANT TOO DEEPLY OR TREES SHALL BE REJECTED AND WILL REQUIRE CORRECTIONS.

A DECIDUOUS TREE PLANTING DETAIL
NOT TO SCALE

0 30 60 90
SCALE 1" = 30'

PLANTING NOTES

1. ALL PLANTS MUST BE HEALTHY, VIGOROUS MATERIAL, FREE OF PESTS AND DISEASE AND BE CONTAINER GROWN OR BALLED AND BURLAPPED AS INDICATED IN THE LANDSCAPE LEGEND.
2. ALL TREES MUST BE STRAIGHT TRUNKED AND FULL HEADED AND MEET ALL REQUIREMENTS SPECIFIED.
3. THE LANDSCAPE ARCHITECT RESERVES THE RIGHT TO REJECT ANY PLANTS WHICH ARE DEEMED UNSATISFACTORY BEFORE, DURING, OR AFTER INSTALLATION.
4. NO SUBSTITUTIONS OF PLANT MATERIAL SHALL BE ACCEPTED UNLESS APPROVED IN WRITING BY THE LANDSCAPE ARCHITECT.
5. ALL PLANTING STOCK SHALL CONFORM TO THE "AMERICAN STANDARD FOR NURSERY STOCK," ANSI- Z60, LATEST EDITION, OF THE AMERICAN ASSOCIATION OF NURSERYMEN, INC. AND SHALL CONSTITUTE MINIMUM QUALITY REQUIREMENTS FOR PLANT MATERIALS.
6. EXISTING TREES AND SHRUBS TO REMAIN SHALL BE PROTECTED TO THE DRIP LINE FROM ALL CONSTRUCTION TRAFFIC, STORAGE OF MATERIALS ETC. WITH 4' HT. ORANGE PLASTIC SAFETY FENCING ADEQUATELY SUPPORTED BY STEEL FENCE POSTS 6' O.C. MAXIMUM SPACING.
7. ALL PLANT MATERIAL QUANTITIES, SHAPES OF BEDS AND LOCATIONS SHOWN ARE APPROXIMATE. CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLETE COVERAGE OF ALL PLANTING BEDS AT SPACING SHOWN AND ADJUSTED TO CONFORM TO THE EXACT CONDITIONS OF THE SITE. THE LANDSCAPE ARCHITECT SHALL APPROVE THE STAKING LOCATION OF ALL PLANT MATERIALS PRIOR TO INSTALLATION.
8. ALL PLANTING AREAS MUST BE COMPLETELY MULCHED AS SPECIFIED.
9. MULCH: SHREDDED HARDWOOD MULCH, CLEAN AND FREE OF NOXIOUS WEEDS OR OTHER DELETERIOUS MATERIAL IN ALL MASS PLANTING BEDS AND FOR TREES, UNLESS INDICATED AS ROCK MULCH ON DRAWINGS. SUBMIT SAMPLE TO LANDSCAPE ARCHITECT PRIOR TO DELIVERY ON-SITE FOR APPROVAL. DELIVER MULCH ON DAY OF INSTALLATION. USE 4" FOR SHRUB BEDS, AND 3" FOR PERENNIAL/GROUND COVER BEDS, UNLESS OTHERWISE DIRECTED.
10. PLACE LANDSCAPE FILTER FABRIC UNDER ALL MULCHED AREAS. FILTER FABRIC SHALL BE 100% INTERWOVEN 3.1oz NEEDLE PUNCHED POLYPROPYLENE FABRIC MANUFACTURED BY DEWITT. USE PRO 5 "WEED BARRIER" OR APPROVED EQUAL.
11. PLACE EDGING BETWEEN ALL PLANTING/ROCK BEDS AND TURF. EDGING SHALL BE POLY.
12. THE PLAN TAKES PRECEDENCE OVER THE LANDSCAPE LEGEND IF DISCREPANCIES EXIST. THE SPECIFICATIONS TAKE PRECEDENCE OVER THE PLANTING NOTES AND GENERAL NOTES.
13. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL MULCHES AND PLANTING SOIL QUANTITIES TO COMPLETE THE WORK SHOWN ON THE PLAN. VERIFY ALL QUANTITIES SHOWN ON THE LANDSCAPE LEGEND.
14. LONG-TERM STORAGE OF MATERIALS OR SUPPLIES ON-SITE WILL NOT BE ALLOWED.
15. THE CONTRACTOR SHALL KEEP PAVEMENTS, PLANTERS AND BUILDINGS CLEAN AND UNSTAINED. ALL PEDESTRIAN AND VEHICLE ACCESS TO BE MAINTAINED THROUGHOUT CONSTRUCTION PERIOD. ALL WASTES SHALL BE PROMPTLY REMOVED FROM THE SITE. ANY PLANT STOCK NOT PLANTED ON DAY OF DELIVERY SHALL BE HEELED IN AND WATERED UNTIL INSTALLATION. PLANTS NOT MAINTAINED IN THIS MANNER WILL BE REJECTED. ANY DAMAGE TO EXISTING FACILITIES SHALL BE REPAVED AT THE CONTRACTOR'S EXPENSE.
16. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLYING WITH ALL APPLICABLE CODES, REGULATIONS, AND PERMITS GOVERNING THE WORK.
17. LOCATE AND VERIFY ALL UTILITIES, INCLUDING IRRIGATION LINES, WITH THE OWNER FOR PROPRIETARY UTILITIES AND GOPHER STATE ONE CALL AT 454-0002 (TWIN CITIES METRO AREA) OR 800-252-1166 (GREATER MINNESOTA) 48 HOURS BEFORE DIGGING. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND REPAIR OF ANY DAMAGES TO SAME. NOTIFY THE LANDSCAPE ARCHITECT OF ANY CONFLICTS TO FACILITATE PLANT RELOCATION.
18. USE ANTI-DESICCANT (WILTPRUF OR APPROVED EQUAL) ON DECIDUOUS PLANTS MOVED IN LEAF AND FOR EVERGREENS MOVED ANYTIME. APPLY AS PER MANUFACTURER'S INSTRUCTION. ALL EVERGREENS SHALL BE SPRAYED IN THE LATE FALL FOR WINTER PROTECTION DURING WARRANTY PERIOD.
19. PLANTING SOIL FOR TREES, SHRUBS AND GROUND COVERS: FERTILE FRIABLE LOAM CONTAINING A LIBERAL AMOUNT OF HUMUS AND CAPABLE OF SUSTAINING VIGOROUS PLANT GROWTH. IT SHALL COMPLY WITH MN/DOT SPECIFICATION 3877 TYPE B SELECT TOPSOIL MIXTURE SHALL BE FREE FROM HARDPACK SUBSOIL, STONES, CHEMICALS, NOXIOUS WEEDS, ETC. SOIL MIXTURE SHALL HAVE A PH BETWEEN 6.1 AND 7.5 AND 10-0-10 FERTILIZER AT THE RATE OF 3 POUNDS PER CUBIC YARD. IN PLANTING BEDS INCORPORATE THIS MIXTURE THROUGHOUT THE ENTIRE BED BY ROTOTILLING IT INTO THE TOP 12" OF SOIL.
20. ALL PLANTS SHALL BE GUARANTEED FOR TWO COMPLETE GROWING SEASON (APRIL 1 - NOVEMBER 1), UNLESS OTHERWISE SPECIFIED. THE GUARANTEE SHALL COVER THE FULL COST OF REPLACEMENT INCLUDING LABOR AND PLANTS.
21. CONTRACTOR SHALL NOTIFY THE LANDSCAPE ARCHITECT AT LEAST 3 DAYS PRIOR TO PLANNED DELIVERY. THE CONTRACTOR SHALL NOTIFY THE LANDSCAPE ARCHITECT AT LEAST 24 HOURS IN ADVANCE OF BEGINNING PLANT INSTALLATION.
22. SEASONS/TIME OF PLANTING AND SEEDING: NOTE: THE CONTRACTOR MAY ELECT TO PLANT IN OFF-SEASONS ENTIRELY AT HIS/HER RISK.
    DECIDUOUS POTTED PLANTS: 4/1 - 6/1; 9/21 - 11/1
    DECIDUOUS /B&B: 4/1 - 6/1; 9/21 - 11/1
    EVERGREEN POTTED PLANTS: 4/1 - 8/1; 9/21-11/1
    EVERGREEN B&B: 4/1 - 5/1; 9/1 - 11/1
    TURF/LAWN SEEDING: 4/1 - 8/1; 7/20 - 9/20
    NATIVE MIX SEEDING: 4/1 - 7/20; 9/20-10/20
23. MAINTENANCE SHALL BEGIN IMMEDIATELY AFTER EACH PORTION OF THE WORK IS IN PLACE. PLANT MATERIAL SHALL BE PROTECTED AND MAINTAINED UNTIL THE INSTALLATION OF THE PLANTS IS COMPLETE, INSPECTION HAS BEEN MADE, AND PLANTINGS ARE ACCEPTED EXCLUSIVE OF THE GUARANTEE. MAINTENANCE INCLUDE WATERING, CULTIVATING, MULCHING, REMOVAL OF DEAD MATERIALS, RE-SETTING PLANTS TO PROPER GRADE AND KEEPING PLANTS IN A PLUMB POSITION. AFTER ACCEPTANCE, THE OWNER SHALL ASSUME MAINTENANCE RESPONSIBILITIES. HOWEVER, THE CONTRACTOR SHALL CONTINUE TO BE RESPONSIBLE FOR KEEPING THE TREES PLUMB THROUGHOUT THE GUARANTEE PERIOD.
24. ANY PLANT MATERIAL WHICH DIES, TURNS BROWN, OR DEFOLIATES (PRIOR TO TOTAL ACCEPTANCE OF THE WORK) SHALL BE PROMPTLY REMOVED FROM THE SITE AND REPLACED WITH MATERIAL OF THE SAME SPECIES, QUANTITY, AND SIZE AND MEETING ALL LANDSCAPE LEGEND SPECIFICATIONS.
25. WATERING: MAINTAIN A WATERING SCHEDULE WHICH WILL THOROUGHLY WATER ALL PLANTS ONCE A WEEK, IN EXTREMELY HOT DRY WEATHER, WATER MORE OFTEN AS REQUIRED BY INDICATIONS OF HEAT STRESS SUCH AS WILTING LEAVES. CHECK MOISTURE UNDER MULCH PRIOR TO WATERING TO DETERMINE NEED. CONTRACTOR SHALL MAKE THE NECESSARY ARRANGEMENTS FOR WATER.
26. CONTRACTOR SHALL REQUEST IN WRITING, A FINAL ACCEPTANCE INSPECTION.
27. ALL DISTURBED AREAS TO BE TURF SEEDED, ARE TO RECEIVE 4" TOP SOIL, SEED, MULCH, AND WATER UNTIL A HEALTHY STAND OF GRASS IS OBTAINED.
28. ALL DISTURBED AREAS TO RECEIVE NATIVE WETLAND SEEDED, ARE TO RECEIVE ENGINEERED SOIL, SEED, MULCH, AND WATER UNTIL A HEALTHY STAND OF GRASS IS OBTAINED.

Carlson McCain | • environmental • engineering • surveying
3890 Pheasant Ridge Drive NE, Suite 100
Blaine, MN 55449
Phone: (763) 489-7900
Fax: (763) 489-7959
www.carlsonmccain.com

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the State of Minnesota

Print Name: James A. Kalkas, RLA
Signature: James A. Kalkas
Date: 5/21/19 License #: 45071

Drawn: JAK
Designed: JAK
Date: 5/21/19

Revisions:
1.

SEMLER CONSTRUCTION, INC.
209 - 1st Avenue E.
Cambridge, MN 55008

VILLAGES ON THE RUM SIXTH ADDITION
Isanti, Minnesota

LANDSCAPE PLAN

L1 of 1

Save Date: 05/20/19 | J:\projects\5331 - 53rd\5331 - villages on the rum\Land\landscape\5331-landscape.dwg

BOLTON & MENK

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Fax: (763) 427-0833
Bolton-Menk.com

July 31, 2019

Mayor Johnson and Members of the City Council
City of Isanti
P.O. Box 428
Isanti, MN 55040

RE: Award Recommendation – Annexed Parcel Service Extensions
City of Isanti, Minnesota
BMI Project No. R13.118565

Honorable Mayor Johnson and Members of the City Council:

As directed by the City Council, we have prepared plans and specifications and requested quotes from three contractors to extend service to those annexed parcels that had been notified that they have immediate access to either sanitary sewer and/or water service.

Two quotes were received on July 30, 2019. The quotes were checked and tabulated and the final results are summarized as follows:

Bidder	Bid
Dirtworks, Inc.	$172,840.00
Northdale	$185,950.91
Engineer's Estimate	*$162,170.00*

Dirtworks Inc. has been determined to be the low responsible bidder.

We recommend award of this project to Dirtworks Inc. in the amount of $172,840.00.

If you have any questions, please contact me.

Sincerely,

BOLTON & MENK, INC.

Jason W. Cook

Jason W. Cook, P.E.
City Engineer

RESOLUTION NO. 2019-XXX

RESOLUTION AWARDING THE QUOTE FOR THE ANNEXED PARCEL SERVICE EXTENSIONS PROJECT

WHEREAS, the City Council ordered the development of plans and s to extend sanitary sewer or water service to parcels that were recently annexed into the City and were described as having immediate access to either sewer or water service, and,

WHEREAS, the City Council defined immediate access as having a service stub extended to the property line of the parcel in question, and,

WHEREAS, the plans and specifications have been completed for these improvements; and,

WHEREAS, Three quotes were requested, with a quote deadline of July 30, 2019; and,

WHEREAS, two quotes were received; and,

WHEREAS, Dirtworks Inc. was the responsible low bidder with a bid of $172,840.00.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1) That the City shall award the project entitled "Annexed Parcel Service Extensions" to Dirtworks Inc. in the amount of $172,840.00

2) Funding for the project is available from the sanitary sewer and water funds respectively.

This resolution was duly approved by the Isanti City Council this 7th day of August 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/19	07/18/2019	51583	2030	ARTISAN BEER COMPANY	609-20200	65.20
07/19	07/18/2019	51584	2770	BANDIMERE, RICK	601-20200	49.61
07/19	07/18/2019	51585	53	BELLBOY CORPORATION	609-20200	7,499.28
07/19	07/18/2019	51586	9	BERNICKS PEPSI-COLA	609-20200	1,579.45
07/19	07/18/2019	51587	2319	BREAKTHRU BEVERAGE	609-20200	6,772.84
07/19	07/18/2019	51588	918	CRYSTAL SPRINGS ICE	609-20200	509.49
07/19	07/18/2019	51589	8	DAHLHEIMER DISTRIBUTING CO	609-20200	15,979.75
07/19	07/18/2019	51590	2720	DEFIANT DISTRIBUTORS	609-20200	496.02
07/19	07/18/2019	51591	55	ECM PUBLISHERS INC	101-20200	8.95
07/19	07/18/2019	51592	1563	ISANTI ELECTRIC INC	101-20200	963.75
07/19	07/18/2019	51593	162	ISANTI RENTAL	101-20200	72.00
07/19	07/18/2019	51594	1534	J. J. TAYLOR	609-20200	568.60
07/19	07/18/2019	51595	7	JOHNSON BROTHERS LIQUOR CO	609-20200	5,808.93
07/19	07/18/2019	51596	5	KAWALEK TRUCKING	609-20200	238.00
07/19	07/18/2019	51597	1789	MADDEN GALANTER HANSEN, LLP	101-20200	2,520.00
07/19	07/18/2019	51598	17	MCDONALD DISTRIBUTING CO	609-20200	18,543.80
07/19	07/18/2019	51599	2208	MINNESOTA EQUIPMENT	101-20200	5.24
07/19	07/18/2019	51600	1180	MLB PRINTING INC	101-20200	180.00
07/19	07/18/2019	51601	176	MN DEPT OF REVENUE	101-20200	27,883.00
07/19	07/18/2019	51602	617	PAUSTIS & SONS	609-20200	443.75
07/19	07/18/2019	51603	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,671.59
07/19	07/18/2019	51604	2341	RED BULL DISTRIBUTION	609-20200	216.00
07/19	07/18/2019	51605	1113	RJM DISTRIBUTING INC	609-20200	229.80
07/19	07/18/2019	51606	2396	SOUTHERN GLAZERS OF MN	609-20200	435.99
07/19	07/18/2019	51607	1290	THE AMBLE GROUP	101-20200	97.33
07/19	07/18/2019	51608	626	THE WINE COMPANY	609-20200	218.00
07/19	07/18/2019	51609	1740	TOSHIBA FINANCIAL SERVICES	108-20200	189.88
07/19	07/18/2019	51610	42	VIKING COCA-COLA BOTTLING CO	609-20200	125.23
07/19	07/18/2019	51611	1286	VINOCOPIA INC	609-20200	221.75
07/19	07/18/2019	51612	4	WATSON CO INC	609-20200	1,415.20
07/19	07/18/2019	51613	2067	ZABINSKI BUSINESS	609-20200	331.31
Grand Totals:						95,339.74

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 7/26/2019 - 7/26/2019 | Jul 25, 2019 01:35PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

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07/19	07/26/2019	51618	494	ALLINA HEALTH SYSTEM	101-20200	448.30
07/19	07/26/2019	51619	2785	ANDERSON, THOMAS & DAWN	101-20200	153.83
07/19	07/26/2019	51620	1141	ASSURANT EMPLOYEE BENEFITS	602-20200	370.27
07/19	07/26/2019	51621	2773	BALK, DANIEL & BECKY	101-20200	281.73
07/19	07/26/2019	51622	9	BERNICKS PEPSI-COLA	609-20200	1,041.51
07/19	07/26/2019	51623	2790	BIRKHOLZ, ANNIE	601-20200	83.58
07/19	07/26/2019	51624	1500	BOLTON & MENK INC	444-20200	33,548.50
07/19	07/26/2019	51625	2783	BOSCH, RONALD	101-20200	195.04
07/19	07/26/2019	51626	1198	CENTER POINT ENERGY	601-20200	853.96
07/19	07/26/2019	51627	1815	CENTURYLINK	609-20200	881.12
07/19	07/26/2019	51628	1894	CHANTICLEAR PIZZA	101-20200	88.50
07/19	07/26/2019	51629	120	CONNEXUS ENERGY	101-20200	18,701.39
07/19	07/26/2019	51630	2685	COX, BRENNAN	101-20200	12.96
07/19	07/26/2019	51631	1472	CRAWFORDS EQUIPMENT INC	101-20200	252.08
07/19	07/26/2019	51632	918	CRYSTAL SPRINGS ICE	609-20200	314.01
07/19	07/26/2019	51633	8	DAHLHEIMER DISTRIBUTING CO	609-20200	17,844.77
07/19	07/26/2019	51634	2789	DAUGS, MATTHEW	101-20200	218.65
07/19	07/26/2019	51635	833	DIAMOND VOGEL PAINT	101-20200	813.52
07/19	07/26/2019	51636	2478	EAST CENTRAL ENERGY	101-20200	42.85
07/19	07/26/2019	51637	55	ECM PUBLISHERS INC	609-20200	117.67
07/19	07/26/2019	51638	346	EDAM	108-20200	250.00
07/19	07/26/2019	51639	1866	EDINA REALTY TITLE	601-20200	53.06
07/19	07/26/2019	51640	912	FASTENAL COMPANY	603-20200	159.90
07/19	07/26/2019	51641	2777	FERDELMAN, JAMES & CRISTINE	101-20200	128.96
07/19	07/26/2019	51642	2028	FURTHER	101-20200	35.40
07/19	07/26/2019	51643	2028	FURTHER	861-20200	548.68
07/19	07/26/2019	51644	2791	HAJOST, DANIELLE	601-20200	81.39
07/19	07/26/2019	51645	2771	HAMMIL, HEATHER & TROY	101-20200	654.59
07/19	07/26/2019	51646	2775	HARTLEY, PHILIP & HELEN	101-20200	23.61
07/19	07/26/2019	51647	2782	HASSER, TIMOTHY & SHELLY	101-20200	525.92
07/19	07/26/2019	51648	428	HERMANS BAKERY	101-20200	60.00
07/19	07/26/2019	51649	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	154.72
07/19	07/26/2019	51650	114	ISANTI COUNTY RECORDER	101-20200	25.00
07/19	07/26/2019	51651	270	ISANTI READY-MIX INC	101-20200	690.00
07/19	07/26/2019	51652	1435	ISANTI TOWNSHIP	101-20200	10,687.14
07/19	07/26/2019	51653	7	JOHNSON BROTHERS LIQUOR CO	609-20200	2,917.06
07/19	07/26/2019	51654	2772	JOHNSON, CLARK & CATHERINE	101-20200	418.68
07/19	07/26/2019	51655	5	KAWALEK TRUCKING	609-20200	126.00
07/19	07/26/2019	51656	2787	LAMOTTE, ANTHONY	101-20200	167.66
07/19	07/26/2019	51657	17	MCDONALD DISTRIBUTING CO	609-20200	9,726.74
07/19	07/26/2019	51658	307	MINNESOTA APA	101-20200	50.00
07/19	07/26/2019	51659	310	MMBA	609-20200	1,700.00
07/19	07/26/2019	51660	1945	MN DEPT OF LABOR	101-20200	16,856.10
07/19	07/26/2019	51661	2788	NELSON, CRAIG & BARBARA	101-20200	258.51
07/19	07/26/2019	51662	2786	NELSON, JUSTIN	101-20200	360.67
07/19	07/26/2019	51663	2170	NHH ROOFING	226-20200	8,325.00
07/19	07/26/2019	51664	2779	OLLHOFF, JASON TRIEMERT & AIMEE	101-20200	135.93
07/19	07/26/2019	51665	2784	OLSON, GRANT	101-20200	271.47
07/19	07/26/2019	51666	2553	O'REILLY	101-20200	10.55
07/19	07/26/2019	51667	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,192.65
07/19	07/26/2019	51668	2781	RASK, MICHAEL	101-20200	284.05
07/19	07/26/2019	51669	2625	RESULTS TITLE	601-20200	163.69
07/19	07/26/2019	51670	2396	SOUTHERN GLAZERS OF MN	609-20200	6,589.35

M = Manual Check, V = Void Check

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07/19	07/26/2019	51671	1442	ST. LOUIS MRO INC	101-20200	22.50
07/19	07/26/2019	51672	2774	SUNRISE HOMES INC	101-20200	37.73
07/19	07/26/2019	51673	2776	SVOBODA, DUSTIN	101-20200	162.54
07/19	07/26/2019	51674	97	TOTAL CONTROL SYSTEMS INC	602-20200	5,569.58
07/19	07/26/2019	51675	919	UPS	601-20200	11.41
07/19	07/26/2019	51676	2778	VANGSTAD, DWIGHT	101-20200	291.40
07/19	07/26/2019	51677	42	VIKING COCA-COLA BOTTLING CO	609-20200	266.18
07/19	07/26/2019	51678	2780	WALD, ELIZABETH & RICHARD	101-20200	136.80
07/19	07/26/2019	51679	4	WATSON CO INC	609-20200	1,671.98
07/19	07/26/2019	51680	355	WELCOME, JOANN	101-20200	303.40
Grand Totals:						150,370.24

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/19	07/29/2019	51681	2792	ONE DIVERSIFIED LLC	920-20200	30,576.50
Grand Totals:						30,576.50

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 7/31/2019 - 7/31/2019 | Jul 31, 2019 05:10PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/19	07/31/2019	51682	2335	BCBSM	101-20200	17.28
07/19	07/31/2019	51683	53	BELLBOY CORPORATION	609-20200	6,280.77
07/19	07/31/2019	51684	9	BERNICKS PEPSI-COLA	609-20200	1,053.15
07/19	07/31/2019	51685	157	BOYER TRUCKS	101-20200	454.62
07/19	07/31/2019	51686	2020	BOYLE, EUGENE	101-20200	3,000.00
07/19	07/31/2019	51687	2221	C & L DISTRIBUTING	609-20200	143.70
07/19	07/31/2019	51688	1629	CITY OF ISANTI	226-20200	60,289.97
07/19	07/31/2019	51689	1985	CIVIC SYSTEMS, LLC	101-20200	450.00
07/19	07/31/2019	51690	918	CRYSTAL SPRINGS ICE	609-20200	413.64
07/19	07/31/2019	51691	8	DAHLHEIMER DISTRIBUTING CO	609-20200	21,190.02
07/19	07/31/2019	51692	1941	DELTA DENTAL	861-20200	2,614.00
07/19	07/31/2019	51693	55	ECM PUBLISHERS INC	101-20200	12.93
07/19	07/31/2019	51694	385	FEDERATED COOPS INC	409-20200	1,900.61
07/19	07/31/2019	51695	385	FEDERATED CO-OPS INC	101-20200	171.95
07/19	07/31/2019	51696	2028	FURTHER	861-20200	195.58
07/19	07/31/2019	51697	160	HAWKINS INC	602-20200	400.00
07/19	07/31/2019	51698	2209	INNOVATIVE OFFICE SOLUTIONS, INC	609-20200	117.30
07/19	07/31/2019	51699	1534	J. J. TAYLOR	609-20200	840.65
07/19	07/31/2019	51700	7	JOHNSON BROTHERS LIQUOR CO	609-20200	5,225.44
07/19	07/31/2019	51701	5	KAWALEK TRUCKING	609-20200	191.20
07/19	07/31/2019	51702	17	MCDONALD DISTRIBUTING CO	609-20200	7,062.60
07/19	07/31/2019	51703	616	MENARDS - CAMBRIDGE	101-20200	1,068.98
07/19	07/31/2019	51704	2500	METRO SALES INC.	101-20200	103.85
07/19	07/31/2019	51705	1536	MINNESOTA DEED	219-20200	833.33
07/19	07/31/2019	51706	2080	MVTL LABORATORIES INC	602-20200	174.16
07/19	07/31/2019	51707	2553	O'REILLY	101-20200	4.49
07/19	07/31/2019	51708	617	PAUSTIS & SONS	609-20200	250.25
07/19	07/31/2019	51709	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,485.70
07/19	07/31/2019	51710	2396	SOUTHERN GLAZERS OF MN	609-20200	6,958.11
07/19	07/31/2019	51711	1361	STAPLES ADVANTAGE	609-20200	343.99
07/19	07/31/2019	51712	890	T & S TROPHIES	101-20200	29.00
07/19	07/31/2019	51713	2793	TEAM LAB	602-20200	767.00
07/19	07/31/2019	51714	1129	ZARNOTH BRUSH WORKS INC	603-20200	1,024.00
Grand Totals:						125,068.27

M = Manual Check, V = Void Check

City of Isanti

Gross Payroll	83,270.52
Social Security & Medicare	4,783.83
Public Employees Retirement	8,232.62
Total City Expense	96,286.97

Pay Date 7/26/2019

Pay Period 15 (7/07-7/20/19)

A Community For Generations.

Isanti

K.2

To: Mayor Johnson and City Council Members

From: John Jacobi, Liquor Store Manager

Date: July 23, 2019

Subject: Resolution Approving Security Camera and DVR replacement

---

Background:
As discussed in the July COW meeting on July16th, the mayor and city council were informed of the issues with our current security cameras and DVR at the liquor store. I have included quotes for replacement/installation from three different vendors as requested. I have also included the cost of a new monitor for the office to better view the cameras this was not included in quotes. We will purchase and install on our own, along with HDMI cables to connect up to both monitors.

VENDOR	QUOTE $$$
Genesis Wireless	$4828.19
Marco	$14,988.90
ADT	$4,880.00

Recommendation:
I recommend we go with the quote from Genesis in the amount of $4,828.19. Genesis is the lowest bid, and we also currently utilize them for internet services. They also have the best warranty on products and services, which is for a period of three years.

Action Required:
The total cost should not exceed 5% of the quoted price from Genesis to also include purchase of one monitor and HDMI cables.

RESOLUTION NO. 2019-XXX

ACCEPTING BID FOR THE REPLACEMENT AND INSTALLATION OF SECURITY CAMERAS AT THE LIQUOR STORE

WHEREAS, the expense of this project is unbudgeted for 2019; and

WHEREAS, pursuant to a request for bids by city staff for the replacement and installation of all applicable Cameras and DVR, the following bids were received:

Bidder Name	Total Bid
Marco	$14,988.90
ADT	$4,880.00
Genesis Wireless	$4,828.19

WHEREAS, the Committee of the Whole has reviewed the bids received and has recommended the acceptance of the Genesis Wireless bid for installation and materials, that include both DVR and Camera replacement;

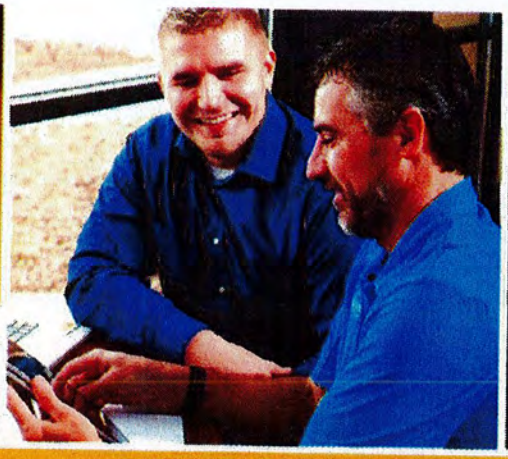
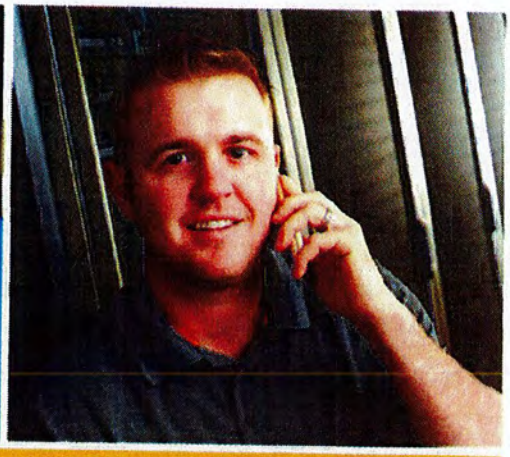
NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota

1. Upon review and approval by the Committee of the Whole at their 7/16/19 meeting, accept the bid from Genesis Wireless for replacement of current DVR/Cameras and installation of new Cameras, DVR and equipment in the total amount, not to exceed, $5,069.60 after the purchase of monitor and required cables.
2. Authorize the Liquor Store Manager to sign the required documents for the purchase and installation of the new Cameras and DVR.
3. Authorize payment, if necessary, at time of services and prior to inclusion on the Accounts Payable listing.
4. The total amount of $5,069.60 to be funded through Liquor Store Fund 609-16520-500.

This resolution was duly adopted by the Isanti City Council this 7th day of August, 2019.

Attest: _____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

May 21, 2019

A Proposal for

CITY OF ISANTI

John Jacobi
jjacobi@cityofisanti.us

Prepared By

Taylor Kirt
Technology Advisor
320-650-1921
taylor.kirt@marconet.com

Document Number: 046944

taking technology further

MANAGED SERVICES
CLOUD SERVICES
BUSINESS IT SERVICES
COPIERS & PRINTERS

marco

marconet.com

CITY OF ISANTI- Liquor Store Security Cameras

Prepared by:

Marco - Minneapolis

Taylor Kirt
320-650-1921
taylor.kirt@marconet.com

Prepared for:

CITY OF ISANTI

PO BOX 428
ISANTI, MN 55040-0428
John Jacobi
763.444.5063
jjacobi@cityofisanti.us

Ship To:

CITY OF ISANTI

110 N 1ST AVE
ISANTI, MN 55040-0428
John Jacobi
763.444.5063
jjacobi@cityofisanti.us

Quote Information:

Quote #: 046944

Version: 1
Date Issued: 05/21/2019
Expiration Date: 06/20/2019

Products

Description	Price	Qty	Ext. Price
Equipment	**$9,808.90**	**1**	**$9,808.90**
EndpointDefender - 16 PoE ports (140 W), 3 year warranty, includes CameraDefense firmware for camera hardening.		1	
8S16 R - 16 analog channel, 240 FPS recorder supporting up to 16 channels (analog or IP). Recorder comes complete with docking station, all I/O and 2 X 6TB (12TB)		1	
Fixed Dome - 4MP, 2.8mm, Audio		15	
Tile Bridge		10	
Winic outdoor wall mount		3	
Cable, Cat6, 23-4P, CMP, Green, 1000 Feet		2	
Cat 6 Patch Cable, 3 FT, Green		15	
Marco Professional Services	**$5,180.00**	**1**	**$5,180.00**
PHYSEC Client Integration		1	
PHYSEC Installer		1	

Subtotal: $14,988.90

Quote Summary - One-Time Expenses

Description	Amount
Products	$14,988.90
Total:	**$14,988.90**

- Marco's standard Payment Terms, Warranty, and Return Policy ("Terms") can be found at: https://www.marconet.com/terms-conditions/.
- In the event of a conflict between those Terms and the Proposal and Agreement documents in this document package "Package Documents," the terms in the Package Documents shall control.
- Taxes, shipping, handling and other fees may apply where applicable. We reserve the right to cancel orders arising from pricing or other errors.

Marco Technologies, LLC

Signature: _____

Name: _____

Title: _____

Date: _____

CITY OF ISANTI

Signature: _____

Name: John Jacobi

Date: _____

PO Number: _____

Keith Lusk

From: AOT
Sent: Monday, June 17, 2019 12:15 PM
Cc: Keith Lusk
Subject: Cameras

15 cameras.	2550.00
1 16 channel NVR.	1450.00
250 ft cat 5 cable.	160.00
Labor charge.	720.00
Total.	4880.00

You will need to provide 50 ft hdmi cable for monitor in front of store and a monitor for back of store when all work is complete you will own all equipment there for will be responsible for equipment since we have no monthly charge on account.Please call with any questions or email.

Thanks

Justin. Phone

genesis

QUOTE

Isanti Municipal Liquor

Date
Jul 10, 2019

Expiry
May 30, 2019

Quote Number
QU-0001

Genesis Wireless
PO Box 362
BRAHAM MN 55006

Description	Quantity	Unit Price	Tax	Amount USD
2.1MP IP Dome 75' IR Camera	15.00	135.00	6.875%	2,025.00
16CH PoE NVR	1.00	699.99	6.875%	699.99
6TB Hard Drive	1.00	439.98	6.875%	439.98
Per Camera Install Fee	14.00	75.00	Tax Exempt	1,050.00
NVR Setup Fee	1.00	75.00	Tax Exempt	75.00
Cat5e outdoor cable per ft	500.00	0.60	6.875%	300.00
			Subtotal	4,589.97
			TOTAL TAX 6.875%	238.22
			TOTAL USD	**4,828.19**

Terms

3 Year warranty on equipment.
This quote includes everything to complete the job including Hdmi cables to both monitors, as well as tax.

Search

Antop Antenna Inc. PL-414BG Pro-line UFO Amplified... $54.99 Shop Now

Electronics / TV & Video / All TVs

VIZIO 24" Class HD (720P) Smart LED TV (D24h-G9)

202 reviews VIZIO Walmart # 570890998

$118.00 List $138.00

Free delivery
Arrives by Monday, Jul 29

Free pickup today
In stock at Cambridge, 2101 2nd Ave Se

More delivery & pickup options

Add-on services (0 Selected) Select Options

Available Options: Walmart Protection Plan and Expert Home Services.

Tell us if something is incorrect

Qty: 1

Add to Cart

Sold & shipped by Walmart

Add to List Add to Registry

8 other sellers from $133.09

Feedback

Search

Antop Antenna Inc. PL-414BG Pro-line UFO Amplified... $54.99 Shop Now

SPECIAL BUY

Insten 6FT High Speed Gold-Plated HDMI Cables 6' Support 4K 2160p 30Hz, Full HD 1080p, 3D, muti view video, PS4, Ethernet, Smart TV & Audio Return, 2 Pack

507 reviews Insten

$3.99

$2.98 delivery

Arrives by Thursday, Aug 1

Or get it by Fri, Jul 26 with faster delivery

More delivery & pickup options

Qty: 1

Add to Cart

Tell us if something is incorrect

Pickup not available

Sold & shipped by eForCity Return policy

Add to List Add to Registry

Feedback

Product Highlights

- High quality material

A Community For Generations.

Isanti

K.3

To: Mayor Johnson and City Council Members

From: John Jacobi, Liquor Store Manager

Date: August 7, 2019

Subject: Donation Request for MMBA "Support Our Fire Department Fundraiser" In-Store

---

Background:
Each year the MMBA supports many different organizations for the sole purpose of raising funds as well as supply donations to help support our local Fire Department in our area. I am requesting that we promote this program in-store and customers can donate supply items to be raffled off or a cash donation in any amount they wish to help support this program. The dates of the donations are August 7th through September 11th 2019.

RESOLUTION 2019-XXX

APPROVING DONATION BOX AT LIQUOR STORE

WHEREAS, on June 2, 2009 City Council approved a donation box policy; and

WHEREAS, Isanti Liquor is requesting use of a donation box at the liquor store in support of the MMBA "Support Our Fire Department" drive; and

WHEREAS, the Donation Policy has been reviewed the request and recommended its approval.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Isanti, Minnesota hereby approves placement of a donation box for the "Support Our Fire Department" drive at the Isanti Liquor Store from August 7, 2019 through September 11, 2019.

Adopted by the Isanti City Council this 7th day of August 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

1st Annual MMBA Fire Department Fundraiser

In an effort to help your cities promote the Community Value of their Municipal Liquor Operation, the MMBA, in partnership with MillerCoors, is coordinating the *1st annual fundraiser* **benefiting your local fire departments.**

This is an effort to help raise additional $$ for local fire departments as many are running on very tight budgets. All funds raised will go directly to the local fire department that services your community.

In addition, for each store that participates, you will be part of a random drawing for 1 of 5 additional $500 donations for local fire departments! Send in a photo of your display/participation to be entered.

In appreciation for the largest donation gathered, MillerCoors will also donate a case of Coors Banquet to each and every fire fighter at that cities department!

Here are execution details for this program:

- The fundraiser will run from August 1 – Sept 11th, 2019. At the end of the event (Sept 11th), please take the collected cash to your local fire department while contacting Paul Kaspszak with your results.
- Each participating Municipal store will raise funds in various ways (suggestions noted below)
- POS to help Support the event
    - Signage will be available from your Coors Distributor – please contact them and determine exactly what you need and what you want the POS to communicate
        - Banners for front of store
        - Posters for inside store and above Coors/Coors Light display
        - Donation cards (To start, it is suggested that you get 100 donation cards with scannable UPC for ease of collection)

Here are some successful ideas to help promote the event and raise the most funds:

- ✓ Donation cards – every person who donates signs a card and the cards are proudly displayed in store (behind register, around Coors display, entry way – this helps to increase awareness as well as thank those that donate)
- ✓ Contact your local Fire Chief to gain their participation and more suggestions.
  - Plan a day or 2 when fire trucks can be parked in-front of the store
  - Have station donate items to be raffled in silent auction (ie signed helmet or boots)
  - Have firefighters in your store for photos and help with donations
  - Is there a piece of equipment the fire department is in need of? Set a goal and help them achieve it!
- ✓ Run a silent auction in-store to raise $$ - items could be donated by fire station, city, local businesses, breweries, distributors, etc
- ✓ Hold a beer sampling and donate the sign up costs
- ✓ Donate a portion of Coors/Coors Light sales for the month of August. $.50/case being a suggestion.
- ✓ At the end of the program, tally your funds and ask your local Coors distributor to mock up a large check. This is a great photo opp for your store/local paper and it can be then posted in your store thanking the community for their efforts.

Your Coors distributor will be asking about your participation and how they can help. They will also be incentivized to build large creative displays with Coors and Coors Light cases to help with your efforts.

Any and all additional display/feature consideration for Coors and Coors Light is greatly appreciated!

Send in all your photos of your participation to
Email: kaspszak@outlook.com and CC : jon.chance@millercoors.com

If you want to bounce ideas off someone who ran this program successfully last year, reach out to Nancy Drumsta in Delano. She nearly raised $5000 in her 1st trial year! 5K goes a looong way with your local fire department.
Phone: 612-708-5400
Email: ndrumsta@delano.mn.us

If you have any issues contacting your local distributor, please contact Jon Chance
Phone: 612-718-6862
Jon.chance@millercoors.com

Thanks for your participation!!!!!

K.4

RESOLUTION 2019-XXX

RESOLUTION APPROVING AMENDMENT TO THE 2019 BUDGET - LIQUOR

WHEREAS, on December 4, 2018 the City Council approved the City of Isanti 2019 Budget; and,

WHEREAS, the 2019 budget included $5,600.00 in account 609-49750-500 for Liquor Store capital outlay expenses; and,

WHEREAS, Committee of the Whole recommended the unbudgeted replacement of the Liquor Store cameras and DVR system in the amount of, not to exceed, $5,070.00;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to authorize the Finance Director to amend the 2019 budget by increasing budgeted expenditures in account 609-49750-500 by $5,070.00.

This Resolution is hereby approved by the Isanti City Council this 7th day of August, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

K.5

APPLICATION FOR AN EXEMPT GAMBLING PERMIT

City of Isanti
110-1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

Applicant Instructions:

1. Fee upon application is $50.00 and must be made payable to **City of Isanti.**

Name of Organization: Rum River Bmx Association

Address of Organization: 101 Isanti PKWY NW Isanti Mn 55040

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Sean Wilson
Name | Address | Phone No.

Cherie Sullivan
Name | Address | Phone No.

Name | Address | Phone No.

Type of Event: 50/50 Raffle Date of event: Aug 22nd - Aug 25th

Use of Proceeds: Proceeds shall be used offset cost of event and awards for racers

Isanti Indoor Arena 101 Isanti Pkwy NW Isanti Mn 55040
Location and address of event:

Estimated value of prizes to be awarded: $5000.00

Name of applicant: Sean P. Wilson Applicant's phone number:

Signature of applicant:

Date: 7/12/19

Approved by City Council _____ Resolution # _____

POS = 3 / 311

C:\Users\admindataclerk\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\LCCS2M5N\Exempt Gambling Application.docx

RESOLUTION 2019-XXX

APPROVING APPLICATION FOR AN EXEMPT GAMBLING PERMIT FOR RUM RIVER BMX 50/50 RAFFLE

WHEREAS, the City has received an application for an exempt gambling permit from Rum River BMX to hold an event on August 22nd 2019 through August 25th 2019 at Rum River BMX, Isanti, MN; and

WHEREAS, the applicant estimates the value of prizes to be awarded is $5,000 and will require state approval; and,

WHEREAS, the City of Isanti has no objection to the conduct of lawful gambling by the applicant, in accordance with law, at the designated location; and,

WHEREAS, the applicant has successfully passed a background check by the Isanti Police Department.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the application for an exempt gambling permit is approved for the following dates: August 22nd 2019, August 23rd 2019, August 24th 2019 and August 25th 2019 at Rum River BMX.

BE IT FURTHER RESOLVED, that approval is subject to the approval for such permits under laws of the State of Minnesota and their compliance with all laws.

This Resolution is hereby approved by the Isanti City Council this 7th day of August 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

K.6

RESOLUTION 2019-XXX

A RESOLUTION TO DESIGNATE FRANCHISE FEE REVENUE ALLOCATIONS

WHEREAS, Resolution 98-38 established the use of Franchise Fees as received from Citation Cable; and,

WHEREAS, Committee of the Whole recommended on July 16, 2019 to change the allocations of the Cable Franchise Fee Revenue for the 2020 budget as follows:

1) Transfer 20% of the accumulated revenue to the Economic Development Authority Fund
2) Transfer 80% of the accumulated revenue to the Technology Improvement Fund; and,

WHEREAS, future Cable Franchise Fee revenue allocations will be determined annually by the City Council; and,

WHEREAS, this Resolution supercedes Resolution 2007-084;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that beginning with the 2020 Annual Budget, Cable Franchise Fee Revenue will be allocated annually as detailed in the Council approved Budget.

This Resolution hereby approved by the Isanti City Council this 7th day of August, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To: **Mayor Johnson and Members of City Council**

From: Matt Sylvester, Public Services Director

Date: August 6, 2019

Subject: Sewer Budget Amendment

Request:
In 2018 staff had budgeted $20,000 in the sewer operations maintenance and repairs account 602-49450-404. Because of unforeseen repairs at the Wastewater Treatment Plant to include the backwash filter valves. Staff is requesting to increase the sewer operation maintenance and repairs account by $8,000.

Attachment:
- Resolution 2019-XXX -

RESOLUTION 2019-XXX

RESOLUTION APPROVING AMENDMENT TO THE 2019 BUDGET - SEWER

WHEREAS, on December 4, 2018 the City Council approved the City of Isanti 2019 Budget; and,

WHEREAS, the 2019 budget included $20,000.00 in account 602-49450-404 for Sewer operation maintenance and repair costs; and,

WHEREAS, unforeseen unbudgeted repair costs have warranted the budget to be increased by $8,000.00;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to authorize the Finance Director to amend the 2019 budget by increasing budgeted expenditures in account 602-49450-404 by $8,000.00.

This Resolution is hereby approved by the Isanti City Council this 7th day of August, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

K.8

RESOLUTION 2019-XXX

APPROVING THE OFFER OF PART-TIME LIQUOR STORE CLERK TO JESSICA JOHNSON

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and,

WHEREAS, the City Council approved to advertise and accept applications to fill a Liquor Store Part-Time Clerk position; and,

WHEREAS, the Interviewing Panel selected Jessica Johnson as the most qualified candidate for the open Part-Time Liquor Store Clerk position. Offers are contingent on successfully passing a background check and reference check. If any of the mentioned contingencies are not met, the offer can and will be rescinded.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1. That Human Resources is hereby directed to offer the Part-Time Liquor Store Clerk position to Jessica Johnson for the City of Isanti and that he shall be eligible to start in that position after August 7th, 2019.
2. That this position is not eligible for benefits and will be scheduled 29 hours or less a week.
3. That Jessica Johnson shall start at Step 2 of the Wage Scale at $12.00 per hour.
4. That Jessica Johnson shall be on probationary status per the Personnel Policy in the position of the Part-Time Clerk position.
5. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
6. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 7th day of August 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

K.9

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members of City Council**
From: Sheila Sellman, Community Development Director
Date: August 7, 2019
Subject: RESOLUTION 2019-XXX a resolution approving the Development Agreement for Dollar General

---

Background:
On June 4, 2019 the City approved the final plat and site plan for Dollar General. As part of the development process a development agreement is required. The applicant (Dollar General) as reviewed the agreement and has no concerns or comments.

Request:
Approve the Development Agreement for Dollar General.

Attachments:
- Resolution 2019-XXX

RESOLUTION NO. 2019-XXX

A RESOLUTION APPROVING THE DEVELOPMENT AGREEMENT FOR DOLLAR GENERAL

WHEREAS, Dollar General has an approved final plat known as RSBR Palomino Road Addition consisting of 2 commercial lots; and,

WHEREAS, Dollar General has an approved site plan for the Dollar General store on Lot 1, Block 1, RSBR Palomino Road; and,

WHEREAS, a Development Agreement for Dollar General has been prepared and signed by the Developer and is ready for consideration by the City Council of the City of Isanti; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves this Resolution with the following conditions:

1) Prior to the signing of the development agreement any outstanding escrows, fees and/or financial guarantees, as stated within the development agreement, shall be established and/or paid.

IT IS FINALLY RESOLVED, that the City Council of the City of Isanti, Minnesota hereby direct the Mayor and City staff to execute said development agreement.

This Resolution hereby approved by the City Council of the City of Isanti this 7th day of August, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

DEVELOPER'S AGREEMENT

DOLLAR GENERAL

THIS AGREEMENT is made this ___ day of _____, 2019 by and between the City of Isanti, a municipal corporation under the laws of Minnesota ("City"), and DGOGIsantimn09192018, LLC, a Missouri Limited Liability Company ("Developer").

RECITALS

A. Developer has purchased or is purchasing certain real estate including but not limited to that certain parcel consisting of approximately 1.38 acres, more or less, located in the City of Isanti, Minnesota, which is legally described on the attached Exhibit A ("Subject Property").

B. The Developer intends to construct a 9,100 square foot Dollar General Store ("Development") upon the Subject Property.

C. The City Council approved a final plat ("Final Plat") which contains the Subject Property, to be described as (proposed platted lot description as described on the final plat) for the Development by Resolution No. 2019-154, and the Site Plan for the Development by Resolution No. 2019-155, all adopted on June 4, 2019 (collectively, "City Approvals").

D. Developer agrees to comply with the requirements set forth by City Code, City Approvals and the Approved Plans, as herein defined and enumerated on the attached Exhibit C and Exhibit D, except as may be specifically authorized in this Agreement.

E. The City and the Developer now desire to enter into this Developer's Agreement ("Agreement") setting forth certain requirements and obligations relating to the development of the Subject Property and Final Plat including but not limited to the execution and recording of certain instruments. This Agreement is intended to replace and supersede all previous oral agreements, previous development and early start agreements and related amendments thereto, and previous negotiations between the parties in relation to the proposed improvement by Developer of the Subject Property.

F. City policy requires that the Developer perform certain infrastructure work and install certain on and off-site improvements within the Subject Property and/or within or upon public right of way and/or public drainage and utility easements, which work and improvements typically consist of street improvements, utilities, lighting, grading, boulevard landscaping, drainage swales, erosion control, street cleaning, landscaping, trails, and wetland buffer, including the specific improvements required as set forth in the Approved Plans (as described in Section 1.01), which improvements shall be referred to herein as the "Improvements."

AGREEMENT

ARTICLE ONE
CONSTRUCTION OF IMPROVEMENTS

1.01. Developer Installed Municipal Improvements. The Developer shall construct the following described municipal improvements for the development, which are hereinafter collectively called "Developer Installed Municipal Improvements" The Developer Installed Municipal Improvements shall be constructed at the Developers expense and in accordance with City requirements and specifications. The Developer shall engage at its own expense a registered professional civil engineer to prepare plans and specifications for the Developer Installed Municipal Improvements. These plans shall be submitted to the City for review and approved by the City Engineer. The Developer agrees to City inspection of all Developer Installed Municipal Improvements and payment for said inspection services.

a. The Developer shall construct and be responsible for the installation, at Developer's sole expense, of sanitary sewer and water mains and any other infrastructure improvements shown on Exhibits C and D servicing this project and for the extension of sanitary sewer and water mains to the parcel adjacent to and north of the Subject Property.

b. Upon approval of the City Engineer and acceptance by the City as provided in paragraph 1.05 below, all water main and sanitary sewer main improvements, sanitary sewer manhole(s) and water hydrant(s) and any other infrastructure improvements located within public street right of way and/or within public drainage and utility easements will be turned over to the City and will thereafter be deemed City owned improvements.

1.02. Staking, Surveying and Inspections. Developer must provide all required staking and surveying for the Improvements in order to ensure that the completed Improvements conform to the Approved Plans. The City will provide for construction inspection. Developer must notify the City Engineer or designee at least 48 hours in advance, not including weekend days or holidays, for inspection service or scheduling of tests to be performed. Costs incurred by the City for the inspection activities will be recovered through the escrow described in Article Two.

1.03. Unsatisfactory Labor or Material. In the event that the City Engineer rejects as defective or unsuitable any material, then such material must be removed and replaced with approved material at the sole cost and expense of the Developer. In the event that the City Engineer rejects as defective or unsuitable any labor supplied by the Developer, then the labor must be completed again to the specifications and with the approval of the City Engineer at the sole cost and expense of the Developer. The City Engineer shall not reject as defective or unsuitable material or labor delivered

consistent with the Approved Plans (or any amendment to the Approved Plans agreed to by the City and the Developer).

1.04. Records. Upon request by the City Engineer, Developer will provide requested copies of bids, change orders, suppliers, subcontractors, or related matters, relating to the Improvements.

1.05. Final Inspection/Acceptance. Upon completion of all work required by the City, the City Engineer and representatives of the Developer's contractor and/or engineer will promptly make a final inspection of the work to determine that the Developer Installed Municipal Improvements were installed pursuant to the Approved Plans. Before final payment is made to the contractor by the Developer, the City Engineer shall be satisfied that all work is satisfactorily completed in accordance with the Approved Plans, and the Developer's engineer shall submit a written statement attesting to the same. The final approval and acceptance of the development and Improvements shall be in writing from the City. The written approval and acceptance will also accept any Improvements which are to be transferred to the City upon proper completion.

1.06. As-built Plans. Upon completion of the Improvements, the Developer shall provide the City with: (i) a full set of as-built plans in a digital PDF format, and (ii) an as-built survey in a CADD format, for City records. Utility profiles are not required to be included in the as-built plans.

1.07. Maintenance of Public Property. Developer agrees to assume full financial responsibility for any damage which may occur to public property with the development of Subject Property, including, but not limited to, streets, street sub-base, base, bituminous surface, curb, utility system including, but not limited to water main, sanitary sewer or storm sewer when said damage occurs as a result of the activity which takes place during the development of the Subject Property by the Developer, its contractors or subcontractors or assigns. The Developer further agrees to pay all costs required to repair the streets or utility systems, or both, damaged or cluttered with debris when occurring as a direct or indirect result of the construction that takes place by said Developer, its contractors or subcontractors or assigns. In the event the Developer fails to maintain or repair the damaged public property referred to aforesaid, after first receiving 72 hours' written notice of the nature of the default or damage, the City may undertake making or causing it to be repaired or maintained. The City may draw down on the escrow, Letter of Credit or any other cash deposits made by Developer to pay such costs, if Developer fails to complete the repairs.

1.09. Maintenance of Improvements. Developer shall be responsible for all maintenance, upkeep and repair (including, but not limited to snow plowing, mowing, weed control, and grading) of the Improvements until such are completed and accepted by the City. Developer shall remain responsible for all maintenance and upkeep of Improvements that are not transferred to the City. Developer hereby agrees to indemnify and hold the City harmless from any and all claims for damages of any nature whatsoever arising out of Developer's acts or omissions in performing the obligations imposed upon Developer by this paragraph.

EASEMENT; RIGHT OF ENTRY

1.10. To the Developer. The City grants to the Developer a Temporary Construction Easement ("Easement") over, under and across the rights-of-way dedicated to the public in the RSBR Palomino Road Addition Final Plat for purpose of construction of the Improvements. The Easement will commence with the filing of the RSBR Palomino Road Final Plat with Isanti County, and shall terminate upon acceptance of the Improvements by the City.

1.11. To the City. The Developer grants to the City, its agents, representatives, employees, officers, and contractors, a right of entry to access all areas of the Subject Property to perform any and all work and inspections necessary or deemed appropriate by the City or to take any corrective actions deemed necessary by the City in conjunction with this Agreement. The right of entry conveyed by the Developer to the City shall continue until the City accepts the Improvements. The City will provide the Developer with reasonable notice prior to exercising its rights hereunder, except in the case of an emergency.

ARTICLE TWO
FINANCIAL GUARANTY AND REQUIRED PAYMENTS

2.01. Development Costs. All fees and costs as further set out in Exhibit B must be paid in full to the City prior to the delivery of the Final Plat to Developer for recording.

2.02. Escrow. The Developer shall submit an escrow for the Development as required by Exhibit B. This escrow is to apply toward the cost of legal fees, engineering fees, administrative expenses and other costs related to this development and the items listed on Exhibit B. All fees and costs incurred by the City in connection with this Agreement shall be charged against said escrow account which shall remain in effect until the completion of the development. Any funds remaining in the escrow account after the completion of the development shall be refunded to the Developer. In the event that the escrow account herein is depleted, Developer agrees to post additional sums of money to replenish the account to a maximum of $2,500 to cover projected City costs. Developer agrees that the escrow account shall always have a balance of no less than $1,000. Developer shall be entitled, upon request, to an itemized statement of all costs and fees charged against this escrow account. The City will notify the Developer in writing when additional escrow cash must be placed in the escrow account. Developer shall pay additional escrow as determined by the City within 10 days of written demand. Failure to make payment of the additional escrow amount will permit the City to supplement those amounts from the Security pursuant to Section 2.02 or to issue the Developer a stop work order.

ARTICLE THREE
OTHER REQUIREMENTS

3.01. Indemnification. Notwithstanding anything to the contrary in this Agreement, the City, its officials, agents and employees shall not be personally liable or responsible in any manner to the Developer, the Developer's contractor or subcontractor, material suppliers, laborers or to any other person or persons for any claim, demand, damages, actions or causes of action of any kind or character arising out of or by reason of the execution of this Agreement or the performance and completion of the work required by this Agreement to be performed by the Developer. The Developer will hold the

City, its officials, agents and employees harmless from all such claims, demands, damages, or causes of action and the costs, disbursements, and expenses of defending the same, including but not limited to, attorneys' fees, consulting engineering services, and other technical or professional assistance, including the work of City staff and employees, except for gross negligence or willful misconduct. The Developer further agrees that it will indemnify, defend, and hold harmless the City and its governing body members, officers, and employees, from any claims or actions arising out of the presence, if any, of hazardous wastes or pollutants on the Subject Property, except to the extent caused by the acts or omissions of the City. Nothing in this section will be construed to limit or affect any limitations on liability of the City under State or federal law, including without limitation Minnesota Statutes Sections 466.04 and 604.02.

3.02. Insurance. The Developer must keep the insurance in force at all times that construction on the development is in progress. The insurance must name the City as an additional insured. The Developer shall furnish proof of insurance acceptable to the City, covering any public liability or property damage by reason of the operation of the Developer's equipment, laborers, and hazard caused by the Improvements, and include at least the following:

a. Comprehensive general liability insurance (including operations, contingent liability, operations of subcontractors, competed operations and contractual liability insurance) together with an Owner's Contractor's Policy with limits against bodily injury, including death, and property damage (to include, but not be limited to damages caused by erosion or flooding) which may arise out of Developer's work or the work of any of its subcontractors. The exclusion for underground collapse shall be removed.

b. Limits for bodily injury or death shall not be less than $500,000.00 for one person and $1,500,000.00 for each occurrence; limits for property damage shall not be less than $2,000,000.00 for each occurrence.

c. Worker's compensation insurance, with statutory coverage, if applicable.

d. Developer shall file a Certificate of Insurance with the Community Development Director prior to commencing site grading. Developer shall be responsible for insuring that the Certificate bear the following wording.

"Should any of the above policies be canceled or terminated before the expiration date thereof, the issuing company shall give thirty (30) days written notice of cancellation or termination to the Certificate Holder."

3.03. Permitting. No permits for the Development shall be issued until the City and Developer execute this Agreement and all amounts due and securities required under this Agreement are paid to the City, and the Final Plat is recorded and a receipt of said recording is provided to the City. No occupancy shall occur until a Certificate of Occupancy is issued by the City Building Official.

3.04. Underground Utilities. The Developer shall contact the electric, telephone, gas and cable companies that are authorized to provide service to the Subject Property for the purpose of ascertaining whether any of those utility providers intend to install underground lines within the

development. Any costs associated with the installation of underground utilities required by the utility companies shall be solely borne by the Developer. The Developer agrees to comply with applicable requirements of franchise ordinances in effect in the City, copies of which are available from the City Clerk.

3.05. Street Cleaning. The Developer shall clean dirt and debris from streets that has resulted from construction work by the Developer, its contractors, subcontractors, agents or assigns. The City will inspect the Subject Property not less than on a weekly basis to determine whether it is necessary to take additional measures to clean dirt and debris from the streets. After 24 hours' verbal notice to the Developer, the City may complete or contract to complete the clean-up at the Developer's expense. The City may draw down on the escrow, letters of credit or any other cash deposit to pay such costs.

3.06. Construction Hours; Noise; Dust. Developer will comply with all requirements of the City pertaining to the hours and days during which construction activities may take place. Unless otherwise approved by the City, construction hours shall be 7:00 a.m. to 9:00 p.m. Monday through Friday and 8:00 a.m. to 8:00 p.m. on Saturday. The Developer shall provide dust control to the satisfaction of the City Engineer.

3.07. Lighting. The Developer shall be financially responsible for the cost of lighting for the Development as described on the Electrical Site Plan.

3.08. Erosion Control. Developer shall be responsible for compliance with an approved erosion control plan. The Developer will be given a telephone notice when an unsatisfactory condition exists that is determined to be a Developer's responsibility. Work to correct said unsatisfactory condition shall commence within 48 hours from the time of the telephone notice. If work is not commenced within 48 hours of said telephone notice, City will proceed to do the required work at the expense of the Developer. If it is determined that the unsatisfactory condition could result in degradation of downstream water quality, Developer shall, upon telephone notice, immediately proceed to correct said unsatisfactory condition. If Developer does not, within the stated time period, respond to said unsatisfactory condition, City has the right to enter upon the property and correct said condition. City shall be entitled to all of its costs and expenses including, but not limited to legal, fiscal and engineering. City may draw on Developer's financial escrow and Security.

3.09. Other Approvals. In addition to the City Approvals, other governmental agencies have reviewed and approved components of the Plans, if required. It is the responsibility of the Developer to ensure that all permits from appropriate governmental agencies are received prior to beginning construction of any Improvements.

3.10. Final Plat. The Developer shall record the Final Plat RSBR Palomino Road Addition in the land records office for Isanti County, Minnesota within 30 days of its release by the City to the Developer.

3.11. Miscellaneous Obligations. Developer shall comply with the terms and conditions set forth in the following resolutions pertaining to the Development: Resolution No. 2019-154 (Final Plat), Resolution No. 2019-155 (Site Plan), all adopted by the City Council on October June 4, 2019.

ARTICLE FOUR
DEFAULT AND REMEDIES

4.01. Default by Developer. In the event of default by the Developer as to any of the work to be completed by the Developer, its successors or assigns, the City may, at its option perform the work and the Developer shall promptly reimburse the City for any expense incurred by the City, provided the Developer is first given notice of the work in default, not less than 72 hours in advance and does not, within that 72 hour period, diligently proceed to remedy such default. In the event of such unremedied default, the City is granted the right to declare any sums provided by this Agreement due and payable in full, and the City may immediately bring legal action against the Developer to collect the sums covered by this Agreement and/or draw upon the financial guaranty posted in conformance with paragraphs 2.02 of this Agreement. In the event the City draws from the Security sums that exceed the costs or damage to the City, the City will return such excess amounts. In addition to its other remedies provided herein, the City may levy the cost in whole or in part as a special assessment against the Subject Property. Developer waives its rights to notice of hearing and hearing on such assessments and its right to appeal such assessments pursuant to Minnesota Statutes, Section 429.081.

4.02. Complete Improvements-Right of Entry. In addition to the City's other remedies under this Agreement, if the Developer's breach involves failure to complete the Improvements, the City is hereby authorized, at its option to enter on to all portions of the Subject Property it deems necessary to complete the installation of any or all of the Improvements to which the default relates.

4.03. Denial of Permits. Breach of any term of this Agreement by the Developer or failure to comply with City ordinances shall be grounds for denial of building or occupancy permits for buildings within the Final Plat until such breach is corrected by the Developer.

4.04. Rights Cumulative. No remedy conferred in this Agreement is intended to be exclusive and each shall be cumulative and shall be in addition to every other remedy. The election of any one or more remedies shall not constitute a waiver of any other remedy.

4.05. Attorney Fees. The Developer will pay the City's costs and expenses, including attorneys' fees, in the event a suit or action is brought to enforce the terms of this Agreement or in the event an action is brought upon a bond or letter of credit furnished by the Developer as provided herein.

ARTICLE FIVE
MISCELLANEOUS PROVISIONS

5.01. Amendment. Any amendment to this Agreement must be in writing and signed by both parties.

5.02. Assignment. The Developer may not transfer or assign any of its obligations under this Agreement without the prior written consent of the City, which shall not be unreasonably withheld.

5.03. Agreement to Run with Land. The Developer agrees to record this Agreement among the land records of Isanti County, Minnesota contemporaneously with recording the Final Plat of RSBS Palomino Road Addition. The provisions of this Agreement shall run with the land and be binding upon the Developer and its successors in interest. Notwithstanding the foregoing, no conveyance of the Subject Property or any part thereof shall relieve the Developer of its personal liability for full performance of this Agreement unless the City expressly so releases the Developer in writing.

5.04. Release. Upon completion and approval of all work required herein, including completion of the Improvements and acceptance of the Improvements to be transferred to the City, and satisfaction of all of the Developer's obligations under this Agreement, the City agrees to execute a recordable instrument releasing the Property from the terms of this Agreement.

5.05. Severability. The provisions of this Agreement are severable, and in the event that any provision of this Agreement is found invalid, the remaining provisions shall remain in full force and effect.

5.06. Notices. All notices, certificates or other communications required to be given to City, Developer or Developer hereunder shall be sufficiently given and shall be deemed given when delivered or when deposited in the United States mail, first class, with postage fully prepaid and addressed as follows:

CITY:
City of Isanti
110 -1st Ave NW
PO Box 428
Isanti, MN 55040
Telephone: (763) 444-5512
Attn: Sheila Sellman, Community Development Director

DEVELOPER:
DGOGIsantimn09192018 LLC
1598 Imperial Center, suite 2001
West Plains, MO 65775

The City and Developer, by notice given hereunder, may designate different addresses to which subsequent notice, certificate or other communications should be sent.

5.07. No Third Party Beneficiary. This Agreement and any financial guarantees required pursuant to its terms are not intended for the benefit of any third party.

5.08. Consent. The Developer represents and warrants that there are no other persons or entities with interests in the Property.

5.09. Applicable Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. The Developer agrees to comply with all laws, ordinances, and regulations of Minnesota and the City that are applicable to the Subject Property.

5.10. Counterparts. This Agreement may be executed simultaneously in any number of counterparts, each of which shall be an original and shall constitute one and the same Agreement.

5.11. Non-waiver. Each right, power or remedy conferred upon the City or the Developer by this Agreement is cumulative and in addition to every other right, power or remedy, express or implied, now or hereafter arising, or available to the City or the Developer at law or in equity, or under any other agreement. Each and every right, power and remedy set forth in this Agreement or otherwise so existing may be exercised from time to time as often and in such order as may be deemed expedient by the City or the Developer and shall not be a waiver of the right to exercise at any time thereafter any other right, power or remedy. If either party waives in writing any default or nonperformance by the other party, such waiver shall be deemed to apply only to such event and shall not waive any other prior or subsequent default.

5.12 Supersedes and Replaces. The parties understand and agreed that this Agreement supersedes and replaces all oral agreements, previous development agreements, and negotiations between the parties in relation thereto.

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IN WITNESS OF THE ABOVE, the duly authorized representatives of the parties have caused this Agreement to be executed in duplicate on the date and year written above.

DGOGIsantimn09192018 LLC.

_____

Its President

_____

CITY OF Isanti

_____

Jeff Johnson
Its Mayor

_____

Katie Brooks
Its Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF)

The foregoing instrument was acknowledged before me this _____ day of _____ 2019, by _____, of DGOGIsantimn09192018 LLC, a Minnesota corporation, on behalf of the corporation.

_____

Notary Public

STATE OF MINNESOTA)
) ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this _____ day of _____, 2019 by Jeff Johnson and by Katie Brooks, the Mayor and Clerk, respectively, of the City of Rogers, a Minnesota municipal corporation, on behalf of the corporation.

_____

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
City of Isanti
110 – 1st Ave NW
Isanti MN 55040
(763) 444-5512

RESOLUTION 2019-154

A RESOLUTION APPROVING THE FINAL PLAT OF "RSBR PALOMINO ROAD ADDITION PLAT"

WHEREAS, Dollar General has made application for a Final Plat Approval for "RSBR Palomino Road Addition Plat" which is legally described as Lot 1, Block 1, RSBR Palomino Road Addition Plat, Isanti County, Minnesota; and,

WHEREAS, the subject parcel has not been previously platted or subdivided; and,

WHEREAS, the aforementioned Final Plat can be approved through the Minor

Subdivision
Plat approval process as outlined by §536, Article 1 of the Isanti Subdivision Ordinance; and,

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the Final Plat on May 21, 2019; and,

WHEREAS, all required public notices regarding the public hearing were posted and sent to property owners within 350' of the subject property; and,

WHEREAS, the City of Isanti Planning Commission has recommended approval of the Final Plat "RSBR Palomino Road Addition Plat"; and,

WHEREAS, the City of Isanti City Council reviewed the Final Plat request at the regularly scheduled meeting on June 4, 2019.

BE IT FURTHER RESOLVED that the requested Final Plat Approval for "RSBR Palomino Road Addition Plat" be hereby approved with the following conditions:

1) A stormwater access and maintenance easement is dedicated to Parcel A from Parcel B to allow for Parcel A's stormwater.
2) A stormwater access and maintenance easement is dedicated to the City for the existing stormwater detention facility along the east side of the parcel, as described and approved by the City Engineer and Community Development Director.
3) Final review and approval by MN-DOT.
4) That the applicant shall furnish the City with three full size mylar transparencies of the plat, and one 11" x 17" mylar transparency upon successful approval of the plat.
5) The applicant shall, upon final signatures by all authorities, record the plat within 90 days and return one of the mylars back to the City for record keeping purposes.

This Resolution is hereby approved by the Isanti City Council on this 4th day of June, 2019.

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2019-155

A RESOLUTION APPROVING THE SITE PLAN/BUILDING APPEARANCE FOR A DOLLAR GENERAL ON PID 16.029.0900

WHEREAS, Overland Engineering, LLC, on behalf of Dollar General (applicant) is requesting a Site Plan/Building Appearance approval for the construction of a Dollar General; and,

WHEREAS, such request is located on the parcel legally described in "Exhibit 1" attached hereto (subject parcel); and,

WHEREAS, the subject parcel is located in the "B-2" General Business District and is subject to the additional requirements of the "TH-65" Trunk Highway 65 Overlay Zoning District, in both of the Zoning Districts *General Retail Establishments* are a permitted use; and,

WHEREAS, under Isanti Zoning Code Section 18, Subd. 2(A) the construction of a new building is required to obtain approval of the Site Plan/Building Appearance; and,

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the proposed Site Plan/Building Appearance on March 19, 2019; and,

WHEREAS, property owners within 350' of the subject parcel were notified of said public hearing as required by Isanti Zoning Code. Additionally, proper notification of said public hearing was published in the *Isanti County News* and posted at City Hall and the Isanti Post Office; and,

WHEREAS, the City of Isanti Planning Commission recommended approval of the Site Plan/Building Appearance on May 21, 2019; and,

WHEREAS, the City of Isanti City Council reviewed the requested Site Plan/Building Appearance at its regularly scheduled meeting on June 4, 2019.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA, that it adopts the Findings of Fact and Conclusion related to the requested Site Plan/Building Appearance, attached as "Exhibit 2" hereto.

BE IT FURTHER RESOLVED that the requested Site Plan/Building Appearance be hereby **APPROVED** subject to the following conditions:

1) Address all conditions of the City Engineers review dated March 8, 2019
2) Submit a formal landscaping plan that identifies specific species permitted by Isanti Zoning Code
    a. Provide a 2' berm along the west property line that includes a 6' privacy fence to be properly maintained
    b. Provide additional landscaping along the north-side of the building to "break-up" the exterior wall.
3) Move loading dock entry from the south building elevation to the west building elevation

4) Sign permits are applied for and granted consistent with the City's Sign Code

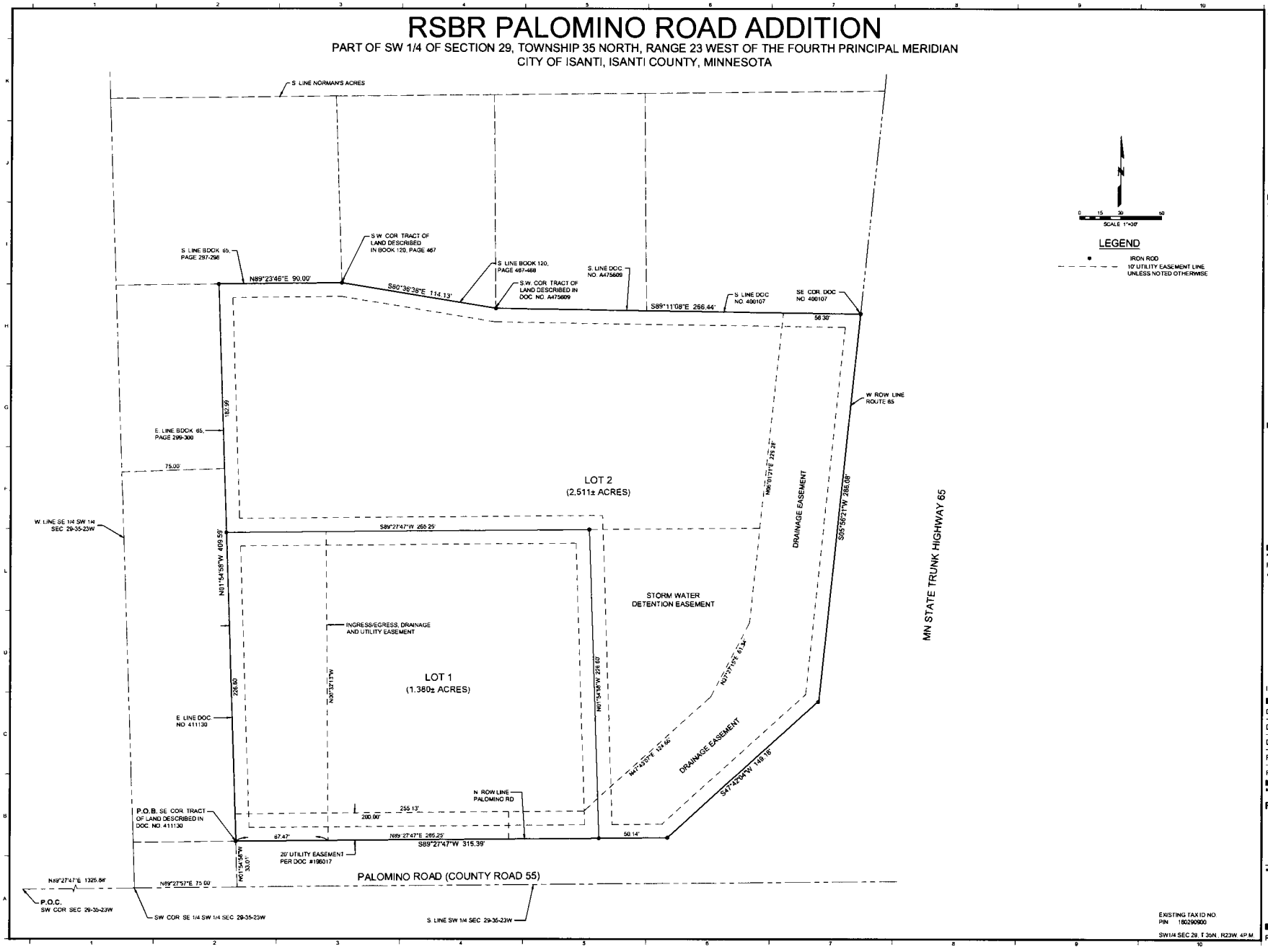
This Resolution is hereby approved by the Isanti City Council this 4th day of June, 2019

Mayor Jeff Johnson

Attest:

Katie Brooks
City Clerk/Human Resources

EXHIBIT A



Farnsworth GROUP
2709 McGRAW DRIVE
BLOOMINGTON, ILLINOIS 61704
(309) 663 8435 / inlowell.com
www.f-w.com
Engineers | Architects | Surveyors | Scientists

#	DATE	DESCRIPTION

PROJECT
RSBR PALOMINO ROAD ADDITION

ISANTI, MINNESOTA

DATE:	6-6-19
DESIGNED:	PEB
DRAWN:	DJM
REVIEWED:	
FIELD BOOK NO.:	PEO 166\PG 4

SHEET TITLE
FINAL PLAT

SHEET NUMBER
1
of 2

PROJECT NO.: 0181289.00
24P-558

2019 Exhibit B - Dollar General

Acres:	**$ 3.89**
Units:	
Lots:	**$ 2.00**

I. **Platting Fees Owed/Credits:**

	Cost		per acre/unit/lot	Cash	Notes:
A. Trunk Utilities	$	2,050.00	per acre	$ 7,976.55	
B. Park Dedication	$	1,500.00	per acre	$ 5,836.50	
C Signal Light	$	0.10	per Sq/Ft	$ 10,808.80	usable platted square feet
Total Fees:				**$ 24,621.85**	

II. **Improvement Related Costs:**

	Cash	Notes

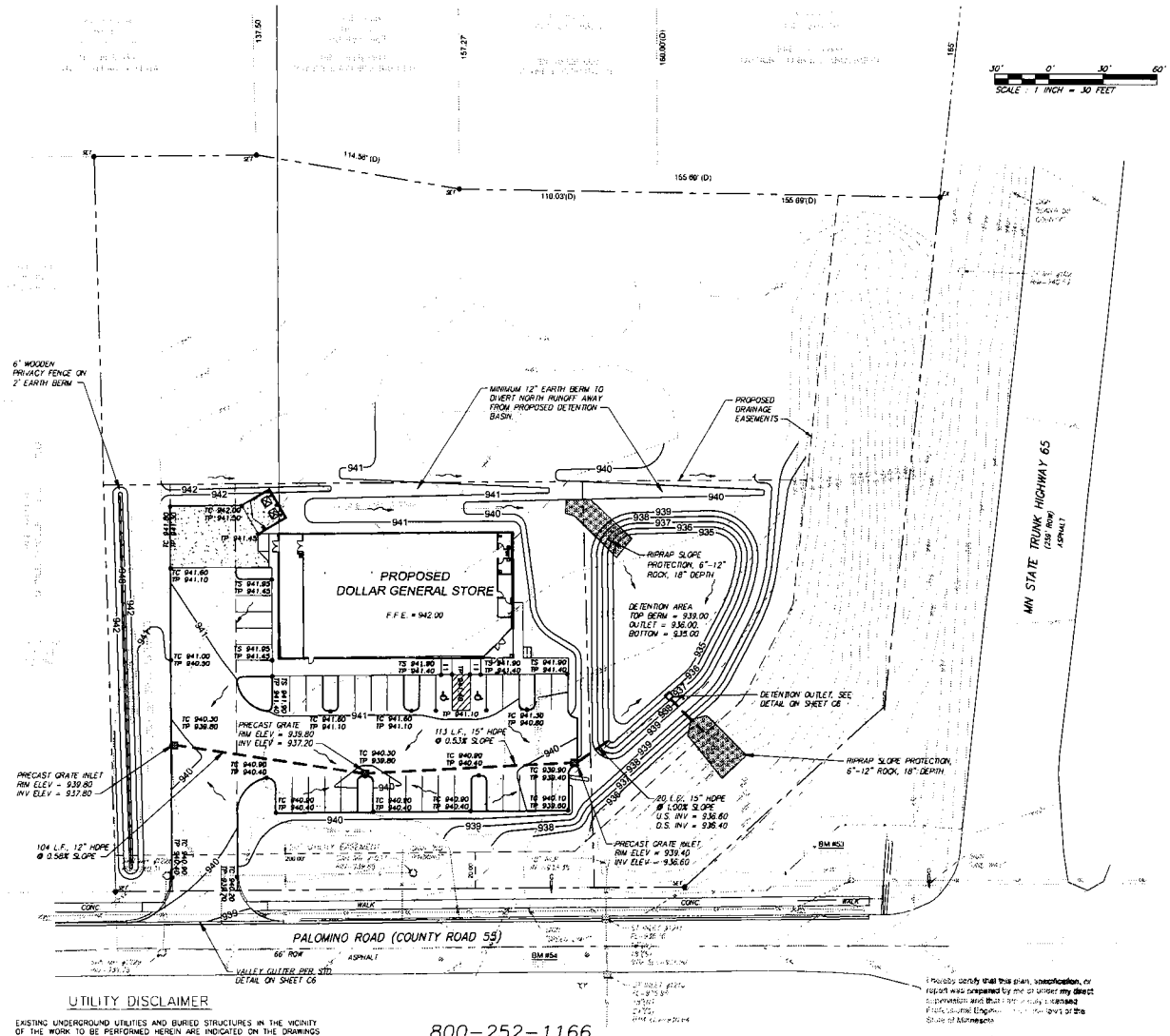
	Letter of Credit (LOC)	Cash Escrow	Notes
C. Engineering			
Onsite Field Inspection		$ 10,000.00	City Engineer - contract
Improvement Subtotals:	**$ -**	**$ 10,000.00**	

III. **LOC/Escrow/Fees required:**

	LOC*	Cash
A. Letter of Credit (LOC) - Section II I.	$ -	
B. Cash Escrow - Section II C-H.		**$ 11,000.00**
C. Fees - Section I		**$ 24,621.85**
D. Administrative - Section II A.		**$ -**
E. Development related transportation improvement cost - Section II B.		**$ -**
Total LOC and Cash required	**$ -**	**$ 35,621.85**

EXHIBIT C

APPROVED GRADING & UTILITY PLANS



LEGEND

- EX — EXISTING MONUMENT
- SET — SET MONUMENT
- IRON ROD
- IRON PIPE
- ROW — RIGHT OF WAY MARKER POST
- UTILITY POLE
- UTILITY POLE WITH TRANSFORMER
- SIGN
- STREET SIGN
- WATER VALVE
- FIRE HYDRANT
- STORM MANHOLE
- STORM INLET
- FLARED END SECTION
- SANITARY MANHOLE
- GAS MARKER/POST
- TREE STUMP
- DECIDUOUS TREE
- W — WATER LINE
- S — SANITARY SEWER LINE
- OHE — OVERHEAD ELECTRIC LINE
- STORM SEWER
- GROUND CONTOUR WITH ELEVATION
- 155.69' (D) — DEED DIMENSION
- 155.69' (R) — RECORD DIMENSION

BENCHMARKS:

BM #53: 60D NAIL IN POWER POLE ALONG N ROW LINE PALOMINO ROAD 90'± EAST OF SE CORNER OF PROPERTY
ELEV =937.27'

BM #54: 60D NAIL IN POWER POLE ALONG N EDGE OF PAVEMENT FOR PALOMINO RD NEAR CENTER OF SITE
ELEV =936.21'

SITE PLAN GENERAL NOTES:

1. STANDARD PARKING SPACES SHALL HAVE MINIMUM SIZE OF 9'x 20' UNLESS LOCAL JURISDICTION REQUIRE LARGER SPACES. PARKING SPACE STRIPING SHALL BE STANDARD 90 DEGREE STYLE. MINIMUM SIZE OF H.C. PARKING SPACES AND ACCESS AISLE ARE SHOWN ON DETAILS.
2. PAINTED STANDARD PARKING SPACE AND ISLAND STRIPE COLOR SHALL BE YELLOW FOR ASPHALT PAVEMENT AND CONCRETE PAVEMENT. COLOR FOR PAINTED H.C. ACCESSIBLE PARKING SPACE STRIPES, ACCESS AISLE OR ISLAND STRIPES, H.C. SYMBOLS, SHALL BE PAINTED PER THE REQUIREMENTS OF THE AUTHORITY HAVING JURISDICTION. BOLLARDS SHALL BE PAINTED YELLOW. PAINT SHALL BE REFLECTIVE TYPE.
3. PAINTED FIRE LANE STRIPING OR PAINTED CURBS SHALL BE PROVIDED AS REQUIRED BY JURISDICTIONAL REQUIREMENTS.
4. CONCRETE PARKING STOPS SHALL BE USED AT PARKING SPACES ALONG THE OUTER PERIMETER OF PARKING LOT WHEN CONCRETE CURBS ARE NOT USED.
5. CONCRETE PARKING STOPS SHALL NOT BE USED AT THE FRONT OF THE BUILDING OR ALONG THE PERIMETER (ADJACENT) TO THE BUILDING.
6. THE SIDEWALK AT THE FRONT OF THE BUILDING SHALL BE A MINIMUM OF 9-FEET WIDE. THE SIDEWALK SHALL INCLUDE A 10-FOOT MINIMUM WIDE ADA ACCESSIBLE RAMP CLOSE TO THE STORE MAIN ENTRANCE. SIDEWALKS ALONG OTHER SIDES OF BUILDING SHALL BE MINIMUM 3'-6" WIDE. SIDEWALKS ADJACENT TO BUILDING SLABS SHALL HAVE SEALED ISOLATION JOINTS AND SHALL BE 6" HIGH ABOVE EXTERIOR OR PAVEMENT FINISH GRADES. ALL EXTERIOR SIDEWALKS SHALL HAVE A BROOM FINISH.
7. PORTLAND CEMENT SIDEWALKS SHALL BE MINIMUM 4" THICK WITH WELDED WIRE FABRIC REINFORCING.
8. SIDEWALKS ADJOINING THE BUILDING MUST HAVE A 6" HIGH INTEGRAL CURB.
9. SLOPE CONCRETE SIDEWALKS AWAY FROM BUILDING AT A MINIMUM SLOPE OF 1/8" PER FOOT, INCLUDING RECESSED ENTRY.
10. THE ACTUAL LOCATION FOR THE PYLON SIGN SHALL BE SITUATED FOR OPTIMUM VISIBILITY ALONG THE MAIN FRONT TRAFFIC CORRIDOR.
11. BUILDING CORNERS ADJACENT TO PAVED AREAS SHALL BE BOLLARD PROTECTED. ABOVE GROUND UTILITY APPURTENANCES, SUCH AS METERS, TRANSFORMERS, FIRE HYDRANTS IN PAVED AREAS, ETC. SHALL BE BOLLARD PROTECTED.
12. DOWNSPOUTS SHALL NOT BE ALLOWED TO DISCHARGE ON CONCRETE SIDEWALKS. ROUTE DOWNSPOUTS UNDER SIDEWALKS AT ALL SIDEWALK LOCATIONS.
13. ALL DOWNSPOUTS DISCHARGING ONTO NON PAVED AREAS ARE TO HAVE A MINIMUM FIVE FOOT PERFORATED LANDSCAPE PIPE STRAPPED TO A MINIMUM 12 INCH X 24 INCH CONCRETE SPLASH BLOCK.
14. FINISH FLOOR TO BE A MINIMUM OF 12 INCHES ABOVE 100 YEAR FLOOD PLAIN.
15. FINISHED GRADE AT EXTERIOR WALLS SHALL BE A MINIMUM OF 6" BELOW FINISHED FLOOR AT ALL NON-PAVED AREAS.

UTILITY DISCLAIMER

EXISTING UNDERGROUND UTILITIES AND BURIED STRUCTURES IN THE VICINITY OF THE WORK TO BE PERFORMED HEREIN ARE INDICATED ON THE DRAWINGS ONLY TO THE EXTENT THAT SUCH INFORMATION HAS BEEN MADE AVAILABLE TO OR DISCOVERED BY THE ENGINEER IN THE PREPARATION OF THE DRAWINGS. THERE IS NO GUARANTEE AS TO THE ACCURACY OR THE COMPLETENESS OF SUCH INFORMATION AND ALL RESPONSIBILITY FOR THE ACCURACY AND COMPLETENESS THEREOF IS EXPRESSLY DISCLAIMED

800-252-1166
www.gopherstateonecall.org

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota

Print Name:
Signature:
Date: License #:

DOLLAR GENERAL
11615 E PALOMINO DRIVE, ISANTI, MINNESOTA

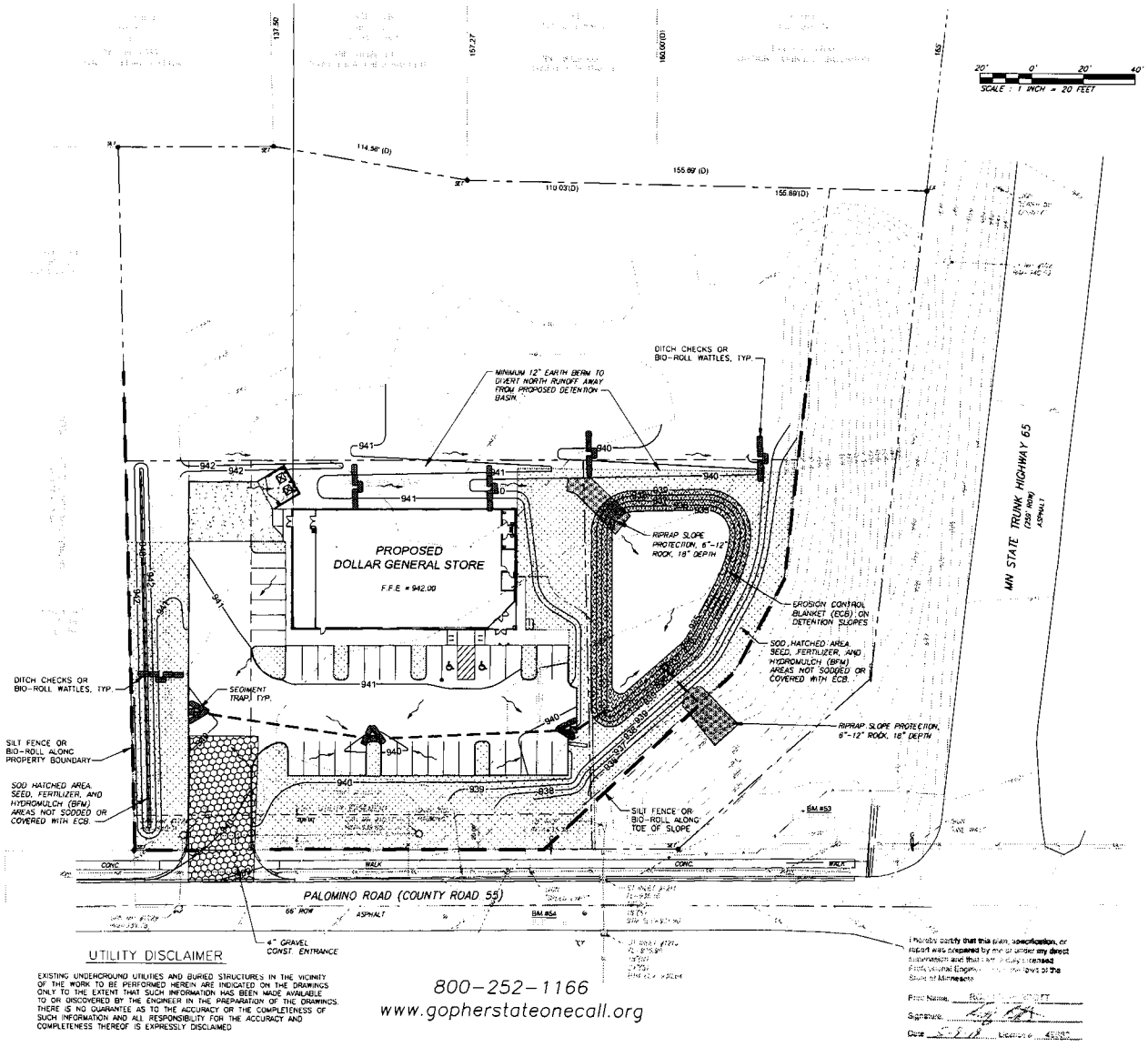
NO.	DATE	DESCRIPTION	BY

Overland ENGINEERING, LLC
SENECA CORPORATE DRIVE, SUITE 100
SOUTH BEND, IN 46637
PHONE: (574) 243-4100

DOLLAR GENERAL
ISANTI, MINNESOTA

GRADING PLAN

SHEET
C2



LEGEND

- EX — EXISTING MONUMENT
- SET — SET MONUMENT
- IRON ROD
- IRON PIPE
- ROW — RIGHT OF WAY MARKER POST
- UTILITY POLE
- UTILITY POLE WITH TRANSFORMER
- SIGN
- STREET SIGN
- WATER VALVE
- FIRE HYDRANT
- STORM MANHOLE
- STORM INLET
- FLARED END SECTION
- SANITARY MANHOLE
- GAS MARKER/POST
- TREE STUMP
- DECIDUOUS TREE
- WATER LINE
- SANITARY SEWER LINE
- OVERHEAD ELECTRIC LINE
- STORM SEWER
- GROUND CONTOUR WITH ELEVATION
- 155.68' (D) — DEED DIMENSION
- 155.68' (R) — RECORD DIMENSION

BENCHMARKS:

BM #53: 80D NAIL IN POWER POLE ALONG N ROW LINE PALOMINO ROAD 90'± EAST OF SE CORNER OF PROPERTY
ELEV.=937.27'

BM #54: 80D NAIL IN POWER POLE ALONG N EDGE OF PAVEMENT FOR PALOMINO RD. NEAR CENTER OF SITE
ELEV.=938.21'

IRRIGATION NOTES:

1. IRRIGATION SYSTEM FOR SODDED AND LANDSCAPED AREAS IS NOT SHOWN BUT SHALL BE DESIGNED AND INSTALLED BY CONTRACTOR.
2. IRRIGATION SYSTEM TO INCLUDE ALL SPRAY HEADS, VALVES AND CONTROLLERS.
3. LOCATE HEADS A MINIMUM OF 2'-0" FROM EDGE OF PAVEMENT / CURB.

UTILITY DISCLAIMER

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Print Name:
Signature:
Date:
License #:

DOLLAR GENERAL
1965 S PALOMINO DRIVE, ISANTI, MINNESOTA

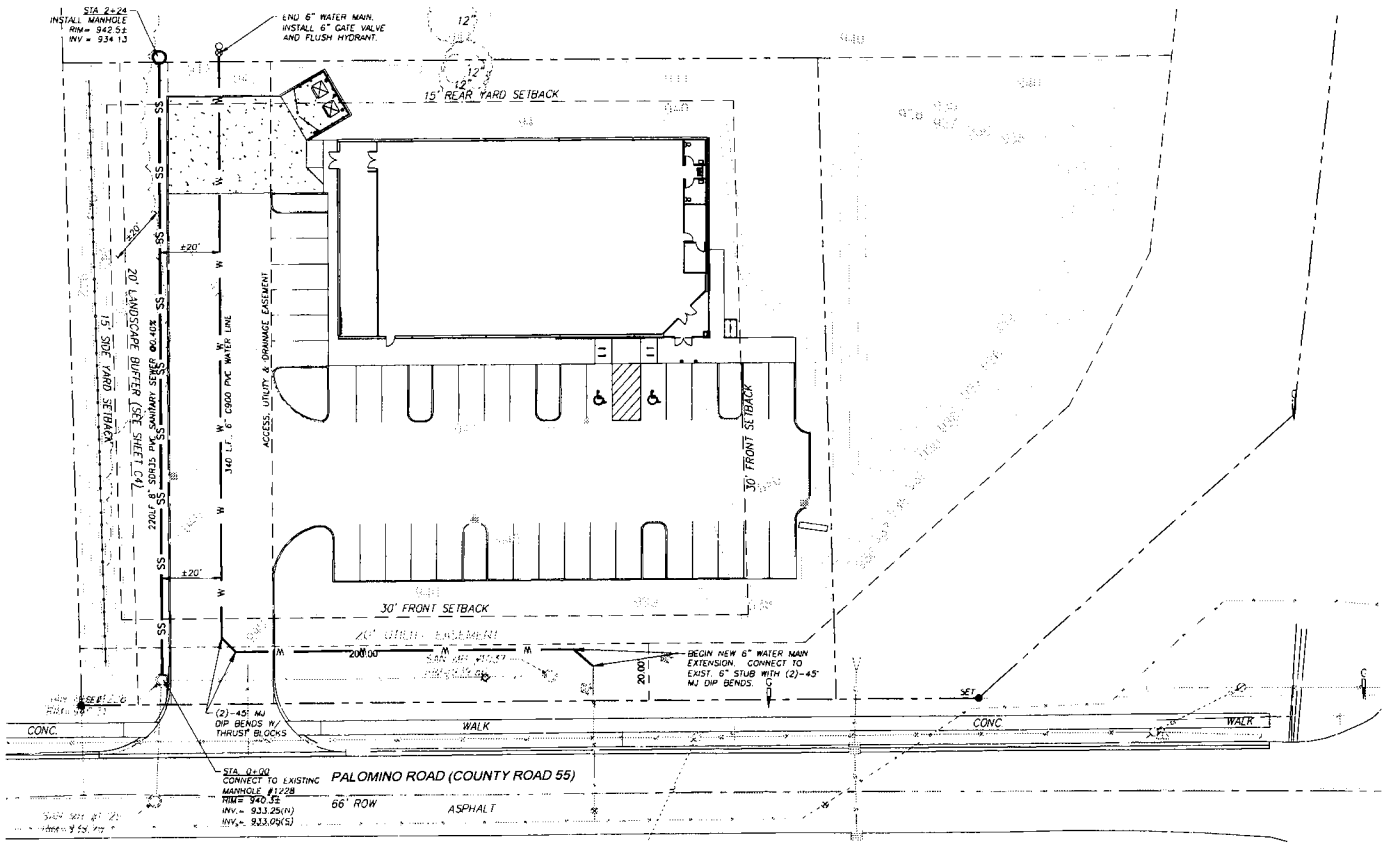
NO.	DATE	DESCRIPTION	BY

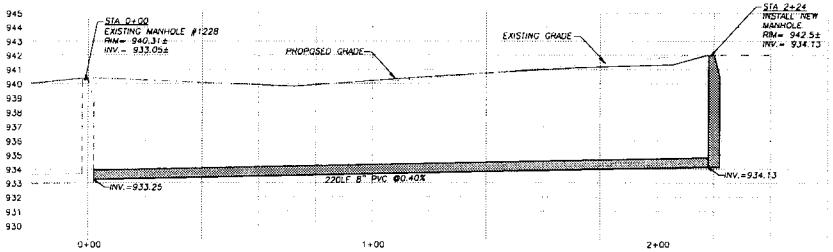
Overland ENGINEERING, LLC

DOLLAR GENERAL
ISANTI, MINNESOTA

SEDIMENT & EROSION CONTROL PLAN

SHEET
C3





SEWER PROFILE

1"=20' HORIZ., 1"=4' VERT.

GENERAL NOTES

1. CONSTRUCTION SHALL CONFORM TO THE LATEST APPLICABLE DESIGN AND CONSTRUCTION STANDARDS OF THE CITY OF ISANTI, AND THE STATE OF MINNESOTA POLLUTION CONTROL AGENCY, WHICHEVER TAKES PRECEDENCE.
2. THE CONTRACTOR SHALL BE RESPONSIBLE TO FIELD VERIFY THE LOCATION AND DEPTHS OF ALL EXISTING UTILITIES, BOTH UNDERGROUND AND OVERHEAD, AND SHALL BE RESPONSIBLE TO RECTIFY ANY DAMAGES TO SAID UTILITIES DUE TO HIS OPERATIONS.
3. THE CONTRACTOR SHALL BE RESPONSIBLE TO NOTIFY THE ENGINEER OF ANY DISCREPANCIES OR OBSTRUCTIONS OCCURRING WITH EXISTING UTILITIES.
4. IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, THE CONTRACTOR WILL BE SOLELY AND COMPLETELY RESPONSIBLE FOR CONDITIONS OF THE JOB SITE, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY DURING PERFORMANCE OF THE WORK. THIS REQUIREMENT WILL APPLY CONTINUOUSLY, AND NOT BE LIMITED TO NORMAL WORKING HOURS.
5. THE DUTY OF THE ENGINEER OR OWNER TO CONDUCT CONSTRUCTION REVIEW OF THE CONTRACTOR'S PERFORMANCE IS NOT INTENDED TO INCLUDE REVIEW OF THE ADEQUACY OF THE CONTRACTOR'S SAFETY MEASURES, IN OR NEAR THE CONSTRUCTION SITE.
6. ALL AREAS DISTURBED BY CONSTRUCTION, AND NOT INDICATED TO RECEIVE ANY OTHER FORM OF SURFACE TREATMENT SHALL BE DRESSED AND SEEDED TO LAWN CONDITIONS.
7. ALL ABANDONED SANITARY SEWER AND WATER LINES SHALL BE CAPPED IN ACCORDANCE WITH MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY REGULATIONS.

1. MAINTAIN 18" MIN. VERTICAL CLEARANCE BETWEEN WATER AND SEWER CROSSINGS AND 10' MIN. HORIZONTAL SEPARATION.
2. ALL SEWER MAINS SHALL BE 8" SDR35 PVC PIPE.
3. ALL WATER MAINS SHALL BE 6" CLASS 200, C900 PVC PIPE WITH DUCTILE IRON MECHANICAL JOINT FITTINGS.
4. ALL WATER MAINS SHALL HAVE MINIMUM 60" COVER.

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.

Print Name: [illegible]

Signature: [illegible]

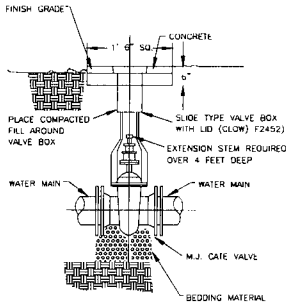
Date: 5-7-19 License # 41560

NO.	DATE	DESCRIPTION	BY

DOLLAR GENERAL
ISANTI, MINNESOTA
WATER & SEWER EXTENSION

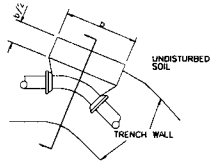
Overland ENGINEERING, LLC

SHEET
C7

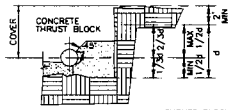


GATE VALVE DETAIL

NO SCALE



PLAN



THRUST BLOCK AREAS
45°, 6 SQ.FT.
90°, 8 SQ.FT.
DEAD END, 8 SQ.FT.

BLOCK AREA DEPENDS ON PIPE SIZE AND TEST PRESSURE!

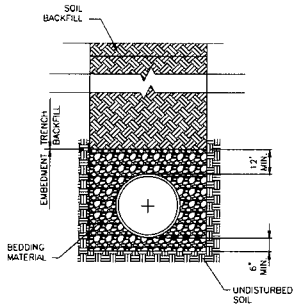
SECTION

NOTES:

1. AREA OF BLOCK A = b X d
2. b = d = A EXCEPT WHERE TOP OF BLOCK IS WITHIN 2 FEET FROM GROUND SURFACE THEN b = A/d
3. MINIMUM BLOCK DIMENSION (b&d) SHALL BE AT LEAST O.D. OF PIPE OR 1 FOOT FOR PIPE O.D. 12" OR LESS
4. BOTTOM OF BLOCK SHALL EXTEND TO BOTTOM OF TRENCH

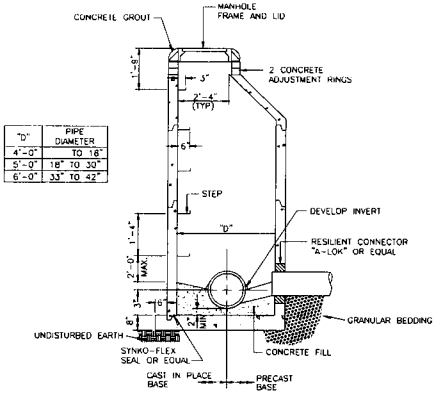
THRUST BLOCK DETAIL

NO SCALE



BEDDING DETAIL

NO SCALE



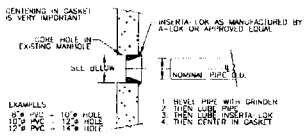
"D"	PIPE DIAMETER
4'-0"	TO 18"
5'-0"	18" TO 30"
6'-0"	33" TO 42"

GENERAL NOTES:

1. EXTERIOR WATERPROOFING REQUIRED ON ALL MANHOLES IN ACCORDANCE WITH SPECIFICATIONS.
2. CIRCULAR PRECAST MANHOLE SECTIONS TO BE SEALED WITH GASKETS AS PER SPECIFICATIONS.
3. MANHOLE WALL THICKNESS: 1/12 OF INSIDE DIA. PLUS ONE INCH.
4. INCREASE WALL THICKNESS TO 6" WHEN DEPTH OF MANHOLE EXCEEDS 16'-0".
5. CIRCULAR PRECAST MANHOLE SECTIONS TO BE IN ACCORDANCE WITH ASTM C478, EXCEPT AS MODIFIED.
6. MANHOLE STEPS TO BE CAST IN PLACE, OR GROUTED WITH EXPANDING GROUT.
7. ALL MANHOLE RINGS TO BE SET IN MASTIC.
8. MINIMUM MANHOLE RING OPENING SHALL BE 24" CLEAR.

SANITARY SEWER MANHOLE DETAIL

NOT TO SCALE



MANHOLE CONNECTION DETAIL

NOT TO SCALE

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Print Name _____

Signature _____

Date _____ License # 45352

DOLLAR GENERAL

THIEF RIVER FALLS (HWY), STEARNS, MINNESOTA

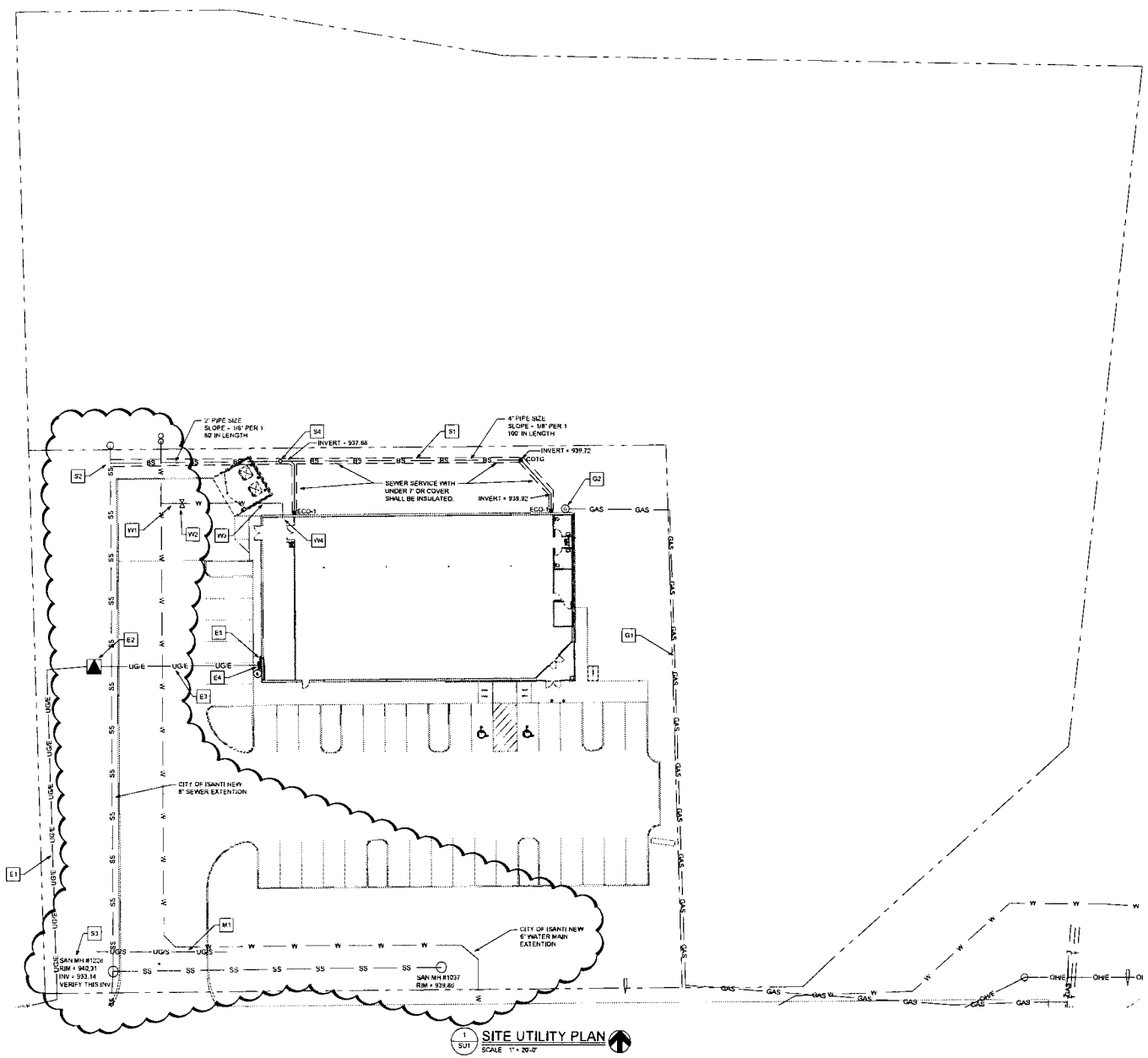
NO.	DATE	DESCRIPTION	BY

Overland ENGINEERING, LLC

DOLLAR GENERAL
ISANTI, MINNESOTA

UTILITY EXTENSION DETAILS

SHEET
C8



1 SU1 SITE UTILITY PLAN
SCALE 1" = 20'-0"

SITE UTILITY LEGEND	
SS	SANITARY SEWER
BS	BUILDING SEWER
W	WATER PIPING
GAS	GAS PIPING
UG/E	UNDERGROUND ELECTRIC
OH/E	OVERHEAD ELECTRIC
UG/C	UNDERGROUND CONDUIT
UG/S	UNDERGROUND SLEEVE
T	TELEPHONE

SITE UTILITY LEGEND	
FO	FIBER OPTICS
E	ELECTRIC METER
G	GAS METER
W	WATER METER
	FIRE HYDRANT
	PAD MOUNT TRANSFORMER
MH	MANHOLE
COTG	CLEANOUT TO GRADE

KEYNOTES

#	
ELECTRICAL	
E1	PROPOSED UNDERGROUND PRIMARY BY THE ELECTRIC UTILITY.
E2	PAD MOUNTED TRANSFORMER BY THE ELECTRIC UTILITY. THE E.C. SHALL CONSTRUCT A CONCRETE PAD IN ACCORDANCE WITH THE ELECTRIC UTILITY'S SPECIFICATIONS.
E3	UNDERGROUND SERVICE LATERAL BY THE ELECTRICAL CONTRACTOR.
E4	CT CABINET AND METER SOCKET BY THE ELECTRICAL CONTRACTOR. 1-1/4" NIPPLE BETWEEN THE CT CABINET AND THE METER SOCKET BY THE ELECTRICAL CONTRACTOR.
E5	600 AMP 2-POLE NEMA 3R FUSED SERVICE DISCONNECT BY THE ELECTRICAL CONTRACTOR.
GAS	
G1	NATURAL GAS SERVICE PIPE BY GAS COMPANY.
G2	LOCATION OF THE GAS METER WITH A SHUT-OFF VALVE ON THE SUPPLY SIDE AND A 2 PSI, REGULATOR. THE NATURAL GAS LOAD WILL BE 600,000 BTUH.
MISCELLANEOUS	
M1	4" PVC SLEEVE WITH PULL WIRE UNDER DRIVE. TURN UP AND WEATHERPROOF BOTH ENDS.
SEWER	
S1	4" BUILDING SEWER AT 1/4" PER 1' SLOPE WITH CLEANOUT TO GRADE WITHIN 5' OF THE BUILDING AND EVERY 100' THEREAFTER AND AT EVERY HORIZONTAL CHANGE OF DIRECTION GREATER THAN 45°.
S2	CONNECT TO THE SANITARY SEWER.
S3	MANHOLE ELEVATIONS PROVIDED BY THE SURVEYOR.
S4	GRINDER PUMP. SEE THE PLUMBING FIXTURE SCHEDULE ON SHEET P3.
WATER	
W1	1-1/2" TAP FOR DOMESTIC AND LAWN IRRIGATION WATER USES. COORDINATE WITH THE WATER COMPANY FOR TAPPING REQUIREMENTS, ROAD BORING/CUTTING & PATCHING, ETC. THE WATER SERVICE WILL NEED TO CONNECT TO THIS STUB WITH EITHER A 1-1/2" SADDLE OR A 6" X 1-1/2" THREADED PLUG.
W2	1-1/2" CURB STOP AT THE PROPERTY LINE.
W3	1-1/2" WATER SERVICE FOR DOMESTIC AND LAWN IRRIGATION USES.
W4	THE WATER METERS WILL BE INSIDE THE BUILDING AT THIS LOCATION.

WATER & SEWER SERVICE MATERIALS

WATER SERVICE PIPE
COPPER SEAMLESS COPPER TUBE TYPE K, SOFT TEMPER - ANSI H23.1, ASTM B88.
COPPER FITTINGS BRASS OR BRONZE FLARE FITTINGS 125 LBS AND OVER. HEAVY DUTY LONG COLLAR TYPE - ASTM B62, OR CAST BRONZE AND WROUGHT SOLDER JOINT PRESSURE FITTING - ANSI B16.22, ANSI H23.1, ANSI B16.18.
SOLDERED JOINTS SHALL BE THOROUGHLY CLEANED AND PROPERLY FLUXED WITH NONCORROSIVE PASTE OR LIQUID FLUX COMPLYING WITH ASTM B813-00. SOLDER SHALL BE 95-5 TIN ANTIMONY OR 96-4 TIN SILVER SOLDER (LESS THAN 0.2% LEAD) COMPLYING WITH ASTM B32-94.

HDPE SIDR 9, 200 PSI, WATER SERVICE PIPE - ASTM D2239.
HDPE FITTING ASTM D2609, ASTM D2683, ASTM D3261, ASTM F1055, CSA B137.1.

HDPE CTS OR 11, 200 PSI, WATER SERVICE PIPE - ASTM D2737.
HDPE FITTING ASTM D2609, ASTM D2683, ASTM D3261, ASTM F1055, CSA B137.1.

PLASTIC PIPE (HDPE) SHALL BE INSTALLED IN ACCORDANCE WITH ASTM D2774 AND SHALL BE INSTALLED WITH A COATED #12 AWG COPPER TRACER WIRE.

BUILDING SEWER PIPE
PVC DRAIN WASTE AND VENT SCH. 40 OR SCH. 80 SOLVENT WELD PIPE AND FITTINGS - ASTM D2665, ASTM F628, NSF 14, CS272, CSA-B181.2.

PVC SEWER PIPE - SDR 23.5 - ASTM D3034.

PVC PIPE AND FITTINGS MUST BE LAID ON A CONTINUOUS GRANULAR BED. INSTALLATION SHALL COMPLY WITH ASTM D2321.

CAST IRON: CAST IRON PIPE AND FITTINGS EXTRA HEAVY - ANSI A21.8, CAST IRON PIPE CENTRIFUGALLY CAST ONLY AND FITTINGS SERVICE WEIGHT - ANSI A21.6, ANSI A21.8, CS188. CAST IRON FITTINGS, HUBLESS CAST IRON PIPE AND FITTINGS - ASTM A888-07A, CISPI STD. 301-09, CSA/CAN 3-B70.

REVISED PER CITY OF ISANTI
WATER AND SEWER EXTENTIONS.

811 Know what's below. Call before you dig.

FIELD VERIFY AND COORDINATE ALL UNDERGROUND UTILITIES WITH STORM WATER DETENTION AND DRAIN PIPING TO AVOID CONFLICT/INTERFERENCE.

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THE ENGINEER HAS PROVIDED ONLY MECHANICAL, ELECTRICAL AND PLUMBING ENGINEERING SERVICES. FLOOR PLANS AND SITE PLANS ARE ONLY PROVIDED BY THE ARCHITECT FOR MY USE RELATIVE TO MECHANICAL, ELECTRICAL AND PLUMBING ENGINEERING SERVICES ONLY.

PATRICK D. CROCKER, P.E.
3211 EAST SHADY GLEN
SPRINGFIELD, MISSOURI 65804
PHONE (417) 883-4056

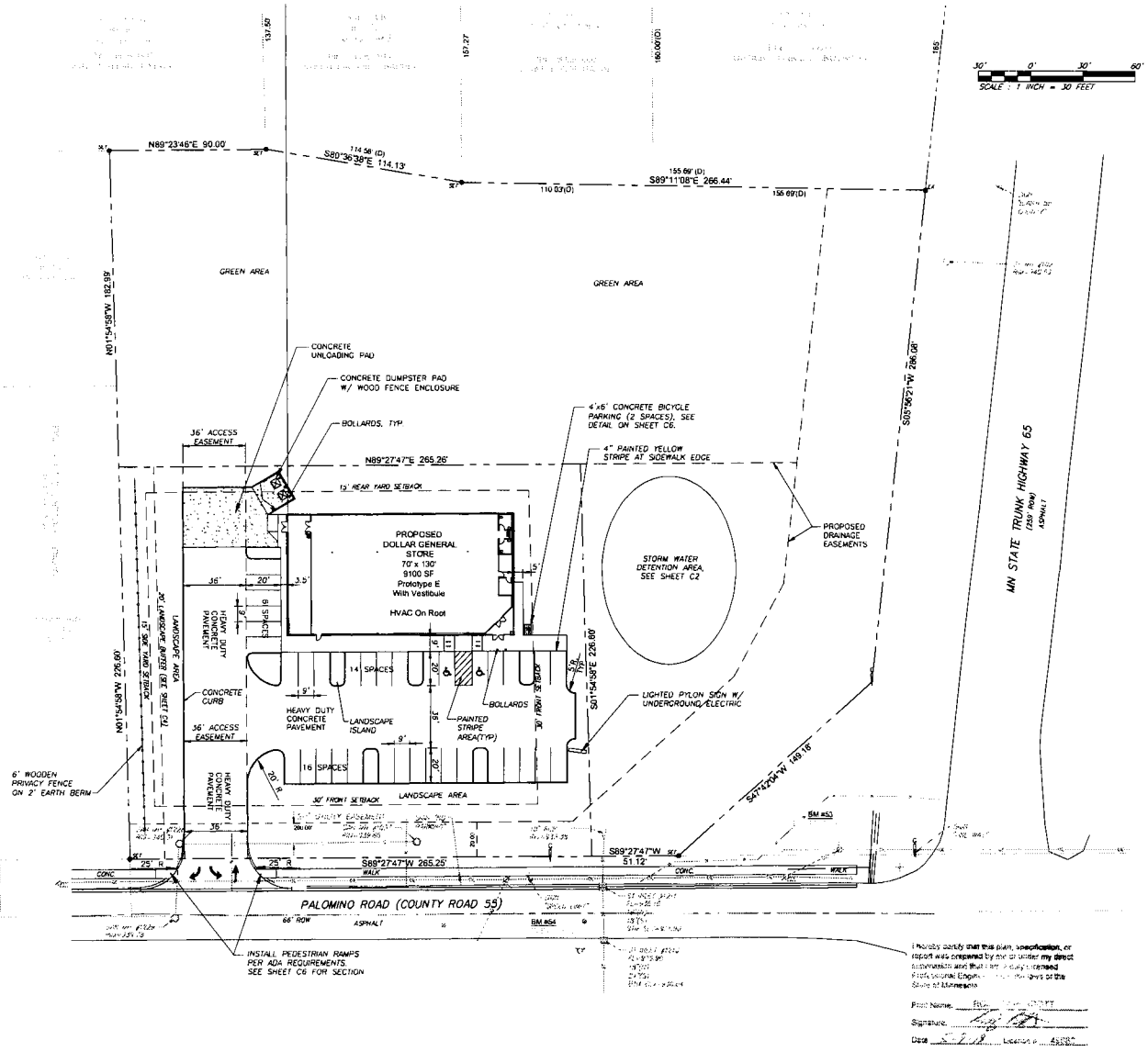
DOLLAR GENERAL
TYPE E
HIGHWAY 65 & PALOMINO ROAD
ISANTI, ISANTI COUNTY, MINNESOTA

07-03-2019 REV
LPT

DATE	1/18/2019
REVISION	02/19/2019
REVISION	06/03/2019
REVISION	07-03-2019
REVISION	
REVISION	
REVISION	
JOB #	7/1/2019
SHEET #	SU1

EXHIBIT D

SITE PLAN
ARCHITECTURAL RENDERINGS
LANDSCAPE PLAN
LIGHTING PLAN



LEGEND

- EXISTING MONUMENT
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- IRON ROD
- IRON PIPE
- RIGHT OF WAY MARKER POST
- UTILITY POLE
- UTILITY POLE WITH TRANSFORMER
- SIGN
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GENERAL NOTES

1. THE CONSTRUCTION COVERED BY THESE PLANS SHALL CONFORM TO ALL CURRENT APPLICABLE STANDARDS AND SPECIFICATIONS OF THE PUBLIC WORKS DEPARTMENT OF THE CITY OF ISANTI, MINNESOTA, UNLESS OTHERWISE NOTED.
2. ALL WORKMANSHIP AND MATERIALS SHALL BE SUBJECT TO THE INSPECTION AND APPROVAL OF THE PLANNING AND DEVELOPMENT DEPARTMENT OF THE CITY OF ISANTI, MINNESOTA.
3. PRIOR TO COMMENCEMENT OF WORK, THE CONTRACTOR SHALL NOTIFY ALL THOSE COMPANIES WHICH HAVE FACILITIES IN THE NEAR VICINITY OF THE CONSTRUCTION TO BE PERFORMED.
4. THE CONTRACTOR MAY UTILIZE THE FOLLOWING TOLL FREE PHONE NUMBER: 1-(800)-252-1166. THIS PHONE NUMBER IS APPLICABLE ANYWHERE WITHIN THE STATE OF MINNESOTA.
5. ALL DAMAGE TO EXISTING UTILITIES SHALL BE REPAIRED BY AND AT THE EXPENSE OF THE CONTRACTOR.
6. THE CONTRACTOR SHALL UNDER NO CIRCUMSTANCES CLEAR OR DAMAGE ANY TREES OUTSIDE THE CLEARING LIMIT LINE SET BY THE CITY WITHOUT THE WRITTEN PERMISSION OF THE CITY ENGINEER OR PROPERTY OWNER.
7. CLEARING AND GRUBBING OPERATIONS AND DISPOSAL OF ALL DEBRIS THEREFROM SHALL BE PERFORMED BY THE CONTRACTOR IN STRICT ACCORDANCE WITH ALL LOCAL CODES AND ORDINANCES.
8. THE CONTRACTOR SHALL KEEP THE STREETS CLEAN OF MUD AND DEBRIS.
9. THE CONTRACTOR SHALL PLACE MIN. 4" TOPSOIL AND SEED & MULCH ALL DISTURBED AREAS AT THE DIRECTION OF THE CITY ENGINEER

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota

Print Name: _____

Signature: _____

Date _____ License # _____

DOLLAR GENERAL
11465 E PALOMINO DRIVE, ISANTI, MINNESOTA

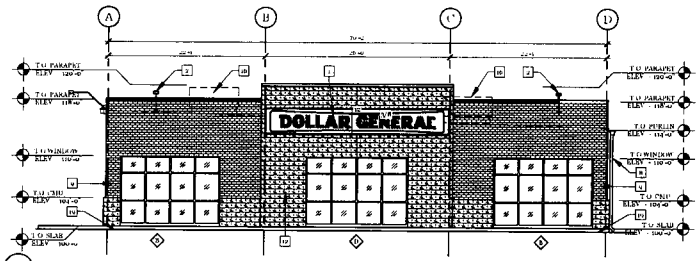
NO.	DATE	DESCRIPTION	BY

Overland ENGINEERING, LLC

DOLLAR GENERAL
ISANTI, MINNESOTA

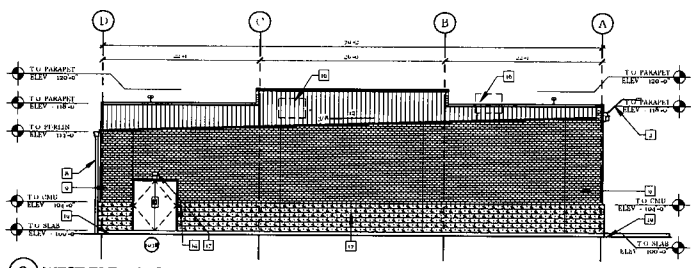
SITE PLAN

SHEET
C1



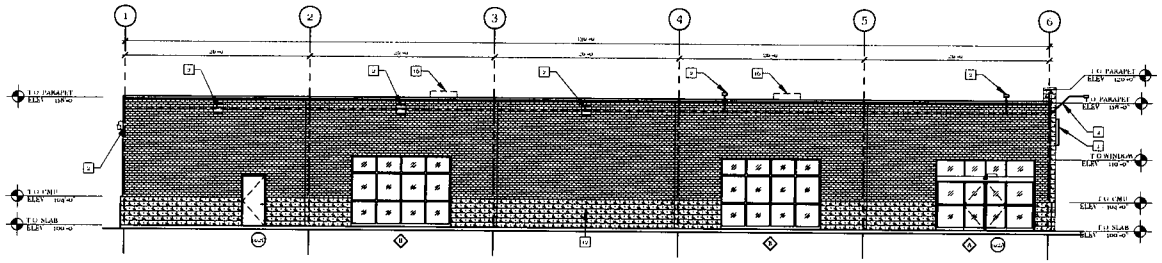
1 EAST ELEVATION

SCALE: 1/8" = 1'-0"



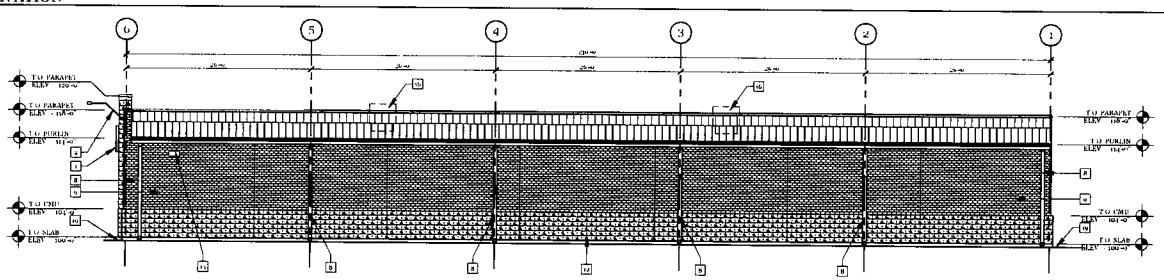
2 WEST ELEVATION

SCALE: 1/8" = 1'-0"



3 SOUTH ELEVATION

SCALE: 1/8" = 1'-0"



4 NORTH ELEVATION

SCALE: 1/8" = 1'-0"

ELEVATION KEYNOTES

1. SIGN FURNISHED & INSTALLED BY DOLLAR GENERAL CORPORATION w. CIRCUIT AS INSTALLED ELECTRICAL PLAN. SIGN TO BE ILLUMINATED 12 HOURS OF BUILDING. CONTRACTOR IS TO PROVIDE ADEQUATE BLOCKING AS REQUIRED BY SIGN MANUFACTURER TO SUPPORT SIGN WEIGHT OF UP TO 1,000 LBS. EXTERIOR CANOPY SIGN SHALL BE SUPPORTED BY THE FACE OF THE CANOPY. COORDINATE THE PROPER SIGNAGE TO BE USED w. DOLLAR GENERAL.
2. EXTERIOR LIGHTING. REFER TO ELECTRICAL DRAWINGS FOR EXACT QUANTITY, LOCATION, MOUNTING HEIGHT & OTHER SPECIFICATIONS
3. NOT USED
4. NOT USED
5. NOT USED
6. NOT USED
7. DRIP COPING/FLASHING. REFER TO EXTERIOR FINISH SCHEDULE FOR COLOR
8. GUTTER & DOWNSPOUT. REFER TO EXTERIOR FINISH SCHEDULE FOR COLOR
9. NICHIHA FIBER CEMENT ARCHITECTURAL PANELS or METAL BUILDING PANELS BY PRE-ENGINEERED BUILDING MANUFACTURER. PROVIDE TAMPER-RESISTANT FASTENERS FOR BOTTOM 8'-0" +/- TO INSTALL NICHIHA PANEL PER MANUFACTURER'S RECOMMENDATIONS
10. STANDING SEAM METAL ROOF
11. NOT USED
12. SPLIT-FACED CMU. PROVIDE PROPER AND DURABLE DUSTPROOF STEEL METAL BUILDING PANELS. REFER TO EXTERIOR FINISH SCHEDULE FOR COLOR
13. VENT FOR BATHROOM EXHAUST. REFER TO MECHANICAL DRAWINGS FOR ADDITIONAL INFORMATION
14. DOOR BUZZER. REFER TO ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION
15. NOT USED
16. ROOF MOUNTED EQUIPMENT ON ROOF. REFER TO MECHANICAL DRAWINGS FOR ADDITIONAL INFORMATION & LOCATIONS. UNITS TO BE SCREENED FROM VIEW
17. OUTDOOR AIR INTAKE SENSOR MOUNTED OVER RECEIVING DOORS @ 8'-0" A.F.F.
18. MINIMUM SAFE HEIGHT IS 13'-6" A.F.F.
19. FINISHED GRADE AT EXTERIOR WALLS SHALL BE A MINIMUM OF 6" BELOW FINISHED FLOOR AT ALL NON-PAVED AREAS
20. NOT USED

EXTERIOR FINISH SCHEDULE

PRE-ENGINEERED METAL BUILDING VENDOR	VP BUILDINGS ATTN: DAVID ENGLISH (660) 679-3313				STAR BUILDING SYSTEMS ATTN: RODNEY BURT (800) 879-7827					NUCOR BUILDING SYSTEMS ATTN: BOB BARRY (205) 745-1121					BUTLER STEEL BUILDINGS, INC. ATTN: KEVIN BUTLER (800) 195-2258					CHIEF BUILDINGS ATTN: KEVIN SULLIVAN (800) 841-2328					PREFERRED COLORS IF ALTERNATE EXTERIOR MATERIALS ARE USED INSTEAD OF METAL PANELS				
EXTERIOR FINISHES ARE TO MATCH or BE EQUAL TO VP METAL BUILDING STANDARD FINISH SELECTION	COOL EGYPTIAN TURQUOISE	COOL HAWK MIDNIGHT	HAWK	COOL COTTON WHITE	GALVALUME	LIGHTSTONE	SCREEN BRONZE (Low-E)	BRONZE	POLAR WHITE	GALVALUME	LIGHTSTONE	SCREEN BRONZE (Low-E)	BRONZE	POLAR WHITE	GALVALUME	SANDSTONE	BURNISHED SLATE	BRONZE	POLAR WHITE	GALVALUME	PARCHMENT	ANTIQUE BRONZE	BRONZE	POLAR WHITE	GALVALUME	SHERWIN WILLIAMS SW7008 "ALABASTER"	SHERWIN WILLIAMS SW6041 "NUTMEG BROWN"	BRONZE	WHITE EXTERIOR MASONRY PAINT	GALVALUME
GUTTERS	●					●					●					●					●					●					
DOWNSPOUTS	●					●					●					●					●					●					
SIDE & REAR METAL WALL PANELS & TRIM. RECEIVING & EMERGENCY EXIT DOORS (EXTERIOR OR DOOR TO BE PAINTED - REFER TO DOOR SCHEDULE)	●					●					●					●					●					●					
BUILDING FACADE NICHIHA FIBER CEMENT ARCHITECTURAL PANELS w. SPLIT-FACED CMU TO BE PRE-FINISHED or PAINTED (2) COATS LOXON XP MASONRY COATING 6418 or 6419 SERIES)	SHERWIN WILLIAMS SW7012 "WARM STONE" or SHERWIN WILLIAMS SW7041 "VAN DYKE BROWN"					SHERWIN WILLIAMS SW7012 "WARM STONE" or SHERWIN WILLIAMS SW7041 "VAN DYKE BROWN"					SHERWIN WILLIAMS SW7012 "WARM STONE" or SHERWIN WILLIAMS SW7041 "VAN DYKE BROWN"					SHERWIN WILLIAMS SW7012 "WARM STONE" or SHERWIN WILLIAMS SW7041 "VAN DYKE BROWN"					SHERWIN WILLIAMS SW7012 "WARM STONE" or SHERWIN WILLIAMS SW7041 "VAN DYKE BROWN"					SHERWIN WILLIAMS SW7012 "WARM STONE" or SHERWIN WILLIAMS SW7041 "VAN DYKE BROWN"				
FLAT METAL NORTH AT STOREFRONT VESTIBULE AREA																														
BUILDING FASCIA WALL PARAPET w. ENTRANCE & CANOPY		●					●					●					●					●						●			
STOREFRONT SYSTEM			●					●					●					●					●						●		
STANDING SEAM METAL ROOF PANELS					●					●					●					●					●					●
LINER PANELS (INTERIOR SALES & RECEIVING FLOOR)				●																										

JOHN D. TORGERSON, ARCHITECT
116 NORTH 2ND AVENUE • OZARK, MO 65721 • P (417) 581-8886 • F (417) 581-0002

DOLLAR GENERAL

STORE #20528 - PROTOTYPE "E"

ISANTI, MINNESOTA

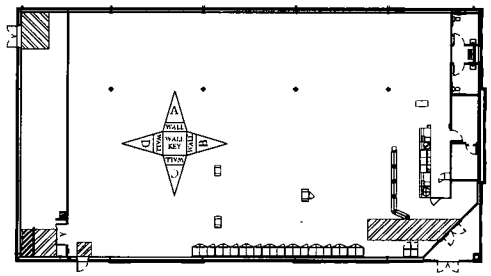
NORTHWEST CORNER OF STATE HIGHWAY 65 NE & PALOMINO ROAD SE
ISANTI, ISANTI COUNTY, MINNESOTA, 55040

NAME: JOHN D. TORGERSON
ARCHITECT OF RECORD
LICENSE NO: 56080
PROJECT NUMBER: [illegible]
REVISIONS

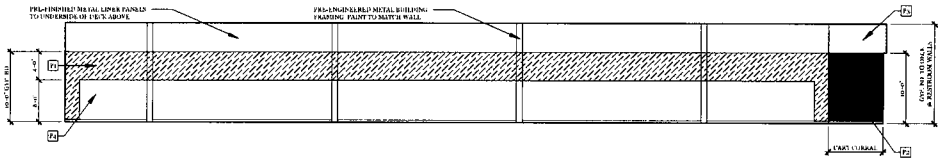
A2.1
EXTERIOR ELEVATIONS
DATE: JUNE 20, 2016

ROOM FINISH SCHEDULE

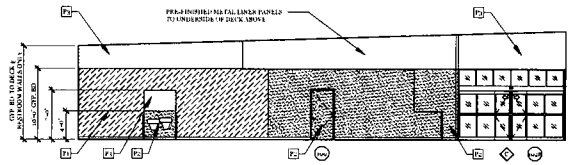
NO.	ROOM NAME	FLOOR		BASE		A WALL		B WALL		C WALL		D WALL		CEILING		REMARKS
		MATERIAL	FINISH	MATERIAL	FINISH	MATERIAL	FINISH	MATERIAL	FINISH	MATERIAL	FINISH	MATERIAL	FINISH	MATERIAL	FINISH	
100	BREAK ROOM	SEALED CONCRETE	CONCRETE w/ SEALER	4" RUBBER VINYL BASE	BLACK	GYPSUM BOARD TO ROOF DECK	SHERWIN WILLIAMS SW7005 PURE WHITE PRO-MAR LATEX SEMI-GLOSS	GYPSUM BOARD TO ROOF DECK	SHERWIN WILLIAMS SW7005 PURE WHITE PRO-MAR LATEX SEMI-GLOSS	GYPSUM BOARD TO 10'-0" A.F.F.	SHERWIN WILLIAMS SW7005 PURE WHITE PRO-MAR LATEX SEMI-GLOSS	GYPSUM BOARD TO 10'-0" A.F.F.	SHERWIN WILLIAMS SW7005 PURE WHITE PRO-MAR LATEX SEMI-GLOSS	EXPOSED TO STRUCTURE ABOVE	N/A	
101	OFFICE	SEALED CONCRETE	CONCRETE w/ SEALER	4" RUBBER VINYL BASE	BLACK	GYPSUM BOARD TO ROOF DECK	SHERWIN WILLIAMS SW7005 PURE WHITE PRO-MAR LATEX SEMI-GLOSS	GYPSUM BOARD TO ROOF DECK	SHERWIN WILLIAMS SW7005 PURE WHITE PRO-MAR LATEX SEMI-GLOSS	GYPSUM BOARD TO 10'-0" A.F.F.	SHERWIN WILLIAMS SW7005 PURE WHITE PRO-MAR LATEX SEMI-GLOSS	GYPSUM BOARD TO 10'-0" A.F.F.	SHERWIN WILLIAMS SW7005 PURE WHITE PRO-MAR LATEX SEMI-GLOSS	EXPOSED TO STRUCTURE ABOVE	N/A	
102	SALES AREA	POLISHED CONCRETE	POLISHED CONCRETE w/ SEALER	4" RUBBER VINYL BASE	BLACK	GYPSUM BOARD TO 10'-0" A.F.F. ON WHITE METAL LINER PANELS	SHERWIN WILLIAMS PRO-MAR LATEX, SATIN REFER TO ELEVATIONS ON THIS SHEET	GYPSUM BD TO HEIGHT AS NOTED ON ELEVATIONS	SHERWIN WILLIAMS PRO-MAR LATEX, SATIN REFER TO ELEVATIONS ON THIS SHEET	GYPSUM BOARD TO 10'-0" A.F.F. ON WHITE METAL LINER PANELS	SHERWIN WILLIAMS PRO-MAR LATEX, SATIN REFER TO ELEVATIONS ON THIS SHEET	GYPSUM BOARD TO ROOF DECK	SHERWIN WILLIAMS PRO-MAR LATEX, SATIN REFER TO ELEVATIONS ON THIS SHEET	EXPOSED TO STRUCTURE ABOVE	N/A	
103	RECEIVING AREA	SEALED CONCRETE	CONCRETE w/ SEALER	4" RUBBER VINYL BASE, GYPSUM BD - 8 WALL ONLY	BLACK GYPSUM BD - 8 WALL ONLY	METAL LINER PANEL TO 8'-0" A.F.F. CAULKED AT BASE	LIGHTSTONE	GYPSUM BOARD TO ROOF DECK	TAPED & PAINTED AT AS REQUIRED BY CODE	METAL LINER PANEL TO 8'-0" A.F.F. CAULKED AT BASE	LIGHTSTONE	METAL LINER PANEL TO 8'-0" A.F.F. CAULKED AT BASE	LIGHTSTONE	EXPOSED TO STRUCTURE ABOVE	N/A	
104	MEN	SEALED CONCRETE	ARMSTRONG CONNECTION CARLON 8MM w/ ANTIMICROTEL SHEET VINYL	4" RUBBER VINYL BASE	BLACK	GYPSUM BOARD TO 8'-0" A.F.F.	8'-0" HIGH FIBEROLAN REINFORCED PANEL - 'WHITE' SEALED AT FLOOR	GYPSUM BOARD TO 8'-0" A.F.F.	8'-0" HIGH FIBEROLAN REINFORCED PANEL - 'WHITE' SEALED AT FLOOR	GYPSUM BOARD TO 8'-0" A.F.F.	8'-0" HIGH FIBEROLAN REINFORCED PANEL - 'WHITE' SEALED AT FLOOR	GYPSUM BOARD TO 8'-0" A.F.F.	8'-0" HIGH FIBEROLAN REINFORCED PANEL - 'WHITE' SEALED AT FLOOR	MOISTURE RESISTANT 2X4 ACOUSTIC CLEANABLE TILE w/ GYP BD	WHITE	CEILING TILE: GYPSUM BD MUST BE MOLD, MILDEW, & MOISTURE RESISTANT
105	WOMEN	SEALED CONCRETE	ARMSTRONG CONNECTION CARLON 8MM w/ ANTIMICROTEL SHEET VINYL	4" RUBBER VINYL BASE	BLACK	GYPSUM BOARD TO 8'-0" A.F.F.	8'-0" HIGH FIBEROLAN REINFORCED PANEL - 'WHITE' SEALED AT FLOOR	GYPSUM BOARD TO 8'-0" A.F.F.	8'-0" HIGH FIBEROLAN REINFORCED PANEL - 'WHITE' SEALED AT FLOOR	GYPSUM BOARD TO 8'-0" A.F.F.	8'-0" HIGH FIBEROLAN REINFORCED PANEL - 'WHITE' SEALED AT FLOOR	GYPSUM BOARD TO 8'-0" A.F.F.	8'-0" HIGH FIBEROLAN REINFORCED PANEL - 'WHITE' SEALED AT FLOOR	MOISTURE RESISTANT SMOOTH CLEANABLE TILE w/ GYP BD	WHITE	CEILING TILE: GYPSUM BD MUST BE MOLD, MILDEW, & MOISTURE RESISTANT
106	HALLWAY	POLISHED CONCRETE	POLISHED CONCRETE w/ SEALER	4" RUBBER VINYL BASE	BLACK	GYPSUM BOARD TO 8'-0" A.F.F.	SHERWIN WILLIAMS SW7005 PURE WHITE PRO-MAR LATEX, SEMI-GLOSS TO 4'-0" A.F.F. SHERWIN WILLIAMS SW6991 BLACK MAGIC PRO-MAR LATEX, SEMI-GLOSS ABOVE 4'-0" A.F.F.	GYPSUM BOARD TO 8'-0" A.F.F.	SHERWIN WILLIAMS SW6991 BLACK MAGIC PRO-MAR LATEX, SEMI-GLOSS TO 4'-0" A.F.F. SHERWIN WILLIAMS SW7005 PURE WHITE, PRO-MAR LATEX, SEMI-GLOSS ABOVE 4'-0" A.F.F.	GYPSUM BOARD TO 8'-0" A.F.F.	SHERWIN WILLIAMS SW6991 BLACK MAGIC PRO-MAR LATEX, SEMI-GLOSS TO 4'-0" A.F.F. SHERWIN WILLIAMS SW7005 PURE WHITE, PRO-MAR LATEX, SEMI-GLOSS ABOVE 4'-0" A.F.F.	GYPSUM BOARD TO 8'-0" A.F.F.	SHERWIN WILLIAMS SW7005 PURE WHITE PRO-MAR LATEX, SEMI-GLOSS ABOVE 4'-0" A.F.F.	ACOUSTIC TILE w/ GYPSUM BD CEILING @ 8'-0" A.F.F.	WHITE	
107	VESTIBULE	POLISHED CONCRETE	POLISHED CONCRETE w/ SEALER	4" RUBBER VINYL BASE	BLACK	GYPSUM BOARD TO 10'-0" A.F.F.	SHERWIN WILLIAMS SW6991 BLACK MAGIC PRO-MAR LATEX, SEMI-GLOSS	GYPSUM BOARD TO 10'-0" A.F.F.	SHERWIN WILLIAMS SW6991 BLACK MAGIC PRO-MAR LATEX, SEMI-GLOSS	GYPSUM BOARD TO 10'-0" A.F.F.	SHERWIN WILLIAMS SW6991 BLACK MAGIC PRO-MAR LATEX, SEMI-GLOSS	GYPSUM BOARD TO 10'-0" A.F.F.	SHERWIN WILLIAMS SW6991 BLACK MAGIC PRO-MAR LATEX, SEMI-GLOSS	GYPSUM BD CEILING @ 10'-0" A.F.F.	WHITE	



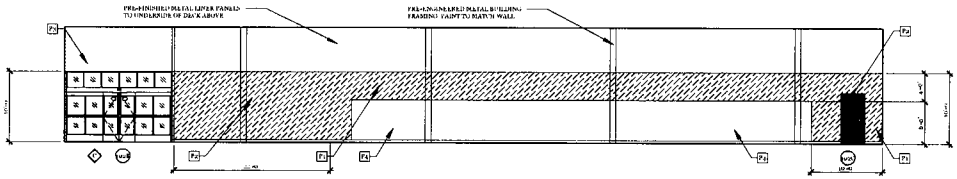
1 FINISH KEY PLAN



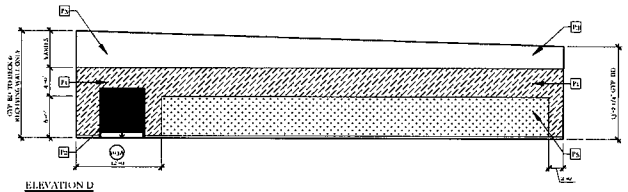
ELEVATION A



ELEVATION B



ELEVATION C



ELEVATION D

WALL PAINT LEGEND	
P1	SW6991 BLACK MAGIC
P2	SW7005 PURE WHITE
P3	EXPOSED LINER PANEL
P4	GRIDLINE - GYPSUM BOARD TAPED & BUDGED ONLY

NOTE: PAINT EXPOSED STRUCTURE SW7005 PURE WHITE

2 SALES FLOOR PAINT ELEVATIONS

JOHN D. TORGERSON, ARCHITECT
116 NORTH 2ND AVENUE * OZARK, MO 65721 * P (417) 581-8889 * F (417) 581-9002

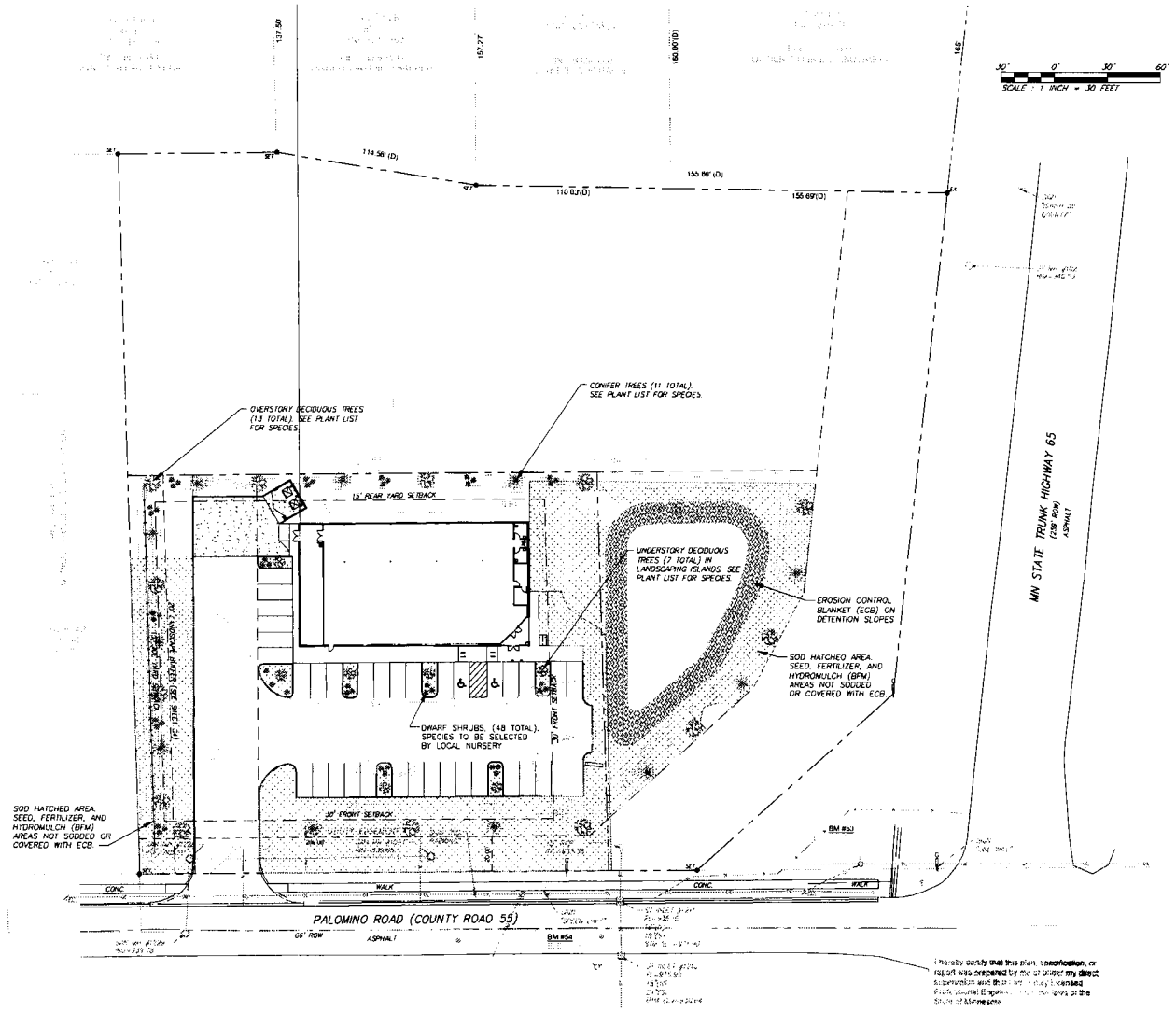
DOLLAR GENERAL
STORE #20528 - PROTOTYPE "E"

ISANTI, MINNESOTA

NORTHWEST CORNER OF STATE HIGHWAY 65 NE & PALOMINO ROAD SE
ISANTI, ISANTI COUNTY, MINNESOTA 55040

NAME JOHN D TORGERSON
ARCHITECT OF RECORD
LICENSE NO 52080
PROJECT NUMBER 19001 DGM
REVISIONS

A4.1
FINISH SCHEDULE & ELEVATIONS
DATE JUNE 26, 2019



N

LEGEND

- EXISTING MONUMENT
- SET MONUMENT
- IRON ROD
- IRON PIPE
- RIGHT OF WAY MARKER POST
- UTILITY POLE
- UTILITY POLE WITH TRANSFORMER
- SIGN
- STREET SIGN
- WATER VALVE
- FIRE HYDRANT
- STORM MANHOLE
- STORM INLET
- FLARED END SECTION
- SANITARY MANHOLE
- GAS MARKER/POST
- TREE STUMP
- DECIDUOUS TREE
- WATER LINE
- SANITARY SEWER LINE
- OVERHEAD ELECTRIC LINE
- STORM SEWER
- GROUND CONTOUR WITH ELEVATION
- 155.69' (D) DEED DIMENSION
- 155.69' (R) RECORD DIMENSION

BENCHMARKS:

BM #53: 60D NAIL IN POWER POLE ALONG N ROW LINE PALOMINO ROAD 90± EAST OF SE CORNER OF PROPERTY
ELEV =937.27'

BM #54: 60D NAIL IN POWER POLE ALONG N EDGE OF PAVEMENT FOR PALOMINO RD. NEAR CENTER OF SITE
ELEV =936.21'

800-252-1166
www.gopherstateonecall.org

UTILITY DISCLAIMER

EXISTING UNDERGROUND UTILITIES AND BURIED STRUCTURES IN THE VICINITY OF THE WORK TO BE PERFORMED HEREIN ARE INDICATED ON THE DRAWINGS ONLY TO THE EXTENT THAT SUCH INFORMATION HAS BEEN MADE AVAILABLE TO OR DISCOVERED BY THE ENGINEER IN THE PREPARATION OF THE DRAWINGS. THERE IS NO GUARANTEE AS TO THE ACCURACY OR THE COMPLETENESS OF SUCH INFORMATION AND ALL RESPONSIBILITY FOR THE ACCURACY AND COMPLETENESS THEREOF IS EXPRESSLY DISCLAIMED

LANDSCAPING SYMBOL LEGEND

- OVERSTORY DECIDUOUS TREES
- UNDERSTORY DECIDUOUS TREES
- 5 GALLON SHRUBS
- CONIFEROUS TREES

PLANT LIST:

11 CONIFEROUS TREES
- WHITE SPRUCE
- NORWAY SPRUCE
- WHITE PINE

13 OVERSTORY DECIDUOUS TREES
- RED MAPLE
- SUGAR MAPLE
- HACKBERRY

7 UNDERSTORY DECIDUOUS TREES
- SERVICEBERRY
- PLUM

48 DWARF SHRUBS

LANDSCAPING REQUIREMENTS:

LOT AREA = 60,090 S.F.
BUILDING AREA = 9,100 S.F.
PARKING & SIDEWALK AREA = 23,612 S.F.
GREENSPACE = 36,478 S.F.
% GREENSPACE = (9,100+23,612)/60,090 = 54% > 25% MINIMUM
% PARKING LOT GREEN SPACE = 1,212/23,612 = 5.1% > 5.0% MINIMUM

1 TREE REQUIRED PER 50 L.F. FRONTAGE
- STREET FRONTAGE = 265 L.F./50 = 6 TREES
- RESIDENTIAL PERIMETER = 226 L.F./50 = 5 TREES

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.

Print Name:
Signature:
Date:
License #:

DOLLAR GENERAL
PARKER, ARIZONA

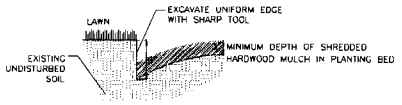
NO.	DATE	DESCRIPTION	BY

Overland ENGINEERING, LLC

DOLLAR GENERAL
ISANTI, MINNESOTA

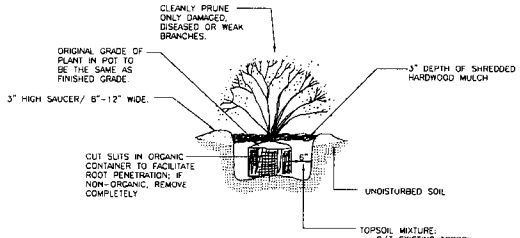
LANDSCAPING PLAN

SHEET
C4



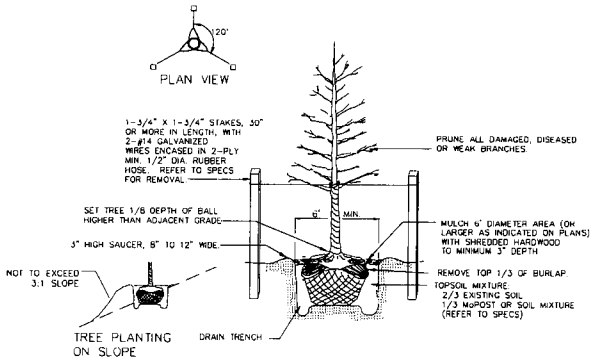
EARTHEN EDGING DETAIL

NO SCALE



SHRUB DETAIL

NO SCALE



TREE DETAIL- LESS THAN 3 1/2" CALIPER

NO SCALE

LANDSCAPE NOTES:

1. ALL PLANTING BEDS SHALL HAVE A MINIMUM 3" DEPTH OF MULCH, WITH EDGING AS REQUIRED.
2. ALL TREES LOCATED IN SOD AREAS SHALL HAVE A MULCH RING AROUND THEM WITH EDGING.
3. ALL PLANTINGS SHALL BE THOROUGHLY WATERED BY THE LANDSCAPE CONTRACTOR AT THE TIME OF THE PLANTINGS.
4. MAXIMUM GRADING SHALL NOT EXCEED 4:1.
5. CONTRACTOR IS RESPONSIBLE FOR ESTABLISHING ALL VEGETATION AND REGIONAL APPROPRIATE LANDSCAPING.

IRRIGATION NOTES:

1. IRRIGATION SYSTEM FOR SODDED AND LANDSCAPED AREAS IS NOT SHOWN BUT SHALL BE DESIGNED AND INSTALLED BY CONTRACTOR.
2. IRRIGATION SYSTEM TO INCLUDE ALL SPRAY HEADS, VALVES AND CONTROLLERS.
3. LOCATE HEADS A MINIMUM OF 2'-0" FROM EDGE OF PAVEMENT / CURB.

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.

Print Name: [illegible]

Signature: [illegible]

Date: [illegible] License #: [illegible]

DOLLAR GENERAL

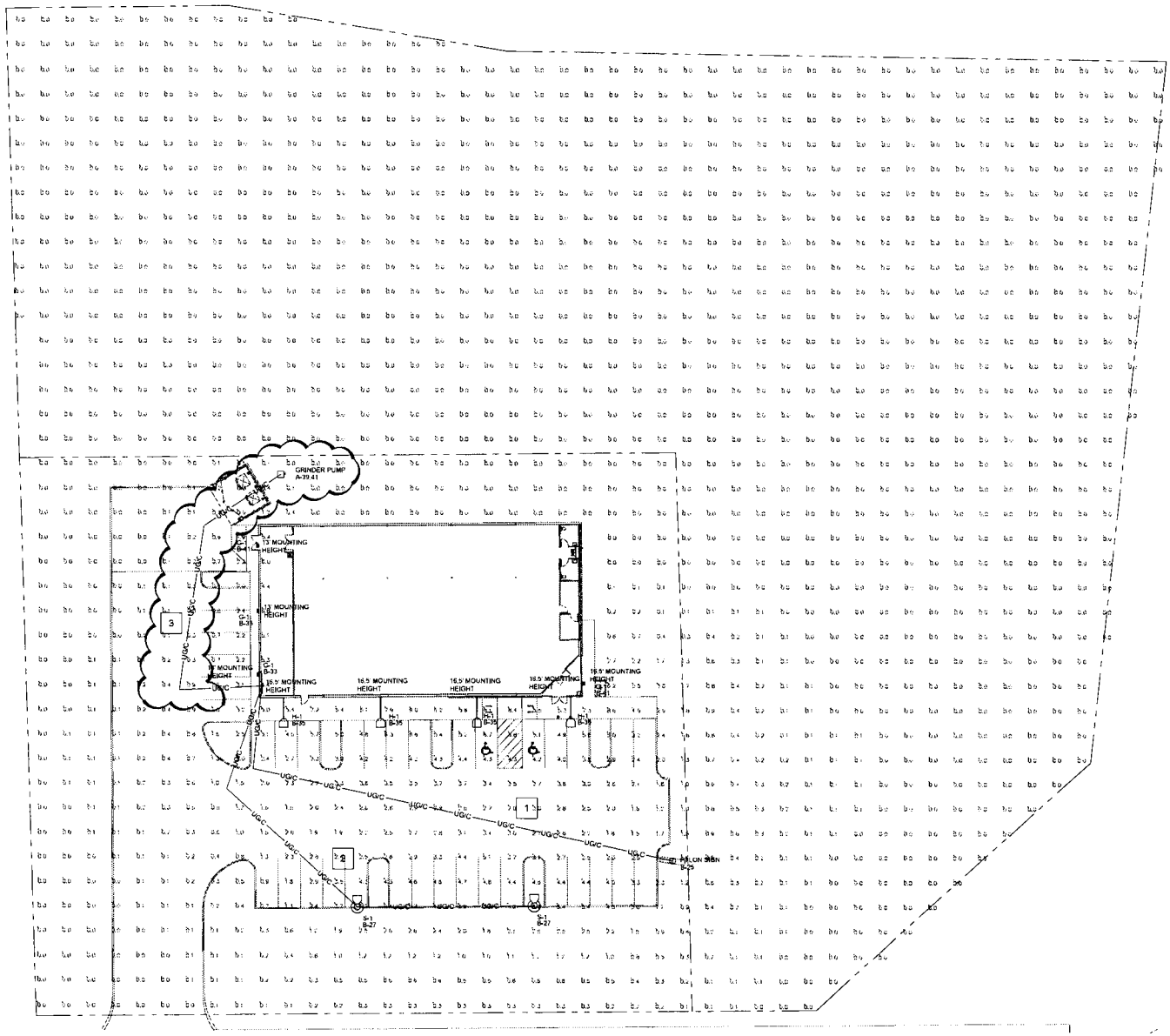
NO.	DATE	DESCRIPTION	BY

verland ENGINEERING, LLC

DOLLAR GENERAL
ISANTI, MINNESOTA

LANDSCAPING DETAILS

SHEET
C4.1



1/E5 SITE LIGHTING & POWER PLAN
SCALE 1" = 20'-0"

SITE UTILITY LEGEND	
SS	SANITARY SEWER
BS	BUILDING SEWER
W	WATER PIPING
GAS	GAS PIPING
UG/E	UNDERGROUND ELECTRIC
OH/E	OVERHEAD ELECTRIC
UG/C	UNDERGROUND CONDUIT
UG/S	UNDERGROUND SLEEVE
T	TELEPHONE

SITE UTILITY LEGEND	
FO	FIBER OPTICS
E	ELECTRIC METER
G	GAS METER
W	WATER METER
	FIRE HYDRANT
	PAD MOUNT TRANSFORMER
MH	MANHOLE
COTG	CLEANOUT TO GRADE

#	KEYNOTES
1	1" CONDUIT TO PYLON SIGN.
2	1" CONDUIT TO POLE LIGHTS.
3	1" CONDUIT TO GRINDER PUMP.

DISCLAIMER: THE PHOTOMETRIC CALCULATIONS WILL BE CONFIRMED BY THE NATIONAL LIGHTING ACCOUNT VENDOR (NATIONAL LIGHTING ELECTRICAL SERVICE). THE E.C. AND G.C. WILL BE RESPONSIBLE TO CONFIRM THAT NATIONAL LIGHTING ELECTRICAL SERVICE (THE NATIONAL ACCOUNT LIGHTING VENDER) HAS RUN THEIR PHOTOMETRICS FOR THIS SITE. IT IS ALSO THE RESPONSIBILITY OF THE E.C. AND G.C. TO CONFIRM ALL LIGHT FIXTURE MODEL NUMBERS WITH THE NATIONAL ACCOUNT VENDOR (NATIONAL LIGHTING ELECTRICAL SERVICE).

LED LIGHT HEADS ARE COVERED ON FOUR SIDES PLUS THE BACK WITH LIGHT BEING PROJECTED IN ONE DIRECTION. LIGHT HEADS MOUNTED AND POINTING IN A DOWNWARD DIRECTION ACCOMPLISHES THE GOAL OF WHAT USED TO BE CALLED "FULL CUT-OFF". IN THIS WAY THE PARKING LOT IS LIT AND THERE IS NO BLEED OVER TO THE PROPERTY LINE OR ACROSS PROPERTY LINES.

811 Know what's **Call** below. before you dig.

FIELD VERIFY AND COORDINATE ALL UNDERGROUND UTILITIES WITH STORM WATER DETENTION AND DRAIN PIPING TO AVOID CONFLICT/INTERFERENCE.

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THE ENGINEER HAS PROVIDED ONLY MECHANICAL, ELECTRICAL, AND PLUMBING ENGINEERING SERVICES TO FLOOR PLANS AND SITE PLANS HAVE BEEN PROVIDED BY THE ARCHITECT FOR MY USE RELATIVE TO MECHANICAL, ELECTRICAL, AND PLUMBING ENGINEERING SERVICES ONLY.

PATRICK D. CROCKER, P.E.
3211 EAST SHADY GLEN
SPRINGFIELD, MISSOURI 65804
PHONE (417) 883-4056

DOLLAR GENERAL
TYPE E
HIGHWAY 65 & PALOMINO ROAD
ISANTI, ISANTI COUNTY, MINNESOTA

DATE	1/18/2019
REVISION	6/03/2019
REVISION	
REVISION	
REVISION	
REVISION	
REVISION	
JOB #	7/1/2019
SHEET #	E5

K.10

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members of City Council**
From: Sheila Sellman, Community Development Director
Date: August 7, 2019
Subject: **RESOLUTION NO. 2019-XXX, A RESOLUTION AUTHORIZING A REDUCTION IN THE LETTER OF CREDIT FOR HERITAGE ESTATES SUBDIVISION**

Background:
Level Contracting LLC is requesting a reduction in their Letter of Credit (LOC) for Heritage Estates. The reduction is for the completion of work to date including the installation of all water and sewer services and mains planned for this development. The City Engineer has approved the reduction.

Attachments:

- Resolution 2019-XXX
- City Engineer's Memo
- Request from Developer

RESOLUTION 2019-XXX

AUTHORIZING A REDUCTION IN THE LETTER OF CREDIT FOR HERITAGE ESTATES

WHEREAS, Level Contracting LLC, (developer) has submitted a written request for a reduction in the letter of credit as described in the development agreement between the developer and the City of Isanti; and,

WHEREAS, the developer has requested a reduction of $91,511.60 resulting in a balance of $128,812.04; and,

WHEREAS, the developer has successfully installed all sewer and water services and mains planned for this development; and,

WHEREAS, the Community Development Director and City Engineer have reviewed the request and recommended approval.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that the requested reduction in the letter of credit be hereby **APPROVED** as requested, **BE IT FURTHER RESOLVED** that the City Council of the City of Isanti authorizes City Staff to execute said reduction.

This Resolution is adopted this 7th day of August, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
City Clerk/Human Resources

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: July 30, 2019

To: Sheila Sellman, Community Development Director

From: Jason W. Cook, P.E.
City Engineer

Subject: Heritage Estates – Developer Requested Letter of Credit Reduction
City of Isanti, MN
Project No.: R13.118416

Level Contracting, LLC, the developer of Heritage Estates, has requested a reduction of $91,511.60 to the Letter of Credit for the Heritage Estates development.

They have paid C.W. Houle, Inc $91,511.60 for work completed since the previous letter of credit reduction, including the installation of all sewer and water services and mains planned for this development.

The work has been found to be in compliance with City standards and all tests have passed to date.

We recommend approving the reduction of the Letter of Credit in the amount of $91,511.60 as requested.

The remaining balance of the Letter of Credit is anticipated to be sufficient to complete the project as proposed while covering all incurred overhead costs including testing, inspection, and contract administration.

Attached is the request for the reduction as well and the invoice paid and the lien waiver from C.W. Houle, Inc for work completed to date.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

July 26, 2019

Ms. Sheila Sellman
Community Development Director
City of Isanti
110 1st Avenue NW
Isanti, MN 55040

RE: Heritage Estates Subdivision
Request for Reduction of Financial Guarantee

Dear Sheila:

Given the completion of certain improvements in the Heritage Estates Subdivision, at this time I am requesting a reduction in the amount of the Financial Guarantee that was provided to the City of Isanti in connection with this development. The reduction requested is $91,511.60.

I have attached the amount paid and the applicable lien waiver from C.W. Houle, Inc. for the amount requested and paid.

I would like to request that the City process this request as soon as possible. The reduction in the deposit being held by the City should be released according to the terms outlined in the Deposit Agreement for Heritage Estates.

If you have any questions or need any further information, please don't hesitate to contact me. Thank you for your assistance in processing this request.

Sincerely,

ALLIANT FINANCE, LLC

Robert J. Machacek
Chief Operating Officer

ALLIANT VENTURES II, LLC
DRAW REQUEST

Email Request or Call Before Presenting This Draw Request For Payment
This Draw Request must be an original signed by both the Builder & Subcontractor in order to receive payment
Alliant Office Address: 4655 Nicols Road, Suite 106 Eagan, MN 55122

Builder/Borrower: Level Contracting, LLC

Date: 7-2-19

Pay to the Order of: C.W Houle Inc

Loan No. 4000

Address: 1300 West County Rd. 1

For AF Use Only

City/State/Zip: Shoreview MN 55126

PAID

Telephone: 651-484-6077

AMOUNT: $ 91,511.60

For the following work completed: Sewer + Water + Grading

ALL WORK HAS PASSED INSPECTION UNDER LOCAL AND STATE BUILDING CODES. I HEREBY AUTHORIZE THIS PAYMENT AND CERTIFY THAT THE WORKMANSHIP AND MATERIAL ARE SATISFACTORY.

Builder/Borrower: Level Contracting, LLC

By:

For AF Use Only:

Property Address:

Unfunded Balance:

L.C. Approval: Mail:

Amounts Previously Paid:

Framed: Pick-Up:

Builders Risk:

WE ARE REQUIRED BY THE INTERNAL REVENUE SERVICE TO GET YOUR TAX ID NUMBER BEFORE PAYMENT IS MADE

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

DATED: 7-2-19

THE UNDERSIGNED HEREBY ACKNOWLEDGES RECEIPT OF THE SUM OF $ 91,511.60

CHECK ONLY ONE:

BH 1) [X] As partial payment for labor, skill and material furnished — Still holding retainer $8,220.87

2) [ ] As payment for all labor, skill and material furnished or to be furnished (except the sum of $ _____ for retainage of holdback

3) [ ] As full and final payment for all labor, skill and material furnished or to be furnished to the following described real property; (legal description, street address or project name)

Heritage Estates - Isanti County, Minnesota

AND FOR VALUE RECEIVED HEREBY WAIVES ALL RIGHTS ACQUIRED BY THE UNDERSIGNED TO FILE OR RECORD MECHANIC'S LIEN AGAINST SAID REAL PROPERTY OR LABOR, SKILL OR MATERIAL FURNISHED TO SAID REAL PROPERTY ONLY FOR THE AMOUNT PAID FROM ESCROW, AND EXCEPT FOR RETAINAGE SHOWN IF BOX 2 IS CHECKED. THE UNDERSIGNED AFFIRMS THAT ALL MATERIAL FURNISHED BY THE UNDERSIGNED HAS BEEN PAID FOR, AND ALL SUBCONTRACTORS EMPLOYED BY THE UNDERSIGNED HAVE BEEN PAID IN FULL EXCEPT:

* If payment is processed through the mail, this lien waiver is NOT valid until check has cleared the bank

[X] Corporation
[ ] Individual
[ ] Sole Proprietor
[ ] Partnership
[ ] Limited Liability Company

C.W. Houle, Inc.
Company Name

Bryan W Houle
Signature

Bryan W Houle
Printed Name of Individual

President
Title

1300 West City Rd 1
Address

651-484-6077
Telephone No.

FID #: 41 0834680

SSN#: _____

[ ] CHECK PAYEE(S) ARE SUBJECT TO BACKUP WITHHOLDING UNDER THE PROVISION OF SECTION 3406(a)(1)(C) OF THE INTERNAL REVENUE CODE

Conservancy / Rice Creek Watershed District
1810 WEST COUNTY ROAD F
SHOREVIEW, MINNESOTA 55126-5621
TELEPHONE: (651) 204-6070 • FAX: (651) 482-0865 • Email: mail@rcwd.org

May 29, 2019

HERITAGE BUILDERS, LLC
ATTN: MONTY JENSEN
20891 - 145TH STREET NW
ELK RIVER, MN 55330

RE: Isanti - Heritage Estates 19-02
EST # 2

TOTAL WORK TO DATE:	$399,491.32
EXTRA WORK PERFORMED:	$11,552.00
GROSS AMOUNT DUE:	$411,043.32
LESS 2% RETAINAGE:	$8,220.87
LESS PREVIOUS ESTIMATES:	$311,310.85
TOTAL AMOUNT DUE:	$91,511.60

EXTRA WORK:

INVOICE 10924 (INCL ON EST1)	$825.00
INVOICE 10925 (INCL ON EST1)	$1,617.00
INVOICE 10941 (SEE ATTACHED)	$635.00
INVOICE 10942 (SEE ATTACHED)	$6,005.00
INVOICE 10943 (SEE ATTACHED)	$2,470.00
TOTAL EXTRA WORK:	$11,552.00

K.11

RESOLUTION 2019-XXX

A RESOLUTION AUTHORIZING ENGINEERING STUDY AND REPORT FOR INTERSECTION OF CSAH 5 AND EAST DUAL BOULEVARD

WHEREAS, the City of Isanti and Isanti County have a shared interest in maintaining safety on roadways and intersections through the City of Isanti; and,

WHEREAS, there have been concerns regarding pedestrian and vehicle safety at the intersection of CSAH 5 and East Dual Boulevard; and,

WHEREAS, Isanti County Highway Department procured a quote from WSB engineering firm to submit a proposal to complete an Intersection Control Evaluation (ICE) study and report for the intersection of CSAH 5 and East Dual Boulevard (Exhibit A); and,

WHEREAS, the total cost for the ICE report is, not to exceed, $27,148.00; and,

WHEREAS, Isanti County has asked the City to fund one-third (1/3) of the ICE report; and,

WHEREAS, the City's portion of the ICE report would not exceed $9,050.00 with funding identified within Streets - Engineering;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. To hereby accept the proposal by WSB to provide an Intersection Control Evaluation study and report for the intersection of CSAH 5 and East Dual Boulevard as referenced as 'Exhibit A'.
2. The City of Isanti will pay one-third of the cost of such ICE report in the amount, not to exceed, $9,050.00 to either WSB or Isanti County.
3. The City Administrator is allowed to sign any necessary documentation.
4. This Resolution is contingent upon approval of such agreement by Isanti County Board of Commissioners to fund two-thirds of the ICE report.

This Resolution is hereby approved by the Isanti City Council this 7th day of August, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

'Exhibit A'

June 27, 2019

wsb

Richard Heilman
Isanti County Engineer
Emerson Street North
Cambridge, MN 55008

Re: Proposal to Provide ICE Report for the Intersection of CSAH 5 and East Dual Boulevard

Dear Mr. Heilman:

WSB is pleased to submit this proposal to complete an Intersection Control Evaluation study and report for the intersection of CSAH 5 and East Dual Boulevard. We understand that the intersection has seen capacity and safety issues since a new Kwik Trip opened in the northeast quadrant of the intersection.

CSAH 5 is currently a 4 lane, undivided roadway at this location with no turn lanes. In addition, the north and south streets of East Dual Boulevard and Credit Union Drive, form an offset intersection further complicating the operations of the area.

We feel we are well-suited to assist Isanti County and the City of Isanti with analyzing and recommending an appropriate solution for the intersection, and potentially the corridor. We have provided our expertise to solve many issues in similar situations.

Below is a summary of our proposed scope.

CONSULTANT SERVICES

Task 1 – Project Management

- Project Communication/Administration: WSB will provide weekly project updates. The updates will provide information on the status of the project including; budget, schedule and results of analysis.
- PMT Meetings: WSB will schedule and lead up to 3 project meetings with County and City staff. WSB will prepare the agenda and distribute the meeting minutes.

Task 2 – Traffic Counts and Summary

- WSB will plan to perform 13-hour traffic, turning movement counts at the intersections of CSAH 5/East Dual Boulevard and CSAH 5/Credit Union Drive NE. WSB will set up cameras and analyze the movements. A peak hour (AM and PM) turning movement summary will be created and utilized in the analysis.

Task 3 – Geometric Design

- Intersection Alternatives: WSB will develop up to three alternatives for the intersections of CSAH 5 and Dual Boulevard, this may also include realigning

701 XENIA AVENUE S | SUITE 300 | MINNEAPOLIS, MN | 55416 | 763.541.4800 | WSBENG.COM

Credit Union Drive. WSB will analyze a signal (with turn lanes), a roundabout and another potential hybrid option.

- Corridor Geometric Design: WSB will develop a corridor alternative from the railroad to TH 65. This may include reduction of lanes and/or development of a three-lane section.
- Cost Estimate: WSB will prepare cost estimates for each option. The cost estimate will include all assumptions and unit prices for easy comparisons.

Task 4 – Traffic Analysis and ICE Report

- Intersection Analysis: WSB will model the intersection options, in addition to the no-build option for the current and 20 year projection. This data will be used to aid in the intersection recommendation and the ICE report.
- Intersection Control Evaluation (ICE): WSB will complete an ICE report for the intersection of CSAH 5 and East Dual Boulevard. WSB will provide a draft and final version to County and City staff for review.

SCHEDULE

Depending on approval, WSB is prepared to begin the traffic counts and analysis as soon as possible. It is anticipated the deliverables can be completed by the end of ~~August~~ Sept., 2019.

PROPOSED FEE

WSB proposes to complete this project for a cost not to exceed **$27,148**.

The attached detailed scope of work and associated fees are for your review on the next page.

If you have any questions about this proposal, please feel free to call me at 763-287-7149.

Sincerely,

WSB

Andrew Plowman, P.E.
Project Manager, Principal

ACCEPTED:

Isanti County

By: _____ _____
Richard Heilman **Date:**

Isanti County
Minnesota

Budgeted Hours

CSAH 5 and East Dual Boulevard
Isanti County

wsb

Task	*Description*	Base Estimated Hours							Cost
		Proj . Mgr.	Proj. Eng.	Traffic Engineer	Trafffic Design	Traffic Technician	CADD Technician	Total Hours	
1	**Project Management**	16	4	4				24	$ 3,824.00
	Project Communication/Administration	8							$ 1,400.00
	PMT Meetings	8	4	4					$ 2,424.00
2	**Traffic Counts and Summary**				8	32		40	$ 4,184.00
3	**Geometric Design**	26	44				12	82	$ 10,930.00
	Intersection Alternatives	20	24				4		$ 6,672.00
	Corridor Geometric Design	4	16				8		$ 3,460.00
	Cost Estimates	2	4						$ 798.00
4	**Traffic Analysis**	4	2	20	32		6	64	$ 8,210.00
	Intersection Analysis			8	12				$ 2,532.00
	ICE Report	4	2	12	20		6		$ 5,678.00
Total Hours		46	50	24	40	32	18	210	
Hourly Costs		175.00	112.00	144.00	115.00	102.00	121.00		
Total Direct Labor Costs		$8,050	$5,600	$3,456	$4,600	$3,264	$2,178		$27,148

TOTAL COST	$27,148

C:\Plots\Isanti Cost

K.12

RESOLUTION 2019-XXX

RESOLUTION ACCEPTING DONATION FOR ISANTI REDBIRDS AND AUTHORIZING EXPENDITURE OF SAME

WHEREAS, MN Statute 465.03 requires that cities accept donations for the benefit of its citizens in accordance with the terms prescribed by the donor; and,

WHEREAS, the Isanti Redbirds have received a $500.00 donation from an anonymous donor; and,

WHEREAS, the donor has requested that the donation be used for the support of the Isanti Redbirds Baseball Team; and

WHEREAS, the aforementioned donation shall be expended on maintenance at Sportsman Field, Home of Redbirds Baseball; and,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Isanti, hereby accepts the $500.00 donation and authorizes the use of the donation for Isanti Redbirds.

Resolution adopted by the Isanti City Council this 7th day of August, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2019-XXX

ACCEPTING MS4 TECH COREY MUELLER LETTER OF RESIGNATION

WHEREAS, MS4 Tech Corey Mueller has submitted a letter of resignation to the City of Isanti on July 30th, 2019; and,

WHEREAS, the effective date of this resignation is August 14th, 2019; and,

WHEREAS, Corey Mueller is leaving employment in good standing.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve as follows:

1. That the resignation of Corey Mueller is hereby accepted effective August 14th, 2019.
2. That Human Resources/City Clerk and Community Development Director are hereby directed to fill the position.
3. Bolten and Menk, Inc. will be responsible for MS4 duties until the position is filled.

This Resolution is hereby approved by the Isanti City Council this 7th day of August 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2019-XXX

K.14

A RESOLUTION AMENDING THE FUND BALANCE POLICY

WHEREAS, the City of Isanti understands it has a responsibility to maintain prudent financial operations to ensure stability of City operations for the benefit of City residents and businesses; and,

WHEREAS, the City of Isanti is required to have a fund balance policy effective for the fiscal year ending December 31, 2011 to comply with GASB 54; and,

WHEREAS, Committee of the Whole recommended on July 16, 2019 to amend the Fund Balance Policy allowing the City to have a plan of action to bring the fund balance back to 50% without the restriction of doing so in two years;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL of the City of Isanti, Minnesota, hereby approves the Fund Balance Policy attached as 'Exhibit A'.

This Resolution is hereby approved by the Isanti City Council this 7th day of August, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

'Exhibit A'

CITY OF ISANTI
GOVERNMENTAL FUNDS
FUND BALANCE POLICY

The City understands it has a responsibility to maintain prudent financial operations to ensure stability of City operations for the benefit of City residents and businesses. Fund balance reserves are an important component in ensuring the overall financial health of a community, by giving the City cushion to meet contingency or cash-flow timing needs. The Office of the State Auditor recommends that local governments determine and establish in their fund balance policy a desired minimum level of unrestricted fund balance to maintain in their General fund and other significant funds. The Office of the State Auditor continues to recommend that local governments maintain an unrestricted fund balance in their General fund and special revenue funds of approximately 35 to 50 percent of fund operating revenues or no less than five months of operating expenditures. While bond rating agencies have not recommended fund balance levels, the agencies look favorably on larger fund balances, which protect against contingencies and cash flow needs.

At December 31 of each year the General fund unassigned fund balance shall be 50% of the following year's budgeted expenditures and transfers out. Any excess fund balance in the General fund will be utilized to reduce property taxes for the next budget cycle. If a shortage exists, Council will need to determine a plan of action to restore the fund balance ~~within two years~~.

GASB 54 is effective for fiscal years beginning after June 15, 2010. For the City of Isanti GASB 54 is effective for the fiscal year ended 2011. The objective of GASB 54 is "to enhance the usefulness of fund balance information providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions." GASB 54 "establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds."

Before GASB 54 fund balances in governmental funds were reported as restricted, unreserved-designated, and unreserved-unrestricted. Under GASB 54 fund balances in governmental funds will be reported as nonspendable, restricted, committed, assigned, and unassigned.

The definitions of the new fund balance classifications are as follows:

Nonspendable fund balance includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. Examples include inventories, prepaid amounts, and corpus or principal of a permanent fund. Long-term loans and notes receivables and property held for resale could be classified as nonspendable unless the proceeds are restricted, committed, or assigned.

Restricted fund balance should be reported when constraints placed on the resources are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation. This is the same definition used by GASB 34 for restricted net assets. Examples include unspent bond proceeds, grants earned but unspent, debt covenants, revenues restricted by state statute or enabling legislation, or taxes dedicated to a specific purpose.

Committed fund balance includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action by City Council. Committed fund balances cannot be reversed or changed without City Council action. Committed fund balance should incorporate contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements. Council action to constrain resources must be approved prior to year-end. However, the amount may be determined in a subsequent period.

Assigned fund balance includes (a) all remaining amounts (except for negative amounts) that are reported in governmental funds except for the General fund that are not classified as nonspendable and are neither restricted or committed and (b) amounts in the General fund that are intended to be used for a specific purpose. For the General fund, the Finance Committee may have authority to assign amounts. An assignment of existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

Unassigned fund balance is the residual classification for the General fund. Unassigned fund balance represents fund balance that is not restricted, committed, or assigned to specific purposes within the General fund. The General fund is the only fund that may report a positive unassigned fund balance. A negative unassigned fund balance may be reported in a governmental fund excluding the General fund only when the expenditures incurred for a specific purpose might exceed the amounts in the fund that are restricted, committed and assigned to that purpose and a negative residual balance for that purpose may result. If that occurs, amounts assigned to other purposes in that fund should be reduced to eliminate the deficit. If the remaining deficit eliminates all other assigned amounts in the fund, or if there are no amounts assigned to other purposes, the negative residual amount shall be classified as unassigned fund balance. In the General fund, a similar negative amount would have been eliminated by reducing committed fund balance first followed by assigned fund balance and then unassigned fund balance. A negative residual amount should not be reported for restricted, committed, or assigned fund balances in any fund.

The order of use of fund balance is restricted, committed, assigned and then unassigned.

The Office of the State Auditor also recommends that local governments consider establishing a stabilization arrangement for emergency situations. To set aside funds as restricted or committed the allowable uses must be specifically defined and the situation cannot be expected to occur routinely. At this time the City of Isanti does not wish to report stabilization arrangements as restricted or committed. As such, any stabilization arrangements will be reported as unassigned.

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
July 23, 2019
City Council Chambers

1. Meeting Opening.

A. Call to Order.
Zdon called the meeting to order at 6:10 p.m.

B. Pledge of Allegiance.
Everyone stood for the Pledge of Allegiance.

C. Roll Call.
Members Present: James Witte, Aaron Zdon, and Mayor Johnson
Staff Present: Jennifer Garvey, Parks, Recreation, and Culture Manager

D. Agenda Modifications.
Zdon asked if there were any agenda modifications, there were none. Motion by Johnson, second by Witte to approve the agenda for the July 23, 2019 Parks, Recreation, and Culture Board Meeting.

2. Approval of Minutes from May 28, 2019 Parks, Recreation, and Culture Board Meeting

Motion by Witte second by Johnson. Minutes were unanimously approved.

3. Community Event Discussion

Steve Lundeen – 1110 Ironwood Ave Sw – brought to the board ideas he would like to see be explored more by the board. A community light show, similar to Bentleyville for the community to enjoy and to assist with sponsoring and volunteering at. Mayor Johnson had first presented idea in 2017 or 2018 to the board. Mayor Johnson has information he gathered at that time for this event. The board agreed to continue to move forward with looking more into this type of event to be held here in Isanti with the intention to make sure we have strong sponsors/volunteers to start to plan for a future event. Lundeen then mentioned an egg hunt, it was brought up that Rum River BMX has had this type of event the past couple of years and so the city could reach out and co-sponsor/partner with the existing event. Belt buckle/medallion hunt to go along with the Rodeo/Jubilee Days celebration and the board decided to continue to look into this event.

4. Preview the Parks, Recreation and Culture Comp Plan

Garvey explained that the comp plan had not been reviewed by this board since 2011 and is bringing it tonight to have the board provide staff direction if they would like to set up a sub-committee to review this packet. The board discussed that they would each review the plan on their own over the next month and bring it back to the August meeting with their insights/updates/etc.

5. Parks Update

Garvey shared that in April of 2019, the board approved the new paint project that will start on Monday July 29. The large playground and swing area will re-painted and the entire playground area will be closed for 2 weeks, weather depending. The Passport to Parks scavenger hunt kickoff event was on Thursday June 20 at Bluebird Park and the hunt will continue, in which citizens can explore our parks and is open through Friday August 9. A Grand Prize drawing will take place at 7:00 pm at the beginning of the Street Dance on August 17. Passports are available for download from the City's website or can be picked up at City Hall. Garvey continued that our second street dance of the summer was Saturday July 20 featuring Audio Circus, and the final dance will be on August 17 featuring Good for Gary, as the ending to our Celebrate Isanti event. The attendance for the June dance was slightly higher than the July date. June we had a couple of moments of rain, but for July the weather was a wonderful event. The Dog Park Grand Opening and ribbon cutting

ceremony was on Wednesday June 12 at 11am. We had about 30 people in attendance and 12 dogs. Staff conducted a drawing for a few prizes and the guests of honor seemed to enjoy meeting new friends and running around without a leash on. Legacy Park, the developer has granted a temporary access point from the new street and staff has placed signs at this point and mowed a path to the entrance of the park. The access point will have to have be moved again as the one we created now has stakes in it so this access point will need to be adjusted. The developer has provided plans to expand the project this fall and go back as far as the true park entrance and parking lot. If the process continues and gets approval, the parking lot for Legacy could be paved and ready by winter. Curious Creatures is a monthly program geared toward 2-5 years old, that switches park locations and has a new theme each month. This is free for residents and $3.00 for non-residents for June 11 we had 15 kids in attendance at River Bluff Preserve for Terrific Turtles and July 9 we had 7 kids in attendance at Bluebird Park for Incredible Insects. Celebrate Isanti is our city celebration day. The day starts off with the bike/run/walk at 8:30 and 8:45, the then continues with the Kids festival, community organization/business vendor showcase from9am-1pm, the car show from 10a-3pm along Main street and then finishes up with the last street dance at 7pm with Good for Gary and also at 7pm the grand prize drawing for the scavenger hunt. Volunteers are needed throughout the day to assist with the race, and kids festival.

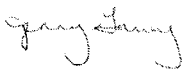
6. Adjournment

Motion by Witte, second by Johnson to adjourn the July 23, 2019 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:40 p.m.

Dated at Isanti, Minnesota this 24th day of July, 2019.

Respectfully submitted,



Jenny Garvey
Parks, Recreation, and Culture Manager

ADDENDUM TO AGENDA

CITY OF ISANTI
CITY COUNCIL MEETING
Wednesday, August 7, 2019 – 7:00 P.M.
CITY HALL

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Minutes

G. Announcements

H. Council Committee Reports

I. Public Hearings

J. Business Items

ADD J.7 Resolution 2019- XXX Approving the Temporary Placement of USPS Cluster Mailboxes at Eagle Park

K. Consent Agenda

L. Other Communications

Adjournment

J.7

A Community For Generations.

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: August 7, 2019
Subject: Resolution Approving the Temporary Placement of USPS Cluster Mailboxes at Eagle Park

---

The Isanti Post Office Post Master, Melissa Squier, informed Staff that the Isanti Post Office needs to close temporarily. They are looking for a place on City property to place up to 18 USPS Cluster Mailboxes to avoid current PO Box holders (286 customers) from driving to North Branch to pick up their mail.

Eagle Park has adequate space to hold such boxes as pictured below. Staff would temporarily remove the parking stall lines on the East side of the park/green space to allow for adequate space and safety for driving.

The USPS Isanti Post Office would be responsible for the installation, any repair, to boxes or grounds, maintenance and removal of the temporary cluster boxes.

Approximatley 3' wide and 5' tall

Request:
Staff is requesting action on this item.

Attachment:
- Resolution 2019-XXX

J.7

RESOLUTION NO. 2019-XXX

RESOLUTION APPROVING THE TEMPORARY PLACEMENT OF USPS CLUSTER MAILBOXES AT EAGLE PARK

WHEREAS, Staff was informed that the Isanti Post Office needs to close temporarily; and,

WHEREAS, the Isanti Post Office has requested to place up to 18 USPS Cluster Mailboxes on City property to avoid current PO Box holders from driving to North Branch to pick up their mail; and,

WHEREAS, the USPS Isanti Post Office would be responsible for the installation, any repair, to boxes or grounds, maintenance and removal of the temporary cluster boxes; and,

WHEREAS, the boxes will be placed on the East side of the Eagle Park city property and parking stalls on the East side will be temporarily removed; and,

WHEREAS, the USPS will not hold the City of Isanti liable for any damage that could result of them being at this property;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to allow the USPS Isanti Post Office to temporarily place cluster mailboxes on the East side of Eagle Park on City property.

This resolution was duly adopted by the Isanti City Council this 7th day of August, 2019.

ATTEST:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
WEDNESDAY, AUGUST 7, 2019 – 7:00 P.M.
CITY HALL

I. Citizens Input
II. City Council Agenda

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards
- 2019 Jubilee Parade Mayor's Choice Trophy- BMX
- Ruff Start Rescue *(Azure Davis)*

F. Approve City Council Minutes
1. July 16, 2019 - Regular Meeting of the City Council
2. July 16, 2019 - Committee of the Whole Meeting
3. July 16, 2019 - Budget Works Session
4. May 21, 2019 - Planning Commission Meeting
5. May 28, 2019 - Parks, Recreation and Culture Board Meeting

G. Announcements

1. Committee of the Whole	Tuesday, August 20, 2019 at 5:00 p.m.
2. City Council Meeting	Tuesday, August 20, 2019 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, August 20, 2019 *(Immediately following the City Council Meeting)*
4. Park, Recreation, & Culture Board Meeting	Tuesday, August 27, 2019 at 6:00 p.m.
5. Budget Works Session (maybe)	Tuesday, August 20, 2019

H. Council Committee Reports

I. Public Hearings
1. Resolution 2019-XXX Approving Heritage Estates Setback

J. Business Items
1. Interview Applicant for the Vacant Parks, Recreation and Culture Board Seat
2. Discussion Regarding MNSpect *(Mayor Jeff Johnson)*

<u>City Administrator Josi Wood</u>
3. Resolution 2019-XXX Approving a Special Event Permit Application for the 2019 MN State Series Finals Race *(Larry Merchlewitz)*

Community Development Director Sheila Sellman

4. Resolution 2019-XXX Approving Final Plat and Site Plan for Legacy Pines 2nd Addition
5. Resolution 2019-XXX Approving Preliminary Plat for Villages on the Rum 6th Addition

City Engineer Jason Cook

6. Resolution 2019-XXX Award Recommendation for Annexed Parcel Service Extensions

K. Approve Consent Agenda

1. Accounts Payable in the Amount of $401,354.75 Payroll in the Amount of $96,286.97
2. Resolution 2019-XXX Accepting Bid for the Replacement and Installation of Security Cameras at the Liquor Store
3. Resolution 2019-XXX Approving Donation Box at Liquor Store "Support our Fire Department"
4. Resolution 2019-XXX Approving Amendment to the 2019 Budget- Liquor
5. Resolution 2019-XXX Approving Application for an Exempt Gambling Permit for Rum River BMX 50/50 Raffle
6. Resolution 2019-XXX A Resolution to Designate Franchise Fee Revenue Allocations
7. Resolution 2019-XXX Approving Amendments to the 2019 Budget- Sewer
8. Resolution 2019-XXX Approving the offer of Part Time Liquor Store Clerk Jessica Johnson
9. Resolution 2019-XXX Approving Development Agreement for Dollar General
10. Resolution 2019-XXX Approving a Reduction in the Letter of Credit for Heritage Estates
11. Resolution 2019-XXX Authorizing Engineering Study and Report for Intersection of CSAH 5 and East Dual Boulevard
12. Resolution 2019-XXX Accepting Donation for Isanti Redbirds and Authorizing Expenditure of Same
13. Resolution 2019-XXX Accepting the Resignation of MS4 Technician Corey Mueller
14. Resolution 2019-XXX A Resolution Amending the Fund Balance Policy

L. Other Communications

1. Draft Minutes from the July 23, 2019 Parks, Recreation, and Culture Board Meeting

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JULY 16 – 7:00 P.M.
CITY HALL

F.1

Mayor Johnson called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, City Attorney Clark Joslin, Community Development Director Sheila Sellman, City Engineer Jason Cook, Finance Director Mike Betker, Chief of Police Travis Muyres

Others Present: Lori Dusan, Dennis Prazuch, Jason Semler, James Nadier, Lee Kreyer, Doug Brown, Mike Welfring, Joann Welfring, Hugo Strike and Elaine Strike

D. Adopt Agenda
Revision of K.12 Resolution 2019-200 Resolution for Settlement Agreement

Motion by Collison, second by Bergley to approve the agenda with the modification listed above. Motion passed 5-0. Motion carried.

E. Proclamations/Commendations/Certificate Awards

- Swearing in of New Police Officers Josh Anderson and Jeremy Welfring

Chief of Police Travis Muyres administered the Oath of Office to New Police Officers Jeremy Welfring and Josh Anderson followed by a photo.

- Officer Gau- National Association of School Resource Officers- Region 8 Exceptional Service Award

Chief of Police Travis Muyres shared that School Resource Officer Gau is a valuable asset and has received a National Association of School Resource Officer (NASRO) Award. Muyres continued to share that NASRO is the world's leader in school base policing and is dedicated to making children's schools safe across the globe. NASRO has divided the United States into 10 regions and each year at the national conference they recognize the top Resource Officers for each region. Region 8 includes Michigan, Wisconsin, Iowa, South Dakota, Nebraska and Minnesota. This year the City of Isanti School Resource Officer Adam Gau was unanimously chosen by the NASRO board of directors to be award the National Association of School Resource Officers- Region 8 Exceptional Service Award followed by a photo.

- Green Steps Award- Step 4 & 5

Mayor Johnson shared that the City of Isanti received an award at the annual League of Minnesota Cities Conference for achieving step 4 and advancing to step 5. Johnson continued to share that the City of Isanti has worked hard to implement best practices in order to fulfill the sustainability goals. Actions that are taken within the program focus on cost savings, energy use reduction, resource conservation and the encouragement of civic innovation.

F. Approve City Council Minutes

1. July 2, 2019- Regular Meeting of the City Council
2. May 7, 2019- Economic Development Meeting

Motion by Lundeen, second by Bergley to approve minutes as presented. Motion passed 5-0. Motion carried.

G. Announcements

1. Park, Recreation, & Culture Board Meeting	Tuesday, July 23, 2019 at 6:00 p.m.
2. City Council Meeting	Wednesday, August 7, 2019 at 7:00 p.m.
3. EDA Meeting	Wednesday, August 7, 2019 *(Immediately following the City Council Meeting)*

H. Council Committee Reports

City Administrator Josi Wood shared that she and Councilmember Bergley attended the recent ICICLE meeting. Wood continued to share that it was a good collaboration with nearby cities and communities where everyone was brought up to date with newly passed and proposed ordinances.

I. Public Hearings

None

J. <u>Business Items</u>

City Administrator Josi Wood

1. Resolution 2019-187 Approving the Upgrade of Council Chambers Audio Visual Equipment
City Administrator Josi Wood shared that it was discussed at Committee of the Whole that the Audio-Visual Equipment has been failing in the Council Chambers for a number of years and an upgrade is needed. Wood continued to share that two quotes were received one from Diversified and one from Tierney where both vendors are great in what they could offer. However, Diversified was the lowest bid.
Motion by Lundeen, second by Bergley to approve resolution as presented. Motion passed 5-0. Motion carried.

2. Resolution 2019-188 Approving a Special Event Permit Application for the 2019 Summer Spectacular Car Show *(Lee Kreyer)*
Lee Kreyer, President from Rum River Rods shared that this event permit is for the 9th Annual Motor Spectacular Car Show. Kreyer further shared that Rum River Rods is a car club that brings in cars, food vendors and craft vendors to help draw community members in to come check out the car show.
Motion by Bergley, second by Lundeen to approve resolution as presented. Motion passed 5-0. Motion carried.

3. Resolution 2019-189 Approving Special Event Permit Request for Celebrate Isanti 2019
City Administrator Josi Wood shared this event will be similar to the ones held in previous years starting at the park and ride and proceeding through the Cambridge-Isanti Bike Walk Trail and ending at Bluebird Park. Wood continued to share that Public Works will also be bringing equipment for residents to see the inside of a plow truck as well as the Spectacular Car Show in the afternoon followed by the street dance.
Motion by Lundeen, second by Collison to approve resolution as presented. Motion passed 5-0. Motion carried.

K. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $779,467.23 Payroll in the Amount of $98,678.76
2. Resolution 2019-190 Approving Pheasants Forever Gambling Permit
3. Resolution 2019-191 Approving St. Elizabeth Ann Seton Gambling Permit
4. Resolution 2019-192 To Declare Certain Property as Surplus and Authorize its Sale by Public Auction- Hot Patch Trailer
5. Resolution 2019-193 Authorizing Online Public Auction
6. Resolution 2019-194 Authorize its Sale by Public Auction- Hyundai Sonata
7. Resolution 2019-195 To Declare Certain Property as Surplus and Authorize its Sale by Public Auction- Dodge Charger
8. Resolution 2019-196 To Declare Certain Property as Surplus and Authorize its Sale by Public Auction- Chevrolet Silverado
9. Resolution 2019-197 Offering the Position of Full-Time Police Officer to Joseph Vogl
10. Resolution 2019-198 Approving Request for Proposals for Towing Services
11. Resolution 2019-199 Authorizing a Reduction in the Letter of Credit for Legacy Pines Subdivision Phase One
12. Resolution 2019-200 Resolution for Settlement Agreement

Motion by Bergley, second by Lundeen to approve Consent Agenda as presented. Motion passed 5-0. Motion carried.

L. Other Communications

1. June Police Department Reports
2. June Code Enforcement Officer Report
3. June Building Inspector Report
4. July Engineering Project Status Report

Adjournment

Motion to adjourn by Bergley, second by Lundeen. Motion passed 5-0. Motion carried. The meeting was adjourned at 7:25 p.m.

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

F.2

MINUTES
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, JULY 16, 2019 – 5:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 5:00 p.m.

Members Present: Mayor Jeff Johnson, Councilmembers: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Chief of Police Travis Muyres, Finance Director Mike Betker, Community Development Director Sheila Sellman, City Engineer Jason Cook, Liquor Store Manager John Jacobi and Public Services Director Matt Sylvester

D. Committee Meeting Items

1. Police Department Updates *(hard copies were provided at meeting)*
   - Information was shared with the Committee.
2. Chicken Ordinance Discussion (*Bergley*)
   - Recommendation from Committee is to move forward and for staff to look into enforcement and draft ordinance and bring back to future Committee of the Whole meeting.
3. Paving Alleys *(Bergley)*
   - Recommendation from Committee is to bring to Budget Workshop Session for further discussion.
4. Mosquito Control Discussion
   - Recommendation from Committee is to bring back to August Committee of the Whole meeting for further discussion
5. MNSPECT Building Inspection Services Discussion
   - Recommendation from Committee is to continue conversation in August at Committee of the Whole meeting.
6. Liquor Store DVR and Camera Replacement
   - Recommendation from Committee is to move forward and bring to City Council meeting for approval.
7. Fund Balance Policy
   - Recommendation from Committee is to move forward and remove verbiage that states, "within two years" and bring to City Council meeting for approval.
8. Cable Franchise Fees
   - Recommendation from Committee is to move forward and bring to City Council for approval.
9. Storm Drain Covers *(Gordon)*
   - Information was shared with the Committee concerning updates from the police department and public works.
10. Stop Sign on 6th Ave by Dogwood and South Passage *(Gordon)*

- Information was shared with the Committee.
- Recommendation from Committee was to have Isanti Police Department look into options and more patrol in that area.

11. Signal Study for County Road 5 and East Dual Boulevard

- Recommendation from Committee is to move forward and bring to City Council meeting for approval.

E. Adjournment

Meeting was adjourned at 6:22 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

F.3

MINUTES
CITY OF ISANTI
CITY COUNCIL BUDGET WORK SESSION
TUESDAY, JULY 16, 2019
(Immediately following the Planning Commission Meeting)
CITY HALL

Mayor Johnson called the meeting to order at 8:35 p.m.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, Finance Director Mike Betker and Chief of Police Travis Muyres

The Preliminary Budget was reviewed and discussed.

Adjournment
Motion by Lundeen, second by Bergley to adjourn. Motion passed 5-0. Motion carried. The Budget Work Session adjourned at 8:57 p.m.
Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
MAY 21, 2019

F.4

A. Call to Order.
Chairman Johnson called the meeting to order at 8:30 p.m.

B. Pledge of Allegiance.

C. Member Collins was sworn in

D. Roll Call.
Members Present: Jeff Johnson, Dan Collison, Steve Lundeen, Paul Bergley, James Grodon, Arissya Simon, and Alexander Collins

Members Absent: None

Staff Present: City Administrator Josi Wood, Contracted City Planner Ryan Kernosky, Assistant City Administrator/Special Projects Don Lorsung, Community Development Director Sheila Sellman.

E. Secretary Appointment
The Board appointed Sheila Sellman as the Planning Commission Secretary

f. Agenda Modifications.
None

2. Approval of Minutes from March 19, 2019 Planning Commission Meeting.
Motion by Collison, second by Lundeen to approve the February 19, 2019 Planning Commission Meeting Minutes. Motion was approved 7-0.

3. Public Hearings
A. Request from Stacy Upton (dba Idle Hands Tattoo) for approval of an Interim Use Permit required under City Ordinance 445, Section 7 Article Two, Subd. 4 (K). Said request is for the operation of a tattoo studio at 303 Credit Union Drive NE, Unit 5, PID 16.077.0050 & 16.077.00360
Chairman Johnson opened the public hearing. Sellman presented the staff report, commenting that this is an Interim Use Permit in the B-2 district use and that the project meets requirements. The Commission reviewed the request. No one from the public commented.

Motion by Collison, seconded by Simon, to approve the Interim Use Permit with the conditions listed in the staff report. Motion passed 7-0.

B. Request from Amber Blesener (dba Amber's Hair Salon) for approval of an Interim Use Permit required under City Ordinance 445, Section 6, Article 1, Subd 5 and section 13, Article 1,

Subd. 4 (c). Said request is for operation of a home occupation at 201 4th Ave NW PID 16.042.0110

Chairman Johnson opened the public hearing. Sellman explained that an IUP was not necessary and that this use can be approved administratively through a Zoning Permit. The public hearing was held and advertised. No one from the public spoke on this item. The Public Hearing was closed and this item was directed to go back to staff for review.

C. Request from Dollar General for Preliminary and Final Plat approval of a minor subdivision under City Ordinance 536, Article 3. , at 340 Palomino Road SE. PID 16.029.0900

Chairman Johnson opened the Public Hearing. Connie Anderson of 409 Shawn Street spoke at the Public Hearing. Her property abuts the subject property. She has concerns with light pollution, trash, theft, noise and commercial abutting residential.

George Hemen of 320 Palomino Road spoke at the Public Hearing. Concerned with traffic and the business not facing HWY 65. He would like screening along Palomino Road.

Nicole Spray of 301 Shawn Street Road spoke at the Public Hearing. Stated her backyard is private and would like to keep it that way and requests that Dollar General put up a fence.

Chair Johnson closed the Public Hearing. Kernosky gave the staff report and stated this action is for the subdivision and not the site plan.

Motion by Collinson, seconded by Gordon to approve the minor subdivision with conditions. Motion was approved 7-0.

4.Other Business.

A. Continuation of consideration of a Request from Dollar General, Inc. for approval of a Site Plan Review per Ordinance 445, Section 18, Subd. 2(A) for construction of a Dollar General store at 340 Palomino Road SE, PID 16.029.0900.

Motion by Bergely to un-table this item seconded by Collison, motion passed 7-0. Kernosky gave the staff report. Explained that the City can't regulate the type of business, the proposed use is permitted. The proposal is in compliance with the Zoning Code.

Bryan Boss, BJ Boss Builders represented the applicant, he is the contractor. The Commission asked him to address the issues raised by the neighbors. He stated they will follow city code and be able to meet the conditions. Commissioner Johnson wants the development to provide screening to the residents. Commissioner Lundeen was concerned about screening and possible accidents with too much plantings.

Motion by Lundeen, 2nd by Simon to approve the site plan with the conditions outlined and an additional condition that a berm and a 6-foot-tall fence along the west property line, and landscape plan that broke up the north side of the building.

5. Discussion Items

A. Moratorium on Self-Storage Facilities in the B-2 Commercial Business

Lorsung presented the staff memo and explained that the City has been approved by a few developers looking to do self-storage facilities that would not require and utilities, and they are looking at property in the Business Districts that do have full utilities available. Self-Storage is not the highest and best use for fully developed properties. The B-2 District allows storage facilities by a Conditional Use Permit. Staff recommended either removing the use all together or to issue a moratorium.

Motion by Lundeen, Seconded by Bergley to removing self-storage facilities from the B-2 district. Motion passed 7-0.

B. Comprehensive Plan Update – Lorsung presented the staff memo on the proposed project timeframe for the Update. Presentations of draft Plan Chapters would begin in May, 2019, with the Public Hearing on the Updated Comprehensive Plan scheduled for March, 2020. Staff will proceed with the project timeline as presented and to post on the City's webpage.

6. Adjournment

Motion by Lundeen second by Bergley to adjourn the May 21, 2019 meeting of the Planning Commission. Motion was approved 7-0.

The meeting adjourned at 9:12 p.m.

Respectfully submitted,

Sheila Sellman
Community Development Director

F.5

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
May 28, 2019
City Council Chambers

1. Meeting Opening.

A. Call to Order.

B. Pledge of Allegiance
Everyone stood for the Pledge of Allegiance

C. Roll Call
Members Present: James Witte, Aaron Zdon, and Mayor Johnson
Staff Present: Jenny Garvey, Parks, Recreation and Culture Manager,

D. Agenda Modifications
Zdon asked if there were any agenda modifications, no modifications, Motion by Witte, seconded by Mayor Johnson; all in favor; the motion passed.

2. Approval of Minutes from April 23, 2019, Parks, Recreation, and Culture Board Meeting
Motion by Witte and second by Mayor Johnson; all in favor. Minutes were unanimously approved.

3. Unity Park Proposal
Garvey reported that Unity Park had previous approval of adding trees to the parking lot edge along the ballfield to assist with cars not parking on the grass. Garvey asked the board to re-examine that option and shared a new option that staff found that would entail less maintenance and upkeep that the tree option would. Garvey proposed to the board the rock edge option and provided a picture of the idea, Garvey stated that planting young trees could be damaged and pruning would be an item that would be necessary for years to come. The rock edge option fits within the budget. Zdon, Witte and Mayor Johnson agreed that this was a nice option and less maintenance was needed. Johnson motioned that we amend the proposal to install trees at Unity park and change the proposal to install the rock/boulder edge along the parking lot, second by Witte; the motion passed.

4. Park Visit Summary
Garvey reviewed the list compiled of what projects and maintenance items were from the tours the board members took and reported at the April 23 meeting. .

5. Painting Plow Blades

Garvey reported that four local schools took place in this project and noted that within the packet are two pictures of ones that are being worked on and that the blades will be picked up in the next couple of weeks and the finished blades will be on display at Celebrate Isanti Day, August 17th.

6. Parks Update

Garvey reviewed that the Farmers Market will be Fridays May 31 –Sept 21 2-6pm and that PW was able to get the curb cut for easier access for vendors. Garvey also reviewed that the Passports to parks event will be back this summer with a kick off event June 20th at Bluebird park. Garvey further reviewed that the street dances will be June 22 – Hitchville, July 20 – Audio Circus and Aug 17 – Good for Gary and vendors are already signing up and our Platinum sponsors this year are Kwik Trip and Dahlheimer Distributing. Garvey also mentioned that the Community Gardens are full and opened on May 11 and staff is working on adding a few more plots as interest is there. The dog park is open and the grand opening will be held Wed June 12 at 11am, the bench is in the park and signs will be going up. Johnson asked if another bench was going to be added and Zdon also questioned this and said he has heard from the public if another one was going to be added. Garvey stated she had thought somewhere it was in her information that one was going to be donated, but she would look into it and see and then as budget allows to also add other amenities to the park. Garvey finished with that Bluebird park will be getting a new paint job on the larger playground equipment and this is anticipated to be closed from July 29-Aug 9.

7. Adjournment

Motion by Witte, second by Mayor Johnson to adjourn the April 23, 2019 meeting of the Parks, Recreation and Culture Board. Motion was approved.

The meeting adjourned at 6:21 PM

Dated at Isanti, Minnesota this 28th day of May, 2019.

Respectfully Submitted,

_____

Jenny Garvey
Parks, Recreation and Culture Manager

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members of City Council**
From: Sheila Sellman, Community Development Director
Date: **August 7, 2019**
Subject: **Resolution 2019-XXX A RESOLUTION CLARIFYING SETBACKS FOR HERITAGE ESTATES**

Request: Level Contracting LLC is requesting the City Council consider the setbacks that are set by Resolution 2018-284 for Heritage States Planned Unit Development. Specifically, a decreased rear yard setback.

Overview/Background: On December 18, 2018 the City Council approved Resolution 2018-284 a resolution approving the Planned Unit Development for Heritage Estates. In the Resolution of approval, the building setbacks are clearly listed. Specifically, Lot 1-2, and 9-12 Block 2 has setbacks listed as Street yard setback 30 feet, Side street setback 20 feet, side yard setback 5 feet and rear yard setback 30 feet. Level Contracting is disputing the rear yard setback for Lot 1, Block 2, and requesting the Council consider a 10-foot setback. Level Contracting argues that the "preliminary plat" shows a 10-foot setback as well as the final plat.

Analysis of Application: Final Plats do not show setbacks, it shows drainage and utility easements, not building setbacks. Building setbacks are set by the zoning district, Resolution or Development Agreements (DA). As stated above the Resolution of approval clearly states the rear yard setback for the lot in question is 30 feet. There are other lots in this development with reduced setbacks (as spelled out in the resolution) due to the lots being smaller in size. If the setbacks are not specific in the Resolution or DA then the underlining zoning regulations apply. The site is zone R-3B and the rear yard setback is 25 feet.
Upon further review the rear yard setbacks along block 2 cannot be reduced to 10 feet, the rear lot drainage and utility easement is 15 feet, in no instance can a house be located in a drainage and utility easement.

Planning Commission Recommendation:
The Planning Commission considered this request at their July 16, 2019 meeting. The Commission questioned why the developer couldn't meet the setbacks as proposed and he stated he wasn't aware of the setbacks and admitted that he signed the development agreement without reading it. The Commission agreed to forward comments to the City Council for consideration and to hold the public hearing at the Council meeting. The Planning Commission recommended reducing setbacks along outlots only and not to change any other setbacks.

Staff Recommendation: Staff recommends reducing setbacks along outlots to 10 feet where possible. Again, as stated above the rear yard setback on Block 2 can only be reduced to 15 feet due to a drainage and utility easement. The new resolution for consideration will clarify setbacks and correct the lot numbers, however resolution 2018-284 will remain in effect.

Attachments:
Resolution 2019-XXX
Resolution 2018-284
Plat

RESOLUTION NO. 2019-XXX

A RESOLUTION CLARIFYING SETBACKS FOR HERITAGE ESTATES

WHEREAS, Level Contracting, LLC, developer, has requested certain setbacks be reduced to 10 feet for Heritage Estates Addition, Isanti County, Minnesota; and,

WHEREAS, the City Planning Commission of the City of Isanti has reviewed the request at their July 16, 2019 meeting and recommend the City Council hold a public hearing on this request and further to only reduce the setbacks along outlots; and,

WHEREAS, the City Council of the City of Isanti held a public hearing at the August 7, 2019 Regular Meeting of the City Council.

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Isanti, Minnesota, that it adopts the Findings of Fact and Conclusion related to the requested Setback clarification for Heritage Estates and **BE IT FURTHER RESOLVED** that the requested setback reduction along outlots for Heritage Estates be approved with the following conditions and Resolution 2018-284 remain in effect:

1. Development Regulations:
    a. Lots abutting Heritage Blvd NE (CSAH 5) shall have a minimum setback of 50' from the Heritage Blvd NE (CSAH 5) Right of Way.
    b. Block 1: Lots 1-17
        i. Street Yard Setbacks: 30'
        ii. Side Yard Setbacks: 5'
        iii. Rear Yard Setbacks: 50'

    c. Block 2: Lots 1-12
        i. Street Yard Setbacks: 30'
        ii. Side Yard Setbacks: 5'
        iii. Rear Yard Setbacks: 15'

    d. Block 3: Lots 1-21
        i. Street Yard Setbacks: 30'
        ii. Side Yard Setbacks: 5'
        iii. Rear Yard Setbacks: 10'

Adopted this 7th Day of August, 2019.

_____
Mayor Jeff Johnson

ATTEST:

_____
Katie Brooks
City Clerk/Human Resources

RESOLUTION NO. 2018-284

A RESOLUTION APPROVING THE PLANNED UNIT DEVELOPMENT FOR HERITAGE ESTATES

WHEREAS, Level Contracting, LLC, developer, has applied for a Planned Unit Development for Heritage Estates, a residential development located on Outlots A, B, & D, Sun Prairie First Addition, Isanti County, Minnesota; and,

WHEREAS, the City Planning Commission of the City of Isanti has reviewed and held a public hearing on the Preliminary Plat and reviewed the conceptual Planned Unit Development and has recommended approval to the City of Isanti City Council during a Special Meeting of the Planning Commission on November 7, 2018; and,

WHEREAS, the City Council of the City of Isanti reviewed and approved the Preliminary Plat and conceptual Planned Unit Development per City Council Resolution No. 2018-257 and 2018-258; and,

WHEREAS, the City Planning Commission of the City of Isanti held a public hearing on the Planned Unit Development during a Special Meeting of the Planning Commission on December 4, 2018 and has recommended approval with the conditions set forth in this Resolution; and,

WHEREAS, the City Council of the City of Isanti has reviewed the Planned Unit Development during the December 18, 2018 Regular Meeting of the City Council.

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Isanti, Minnesota, that it adopts the Findings of Fact and Conclusion related to the requested Planned Unit Development for Heritage Estates and **BE IT FURTHER RESOLVED** that the requested Planned Unit Development of Heritage Estates be approved with the following conditions:

1. Planned Unit Development approval is for 50 single-family lots abutting Cherrywood Ln NE, 8th Avenue NE, and 9th Avenue NE.
2. Density of this Planned Unit Development shall not exceed 5.43 units/acre.
3. Direct driveway access to Heritage Blvd NE (CSAH 5) shall be prohibited, all driveway access shall be along said streets in condition #1.
4. Development Regulations:
    a. Single-family homes are a permitted use within this Planned Unit Development.
    b. Lots abutting Heritage Blvd NE (CSAH 5) shall have a minimum setback of 50' from the Heritage Blvd NE (CSAH 5) Right of Way.
    c. Block 1: Lots 1-14
        i. Street Yard Setbacks: 30'
        ii. Side Yard Setbacks: 5'
        iii. Rear Yard Setbacks: 50'

d. Block 1: Lots 15-18
    i. Street Yard Setbacks: 30'
    ii. Side Street Setbacks: 20'
    iii. Side Yard Setbacks: 5'
    iv. Rear Yard Setbacks: 30'

e. Block 2: Lots 3-8
    i. Street Yard Setbacks: 30'
    ii. Side Yard Setbacks: 5'
    iii. Rear Yard Setbacks: 15'

f. Block 2: Lots 1-2, 9-12
    i. Street Yard Setbacks: 30'
    ii. Side Street Setbacks: 20'
    iii. Side Yard Setbacks: 5'
    iv. Rear Yard Setbacks: 30'

g. Block 3: Lots 1-3
    i. Street Yard Setbacks: 30'
    ii. Side Yard Setbacks: 5'
    iii. Rear Yard Setbacks: 10'

h. Block 3: Lots 4-20
    i. Street Yard Setbacks: 30'
    ii. Side Yard Setbacks: 5'
    iii. Rear Yard Setbacks: 30'

5. Any other zoning regulations must be compliant with the underlying zoning district at the time of this adoption – R-3B "Medium Density Multiple-Family Residential"
6. This Planned Unit Development shall only be implemented after the Final Plat of Heritage Estates subdivision has been properly filed with the Isanti County Recorder and Auditor's office.
7. This Planned Unit Development shall only be implemented after the Developer and City have entered into a Development Agreement for the development of this subdivision.

Adopted this 18th Day of December, 2018.

_____
Mayor George A. Wimmer

ATTEST:

_____
Katie Brooks
City Clerk/Human Resources

HERITAGE ESTATES

SEC. 29, T35N, R23W
CITY OF ISANTI
COUNTY OF ISANTI

NORTH

40 0 20 40 80 160
(SCALE IN FEET)

● DENOTES IRON PIPE MONUMENT FOUND

○ DENOTES A 1/2 INCH BY 14 INCH IRON PIPE, WITH PLASTIC CAP INSCRIBED R.L.S. NO. 25343, WHICH HAS BEEN SET OR WILL BE SET IN ACCORDANCE WITH MS 505.021, SUBD 10.

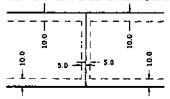
DENOTES WETLAND DELINEATION BY JACOBSON ENVIRONMENTAL, PLLC IN 2015.

FOR THE PURPOSES OF THIS PLAT, THE NORTH LINE OF OUTLOT A, SUN PRAIRIE FIRST ADDITION, IS ASSUMED TO BEAR SOUTH 89 DEGREES 21 MINUTES 21 SECONDS WEST AND IS BASED UPON THE RECORDED PLAT OF SUN PRAIRIE FIRST ADDITION.

NOTE REGARDING WET LANDS
THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES, UNITED STATES CORPS OF ENGINEERS AND OTHER WATER MANAGEMENT AGENCIES HAVE CATEGORIZED VARIOUS WET LANDS, WHICH ARE NOT ACKNOWLEDGED BY CHAPTER 505.01, SUBDIVISION 3 OF MINNESOTA STATUTES AND MAY NOT BE SHOWN HEREON. DEVELOPMENT OF LANDS CONTAINING SAID WET LANDS MAY BE SUBJECT TO SPECIAL CONDITIONS OR LIMITATIONS.

EASEMENT DETAIL

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



BEING 10 FEET IN WIDTH AND ADJOINING RIGHT OF WAY LINES AND ADJOINING REAR LOT LINES AND 5 FEET IN WIDTH AND ADJOINING SIDE LOT LINES, UNLESS OTHERWISE SHOWN.
(NOT TO SCALE)

FAIRWAY GREENS PHASE 5

FAIRWAY GREENS PHASE 2

8TH AVENUE NE

FAIRWAY GREENS

HERITAGE BOULEVARD N.E.
(COUNTY STATE AID HIGHWAY NO. 81)
R/W WIDTH VARIES

THE NORTH LINE OF OUTLOT A, SUN PRAIRIE FIRST ADDITION

S89°21'21"W 879.52

N89°21'21"E 183.12

SUN PRAIRIE BOULEVARD

OUTLOT A

BLOCK 1

CHERRYWOOD LANE N.E.
(PLATTED AS SUN PRAIRIE BOULEVARD)

8TH AVENUE NE

8TH AVENUE COURT NE.
(PLATTED AS FAIRWAY BOULEVARD)

OUTLOT B

OUTLOT C

WETLAND

DRAINAGE AND UTILITY EASEMENT

MATCH LINE A
(SEE SHEET 1 OF 2 SHEETS)

E.G. RUD & SONS, INC.
EST. 1977
Professional Land Surveyors

HERITAGE ESTATES

SEC. 29, T35N, R23W
CITY OF ISANTI
COUNTY OF ISANTI

KNOW ALL MEN BY THESE PRESENTS: That Level Contracting, LLC, a Minnesota limited liability company, owner, of the following described property situated in the State of Minnesota, County of Isanti, to wit:

Outlots A, B and D, SUN PRAIRIE FIRST ADDITION, Isanti County, Minnesota.

Has caused the same to be surveyed and platted as HERITAGE ESTATES and does hereby dedicate to the public for public use forever the public way and drainage and utility easements as shown on this plat.

In witness whereof said Level Contracting, LLC, a Minnesota limited liability company, has caused these presents to be signed by its proper officer this __ day of _____, 20__.

LEVEL CONTRACTING, LLC

Montgomery L. Jensen, Chief Manager

STATE OF MINNESOTA
COUNTY OF _____
The foregoing instrument was acknowledged before me this __ day of _____, 20__, by Montgomery L. Jensen, as Chief Manager of Level Contracting, LLC, a Minnesota limited liability company, on behalf of the company.

_____ (Signature)

_____ (Print Name)
Notary Public, _____ County, Minnesota
My Commission Expires _____
Do not use Notary Stamp.

I James E. Napier, do hereby certify that I have surveyed and platted or directly supervised the survey and platting of the property described on this plat as HERITAGE ESTATES; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on the plat; that all monuments depicted on the plat have been or will be correctly set within one year as indicated on the plat; that all water boundaries and wet lands as defined in MS Section 505.01, Subd. 3 existing as of the date of this certification are shown and labeled on the plat; and that all public ways are shown and labeled on the plat.

James E. Napier, Land Surveyor
Minnesota Registration No. 25343

STATE OF MINNESOTA
COUNTY OF ANOKA

The foregoing Surveyor's Certificate was acknowledged before me this __ day of _____, 20__, by James E. Napier, Land Surveyor.

_____ (Signature)

_____ (Print Name)
Notary Public, _____ County, Minnesota
My Commission Expires _____
Do not use Notary Stamp.

CITY OF ISANTI - PLANNING COMMISSION
Recommended for approval by the Planning Commission of the City of Isanti, Minnesota, this __ day of _____, 20__.

Chairman _____ Secretary _____

CITY OF ISANTI - CITY COUNCIL
Approved by the City Council of the City of Isanti, Minnesota this __ day of _____, 20__, and is in compliance with the provisions of Chapter 505.03 Subdivision 2, Minnesota Statutes.

Mayor _____ City Administrator _____

CITY OF ISANTI - CITY ATTORNEY
This plat was approved as to form and execution this __ day of _____, 20__.

Isanti City Attorney

CITY OF ISANTI - CITY ENGINEER
This plat was recommended for approval this __ day of _____, 20__.

Isanti City Engineer

ISANTI COUNTY SURVEYOR
I hereby certify that this plat has been checked and recommended for approval as to compliance with Chapter 505, Minnesota Statutes, this __ day of _____, 20__.

Don Hansen
Isanti County Surveyor, Minn. License No. _____

ISANTI COUNTY AUDITOR - TREASURER
I hereby certify that the taxes for the year 2019 on the property described herein have been paid and that there are no delinquent taxes and transfers entered on, this 7th day of May, 20 19.

Isanti County Auditor - Treasurer

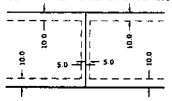
By _____, Deputy

ISANTI COUNTY RECORDER
I hereby certify that this instrument was filed in the Office of the County Recorder for record on this 9th day of May 2019 at 9:30 o'clock A.m. and was duly recorded in the Isanti County Records as Document Number 463234.

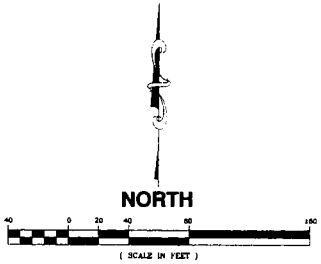
Isanti County Recorder

EASEMENT DETAIL

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



BEING 10 FEET IN WIDTH AND ADJOINING RIGHT OF WAY LINES AND ADJOINING REAR LOT LINES AND 5 FEET IN WIDTH AND ADJOINING SIDE LOT LINES, UNLESS OTHERWISE SHOWN.
(NOT TO SCALE)

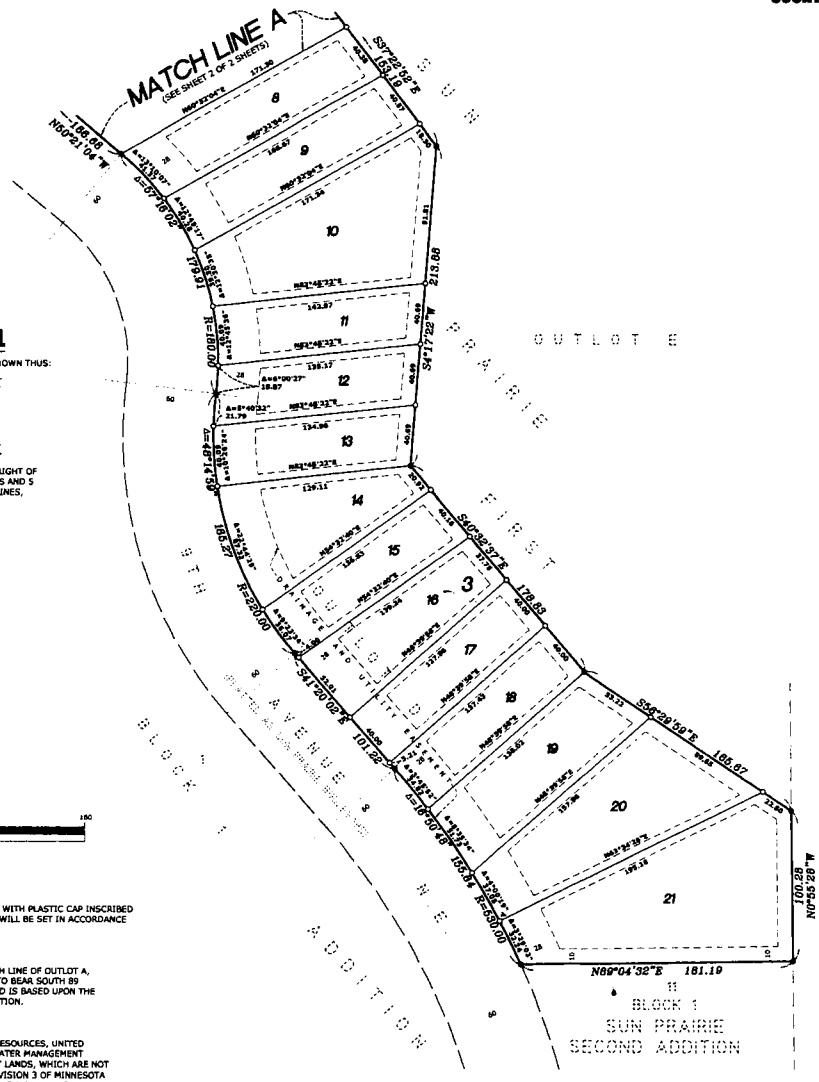


● DENOTES IRON PIPE MONUMENT FOUND

○ DENOTES A 1/2 INCH BY 14 INCH IRON PIPE, WITH PLASTIC CAP INSCRIBED R.L.S. NO. 25343, WHICH HAS BEEN SET OR WILL BE SET IN ACCORDANCE WITH MS 505.021, SUBD 10.

FOR THE PURPOSES OF THIS PLAT, THE NORTH LINE OF OUTLOT A, SUN PRAIRIE FIRST ADDITION, IS ASSUMED TO BEAR SOUTH 89 DEGREES 21 MINUTES 21 SECONDS WEST AND IS BASED UPON THE RECORDED PLAT OF SUN PRAIRIE FIRST ADDITION.

NOTE REGARDING WET LANDS
THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES, UNITED STATES CORPS OF ENGINEERS AND OTHER WATER MANAGEMENT AGENCIES HAVE CATEGORIZED VARIOUS WET LANDS, WHICH ARE NOT ACKNOWLEDGED BY CHAPTER 505.01, SUBDIVISION 3 OF MINNESOTA STATUTES AND MAY NOT BE SHOWN HEREON. DEVELOPMENT OF LANDS CONTAINING SAID WET LANDS MAY BE SUBJECT TO SPECIAL CONDITIONS OR LIMITATIONS.



E. G. RUD & SONS, INC.
EST. 1977 Professional Land Surveyors

J.1

A Community For Generations.

Isanti

City of Isanti Board Member Application

For consideration, please fill out the below information along with the attached conflict of interest statement signed and dated by you. Please submit all the information to:
Human Resources/City Clerk Katie Brooks. PO Box 428, Isanti, MN 55040 or
kbrooks@cityofisanti.us, 763-444-5512

Name: Brian Thum_____ E-mail:l

Address:

Phone Number:

Board Seat for which you are applying for:

(Parks, Recreation, and Culture Board) Economic Development Authority

Planning Commission

For Consideration on the Board you must circle at least one:

(City of Isanti Resident) Non-Resident of Isanti

State:

Education and/or Knowledge that will be useful to the Board:

I have been involved in BMX for 5 years. I grew up in the city of Coon Rapids they have a great park system that I enjoyed as a child I even volunteered for a few years to help clean and maintain the parks.

Why you are interested on being on the Board?

I love the city of Isanti that's why I chose to purchase a home here I feel I have some ideas and insight they could help the city and residents to improve the city we live in. I also would just like to be more involved in my community and I feel this will be a fun and great way to do that.

What is your vision of Isanti?
To be the best city we can possibly

Any other pertinent information that might to be taken into consideration. You may attach additional pages.

Park & Recreation Board Member Interview Questions:

1) What is the Park & Recreation Board's role?

2) What is your vision of the park and recreational system for the City?

3) Do you have experience in parks and recreation or park and recreation member experience?

4) Do you volunteer within the Isanti Community?

5) Can you attend evening meetings that start at 6:00 p.m.?

RESOLUTION 2019-XXX
Amending Resolution 2019-138

RESOLUTION DESIGNATING COMMITTEES AND REPRESENTATIVES FOR CITY COMMISSIONS AND ADVISORY BOARDS FOR YEAR 2019

WHEREAS, the City is required to make certain official appointments at the beginning of each year; and,

WHEREAS, the City Council must appoint City Council members to represent the City on various City and County-wide organizations on an annual basis:

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. That the City Council appoints the following individuals to represent the City on the following commissions, boards and advisory committees for 2019:

Committee of the Whole	Mayor and City Council
Economic Development Authority	Mayor and City Council
Parks, Recreation & Culture Board	Mayor
Planning Commission	Mayor and City Council
Rum River BMX Association Board	Collison
Community Education	Mayor
Cable TV Liaison	Lundeen
Civil Defense Director	Mayor
Fire District	Lundeen, Alternate Mayor Johnson
ICICLE	Bergley, Alternate Mayor
School Liaison	Mayor, Lundeen
Chamber of Commerce Liaison	Mayor
Bike Isanti County Committee	Mayor
C-I Bike/Walk Trail	Gordon
Public Works Labor Management Committee	Mayor - Guest Representative
Weed Inspector	Mayor

2. That the City Council appoints the following to act as Mayor Pro-tem in the absence of the Mayor: Councilor Steve Lundeen.

3. That the Planning Commission, Economic Development Authority Board, and Park, Recreation and Culture Board shall meet on the date and times as designated as outlined on the attached schedule and posted at Isanti City Hall.

4. That the City Council designates the following individuals to the Park, Recreation and Culture Board for 2019:

_____	*(term expiration 12-31-2020)*
Aaron Zdon	*(term expiration 12-31-2019)*
James Witte	*(term expiration 12-31-2021)*
_____	*(term expiration 12-31-2021)*
Jeff Johnson	Council Representative (*term expiration 12-31-2019*
_____	Student Representative *(term expiration 12-31-2019)*

5. That the City Council designates the following individuals to the Planning Commission for year 2019:

Mayor and City Council:	
Jeffrey Johnson	(*term expiration 12-31-2019)*
Dan Collison	(*term expiration 12-31-2019*)
James Gordon	*(term expiration 12-31-2019*)
Paul Bergley	(*term expiration 12-31-2019*)
Steve Lundeen	*(term expiration 12-31-2019*)
Appointed Members:	
Alexander Collins	*(term expiration 12-31-2021)*
Arissya Simon	*(term expiration 12-31-2019)*

6. That the City Council Economic Development Authority Board membership terms are as follows for year 2019:

Mayor and City Council:	
Jeffrey Johnson	*(term expiration 12-31-2019)*
Dan Collison	*(term expiration 12-31-2019)*
James Gordon	*(term expiration 12-31-2019)*
Paul Bergley	*(term expiration 12-31-2019)*
Steve Lundeen	*(term expiration 12-31-2019)*
Appointed Members:	
Rod Barrows	*(term expiration 12-31-2024)*
Jill Reller	*(term expiration 12-31-2020)*

This Resolution is hereby approved by the Isanti City Council this 7th day of August, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

J.3

Request for City Council Action - MEMO

To: **Mayor Johnson and Members of City Council**

From: Jenny Garvey, Parks, Recreation, and Culture Manager

Date: August 7, 2019

Subject: **A Resolution Approving a Special Event Permit Application for the 2019 MN State Series Finals Race**

Background

Rum River BMX Association will be hosting the MN State Series Finals Race on August 24, 2019 from 1:00 to 6:00 pm and August 25, 2019 from 9:00 am – 5:00 pm. The estimated number of individuals in attendance is 1,000-1,500. The Association is requesting that overnight camping be allowed for the event, and expect about 100 campers. Parking for the campers for this event will take place on the grass to the south of the Isanti Indoor Arena. Rum River BMX will charge $25/weekend for RVs for the State Finals event. Overflow parking will take place in the Bluebird Park lots (the south lot, the asphalt pad, and the spaces not designated as one-hour in the north lot), and the soccer field parking lot – there is never any fee to park in these lots. The main lot at the Isanti Indoor Arena will be reserved for spectator parking and the grass area to the east of south of the building will be used for team canopies and event activities.

The organizers have asked that Isanti Parkway be closed in front of the Indoor Arena (east of 1st Ave NW and west of the compost facility) on Saturday between 1:00 and 5:00 pm and on Sunday between 9:00 am and 5:00 pm. Public Works will provide barricades for the closure; Rum River BMX will be responsible for closing and opening the street at the times listed.

Restroom facilities will be provided by the Association for the event. The Association will be responsible for upkeep of all restroom facilities over the course of the event, including those on the south end of the Isanti Indoor Arena. The Association will be responsible for clean-up of the outside areas; the $100 clean up deposit is on file, and should Public Works need to clean the grounds for any reason, this check may be cashed. The standard public addressing system will be used throughout the event.

Special Event Permit application materials, including an event map, have been included for Council review.

Staff Request

City staff are requesting City Council's approval of the Special Event Permit application for the 2019 State Finals Race.

Attachments

- Resolution No. 2019-XXX
- Special Event Application Materials
  - Application
  - Departmental Review
  - Site Map
  - Supplemental Event Information and Equipment Request forms
  - Release and Indemnification

RESOLUTION NO. 2019-XXX

RESOLUTION APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR THE 2019 MN STATE SERIES FINALS RACE

WHEREAS, the Rum River BMX Association submitted a Special Event Permit application requesting approval to host the MN State Series Finals Race; and,

WHEREAS, the event is scheduled to take place on Saturday, August 24, 2019 from 1:00 to 6:00 p.m. and Sunday, August 25, 2019 from 9:00 am to 5:00 pm at the Isanti Indoor Arena located at 101 Isanti Parkway NW; and,

WHEREAS, the estimated number of people to be in attendance is 1,000-1,500; and,

WHEREAS, the applicant would be required to provide additional portable restroom facilities for the event, in which the applicant will be contacting its current supplier to do so prior to the event; and,

WHEREAS, event spectator parking will be contained to the paved surfaces; and,

WHEREAS, event camper parking will occur on the grass south of the Isanti Indoor Arena, per the Special Event Paid Parking Agreement, and the fees for this event will be $5/day for cars and trucks and $25/weekend for RVs; and,

WHEREAS, overflow parking will occur in the paved lots at Bluebird Park, and the Soccer field parking lot, and there will be no fees for this use; and,

WHEREAS, the south and east sides of the Isanti Indoor Arena will be reserved for team canopies and event activities; and,

WHEREAS, Isanti Parkway will be closed in front of the Arena (east of 1st Avenue and west of the compost site) on Saturday from 1:00 to 6:00 pm and Sunday from 9:00 am to 5:00 pm.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota to approve the Special Event Permit request for the 2019 MN State Series Finals Race event with the following conditions:

- No signage shall be posted for the event, unless allowed under Zoning Ordinance section 16, or a Temporary Sign Permit Application and fee are submitted.

AND FURTHERMORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that this Resolution is hereby the "Permit" for the above stated Special Event.

This resolution was duly adopted by the Isanti City Council this 7th day of August, 2019.

Attest:

_____
Jeff Johnson
Mayor

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

SPECIAL EVENT PERMIT APPLICATION

City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

If you are a planning an event that requires a Special Event Permit, please complete the application and any required supplemental forms. To ensure your application is processed quickly, be specific and complete in all responses. **Applications must be submitted at least 30 days prior to the event to be considered.**

ITEMS TO ACCOMPANY THE APPLICATION

Required with all applications

- ☐ Complete Application Form
- ☐ Cleanup Deposit Fee - $100
- ☑ Proof of Insurance or Certificate of Insurance
- ☑ Site Map
- ☑ Approval Letter from the Property Owner
- ☐ Proof of written notification to property owners within 350 feet of the special event

Check all that apply:

- ☐ Signs will be posted for event:
  - ☐ Temporary Sign Permit Application required
  - ☐ $50 fee
- ☐ Alcohol will be served and/or sold at event:
  - ☐ Licenses (may take up to 60 days to process)
  - ☐ Fees apply, amounts vary by license type.
- ☒ Vendors will be present:
  - ☐ Peddler's Permit (background check required) submitted by event organizer only
  - ☐ $25 fee for one-day applications
  - ☒ Vendor List
- ☑ Event will occur on City Property:
  - ☑ Release and Indemnification Agreement

Supplemental information may be required by City staff.
Additional forms can be found on the City of Isanti website or requested at Isanti City Hall. Please note that additional required permits or licenses may take additional time to process.

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: 7/3/2019

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Rum River BMX

Contact Person: Larry Merchlewitz

Address: 101 Isanti Parkway NW

City: Isanti State: MN Zip: 55040

Cell:

Secondary Contact Person: Sean Wilson

Address: 101 Isanti Parkway NW

City: Isanti State: MN Zip: 55040

Phone: E-mail:

EVENT INFORMATION

Event Name: Minnesota State Series Finals

Date(s) of Event: August 23rd, 24th and 25th of 2019

Hours of Event: Saturday 1:00pm-6:00pm and Sunday 9:00am - 5:00pm

Type of Event: [✓] Open to the Public [ ] Private [ ] Other:

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
BMX racing - Finals race for the Minnesota State BMX Championship.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Proposed Location of the Event (be specific, site map also required):
Isanti Indoor Arena - Grass area to the east may be used for team canopies. Overnight camping Thursday thru Sunday in the grass field to the south of the Isanti Indoor Arena. Fees for overnight camping shall be structured per parking/camping agreement with the city of Isanti.

Estimated Number of People in Attendance (includes staff, participants, and spectators):
1,000-1,500

Parking Impact – Describe in detail:
Parking shall be cantained to the paved surfaces. No parking on grass on the east side of the Isanti Indoor Arena. Overflow may be at Bluebird Park, Skateboard Park parking lots and Soccer field parking lots. Grass area to the south will be for paid autos & RVs per agreement with the City of Isanti.

Tents, equipment, amusement rides, etc.
Type: BMX teams will bring their own canopies.
Size: 10' X 10' up to 24' X 24'
Location: South and east sides of Isanti Indoor Arena

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
Off duty first responders will be on hand. Allina Heath Services Ambulance may be on site, unless they need to respond to another call.

Are you requesting any street closures? If yes, list streets:
Yes. Isanti Parkway NW east of 1st Ave NW to west of the Compost facility on Saturday the 24th 1:00pm-6:00pm and Sunday the 25th 9:00am - 5:00pm.

Restrooms (Portable) – Name or entity providing these services; and number of facilities to be provided. When other restroom facilities are not provided on-site or are limited; the applicant will need to pay for additional restroom facilities. For those events exceeding 75 persons, one (1) additional restroom shall be provided; for events exceeding 150 persons, two (2) additional restrooms shall be provided. For events exceeding 250; the Planning for Special Events-Usage Chart shall be used.

Absolute Portable Restrooms, Cambridge MN. will supply eight portable bathrooms. We will also have the existing restrooms in Isanti Indoor Arena.

Security Plans – Name or entity providing these services. (A Police Officer is required if alcohol is being served or at the discretion of the Police Chief).
No alcohol will be served during this event. Security is not required.

Clean-up Plans – Describe in detail:
Rum River BMX volunteers will be cleaning up on the property. We will have a roll away dumpster to handle the garbage.

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Live entertainment – Describe in detail:
No live entertainment on site.

Will any other public addressing system or sound amplification be used? If so, describe:
Only sound audio system that will be used is the current system indoors.

If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?
Race fees are collected for riders on the track only to cover the cost of the event. All overnight campers shall pay the required camping fees per City and Rum River BMX Association agreement.

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature: Larry MacDonald

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110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

OFFICE USE ONLY
Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief
✓ Approved _____ Denied _____ N/A Signature: appd email

Police Chief
✓ Approved _____ Denied _____ N/A Signature: appd email

Public Services Director
✓ Approved _____ Denied _____ N/A Signature: [signature]

Parks, Recreation and Culture Manager
7/15 Approved _____ Denied _____ N/A Signature: [signature]

Community Development Director
✓ Approved _____ Denied _____ N/A Signature: [signature]

City Administrator
✓ Approved _____ Denied _____ N/A Signature: [signature]

City Council
_____ Approved _____ Denied

Date of Review: _____

* Inform Finance Director 2 wks prior to have Camping tickets ready -Jodi

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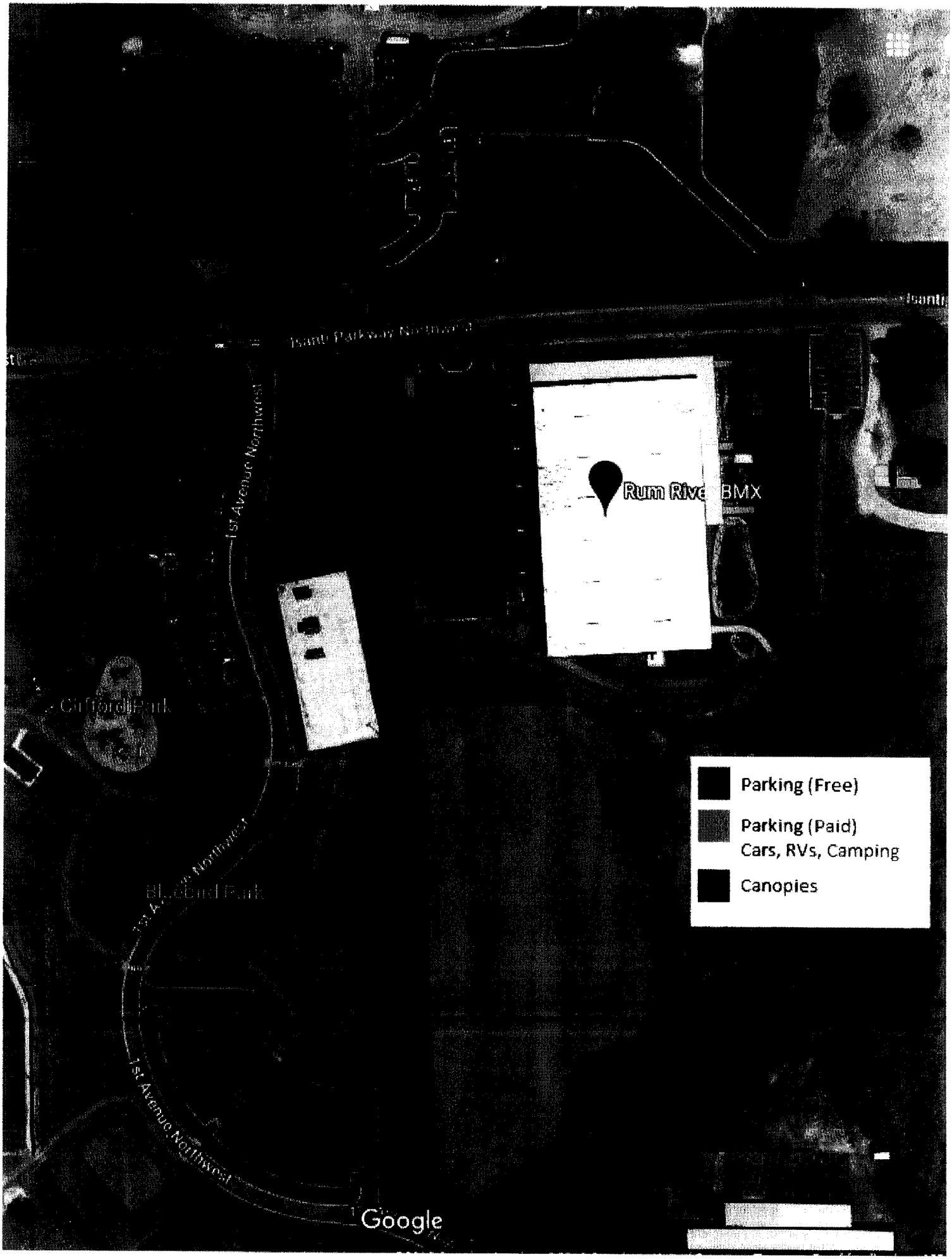
Rum River BMX
1st Avenue Northwest
Parking (Free)
Parking (Paid)
Cars, RVs, Camping
Canopies
Google

A Community For Generations.

Isanti

SPECIAL EVENT PERMIT APPLICATION

City of Isanti
110 First Avenue NW • PO Box 428
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www.cityofisanti.us

Isanti Indoor Arena
Supplemental Special Event Information

Event Name: Minnesota BMX State Finals

Date(s) of Event: Aug 20ND – Aug 25th

Contact Person: LARRY MERCHLEWITZ

Are you requesting that overnight camping be allowed for this event? YES
How many people do you expect to camp? 75 RVS 20 Tents

Will additional tents be used outside of the building? Team Canopies per site map
(Note: irrigation lines are installed around the perimeter of the building, if any of these lines are damaged due to event/association activities, repairs will be billed to Rum River BMX)

Are additional bleachers being brought into the building for the event? No
_____Attach proof of state bleacher safety inspections.

List any signs, barricades, or cones requested from Public Works:
6 Barricades, 30 small no parking signs and 3 road closed signs
75 RV parking passes for weekend

200 daily parking passes for each day x 3days = 600 passes
F, Sa, Su

A Community For Generations.

Isanti

SPECIAL EVENT PERMIT APPLICATION
City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
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www.cityofisanti.us

Special Event Equipment Request Form

Event Name: Minnesota BMX State Champion Finals

Date(s) of Event: Aug 22nd - Aug 25th

Contact Person: Larry Merchlewitz

Equipment Drop Off/Pick Up Location: Isanti Indoor Arena

Equipment Drop Off Date/Time: Aug ~~22~~ 21st

Please list the number of each item requested. Isanti Public Works will determine the availability of equipment for each event, and reserves the right to deny requests. *All equipment must be returned no later than 24 hours after the end of the event. The replacement of any broken or missing equipment will be billed to the event organizers.*

Construction Cones: Ø

Picnic Tables: Ø

Barricades: 6

Stage: Ø

Road Closed Signs: 2

No Parking Signs: 30

SPECIAL EVENT PERMIT APPLICATION
City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT

City of Isanti

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on property owned by the City of Isanti:
BMX Racing. Minnesota State Champion Finals

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:
All riders are required to have a current USABMX membership in which they accept all responsibility for any and all injuries

(Special Events Holder Initials Here) AM

B. If required by this paragraph, we agree to require each participant to our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Isanti, on a form approved by the City of Isanti.

Participant Release and Indemnification required? YES ☒ NO ☐

(Special Events Holder Initials Here) AM

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to the City of Isanti, for the duration of the above described activities.

(Special Events Holder Initials Here) _____

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities,

whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we further hereby exempt, release and discharge the City of Isanti, its officers, and its employees from any and all claims, demands, and actions for such injury, loss or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

F. We further agree to defend, indemnify and hold harmless the City of Isanti, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorney fees, including those arising from any third party claim asserted against the City of Isanti, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Isanti, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Event Holder Initials Here) _____

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Event Holder Initials Here) _____

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Event Holder Initials Here) _____

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special event holder, acting by and through the undersigned, who represents that he or she is property authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

Rum River BMX Association

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name LARRY MERCHLEWITZ

Title Community Outreach Director

Signature Larry Merchlewitz

Date 7/12/19

A Community For Generations.

Isanti

J.4

Request for City Council Action

To: **Mayor Johnson and Members of City Council**
From: Sheila Sellman, Community Development Director
Date: August 7, 2019
Subject: **RESOLUTION 2019-XXX APPROVING THE FINAL PLAT AND SITE PLAN FOR LEGACY PINES 2ND ADDITION**

Request
The Applicant, Everpine Land Holdings is requesting a Final Plat and Site Plan Review for Legacy Pines 2nd Addition. The proposed final plat contains 33 single family lots.

Overview/Background
In 2018 Odyssey Homes Inc received approval of a Preliminary Plat for Legacy Pines Addition. The Preliminary plat showed the entire site developed in phases to include 177 lots. The first phase is platted with 49 lots. The second phase is proposed to plat 33 lots. Each phase will require a final plat and a development agreement.

Analysis of Application
The subject site was originally part of the Villages on the Rum Planned Unit Development. Legacy Pines development is a "re-plat" of this development therefore, the aforementioned development agreements and PUD requirements remain with the property. The PUD allows for varying lot sizes and setbacks.

Zoning-The subject site is zoned R-1/PUD. The PUD Master Plan sets the parameters for lot size, setbacks, house size etc. Minimum requirements not spelled out in the PUD Master Plan will divert back to the Zoning Code for R-1. As proposed Phase 2 is consistent with the PUD. Section 15 of the zoning code requires all residential lots to have tow (2) trees per lot. lots that are 8,000 square feet or larger must provide three (3) trees and corner lots 12,000 square feet or larger require four (4) trees.

Legacy Park- Access to Legacy Park should be maintained during development. The applicant has indicated they will provide access through Lot 7 Legacy Pines Addition. With the second phase the parking lot should be developed at the sole cost of the developer. The parking plan should be approved prior to commencing.

Comprehensive Plan – This proposal is consistent with the City's 2008 Comprehensive Plan Future Land-Use Map, which identifies this parcel as low and medium density residential for future development.

City Engineer Comments – The City Engineer's memo is attached. With minor revisions laid out in the report Engineering is recommending approval.

Isanti Fire Comments – The Fire Chief has reviewed the proposed plat and has no concerns.

Planning Commission
The Planning Commission held a public hearing at their regular meeting of July 16, 2019. No one from the public spoke on this item. The Planning Commission unanimously recommend approval.

Staff Recommendation

Staff recommends the following Motion:
Move to adopt resolution 2019-XXX approving the Site Plan and Final Plat for Legacy Pines 2nd Addition with the following conditions:

1. The developer must enter into a Development Agreement with the City of Isanti, which will outline the general terms for the remainder of the development. Subsequent developments will require additional Development Agreements as the property is built out. Development fees will be charged to the developer at the time of each development agreement and based upon the City Fee Schedule.

2. The developer shall be responsible for any and all permits and approvals that may be necessary from other applicable governmental agencies. These permits and approvals shall be submitted to the City of Isanti and/or other governmental jurisdictions that may require said permits prior to development.

3. Any and all costs associated with the recording and processing of each subsequent Final Plat for additional phases shall be assumed by the developer.

4. The home sizes shall be consistent with Resolution No. 2010-111, amending the original PUD.

5. The setback requirements are as follows:

Front yard setback:	Thirty (30) feet; however, when adjoining principal buildings existing at the time of construction on a vacant lot, the required front yard setback for the new structure shall not be greater than the average front yard setbacks of the building on either side of the vacant lot.
Side yard setback:	Ten (10) feet
Street side yard setback:	Twenty (20) feet
Rear yard setback:	Thirty (30) feet

6. A tree preservation plan shall be prepared by the developer and submitted to the City of Isanti for those portions of the development site that have significant tree stands. Such plans shall show the locations of homes and grading for these lots, so as to protect as many of these trees as possible. Trees shall be planted on each lot according to Section 15 of the City Zoning Ordinance.

7. Dedication, if required, of utility and access easements are granted to the City of Isanti.

8. The developer, at their cost must install sidewalks consistent with City Codes and Ordinances.

9. Access to Legacy Park shall be maintained during construction and the parking lot shall be developed by the developer.

10. Address items/conditions identified in the Memorandum from City Engineer Jason Cook dated June 26, 2019 to CD Director Sheila Sellman.

Attachments

- Resolution 2019-XXX
- Findings of Fact
- City Engineer Memo
- Fire Chief Memo
- Resolution 2010-111
- Proposed Plat

RESOLUTION NO. 2019-XXX

A RESOLUTION APPROVING THE FINAL PLAT AND SITE PLAN FOR LEGACY PINES 2nd ADDITION

WHEREAS, Everpine Land Holdings LLC, has applied for Final Plat and Site Plan approval for Legacy Pines 2nd Addition, a 33-lot residential subdivision for the property legally described as Outlot A, Legacy Park Addition, Isanti County, Isanti, Minnesota; and,

WHEREAS, the City of Isanti Planning Commission held a public hearing on the proposed final plat and site plan of Legacy Pines 2nd Addition during the regular Planning Commission meeting held on July 16, 2019; and,

WHEREAS, the City of Isanti City Council has approved the Preliminary Plat of Legacy Pines through Resolution No. 2018-215 with conditions; and,

WHEREAS, conditions of the Preliminary Plat Resolution for Legacy Pines have been addressed by the developer; and,

WHEREAS, the City of Isanti Planning Commission has recommended approval of the Final Plat and Site Plan of Legacy Pines 2nd Addition based upon the Findings of Fact and Conclusion as presented; and,

WHEREAS, the City of Isanti City Council reviewed the Final Plat during the regularly scheduled meeting on August 7, 2019

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Isanti, Minnesota, that it adopts the Findings of Fact and Conclusion related to the requested Final Plat and Site Plan of Legacy Pines 2nd Addition and **BE IT FURTHER RESOLVED** that the requested Final Plat and Site Plan of Legacy Pines 2nd Addition be approved with the following conditions:

1. The developer must enter into a Development Agreement with the City of Isanti, which will outline the general terms for the remainder of the development. Subsequent developments will require additional Development Agreements as the property is built out. Development fees will be charged to the developer at the time of each development agreement and based upon the City Fee Schedule.

2. The developer shall be responsible for any and all permits and approvals that may be necessary from other applicable governmental agencies. These permits and approvals shall be submitted to the City of Isanti and/or other governmental jurisdictions that may require said permits prior to development.

3. Any and all costs associated with the recording and processing of each subsequent Final Plat for additional phases shall be assumed by the developer.

4. The home sizes shall be consistent with Resolution No. 2010-111, amending the original PUD.

5. The setback requirements are as follows:
   Front yard setback: Thirty (30) feet; however, when adjoining principal buildings existing at the time of construction on a vacant lot, the required front yard setback for the new structure shall not be greater than the average front yard setbacks of the building on either side of the

vacant lot.
Side yard setback: Ten (10) feet
Street side yard setback: Twenty (20) feet
Rear yard setback: Thirty (30) feet

6. A tree preservation plan shall be prepared by the developer and submitted to the City of Isanti for those portions of the development site that have significant tree stands. Such plans shall show the locations of homes and grading for these lots, so as to protect as many of these trees as possible. Trees shall be planted on each lot according to Section 15 of the City Zoning Ordinance.

7. Dedication, if required, of utility and access easements are granted to the City of Isanti.

8. The developer, at their cost must install sidewalks consistent with City Codes and Ordinances.

9. Access to Legacy Park shall be maintained during construction and the parking lot shall be developed by the developer.

10. Address items/conditions identified in the Memorandum from City Engineer Jason Cook dated June 26, 2019 to CD Director Sheila Sellman.

Adopted by the City of Isanti City Council on this 16th day of October, 2018.

ATTEST:

Mayor Jeff Johnson

Katie Brooks
City Clerk/Human Resources

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: June 26, 2019

To: Sheila Sellman, Community Development Director

From: Jason W. Cook, P.E.
City Engineer

Subject: Legacy Pines Second Addition - Engineering Review
City of Isanti, MN
Project No.: R13.117985

We have reviewed the Preliminary Plat, Final Plat, and storm water report entitled "Legacy Pines Second Addition" received on June 25, 2019 with a signature date of 6/11/2019.

The plat includes the construction of 33 single family lots, extension of city streets and utilities and site grading.

The original supporting documents submitted for Legacy Pines Phase 1 were reviewed and approved in 2018. Those documents included the submitted second addition area in the modeling and evaluations.

We have reviewed the newly submitted documents and have the following comments:

Preliminary Plat:

1. A temporary easement will be required over the temporary cul-de-sac at the end of Bellaire Blvd.
2. Street name "Bluebird Way" should be renamed – Bluebird Court or Circle.

Site Development and Phase 1 Construction Plans:

1. Proposed contours do not connect to anything at the end of Bluebird Way. (Sheet 12 of 19)
2. Proposed contours between lots 13 & 14 of Block 9 should direct swale along property line to pond PP-2, not west across lot 13. (Sheet 14 of 19)
    a. Is this revised grading proposed to be completed with this phase?
3. Street lighting will be required. A light at the end of the Bluebird Cul-de-sac, along Bellaire Blvd, and specifically at the Legacy Park parking lot entrance at the City Outlot.

Permits (To be completed prior to construction):

1. NPDES - Construction Storm Water General Permit
    a. Is the existing active permit set up to cover this work?
2. Minnesota Department of Health - Watermain Extension Permit
    a. Were these services included in the previous permit?
3. MPCA – Sanitary Sewer Extension Permit
    a. Were these flows accounted for in the previous permit?

We recommend approval of the submitted documents once the above items are addressed.

Bolton & Menk is an equal opportunity employer

June 28, 2019

City of Isanti

RE: Legacy Pines 2nd Addition

Isanti Fire has reviewed the final plat of the Legacy Pines 2nd addition, and has no concerns moving forward related to fire safety.

Sincerely,

Alan Jankovich | Fire Chief
Isanti Fire District

RESOLUTION NO. 2010-111

A RESOLUTION APPROVING THE PRELIMINARY PLAT AMENDING THE PLANNED UNIT DEVELOPMENT KNOWN AS VILLAGES ON THE RUM 3RD ADDITION

WHEREAS, Premier Bank ("Developer") has requested approval for a Preliminary Plat amending the Planned Unit Development known as Villages on the Rum 3rd Addition; and,

WHEREAS, such area is legally described as Parcel 1, Outlot A, Villages on the Rum Third Addition Replat, Isanti County, Minnesota; Parcel 2, Outlot B, Villages on the Rum Third Addition, Isanti County, Minnesota; and Parcel 3, the East 1090 feet of the North ½ of South ½ of NW ¼ of SE ¼ of Section 19, Township 35, Range 23, subject to existing road along the East boundary line thereof, Isanti County, Minnesota; and,

WHEREAS, following publication, posted and mailed notice thereof, a Public Hearing was held on May 11th, 2010, by the Isanti Planning Commission; and,

WHEREAS, the Isanti Planning Commission recommended to the City Council that the Preliminary Plat amending the Planned Unit Development be approved with conditions as presented by City staff; and,

WHEREAS, the City of Isanti has adopted Zoning and Subdivision Ordinances for the orderly, economic, and safe development of land within the City; and,

WHEREAS, the City Council of the City of Isanti has determined that the Preliminary Plat amending the Planned Unit Development with conditions, meets the ordinance requirements necessary for granting approval; and,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA, that it adopts the Findings of Fact and Conclusion related to the requested Preliminary Plat Approval Amending the Planned Unit Development known as Villages on the Rum Third Addition; and

BE IT FURTHER RESOLVED by the City Council of the City of Isanti, Minnesota that the requested Preliminary Plat amending the Planned Unit Development known as Villages on the Rum 3rd Addition, as legally described herein, be hereby approved, with the following conditions:

1. The developer will enter into a Development Agreement with the City of Isanti, which will outline the general terms for the remainder of the development. Subsequent Development Agreements would be required as each subsequent phase of the development is final platted. Development fees shall be charged to the developer at the time that each subsequent Development Agreement is signed based upon the City Fee Schedule.
2. The developer shall be responsible for any and all permits and approvals that may be necessary from other applicable governmental agencies. These permits and approvals shall be submitted to the City of Isanti prior to development.
3. The developer shall deed "Outlot G" to the City of Isanti for future passive park and open space area.
4. Any and all costs associated with the recording and processing of each subsequent Final Plat for additional phases shall be assumed by the developer.

5. Upon development of the lots adjacent to the Isanti Brook area, signage shall be placed along the rear lot lines of property abutting Outlot G notifying property owners of the scenic easement.
6. The home sizes and location of those home sizes shall be in accordance with the Housing Size Location Plan. The following lots/blocks will be subject to the following home and garage sizes:
   a. Lots 1-19, Block 1; Lots 1-5, Block 2; Lots 1-2, Block 3; Lots 1-14, Block 4; Lots 1-10, Block 13; Lots 1-3, Block 12; Lots 1-6, Block 11; Lots 1-13; Block 10; and Lots 1-4, Block 9 will be required to have a minimum of 1200 square feet of livable floor space above grade with a 600 square foot minimum floor area for the attached garage.
   b. Lots 1-15, Block 5; Lots 1-31, Block 6; and Lots 28-38, Block 8 will be required to have a minimum of 1040 square feet of livable floor space above grade with a 480 square foot minimum floor area for the attached garage.
   c. Lots 1-27, Block 8 and Lots 1-20, Block 7 will be required to have a minimum of 960 square feet of livable floor space above grade with a 400 square foot minimum floor area for the attached garage.
7. The setback requirements are as follows:

Front yard setback:	Thirty (30) feet; however, when adjoining principal buildings existing at the time of construction on a vacant lot, the required front yard setback for the new structure shall not be greater than the average front yard setbacks of the buildings on either side of the vacant lot.
Side yard setback:	Ten (10) feet
Street side yard setback:	Twenty (20) feet
Rear yard setback:	Thirty (30) feet

8. A tree preservation plan shall be prepared by the developer and submitted to the City of Isanti for those portions of the development that still have significant or specimen tree stands. Such plan shall show the location of homes and grading for these lots, so as to protect as many of these trees as possible.
9. Any final engineering plans and specifications are subject to the review and approval of the City Engineer.
10. Any and all improvements shall be specified within the Development Agreement.
11. The Final Plat shall be phased into around nine (9) phases to consist of twenty (20) lots or so at a time.

Adopted by the Isanti City Council on this 18th day of May 2010.

Attest: _____ Mayor George A. Wimmer

_____
Irene J. Bauer
Assistant City Administrator/City Clerk

(SEAL)

LEGACY PINES SECOND ADDITION

SEC. 19, T. 35, R. 23
ISANTI COUNTY, MN

KNOW ALL PERSONS BY THESE PRESENTS: That Everpine Land Holdings LLC, a Minnesota Limited Liability Company, owner, and CDM Finance, LLC, a Minnesota Limited Liability Company, mortgagee of the following described property situate in the County of Isanti, State of Minnesota, to wit:

Outlot A, LEGACY PINES, Isanti County, Minnesota.

Have caused the same to be surveyed and platted as LEGACY PINES SECOND ADDITION and do hereby dedicate to the public for the public use forever the public ways as shown on this plat, and also dedicate the easements as shown on this plat for drainage and utility purposes only.

In witness whereof said Everpine Land Holdings LLC, a Minnesota Limited Liability Company, has caused these presents to be signed by its proper officer this ___ day of _____, 20___.

EVERPINE LAND HOLDINGS LLC

_____
Jason Bebeau, President

STATE OF _____

COUNTY OF _____

This instrument was acknowledged before me this ____ day of _____, 20___ by Jason Bebeau, President of Everpine Land Holdings LLC, a Minnesota Limited Liability Company, on behalf of the company.

_____
Signature

_____
Print Name

Notary Public, _____ County, _____
My commission expires _____

Also in witness whereof said CDM Finance, LLC, a Minnesota Limited Liability Company, has caused these presents to be signed by its proper officer this ___ day of _____, 20___.

CDM FINANCE, LLC

_____
_____, _____

STATE OF _____

COUNTY OF _____

This instrument was acknowledged before me this ____ day of _____, 20___ by _____, _____ of CDM Finance, LLC, a Minnesota Limited Liability Company, on behalf of the company.

_____
Signature

_____
Print Name

Notary Public, _____ County, _____
My commission expires _____

I hereby certify that I have surveyed and platted or directly supervised the surveying and platting of the land described on this plat; that this plat is a correct representation of the boundary survey; all mathematical data and labels are correctly designated on the plat; all monuments depicted on this plat have been or will be correctly set within one year; all water boundaries and wet lands as of this date are shown and labeled; and all public ways are shown and labeled; and that there are no wet lands, as defined in Minnesota Statutes, Section 505.02, Subd. 1, or public highways to be designated other than as shown.

Dated this _____ day of _____, 20___.

_____
Brian Person, Licensed Land Surveyor
Minnesota License No. 49138

STATE OF MINNESOTA
COUNTY OF ANOKA

This instrument was acknowledged before me this _____ day of _____, 20___ by Brian Person.

_____
Signature

_____
Print Name

Notary Public, _____ County, _____
My commission expires _____

Approved by the Planning Commission of the City of Isanti, Minnesota on this _____ day of _____ 201___.

By _____ Attest _____
Chairperson Secretary

We hereby certify that on the _____ day of _____, 201___, the City Council of Isanti, Minnesota approved this plat and that conditions of Chapter 505.03 Subdivision 2, have been fulfilled.

By _____ By _____
Mayor City Administrator

I hereby certify that this plat has been checked and recommended for approval as to compliance with Chapter 505, Minnesota Statutes this _____ day of _____, 201___.

_____
Isanti County Surveyor, Minn. License No. 9280

Recommended for approval this _____ day of _____, 201___.

_____
Isanti City Engineer

Approved as to form and execution this _____ day of _____, 201___.

_____
Isanti City Attorney

I hereby certify that the taxes for the year ____ on the property described herein have been paid and that there are no delinquent taxes and transfer entered on this _____ day of _____, 201___.

_____
Isanti County Auditor/Treasurer

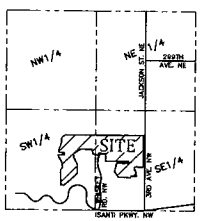
By _____, Deputy

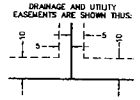
I hereby certify that this instrument was filed in the Office of the County Recorder for record on this _____ day of _____, 201___, at _____ o'clock _____ .M. and was duly recorded in the Isanti County Records as Document No. _____.

_____
Isanti County Recorder

VICINITY MAP

SEC.19, T.35, R.23
NO SCALE



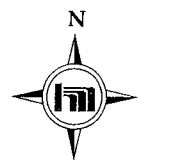


DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:

(NOT TO SCALE)

Being 10.00 feet in width and adjoining all right of way lines unless otherwise shown on this plat and being 5.00 feet in width and adjoining all side and rear lot lines unless otherwise shown on this plat.

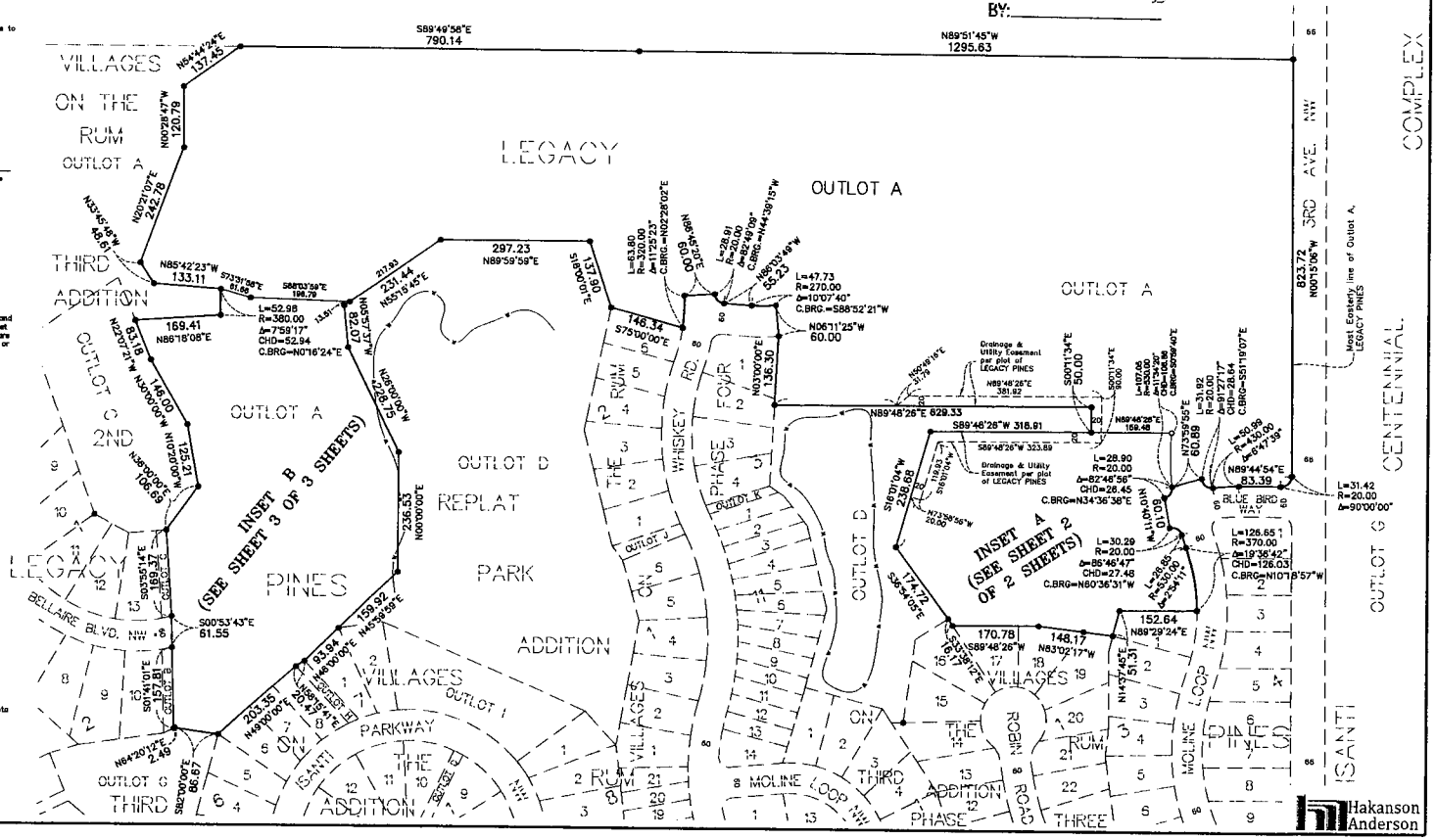
For the purposes of this plat the most Easterly line of Outlot A, LEGACY PINES is assumed to bear North 00°15'08" West.



1 INCH = 120 FEET

- Denotes 1/2 inch by 14 inch iron monument set and marked with Minnesota License No. 49138.
- Denotes found iron monument
- Denotes edge of Delineated Wetland

RECEIVED
JUN 25 2019
BY: _____

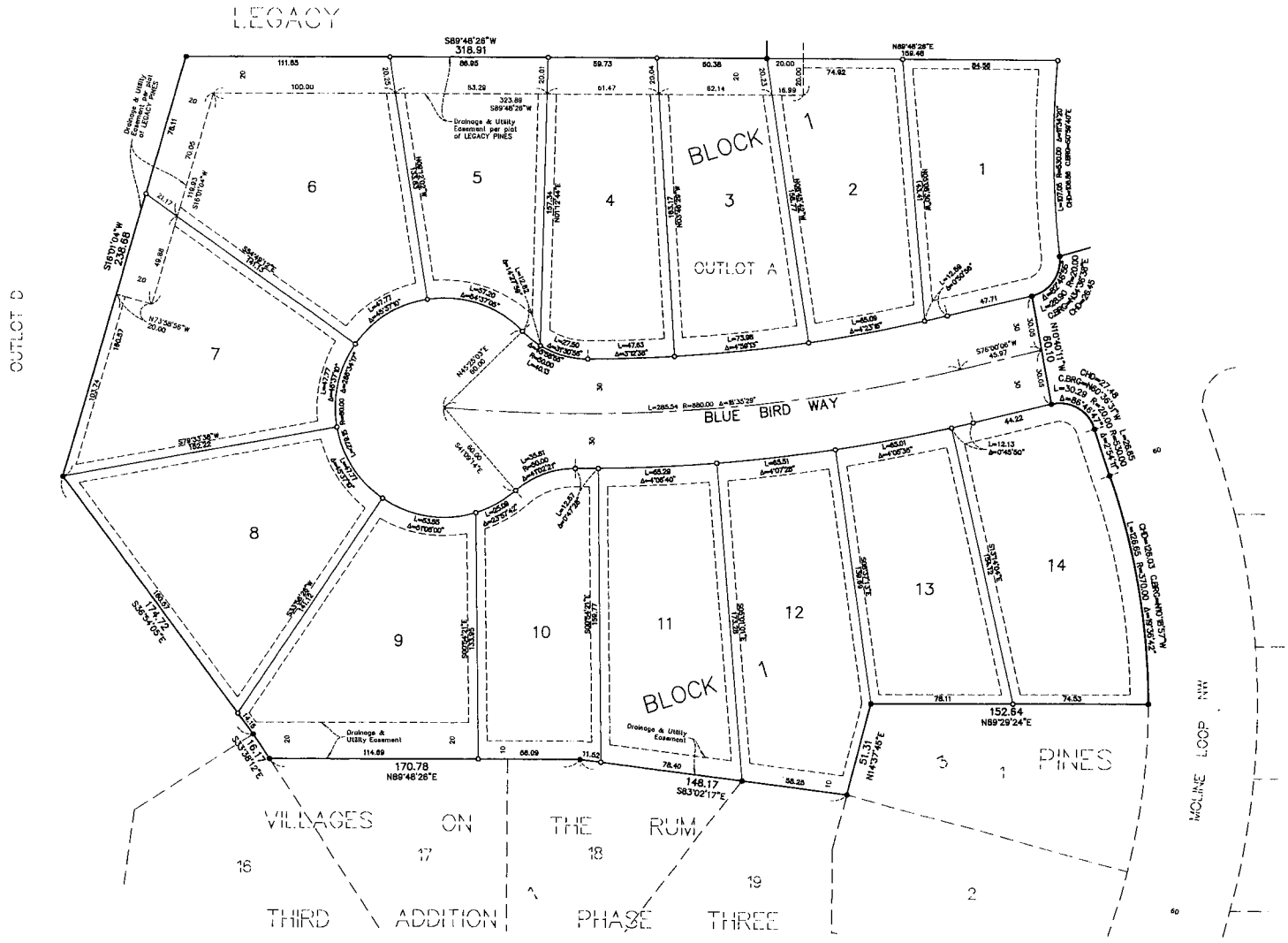


Hakanson Anderson

LEGACY PINES SECOND ADDITION

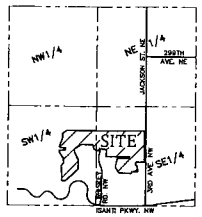
INSET A

SEC. 19, T. 35, R. 23
ISANTI COUNTY, MN

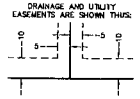


VICINITY MAP

SEC. 19, T. 35, R. 23
NO SCALE



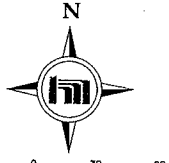
DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



(NOT TO SCALE)

Being 10.00 feet in width and adjoining all right of way lines unless otherwise shown on this plat and being 5.00 feet in width and adjoining all side and rear lot lines unless otherwise shown on this plat.

For the purpose of this plat the most Easterly line of Outlot A, LEGACY PINES is assumed to bear North 00°15'08" West.



1 INCH = 30 FEET

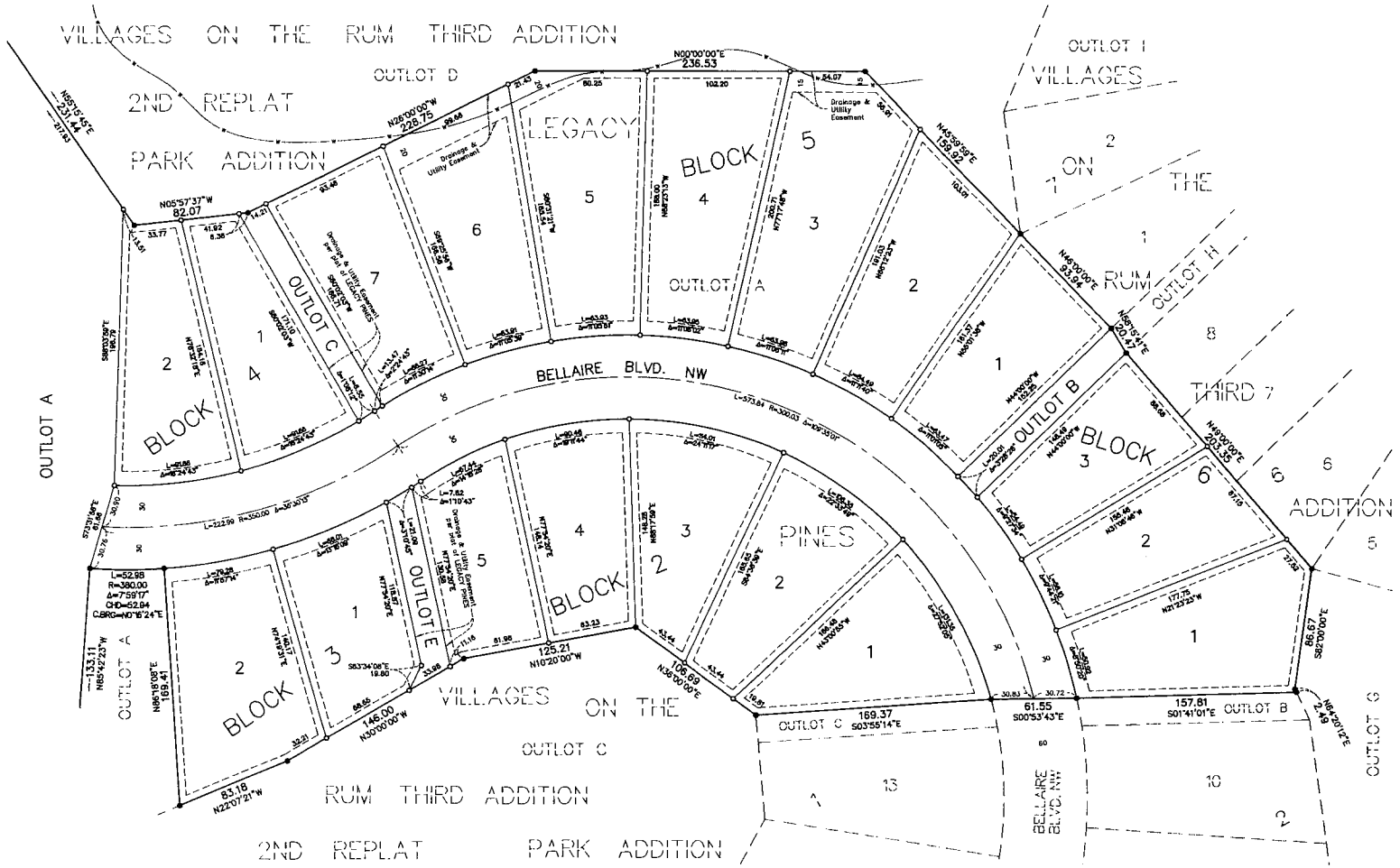
- Denotes 1/2 inch by 14 inch iron monument set and marked with Minnesota License No. 48136.
- Denotes found iron monument
- Denotes edge of Delineated Wetland

Hakanson Anderson

LEGACY PINES SECOND ADDITION

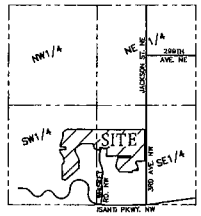
INSET B

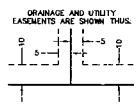
SEC. 19, T. 35, R. 23
ISANTI COUNTY, MN



VICINITY MAP

SEC.19, T.35, R.23
NO SCALE





DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS.

(NOT TO SCALE)

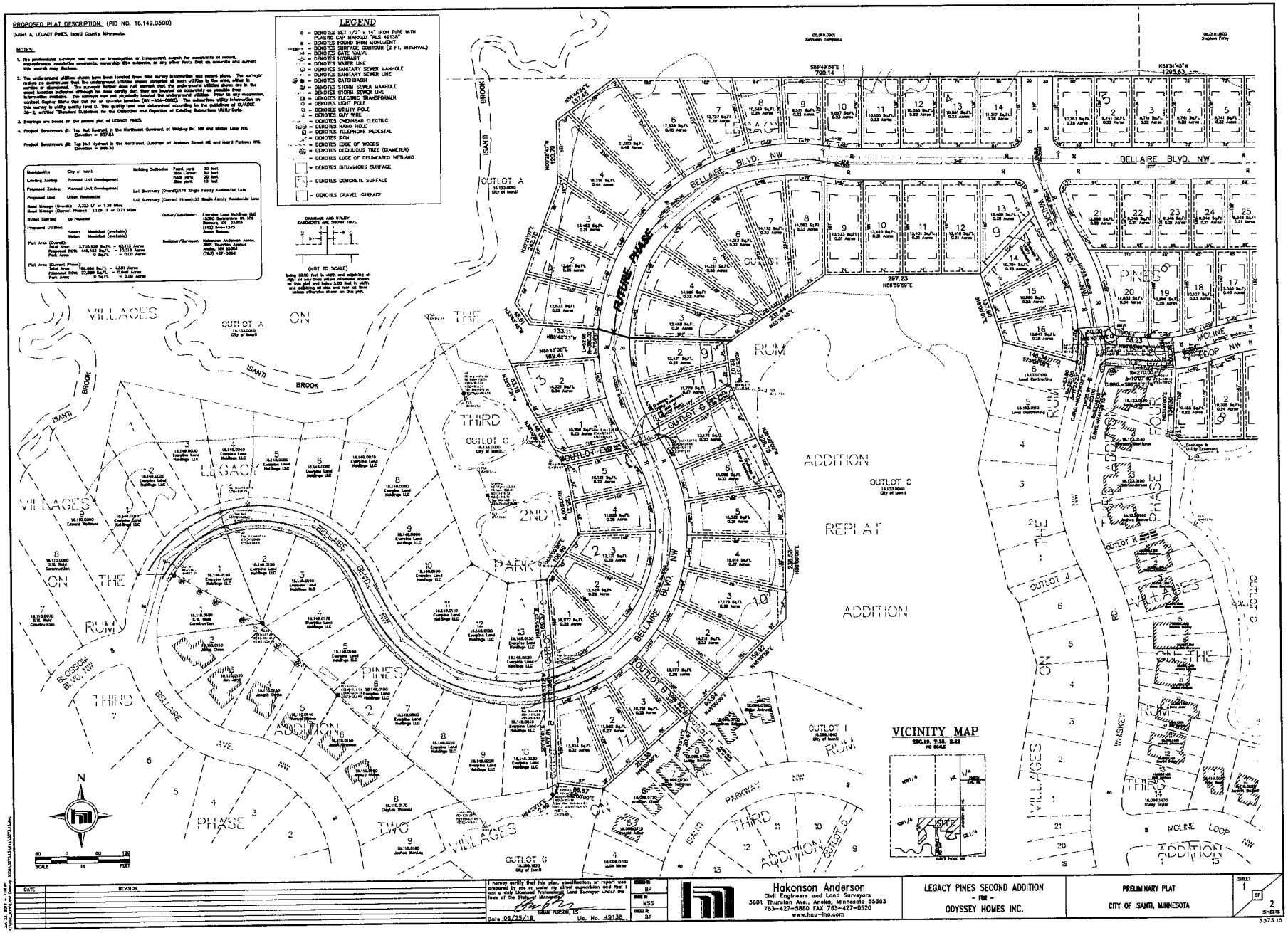
Being 10.00 feet in width and adjoining all right of way lines unless otherwise shown on this plat and being 5.00 feet in width and adjoining all side and rear lot lines unless otherwise shown on this plat.

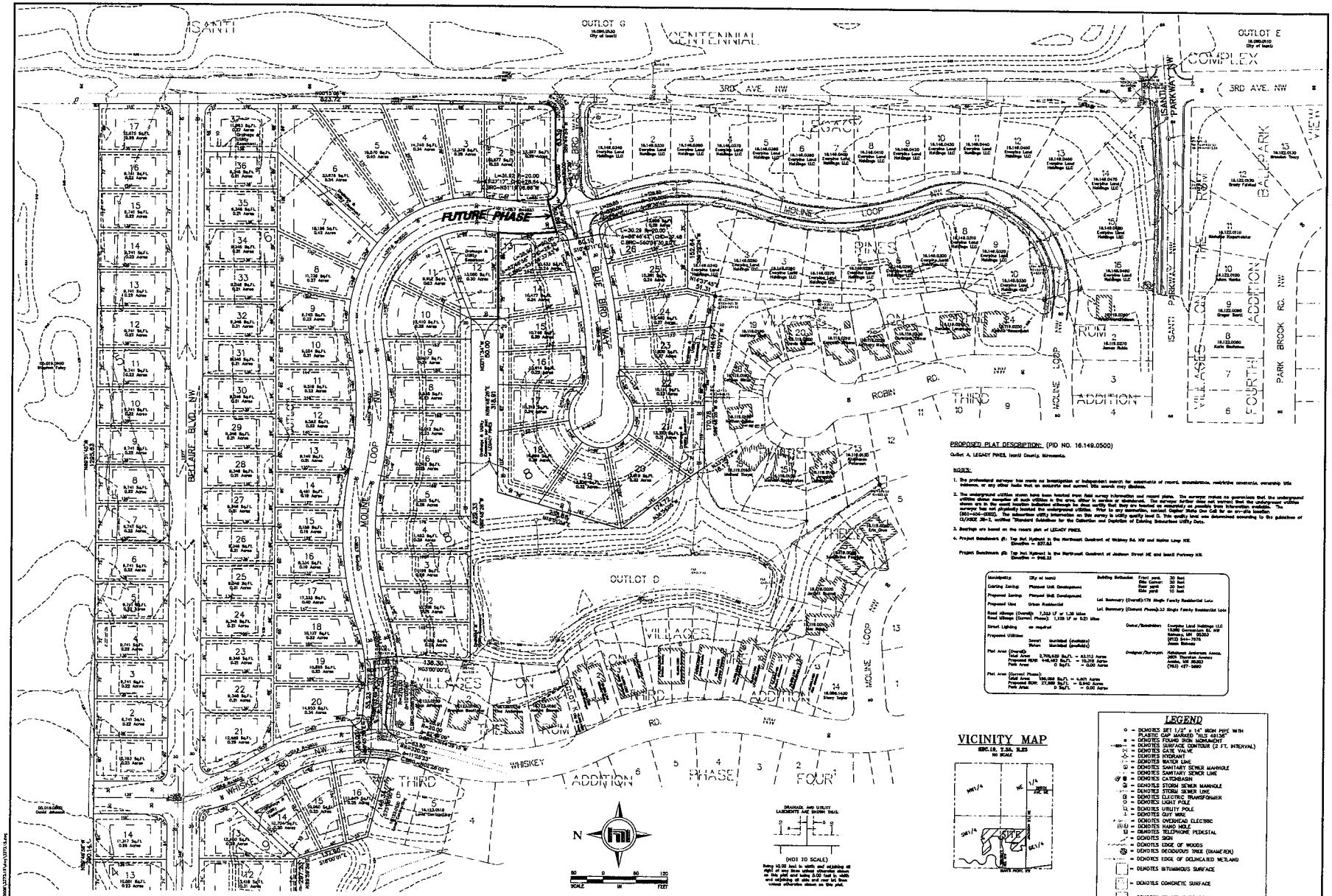
For the purposes of this plat the most Easterly line of Outlot A, LEGACY PINES is assumed to bear North 00°15'05" West.

1 INCH = 30 FEET

- Denotes 1/2 inch by 14 inch iron monument set and marked with Minnesota Licenses No. 40136.
- Denotes found iron monument
- Denotes edge of Delineated Wetland

Hakanson Anderson


PROPOSED PLAT DESCRIPTION: (PID NO. 16.149.0500)
Outlot A, LEGACY PINES, Isanti County, Minnesota.
NOTES:
1. This professional surveyor has made no investigation or independent search for easements of record, encumbrances, restrictive covenants, ownership title evidence, or any other facts that an accurate and current title search may disclose.
2. The underground utilities shown have been located from field survey information and record plans. The surveyor makes no guarantees that the underground utilities shown comprise all such utilities in the area, either in number or dimensional. The surveyor further does not warrant that the underground utilities shown are in the exact location indicated although he does certify that they are located as accurately as possible from information available. The surveyor has not physically located the underground utilities. Prior to any excavation, contact Gopher State One Call for an on-site location (651-454-0002). The subsurface utility information on this survey is utility quality level D. This quality level was determined according to the guidelines of CI/ASCE 38-2, entitled "Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data."
3. Bearings are based on the recent plat of LEGACY PINES.
4. Project Benchmark #1: Top Nut Hydrant in the Northwest Quadrant of Midway Rd. NW and Melton Loop NW. Elevation = 927.63
Project Benchmark #2: Top Nut Hydrant in the Northwest Quadrant of Jackson Street NE and Isanti Parkway NW. Elevation = 946.33
LEGEND
DENOTES SET 1/2" x 14" IRON PIPE WITH PLASTIC CAP MARKED "RLS 49138"
DENOTES FOUND IRON MONUMENT
DENOTES SURFACE CONTOUR (2 FT. INTERVAL)
DENOTES GATE VALVE
DENOTES HYDRANT
DENOTES WATER LINE
DENOTES SANITARY SEWER MANHOLE
DENOTES SANITARY SEWER LINE
DENOTES CATCHBASIN
DENOTES STORM SEWER MANHOLE
DENOTES STORM SEWER LINE
DENOTES ELECTRIC TRANSFORMER
DENOTES LIGHT POLE
DENOTES UTILITY POLE
DENOTES GUY WIRE
DENOTES OVERHEAD ELECTRIC
DENOTES HAND HOLE
DENOTES TELEPHONE PEDESTAL
DENOTES SIGN
DENOTES EDGE OF WOODS
DENOTES DELICIOUS TREE (DIAMETER)
DENOTES EDGE OF DELINEATED WETLAND
DENOTES BITUMINOUS SURFACE
DENOTES CONCRETE SURFACE
DENOTES GRAVEL SURFACE
DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS.
(NOT TO SCALE)
Municipality: City of Isanti
Existing Zoning: Planned Unit Development
Proposed Zoning: Planned Unit Development
Proposed Use: Urban Residential
Road Mileage (Overall): 7,333 LF or 1.39 Miles
Road Mileage (Current Phase): 1,129 LF or 0.21 Miles
Street Lighting: as required
Proposed Utilities: Sewer: Municipal (available) Water: Municipal (available)
Plat Area (Overall): Total Acres: 5,705,839 Sq.Ft. = 63.112 Acres; Proposed ROW: 448,482 Sq.Ft. = 10.215 Acres; Park Area: 0 Sq.Ft. = 0.000 Acres
Plat Area (Current Phase): Total Acres: 195,066 Sq.Ft. = 4.501 Acres; Proposed ROW: 27,868 Sq.Ft. = 0.640 Acres; Park Area: 0 Sq.Ft. = 0.00 Acres
Building Setbacks: Front yard: 30 feet; Side Corner: 20 feet; Rear yard: 30 feet; Side yard: 10 feet
Lot Summary (Overall):176 Single Family Residential Lots
Lot Summary (Current Phase):33 Single Family Residential Lots
Owner/Subdivider: Evergreen Land Holdings LLC, 13800 Technology Dr. NW, Minneapolis, MN 55448, (612) 546-7370, Kevin Roberts
Designer/Surveyor: Hakonson Anderson Assoc., 3601 Thurston Avenue, Anoka, MN 55303, (763) 427-5860
OUTLOT A, 18.133.0010, City of Isanti
OUTLOT B, 18.133.0020, City of Isanti
OUTLOT C, 18.133.0030, City of Isanti
OUTLOT D, 18.133.0040, City of Isanti
OUTLOT E, 18.133.0050, City of Isanti
OUTLOT F, 18.133.0060, City of Isanti
OUTLOT G, 18.133.0070, City of Isanti
OUTLOT H, 18.133.0080, City of Isanti
OUTLOT I, 18.133.0090, City of Isanti
OUTLOT J, 18.133.0100, City of Isanti
OUTLOT K, 18.133.0110, City of Isanti
LEGACY PINES
VILLAGES ON THE RUM
THIRD ADDITION
SECOND ADDITION
FOURTH ADDITION
REPLAT
PARK
PHASE TWO
BELLAIRE BLVD. NW
BELLAIRE AVE.
BELLAIRE PARKWAY
BLOSSOM BLVD. NW
MOLINE LOOP NW
MOLINE COURT NW
WHISKEY RD.
ISANTI BROOK
FUTURE PHASE
VICINITY MAP
SEC.19, T.35, R.25
NO SCALE
SITE
Hakonson Anderson
Civil Engineers and Land Surveyors
3601 Thurston Ave., Anoka, Minnesota 55303
763-427-5860 FAX 763-427-0520
www.hoa-mn.com
LEGACY PINES SECOND ADDITION
- FOR -
ODYSSEY HOMES INC.
PRELIMINARY PLAT
CITY OF ISANTI, MINNESOTA
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Land Surveyor under the laws of the State of Minnesota.
BRIAN PUDSON, LS
Date 05/25/18 Lic. No. 49138
DATE
REVISION
SHEET 1 OF 2 SHEETS
3375.15



PROPOSED PLAT DESCRIPTION: (PID NO. 16.149.0500)

Outlot A, LEGACY PINES, Isanti County, Minnesota.

NOTES:

1. The professional surveyor has made no investigation or independent search for easements of record, encumbrances, restrictive covenants, ownership title evidence, or any other facts that an accurate and current title search may disclose.
2. The underground utilities shown have been located from field survey information and record plans. The surveyor makes no guarantees that the underground utilities shown comprise all such utilities in the area, either in service or abandoned. The surveyor further does not warrant that the underground utilities shown are in the exact location indicated although he does certify that they are located as accurately as possible from information available. The surveyor has not physically located the underground utilities. Prior to any excavation, contact Gopher State One Call for an on-site location. (651-454-0002). The information utility information on this survey is utility quality level D. This quality level was determined according to the guidelines of CI/ASCE 38-2, entitled "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data."
3. Bearings are based on the record plan of LEGACY PINES.
4. Project Benchmark #1: Top Nut Hydrant in the Northeast Quadrant of Whiskey Rd. NW and Moline Loop NW. Elevation = 927.83

Project Benchmark #2: Top Nut Hydrant in the Northwest Quadrant of Jackson Street NE and Isanti Parkway NW. Elevation = 948.33

Municipality:	City of Isanti	Building Setbacks:	Front yard: 30 feet
			Side Corner: 30 feet
Existing Zoning:	Planned Unit Development		Rear yard: 30 feet
			Side yard: 10 feet
Proposed Zoning:	Planned Unit Development		
Proposed Use:	Urban Residential	Lot Summary (Overall):	178 Single Family Residential Lots
		Lot Summary (Current Phase):	53 Single Family Residential Lots
Road Mileage (Overall):	7,333 LF or 1.39 Miles		
Road Mileage (Current Phase):	1,125 LF or 0.21 Miles		
Street Lighting:	as required	Owner/Subdivider:	Creative Land Holdings LLC 13468 Riverwood Dr. NW Isanti, MN 55040 (612) 644-7878
Proposed Utilities:			
	Sewer: Municipal (gravity)		
	Water: Municipal (looped)		
Plat Area (Overall):		Designer/Surveyor:	Hakanson Anderson Assoc. 3601 Thurston Avenue Anoka, MN 55303 (763) 427-5860
Total Area:	2,703,630 Sq.Ft. = 62.113 Acres		
Proposed ROW:	448,482 Sq.Ft. = 10.263 Acres		
Park Area:	0 Sq.Ft. = 0.00 Acres		
Plat Area (Current Phase):			
Total Area:	188,088 Sq.Ft. = 4.401 Acres		
Proposed ROW:	77,986 Sq.Ft. = 0.840 Acres		
Park Area:	0 Sq.Ft. = 0.00 Acres		

VICINITY MAP

SEC.19, T.35, R.25
NO SCALE

LEGEND

- ○ - DENOTES SET 1/2" x 14" IRON PIPE WITH PLASTIC CAP MARKED "RLS 49138"
- ● - DENOTES FOUND IRON MONUMENT
- 960 - DENOTES SURFACE CONTOUR (2 FT. INTERVAL)
- GV - DENOTES GATE VALVE
- H - DENOTES HYDRANT
- W - DENOTES WATER LINE
- S - DENOTES SANITARY SEWER MANHOLE
- S - DENOTES SANITARY SEWER LINE
- C - DENOTES CATCHBASIN
- S - DENOTES STORM SEWER MANHOLE
- S - DENOTES STORM SEWER LINE
- E - DENOTES ELECTRIC TRANSFORMER
- ☼ - DENOTES LIGHT POLE
- ⊕ - DENOTES UTILITY POLE
- ⊕ - DENOTES GUY WIRE
- E - DENOTES OVERHEAD ELECTRIC
- H - DENOTES HAND HOLE
- T - DENOTES TELEPHONE PEDESTAL
- ▭ - DENOTES SIGN
- ⌒ - DENOTES EDGE OF WOODS
- ⊙ - DENOTES DECIDUOUS TREE (DIAMETER)
- ⌒ - DENOTES EDGE OF DELINEATED WETLAND
- ▭ - DENOTES BITUMINOUS SURFACE
- ▭ - DENOTES CONCRETE SURFACE
- ▭ - DENOTES GRAVEL SURFACE

DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Land Surveyor under the laws of the State of Minnesota.

Brian Person, LS
Date 08/25/19 Lic. No. 49138

KDMD BY:	BP
DWN BY:	MSS
CHKD BY:	BP

Hakanson Anderson
Civil Engineers and Land Surveyors
3601 Thurston Ave., Anoka, Minnesota 55303
763-427-5860 FAX 763-427-0520
www.haa-inc.com

LEGACY PINES SECOND ADDITION
- FOR -
ODYSSEY HOMES INC.

PRELIMINARY PLAT
CITY OF ISANTI, MINNESOTA

SHEET 2 OF 2 SHEETS

3373.15

FINDINGS OF FACT AND CONCLUSION

Request

Request from Everpine Land Holdings, for Final Plat Approval of Legacy Pines 2nd, legally described as Outlot A of Legacy Pines Addition, Isanti County, Isanti, Minnesota.

Findings of Fact

1. The applicant, Everpine Land Holdings ('the applicant'), had made an application for Preliminary Plat Approval of Legacy Pines, Isanti County, Minnesota. Said Preliminary Plat was approved through City of Isanti City Council Resolution No. 2018-251.
2. The applicant has made an application for a Final Plat Approval of Legacy Pines 2nd Additon, Isanti County, Minnesota.
3. The property is legally described as Outlot A of Legacy Pines Addition, Isanti County, Isanti, Minnesota.
4. The Applicant is requesting Final Plat Approval in an effort to create 33 lots in the second phase of the development.
5. The property is zoned "R-1" Single-Family Residential/Planned Unit Development.
6. The Applicant submitted an application for Final Plat Approval on June 25, 2019. It was deemed complete on June 25, 2019.
7. A public hearing of the Final Plat took place before the Planning Commission on Tuesday, July 16, 2019 at 7:00 p.m.at City Hall within the Council Chambers.
8. The applicant has addressed or is in the process of addressing the conditions imposed by the City during the Plat review.

Conclusions

1. The platting of the property would appear to meet the lot requirements and setback requirements as provided within the zoning ordinance for properties located within the "R-1" Single-Family Residential.
2. The platting is consistent with the 2003 Development Agreement and Planned Unit Development (PUD) for this property, and is consistent with the 2010 PUD Amendment
3. The platting of the property would appear to meet the Design Standards as required by Ordinance No. 536.

Decision

Planning Commission Recommendation:

The Planning Commission held a public hearing on July 16, 2019 and Recommends Approval. Motion by Lundeen, seconded by Bergley to approve with staff conditions. Motion passed unanimously

City Council:

A Community For Generations.

Isanti

J.5

Request for City Council Action

To: **Mayor Johnson and Members of City Council**
From: Sheila Sellman, Community Development Director
Date: August 7, 2019
Subject: **Resolution 2019-XXX APPROVING A PRELIMINARY PLAT FOR VILLAGES ON THE RUM 6TH ADDITION**

Request

The applicant Semler Homes Inc is requesting approval of a Preliminary Plat, Villages on the Rum 6th addition to "re-plat" 32 townhome lots into 16 single family detached townhome lots.

Overview/Background

In 2002 Villages on the Rum development was approved, the overall development was 261 lots with a mix of housing types. Each housing style with approved with minimum requirements and are outlined in the original development agreement. Each phase of the development required a final plat and Development Agreement.

Analysis of Application

The subject 32 lots have been platted as attached townhome lots, meaning the buildings are attached. The applicant is requesting to replat these lots into 16 single family detached townhome lots, meaning single family detached houses are built and the common area is maintained by an Association. The applicant needs to establish their own Association or be part of the existing association, documents must be submitted to the city.

Zoning- The subject site is zoned R-3 Residential, as previously stated a development plan was approved for this development. As proposed the side yard setbacks requested vary from the development agreement, but maintain 10 feet in between buildings which still meets the intent of the agreement. The proposed setbacks are as follows: Front 5 feet, side 5 feet, rear 25 feet from the adjacent right-of-way and 10 feet in-between buildings. The original agreement called for 5-foot setback from the garage side to the lot line, and 10-foot setback from the house side lot line. Rear setbacks were not defined. Staff supports the proposed setbacks.

Housing Style- A detached townhome is also known as a "patio home" or "Bay Home" essentially meaning the house is not attached to another house but is standing alone on a smaller lot that is typically maintained by an association. According to the Original Development Agreement detached townhomes need to be at least 960 square feet of livable space above ground and the garage should be a minimum of 440 square feet, these requirements will apply to this development as well. The Architecture for these townhomes should be similar to a 1920's-1940's Vintage home, including Bungalow, Craftsman, Arts & Crafts, Victorian styles. The architectural styles of "Houses by Mail", by Katherine Cole Stevenson are incorporated by reference. This book is available in the Community Development Department.

Landscape – As proposed the tree plantings meet city requirements, however the plantings are shown in common area, the applicant must provide written permission/agreement with the Association in order to plan said trees.

Comprehensive Plan- This proposal is consistent with the City's 2008 Comprehensive Plan Future Land-Use Map, which identifies this parcel as medium density residential for future development.

City Engineer Comments – The City Engineer's memo is attached. With minor revisions laid out in the report Engineering is recommending approval.

Isanti Fire Comments – The Fire Chief has reviewed the proposed plat and has concerns with the length of proposed Drive A and suggest the drive be connected to Isanti Parkway. The applicant should address this with the Fire Department before final plat approval.

Planning Commission Recommendation

The Planning Commission held a public hearing at their regular meeting of July 16, 2019, one member from the public spoke on this item. The gentleman that spoke about the proposed subdivision stated that we don't need anymore residential lots. Staff explained this plat actually decreases what was originally approved. The Commission discussed the need for this type of housing vs townhomes. The Planning Commission recommends approval.

Staff Recommendation

Staff recommends the following motion:
Move to approve the Preliminary Plat for Villages on the Rum 6th Addition with the following Conditions:

1. Final Plat and Site Plan approval shall be applied for within one year.
2. The Developer must enter into a development agreement with the City of Isanti.
3. Engineering comments/concerns in a memo dated July 10, 2019 to Community Development Director Sheila Sellman shall be addressed.
4. Fire Chief comments/concerns in a memo dated July 8, 2019 shall be addressed.
5. Written agreement/permission with the Association for tree planting shall be submitted to the City of Isanti.
6. Setbacks are as follows:
    a. Front: 5 feet
    b. Side: 5 feet, 10 feet in-between buildings
    c. Rear: 25 feet from adjacent right-of-way
7. The housing architecture shall be similar to a 1920's-1940's Vintage home, including Bungalow, Craftsman, Arts & Crafts, Victorian styles. The architectural styles of "Houses by Mail", by Katherine Cole Stevenson are incorporated by reference. This book is available in the Community Development Department.

Attachments

- Resolution 2019-XXX
- Findings of Fact
- City Engineer Memo
- Fire Chief Memo
- Preliminary Plat

RESOLUTION NO. 2019-XXX

A RESOLUTION APPROVING THE PRELIMINARY PLAT OF VILLAGES ON THE RUM 6TH ADDITION

WHEREAS, Semler Homes Inc, has made application for Preliminary Plat Approval for Villages on the Rum 6th; which is legally described as Lots 74-97, Block 4, Villages on the Rum Addition, Isanti County, Isanti, Minnesota; and,

WHEREAS, the Isanti Planning Commission conducted a public hearing on the Preliminary Plat on July 16, 2019; and,

WHEREAS, all required public notices regarding the public hearing were posted and sent; and,

WHEREAS, the Isanti Planning Commission had recommended approval of the requested Preliminary Plat based upon the Findings of Fact and Conclusion as presented; and,

WHEREAS, the City Council reviewed the Preliminary Plat request at its meeting on August 7, 2019; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, that it adopts the Findings of Fact and Conclusion related to the requested Preliminary Plat of Legacy Pines. **BE IT FURTHER RESOLVED** that the requested Preliminary Plat Approval from Semler Homes Inc, be approved with the following conditions:

1. Final Plat and Site Plan approval shall be applied for within one year.
2. The Developer must enter into a development agreement with the City of Isanti.
3. Engineering comments/concerns in a memo dated July 10, 2019 to Community Development Director Sheila Sellman shall be addressed.
4. Fire Chief comments/concerns in a memo dated July 8, 2019 shall be addressed.
5. Written agreement/permission with the Association for tree planting shall be submitted to the City of Isanti.
6. Setbacks are as follows:
    a. Front: 5 feet
    b. Side: 5 feet, 10 feet in-between buildings
    c. Rear: 25 feet from adjacent right-of-way
7. The housing architecture shall be similar to a 1920's-1940's Vintage home, including Bungalow, Craftsman, Arts & Crafts, Victorian styles. The architectural styles of "Houses by Mail", by Katherine Cole Stevenson are incorporated by reference. This book is available in the Community Development Department.

Adopted by the Isanti City Council on this 7th day of August, 2019.

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
City Clerk/ Human Resources

FINDINGS OF FACT AND CONCLUSION

Request

Request from Semler Homes Inc, for Preliminary Plat Approval of River on the Rum 6th Addition legally described as Lots 74-97 Block 4, Villages on the Rum Addition, Isanti County, Isanti, Minnesota.

Findings of Fact

1. The applicant, Semler Homes Inc('the applicant'), has made application for Preliminary Plat Approval of Villages on the Rum 6th Addition, Isanti County, Minnesota.
2. The property is legally described as Lots 74-97, Block 4, River on the Rum Addition, Isanti, Minnesota.
3. The Applicant is requesting Preliminary Plat Approval in an effort to create 16 lots.
4. The property is zoned "R-3B" Medium Density Multiple-Family Residential
5. A preliminary plat is considered a major change requiring a public hearing and notification of all property owners within 350'; and final approval by the City Council.
6. The Applicant submitted an application for Preliminary Plat Approval on June 21, 2019. It was deemed complete on June 21, 2019.
7. A public hearing date before the Planning Commission was scheduled for Tuesday July 16, 2019 at 7:00 p.m.at City Hall within the Council Chambers.
8. Notices were sent to all property owners located within the development and within 350 feet of the subject property.

Conclusions

1. The Preliminary Plat is consistent with the Development Agreement for River on the Rum

Decision

Planning Commission Recommendation: The Planning Commission held a public hearing on July 16, 2019 and Recommends approval. Motion by Bergley, seconded by Simon to approve with staff conditions. Motion passed unanimously.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: July 10, 2019

To: Sheila Sellman, Community Development Director

From: Jason W. Cook, P.E.
City Engineer

Subject: Villages on the Rum Sixth Addition – Review
City of Isanti, MN
Project No.: R13.117985

We have reviewed the plan set entitled "Villages on the Rum Sixth Addition" with a signature date of 6/21/2019.

The plan includes the re platting of 32 existing lots into 16 proposed lots.

We have reviewed the submitted plans and have the following comments:

1. From an engineering perspective "Drive A" can be a shared use driveway. I defer to fire, police, and the post master regarding its designation. If it is determined it needs to be a street, it will need a street sign, curb & gutter and a turn around.
2. Sheet 4 of 5:
    a. How will the existing sewer and water services be abandoned?
3. General Comment: The pavement section and curb type are not City standard. This is acceptable as a private roadway, but it would not be eligible to be turned over to the City in the future.

We recommend approval of the plans once the above items are addressed.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer

July 8, 2019

City of Isanti

RE: Plan Review of Villages on the Rum Sixth Add.

Isanti Fire has reviewed the replatting of the 32 lots in Villages on the Rum, 6th addition and has identified the following concern.

1) Drive A dead ends after lots 13-16 on block 1. This is not preferable, and if greater than 150' in length is in conflict with MN State Fire Code.
    a. A suggestion would be to continue Drive A through City of Isanti parcel 160961580 and intersect into Isanti Parkway. Doing this would be 2 part, 1) allow access to lots 13-16 and 2) ensure two fire access roads exist in the development.

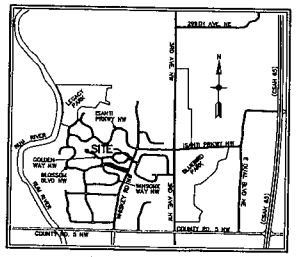
Isanti Fire sees no other concerns related to fire safety.

Sincerely,

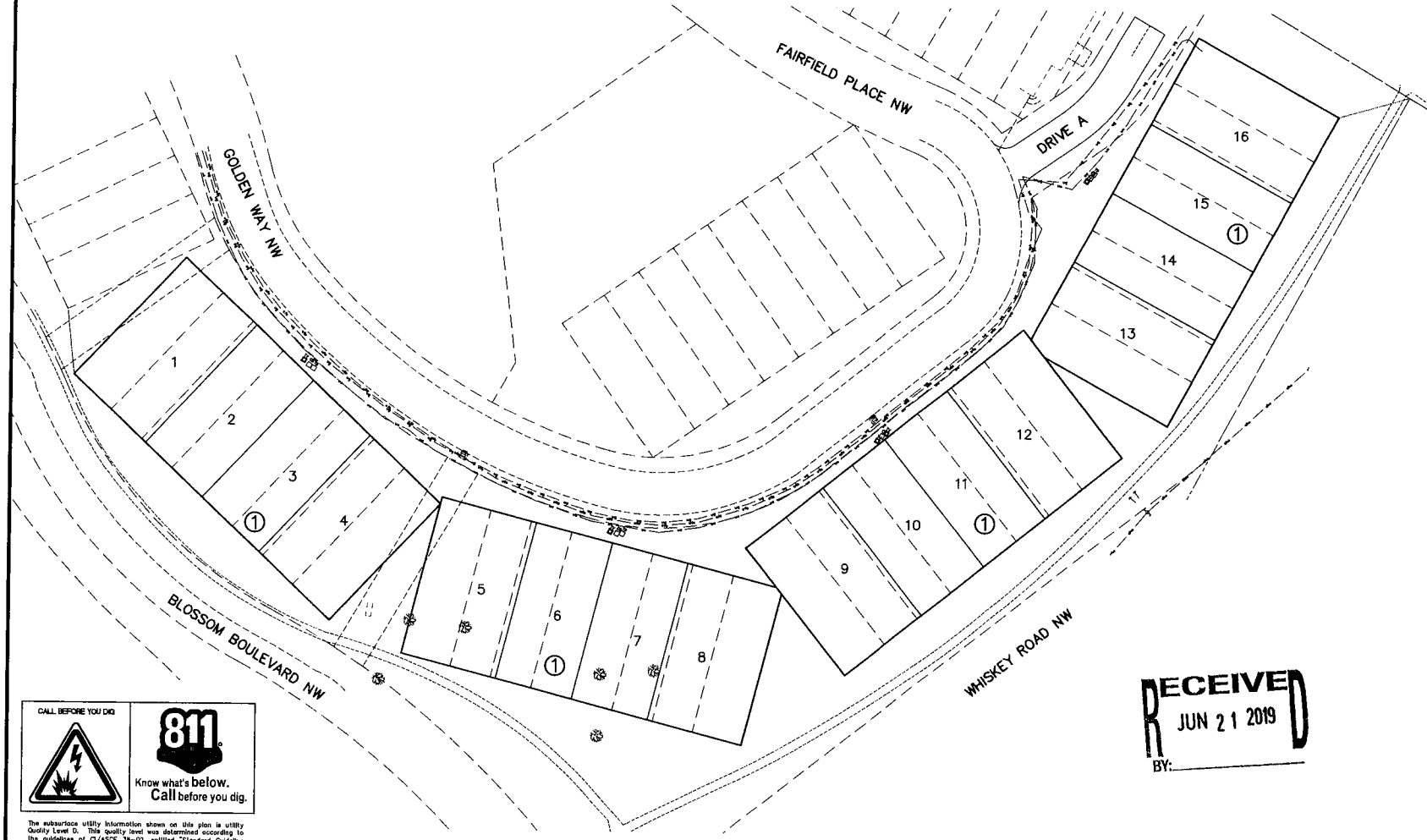
Alan Jankovich | Fire Chief
Isanti Fire District

VILLAGES ON THE RUM SIXTH ADDITION

ISANTI, MINNESOTA



VICINITY MAP
NOT TO SCALE



SHEET INDEX

1. COVER
2. EXISTING CONDITIONS
3. PRELIMINARY PLAT
4. SITE & UTILITY PLAN
5. GRADING & EROSION CONTROL PLAN

L1. LANDSCAPE PLAN

BENCHMARKS

1. Top Nut Hydrant located by Lot 99, Block 4 TNH Elevation = 941.58.
2. Top Nut Hydrant located by Lot 122, Block 4 TNH Elevation = 941.78.

RECEIVED
JUN 21 2019
BY:

CALL BEFORE YOU DIG

811 Know what's below. Call before you dig.

The subsurface utility information shown on this plan is utility Quality Level D. This quality level was determined according to the guidelines of CI/ASCE 38-02, entitled "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data."

Carlson McCain
• environmental
• engineering
• surveying

3890 Pheasant Ridge Drive NE, Suite 100
Blaine, MN 55449
Phone: (763) 489-7900
Fax: (763) 489-7959
www.carlsonmccain.com

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

Print Name: Brian J. Krystofiak, P.E.
Signature:
Date: 6/21/19 License #: 25063

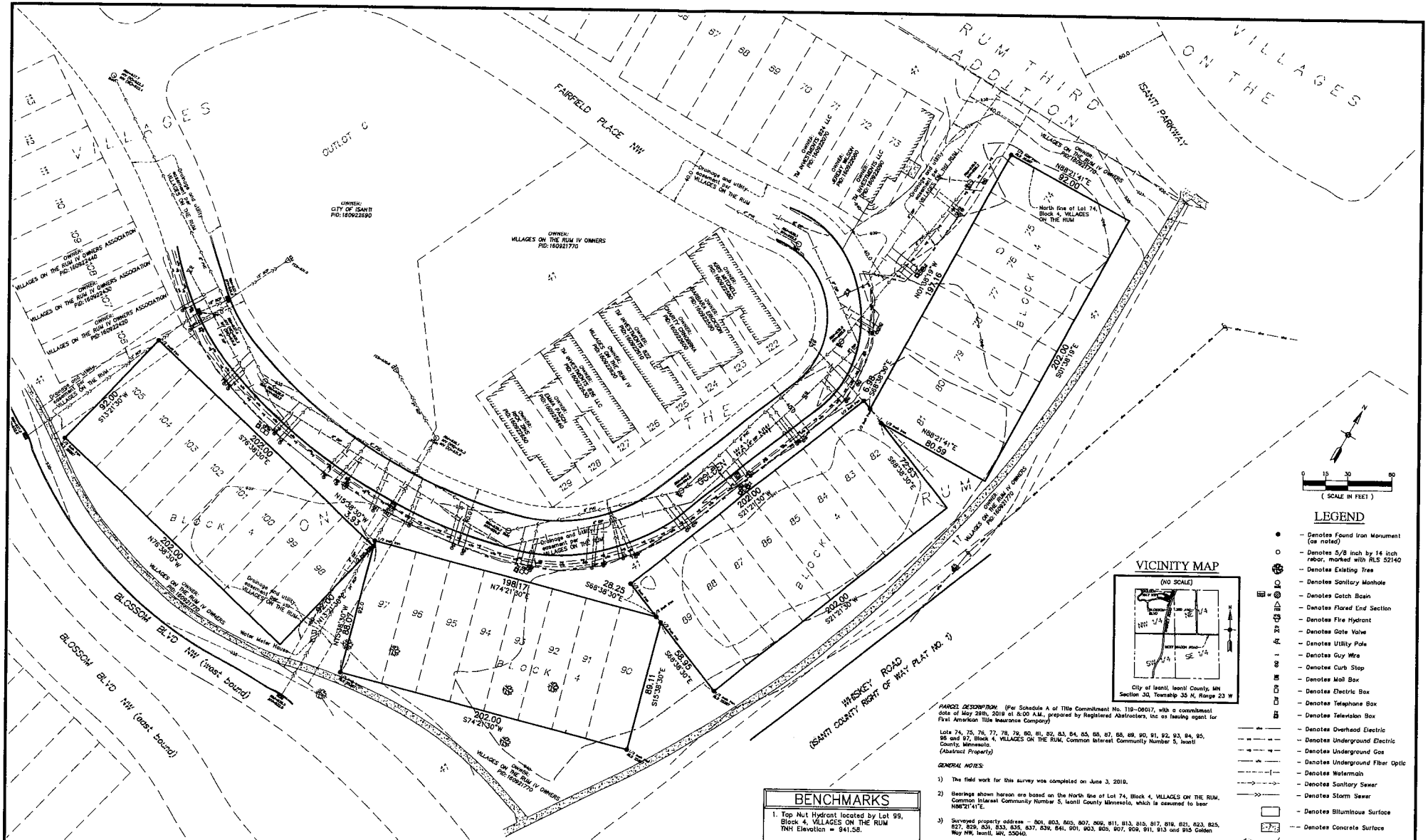
Drawn: KHO
Designed: BJK
Date: 6/21/19

Revisions:
1.

SEMLER CONSTRUCTION, INC.
209 - 1st Avenue E.
Cambridge, MN 55008

VILLAGES ON THE RUM SIXTH ADDITION
Isanti, Minnesota

COVER



LEGEND

- Denotes Found Iron Monument (as noted)
- Denotes 5/8 inch by 14 inch rebar, marked with RLS 52140
- Denotes Existing Tree
- Denotes Sanitary Manhole
- Denotes Catch Basin
- Denotes Flared End Section
- Denotes Fire Hydrant
- Denotes Gate Valve
- Denotes Utility Pole
- Denotes Guy Wire
- Denotes Curb Stop
- Denotes Mail Box
- Denotes Electric Box
- Denotes Telephone Box
- Denotes Television Box
- Denotes Overhead Electric
- Denotes Underground Electric
- Denotes Underground Gas
- Denotes Underground Fiber Optic
- Denotes Watermain
- Denotes Sanitary Sewer
- Denotes Storm Sewer
- Denotes Bituminous Surface
- Denotes Concrete Surface
- Denotes Existing 1 Ft. Contour
- Denotes Existing 5 Ft. Contour

VICINITY MAP

(NO SCALE)

City of Isanti, Isanti County, MN
Section 30, Township 35 N, Range 23 W

BENCHMARKS

1. Top Nut Hydrant located by Lot 99, Block 4, VILLAGES ON THE RUM
TNH Elevation = 941.58.

2. Top Nut Hydrant located by Lot 122, Block 4, VILLAGES ON THE RUM
TNH Elevation = 941.79.

PARCEL DESCRIPTION: (Per Schedule A of Title Commitment No. 119-08017, with a commitment date of May 29th, 2019 at 8:00 A.M., prepared by Registered Abstractors, Inc as issuing agent for First American Title Insurance Company)

Lots 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96 and 97, Block 4, VILLAGES ON THE RUM, Common Interest Community Number 5, Isanti County, Minnesota.
(Abstract Property)

GENERAL NOTES:

1) The field work for this survey was completed on June 3, 2019.

2) Bearings shown hereon are based on the North line of Lot 74, Block 4, VILLAGES ON THE RUM, Common Interest Community Number 5, Isanti County Minnesota, which is assumed to bear N88°21'41"E.

3) Surveyed property address – 801, 803, 805, 807, 809, 811, 813, 815, 817, 819, 821, 823, 825, 827, 829, 831, 833, 835, 837, 839, 841, 901, 903, 905, 907, 909, 911, 913 and 915 Golden Way NW, Isanti, MN. 55040.

4) Above ground utilities have been field located as shown. Underground utilities shown hereon are those which were field marked by utility companies responding to Gopher State One Call, Ticket No. 191351299, dated 5/15/2019. All underground locations shown hereon are APPROXIMATE. Prior to any excavations or digging, contact Gopher State One Call for an on-site location (651-454-0002).

Carlson McCain | • environmental • engineering • surveying
3890 Pheasant Ridge Drive NE, Suite 100
Blaine, MN 55449
Phone: (763) 489-7900
Fax: (763) 489-7959
www.carlsonmccain.com

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota

Print Name: Daniel S. Hanson, L.S.
Signature:
Date: 06/20/19 License #: 52140

DRAWN BY: DSH
ISSUE DATE: 06/20/2019
FILE NO: 885

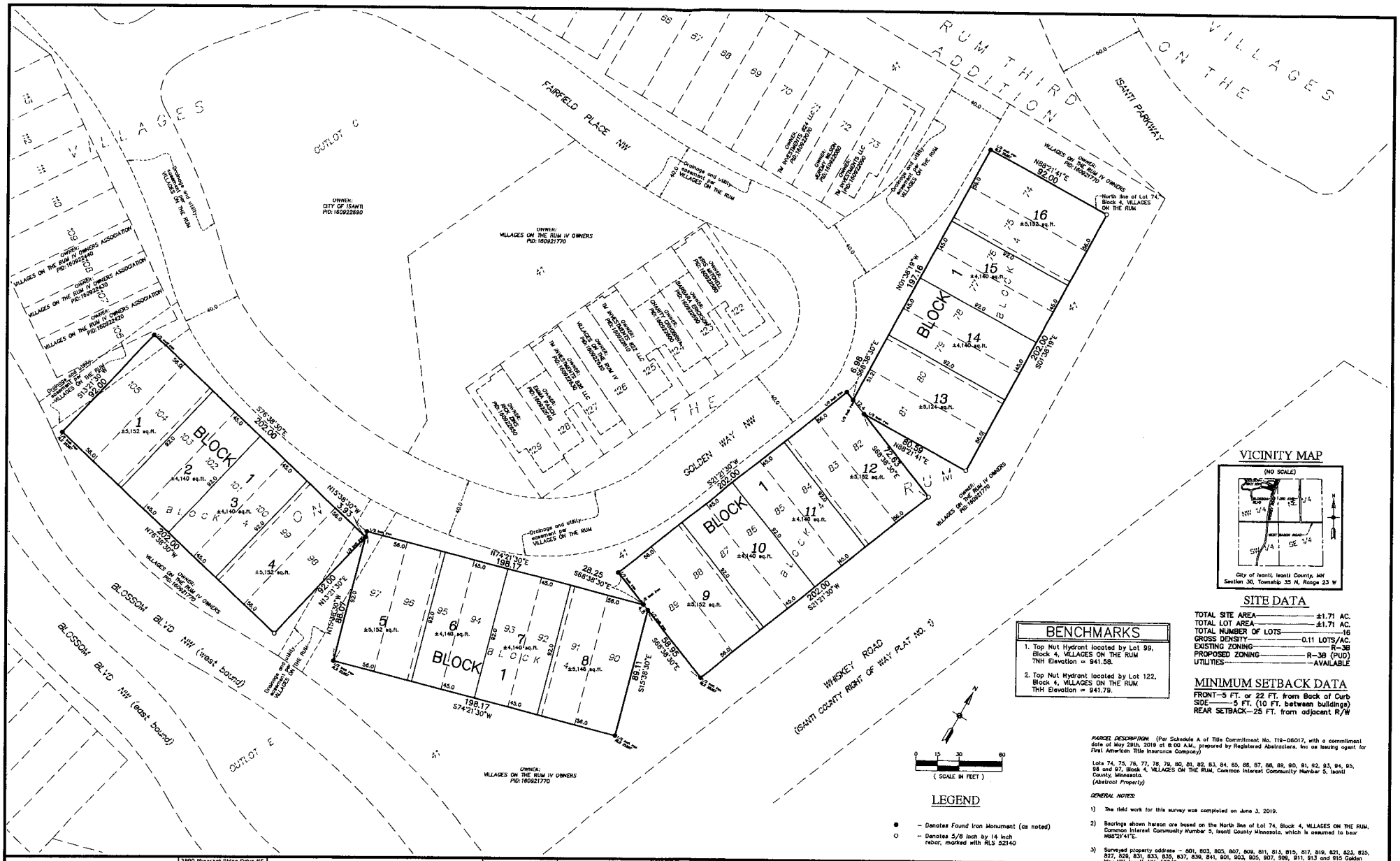
Revisions:

SEMLER CONSTRUCTION, INC.
209 1st Ave East
Cambridge, MN 55008

VILLAGES ON THE RUM SIXTH ADDITION
Isanti, Minnesota

EXISTING CONDITIONS

Mark Date: 06/20/19 C:\Jobs\5331 - 5340\5333 - villages on the rum\proj\survey\view plan\plan\survey\5333-01 ascon.dwg



VICINITY MAP

City of Isanti, Isanti County, MN
Section 30, Township 35 N, Range 23 W

BENCHMARKS

1. Top Nut Hydrant located by Lot 99, Block 4, VILLAGES ON THE RUM THH Elevation = 941.58.
2. Top Nut Hydrant located by Lot 122, Block 4, VILLAGES ON THE RUM THH Elevation = 941.79.

SITE DATA

TOTAL SITE AREA	±1.71 AC.
TOTAL LOT AREA	±1.71 AC.
TOTAL NUMBER OF LOTS	16
GROSS DENSITY	0.11 LOTS/AC.
EXISTING ZONING	R-3B
PROPOSED ZONING	R-3B (PUD)
UTILITIES	AVAILABLE

MINIMUM SETBACK DATA

FRONT—5 FT. or 22 FT. from Back of Curb
SIDE—5 FT. (10 FT. between buildings)
REAR SETBACK—25 FT. from adjacent R/W

0 15 30 60
(SCALE IN FEET)

LEGEND

● – Denotes Found Iron Monument (as noted)
○ – Denotes 5/8 inch by 14 inch rebar, marked with RLS 52140

PARCEL DESCRIPTION: (Per Schedule A of Title Commitment No. 119-08017, with a commitment date of May 29th, 2019 at 8:00 A.M., prepared by Registered Abstractors, Inc as issuing agent for First American Title Insurance Company)

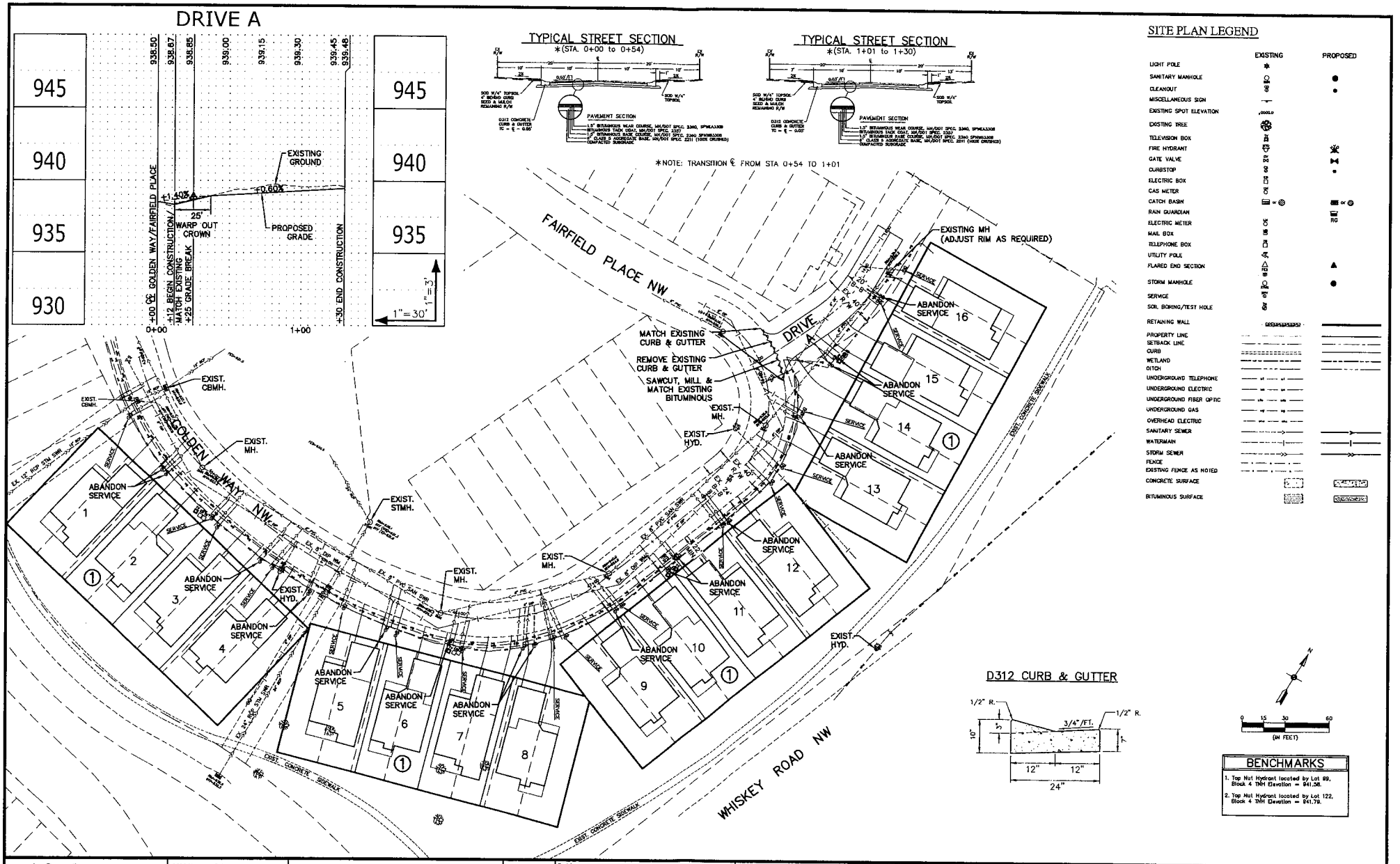
Lots 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 98 and 97, Block 4, VILLAGES ON THE RUM, Common Interest Community Number 5, Isanti County, Minnesota.
(Abstract Property)

GENERAL NOTES:

1) The field work for this survey was completed on June 3, 2019.
2) Bearings shown hereon are based on the North line of Lot 74, Block 4, VILLAGES ON THE RUM, Common Interest Community Number 5, Isanti County Minnesota, which is assumed to bear N88°21'41"E.
3) Surveyed property address – 601, 603, 605, 607, 609, 611, 613, 615, 617, 619, 621, 623, 625, 627, 629, 631, 633, 635, 637, 639, 641, 801, 803, 805, 807, 909, 911, 913 and 915 Golden Way NW, Isanti, MN 55040

Carlson McCain • environmental • engineering • surveying	3890 Pheasant Ridge Drive NE, Suite 100 Blaine, MN 55449 Phone: (763) 489-7900 Fax: (763) 489-7959 www.carlsonmccain.com	I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota	Print Name: Daniel S. Hanson, L.S. Signature: Date: 06/20/19 License #: 52140	DRAWN BY: DSH ISSUE DATE: 06/20/2019 FILE NO: 885	Revisions:
SEMLER CONSTRUCTION, INC. 209 1st Ave East Cambridge, MN 55008	**VILLAGES ON THE RUM SIXTH ADDITION** Isanti, Minnesota	**PRELIMINARY PLAT**	3 of 5		

Date Plotted: 06/20/19 | F:\jobs\0331 - 5349\0333 - villages on the rum\cad\survey\new plat\preliminary\5333-01 prelim.dwg



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I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

Print Name: Brian J. Krystofiak, P.E.
Signature:
Date: 6/21/19 License #: 25063

Drawn: KAD
Designed: BJK
Date: 6/21/19

Revisions:
1.

SEMLER CONSTRUCTION, INC.
209 - 1st Avenue E.
Cambridge, MN 55008

VILLAGES ON THE RUM SIXTH ADDITION
Isanti, Minnesota

SITE & UTILITY PLAN

TURF ESTABLISHMENT

TURF ESTABLISHMENT SHALL APPLY TO ALL DISTURBED AREAS AND SHALL BE ACCORDING TO MnDOT STANDARD SPECIFICATIONS FOR CONSTRUCTION (LATEST EDITION) EXCEPT AS MODIFIED BELOW.

TURF ESTABLISHMENT SHALL OCCUR AS SOON AS POSSIBLE BUT IN NO CASE MORE THAN 7 DAYS.

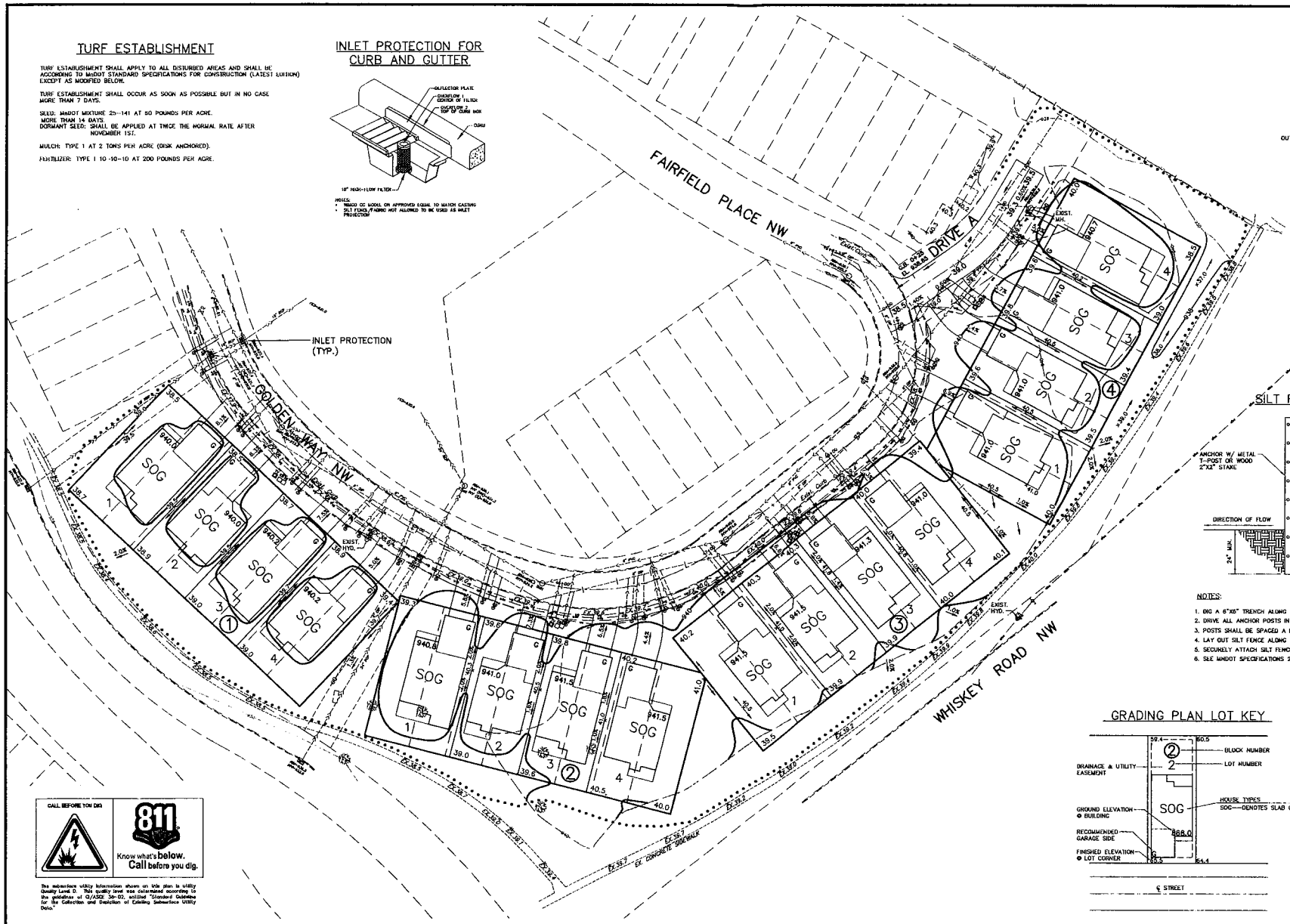
SEED: MnDOT MIXTURE 25-141 AT 80 POUNDS PER ACRE.
MORE THAN 14 DAYS
DORMANT SEED: SHALL BE APPLIED AT TWICE THE NORMAL RATE AFTER NOVEMBER 1ST.

MULCH: TYPE 1 AT 2 TONS PER ACRE (DISK ANCHORED).

FERTILIZER: TYPE 1 10-10-10 AT 200 POUNDS PER ACRE.

INLET PROTECTION FOR CURB AND GUTTER

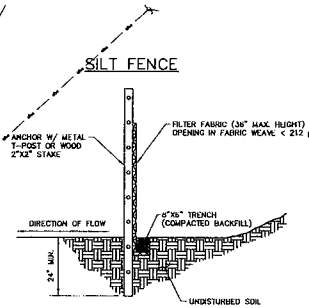
NOTES:
- MNDOT OR MODEL OR APPROVED EQUAL TO MATCH CASTING
- SILT FENCE/FABRIC NOT ALLOWED TO BE USED AS INLET PROTECTION



LEGEND

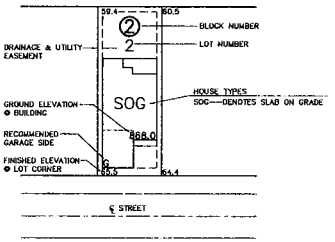
	EXISTING	PROPOSED
PROPERTY LINE		
EASEMENT LINE		
CURB LINE		
BITUMINOUS		
CONCRETE		
SANITARY SEWER		
STORM SEWER		
WATER MAIN		
OVERHEAD UTILITY		
STORM CATCH BASIN		
STORM MANHOLE		
OUTLET CONTROL STRUCTURE		
MANHOLE		
HYDRANT		
GATE VALVE		
TELEVISION BOX		
TELEPHONE BOX		
UTILITY POLE		
RETAINING WALL		
FENCE		
10' CONTOUR		
2' CONTOUR		
FEMA FLOOD PLAIN		
WETLAND LINE		
DITCHLINE		
SPOT ELEVATION	000	00.0
EMERGENCY OVERFLOW		E.O.F.
SILT FENCE (STANDARD DTL #2001)		000.0
TREE FENCE		
GRADING LIMITS		
TREELINE		
SOIL BORING	TH	

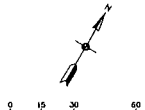
SILT FENCE



NOTES:
1. DIG A 6"X6" TRENCH ALONG THE INTENDED SILT FENCE LINE.
2. DRIVE ALL ANCHOR POSTS INTO THE GROUND AT THE DOWNHILL SIDE OF THE TRENCH.
3. POSTS SHALL BE SPACED A MAXIMUM OF 8 FEET APART.
4. LAY OUT SILT FENCE ALONG THE UPHILL SIDE OF THE ANCHOR POSTS AND BACK FILL 6"X6" TRENCH.
5. SECURELY ATTACH SILT FENCE TO ANCHOR POSTS W/ MINIMUM OF THREE ATTACHMENTS PER POST.
6. SEE MNDOT SPECIFICATIONS 2573 & 3886.

GRADING PLAN LOT KEY





BENCHMARKS

1. Top Nut Hydrant located by Lot 99, Block 4 TNH Elevation = 941.58.
2. Top Nut Hydrant located by Lot 122, Block 4 TNH Elevation = 941.79.

CALL BEFORE YOU DIG 811 Know what's below. Call before you dig.

The subsurface utility information shown on this plan is utility Quality Level D. This quality level was determined according to the guidelines of CI/ASCE 38-02, entitled "Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data."

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I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

Print Name: Brian J. Krysiolitas, P.E.
Signature:
Date: 6/21/19 License #: 25063

Drawn: KAO
Designed: BJK
Date: 6/21/19

Revisions:
1.

SEMLER CONSTRUCTION, INC.
209 - 1st Avenue E.
Cambridge, MN 55008

VILLAGES ON THE RUM SIXTH ADDITION
Isanti, Minnesota

GRADING, DEVELOPMENT & EROSION CONTROL PLAN

5 of 5

Save Date: 06/20/19 P:\Jobs\3271 - 324013233 - villages on the rum\Survey\engineering\13233 grdn.dwg

CITY of ISANTI LANDSCAPE CODE

A. TREE REQUIREMENTS. THE FOLLOWING QUANTITY AND TYPE OF TREES ARE REQUIRED.

a.A. ONE TREE PER 50FT OF STREET FRONTAGE AS A MINIMYM

a.B. ALL RESIDENTIAL PROPERTIES SHALL PROVIDE A MINIMUM OF TWO (2) TREES.

a.C. RESIDENTIAL LOTS EXCEEDING 8,000 SQUARE FEET IN AREA SHALL PROVIDE A MINIMUM OF THREE (3)TREES UPON THE PROPERTY.

a.D. CORNER LOTS AND LOTS EXCEEDING 12,000 SQUARE FEET IN AREA SHALL PROVIDE A MINIMUM OF FOUR (4) TREES.

a.E. WHEN CALCULATING THE NUMBER OF REQUIRED TREES, WHETHER BASED UPON LOT AREA OR LOT FRONTAGE, THE GREATER OF THE TWO SHALL BE PROVIDED.

a.F. TREES SHALL BE OF VARYING SPECIES AND SHALL BE IN ACCORDANCE WITH THE CITY TREE LISTS, AS PRESENTED WITHIN THE SECTION. IF FOUR (4) OR MORE TREES ARE USED, THE TREES SHALL BE OF AT LEAST THREE (3) DIFFERENT SPECIES. IF SEVEN (7) OR MORE TREES ARE PLANTED, TREES SHALL BE OF AT LEAST FOUR (4) DIFFERENT SPECIES. OTHER TYPES OF

- TWO TREES SHALL BE INSTALLED BY THE BUILDER/HOMEOWNER.

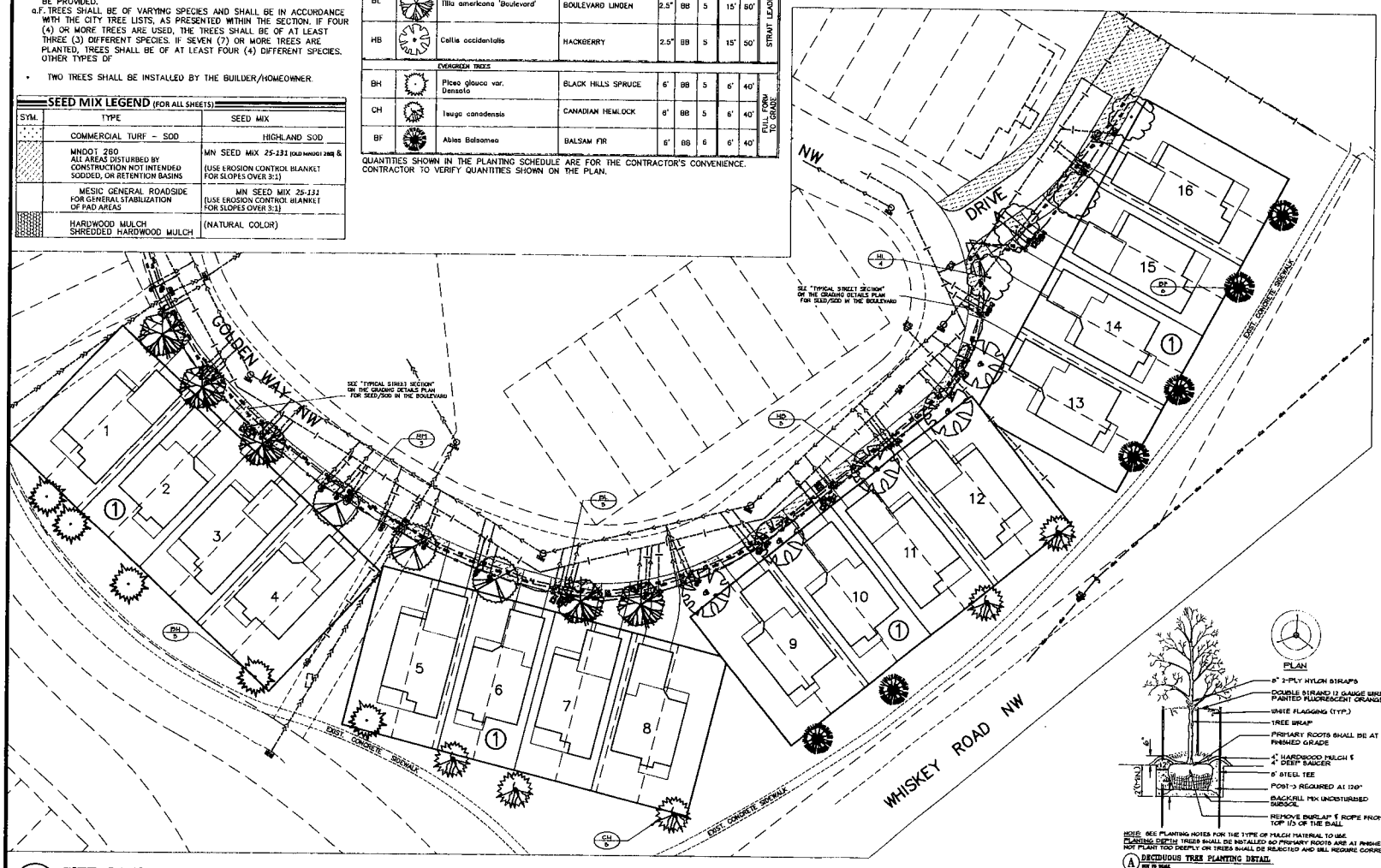
SEED MIX LEGEND (FOR ALL SHEETS)

SYM.	TYPE	SEED MIX
	COMMERCIAL TURF - SOD	HIGHLAND SOD
	MNDOT 280 ALL AREAS DISTURBED BY CONSTRUCTION NOT INTENDED SODDED, OR RETENTION BASINS	MN SEED MIX 25-131 (OLD MNDOT 280) & (USE EROSION CONTROL BLANKET FOR SLOPES OVER 3:1)
	MESIC GENERAL ROADSIDE FOR GENERAL STABILIZATION OF PAD AREAS	MN SEED MIX 25-131 (USE EROSION CONTROL BLANKET FOR SLOPES OVER 3:1)
	HARDWOOD MULCH SHREDDED HARDWOOD MULCH	(NATURAL COLOR)

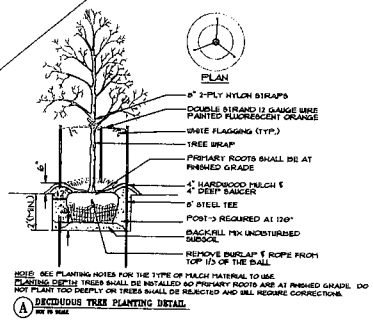
LANDSCAPE LEGEND

KEY		BOTANICAL NAME	COMMON NAME	SIZE	ROOT	QTY.	INSTALL/MATURE HEIGHT HEIGHT		
		DECIDUOUS TREES							
RM		Acer rubrum 'Nothwoods'	NORTHWOODS MAPLE	2.5"	BB	3	14'	50'	STRAIT LEADER NO "V" CROTCH
HL		Gleditsia triacanthos var. inermis 'Shademaster'	SHADEMASTER HONEYLOCUST	2.5"	BB	4	10'	50'	
BL		Tilia americana 'Boulevard'	BOULEVARD LINDEN	2.5"	BB	5	15'	50'	
HB		Celtis occidentalis	HACKBERRY	2.5"	BB	5	15'	50'	
		EVERGREEN TREES							
BH		Picea glauca var. Densata	BLACK HILLS SPRUCE	6'	BB	5	6'	40'	FULL FORM TO GRADE
CH		Tsuga canadensis	CANADIAN HEMLOCK	6'	BB	5	6'	40'	
BF		Abies Balsamea	BALSAM FIR	6'	BB	6	6'	40'	

QUANTITIES SHOWN IN THE PLANTING SCHEDULE ARE FOR THE CONTRACTOR'S CONVENIENCE. CONTRACTOR TO VERIFY QUANTITIES SHOWN ON THE PLAN.



1 / L1 SITE LANDSCAPE PLAN



NOTE: SEE PLANTING NOTES FOR THE TYPE OF MULCH MATERIAL TO USE. PLANTING DEPTH: TREES SHALL BE INSTALLED SO PRIMARY ROOTS ARE AT FINISHED GRADE. DO NOT PLANT TOO DEEPLY OR TREES SHALL BE REJECTED AND WILL REQUIRE CORRECTIONS.

A DECIDUOUS TREE PLANTING DETAIL
NOT TO SCALE

0 30 60 90
SCALE 1" = 30'

PLANTING NOTES

1. ALL PLANTS MUST BE HEALTHY, VIGOROUS MATERIAL, FREE OF PESTS AND DISEASE AND BE CONTAINER GROWN OR BALLED AND BURLAPPED AS INDICATED IN THE LANDSCAPE LEGEND.
2. ALL TREES MUST BE STRAIGHT TRUNKED AND FULL HEADED AND MEET ALL REQUIREMENTS SPECIFIED.
3. THE LANDSCAPE ARCHITECT RESERVES THE RIGHT TO REJECT ANY PLANTS WHICH ARE DEEMED UNSATISFACTORY BEFORE, DURING, OR AFTER INSTALLATION.
4. NO SUBSTITUTIONS OF PLANT MATERIAL SHALL BE ACCEPTED UNLESS APPROVED IN WRITING BY THE LANDSCAPE ARCHITECT.
5. ALL PLANTING STOCK SHALL CONFORM TO THE "AMERICAN STANDARD FOR NURSERY STOCK," ANSI- Z60, LATEST EDITION, OF THE AMERICAN ASSOCIATION OF NURSERYMEN, INC. AND SHALL CONSTITUTE MINIMUM QUALITY REQUIREMENTS FOR PLANT MATERIALS.
6. EXISTING TREES AND SHRUBS TO REMAIN SHALL BE PROTECTED TO THE DRIP LINE FROM ALL CONSTRUCTION TRAFFIC, STORAGE OF MATERIALS ETC. WITH 4' HT. ORANGE PLASTIC SAFETY FENCING ADEQUATELY SUPPORTED BY STEEL FENCE POSTS 6' O.C. MAXIMUM SPACING.
7. ALL PLANT MATERIAL QUANTITIES, SHAPES OF BEDS AND LOCATIONS SHOWN ARE APPROXIMATE. CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLETE COVERAGE OF ALL PLANTING BEDS AT SPACING SHOWN AND ADJUSTED TO CONFORM TO THE EXACT CONDITIONS OF THE SITE. THE LANDSCAPE ARCHITECT SHALL APPROVE THE STAKING LOCATION OF ALL PLANT MATERIALS PRIOR TO INSTALLATION.
8. ALL PLANTING AREAS MUST BE COMPLETELY MULCHED AS SPECIFIED.
9. MULCH: SHREDDED HARDWOOD MULCH, CLEAN AND FREE OF NOXIOUS WEEDS OR OTHER DELETERIOUS MATERIAL IN ALL MASS PLANTING BEDS AND FOR TREES, UNLESS INDICATED AS ROCK MULCH ON DRAWINGS. SUBMIT SAMPLE TO LANDSCAPE ARCHITECT PRIOR TO DELIVERY ON-SITE FOR APPROVAL. DELIVER MULCH ON DAY OF INSTALLATION. USE 4" FOR SHRUB BEDS, AND 3" FOR PERENNIAL/GROUND COVER BEDS, UNLESS OTHERWISE DIRECTED.
10. PLACE LANDSCAPE FILTER FABRIC UNDER ALL MULCHED AREAS. FILTER FABRIC SHALL BE 100% INTERWOVEN 3.1oz NEEDLE PUNCHED POLYPROPYLENE FABRIC MANUFACTURED BY DEWITT. USE PRO 5 "WEED BARRIER" OR APPROVED EQUAL.
11. PLACE EDGING BETWEEN ALL PLANTING/ROCK BEDS AND TURF. EDGING SHALL BE POLY.
12. THE PLAN TAKES PRECEDENCE OVER THE LANDSCAPE LEGEND IF DISCREPANCIES EXIST. THE SPECIFICATIONS TAKE PRECEDENCE OVER THE PLANTING NOTES AND GENERAL NOTES.
13. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL MULCHES AND PLANTING SOIL QUANTITIES TO COMPLETE THE WORK SHOWN ON THE PLAN. VERIFY ALL QUANTITIES SHOWN ON THE LANDSCAPE LEGEND.
14. LONG-TERM STORAGE OF MATERIALS OR SUPPLIES ON-SITE WILL NOT BE ALLOWED.
15. THE CONTRACTOR SHALL KEEP PAVEMENTS, PLANTERS AND BUILDINGS CLEAN AND UNSTAINED. ALL PEDESTRIAN AND VEHICLE ACCESS TO BE MAINTAINED THROUGHOUT CONSTRUCTION PERIOD. ALL WASTES SHALL BE PROMPTLY REMOVED FROM THE SITE. ANY PLANT STOCK NOT PLANTED ON DAY OF DELIVERY SHALL BE HEELED IN AND WATERED UNTIL INSTALLATION. PLANTS NOT MAINTAINED IN THIS MANNER WILL BE REJECTED. ANY DAMAGE TO EXISTING FACILITIES SHALL BE REPAVED AT THE CONTRACTOR'S EXPENSE.
16. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLYING WITH ALL APPLICABLE CODES, REGULATIONS, AND PERMITS GOVERNING THE WORK.
17. LOCATE AND VERIFY ALL UTILITIES, INCLUDING IRRIGATION LINES, WITH THE OWNER FOR PROPRIETARY UTILITIES AND GOPHER STATE ONE CALL AT 454-0002 (TWIN CITIES METRO AREA) OR 800-252-1166 (GREATER MINNESOTA) 48 HOURS BEFORE DIGGING. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND REPAIR OF ANY DAMAGES TO SAME. NOTIFY THE LANDSCAPE ARCHITECT OF ANY CONFLICTS TO FACILITATE PLANT RELOCATION.
18. USE ANTI-DESICCANT (WILTPRUF OR APPROVED EQUAL) ON DECIDUOUS PLANTS MOVED IN LEAF AND FOR EVERGREENS MOVED ANYTIME. APPLY AS PER MANUFACTURER'S INSTRUCTION. ALL EVERGREENS SHALL BE SPRAYED IN THE LATE FALL FOR WINTER PROTECTION DURING WARRANTY PERIOD.
19. PLANTING SOIL FOR TREES, SHRUBS AND GROUND COVERS: FERTILE FRIABLE LOAM CONTAINING A LIBERAL AMOUNT OF HUMUS AND CAPABLE OF SUSTAINING VIGOROUS PLANT GROWTH. IT SHALL COMPLY WITH MN/DOT SPECIFICATION 3877 TYPE B SELECT TOPSOIL MIXTURE SHALL BE FREE FROM HARDPACK SUBSOIL, STONES, CHEMICALS, NOXIOUS WEEDS, ETC. SOIL MIXTURE SHALL HAVE A PH BETWEEN 6.1 AND 7.5 AND 10-0-10 FERTILIZER AT THE RATE OF 3 POUNDS PER CUBIC YARD. IN PLANTING BEDS INCORPORATE THIS MIXTURE THROUGHOUT THE ENTIRE BED BY ROTOTILLING IT INTO THE TOP 12" OF SOIL.
20. ALL PLANTS SHALL BE GUARANTEED FOR TWO COMPLETE GROWING SEASON (APRIL 1 - NOVEMBER 1), UNLESS OTHERWISE SPECIFIED. THE GUARANTEE SHALL COVER THE FULL COST OF REPLACEMENT INCLUDING LABOR AND PLANTS.
21. CONTRACTOR SHALL NOTIFY THE LANDSCAPE ARCHITECT AT LEAST 3 DAYS PRIOR TO PLANNED DELIVERY. THE CONTRACTOR SHALL NOTIFY THE LANDSCAPE ARCHITECT AT LEAST 24 HOURS IN ADVANCE OF BEGINNING PLANT INSTALLATION.
22. SEASONS/TIME OF PLANTING AND SEEDING: NOTE: THE CONTRACTOR MAY ELECT TO PLANT IN OFF-SEASONS ENTIRELY AT HIS/HER RISK.
    DECIDUOUS POTTED PLANTS: 4/1 - 6/1; 9/21 - 11/1
    DECIDUOUS /B&B: 4/1 - 6/1; 9/21 - 11/1
    EVERGREEN POTTED PLANTS: 4/1 - 8/1; 9/21-11/1
    EVERGREEN B&B: 4/1 - 5/1; 9/1 - 11/1
    TURF/LAWN SEEDING: 4/1 - 8/1; 7/20 - 9/20
    NATIVE MIX SEEDING: 4/1 - 7/20; 9/20-10/20
23. MAINTENANCE SHALL BEGIN IMMEDIATELY AFTER EACH PORTION OF THE WORK IS IN PLACE. PLANT MATERIAL SHALL BE PROTECTED AND MAINTAINED UNTIL THE INSTALLATION OF THE PLANTS IS COMPLETE, INSPECTION HAS BEEN MADE, AND PLANTINGS ARE ACCEPTED EXCLUSIVE OF THE GUARANTEE. MAINTENANCE INCLUDE WATERING, CULTIVATING, MULCHING, REMOVAL OF DEAD MATERIALS, RE-SETTING PLANTS TO PROPER GRADE AND KEEPING PLANTS IN A PLUMB POSITION. AFTER ACCEPTANCE, THE OWNER SHALL ASSUME MAINTENANCE RESPONSIBILITIES. HOWEVER, THE CONTRACTOR SHALL CONTINUE TO BE RESPONSIBLE FOR KEEPING THE TREES PLUMB THROUGHOUT THE GUARANTEE PERIOD.
24. ANY PLANT MATERIAL WHICH DIES, TURNS BROWN, OR DEFOLIATES (PRIOR TO TOTAL ACCEPTANCE OF THE WORK) SHALL BE PROMPTLY REMOVED FROM THE SITE AND REPLACED WITH MATERIAL OF THE SAME SPECIES, QUANTITY, AND SIZE AND MEETING ALL LANDSCAPE LEGEND SPECIFICATIONS.
25. WATERING: MAINTAIN A WATERING SCHEDULE WHICH WILL THOROUGHLY WATER ALL PLANTS ONCE A WEEK, IN EXTREMELY HOT DRY WEATHER, WATER MORE OFTEN AS REQUIRED BY INDICATIONS OF HEAT STRESS SUCH AS WILTING LEAVES. CHECK MOISTURE UNDER MULCH PRIOR TO WATERING TO DETERMINE NEED. CONTRACTOR SHALL MAKE THE NECESSARY ARRANGEMENTS FOR WATER.
26. CONTRACTOR SHALL REQUEST IN WRITING, A FINAL ACCEPTANCE INSPECTION.
27. ALL DISTURBED AREAS TO BE TURF SEEDED, ARE TO RECEIVE 4" TOP SOIL, SEED, MULCH, AND WATER UNTIL A HEALTHY STAND OF GRASS IS OBTAINED.
28. ALL DISTURBED AREAS TO RECEIVE NATIVE WETLAND SEEDED, ARE TO RECEIVE ENGINEERED SOIL, SEED, MULCH, AND WATER UNTIL A HEALTHY STAND OF GRASS IS OBTAINED.

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I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the State of Minnesota

Print Name: James A. Kalkas, RLA
Signature: James A. Kalkas
Date: 5/21/19 License #: 45071

Drawn: JAK
Designed: JAK
Date: 5/21/19

Revisions:
1.

SEMLER CONSTRUCTION, INC.
209 - 1st Avenue E.
Cambridge, MN 55008

VILLAGES ON THE RUM SIXTH ADDITION
Isanti, Minnesota

LANDSCAPE PLAN

L1 of 1

Save Date: 05/20/19 | J:\projects\5331 - 53rd\5331 - villages on the rum\Land\landscape\5331-landscape.dwg

BOLTON & MENK

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J.6

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

July 31, 2019

Mayor Johnson and Members of the City Council
City of Isanti
P.O. Box 428
Isanti, MN 55040

RE: Award Recommendation – Annexed Parcel Service Extensions
City of Isanti, Minnesota
BMI Project No. R13.118565

Honorable Mayor Johnson and Members of the City Council:

As directed by the City Council, we have prepared plans and specifications and requested quotes from three contractors to extend service to those annexed parcels that had been notified that they have immediate access to either sanitary sewer and/or water service.

Two quotes were received on July 30, 2019. The quotes were checked and tabulated and the final results are summarized as follows:

Bidder	Bid
Dirtworks, Inc.	$172,840.00
Northdale	$185,950.91
Engineer's Estimate	*$162,170.00*

Dirtworks Inc. has been determined to be the low responsible bidder.

We recommend award of this project to Dirtworks Inc. in the amount of $172,840.00.

If you have any questions, please contact me.

Sincerely,

BOLTON & MENK, INC.

Jason W. Cook

Jason W. Cook, P.E.
City Engineer

RESOLUTION NO. 2019-XXX

RESOLUTION AWARDING THE QUOTE FOR THE ANNEXED PARCEL SERVICE EXTENSIONS PROJECT

WHEREAS, the City Council ordered the development of plans and s to extend sanitary sewer or water service to parcels that were recently annexed into the City and were described as having immediate access to either sewer or water service, and,

WHEREAS, the City Council defined immediate access as having a service stub extended to the property line of the parcel in question, and,

WHEREAS, the plans and specifications have been completed for these improvements; and,

WHEREAS, Three quotes were requested, with a quote deadline of July 30, 2019; and,

WHEREAS, two quotes were received; and,

WHEREAS, Dirtworks Inc. was the responsible low bidder with a bid of $172,840.00.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1) That the City shall award the project entitled "Annexed Parcel Service Extensions" to Dirtworks Inc. in the amount of $172,840.00

2) Funding for the project is available from the sanitary sewer and water funds respectively.

This resolution was duly approved by the Isanti City Council this 7th day of August 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/19	07/18/2019	51583	2030	ARTISAN BEER COMPANY	609-20200	65.20
07/19	07/18/2019	51584	2770	BANDIMERE, RICK	601-20200	49.61
07/19	07/18/2019	51585	53	BELLBOY CORPORATION	609-20200	7,499.28
07/19	07/18/2019	51586	9	BERNICKS PEPSI-COLA	609-20200	1,579.45
07/19	07/18/2019	51587	2319	BREAKTHRU BEVERAGE	609-20200	6,772.84
07/19	07/18/2019	51588	918	CRYSTAL SPRINGS ICE	609-20200	509.49
07/19	07/18/2019	51589	8	DAHLHEIMER DISTRIBUTING CO	609-20200	15,979.75
07/19	07/18/2019	51590	2720	DEFIANT DISTRIBUTORS	609-20200	496.02
07/19	07/18/2019	51591	55	ECM PUBLISHERS INC	101-20200	8.95
07/19	07/18/2019	51592	1563	ISANTI ELECTRIC INC	101-20200	963.75
07/19	07/18/2019	51593	162	ISANTI RENTAL	101-20200	72.00
07/19	07/18/2019	51594	1534	J. J. TAYLOR	609-20200	568.60
07/19	07/18/2019	51595	7	JOHNSON BROTHERS LIQUOR CO	609-20200	5,808.93
07/19	07/18/2019	51596	5	KAWALEK TRUCKING	609-20200	238.00
07/19	07/18/2019	51597	1789	MADDEN GALANTER HANSEN, LLP	101-20200	2,520.00
07/19	07/18/2019	51598	17	MCDONALD DISTRIBUTING CO	609-20200	18,543.80
07/19	07/18/2019	51599	2208	MINNESOTA EQUIPMENT	101-20200	5.24
07/19	07/18/2019	51600	1180	MLB PRINTING INC	101-20200	180.00
07/19	07/18/2019	51601	176	MN DEPT OF REVENUE	101-20200	27,883.00
07/19	07/18/2019	51602	617	PAUSTIS & SONS	609-20200	443.75
07/19	07/18/2019	51603	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,671.59
07/19	07/18/2019	51604	2341	RED BULL DISTRIBUTION	609-20200	216.00
07/19	07/18/2019	51605	1113	RJM DISTRIBUTING INC	609-20200	229.80
07/19	07/18/2019	51606	2396	SOUTHERN GLAZERS OF MN	609-20200	435.99
07/19	07/18/2019	51607	1290	THE AMBLE GROUP	101-20200	97.33
07/19	07/18/2019	51608	626	THE WINE COMPANY	609-20200	218.00
07/19	07/18/2019	51609	1740	TOSHIBA FINANCIAL SERVICES	108-20200	189.88
07/19	07/18/2019	51610	42	VIKING COCA-COLA BOTTLING CO	609-20200	125.23
07/19	07/18/2019	51611	1286	VINOCOPIA INC	609-20200	221.75
07/19	07/18/2019	51612	4	WATSON CO INC	609-20200	1,415.20
07/19	07/18/2019	51613	2067	ZABINSKI BUSINESS	609-20200	331.31
Grand Totals:						95,339.74

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 7/26/2019 - 7/26/2019 | Jul 25, 2019 01:35PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/19	07/26/2019	51618	494	ALLINA HEALTH SYSTEM	101-20200	448.30
07/19	07/26/2019	51619	2785	ANDERSON, THOMAS & DAWN	101-20200	153.83
07/19	07/26/2019	51620	1141	ASSURANT EMPLOYEE BENEFITS	602-20200	370.27
07/19	07/26/2019	51621	2773	BALK, DANIEL & BECKY	101-20200	281.73
07/19	07/26/2019	51622	9	BERNICKS PEPSI-COLA	609-20200	1,041.51
07/19	07/26/2019	51623	2790	BIRKHOLZ, ANNIE	601-20200	83.58
07/19	07/26/2019	51624	1500	BOLTON & MENK INC	444-20200	33,548.50
07/19	07/26/2019	51625	2783	BOSCH, RONALD	101-20200	195.04
07/19	07/26/2019	51626	1198	CENTER POINT ENERGY	601-20200	853.96
07/19	07/26/2019	51627	1815	CENTURYLINK	609-20200	881.12
07/19	07/26/2019	51628	1894	CHANTICLEAR PIZZA	101-20200	88.50
07/19	07/26/2019	51629	120	CONNEXUS ENERGY	101-20200	18,701.39
07/19	07/26/2019	51630	2685	COX, BRENNAN	101-20200	12.96
07/19	07/26/2019	51631	1472	CRAWFORDS EQUIPMENT INC	101-20200	252.08
07/19	07/26/2019	51632	918	CRYSTAL SPRINGS ICE	609-20200	314.01
07/19	07/26/2019	51633	8	DAHLHEIMER DISTRIBUTING CO	609-20200	17,844.77
07/19	07/26/2019	51634	2789	DAUGS, MATTHEW	101-20200	218.65
07/19	07/26/2019	51635	833	DIAMOND VOGEL PAINT	101-20200	813.52
07/19	07/26/2019	51636	2478	EAST CENTRAL ENERGY	101-20200	42.85
07/19	07/26/2019	51637	55	ECM PUBLISHERS INC	609-20200	117.67
07/19	07/26/2019	51638	346	EDAM	108-20200	250.00
07/19	07/26/2019	51639	1866	EDINA REALTY TITLE	601-20200	53.06
07/19	07/26/2019	51640	912	FASTENAL COMPANY	603-20200	159.90
07/19	07/26/2019	51641	2777	FERDELMAN, JAMES & CRISTINE	101-20200	128.96
07/19	07/26/2019	51642	2028	FURTHER	101-20200	35.40
07/19	07/26/2019	51643	2028	FURTHER	861-20200	548.68
07/19	07/26/2019	51644	2791	HAJOST, DANIELLE	601-20200	81.39
07/19	07/26/2019	51645	2771	HAMMIL, HEATHER & TROY	101-20200	654.59
07/19	07/26/2019	51646	2775	HARTLEY, PHILIP & HELEN	101-20200	23.61
07/19	07/26/2019	51647	2782	HASSER, TIMOTHY & SHELLY	101-20200	525.92
07/19	07/26/2019	51648	428	HERMANS BAKERY	101-20200	60.00
07/19	07/26/2019	51649	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	154.72
07/19	07/26/2019	51650	114	ISANTI COUNTY RECORDER	101-20200	25.00
07/19	07/26/2019	51651	270	ISANTI READY-MIX INC	101-20200	690.00
07/19	07/26/2019	51652	1435	ISANTI TOWNSHIP	101-20200	10,687.14
07/19	07/26/2019	51653	7	JOHNSON BROTHERS LIQUOR CO	609-20200	2,917.06
07/19	07/26/2019	51654	2772	JOHNSON, CLARK & CATHERINE	101-20200	418.68
07/19	07/26/2019	51655	5	KAWALEK TRUCKING	609-20200	126.00
07/19	07/26/2019	51656	2787	LAMOTTE, ANTHONY	101-20200	167.66
07/19	07/26/2019	51657	17	MCDONALD DISTRIBUTING CO	609-20200	9,726.74
07/19	07/26/2019	51658	307	MINNESOTA APA	101-20200	50.00
07/19	07/26/2019	51659	310	MMBA	609-20200	1,700.00
07/19	07/26/2019	51660	1945	MN DEPT OF LABOR	101-20200	16,856.10
07/19	07/26/2019	51661	2788	NELSON, CRAIG & BARBARA	101-20200	258.51
07/19	07/26/2019	51662	2786	NELSON, JUSTIN	101-20200	360.67
07/19	07/26/2019	51663	2170	NHH ROOFING	226-20200	8,325.00
07/19	07/26/2019	51664	2779	OLLHOFF, JASON TRIEMERT & AIMEE	101-20200	135.93
07/19	07/26/2019	51665	2784	OLSON, GRANT	101-20200	271.47
07/19	07/26/2019	51666	2553	O'REILLY	101-20200	10.55
07/19	07/26/2019	51667	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,192.65
07/19	07/26/2019	51668	2781	RASK, MICHAEL	101-20200	284.05
07/19	07/26/2019	51669	2625	RESULTS TITLE	601-20200	163.69
07/19	07/26/2019	51670	2396	SOUTHERN GLAZERS OF MN	609-20200	6,589.35

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/19	07/26/2019	51671	1442	ST. LOUIS MRO INC	101-20200	22.50
07/19	07/26/2019	51672	2774	SUNRISE HOMES INC	101-20200	37.73
07/19	07/26/2019	51673	2776	SVOBODA, DUSTIN	101-20200	162.54
07/19	07/26/2019	51674	97	TOTAL CONTROL SYSTEMS INC	602-20200	5,569.58
07/19	07/26/2019	51675	919	UPS	601-20200	11.41
07/19	07/26/2019	51676	2778	VANGSTAD, DWIGHT	101-20200	291.40
07/19	07/26/2019	51677	42	VIKING COCA-COLA BOTTLING CO	609-20200	266.18
07/19	07/26/2019	51678	2780	WALD, ELIZABETH & RICHARD	101-20200	136.80
07/19	07/26/2019	51679	4	WATSON CO INC	609-20200	1,671.98
07/19	07/26/2019	51680	355	WELCOME, JOANN	101-20200	303.40
Grand Totals:						150,370.24

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/19	07/29/2019	51681	2792	ONE DIVERSIFIED LLC	920-20200	30,576.50
Grand Totals:						30,576.50

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 7/31/2019 - 7/31/2019 | Jul 31, 2019 05:10PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/19	07/31/2019	51682	2335	BCBSM	101-20200	17.28
07/19	07/31/2019	51683	53	BELLBOY CORPORATION	609-20200	6,280.77
07/19	07/31/2019	51684	9	BERNICKS PEPSI-COLA	609-20200	1,053.15
07/19	07/31/2019	51685	157	BOYER TRUCKS	101-20200	454.62
07/19	07/31/2019	51686	2020	BOYLE, EUGENE	101-20200	3,000.00
07/19	07/31/2019	51687	2221	C & L DISTRIBUTING	609-20200	143.70
07/19	07/31/2019	51688	1629	CITY OF ISANTI	226-20200	60,289.97
07/19	07/31/2019	51689	1985	CIVIC SYSTEMS, LLC	101-20200	450.00
07/19	07/31/2019	51690	918	CRYSTAL SPRINGS ICE	609-20200	413.64
07/19	07/31/2019	51691	8	DAHLHEIMER DISTRIBUTING CO	609-20200	21,190.02
07/19	07/31/2019	51692	1941	DELTA DENTAL	861-20200	2,614.00
07/19	07/31/2019	51693	55	ECM PUBLISHERS INC	101-20200	12.93
07/19	07/31/2019	51694	385	FEDERATED COOPS INC	409-20200	1,900.61
07/19	07/31/2019	51695	385	FEDERATED CO-OPS INC	101-20200	171.95
07/19	07/31/2019	51696	2028	FURTHER	861-20200	195.58
07/19	07/31/2019	51697	160	HAWKINS INC	602-20200	400.00
07/19	07/31/2019	51698	2209	INNOVATIVE OFFICE SOLUTIONS, INC	609-20200	117.30
07/19	07/31/2019	51699	1534	J. J. TAYLOR	609-20200	840.65
07/19	07/31/2019	51700	7	JOHNSON BROTHERS LIQUOR CO	609-20200	5,225.44
07/19	07/31/2019	51701	5	KAWALEK TRUCKING	609-20200	191.20
07/19	07/31/2019	51702	17	MCDONALD DISTRIBUTING CO	609-20200	7,062.60
07/19	07/31/2019	51703	616	MENARDS - CAMBRIDGE	101-20200	1,068.98
07/19	07/31/2019	51704	2500	METRO SALES INC.	101-20200	103.85
07/19	07/31/2019	51705	1536	MINNESOTA DEED	219-20200	833.33
07/19	07/31/2019	51706	2080	MVTL LABORATORIES INC	602-20200	174.16
07/19	07/31/2019	51707	2553	O'REILLY	101-20200	4.49
07/19	07/31/2019	51708	617	PAUSTIS & SONS	609-20200	250.25
07/19	07/31/2019	51709	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,485.70
07/19	07/31/2019	51710	2396	SOUTHERN GLAZERS OF MN	609-20200	6,958.11
07/19	07/31/2019	51711	1361	STAPLES ADVANTAGE	609-20200	343.99
07/19	07/31/2019	51712	890	T & S TROPHIES	101-20200	29.00
07/19	07/31/2019	51713	2793	TEAM LAB	602-20200	767.00
07/19	07/31/2019	51714	1129	ZARNOTH BRUSH WORKS INC	603-20200	1,024.00
Grand Totals:						125,068.27

M = Manual Check, V = Void Check

City of Isanti

Gross Payroll	83,270.52
Social Security & Medicare	4,783.83
Public Employees Retirement	8,232.62
Total City Expense	96,286.97

Pay Date 7/26/2019

Pay Period 15 (7/07-7/20/19)

A Community For Generations.

Isanti

K.2

To: Mayor Johnson and City Council Members

From: John Jacobi, Liquor Store Manager

Date: July 23, 2019

Subject: Resolution Approving Security Camera and DVR replacement

---

Background:
As discussed in the July COW meeting on July16th, the mayor and city council were informed of the issues with our current security cameras and DVR at the liquor store. I have included quotes for replacement/installation from three different vendors as requested. I have also included the cost of a new monitor for the office to better view the cameras this was not included in quotes. We will purchase and install on our own, along with HDMI cables to connect up to both monitors.

VENDOR	QUOTE $$$
Genesis Wireless	$4828.19
Marco	$14,988.90
ADT	$4,880.00

Recommendation:
I recommend we go with the quote from Genesis in the amount of $4,828.19. Genesis is the lowest bid, and we also currently utilize them for internet services. They also have the best warranty on products and services, which is for a period of three years.

Action Required:
The total cost should not exceed 5% of the quoted price from Genesis to also include purchase of one monitor and HDMI cables.

RESOLUTION NO. 2019-XXX

ACCEPTING BID FOR THE REPLACEMENT AND INSTALLATION OF SECURITY CAMERAS AT THE LIQUOR STORE

WHEREAS, the expense of this project is unbudgeted for 2019; and

WHEREAS, pursuant to a request for bids by city staff for the replacement and installation of all applicable Cameras and DVR, the following bids were received:

Bidder Name	Total Bid
Marco	$14,988.90
ADT	$4,880.00
Genesis Wireless	$4,828.19

WHEREAS, the Committee of the Whole has reviewed the bids received and has recommended the acceptance of the Genesis Wireless bid for installation and materials, that include both DVR and Camera replacement;

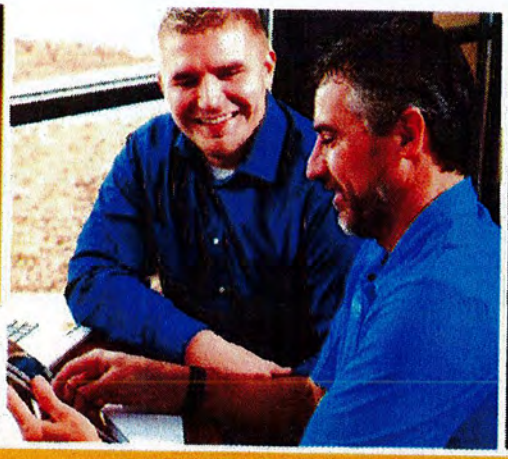
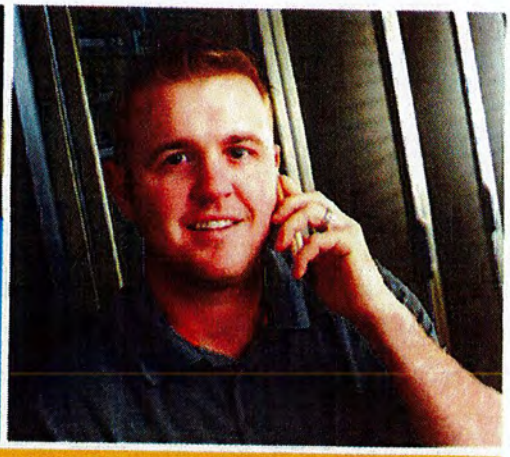
NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota

1. Upon review and approval by the Committee of the Whole at their 7/16/19 meeting, accept the bid from Genesis Wireless for replacement of current DVR/Cameras and installation of new Cameras, DVR and equipment in the total amount, not to exceed, $5,069.60 after the purchase of monitor and required cables.
2. Authorize the Liquor Store Manager to sign the required documents for the purchase and installation of the new Cameras and DVR.
3. Authorize payment, if necessary, at time of services and prior to inclusion on the Accounts Payable listing.
4. The total amount of $5,069.60 to be funded through Liquor Store Fund 609-16520-500.

This resolution was duly adopted by the Isanti City Council this 7th day of August, 2019.

Attest: _____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

May 21, 2019

A Proposal for

CITY OF ISANTI

John Jacobi
jjacobi@cityofisanti.us

Prepared By

Taylor Kirt
Technology Advisor
320-650-1921
taylor.kirt@marconet.com

Document Number: 046944

taking technology further

MANAGED SERVICES
CLOUD SERVICES
BUSINESS IT SERVICES
COPIERS & PRINTERS

marco

marconet.com

CITY OF ISANTI- Liquor Store Security Cameras

Prepared by:

Marco - Minneapolis

Taylor Kirt
320-650-1921
taylor.kirt@marconet.com

Prepared for:

CITY OF ISANTI

PO BOX 428
ISANTI, MN 55040-0428
John Jacobi
763.444.5063
jjacobi@cityofisanti.us

Ship To:

CITY OF ISANTI

110 N 1ST AVE
ISANTI, MN 55040-0428
John Jacobi
763.444.5063
jjacobi@cityofisanti.us

Quote Information:

Quote #: 046944

Version: 1
Date Issued: 05/21/2019
Expiration Date: 06/20/2019

Products

Description	Price	Qty	Ext. Price
Equipment	**$9,808.90**	**1**	**$9,808.90**
EndpointDefender - 16 PoE ports (140 W), 3 year warranty, includes CameraDefense firmware for camera hardening.		1	
8S16 R - 16 analog channel, 240 FPS recorder supporting up to 16 channels (analog or IP). Recorder comes complete with docking station, all I/O and 2 X 6TB (12TB)		1	
Fixed Dome - 4MP, 2.8mm, Audio		15	
Tile Bridge		10	
Winic outdoor wall mount		3	
Cable, Cat6, 23-4P, CMP, Green, 1000 Feet		2	
Cat 6 Patch Cable, 3 FT, Green		15	
Marco Professional Services	**$5,180.00**	**1**	**$5,180.00**
PHYSEC Client Integration		1	
PHYSEC Installer		1	

Subtotal: $14,988.90

Quote Summary - One-Time Expenses

Description	Amount
Products	$14,988.90
Total:	**$14,988.90**

- Marco's standard Payment Terms, Warranty, and Return Policy ("Terms") can be found at: https://www.marconet.com/terms-conditions/.
- In the event of a conflict between those Terms and the Proposal and Agreement documents in this document package "Package Documents," the terms in the Package Documents shall control.
- Taxes, shipping, handling and other fees may apply where applicable. We reserve the right to cancel orders arising from pricing or other errors.

Marco Technologies, LLC

Signature: _____

Name: _____

Title: _____

Date: _____

CITY OF ISANTI

Signature: _____

Name: John Jacobi

Date: _____

PO Number: _____

Keith Lusk

From: AOT
Sent: Monday, June 17, 2019 12:15 PM
Cc: Keith Lusk
Subject: Cameras

15 cameras.	2550.00
1 16 channel NVR.	1450.00
250 ft cat 5 cable.	160.00
Labor charge.	720.00
Total.	4880.00

You will need to provide 50 ft hdmi cable for monitor in front of store and a monitor for back of store when all work is complete you will own all equipment there for will be responsible for equipment since we have no monthly charge on account.Please call with any questions or email.

Thanks

Justin. Phone

genesis

QUOTE

Isanti Municipal Liquor

Date
Jul 10, 2019

Expiry
May 30, 2019

Quote Number
QU-0001

Genesis Wireless
PO Box 362
BRAHAM MN 55006

Description	Quantity	Unit Price	Tax	Amount USD
2.1MP IP Dome 75' IR Camera	15.00	135.00	6.875%	2,025.00
16CH PoE NVR	1.00	699.99	6.875%	699.99
6TB Hard Drive	1.00	439.98	6.875%	439.98
Per Camera Install Fee	14.00	75.00	Tax Exempt	1,050.00
NVR Setup Fee	1.00	75.00	Tax Exempt	75.00
Cat5e outdoor cable per ft	500.00	0.60	6.875%	300.00
			Subtotal	4,589.97
			TOTAL TAX 6.875%	238.22
			TOTAL USD	**4,828.19**

Terms

3 Year warranty on equipment.
This quote includes everything to complete the job including Hdmi cables to both monitors, as well as tax.

Search

Antop Antenna Inc. PL-414BG Pro-line UFO Amplified... $54.99 Shop Now

Electronics / TV & Video / All TVs

VIZIO 24" Class HD (720P) Smart LED TV (D24h-G9)

202 reviews VIZIO Walmart # 570890998

$118.00 List $138.00

Free delivery
Arrives by Monday, Jul 29

Free pickup today
In stock at Cambridge, 2101 2nd Ave Se

More delivery & pickup options

Add-on services (0 Selected) Select Options

Available Options: Walmart Protection Plan and Expert Home Services.

Tell us if something is incorrect

Qty: 1

Add to Cart

Sold & shipped by Walmart

Add to List Add to Registry

8 other sellers from $133.09

Feedback

Search

Antop Antenna Inc. PL-414BG Pro-line UFO Amplified... $54.99 Shop Now

SPECIAL BUY

Insten 6FT High Speed Gold-Plated HDMI Cables 6' Support 4K 2160p 30Hz, Full HD 1080p, 3D, muti view video, PS4, Ethernet, Smart TV & Audio Return, 2 Pack

507 reviews Insten

$3.99

$2.98 delivery

Arrives by Thursday, Aug 1

Or get it by Fri, Jul 26 with faster delivery

More delivery & pickup options

Qty: 1

Add to Cart

Tell us if something is incorrect

Pickup not available

Sold & shipped by eForCity Return policy

Add to List Add to Registry

Feedback

Product Highlights

- High quality material

A Community For Generations.

Isanti

K.3

To: Mayor Johnson and City Council Members

From: John Jacobi, Liquor Store Manager

Date: August 7, 2019

Subject: Donation Request for MMBA "Support Our Fire Department Fundraiser" In-Store

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Background:
Each year the MMBA supports many different organizations for the sole purpose of raising funds as well as supply donations to help support our local Fire Department in our area. I am requesting that we promote this program in-store and customers can donate supply items to be raffled off or a cash donation in any amount they wish to help support this program. The dates of the donations are August 7th through September 11th 2019.

RESOLUTION 2019-XXX

APPROVING DONATION BOX AT LIQUOR STORE

WHEREAS, on June 2, 2009 City Council approved a donation box policy; and

WHEREAS, Isanti Liquor is requesting use of a donation box at the liquor store in support of the MMBA "Support Our Fire Department" drive; and

WHEREAS, the Donation Policy has been reviewed the request and recommended its approval.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Isanti, Minnesota hereby approves placement of a donation box for the "Support Our Fire Department" drive at the Isanti Liquor Store from August 7, 2019 through September 11, 2019.

Adopted by the Isanti City Council this 7th day of August 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

1st Annual MMBA Fire Department Fundraiser

In an effort to help your cities promote the Community Value of their Municipal Liquor Operation, the MMBA, in partnership with MillerCoors, is coordinating the *1st annual fundraiser* **benefiting your local fire departments.**

This is an effort to help raise additional $$ for local fire departments as many are running on very tight budgets. All funds raised will go directly to the local fire department that services your community.

In addition, for each store that participates, you will be part of a random drawing for 1 of 5 additional $500 donations for local fire departments! Send in a photo of your display/participation to be entered.

In appreciation for the largest donation gathered, MillerCoors will also donate a case of Coors Banquet to each and every fire fighter at that cities department!

Here are execution details for this program:

- The fundraiser will run from August 1 – Sept 11th, 2019. At the end of the event (Sept 11th), please take the collected cash to your local fire department while contacting Paul Kaspszak with your results.
- Each participating Municipal store will raise funds in various ways (suggestions noted below)
- POS to help Support the event
    - Signage will be available from your Coors Distributor – please contact them and determine exactly what you need and what you want the POS to communicate
        - Banners for front of store
        - Posters for inside store and above Coors/Coors Light display
        - Donation cards (To start, it is suggested that you get 100 donation cards with scannable UPC for ease of collection)

Here are some successful ideas to help promote the event and raise the most funds:

- ✓ Donation cards – every person who donates signs a card and the cards are proudly displayed in store (behind register, around Coors display, entry way – this helps to increase awareness as well as thank those that donate)
- ✓ Contact your local Fire Chief to gain their participation and more suggestions.
  - Plan a day or 2 when fire trucks can be parked in-front of the store
  - Have station donate items to be raffled in silent auction (ie signed helmet or boots)
  - Have firefighters in your store for photos and help with donations
  - Is there a piece of equipment the fire department is in need of? Set a goal and help them achieve it!
- ✓ Run a silent auction in-store to raise $$ - items could be donated by fire station, city, local businesses, breweries, distributors, etc
- ✓ Hold a beer sampling and donate the sign up costs
- ✓ Donate a portion of Coors/Coors Light sales for the month of August. $.50/case being a suggestion.
- ✓ At the end of the program, tally your funds and ask your local Coors distributor to mock up a large check. This is a great photo opp for your store/local paper and it can be then posted in your store thanking the community for their efforts.

Your Coors distributor will be asking about your participation and how they can help. They will also be incentivized to build large creative displays with Coors and Coors Light cases to help with your efforts.

Any and all additional display/feature consideration for Coors and Coors Light is greatly appreciated!

Send in all your photos of your participation to
Email: kaspszak@outlook.com and CC : jon.chance@millercoors.com

If you want to bounce ideas off someone who ran this program successfully last year, reach out to Nancy Drumsta in Delano. She nearly raised $5000 in her 1st trial year! 5K goes a looong way with your local fire department.
Phone: 612-708-5400
Email: ndrumsta@delano.mn.us

If you have any issues contacting your local distributor, please contact Jon Chance
Phone: 612-718-6862
Jon.chance@millercoors.com

Thanks for your participation!!!!!

K.4

RESOLUTION 2019-XXX

RESOLUTION APPROVING AMENDMENT TO THE 2019 BUDGET - LIQUOR

WHEREAS, on December 4, 2018 the City Council approved the City of Isanti 2019 Budget; and,

WHEREAS, the 2019 budget included $5,600.00 in account 609-49750-500 for Liquor Store capital outlay expenses; and,

WHEREAS, Committee of the Whole recommended the unbudgeted replacement of the Liquor Store cameras and DVR system in the amount of, not to exceed, $5,070.00;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to authorize the Finance Director to amend the 2019 budget by increasing budgeted expenditures in account 609-49750-500 by $5,070.00.

This Resolution is hereby approved by the Isanti City Council this 7th day of August, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

K.5

APPLICATION FOR AN EXEMPT GAMBLING PERMIT

City of Isanti
110-1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

Applicant Instructions:

1. Fee upon application is $50.00 and must be made payable to **City of Isanti.**

Name of Organization: Rum River Bmx Association

Address of Organization: 101 Isanti PKWY NW Isanti Mn 55040

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Sean Wilson
Name | Address | Phone No.

Cherie Sullivan
Name | Address | Phone No.

Name | Address | Phone No.

Type of Event: 50/50 Raffle Date of event: Aug 22nd - Aug 25th

Use of Proceeds: Proceeds shall be used offset cost of event and awards for racers

Isanti Indoor Arena 101 Isanti Pkwy NW Isanti Mn 55040
Location and address of event:

Estimated value of prizes to be awarded: $5000.00

Name of applicant: Sean P. Wilson Applicant's phone number:

Signature of applicant:

Date: 7/12/19

Approved by City Council _____ Resolution # _____

POS = 3 / 311

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RESOLUTION 2019-XXX

APPROVING APPLICATION FOR AN EXEMPT GAMBLING PERMIT FOR RUM RIVER BMX 50/50 RAFFLE

WHEREAS, the City has received an application for an exempt gambling permit from Rum River BMX to hold an event on August 22nd 2019 through August 25th 2019 at Rum River BMX, Isanti, MN; and

WHEREAS, the applicant estimates the value of prizes to be awarded is $5,000 and will require state approval; and,

WHEREAS, the City of Isanti has no objection to the conduct of lawful gambling by the applicant, in accordance with law, at the designated location; and,

WHEREAS, the applicant has successfully passed a background check by the Isanti Police Department.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the application for an exempt gambling permit is approved for the following dates: August 22nd 2019, August 23rd 2019, August 24th 2019 and August 25th 2019 at Rum River BMX.

BE IT FURTHER RESOLVED, that approval is subject to the approval for such permits under laws of the State of Minnesota and their compliance with all laws.

This Resolution is hereby approved by the Isanti City Council this 7th day of August 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

K.6

RESOLUTION 2019-XXX

A RESOLUTION TO DESIGNATE FRANCHISE FEE REVENUE ALLOCATIONS

WHEREAS, Resolution 98-38 established the use of Franchise Fees as received from Citation Cable; and,

WHEREAS, Committee of the Whole recommended on July 16, 2019 to change the allocations of the Cable Franchise Fee Revenue for the 2020 budget as follows:

1) Transfer 20% of the accumulated revenue to the Economic Development Authority Fund
2) Transfer 80% of the accumulated revenue to the Technology Improvement Fund; and,

WHEREAS, future Cable Franchise Fee revenue allocations will be determined annually by the City Council; and,

WHEREAS, this Resolution supercedes Resolution 2007-084;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that beginning with the 2020 Annual Budget, Cable Franchise Fee Revenue will be allocated annually as detailed in the Council approved Budget.

This Resolution hereby approved by the Isanti City Council this 7th day of August, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To: **Mayor Johnson and Members of City Council**

From: Matt Sylvester, Public Services Director

Date: August 6, 2019

Subject: Sewer Budget Amendment

Request:
In 2018 staff had budgeted $20,000 in the sewer operations maintenance and repairs account 602-49450-404. Because of unforeseen repairs at the Wastewater Treatment Plant to include the backwash filter valves. Staff is requesting to increase the sewer operation maintenance and repairs account by $8,000.

Attachment:
- Resolution 2019-XXX -

RESOLUTION 2019-XXX

RESOLUTION APPROVING AMENDMENT TO THE 2019 BUDGET - SEWER

WHEREAS, on December 4, 2018 the City Council approved the City of Isanti 2019 Budget; and,

WHEREAS, the 2019 budget included $20,000.00 in account 602-49450-404 for Sewer operation maintenance and repair costs; and,

WHEREAS, unforeseen unbudgeted repair costs have warranted the budget to be increased by $8,000.00;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to authorize the Finance Director to amend the 2019 budget by increasing budgeted expenditures in account 602-49450-404 by $8,000.00.

This Resolution is hereby approved by the Isanti City Council this 7th day of August, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

K.8

RESOLUTION 2019-XXX

APPROVING THE OFFER OF PART-TIME LIQUOR STORE CLERK TO JESSICA JOHNSON

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and,

WHEREAS, the City Council approved to advertise and accept applications to fill a Liquor Store Part-Time Clerk position; and,

WHEREAS, the Interviewing Panel selected Jessica Johnson as the most qualified candidate for the open Part-Time Liquor Store Clerk position. Offers are contingent on successfully passing a background check and reference check. If any of the mentioned contingencies are not met, the offer can and will be rescinded.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1. That Human Resources is hereby directed to offer the Part-Time Liquor Store Clerk position to Jessica Johnson for the City of Isanti and that he shall be eligible to start in that position after August 7th, 2019.
2. That this position is not eligible for benefits and will be scheduled 29 hours or less a week.
3. That Jessica Johnson shall start at Step 2 of the Wage Scale at $12.00 per hour.
4. That Jessica Johnson shall be on probationary status per the Personnel Policy in the position of the Part-Time Clerk position.
5. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
6. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 7th day of August 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

K.9

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members of City Council**
From: Sheila Sellman, Community Development Director
Date: August 7, 2019
Subject: RESOLUTION 2019-XXX a resolution approving the Development Agreement for Dollar General

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Background:
On June 4, 2019 the City approved the final plat and site plan for Dollar General. As part of the development process a development agreement is required. The applicant (Dollar General) as reviewed the agreement and has no concerns or comments.

Request:
Approve the Development Agreement for Dollar General.

Attachments:
- Resolution 2019-XXX

RESOLUTION NO. 2019-XXX

A RESOLUTION APPROVING THE DEVELOPMENT AGREEMENT FOR DOLLAR GENERAL

WHEREAS, Dollar General has an approved final plat known as RSBR Palomino Road Addition consisting of 2 commercial lots; and,

WHEREAS, Dollar General has an approved site plan for the Dollar General store on Lot 1, Block 1, RSBR Palomino Road; and,

WHEREAS, a Development Agreement for Dollar General has been prepared and signed by the Developer and is ready for consideration by the City Council of the City of Isanti; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves this Resolution with the following conditions:

1) Prior to the signing of the development agreement any outstanding escrows, fees and/or financial guarantees, as stated within the development agreement, shall be established and/or paid.

IT IS FINALLY RESOLVED, that the City Council of the City of Isanti, Minnesota hereby direct the Mayor and City staff to execute said development agreement.

This Resolution hereby approved by the City Council of the City of Isanti this 7th day of August, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

DEVELOPER'S AGREEMENT

DOLLAR GENERAL

THIS AGREEMENT is made this ___ day of _____, 2019 by and between the City of Isanti, a municipal corporation under the laws of Minnesota ("City"), and DGOGIsantimn09192018, LLC, a Missouri Limited Liability Company ("Developer").

RECITALS

A. Developer has purchased or is purchasing certain real estate including but not limited to that certain parcel consisting of approximately 1.38 acres, more or less, located in the City of Isanti, Minnesota, which is legally described on the attached Exhibit A ("Subject Property").

B. The Developer intends to construct a 9,100 square foot Dollar General Store ("Development") upon the Subject Property.

C. The City Council approved a final plat ("Final Plat") which contains the Subject Property, to be described as (proposed platted lot description as described on the final plat) for the Development by Resolution No. 2019-154, and the Site Plan for the Development by Resolution No. 2019-155, all adopted on June 4, 2019 (collectively, "City Approvals").

D. Developer agrees to comply with the requirements set forth by City Code, City Approvals and the Approved Plans, as herein defined and enumerated on the attached Exhibit C and Exhibit D, except as may be specifically authorized in this Agreement.

E. The City and the Developer now desire to enter into this Developer's Agreement ("Agreement") setting forth certain requirements and obligations relating to the development of the Subject Property and Final Plat including but not limited to the execution and recording of certain instruments. This Agreement is intended to replace and supersede all previous oral agreements, previous development and early start agreements and related amendments thereto, and previous negotiations between the parties in relation to the proposed improvement by Developer of the Subject Property.

F. City policy requires that the Developer perform certain infrastructure work and install certain on and off-site improvements within the Subject Property and/or within or upon public right of way and/or public drainage and utility easements, which work and improvements typically consist of street improvements, utilities, lighting, grading, boulevard landscaping, drainage swales, erosion control, street cleaning, landscaping, trails, and wetland buffer, including the specific improvements required as set forth in the Approved Plans (as described in Section 1.01), which improvements shall be referred to herein as the "Improvements."

AGREEMENT

ARTICLE ONE
CONSTRUCTION OF IMPROVEMENTS

1.01. Developer Installed Municipal Improvements. The Developer shall construct the following described municipal improvements for the development, which are hereinafter collectively called "Developer Installed Municipal Improvements" The Developer Installed Municipal Improvements shall be constructed at the Developers expense and in accordance with City requirements and specifications. The Developer shall engage at its own expense a registered professional civil engineer to prepare plans and specifications for the Developer Installed Municipal Improvements. These plans shall be submitted to the City for review and approved by the City Engineer. The Developer agrees to City inspection of all Developer Installed Municipal Improvements and payment for said inspection services.

a. The Developer shall construct and be responsible for the installation, at Developer's sole expense, of sanitary sewer and water mains and any other infrastructure improvements shown on Exhibits C and D servicing this project and for the extension of sanitary sewer and water mains to the parcel adjacent to and north of the Subject Property.

b. Upon approval of the City Engineer and acceptance by the City as provided in paragraph 1.05 below, all water main and sanitary sewer main improvements, sanitary sewer manhole(s) and water hydrant(s) and any other infrastructure improvements located within public street right of way and/or within public drainage and utility easements will be turned over to the City and will thereafter be deemed City owned improvements.

1.02. Staking, Surveying and Inspections. Developer must provide all required staking and surveying for the Improvements in order to ensure that the completed Improvements conform to the Approved Plans. The City will provide for construction inspection. Developer must notify the City Engineer or designee at least 48 hours in advance, not including weekend days or holidays, for inspection service or scheduling of tests to be performed. Costs incurred by the City for the inspection activities will be recovered through the escrow described in Article Two.

1.03. Unsatisfactory Labor or Material. In the event that the City Engineer rejects as defective or unsuitable any material, then such material must be removed and replaced with approved material at the sole cost and expense of the Developer. In the event that the City Engineer rejects as defective or unsuitable any labor supplied by the Developer, then the labor must be completed again to the specifications and with the approval of the City Engineer at the sole cost and expense of the Developer. The City Engineer shall not reject as defective or unsuitable material or labor delivered

consistent with the Approved Plans (or any amendment to the Approved Plans agreed to by the City and the Developer).

1.04. Records. Upon request by the City Engineer, Developer will provide requested copies of bids, change orders, suppliers, subcontractors, or related matters, relating to the Improvements.

1.05. Final Inspection/Acceptance. Upon completion of all work required by the City, the City Engineer and representatives of the Developer's contractor and/or engineer will promptly make a final inspection of the work to determine that the Developer Installed Municipal Improvements were installed pursuant to the Approved Plans. Before final payment is made to the contractor by the Developer, the City Engineer shall be satisfied that all work is satisfactorily completed in accordance with the Approved Plans, and the Developer's engineer shall submit a written statement attesting to the same. The final approval and acceptance of the development and Improvements shall be in writing from the City. The written approval and acceptance will also accept any Improvements which are to be transferred to the City upon proper completion.

1.06. As-built Plans. Upon completion of the Improvements, the Developer shall provide the City with: (i) a full set of as-built plans in a digital PDF format, and (ii) an as-built survey in a CADD format, for City records. Utility profiles are not required to be included in the as-built plans.

1.07. Maintenance of Public Property. Developer agrees to assume full financial responsibility for any damage which may occur to public property with the development of Subject Property, including, but not limited to, streets, street sub-base, base, bituminous surface, curb, utility system including, but not limited to water main, sanitary sewer or storm sewer when said damage occurs as a result of the activity which takes place during the development of the Subject Property by the Developer, its contractors or subcontractors or assigns. The Developer further agrees to pay all costs required to repair the streets or utility systems, or both, damaged or cluttered with debris when occurring as a direct or indirect result of the construction that takes place by said Developer, its contractors or subcontractors or assigns. In the event the Developer fails to maintain or repair the damaged public property referred to aforesaid, after first receiving 72 hours' written notice of the nature of the default or damage, the City may undertake making or causing it to be repaired or maintained. The City may draw down on the escrow, Letter of Credit or any other cash deposits made by Developer to pay such costs, if Developer fails to complete the repairs.

1.09. Maintenance of Improvements. Developer shall be responsible for all maintenance, upkeep and repair (including, but not limited to snow plowing, mowing, weed control, and grading) of the Improvements until such are completed and accepted by the City. Developer shall remain responsible for all maintenance and upkeep of Improvements that are not transferred to the City. Developer hereby agrees to indemnify and hold the City harmless from any and all claims for damages of any nature whatsoever arising out of Developer's acts or omissions in performing the obligations imposed upon Developer by this paragraph.

EASEMENT; RIGHT OF ENTRY

1.10. To the Developer. The City grants to the Developer a Temporary Construction Easement ("Easement") over, under and across the rights-of-way dedicated to the public in the RSBR Palomino Road Addition Final Plat for purpose of construction of the Improvements. The Easement will commence with the filing of the RSBR Palomino Road Final Plat with Isanti County, and shall terminate upon acceptance of the Improvements by the City.

1.11. To the City. The Developer grants to the City, its agents, representatives, employees, officers, and contractors, a right of entry to access all areas of the Subject Property to perform any and all work and inspections necessary or deemed appropriate by the City or to take any corrective actions deemed necessary by the City in conjunction with this Agreement. The right of entry conveyed by the Developer to the City shall continue until the City accepts the Improvements. The City will provide the Developer with reasonable notice prior to exercising its rights hereunder, except in the case of an emergency.

ARTICLE TWO
FINANCIAL GUARANTY AND REQUIRED PAYMENTS

2.01. Development Costs. All fees and costs as further set out in Exhibit B must be paid in full to the City prior to the delivery of the Final Plat to Developer for recording.

2.02. Escrow. The Developer shall submit an escrow for the Development as required by Exhibit B. This escrow is to apply toward the cost of legal fees, engineering fees, administrative expenses and other costs related to this development and the items listed on Exhibit B. All fees and costs incurred by the City in connection with this Agreement shall be charged against said escrow account which shall remain in effect until the completion of the development. Any funds remaining in the escrow account after the completion of the development shall be refunded to the Developer. In the event that the escrow account herein is depleted, Developer agrees to post additional sums of money to replenish the account to a maximum of $2,500 to cover projected City costs. Developer agrees that the escrow account shall always have a balance of no less than $1,000. Developer shall be entitled, upon request, to an itemized statement of all costs and fees charged against this escrow account. The City will notify the Developer in writing when additional escrow cash must be placed in the escrow account. Developer shall pay additional escrow as determined by the City within 10 days of written demand. Failure to make payment of the additional escrow amount will permit the City to supplement those amounts from the Security pursuant to Section 2.02 or to issue the Developer a stop work order.

ARTICLE THREE
OTHER REQUIREMENTS

3.01. Indemnification. Notwithstanding anything to the contrary in this Agreement, the City, its officials, agents and employees shall not be personally liable or responsible in any manner to the Developer, the Developer's contractor or subcontractor, material suppliers, laborers or to any other person or persons for any claim, demand, damages, actions or causes of action of any kind or character arising out of or by reason of the execution of this Agreement or the performance and completion of the work required by this Agreement to be performed by the Developer. The Developer will hold the

City, its officials, agents and employees harmless from all such claims, demands, damages, or causes of action and the costs, disbursements, and expenses of defending the same, including but not limited to, attorneys' fees, consulting engineering services, and other technical or professional assistance, including the work of City staff and employees, except for gross negligence or willful misconduct. The Developer further agrees that it will indemnify, defend, and hold harmless the City and its governing body members, officers, and employees, from any claims or actions arising out of the presence, if any, of hazardous wastes or pollutants on the Subject Property, except to the extent caused by the acts or omissions of the City. Nothing in this section will be construed to limit or affect any limitations on liability of the City under State or federal law, including without limitation Minnesota Statutes Sections 466.04 and 604.02.

3.02. Insurance. The Developer must keep the insurance in force at all times that construction on the development is in progress. The insurance must name the City as an additional insured. The Developer shall furnish proof of insurance acceptable to the City, covering any public liability or property damage by reason of the operation of the Developer's equipment, laborers, and hazard caused by the Improvements, and include at least the following:

a. Comprehensive general liability insurance (including operations, contingent liability, operations of subcontractors, competed operations and contractual liability insurance) together with an Owner's Contractor's Policy with limits against bodily injury, including death, and property damage (to include, but not be limited to damages caused by erosion or flooding) which may arise out of Developer's work or the work of any of its subcontractors. The exclusion for underground collapse shall be removed.

b. Limits for bodily injury or death shall not be less than $500,000.00 for one person and $1,500,000.00 for each occurrence; limits for property damage shall not be less than $2,000,000.00 for each occurrence.

c. Worker's compensation insurance, with statutory coverage, if applicable.

d. Developer shall file a Certificate of Insurance with the Community Development Director prior to commencing site grading. Developer shall be responsible for insuring that the Certificate bear the following wording.

"Should any of the above policies be canceled or terminated before the expiration date thereof, the issuing company shall give thirty (30) days written notice of cancellation or termination to the Certificate Holder."

3.03. Permitting. No permits for the Development shall be issued until the City and Developer execute this Agreement and all amounts due and securities required under this Agreement are paid to the City, and the Final Plat is recorded and a receipt of said recording is provided to the City. No occupancy shall occur until a Certificate of Occupancy is issued by the City Building Official.

3.04. Underground Utilities. The Developer shall contact the electric, telephone, gas and cable companies that are authorized to provide service to the Subject Property for the purpose of ascertaining whether any of those utility providers intend to install underground lines within the

development. Any costs associated with the installation of underground utilities required by the utility companies shall be solely borne by the Developer. The Developer agrees to comply with applicable requirements of franchise ordinances in effect in the City, copies of which are available from the City Clerk.

3.05. Street Cleaning. The Developer shall clean dirt and debris from streets that has resulted from construction work by the Developer, its contractors, subcontractors, agents or assigns. The City will inspect the Subject Property not less than on a weekly basis to determine whether it is necessary to take additional measures to clean dirt and debris from the streets. After 24 hours' verbal notice to the Developer, the City may complete or contract to complete the clean-up at the Developer's expense. The City may draw down on the escrow, letters of credit or any other cash deposit to pay such costs.

3.06. Construction Hours; Noise; Dust. Developer will comply with all requirements of the City pertaining to the hours and days during which construction activities may take place. Unless otherwise approved by the City, construction hours shall be 7:00 a.m. to 9:00 p.m. Monday through Friday and 8:00 a.m. to 8:00 p.m. on Saturday. The Developer shall provide dust control to the satisfaction of the City Engineer.

3.07. Lighting. The Developer shall be financially responsible for the cost of lighting for the Development as described on the Electrical Site Plan.

3.08. Erosion Control. Developer shall be responsible for compliance with an approved erosion control plan. The Developer will be given a telephone notice when an unsatisfactory condition exists that is determined to be a Developer's responsibility. Work to correct said unsatisfactory condition shall commence within 48 hours from the time of the telephone notice. If work is not commenced within 48 hours of said telephone notice, City will proceed to do the required work at the expense of the Developer. If it is determined that the unsatisfactory condition could result in degradation of downstream water quality, Developer shall, upon telephone notice, immediately proceed to correct said unsatisfactory condition. If Developer does not, within the stated time period, respond to said unsatisfactory condition, City has the right to enter upon the property and correct said condition. City shall be entitled to all of its costs and expenses including, but not limited to legal, fiscal and engineering. City may draw on Developer's financial escrow and Security.

3.09. Other Approvals. In addition to the City Approvals, other governmental agencies have reviewed and approved components of the Plans, if required. It is the responsibility of the Developer to ensure that all permits from appropriate governmental agencies are received prior to beginning construction of any Improvements.

3.10. Final Plat. The Developer shall record the Final Plat RSBR Palomino Road Addition in the land records office for Isanti County, Minnesota within 30 days of its release by the City to the Developer.

3.11. Miscellaneous Obligations. Developer shall comply with the terms and conditions set forth in the following resolutions pertaining to the Development: Resolution No. 2019-154 (Final Plat), Resolution No. 2019-155 (Site Plan), all adopted by the City Council on October June 4, 2019.

ARTICLE FOUR
DEFAULT AND REMEDIES

4.01. Default by Developer. In the event of default by the Developer as to any of the work to be completed by the Developer, its successors or assigns, the City may, at its option perform the work and the Developer shall promptly reimburse the City for any expense incurred by the City, provided the Developer is first given notice of the work in default, not less than 72 hours in advance and does not, within that 72 hour period, diligently proceed to remedy such default. In the event of such unremedied default, the City is granted the right to declare any sums provided by this Agreement due and payable in full, and the City may immediately bring legal action against the Developer to collect the sums covered by this Agreement and/or draw upon the financial guaranty posted in conformance with paragraphs 2.02 of this Agreement. In the event the City draws from the Security sums that exceed the costs or damage to the City, the City will return such excess amounts. In addition to its other remedies provided herein, the City may levy the cost in whole or in part as a special assessment against the Subject Property. Developer waives its rights to notice of hearing and hearing on such assessments and its right to appeal such assessments pursuant to Minnesota Statutes, Section 429.081.

4.02. Complete Improvements-Right of Entry. In addition to the City's other remedies under this Agreement, if the Developer's breach involves failure to complete the Improvements, the City is hereby authorized, at its option to enter on to all portions of the Subject Property it deems necessary to complete the installation of any or all of the Improvements to which the default relates.

4.03. Denial of Permits. Breach of any term of this Agreement by the Developer or failure to comply with City ordinances shall be grounds for denial of building or occupancy permits for buildings within the Final Plat until such breach is corrected by the Developer.

4.04. Rights Cumulative. No remedy conferred in this Agreement is intended to be exclusive and each shall be cumulative and shall be in addition to every other remedy. The election of any one or more remedies shall not constitute a waiver of any other remedy.

4.05. Attorney Fees. The Developer will pay the City's costs and expenses, including attorneys' fees, in the event a suit or action is brought to enforce the terms of this Agreement or in the event an action is brought upon a bond or letter of credit furnished by the Developer as provided herein.

ARTICLE FIVE
MISCELLANEOUS PROVISIONS

5.01. Amendment. Any amendment to this Agreement must be in writing and signed by both parties.

5.02. Assignment. The Developer may not transfer or assign any of its obligations under this Agreement without the prior written consent of the City, which shall not be unreasonably withheld.

5.03. Agreement to Run with Land. The Developer agrees to record this Agreement among the land records of Isanti County, Minnesota contemporaneously with recording the Final Plat of RSBS Palomino Road Addition. The provisions of this Agreement shall run with the land and be binding upon the Developer and its successors in interest. Notwithstanding the foregoing, no conveyance of the Subject Property or any part thereof shall relieve the Developer of its personal liability for full performance of this Agreement unless the City expressly so releases the Developer in writing.

5.04. Release. Upon completion and approval of all work required herein, including completion of the Improvements and acceptance of the Improvements to be transferred to the City, and satisfaction of all of the Developer's obligations under this Agreement, the City agrees to execute a recordable instrument releasing the Property from the terms of this Agreement.

5.05. Severability. The provisions of this Agreement are severable, and in the event that any provision of this Agreement is found invalid, the remaining provisions shall remain in full force and effect.

5.06. Notices. All notices, certificates or other communications required to be given to City, Developer or Developer hereunder shall be sufficiently given and shall be deemed given when delivered or when deposited in the United States mail, first class, with postage fully prepaid and addressed as follows:

CITY:
City of Isanti
110 -1st Ave NW
PO Box 428
Isanti, MN 55040
Telephone: (763) 444-5512
Attn: Sheila Sellman, Community Development Director

DEVELOPER:
DGOGIsantimn09192018 LLC
1598 Imperial Center, suite 2001
West Plains, MO 65775

The City and Developer, by notice given hereunder, may designate different addresses to which subsequent notice, certificate or other communications should be sent.

5.07. No Third Party Beneficiary. This Agreement and any financial guarantees required pursuant to its terms are not intended for the benefit of any third party.

5.08. Consent. The Developer represents and warrants that there are no other persons or entities with interests in the Property.

5.09. Applicable Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. The Developer agrees to comply with all laws, ordinances, and regulations of Minnesota and the City that are applicable to the Subject Property.

5.10. Counterparts. This Agreement may be executed simultaneously in any number of counterparts, each of which shall be an original and shall constitute one and the same Agreement.

5.11. Non-waiver. Each right, power or remedy conferred upon the City or the Developer by this Agreement is cumulative and in addition to every other right, power or remedy, express or implied, now or hereafter arising, or available to the City or the Developer at law or in equity, or under any other agreement. Each and every right, power and remedy set forth in this Agreement or otherwise so existing may be exercised from time to time as often and in such order as may be deemed expedient by the City or the Developer and shall not be a waiver of the right to exercise at any time thereafter any other right, power or remedy. If either party waives in writing any default or nonperformance by the other party, such waiver shall be deemed to apply only to such event and shall not waive any other prior or subsequent default.

5.12 Supersedes and Replaces. The parties understand and agreed that this Agreement supersedes and replaces all oral agreements, previous development agreements, and negotiations between the parties in relation thereto.

[Balance of this page intentionally left blank]

IN WITNESS OF THE ABOVE, the duly authorized representatives of the parties have caused this Agreement to be executed in duplicate on the date and year written above.

DGOGIsantimn09192018 LLC.

_____

Its President

_____

CITY OF Isanti

_____

Jeff Johnson
Its Mayor

_____

Katie Brooks
Its Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF)

The foregoing instrument was acknowledged before me this _____ day of _____ 2019, by _____, of DGOGIsantimn09192018 LLC, a Minnesota corporation, on behalf of the corporation.

_____

Notary Public

STATE OF MINNESOTA)
) ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this _____ day of _____, 2019 by Jeff Johnson and by Katie Brooks, the Mayor and Clerk, respectively, of the City of Rogers, a Minnesota municipal corporation, on behalf of the corporation.

_____

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
City of Isanti
110 – 1st Ave NW
Isanti MN 55040
(763) 444-5512

RESOLUTION 2019-154

A RESOLUTION APPROVING THE FINAL PLAT OF "RSBR PALOMINO ROAD ADDITION PLAT"

WHEREAS, Dollar General has made application for a Final Plat Approval for "RSBR Palomino Road Addition Plat" which is legally described as Lot 1, Block 1, RSBR Palomino Road Addition Plat, Isanti County, Minnesota; and,

WHEREAS, the subject parcel has not been previously platted or subdivided; and,

WHEREAS, the aforementioned Final Plat can be approved through the Minor

Subdivision
Plat approval process as outlined by §536, Article 1 of the Isanti Subdivision Ordinance; and,

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the Final Plat on May 21, 2019; and,

WHEREAS, all required public notices regarding the public hearing were posted and sent to property owners within 350' of the subject property; and,

WHEREAS, the City of Isanti Planning Commission has recommended approval of the Final Plat "RSBR Palomino Road Addition Plat"; and,

WHEREAS, the City of Isanti City Council reviewed the Final Plat request at the regularly scheduled meeting on June 4, 2019.

BE IT FURTHER RESOLVED that the requested Final Plat Approval for "RSBR Palomino Road Addition Plat" be hereby approved with the following conditions:

1) A stormwater access and maintenance easement is dedicated to Parcel A from Parcel B to allow for Parcel A's stormwater.
2) A stormwater access and maintenance easement is dedicated to the City for the existing stormwater detention facility along the east side of the parcel, as described and approved by the City Engineer and Community Development Director.
3) Final review and approval by MN-DOT.
4) That the applicant shall furnish the City with three full size mylar transparencies of the plat, and one 11" x 17" mylar transparency upon successful approval of the plat.
5) The applicant shall, upon final signatures by all authorities, record the plat within 90 days and return one of the mylars back to the City for record keeping purposes.

This Resolution is hereby approved by the Isanti City Council on this 4th day of June, 2019.

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2019-155

A RESOLUTION APPROVING THE SITE PLAN/BUILDING APPEARANCE FOR A DOLLAR GENERAL ON PID 16.029.0900

WHEREAS, Overland Engineering, LLC, on behalf of Dollar General (applicant) is requesting a Site Plan/Building Appearance approval for the construction of a Dollar General; and,

WHEREAS, such request is located on the parcel legally described in "Exhibit 1" attached hereto (subject parcel); and,

WHEREAS, the subject parcel is located in the "B-2" General Business District and is subject to the additional requirements of the "TH-65" Trunk Highway 65 Overlay Zoning District, in both of the Zoning Districts *General Retail Establishments* are a permitted use; and,

WHEREAS, under Isanti Zoning Code Section 18, Subd. 2(A) the construction of a new building is required to obtain approval of the Site Plan/Building Appearance; and,

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the proposed Site Plan/Building Appearance on March 19, 2019; and,

WHEREAS, property owners within 350' of the subject parcel were notified of said public hearing as required by Isanti Zoning Code. Additionally, proper notification of said public hearing was published in the *Isanti County News* and posted at City Hall and the Isanti Post Office; and,

WHEREAS, the City of Isanti Planning Commission recommended approval of the Site Plan/Building Appearance on May 21, 2019; and,

WHEREAS, the City of Isanti City Council reviewed the requested Site Plan/Building Appearance at its regularly scheduled meeting on June 4, 2019.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA, that it adopts the Findings of Fact and Conclusion related to the requested Site Plan/Building Appearance, attached as "Exhibit 2" hereto.

BE IT FURTHER RESOLVED that the requested Site Plan/Building Appearance be hereby **APPROVED** subject to the following conditions:

1) Address all conditions of the City Engineers review dated March 8, 2019
2) Submit a formal landscaping plan that identifies specific species permitted by Isanti Zoning Code
    a. Provide a 2' berm along the west property line that includes a 6' privacy fence to be properly maintained
    b. Provide additional landscaping along the north-side of the building to "break-up" the exterior wall.
3) Move loading dock entry from the south building elevation to the west building elevation

4) Sign permits are applied for and granted consistent with the City's Sign Code

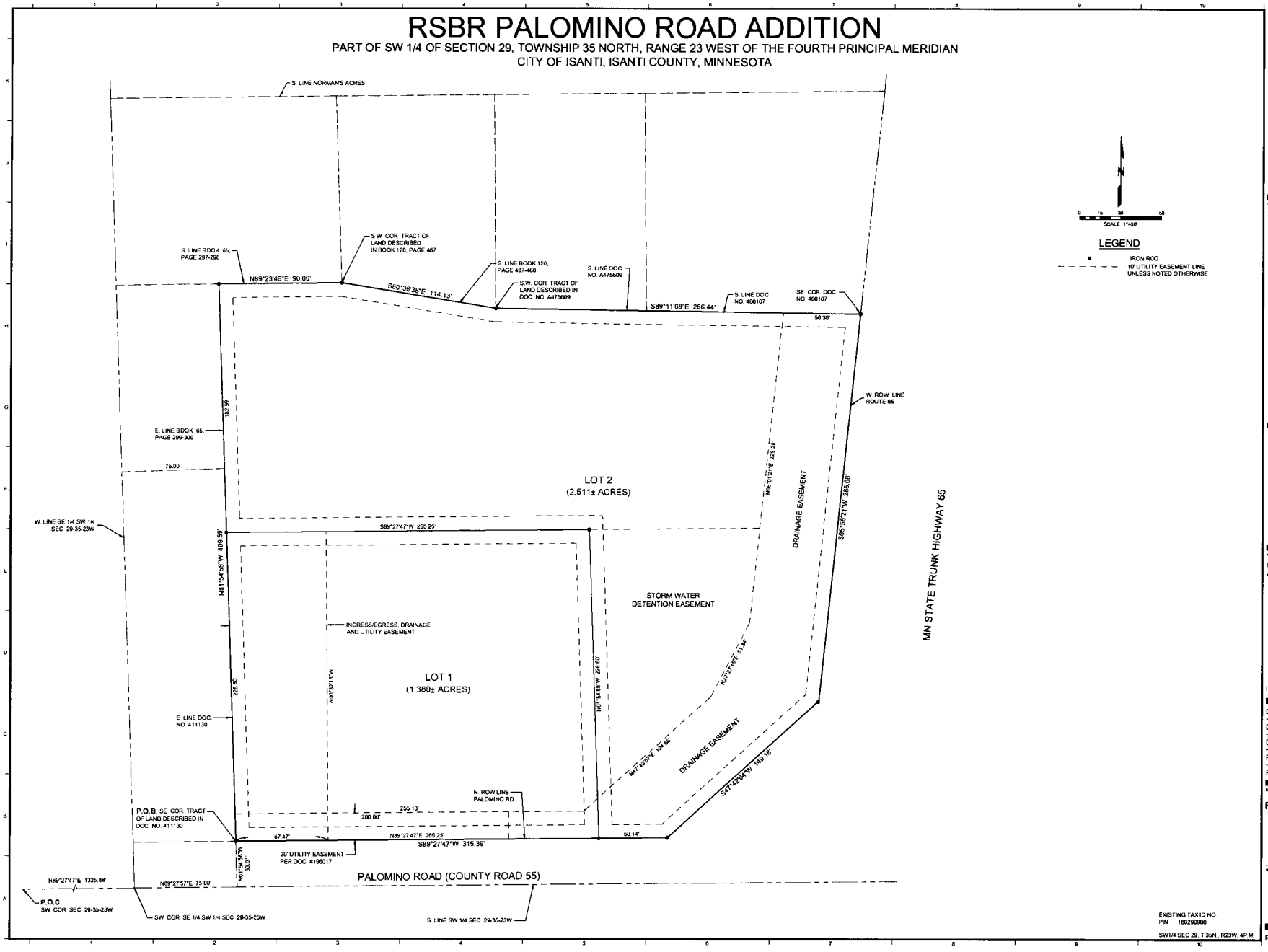
This Resolution is hereby approved by the Isanti City Council this 4th day of June, 2019

Mayor Jeff Johnson

Attest:

Katie Brooks
City Clerk/Human Resources

EXHIBIT A



Farnsworth GROUP
2709 McGRAW DRIVE
BLOOMINGTON, ILLINOIS 61704
(309) 663 8435 / inlowell.com
www.f-w.com
Engineers | Architects | Surveyors | Scientists

#	DATE	DESCRIPTION

PROJECT
RSBR PALOMINO ROAD ADDITION

ISANTI, MINNESOTA

DATE:	6-6-19
DESIGNED:	PEB
DRAWN:	DJM
REVIEWED:	
FIELD BOOK NO.:	PEO 166\PG 4

SHEET TITLE
FINAL PLAT

SHEET NUMBER
1
of 2

PROJECT NO.: 0181289.00
24P-558

2019 Exhibit B - Dollar General

Acres:	**$ 3.89**
Units:	
Lots:	**$ 2.00**

I. **Platting Fees Owed/Credits:**

	Cost		per acre/unit/lot	Cash	Notes:
A. Trunk Utilities	$	2,050.00	per acre	$ 7,976.55	
B. Park Dedication	$	1,500.00	per acre	$ 5,836.50	
C Signal Light	$	0.10	per Sq/Ft	$ 10,808.80	usable platted square feet
Total Fees:				**$ 24,621.85**	

II. **Improvement Related Costs:**

	Cash	Notes

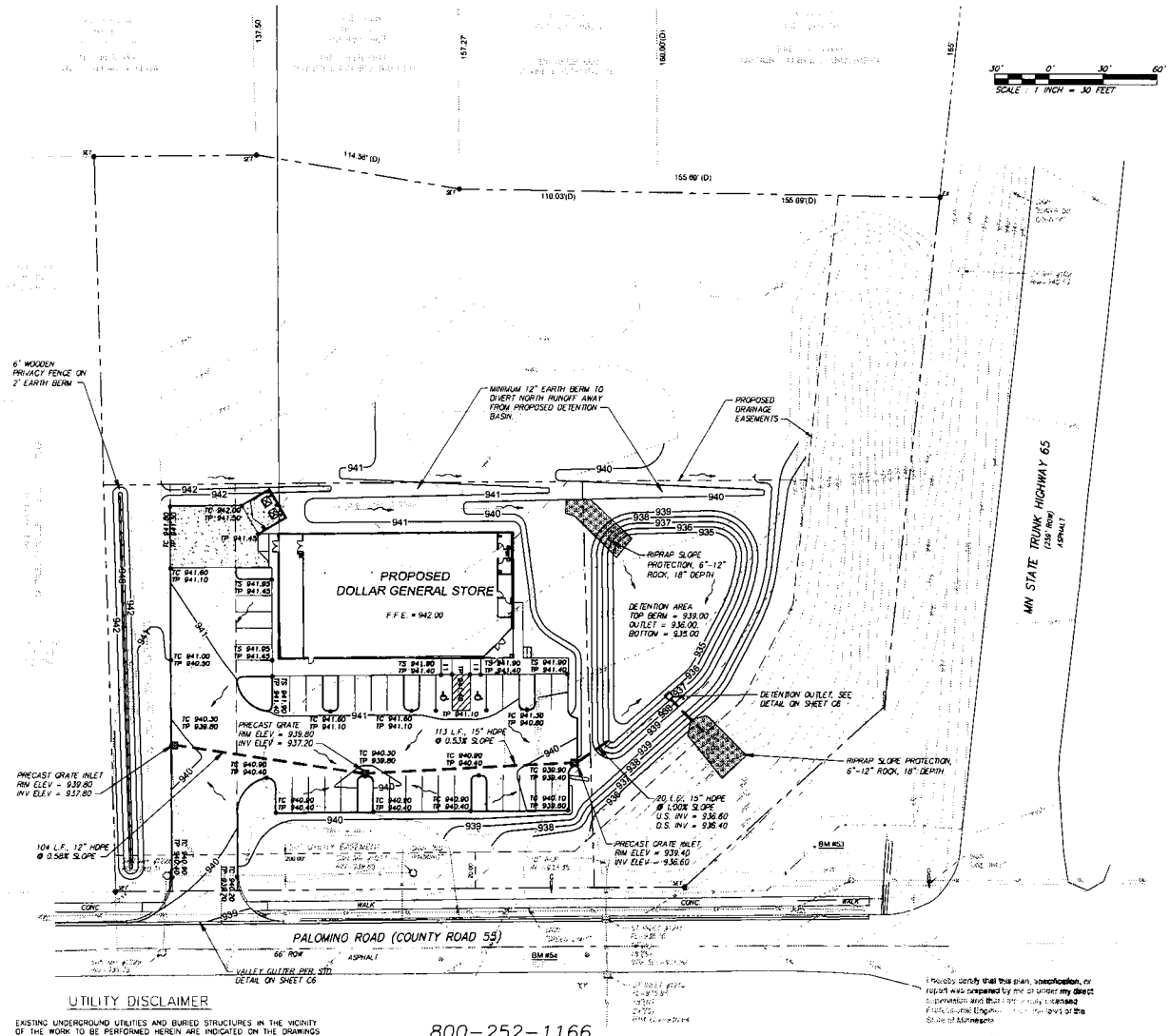
	Letter of Credit (LOC)	Cash Escrow	Notes
C. Engineering			
Onsite Field Inspection		$ 10,000.00	City Engineer - contract
Improvement Subtotals:	**$ -**	**$ 10,000.00**	

III. **LOC/Escrow/Fees required:**

	LOC*	Cash
A. Letter of Credit (LOC) - Section II I.	$ -	
B. Cash Escrow - Section II C-H.		**$ 11,000.00**
C. Fees - Section I		**$ 24,621.85**
D. Administrative - Section II A.		**$ -**
E. Development related transportation improvement cost - Section II B.		**$ -**
Total LOC and Cash required	**$ -**	**$ 35,621.85**

EXHIBIT C

APPROVED GRADING & UTILITY PLANS



LEGEND

- EX — EXISTING MONUMENT
- SET — SET MONUMENT
- IRON ROD
- IRON PIPE
- ROW — RIGHT OF WAY MARKER POST
- UTILITY POLE
- UTILITY POLE WITH TRANSFORMER
- SIGN
- STREET SIGN
- WATER VALVE
- FIRE HYDRANT
- STORM MANHOLE
- STORM INLET
- FLARED END SECTION
- SANITARY MANHOLE
- GAS MARKER/POST
- TREE STUMP
- DECIDUOUS TREE
- W — WATER LINE
- S — SANITARY SEWER LINE
- OHE — OVERHEAD ELECTRIC LINE
- STORM SEWER
- GROUND CONTOUR WITH ELEVATION
- 155.69' (D) — DEED DIMENSION
- 155.69' (R) — RECORD DIMENSION

BENCHMARKS:

BM #53: 60D NAIL IN POWER POLE ALONG N ROW LINE PALOMINO ROAD 90'± EAST OF SE CORNER OF PROPERTY
ELEV =937.27'

BM #54: 60D NAIL IN POWER POLE ALONG N EDGE OF PAVEMENT FOR PALOMINO RD NEAR CENTER OF SITE
ELEV =936.21'

SITE PLAN GENERAL NOTES:

1. STANDARD PARKING SPACES SHALL HAVE MINIMUM SIZE OF 9'x 20' UNLESS LOCAL JURISDICTION REQUIRE LARGER SPACES. PARKING SPACE STRIPING SHALL BE STANDARD 90 DEGREE STYLE. MINIMUM SIZE OF H.C. PARKING SPACES AND ACCESS AISLE ARE SHOWN ON DETAILS.
2. PAINTED STANDARD PARKING SPACE AND ISLAND STRIPE COLOR SHALL BE YELLOW FOR ASPHALT PAVEMENT AND CONCRETE PAVEMENT. COLOR FOR PAINTED H.C. ACCESSIBLE PARKING SPACE STRIPES, ACCESS AISLE OR ISLAND STRIPES, H.C. SYMBOLS, SHALL BE PAINTED PER THE REQUIREMENTS OF THE AUTHORITY HAVING JURISDICTION. BOLLARDS SHALL BE PAINTED YELLOW. PAINT SHALL BE REFLECTIVE TYPE.
3. PAINTED FIRE LANE STRIPING OR PAINTED CURBS SHALL BE PROVIDED AS REQUIRED BY JURISDICTIONAL REQUIREMENTS.
4. CONCRETE PARKING STOPS SHALL BE USED AT PARKING SPACES ALONG THE OUTER PERIMETER OF PARKING LOT WHEN CONCRETE CURBS ARE NOT USED.
5. CONCRETE PARKING STOPS SHALL NOT BE USED AT THE FRONT OF THE BUILDING OR ALONG THE PERIMETER (ADJACENT) TO THE BUILDING.
6. THE SIDEWALK AT THE FRONT OF THE BUILDING SHALL BE A MINIMUM OF 9-FEET WIDE. THE SIDEWALK SHALL INCLUDE A 10-FOOT MINIMUM WIDE ADA ACCESSIBLE RAMP CLOSE TO THE STORE MAIN ENTRANCE. SIDEWALKS ALONG OTHER SIDES OF BUILDING SHALL BE MINIMUM 3'-6" WIDE. SIDEWALKS ADJACENT TO BUILDING SLABS SHALL HAVE SEALED ISOLATION JOINTS AND SHALL BE 6" HIGH ABOVE EXTERIOR OR PAVEMENT FINISH GRADES. ALL EXTERIOR SIDEWALKS SHALL HAVE A BROOM FINISH.
7. PORTLAND CEMENT SIDEWALKS SHALL BE MINIMUM 4" THICK WITH WELDED WIRE FABRIC REINFORCING.
8. SIDEWALKS ADJOINING THE BUILDING MUST HAVE A 6" HIGH INTEGRAL CURB.
9. SLOPE CONCRETE SIDEWALKS AWAY FROM BUILDING AT A MINIMUM SLOPE OF 1/8" PER FOOT, INCLUDING RECESSED ENTRY.
10. THE ACTUAL LOCATION FOR THE PYLON SIGN SHALL BE SITUATED FOR OPTIMUM VISIBILITY ALONG THE MAIN FRONT TRAFFIC CORRIDOR.
11. BUILDING CORNERS ADJACENT TO PAVED AREAS SHALL BE BOLLARD PROTECTED. ABOVE GROUND UTILITY APPURTENANCES, SUCH AS METERS, TRANSFORMERS, FIRE HYDRANTS IN PAVED AREAS, ETC. SHALL BE BOLLARD PROTECTED.
12. DOWNSPOUTS SHALL NOT BE ALLOWED TO DISCHARGE ON CONCRETE SIDEWALKS. ROUTE DOWNSPOUTS UNDER SIDEWALKS AT ALL SIDEWALK LOCATIONS.
13. ALL DOWNSPOUTS DISCHARGING ONTO NON PAVED AREAS ARE TO HAVE A MINIMUM FIVE FOOT PERFORATED LANDSCAPE PIPE STRAPPED TO A MINIMUM 12 INCH X 24 INCH CONCRETE SPLASH BLOCK.
14. FINISH FLOOR TO BE A MINIMUM OF 12 INCHES ABOVE 100 YEAR FLOOD PLAIN.
15. FINISHED GRADE AT EXTERIOR WALLS SHALL BE A MINIMUM OF 6" BELOW FINISHED FLOOR AT ALL NON-PAVED AREAS.

UTILITY DISCLAIMER

EXISTING UNDERGROUND UTILITIES AND BURIED STRUCTURES IN THE VICINITY OF THE WORK TO BE PERFORMED HEREIN ARE INDICATED ON THE DRAWINGS ONLY TO THE EXTENT THAT SUCH INFORMATION HAS BEEN MADE AVAILABLE TO OR DISCOVERED BY THE ENGINEER IN THE PREPARATION OF THE DRAWINGS. THERE IS NO GUARANTEE AS TO THE ACCURACY OR THE COMPLETENESS OF SUCH INFORMATION AND ALL RESPONSIBILITY FOR THE ACCURACY AND COMPLETENESS THEREOF IS EXPRESSLY DISCLAIMED

800-252-1166
www.gopherstateonecall.org

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota

Print Name:
Signature:
Date: License #:

DOLLAR GENERAL
11615 E PALOMINO DRIVE, ISANTI, MINNESOTA

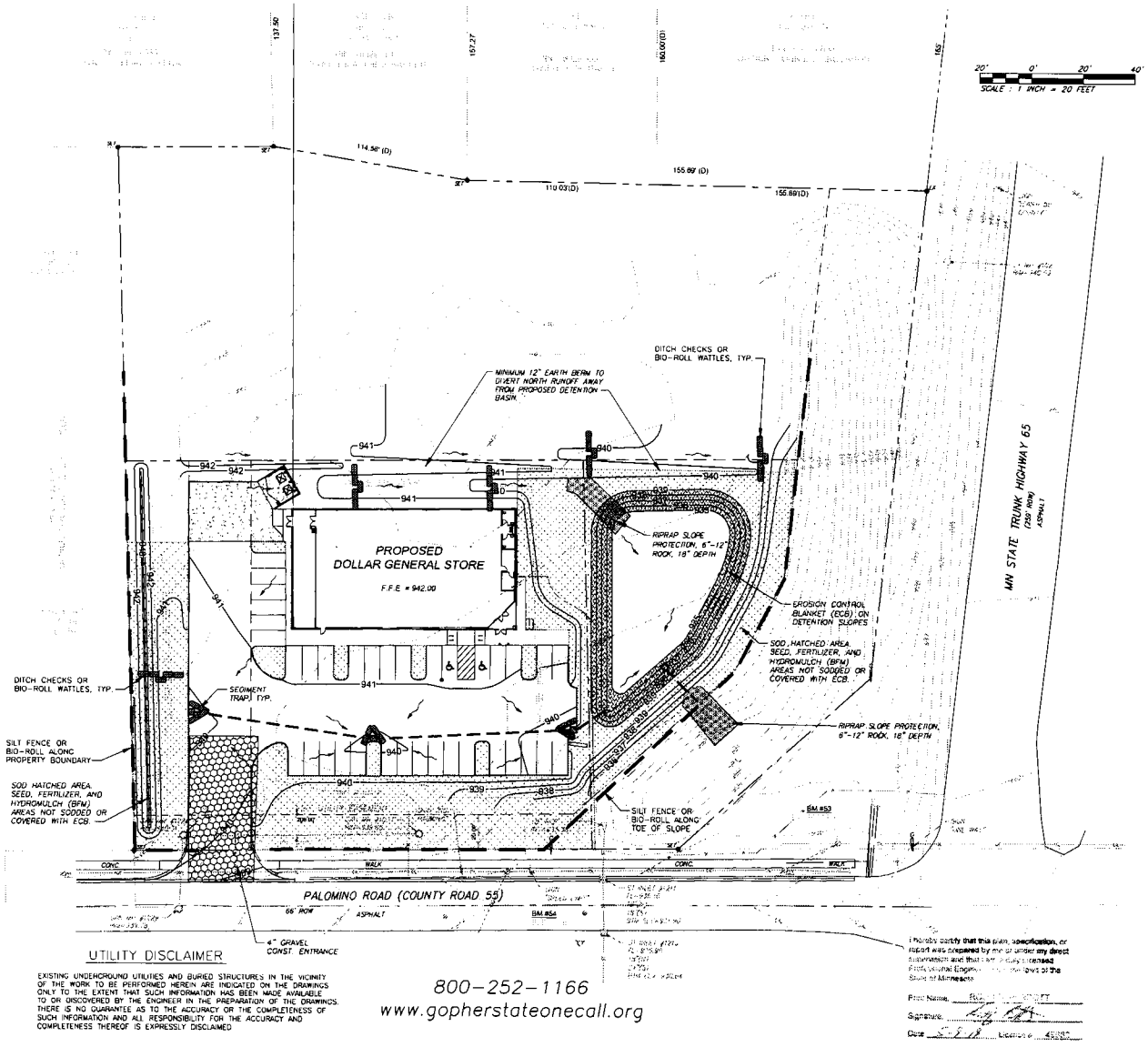
NO.	DATE	DESCRIPTION	BY

Overland ENGINEERING, LLC
SENECA CORPORATE DRIVE, SUITE 100
SOUTH BEND, IN 46637
PHONE: (574) 243-4100

DOLLAR GENERAL
ISANTI, MINNESOTA

GRADING PLAN

SHEET
C2



LEGEND

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- OVERHEAD ELECTRIC LINE
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- 155.68' (D) — DEED DIMENSION
- 155.68' (R) — RECORD DIMENSION

BENCHMARKS:

BM #53: 80D NAIL IN POWER POLE ALONG N ROW LINE PALOMINO ROAD 90'± EAST OF SE CORNER OF PROPERTY
ELEV.=937.27'

BM #54: 80D NAIL IN POWER POLE ALONG N EDGE OF PAVEMENT FOR PALOMINO RD. NEAR CENTER OF SITE
ELEV.=938.21'

IRRIGATION NOTES:

1. IRRIGATION SYSTEM FOR SODDED AND LANDSCAPED AREAS IS NOT SHOWN BUT SHALL BE DESIGNED AND INSTALLED BY CONTRACTOR.
2. IRRIGATION SYSTEM TO INCLUDE ALL SPRAY HEADS, VALVES AND CONTROLLERS.
3. LOCATE HEADS A MINIMUM OF 2'-0" FROM EDGE OF PAVEMENT / CURB.

UTILITY DISCLAIMER

EXISTING UNDERGROUND UTILITIES AND BURIED STRUCTURES IN THE VICINITY OF THE WORK TO BE PERFORMED HEREIN ARE INDICATED ON THE DRAWINGS ONLY TO THE EXTENT THAT SUCH INFORMATION HAS BEEN MADE AVAILABLE TO OR DISCOVERED BY THE ENGINEER IN THE PREPARATION OF THE DRAWINGS. THERE IS NO GUARANTEE AS TO THE ACCURACY OR THE COMPLETENESS OF SUCH INFORMATION AND ALL RESPONSIBILITY FOR THE ACCURACY AND COMPLETENESS THEREOF IS EXPRESSLY DISCLAIMED.

800-252-1166
www.gopherstateonecall.org

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.

Print Name:
Signature:
Date:
License #:

DOLLAR GENERAL
1965 S PALOMINO DRIVE, ISANTI, MINNESOTA

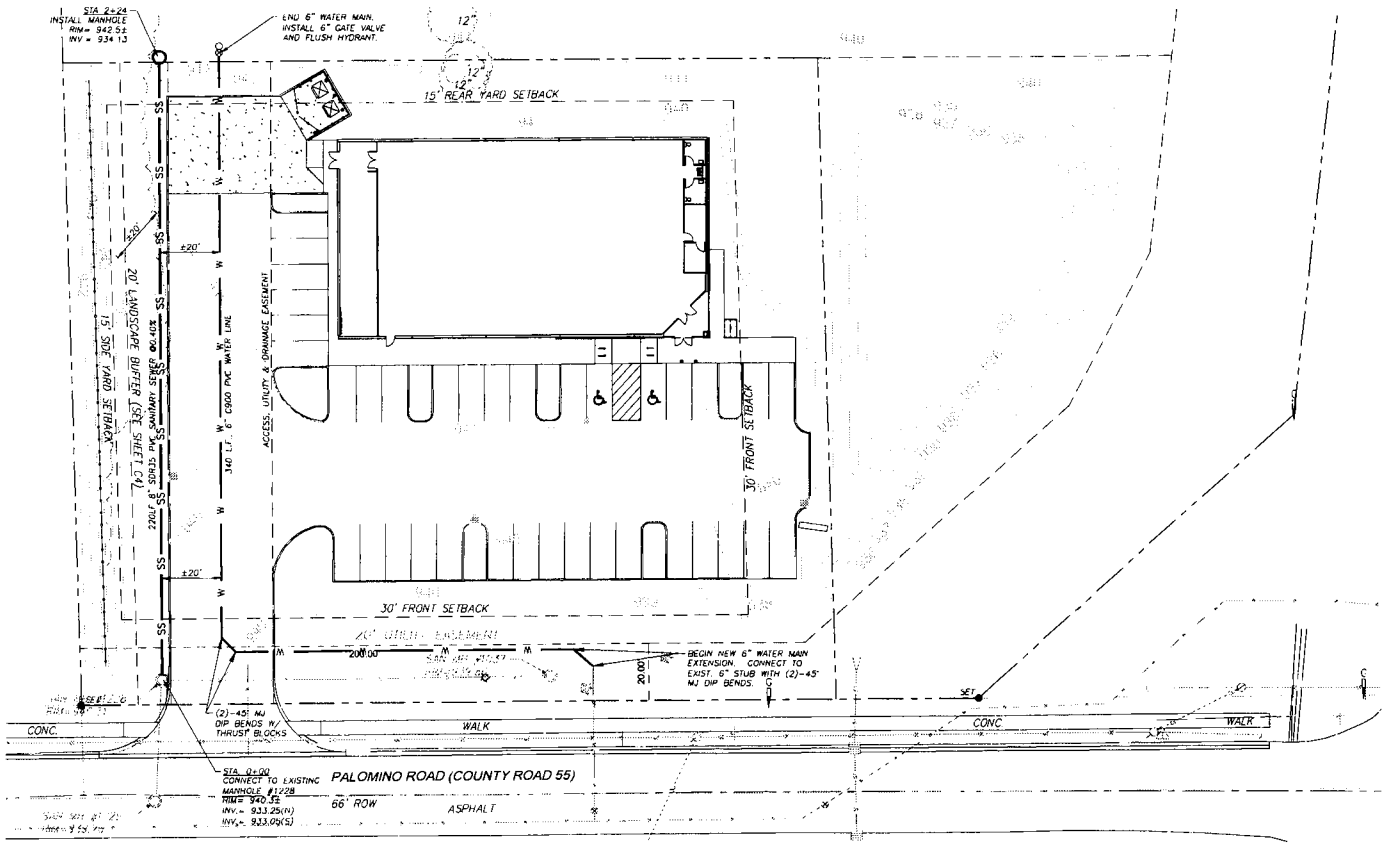
NO.	DATE	DESCRIPTION	BY

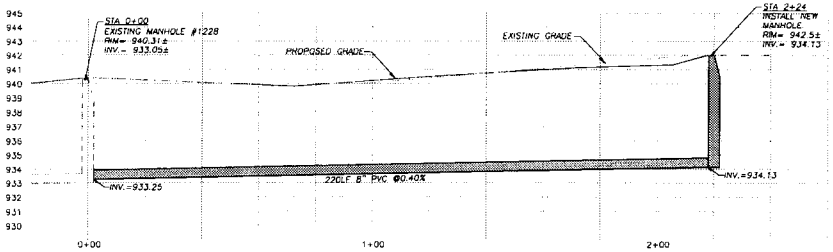
Overland ENGINEERING, LLC

DOLLAR GENERAL
ISANTI, MINNESOTA

SEDIMENT & EROSION CONTROL PLAN

SHEET
C3





SEWER PROFILE

1"=20' HORIZ., 1"=4' VERT.

GENERAL NOTES

1. CONSTRUCTION SHALL CONFORM TO THE LATEST APPLICABLE DESIGN AND CONSTRUCTION STANDARDS OF THE CITY OF ISANTI, AND THE STATE OF MINNESOTA POLLUTION CONTROL AGENCY, WHICHEVER TAKES PRECEDENCE.
2. THE CONTRACTOR SHALL BE RESPONSIBLE TO FIELD VERIFY THE LOCATION AND DEPTHS OF ALL EXISTING UTILITIES, BOTH UNDERGROUND AND OVERHEAD, AND SHALL BE RESPONSIBLE TO RECTIFY ANY DAMAGES TO SAID UTILITIES DUE TO HIS OPERATIONS.
3. THE CONTRACTOR SHALL BE RESPONSIBLE TO NOTIFY THE ENGINEER OF ANY DISCREPANCIES OR OBSTRUCTIONS OCCURRING WITH EXISTING UTILITIES.
4. IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, THE CONTRACTOR WILL BE SOLELY AND COMPLETELY RESPONSIBLE FOR CONDITIONS OF THE JOB SITE, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY DURING PERFORMANCE OF THE WORK. THIS REQUIREMENT WILL APPLY CONTINUOUSLY, AND NOT BE LIMITED TO NORMAL WORKING HOURS.
5. THE DUTY OF THE ENGINEER OR OWNER TO CONDUCT CONSTRUCTION REVIEW OF THE CONTRACTOR'S PERFORMANCE IS NOT INTENDED TO INCLUDE REVIEW OF THE ADEQUACY OF THE CONTRACTOR'S SAFETY MEASURES, IN OR NEAR THE CONSTRUCTION SITE.
6. ALL AREAS DISTURBED BY CONSTRUCTION, AND NOT INDICATED TO RECEIVE ANY OTHER FORM OF SURFACE TREATMENT SHALL BE DRESSED AND SEEDED TO LAWN CONDITIONS.
7. ALL ABANDONED SANITARY SEWER AND WATER LINES SHALL BE CAPPED IN ACCORDANCE WITH MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY REGULATIONS.

1. MAINTAIN 18" MIN. VERTICAL CLEARANCE BETWEEN WATER AND SEWER CROSSINGS AND 10' MIN. HORIZONTAL SEPARATION.
2. ALL SEWER MAINS SHALL BE 8" SDR35 PVC PIPE.
3. ALL WATER MAINS SHALL BE 6" CLASS 200, C900 PVC PIPE WITH DUCTILE IRON MECHANICAL JOINT FITTINGS.
4. ALL WATER MAINS SHALL HAVE MINIMUM 60" COVER.

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.

Print Name: [illegible]

Signature: [illegible]

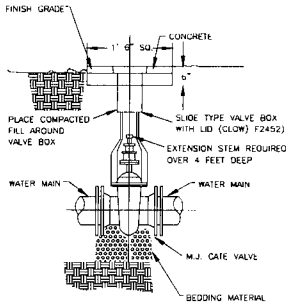
Date: 5-7-19 License # 41560

NO.	DATE	DESCRIPTION	BY

DOLLAR GENERAL
ISANTI, MINNESOTA
WATER & SEWER EXTENSION

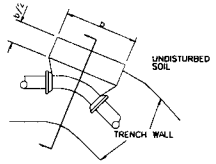
Overland ENGINEERING, LLC

SHEET
C7

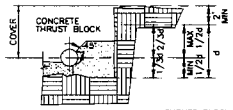


GATE VALVE DETAIL

NO SCALE



PLAN



THRUST BLOCK AREAS
45°, 6 SQ.FT.
90°, 8 SQ.FT.
DEAD END, 8 SQ.FT.

BLOCK AREA DEPENDS ON PIPE SIZE AND TEST PRESSURE!

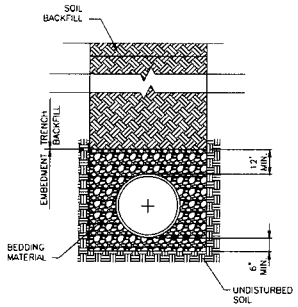
SECTION

NOTES:

1. AREA OF BLOCK A = b X d
2. b = d = A EXCEPT WHERE TOP OF BLOCK IS WITHIN 2 FEET FROM GROUND SURFACE THEN b = A/d
3. MINIMUM BLOCK DIMENSION (b&d) SHALL BE AT LEAST O.D. OF PIPE OR 1 FOOT FOR PIPE O.D. 12" OR LESS
4. BOTTOM OF BLOCK SHALL EXTEND TO BOTTOM OF TRENCH

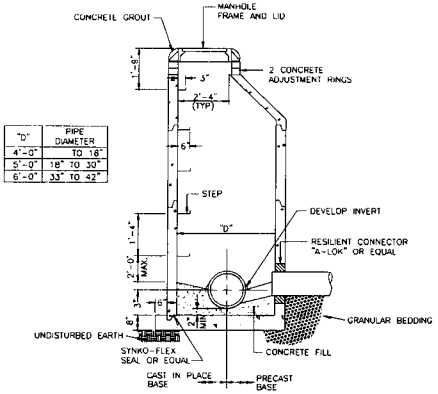
THRUST BLOCK DETAIL

NO SCALE



BEDDING DETAIL

NO SCALE



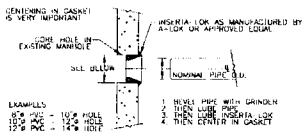
"D"	PIPE DIAMETER
4'-0"	TO 18"
5'-0"	18" TO 30"
6'-0"	33" TO 42"

GENERAL NOTES:

1. EXTERIOR WATERPROOFING REQUIRED ON ALL MANHOLES IN ACCORDANCE WITH SPECIFICATIONS.
2. CIRCULAR PRECAST MANHOLE SECTIONS TO BE SEALED WITH GASKETS AS PER SPECIFICATIONS.
3. MANHOLE WALL THICKNESS: 1/12 OF INSIDE DIA. PLUS ONE INCH.
4. INCREASE WALL THICKNESS TO 6" WHEN DEPTH OF MANHOLE EXCEEDS 16'-0".
5. CIRCULAR PRECAST MANHOLE SECTIONS TO BE IN ACCORDANCE WITH ASTM C478, EXCEPT AS MODIFIED.
6. MANHOLE STEPS TO BE CAST IN PLACE, OR GROUTED WITH EXPANDING GROUT.
7. ALL MANHOLE RINGS TO BE SET IN MASTIC.
8. MINIMUM MANHOLE RING OPENING SHALL BE 24" CLEAR.

SANITARY SEWER MANHOLE DETAIL

NOT TO SCALE



MANHOLE CONNECTION DETAIL

NOT TO SCALE

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.

Print Name _____

Signature _____

Date _____ License # 45352

DOLLAR GENERAL

THIEF RIVER FALLS (HWY), STEARNS, MINNESOTA

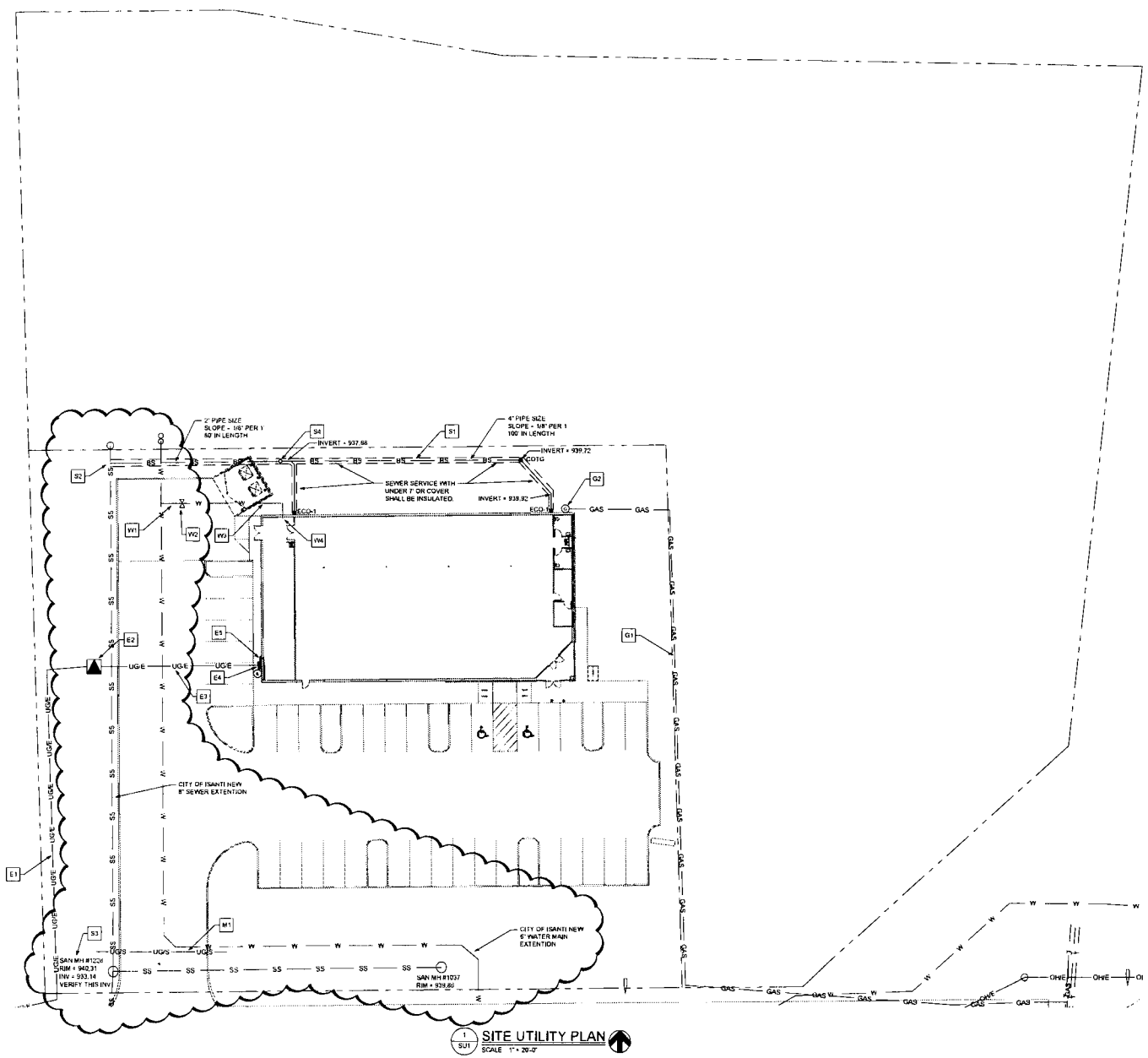
NO.	DATE	DESCRIPTION	BY

Overland ENGINEERING, LLC

DOLLAR GENERAL
ISANTI, MINNESOTA

UTILITY EXTENSION DETAILS

SHEET
C8



1 SU1 SITE UTILITY PLAN
SCALE 1" = 20'-0"

SITE UTILITY LEGEND	
SS	SANITARY SEWER
BS	BUILDING SEWER
W	WATER PIPING
GAS	GAS PIPING
UG/E	UNDERGROUND ELECTRIC
OH/E	OVERHEAD ELECTRIC
UG/C	UNDERGROUND CONDUIT
UG/S	UNDERGROUND SLEEVE
T	TELEPHONE

SITE UTILITY LEGEND	
FO	FIBER OPTICS
E	ELECTRIC METER
G	GAS METER
W	WATER METER
	FIRE HYDRANT
	PAD MOUNT TRANSFORMER
MH	MANHOLE
COTG	CLEANOUT TO GRADE

KEYNOTES

#	
ELECTRICAL	
E1	PROPOSED UNDERGROUND PRIMARY BY THE ELECTRIC UTILITY.
E2	PAD MOUNTED TRANSFORMER BY THE ELECTRIC UTILITY. THE E.C. SHALL CONSTRUCT A CONCRETE PAD IN ACCORDANCE WITH THE ELECTRIC UTILITY'S SPECIFICATIONS.
E3	UNDERGROUND SERVICE LATERAL BY THE ELECTRICAL CONTRACTOR.
E4	CT CABINET AND METER SOCKET BY THE ELECTRICAL CONTRACTOR. 1-1/4" NIPPLE BETWEEN THE CT CABINET AND THE METER SOCKET BY THE ELECTRICAL CONTRACTOR.
E5	600 AMP 2-POLE NEMA 3R FUSED SERVICE DISCONNECT BY THE ELECTRICAL CONTRACTOR.
GAS	
G1	NATURAL GAS SERVICE PIPE BY GAS COMPANY.
G2	LOCATION OF THE GAS METER WITH A SHUT-OFF VALVE ON THE SUPPLY SIDE AND A 2 PSI, REGULATOR. THE NATURAL GAS LOAD WILL BE 600,000 BTUH.
MISCELLANEOUS	
M1	4" PVC SLEEVE WITH PULL WIRE UNDER DRIVE. TURN UP AND WEATHERPROOF BOTH ENDS.
SEWER	
S1	4" BUILDING SEWER AT 1/4" PER 1' SLOPE WITH CLEANOUT TO GRADE WITHIN 5' OF THE BUILDING AND EVERY 100' THEREAFTER AND AT EVERY HORIZONTAL CHANGE OF DIRECTION GREATER THAN 45°.
S2	CONNECT TO THE SANITARY SEWER.
S3	MANHOLE ELEVATIONS PROVIDED BY THE SURVEYOR.
S4	GRINDER PUMP. SEE THE PLUMBING FIXTURE SCHEDULE ON SHEET P3.
WATER	
W1	1-1/2" TAP FOR DOMESTIC AND LAWN IRRIGATION WATER USES. COORDINATE WITH THE WATER COMPANY FOR TAPPING REQUIREMENTS, ROAD BORING/CUTTING & PATCHING, ETC. THE WATER SERVICE WILL NEED TO CONNECT TO THIS STUB WITH EITHER A 1-1/2" SADDLE OR A 6" X 1-1/2" THREADED PLUG.
W2	1-1/2" CURB STOP AT THE PROPERTY LINE.
W3	1-1/2" WATER SERVICE FOR DOMESTIC AND LAWN IRRIGATION USES.
W4	THE WATER METERS WILL BE INSIDE THE BUILDING AT THIS LOCATION.

WATER & SEWER SERVICE MATERIALS

WATER SERVICE PIPE
COPPER SEAMLESS COPPER TUBE TYPE K, SOFT TEMPER - ANSI H23.1, ASTM B88.
COPPER FITTINGS BRASS OR BRONZE FLARE FITTINGS 125 LBS AND OVER. HEAVY DUTY LONG COLLAR TYPE - ASTM B62, OR CAST BRONZE AND WROUGHT SOLDER JOINT PRESSURE FITTING - ANSI B16.22, ANSI H23.1, ANSI B16.18.
SOLDERED JOINTS SHALL BE THOROUGHLY CLEANED AND PROPERLY FLUXED WITH NONCORROSIVE PASTE OR LIQUID FLUX COMPLYING WITH ASTM B813-00. SOLDER SHALL BE 95-5 TIN ANTIMONY OR 96-4 TIN SILVER SOLDER (LESS THAN 0.2% LEAD) COMPLYING WITH ASTM B32-94.

HDPE SIDR 9, 200 PSI, WATER SERVICE PIPE - ASTM D2239.
HDPE FITTING ASTM D2609, ASTM D2683, ASTM D3261, ASTM F1055, CSA B137.1.

HDPE CTS OR 11, 200 PSI, WATER SERVICE PIPE - ASTM D2737.
HDPE FITTING ASTM D2609, ASTM D2683, ASTM D3261, ASTM F1055, CSA B137.1.

PLASTIC PIPE (HDPE) SHALL BE INSTALLED IN ACCORDANCE WITH ASTM D2774 AND SHALL BE INSTALLED WITH A COATED #12 AWG COPPER TRACER WIRE.

BUILDING SEWER PIPE
PVC DRAIN WASTE AND VENT SCH. 40 OR SCH. 80 SOLVENT WELD PIPE AND FITTINGS - ASTM D2665, ASTM F628, NSF 14, CS272, CSA-B181.2.

PVC SEWER PIPE - SDR 23.5 - ASTM D3034.

PVC PIPE AND FITTINGS MUST BE LAID ON A CONTINUOUS GRANULAR BED. INSTALLATION SHALL COMPLY WITH ASTM D2321.

CAST IRON: CAST IRON PIPE AND FITTINGS EXTRA HEAVY - ANSI A21.8, CAST IRON PIPE CENTRIFUGALLY CAST ONLY AND FITTINGS SERVICE WEIGHT - ANSI A21.6, ANSI A21.8, CS188. CAST IRON FITTINGS, HUBLESS CAST IRON PIPE AND FITTINGS - ASTM A888-07A, CISPI STD. 301-09, CSA/CAN 3-B70.

REVISED PER CITY OF ISANTI
WATER AND SEWER EXTENTIONS.

811 Know what's below. Call before you dig.

FIELD VERIFY AND COORDINATE ALL UNDERGROUND UTILITIES WITH STORM WATER DETENTION AND DRAIN PIPING TO AVOID CONFLICT/INTERFERENCE.

© 2017 THESE DRAWINGS ARE INSTRUMENTS OF THE ENGINEER FOR USE SOLELY WITH RESPECT TO THE PROJECT. THE ENGINEER SHALL BE DEEMED THE AUTHOR OF THESE DOCUMENTS AND SHALL RETAIN ALL COMMON LAW, STATUTORY & OTHER RESERVED RIGHTS, INCLUDING THE COPYRIGHT. THE ENGINEER'S DRAWINGS SHALL NOT BE USED BY OTHERS WITHOUT THE ENGINEER'S CONSENT. ADDITIONS TO THIS PROJECT OR FOR COMPLETION OF THIS PROJECT BY OTHERS, EXCEPT BY AGREEMENT IN WRITING WITH THE ENGINEER.

THE ENGINEER HAS PROVIDED ONLY MECHANICAL, ELECTRICAL AND PLUMBING ENGINEERING SERVICES. FLOOR PLANS AND SITE PLANS ARE ONLY PROVIDED BY THE ARCHITECT FOR MY USE RELATIVE TO MECHANICAL, ELECTRICAL AND PLUMBING ENGINEERING SERVICES ONLY.

PATRICK D. CROCKER, P.E.
3211 EAST SHADY GLEN
SPRINGFIELD, MISSOURI 65804
PHONE (417) 883-4056

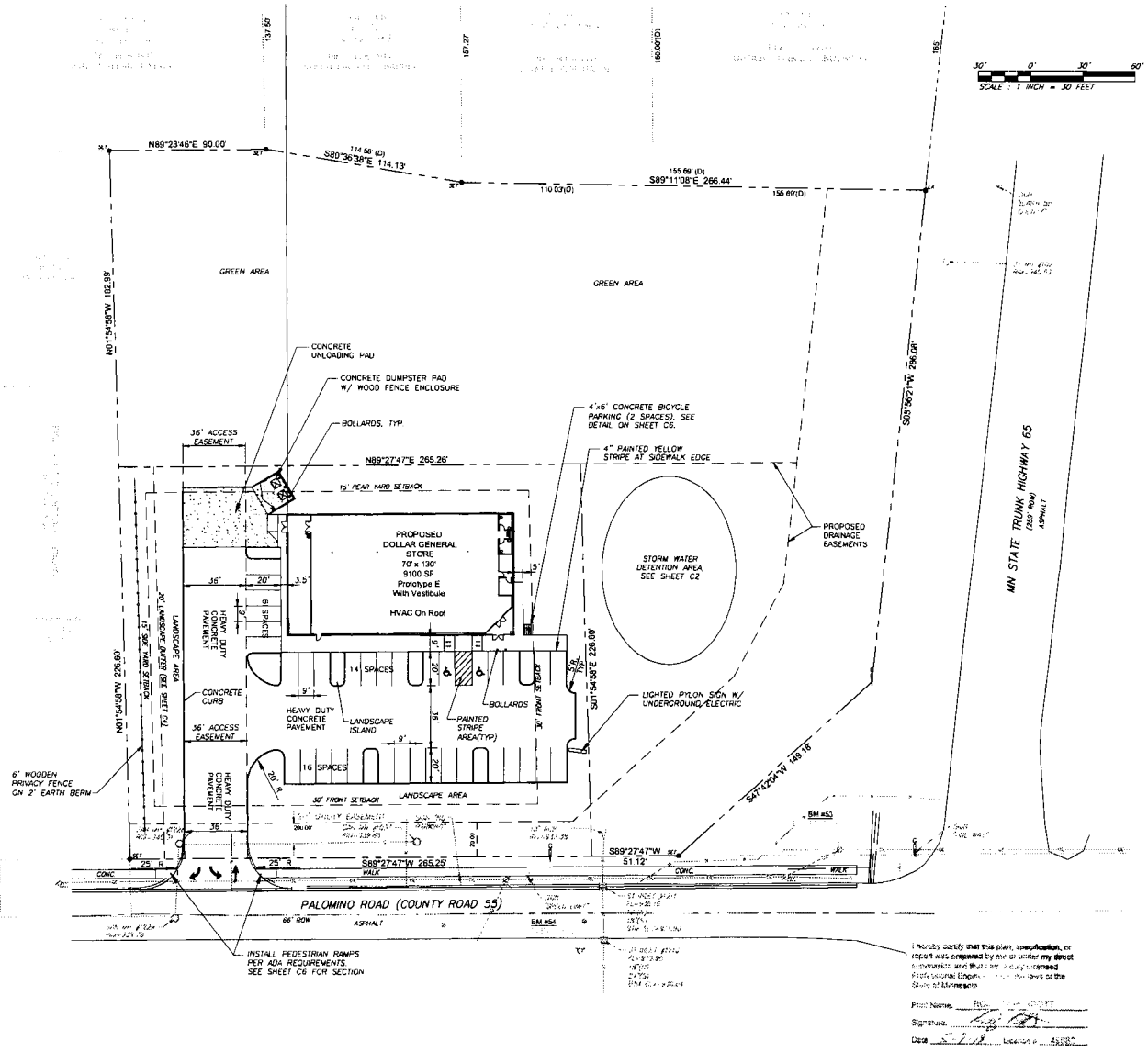
DOLLAR GENERAL
TYPE E
HIGHWAY 65 & PALOMINO ROAD
ISANTI, ISANTI COUNTY, MINNESOTA

07-03-2019 REV
LPT

DATE	1/18/2019
REVISION	02/19/2019
REVISION	06/03/2019
REVISION	07-03-2019
REVISION	
REVISION	
REVISION	
JOB #	7/1/2019
SHEET #	SU1

EXHIBIT D

SITE PLAN
ARCHITECTURAL RENDERINGS
LANDSCAPE PLAN
LIGHTING PLAN



LEGEND

- EXISTING MONUMENT
- SET MONUMENT
- IRON ROD
- IRON PIPE
- RIGHT OF WAY MARKER POST
- UTILITY POLE
- UTILITY POLE WITH TRANSFORMER
- SIGN
- STREET SIGN
- WATER VALVE
- FIRE HYDRANT
- STORM MANHOLE
- STORM INLET
- FLARED END SECTION
- SANITARY MANHOLE
- GAS MARKER/POST
- TREE STUMP
- DECIDUOUS TREE
- WATER LINE
- SANITARY SEWER LINE
- OVERHEAD ELECTRIC LINE
- STORM SEWER
- GROUND CONTOUR WITH ELEVATION
- 155.69' (D) DEED DIMENSION
- 155.69' (R) RECORD DIMENSION

BENCHMARKS:

BM #53: 60D NAIL IN POWER POLE ALONG N ROW LINE PALOMINO ROAD 90'± EAST OF SE CORNER OF PROPERTY
ELEV =937.27'

BM #54: 60D NAIL IN POWER POLE ALONG N EDGE OF PAVEMENT FOR PALOMINO RD NEAR CENTER OF SITE
ELEV =938.21'

800-252-1166
www.gopherstateonecall.org

UTILITY DISCLAIMER

EXISTING UNDERGROUND UTILITIES AND BURIED STRUCTURES IN THE VICINITY OF THE WORK TO BE PERFORMED HEREIN ARE INDICATED ON THE DRAWINGS ONLY TO THE EXTENT THAT SUCH INFORMATION HAS BEEN MADE AVAILABLE TO OR DISCOVERED BY THE ENGINEER IN THE PREPARATION OF THE DRAWINGS. THERE IS NO GUARANTEE AS TO THE ACCURACY OR THE COMPLETENESS OF SUCH INFORMATION AND ALL RESPONSIBILITY FOR THE ACCURACY AND COMPLETENESS THEREOF IS EXPRESSLY DISCLAIMED

GENERAL NOTES

1. THE CONSTRUCTION COVERED BY THESE PLANS SHALL CONFORM TO ALL CURRENT APPLICABLE STANDARDS AND SPECIFICATIONS OF THE PUBLIC WORKS DEPARTMENT OF THE CITY OF ISANTI, MINNESOTA, UNLESS OTHERWISE NOTED.
2. ALL WORKMANSHIP AND MATERIALS SHALL BE SUBJECT TO THE INSPECTION AND APPROVAL OF THE PLANNING AND DEVELOPMENT DEPARTMENT OF THE CITY OF ISANTI, MINNESOTA.
3. PRIOR TO COMMENCEMENT OF WORK, THE CONTRACTOR SHALL NOTIFY ALL THOSE COMPANIES WHICH HAVE FACILITIES IN THE NEAR VICINITY OF THE CONSTRUCTION TO BE PERFORMED.
4. THE CONTRACTOR MAY UTILIZE THE FOLLOWING TOLL FREE PHONE NUMBER: 1-(800)-252-1166. THIS PHONE NUMBER IS APPLICABLE ANYWHERE WITHIN THE STATE OF MINNESOTA.
5. ALL DAMAGE TO EXISTING UTILITIES SHALL BE REPAIRED BY AND AT THE EXPENSE OF THE CONTRACTOR.
6. THE CONTRACTOR SHALL UNDER NO CIRCUMSTANCES CLEAR OR DAMAGE ANY TREES OUTSIDE THE CLEARING LIMIT LINE SET BY THE CITY WITHOUT THE WRITTEN PERMISSION OF THE CITY ENGINEER OR PROPERTY OWNER.
7. CLEARING AND GRUBBING OPERATIONS AND DISPOSAL OF ALL DEBRIS THEREFROM SHALL BE PERFORMED BY THE CONTRACTOR IN STRICT ACCORDANCE WITH ALL LOCAL CODES AND ORDINANCES.
8. THE CONTRACTOR SHALL KEEP THE STREETS CLEAN OF MUD AND DEBRIS.
9. THE CONTRACTOR SHALL PLACE MIN. 4" TOPSOIL AND SEED & MULCH ALL DISTURBED AREAS AT THE DIRECTION OF THE CITY ENGINEER

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota

Print Name: _____

Signature: _____

Date _____ License # _____

DOLLAR GENERAL
11465 E PALOMINO DRIVE, ISANTI, MINNESOTA

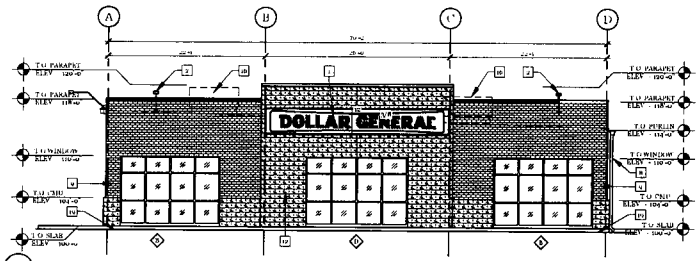
NO.	DATE	DESCRIPTION	BY

Overland ENGINEERING, LLC

DOLLAR GENERAL
ISANTI, MINNESOTA

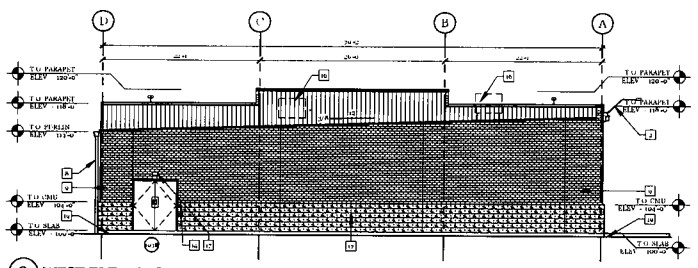
SITE PLAN

SHEET
C1



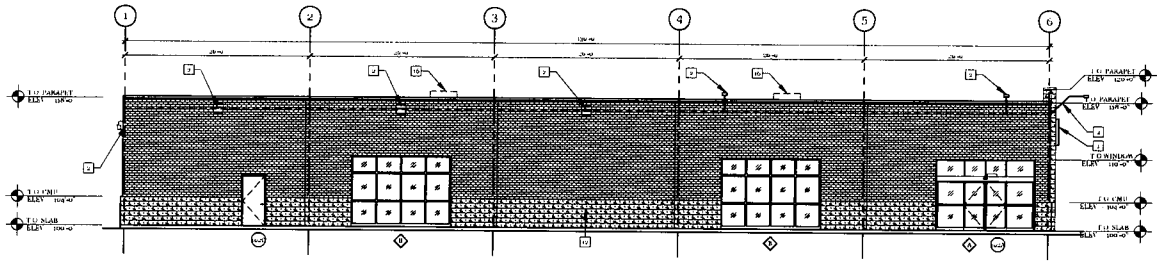
1 EAST ELEVATION

SCALE: 1/8" = 1'-0"



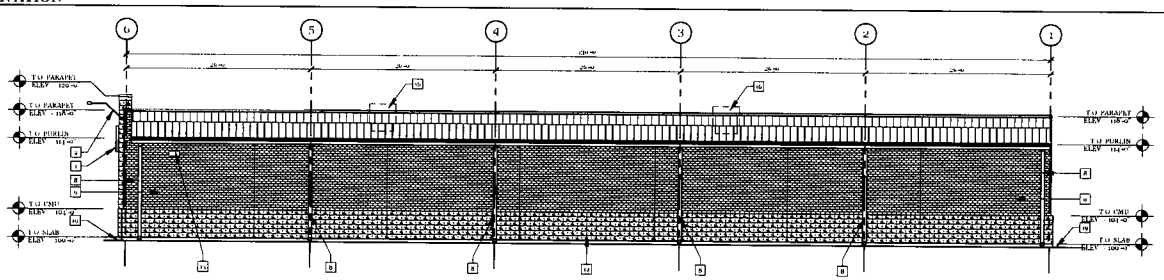
2 WEST ELEVATION

SCALE: 1/8" = 1'-0"



3 SOUTH ELEVATION

SCALE: 1/8" = 1'-0"



4 NORTH ELEVATION

SCALE: 1/8" = 1'-0"

ELEVATION KEYNOTES

1. SIGN FURNISHED & INSTALLED BY DOLLAR GENERAL CORPORATION w. CIRCUIT AS INSTALLED ELECTRICAL PLAN. SIGN TO BE ILLUMINATED 12 HOURS OF BUILDING. CONTRACTOR IS TO PROVIDE ADEQUATE BLOCKING AS REQUIRED BY SIGN MANUFACTURER TO SUPPORT SIGN WEIGHT OF UP TO 1,000 LBS. EXTERIOR CANOPY SIGN SHALL BE SUPPORTED BY THE FACE OF THE CANOPY. COORDINATE THE PROPER SIGNAGE TO BE USED w. DOLLAR GENERAL.
2. EXTERIOR LIGHTING. REFER TO ELECTRICAL DRAWINGS FOR EXACT QUANTITY, LOCATION, MOUNTING HEIGHT & OTHER SPECIFICATIONS
3. NOT USED
4. NOT USED
5. NOT USED
6. NOT USED
7. DRIP COPING/FLASHING. REFER TO EXTERIOR FINISH SCHEDULE FOR COLOR
8. GUTTER & DOWNSPOUT. REFER TO EXTERIOR FINISH SCHEDULE FOR COLOR
9. NICHIHA FIBER CEMENT ARCHITECTURAL PANELS or METAL BUILDING PANELS BY PRE-ENGINEERED BUILDING MANUFACTURER. PROVIDE TAMPER-RESISTANT FASTENERS FOR BOTTOM 8'-0" +/- TO INSTALL NICHIHA PANEL PER MANUFACTURER'S RECOMMENDATIONS
10. STANDING SEAM METAL ROOF
11. NOT USED
12. SPLIT-FACED CMU. PROVIDE PROPER AND DURABLE DUSTPROOF STEEL METAL BUILDING PANELS. REFER TO EXTERIOR FINISH SCHEDULE FOR COLOR
13. VENT FOR BATHROOM EXHAUST. REFER TO MECHANICAL DRAWINGS FOR ADDITIONAL INFORMATION
14. DOOR BUZZER. REFER TO ELECTRICAL DRAWINGS FOR ADDITIONAL INFORMATION
15. NOT USED
16. ROOF MOUNTED EQUIPMENT ON ROOF. REFER TO MECHANICAL DRAWINGS FOR ADDITIONAL INFORMATION & LOCATIONS. UNITS TO BE SCREENED FROM VIEW
17. OUTDOOR AIR INTAKE SENSOR MOUNTED OVER RECEIVING DOORS @ 8'-0" A.F.F.
18. MINIMUM SAFE HEIGHT IS 13'-6" A.F.F.
19. FINISHED GRADE AT EXTERIOR WALLS SHALL BE A MINIMUM OF 6" BELOW FINISHED FLOOR AT ALL NON-PAVED AREAS
20. NOT USED

EXTERIOR FINISH SCHEDULE

PRE-ENGINEERED METAL BUILDING VENDOR	VP BUILDINGS ATTN: DAVID ENGLISH (660) 679-3313				STAR BUILDING SYSTEMS ATTN: RODNEY BURT (800) 879-7827					NUCOR BUILDING SYSTEMS ATTN: BOB BARRY (205) 745-1121					BUTLER STEEL BUILDINGS, INC. ATTN: KEVIN BUTLER (800) 195-2258					CHIEF BUILDINGS ATTN: KEVIN SULLIVAN (800) 841-2328					PREFERRED COLORS IF ALTERNATE EXTERIOR MATERIALS ARE USED INSTEAD OF METAL PANELS				
EXTERIOR FINISHES ARE TO MATCH or BE EQUAL TO VP METAL BUILDING STANDARD FINISH SELECTION	COOL EGYPTIAN TURQUOISE	COOL HAWK MIDNIGHT	HAWK	COOL COTTON WHITE	GALVALUME	LIGHTSTONE	SCREEN BRONZE (Low-E)	BRONZE	POLAR WHITE	GALVALUME	LIGHTSTONE	SCREEN BRONZE (Low-E)	BRONZE	POLAR WHITE	GALVALUME	SANDSTONE	BURNISHED SLATE	BRONZE	POLAR WHITE	GALVALUME	PARCHMENT	ANTIQUE BRONZE	BRONZE	POLAR WHITE	GALVALUME	SHERWIN WILLIAMS SW7008 "ALABASTER"	SHERWIN WILLIAMS SW6041 "NUTMEG BROWN"	BRONZE	WHITE EXTERIOR MASONRY PAINT	GALVALUME
GUTTERS	●					●					●					●					●					●					
DOWNSPOUTS	●					●					●					●					●					●					
SIDE & REAR METAL WALL PANELS & TRIM. RECEIVING & EMERGENCY EXIT DOORS (EXTERIOR OR DOOR TO BE PAINTED - REFER TO DOOR SCHEDULE)	●					●					●					●					●					●					
BUILDING FACADE NICHIHA FIBER CEMENT ARCHITECTURAL PANELS w. SPLIT-FACED CMU TO BE PRE-FINISHED or PAINTED (2) COATS LOXON XP MASONRY COATING 6418 or 6419 SERIES)	SHERWIN WILLIAMS SW7012 "WARM STONE" or SHERWIN WILLIAMS SW7041 "VAN DYKE BROWN"					SHERWIN WILLIAMS SW7012 "WARM STONE" or SHERWIN WILLIAMS SW7041 "VAN DYKE BROWN"					SHERWIN WILLIAMS SW7012 "WARM STONE" or SHERWIN WILLIAMS SW7041 "VAN DYKE BROWN"					SHERWIN WILLIAMS SW7012 "WARM STONE" or SHERWIN WILLIAMS SW7041 "VAN DYKE BROWN"					SHERWIN WILLIAMS SW7012 "WARM STONE" or SHERWIN WILLIAMS SW7041 "VAN DYKE BROWN"					SHERWIN WILLIAMS SW7012 "WARM STONE" or SHERWIN WILLIAMS SW7041 "VAN DYKE BROWN"				
FLAT METAL NORTH AT STOREFRONT VESTIBULE AREA																														
BUILDING FASCIA WALL PARAPET w. ENTRANCE & CANOPY		●					●					●					●					●						●			
STOREFRONT SYSTEM			●					●					●					●					●						●		
STANDING SEAM METAL ROOF PANELS					●					●					●					●					●					●
LINER PANELS (INTERIOR SALES & RECEIVING FLOOR)				●																										

JOHN D. TORGERSON, ARCHITECT
116 NORTH 2ND AVENUE • OZARK, MO 65721 • P (417) 581-8886 • F (417) 581-0002

DOLLAR GENERAL

STORE #20528 - PROTOTYPE "E"

ISANTI, MINNESOTA

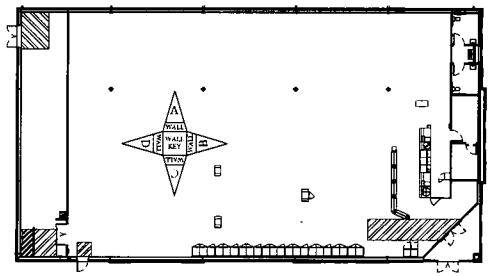
NORTHWEST CORNER OF STATE HIGHWAY 65 NE & PALOMINO ROAD SE
ISANTI, ISANTI COUNTY, MINNESOTA, 55040

NAME: JOHN D. TORGERSON
ARCHITECT OF RECORD
LICENSE NO: 56080
PROJECT NUMBER: [illegible]
REVISIONS

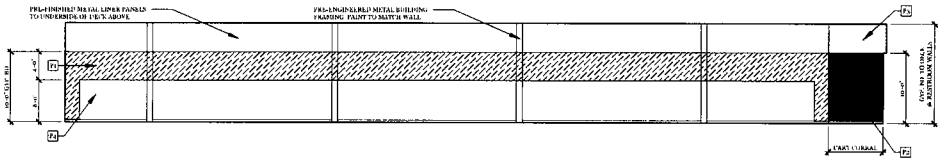
A2.1
EXTERIOR ELEVATIONS
DATE: JUNE 20, 2016

ROOM FINISH SCHEDULE

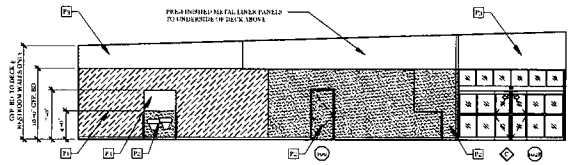
NO.	ROOM NAME	FLOOR		BASE		A WALL		B WALL		C WALL		D WALL		CEILING		REMARKS
		MATERIAL	FINISH	MATERIAL	FINISH	MATERIAL	FINISH	MATERIAL	FINISH	MATERIAL	FINISH	MATERIAL	FINISH	MATERIAL	FINISH	
100	BREAK ROOM	SEALED CONCRETE	CONCRETE w/ SEALER	4" RUBBER VINYL BASE	BLACK	GYPSUM BOARD TO ROOF DECK	SHERWIN WILLIAMS SW7005 PURE WHITE PRO-MAR LATEX SEMI-GLOSS	GYPSUM BOARD TO ROOF DECK	SHERWIN WILLIAMS SW7005 PURE WHITE PRO-MAR LATEX SEMI-GLOSS	GYPSUM BOARD TO 10'-0" A.F.F.	SHERWIN WILLIAMS SW7005 PURE WHITE PRO-MAR LATEX SEMI-GLOSS	GYPSUM BOARD TO 10'-0" A.F.F.	SHERWIN WILLIAMS SW7005 PURE WHITE PRO-MAR LATEX SEMI-GLOSS	EXPOSED TO STRUCTURE ABOVE	N/A	
101	OFFICE	SEALED CONCRETE	CONCRETE w/ SEALER	4" RUBBER VINYL BASE	BLACK	GYPSUM BOARD TO ROOF DECK	SHERWIN WILLIAMS SW7005 PURE WHITE PRO-MAR LATEX SEMI-GLOSS	GYPSUM BOARD TO ROOF DECK	SHERWIN WILLIAMS SW7005 PURE WHITE PRO-MAR LATEX SEMI-GLOSS	GYPSUM BOARD TO 10'-0" A.F.F.	SHERWIN WILLIAMS SW7005 PURE WHITE PRO-MAR LATEX SEMI-GLOSS	GYPSUM BOARD TO 10'-0" A.F.F.	SHERWIN WILLIAMS SW7005 PURE WHITE PRO-MAR LATEX SEMI-GLOSS	EXPOSED TO STRUCTURE ABOVE	N/A	
102	SALES AREA	POLISHED CONCRETE	POLISHED CONCRETE w/ SEALER	4" RUBBER VINYL BASE	BLACK	GYPSUM BOARD TO 10'-0" A.F.F. ON WHITE METAL LINER PANELS	SHERWIN WILLIAMS PRO-MAR LATEX, SATIN REFER TO ELEVATIONS ON THIS SHEET	GYPSUM BD TO HEIGHT AS NOTED ON ELEVATIONS	SHERWIN WILLIAMS PRO-MAR LATEX, SATIN REFER TO ELEVATIONS ON THIS SHEET	GYPSUM BOARD TO 10'-0" A.F.F. ON WHITE METAL LINER PANELS	SHERWIN WILLIAMS PRO-MAR LATEX, SATIN REFER TO ELEVATIONS ON THIS SHEET	GYPSUM BOARD TO ROOF DECK	SHERWIN WILLIAMS PRO-MAR LATEX, SATIN REFER TO ELEVATIONS ON THIS SHEET	EXPOSED TO STRUCTURE ABOVE	N/A	
103	RECEIVING AREA	SEALED CONCRETE	CONCRETE w/ SEALER	4" RUBBER VINYL BASE, GYPSUM BD - 8 WALL ONLY	BLACK GYPSUM BD - 8 WALL ONLY	METAL LINER PANEL TO 8'-0" A.F.F. CAULKED AT BASE	LIGHTSTONE	GYPSUM BOARD TO ROOF DECK	TAPED & PAINTED AT AS REQUIRED BY CODE	METAL LINER PANEL TO 8'-0" A.F.F. CAULKED AT BASE	LIGHTSTONE	METAL LINER PANEL TO 8'-0" A.F.F. CAULKED AT BASE	LIGHTSTONE	EXPOSED TO STRUCTURE ABOVE	N/A	
104	MEN	SEALED CONCRETE	ARMSTRONG CONNECTION CARLON 8MM w/ ANTIMICROTEL SHEET VINYL	4" RUBBER VINYL BASE	BLACK	GYPSUM BOARD TO 8'-0" A.F.F.	8'-0" HIGH FIBEROLAN REINFORCED PANEL - 'WHITE' SEALED AT FLOOR	GYPSUM BOARD TO 8'-0" A.F.F.	8'-0" HIGH FIBEROLAN REINFORCED PANEL - 'WHITE' SEALED AT FLOOR	GYPSUM BOARD TO 8'-0" A.F.F.	8'-0" HIGH FIBEROLAN REINFORCED PANEL - 'WHITE' SEALED AT FLOOR	GYPSUM BOARD TO 8'-0" A.F.F.	8'-0" HIGH FIBEROLAN REINFORCED PANEL - 'WHITE' SEALED AT FLOOR	MOISTURE RESISTANT 2X4 ACOUSTIC CLEANABLE TILE w/ GYP BD	WHITE	CEILING TILE: GYPSUM BD MUST BE MOLD, MILDEW, & MOISTURE RESISTANT
105	WOMEN	SEALED CONCRETE	ARMSTRONG CONNECTION CARLON 8MM w/ ANTIMICROTEL SHEET VINYL	4" RUBBER VINYL BASE	BLACK	GYPSUM BOARD TO 8'-0" A.F.F.	8'-0" HIGH FIBEROLAN REINFORCED PANEL - 'WHITE' SEALED AT FLOOR	GYPSUM BOARD TO 8'-0" A.F.F.	8'-0" HIGH FIBEROLAN REINFORCED PANEL - 'WHITE' SEALED AT FLOOR	GYPSUM BOARD TO 8'-0" A.F.F.	8'-0" HIGH FIBEROLAN REINFORCED PANEL - 'WHITE' SEALED AT FLOOR	GYPSUM BOARD TO 8'-0" A.F.F.	8'-0" HIGH FIBEROLAN REINFORCED PANEL - 'WHITE' SEALED AT FLOOR	MOISTURE RESISTANT SMOOTH CLEANABLE TILE w/ GYP BD	WHITE	CEILING TILE: GYPSUM BD MUST BE MOLD, MILDEW, & MOISTURE RESISTANT
106	HALLWAY	POLISHED CONCRETE	POLISHED CONCRETE w/ SEALER	4" RUBBER VINYL BASE	BLACK	GYPSUM BOARD TO 8'-0" A.F.F.	SHERWIN WILLIAMS SW7005 PURE WHITE PRO-MAR LATEX, SEMI-GLOSS TO 4'-0" A.F.F. SHERWIN WILLIAMS SW6991 BLACK MAGIC PRO-MAR LATEX, SEMI-GLOSS ABOVE 4'-0" A.F.F.	GYPSUM BOARD TO 8'-0" A.F.F.	SHERWIN WILLIAMS SW6991 BLACK MAGIC PRO-MAR LATEX, SEMI-GLOSS TO 4'-0" A.F.F. SHERWIN WILLIAMS SW7005 PURE WHITE, PRO-MAR LATEX, SEMI-GLOSS ABOVE 4'-0" A.F.F.	GYPSUM BOARD TO 8'-0" A.F.F.	SHERWIN WILLIAMS SW6991 BLACK MAGIC PRO-MAR LATEX, SEMI-GLOSS TO 4'-0" A.F.F. SHERWIN WILLIAMS SW7005 PURE WHITE, PRO-MAR LATEX, SEMI-GLOSS ABOVE 4'-0" A.F.F.	GYPSUM BOARD TO 8'-0" A.F.F.	SHERWIN WILLIAMS SW7005 PURE WHITE PRO-MAR LATEX, SEMI-GLOSS ABOVE 4'-0" A.F.F.	ACOUSTIC TILE w/ GYPSUM BD CEILING @ 8'-0" A.F.F.	WHITE	
107	VESTIBULE	POLISHED CONCRETE	POLISHED CONCRETE w/ SEALER	4" RUBBER VINYL BASE	BLACK	GYPSUM BOARD TO 10'-0" A.F.F.	SHERWIN WILLIAMS SW6991 BLACK MAGIC PRO-MAR LATEX, SEMI-GLOSS	GYPSUM BOARD TO 10'-0" A.F.F.	SHERWIN WILLIAMS SW6991 BLACK MAGIC PRO-MAR LATEX, SEMI-GLOSS	GYPSUM BOARD TO 10'-0" A.F.F.	SHERWIN WILLIAMS SW6991 BLACK MAGIC PRO-MAR LATEX, SEMI-GLOSS	GYPSUM BOARD TO 10'-0" A.F.F.	SHERWIN WILLIAMS SW6991 BLACK MAGIC PRO-MAR LATEX, SEMI-GLOSS	GYPSUM BD CEILING @ 10'-0" A.F.F.	WHITE	



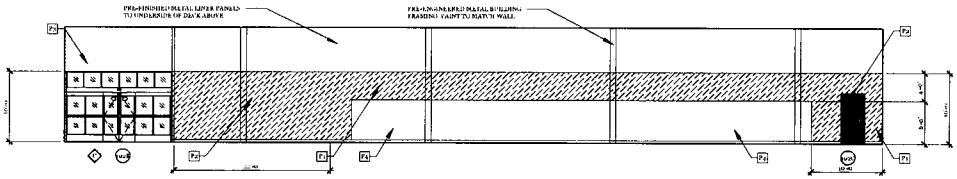
1 FINISH KEY PLAN



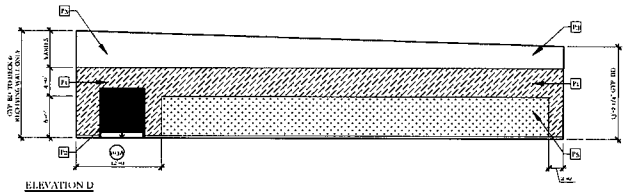
ELEVATION A



ELEVATION B



ELEVATION C



ELEVATION D

WALL PAINT LEGEND	
P1	SW6991 BLACK MAGIC
P2	SW7005 PURE WHITE
P3	EXPOSED LINER PANEL
P4	GRIDLINE - GYPSUM BOARD TAPED & BUDGED ONLY

NOTE: PAINT EXPOSED STRUCTURE SW7005 PURE WHITE

2 SALES FLOOR PAINT ELEVATIONS

JOHN D. TORGERSON, ARCHITECT
116 NORTH 2ND AVENUE * OZARK, MO 65721 * P (417) 581-8889 * F (417) 581-9002

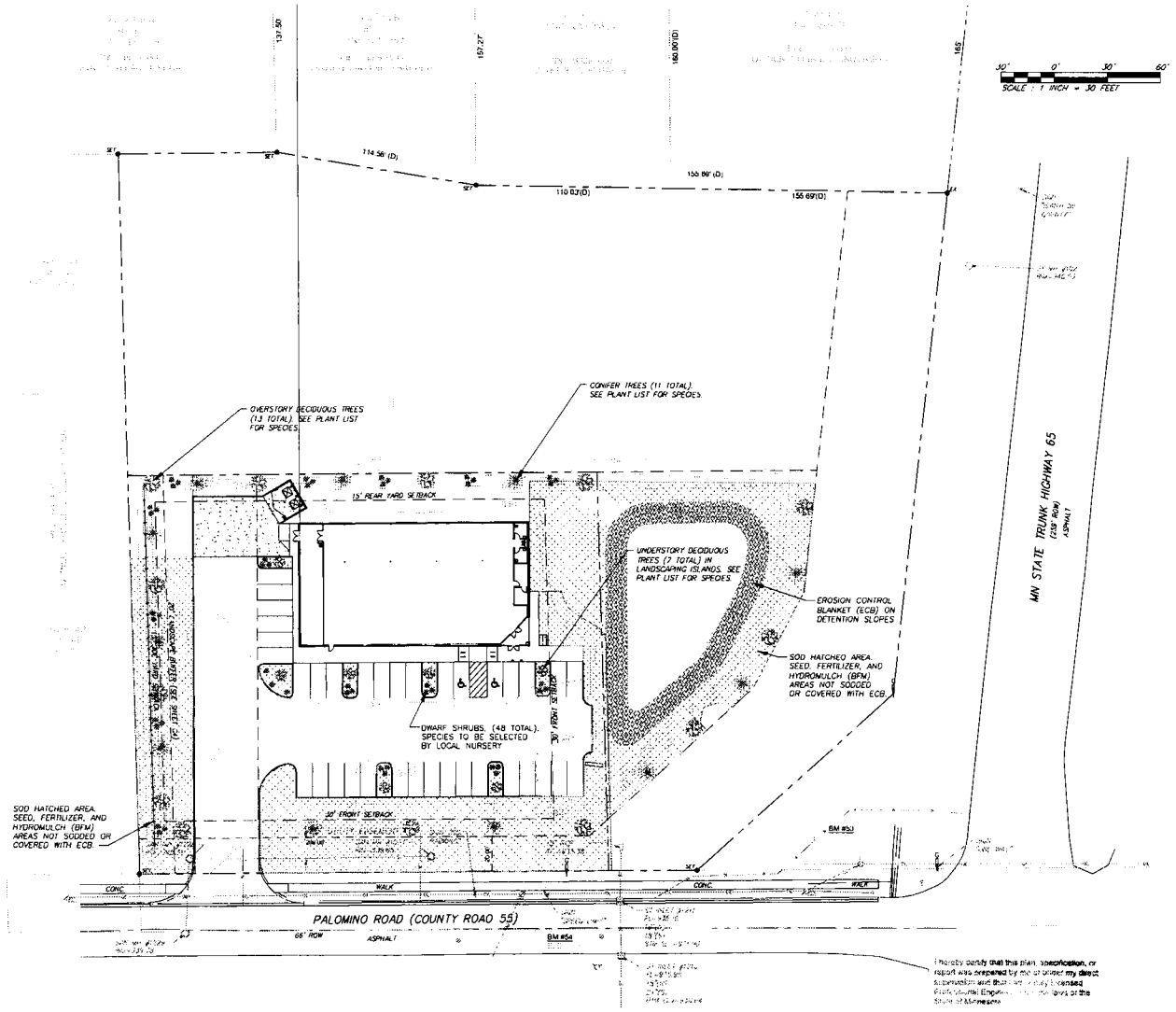
DOLLAR GENERAL
STORE #20528 - PROTOTYPE "E"

ISANTI, MINNESOTA

NORTHWEST CORNER OF STATE HIGHWAY 65 NE & PALOMINO ROAD SE
ISANTI, ISANTI COUNTY, MINNESOTA 55040

NAME JOHN D TORGERSON
ARCHITECT OF RECORD
LICENSE NO 52080
PROJECT NUMBER 19001 DGM
REVISIONS

A4.1
FINISH SCHEDULE & ELEVATIONS
DATE JUNE 26, 2019



N

LEGEND

- EXISTING MONUMENT
- SET MONUMENT
- IRON ROD
- IRON PIPE
- RIGHT OF WAY MARKER POST
- UTILITY POLE
- UTILITY POLE WITH TRANSFORMER
- SIGN
- STREET SIGN
- WATER VALVE
- FIRE HYDRANT
- STORM MANHOLE
- STORM INLET
- FLARED END SECTION
- SANITARY MANHOLE
- GAS MARKER/POST
- TREE STUMP
- DECIDUOUS TREE
- WATER LINE
- SANITARY SEWER LINE
- OVERHEAD ELECTRIC LINE
- STORM SEWER
- GROUND CONTOUR WITH ELEVATION
- 155.69' (D) DEED DIMENSION
- 155.69' (R) RECORD DIMENSION

BENCHMARKS:

BM #53: 60D NAIL IN POWER POLE ALONG N ROW LINE PALOMINO ROAD 90± EAST OF SE CORNER OF PROPERTY
ELEV =937.27'

BM #54: 60D NAIL IN POWER POLE ALONG N EDGE OF PAVEMENT FOR PALOMINO RD. NEAR CENTER OF SITE
ELEV =936.21'

800-252-1166
www.gopherstateonecall.org

UTILITY DISCLAIMER

EXISTING UNDERGROUND UTILITIES AND BURIED STRUCTURES IN THE VICINITY OF THE WORK TO BE PERFORMED HEREIN ARE INDICATED ON THE DRAWINGS ONLY TO THE EXTENT THAT SUCH INFORMATION HAS BEEN MADE AVAILABLE TO OR DISCOVERED BY THE ENGINEER IN THE PREPARATION OF THE DRAWINGS. THERE IS NO GUARANTEE AS TO THE ACCURACY OR THE COMPLETENESS OF SUCH INFORMATION AND ALL RESPONSIBILITY FOR THE ACCURACY AND COMPLETENESS THEREOF IS EXPRESSLY DISCLAIMED

LANDSCAPING SYMBOL LEGEND

- OVERSTORY DECIDUOUS TREES
- UNDERSTORY DECIDUOUS TREES
- 5 GALLON SHRUBS
- CONIFEROUS TREES

PLANT LIST:

11 CONIFEROUS TREES
- WHITE SPRUCE
- NORWAY SPRUCE
- WHITE PINE

13 OVERSTORY DECIDUOUS TREES
- RED MAPLE
- SUGAR MAPLE
- HACKBERRY

7 UNDERSTORY DECIDUOUS TREES
- SERVICEBERRY
- PLUM

48 DWARF SHRUBS

LANDSCAPING REQUIREMENTS:

LOT AREA = 60,090 S.F.
BUILDING AREA = 9,100 S.F.
PARKING & SIDEWALK AREA = 23,612 S.F.
GREENSPACE = 36,478 S.F.
% GREENSPACE = (9,100+23,612)/60,090 = 54% > 25% MINIMUM
% PARKING LOT GREEN SPACE = 1,212/23,612 = 5.1% > 5.0% MINIMUM

1 TREE REQUIRED PER 50 L.F. FRONTAGE
- STREET FRONTAGE = 265 L.F./50 = 6 TREES
- RESIDENTIAL PERIMETER = 226 L.F./50 = 5 TREES

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.

Print Name:
Signature:
Date:
License #:

DOLLAR GENERAL
PARKER, ARIZONA

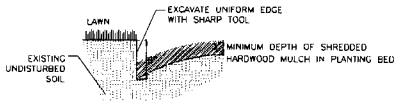
NO.	DATE	DESCRIPTION	BY

Overland ENGINEERING, LLC

DOLLAR GENERAL
ISANTI, MINNESOTA

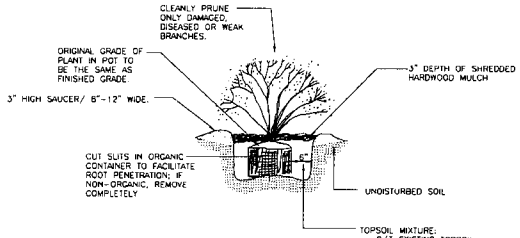
LANDSCAPING PLAN

SHEET
C4



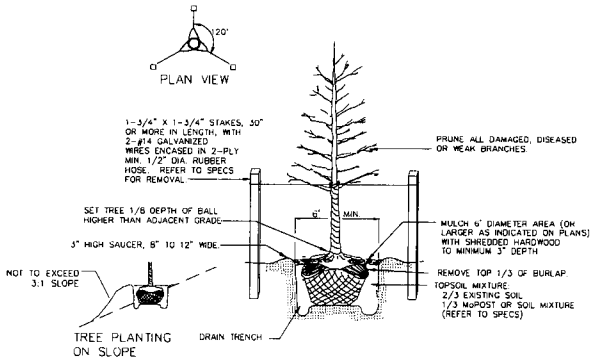
EARTHEN EDGING DETAIL

NO SCALE



SHRUB DETAIL

NO SCALE



TREE DETAIL- LESS THAN 3 1/2" CALIPER

NO SCALE

LANDSCAPE NOTES:

1. ALL PLANTING BEDS SHALL HAVE A MINIMUM 3" DEPTH OF MULCH, WITH EDGING AS REQUIRED.
2. ALL TREES LOCATED IN SOD AREAS SHALL HAVE A MULCH RING AROUND THEM WITH EDGING.
3. ALL PLANTINGS SHALL BE THOROUGHLY WATERED BY THE LANDSCAPE CONTRACTOR AT THE TIME OF THE PLANTINGS.
4. MAXIMUM GRADING SHALL NOT EXCEED 4:1.
5. CONTRACTOR IS RESPONSIBLE FOR ESTABLISHING ALL VEGETATION AND REGIONAL APPROPRIATE LANDSCAPING.

IRRIGATION NOTES:

1. IRRIGATION SYSTEM FOR SODDED AND LANDSCAPED AREAS IS NOT SHOWN BUT SHALL BE DESIGNED AND INSTALLED BY CONTRACTOR.
2. IRRIGATION SYSTEM TO INCLUDE ALL SPRAY HEADS, VALVES AND CONTROLLERS.
3. LOCATE HEADS A MINIMUM OF 2'-0" FROM EDGE OF PAVEMENT / CURB.

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.

Print Name: [illegible]

Signature: [illegible]

Date: [illegible] License #: [illegible]

DOLLAR GENERAL

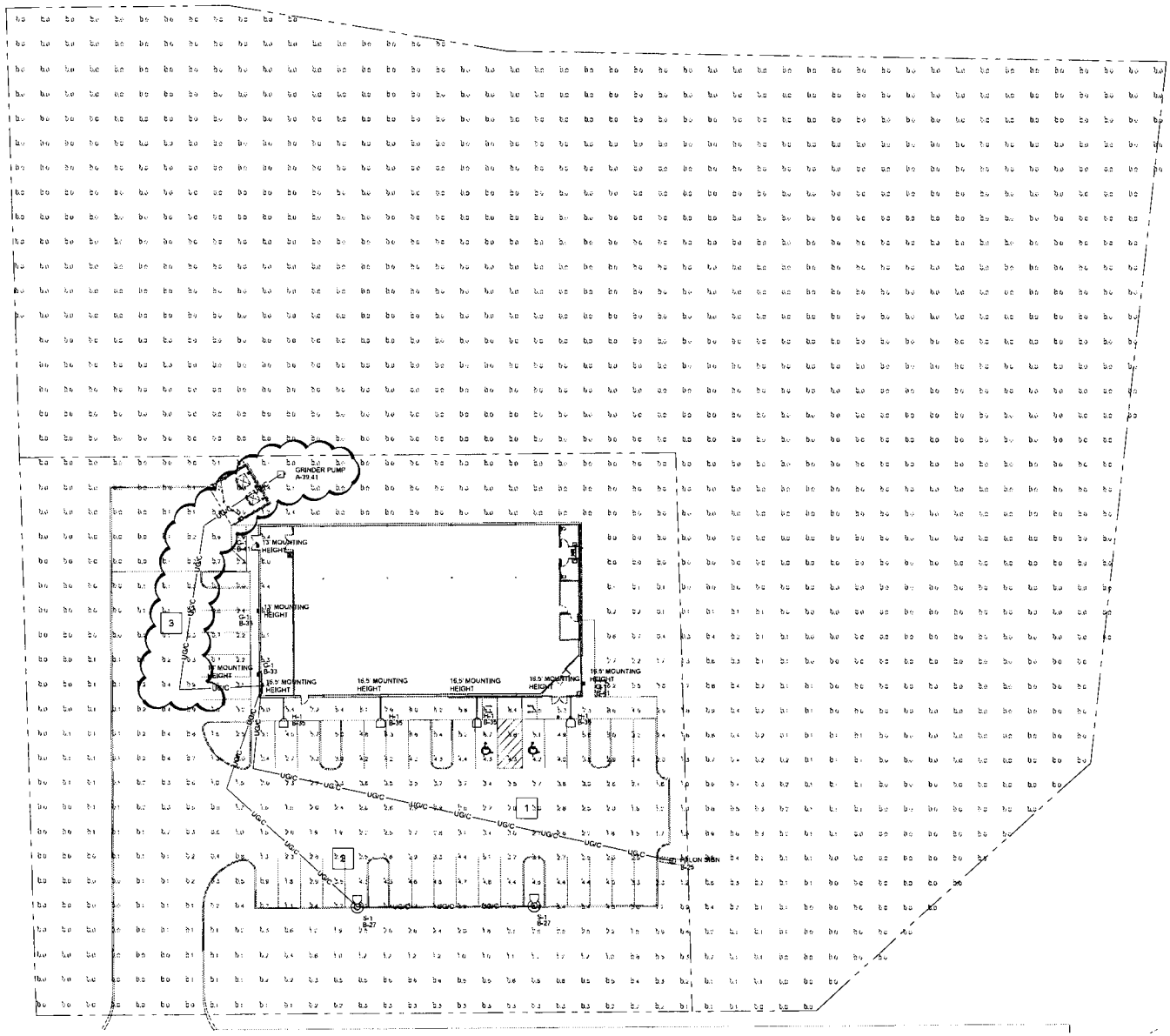
NO.	DATE	DESCRIPTION	BY

verland ENGINEERING, LLC

DOLLAR GENERAL
ISANTI, MINNESOTA

LANDSCAPING DETAILS

SHEET
C4.1



1/E5 SITE LIGHTING & POWER PLAN
SCALE 1" = 20'-0"

SITE UTILITY LEGEND	
SS	SANITARY SEWER
BS	BUILDING SEWER
W	WATER PIPING
GAS	GAS PIPING
UG/E	UNDERGROUND ELECTRIC
OH/E	OVERHEAD ELECTRIC
UG/C	UNDERGROUND CONDUIT
UG/S	UNDERGROUND SLEEVE
T	TELEPHONE

SITE UTILITY LEGEND	
FO	FIBER OPTICS
E	ELECTRIC METER
G	GAS METER
W	WATER METER
	FIRE HYDRANT
	PAD MOUNT TRANSFORMER
MH	MANHOLE
COTG	CLEANOUT TO GRADE

#	KEYNOTES
1	1" CONDUIT TO PYLON SIGN.
2	1" CONDUIT TO POLE LIGHTS.
3	1" CONDUIT TO GRINDER PUMP.

DISCLAIMER: THE PHOTOMETRIC CALCULATIONS WILL BE CONFIRMED BY THE NATIONAL LIGHTING ACCOUNT VENDOR (NATIONAL LIGHTING ELECTRICAL SERVICE). THE E.C. AND G.C. WILL BE RESPONSIBLE TO CONFIRM THAT NATIONAL LIGHTING ELECTRICAL SERVICE (THE NATIONAL ACCOUNT LIGHTING VENDER) HAS RUN THEIR PHOTOMETRICS FOR THIS SITE. IT IS ALSO THE RESPONSIBILITY OF THE E.C. AND G.C. TO CONFIRM ALL LIGHT FIXTURE MODEL NUMBERS WITH THE NATIONAL ACCOUNT VENDOR (NATIONAL LIGHTING ELECTRICAL SERVICE).

LED LIGHT HEADS ARE COVERED ON FOUR SIDES PLUS THE BACK WITH LIGHT BEING PROJECTED IN ONE DIRECTION. LIGHT HEADS MOUNTED AND POINTING IN A DOWNWARD DIRECTION ACCOMPLISHES THE GOAL OF WHAT USED TO BE CALLED "FULL CUT-OFF". IN THIS WAY THE PARKING LOT IS LIT AND THERE IS NO BLEED OVER TO THE PROPERTY LINE OR ACROSS PROPERTY LINES.

811 Know what's **Call** below. before you dig.

FIELD VERIFY AND COORDINATE ALL UNDERGROUND UTILITIES WITH STORM WATER DETENTION AND DRAIN PIPING TO AVOID CONFLICT/INTERFERENCE.

© 2019 THESE DRAWINGS ARE INSTRUMENTS OF THE ENGINEER FOR USE SOLELY WITH RESPECT TO THIS PROJECT. THE ENGINEER SHALL BE DEEMED THE AUTHOR OF THESE DOCUMENTS AND SHALL RETAIN ALL COMMON LAW, STATUTORY & OTHER RESERVED RIGHTS, INCLUDING THE COPYRIGHT. THE ENGINEER'S DRAWINGS SHALL NOT BE USED ON OTHER PROJECTS FOR ADDITIONS TO THIS PROJECT OR COMPLETION OF THIS PROJECT BY OTHERS, EXCEPT BY AGREEMENT IN WRITING WITH THE ENGINEER.

THE ENGINEER HAS PROVIDED ONLY MECHANICAL, ELECTRICAL, AND PLUMBING ENGINEERING SERVICES TO FLOOR PLANS AND SITE PLANS HAVE BEEN PROVIDED BY THE ARCHITECT FOR MY USE RELATIVE TO MECHANICAL, ELECTRICAL, AND PLUMBING ENGINEERING SERVICES ONLY.

PATRICK D. CROCKER, P.E.
3211 EAST SHADY GLEN
SPRINGFIELD, MISSOURI 65804
PHONE (417) 883-4056

DOLLAR GENERAL
TYPE E
HIGHWAY 65 & PALOMINO ROAD
ISANTI, ISANTI COUNTY, MINNESOTA

DATE	1/18/2019
REVISION	6/03/2019
REVISION	
REVISION	
REVISION	
REVISION	
REVISION	
JOB #	7/1/2019
SHEET #	E5

K.10

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members of City Council**
From: Sheila Sellman, Community Development Director
Date: August 7, 2019
Subject: **RESOLUTION NO. 2019-XXX, A RESOLUTION AUTHORIZING A REDUCTION IN THE LETTER OF CREDIT FOR HERITAGE ESTATES SUBDIVISION**

Background:
Level Contracting LLC is requesting a reduction in their Letter of Credit (LOC) for Heritage Estates. The reduction is for the completion of work to date including the installation of all water and sewer services and mains planned for this development. The City Engineer has approved the reduction.

Attachments:

- Resolution 2019-XXX
- City Engineer's Memo
- Request from Developer

RESOLUTION 2019-XXX

AUTHORIZING A REDUCTION IN THE LETTER OF CREDIT FOR HERITAGE ESTATES

WHEREAS, Level Contracting LLC, (developer) has submitted a written request for a reduction in the letter of credit as described in the development agreement between the developer and the City of Isanti; and,

WHEREAS, the developer has requested a reduction of $91,511.60 resulting in a balance of $128,812.04; and,

WHEREAS, the developer has successfully installed all sewer and water services and mains planned for this development; and,

WHEREAS, the Community Development Director and City Engineer have reviewed the request and recommended approval.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that the requested reduction in the letter of credit be hereby **APPROVED** as requested, **BE IT FURTHER RESOLVED** that the City Council of the City of Isanti authorizes City Staff to execute said reduction.

This Resolution is adopted this 7th day of August, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
City Clerk/Human Resources

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: July 30, 2019

To: Sheila Sellman, Community Development Director

From: Jason W. Cook, P.E.
City Engineer

Subject: Heritage Estates – Developer Requested Letter of Credit Reduction
City of Isanti, MN
Project No.: R13.118416

Level Contracting, LLC, the developer of Heritage Estates, has requested a reduction of $91,511.60 to the Letter of Credit for the Heritage Estates development.

They have paid C.W. Houle, Inc $91,511.60 for work completed since the previous letter of credit reduction, including the installation of all sewer and water services and mains planned for this development.

The work has been found to be in compliance with City standards and all tests have passed to date.

We recommend approving the reduction of the Letter of Credit in the amount of $91,511.60 as requested.

The remaining balance of the Letter of Credit is anticipated to be sufficient to complete the project as proposed while covering all incurred overhead costs including testing, inspection, and contract administration.

Attached is the request for the reduction as well and the invoice paid and the lien waiver from C.W. Houle, Inc for work completed to date.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

July 26, 2019

Ms. Sheila Sellman
Community Development Director
City of Isanti
110 1st Avenue NW
Isanti, MN 55040

RE: Heritage Estates Subdivision
Request for Reduction of Financial Guarantee

Dear Sheila:

Given the completion of certain improvements in the Heritage Estates Subdivision, at this time I am requesting a reduction in the amount of the Financial Guarantee that was provided to the City of Isanti in connection with this development. The reduction requested is $91,511.60.

I have attached the amount paid and the applicable lien waiver from C.W. Houle, Inc. for the amount requested and paid.

I would like to request that the City process this request as soon as possible. The reduction in the deposit being held by the City should be released according to the terms outlined in the Deposit Agreement for Heritage Estates.

If you have any questions or need any further information, please don't hesitate to contact me. Thank you for your assistance in processing this request.

Sincerely,

ALLIANT FINANCE, LLC

Robert J. Machacek
Chief Operating Officer

ALLIANT VENTURES II, LLC
DRAW REQUEST

Email Request or Call Before Presenting This Draw Request For Payment
This Draw Request must be an original signed by both the Builder & Subcontractor in order to receive payment
Alliant Office Address: 4655 Nicols Road, Suite 106 Eagan, MN 55122

Builder/Borrower: Level Contracting, LLC

Date: 7-2-19

Pay to the Order of: C.W Houle Inc

Loan No. 4000

Address: 1300 West County Rd. 1

For AF Use Only

City/State/Zip: Shoreview MN 55126

PAID

Telephone: 651-484-6077

AMOUNT: $ 91,511.60

For the following work completed: Sewer + Water + Grading

ALL WORK HAS PASSED INSPECTION UNDER LOCAL AND STATE BUILDING CODES. I HEREBY AUTHORIZE THIS PAYMENT AND CERTIFY THAT THE WORKMANSHIP AND MATERIAL ARE SATISFACTORY.

Builder/Borrower: Level Contracting, LLC

By:

For AF Use Only:

Property Address:

Unfunded Balance:

L.C. Approval: Mail:

Amounts Previously Paid:

Framed: Pick-Up:

Builders Risk:

WE ARE REQUIRED BY THE INTERNAL REVENUE SERVICE TO GET YOUR TAX ID NUMBER BEFORE PAYMENT IS MADE

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

DATED: 7-2-19

THE UNDERSIGNED HEREBY ACKNOWLEDGES RECEIPT OF THE SUM OF $ 91,511.60

CHECK ONLY ONE:

BH 1) [X] As partial payment for labor, skill and material furnished — Still holding retainer $8,220.87

2) [ ] As payment for all labor, skill and material furnished or to be furnished (except the sum of $ _____ for retainage of holdback

3) [ ] As full and final payment for all labor, skill and material furnished or to be furnished to the following described real property; (legal description, street address or project name)

Heritage Estates - Isanti County, Minnesota

AND FOR VALUE RECEIVED HEREBY WAIVES ALL RIGHTS ACQUIRED BY THE UNDERSIGNED TO FILE OR RECORD MECHANIC'S LIEN AGAINST SAID REAL PROPERTY OR LABOR, SKILL OR MATERIAL FURNISHED TO SAID REAL PROPERTY ONLY FOR THE AMOUNT PAID FROM ESCROW, AND EXCEPT FOR RETAINAGE SHOWN IF BOX 2 IS CHECKED. THE UNDERSIGNED AFFIRMS THAT ALL MATERIAL FURNISHED BY THE UNDERSIGNED HAS BEEN PAID FOR, AND ALL SUBCONTRACTORS EMPLOYED BY THE UNDERSIGNED HAVE BEEN PAID IN FULL EXCEPT:

* If payment is processed through the mail, this lien waiver is NOT valid until check has cleared the bank

[X] Corporation
[ ] Individual
[ ] Sole Proprietor
[ ] Partnership
[ ] Limited Liability Company

C.W. Houle, Inc.
Company Name

Bryan W Houle
Signature

Bryan W Houle
Printed Name of Individual

President
Title

1300 West City Rd 1
Address

651-484-6077
Telephone No.

FID #: 41 0834680

SSN#: _____

[ ] CHECK PAYEE(S) ARE SUBJECT TO BACKUP WITHHOLDING UNDER THE PROVISION OF SECTION 3406(a)(1)(C) OF THE INTERNAL REVENUE CODE

Conservancy / Rice Creek Watershed District
1810 WEST COUNTY ROAD F
SHOREVIEW, MINNESOTA 55126-5621
TELEPHONE: (651) 204-6070 • FAX: (651) 482-0865 • Email: mail@rcwd.org

May 29, 2019

HERITAGE BUILDERS, LLC
ATTN: MONTY JENSEN
20891 - 145TH STREET NW
ELK RIVER, MN 55330

RE: Isanti - Heritage Estates 19-02
EST # 2

TOTAL WORK TO DATE:	$399,491.32
EXTRA WORK PERFORMED:	$11,552.00
GROSS AMOUNT DUE:	$411,043.32
LESS 2% RETAINAGE:	$8,220.87
LESS PREVIOUS ESTIMATES:	$311,310.85
TOTAL AMOUNT DUE:	$91,511.60

EXTRA WORK:

INVOICE 10924 (INCL ON EST1)	$825.00
INVOICE 10925 (INCL ON EST1)	$1,617.00
INVOICE 10941 (SEE ATTACHED)	$635.00
INVOICE 10942 (SEE ATTACHED)	$6,005.00
INVOICE 10943 (SEE ATTACHED)	$2,470.00
TOTAL EXTRA WORK:	$11,552.00

K.11

RESOLUTION 2019-XXX

A RESOLUTION AUTHORIZING ENGINEERING STUDY AND REPORT FOR INTERSECTION OF CSAH 5 AND EAST DUAL BOULEVARD

WHEREAS, the City of Isanti and Isanti County have a shared interest in maintaining safety on roadways and intersections through the City of Isanti; and,

WHEREAS, there have been concerns regarding pedestrian and vehicle safety at the intersection of CSAH 5 and East Dual Boulevard; and,

WHEREAS, Isanti County Highway Department procured a quote from WSB engineering firm to submit a proposal to complete an Intersection Control Evaluation (ICE) study and report for the intersection of CSAH 5 and East Dual Boulevard (Exhibit A); and,

WHEREAS, the total cost for the ICE report is, not to exceed, $27,148.00; and,

WHEREAS, Isanti County has asked the City to fund one-third (1/3) of the ICE report; and,

WHEREAS, the City's portion of the ICE report would not exceed $9,050.00 with funding identified within Streets - Engineering;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. To hereby accept the proposal by WSB to provide an Intersection Control Evaluation study and report for the intersection of CSAH 5 and East Dual Boulevard as referenced as 'Exhibit A'.
2. The City of Isanti will pay one-third of the cost of such ICE report in the amount, not to exceed, $9,050.00 to either WSB or Isanti County.
3. The City Administrator is allowed to sign any necessary documentation.
4. This Resolution is contingent upon approval of such agreement by Isanti County Board of Commissioners to fund two-thirds of the ICE report.

This Resolution is hereby approved by the Isanti City Council this 7th day of August, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

'Exhibit A'

June 27, 2019

wsb

Richard Heilman
Isanti County Engineer
Emerson Street North
Cambridge, MN 55008

Re: Proposal to Provide ICE Report for the Intersection of CSAH 5 and East Dual Boulevard

Dear Mr. Heilman:

WSB is pleased to submit this proposal to complete an Intersection Control Evaluation study and report for the intersection of CSAH 5 and East Dual Boulevard. We understand that the intersection has seen capacity and safety issues since a new Kwik Trip opened in the northeast quadrant of the intersection.

CSAH 5 is currently a 4 lane, undivided roadway at this location with no turn lanes. In addition, the north and south streets of East Dual Boulevard and Credit Union Drive, form an offset intersection further complicating the operations of the area.

We feel we are well-suited to assist Isanti County and the City of Isanti with analyzing and recommending an appropriate solution for the intersection, and potentially the corridor. We have provided our expertise to solve many issues in similar situations.

Below is a summary of our proposed scope.

CONSULTANT SERVICES

Task 1 – Project Management

- Project Communication/Administration: WSB will provide weekly project updates. The updates will provide information on the status of the project including; budget, schedule and results of analysis.
- PMT Meetings: WSB will schedule and lead up to 3 project meetings with County and City staff. WSB will prepare the agenda and distribute the meeting minutes.

Task 2 – Traffic Counts and Summary

- WSB will plan to perform 13-hour traffic, turning movement counts at the intersections of CSAH 5/East Dual Boulevard and CSAH 5/Credit Union Drive NE. WSB will set up cameras and analyze the movements. A peak hour (AM and PM) turning movement summary will be created and utilized in the analysis.

Task 3 – Geometric Design

- Intersection Alternatives: WSB will develop up to three alternatives for the intersections of CSAH 5 and Dual Boulevard, this may also include realigning

701 XENIA AVENUE S | SUITE 300 | MINNEAPOLIS, MN | 55416 | 763.541.4800 | WSBENG.COM

Credit Union Drive. WSB will analyze a signal (with turn lanes), a roundabout and another potential hybrid option.

- Corridor Geometric Design: WSB will develop a corridor alternative from the railroad to TH 65. This may include reduction of lanes and/or development of a three-lane section.
- Cost Estimate: WSB will prepare cost estimates for each option. The cost estimate will include all assumptions and unit prices for easy comparisons.

Task 4 – Traffic Analysis and ICE Report

- Intersection Analysis: WSB will model the intersection options, in addition to the no-build option for the current and 20 year projection. This data will be used to aid in the intersection recommendation and the ICE report.
- Intersection Control Evaluation (ICE): WSB will complete an ICE report for the intersection of CSAH 5 and East Dual Boulevard. WSB will provide a draft and final version to County and City staff for review.

SCHEDULE

Depending on approval, WSB is prepared to begin the traffic counts and analysis as soon as possible. It is anticipated the deliverables can be completed by the end of ~~August~~ Sept., 2019.

PROPOSED FEE

WSB proposes to complete this project for a cost not to exceed **$27,148**.

The attached detailed scope of work and associated fees are for your review on the next page.

If you have any questions about this proposal, please feel free to call me at 763-287-7149.

Sincerely,

WSB

Andrew Plowman, P.E.
Project Manager, Principal

ACCEPTED:

Isanti County

By: _____ _____
Richard Heilman **Date:**

Isanti County
Minnesota

Budgeted Hours

CSAH 5 and East Dual Boulevard
Isanti County

wsb

Task	*Description*	Base Estimated Hours							Cost
		Proj . Mgr.	Proj. Eng.	Traffic Engineer	Trafffic Design	Traffic Technician	CADD Technician	Total Hours	
1	**Project Management**	16	4	4				24	$ 3,824.00
	Project Communication/Administration	8							$ 1,400.00
	PMT Meetings	8	4	4					$ 2,424.00
2	**Traffic Counts and Summary**				8	32		40	$ 4,184.00
3	**Geometric Design**	26	44				12	82	$ 10,930.00
	Intersection Alternatives	20	24				4		$ 6,672.00
	Corridor Geometric Design	4	16				8		$ 3,460.00
	Cost Estimates	2	4						$ 798.00
4	**Traffic Analysis**	4	2	20	32		6	64	$ 8,210.00
	Intersection Analysis			8	12				$ 2,532.00
	ICE Report	4	2	12	20		6		$ 5,678.00
Total Hours		46	50	24	40	32	18	210	
Hourly Costs		175.00	112.00	144.00	115.00	102.00	121.00		
Total Direct Labor Costs		$8,050	$5,600	$3,456	$4,600	$3,264	$2,178		$27,148

TOTAL COST	$27,148

C:\Plots\Isanti Cost

K.12

RESOLUTION 2019-XXX

RESOLUTION ACCEPTING DONATION FOR ISANTI REDBIRDS AND AUTHORIZING EXPENDITURE OF SAME

WHEREAS, MN Statute 465.03 requires that cities accept donations for the benefit of its citizens in accordance with the terms prescribed by the donor; and,

WHEREAS, the Isanti Redbirds have received a $500.00 donation from an anonymous donor; and,

WHEREAS, the donor has requested that the donation be used for the support of the Isanti Redbirds Baseball Team; and

WHEREAS, the aforementioned donation shall be expended on maintenance at Sportsman Field, Home of Redbirds Baseball; and,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Isanti, hereby accepts the $500.00 donation and authorizes the use of the donation for Isanti Redbirds.

Resolution adopted by the Isanti City Council this 7th day of August, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2019-XXX

ACCEPTING MS4 TECH COREY MUELLER LETTER OF RESIGNATION

WHEREAS, MS4 Tech Corey Mueller has submitted a letter of resignation to the City of Isanti on July 30th, 2019; and,

WHEREAS, the effective date of this resignation is August 14th, 2019; and,

WHEREAS, Corey Mueller is leaving employment in good standing.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve as follows:

1. That the resignation of Corey Mueller is hereby accepted effective August 14th, 2019.
2. That Human Resources/City Clerk and Community Development Director are hereby directed to fill the position.
3. Bolten and Menk, Inc. will be responsible for MS4 duties until the position is filled.

This Resolution is hereby approved by the Isanti City Council this 7th day of August 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2019-XXX

K.14

A RESOLUTION AMENDING THE FUND BALANCE POLICY

WHEREAS, the City of Isanti understands it has a responsibility to maintain prudent financial operations to ensure stability of City operations for the benefit of City residents and businesses; and,

WHEREAS, the City of Isanti is required to have a fund balance policy effective for the fiscal year ending December 31, 2011 to comply with GASB 54; and,

WHEREAS, Committee of the Whole recommended on July 16, 2019 to amend the Fund Balance Policy allowing the City to have a plan of action to bring the fund balance back to 50% without the restriction of doing so in two years;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL of the City of Isanti, Minnesota, hereby approves the Fund Balance Policy attached as 'Exhibit A'.

This Resolution is hereby approved by the Isanti City Council this 7th day of August, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

'Exhibit A'

CITY OF ISANTI
GOVERNMENTAL FUNDS
FUND BALANCE POLICY

The City understands it has a responsibility to maintain prudent financial operations to ensure stability of City operations for the benefit of City residents and businesses. Fund balance reserves are an important component in ensuring the overall financial health of a community, by giving the City cushion to meet contingency or cash-flow timing needs. The Office of the State Auditor recommends that local governments determine and establish in their fund balance policy a desired minimum level of unrestricted fund balance to maintain in their General fund and other significant funds. The Office of the State Auditor continues to recommend that local governments maintain an unrestricted fund balance in their General fund and special revenue funds of approximately 35 to 50 percent of fund operating revenues or no less than five months of operating expenditures. While bond rating agencies have not recommended fund balance levels, the agencies look favorably on larger fund balances, which protect against contingencies and cash flow needs.

At December 31 of each year the General fund unassigned fund balance shall be 50% of the following year's budgeted expenditures and transfers out. Any excess fund balance in the General fund will be utilized to reduce property taxes for the next budget cycle. If a shortage exists, Council will need to determine a plan of action to restore the fund balance ~~within two years~~.

GASB 54 is effective for fiscal years beginning after June 15, 2010. For the City of Isanti GASB 54 is effective for the fiscal year ended 2011. The objective of GASB 54 is "to enhance the usefulness of fund balance information providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions." GASB 54 "establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in governmental funds."

Before GASB 54 fund balances in governmental funds were reported as restricted, unreserved-designated, and unreserved-unrestricted. Under GASB 54 fund balances in governmental funds will be reported as nonspendable, restricted, committed, assigned, and unassigned.

The definitions of the new fund balance classifications are as follows:

Nonspendable fund balance includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. Examples include inventories, prepaid amounts, and corpus or principal of a permanent fund. Long-term loans and notes receivables and property held for resale could be classified as nonspendable unless the proceeds are restricted, committed, or assigned.

Restricted fund balance should be reported when constraints placed on the resources are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation. This is the same definition used by GASB 34 for restricted net assets. Examples include unspent bond proceeds, grants earned but unspent, debt covenants, revenues restricted by state statute or enabling legislation, or taxes dedicated to a specific purpose.

Committed fund balance includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action by City Council. Committed fund balances cannot be reversed or changed without City Council action. Committed fund balance should incorporate contractual obligations to the extent that existing resources in the fund have been specifically committed for use in satisfying those contractual requirements. Council action to constrain resources must be approved prior to year-end. However, the amount may be determined in a subsequent period.

Assigned fund balance includes (a) all remaining amounts (except for negative amounts) that are reported in governmental funds except for the General fund that are not classified as nonspendable and are neither restricted or committed and (b) amounts in the General fund that are intended to be used for a specific purpose. For the General fund, the Finance Committee may have authority to assign amounts. An assignment of existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

Unassigned fund balance is the residual classification for the General fund. Unassigned fund balance represents fund balance that is not restricted, committed, or assigned to specific purposes within the General fund. The General fund is the only fund that may report a positive unassigned fund balance. A negative unassigned fund balance may be reported in a governmental fund excluding the General fund only when the expenditures incurred for a specific purpose might exceed the amounts in the fund that are restricted, committed and assigned to that purpose and a negative residual balance for that purpose may result. If that occurs, amounts assigned to other purposes in that fund should be reduced to eliminate the deficit. If the remaining deficit eliminates all other assigned amounts in the fund, or if there are no amounts assigned to other purposes, the negative residual amount shall be classified as unassigned fund balance. In the General fund, a similar negative amount would have been eliminated by reducing committed fund balance first followed by assigned fund balance and then unassigned fund balance. A negative residual amount should not be reported for restricted, committed, or assigned fund balances in any fund.

The order of use of fund balance is restricted, committed, assigned and then unassigned.

The Office of the State Auditor also recommends that local governments consider establishing a stabilization arrangement for emergency situations. To set aside funds as restricted or committed the allowable uses must be specifically defined and the situation cannot be expected to occur routinely. At this time the City of Isanti does not wish to report stabilization arrangements as restricted or committed. As such, any stabilization arrangements will be reported as unassigned.

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
July 23, 2019
City Council Chambers

1. Meeting Opening.

A. Call to Order.
Zdon called the meeting to order at 6:10 p.m.

B. Pledge of Allegiance.
Everyone stood for the Pledge of Allegiance.

C. Roll Call.
Members Present: James Witte, Aaron Zdon, and Mayor Johnson
Staff Present: Jennifer Garvey, Parks, Recreation, and Culture Manager

D. Agenda Modifications.
Zdon asked if there were any agenda modifications, there were none. Motion by Johnson, second by Witte to approve the agenda for the July 23, 2019 Parks, Recreation, and Culture Board Meeting.

2. Approval of Minutes from May 28, 2019 Parks, Recreation, and Culture Board Meeting

Motion by Witte second by Johnson. Minutes were unanimously approved.

3. Community Event Discussion

Steve Lundeen – 1110 Ironwood Ave Sw – brought to the board ideas he would like to see be explored more by the board. A community light show, similar to Bentleyville for the community to enjoy and to assist with sponsoring and volunteering at. Mayor Johnson had first presented idea in 2017 or 2018 to the board. Mayor Johnson has information he gathered at that time for this event. The board agreed to continue to move forward with looking more into this type of event to be held here in Isanti with the intention to make sure we have strong sponsors/volunteers to start to plan for a future event. Lundeen then mentioned an egg hunt, it was brought up that Rum River BMX has had this type of event the past couple of years and so the city could reach out and co-sponsor/partner with the existing event. Belt buckle/medallion hunt to go along with the Rodeo/Jubilee Days celebration and the board decided to continue to look into this event.

4. Preview the Parks, Recreation and Culture Comp Plan

Garvey explained that the comp plan had not been reviewed by this board since 2011 and is bringing it tonight to have the board provide staff direction if they would like to set up a sub-committee to review this packet. The board discussed that they would each review the plan on their own over the next month and bring it back to the August meeting with their insights/updates/etc.

5. Parks Update

Garvey shared that in April of 2019, the board approved the new paint project that will start on Monday July 29. The large playground and swing area will re-painted and the entire playground area will be closed for 2 weeks, weather depending. The Passport to Parks scavenger hunt kickoff event was on Thursday June 20 at Bluebird Park and the hunt will continue, in which citizens can explore our parks and is open through Friday August 9. A Grand Prize drawing will take place at 7:00 pm at the beginning of the Street Dance on August 17. Passports are available for download from the City's website or can be picked up at City Hall. Garvey continued that our second street dance of the summer was Saturday July 20 featuring Audio Circus, and the final dance will be on August 17 featuring Good for Gary, as the ending to our Celebrate Isanti event. The attendance for the June dance was slightly higher than the July date. June we had a couple of moments of rain, but for July the weather was a wonderful event. The Dog Park Grand Opening and ribbon cutting

ceremony was on Wednesday June 12 at 11am. We had about 30 people in attendance and 12 dogs. Staff conducted a drawing for a few prizes and the guests of honor seemed to enjoy meeting new friends and running around without a leash on. Legacy Park, the developer has granted a temporary access point from the new street and staff has placed signs at this point and mowed a path to the entrance of the park. The access point will have to have be moved again as the one we created now has stakes in it so this access point will need to be adjusted. The developer has provided plans to expand the project this fall and go back as far as the true park entrance and parking lot. If the process continues and gets approval, the parking lot for Legacy could be paved and ready by winter. Curious Creatures is a monthly program geared toward 2-5 years old, that switches park locations and has a new theme each month. This is free for residents and $3.00 for non-residents for June 11 we had 15 kids in attendance at River Bluff Preserve for Terrific Turtles and July 9 we had 7 kids in attendance at Bluebird Park for Incredible Insects. Celebrate Isanti is our city celebration day. The day starts off with the bike/run/walk at 8:30 and 8:45, the then continues with the Kids festival, community organization/business vendor showcase from9am-1pm, the car show from 10a-3pm along Main street and then finishes up with the last street dance at 7pm with Good for Gary and also at 7pm the grand prize drawing for the scavenger hunt. Volunteers are needed throughout the day to assist with the race, and kids festival.

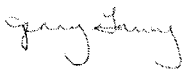
6. Adjournment

Motion by Witte, second by Johnson to adjourn the July 23, 2019 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:40 p.m.

Dated at Isanti, Minnesota this 24th day of July, 2019.

Respectfully submitted,



Jenny Garvey
Parks, Recreation, and Culture Manager

AGENDA

CITY OF ISANTI
CITY COUNCIL BUDGET WORK SESSION
WEDNESDAY, AUGUST 7, 2019

(Immediately following the Economic Development Authority Meeting)

CITY HALL

A. Call to Order
B. Roll Call

C. Work Session Items
1. **General Fund Budget Updates**
2. **Review 2020 Preliminary Budgets – Enterprise Funds**
3. **Capital Outlay and Reserve for Replacement**
4. **Determine if Tuesday, August 20, 2019 Work Session is Necessary**

Adjournment

A Community For Generations.

Isanti

MEMO

To: **Mayor Johnson & City Council Members**

From: Finance Director Betker

Date: August 7th 2019

Subject: General Fund Budget Updates

Revenues

Expenditures

- **Admin/Finance** - $170 added back in for International Institute of Municipal Clerks Membership Dues.

- **Planning, Building Insp., Code Enf., EDA** – Community Development Director Step increase date was corrected increasing wages in each department/fund slightly. (In Planning, increase was from 77,125 to 77,882 for example)

- **Planning / Zoning** – Final calculations on annexation related payments to residents and Isanti Township were about 17k less than previously presented.

A Community For Generations.

Isanti

MEMO

To: **Mayor Johnson & City Council Members**

From: Finance Director Betker

Date: August 7th 2019

Subject: Review 2020 Preliminary Budgets – Enterprise Funds

Expenditures – All Departments

- All wages include a 3% COLA for 2020 and include the necessary step increases, where applicable.
- Health Insurance is based on 2019 premiums plus 15%.
- Worker's compensation rates are based on 2019 rates and include a 10% inflationary factor.
- Property, liability, and volunteer insurance premiums are based on 2019 rates and include a 5% inflationary factor.
- Dental Insurance is based on 2019 premiums, plus 5%.
- Life/AD&D Insurance is based on 2019 premiums, plus 5%.
- Managed expenses throughout the enterprise fund budgets have been adjusted based on prior year actual costs, current year expenditures through June, actual maintenance agreements and contracted costs.

Water Fund

- Wages & Salaries Admin (108) has increased about 14k due to changes in allocations that moved expenses away from building inspection and provided for equal allocation across the enterprise funds.
- Water Meters (232) has increased 50% from $20,000 in 2019 to $30,000 in 2020 to account for an upward trend line in actual expenditures.
- Engineering Fees (303) has been reduced to better reflect actual observed expenditures.
- Bond Payments (principal and interest) as well as fiscal agent fees have been adjusted to reflect payments per the bond schedule.
- Total budgeted expenditures for the Water Fund are $1,460,302. An increase of 1.29% over 2019.

Sewer Fund

- Wages & Salaries Admin (108) has increased largely due to changes in allocations that moved expenses away from building inspection and provided for equal allocation across the enterprise funds.
- Utilities (380) has increased significantly as water use is now metered and payment is made to the Water Fund from the Sewer Fund. This change will manifest itself during the next rate study in 2020 as a previously unrecorded expense for the Sewer Fund as a previously unrecognized revenue for the Water Fund.
- Bond Payments (principal and interest) as well as fiscal agent fees and amortization have been adjusted to reflect payments per the bond schedule.
- Total budgeted expenditures for the Sewer Fund are $1,520,503. A decrease of 12.64% which includes $46,360 in capital outlay expenditures.
- If capital outlay expenses were excluded from the 2019 and 2020 budgets. The year over year increase in expenditures would be 17.55%, due largely to increases in Utilities (380) and an increase in Debt expense related to the 2016A bond issue.

Storm Water Fund

- There are relatively few changes in the 2020 budget compared to the prior year. The biggest change is a decrease in Capital Expenditures (500).
- If capital outlay expenses were excluded from the 2019 and 2020 budgets. The year over year decrease in expenditures would be 1.32%

Liquor Fund

- Expenditure items for re-sale are based on 2018 actuals, plus 2.5%.
- Total budgeted expenditures for the Liquor Store Fund are $3,080,018.
- The transfer from the Liquor Store has been budged at $350,000.
- Liquor Sales are based on 2018 actuals, plus 2.5%.

City of Isanti
2020 Draft Budget

Wednesday, August 07, 2019

2020 Draft Budget

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Pay 2020

2020 JOB CLASSIFICATION	1.03 POINTS		0.895 STEP 1	0.930 STEP 2	0.965 STEP 3	1.000 STEP 4	1.035 STEP 5	1.070 STEP 6	1.105 STEP 7
City Administrator	864	Per Hour	$ 49.9730	$ 51.9273	$ 53.8815	$ 55.8358	$ 57.7901	$ 59.7443	$ 61.6986
		Annually	$ 103,943.92	$ 108,008.77	$ 112,073.61	$ 116,138.46	$ 120,203.31	$ 124,268.15	$ 128,333.00
Assistant City Administrator / Special Projects	808	Per Hour	$ 46.4103	$ 48.2252	$ 50.0402	$ 51.8551	$ 53.6700	$ 55.4850	$ 57.2999
		Annually	$ 96,533.46	$ 100,308.51	$ 104,083.56	$ 107,858.61	$ 111,633.66	$ 115,408.71	$ 119,183.76
Finance Director	665	Per Hour	$ 42.1911	$ 43.8410	$ 45.4909	$ 47.1409	$ 48.7908	$ 50.4407	$ 52.0907
		Annually	$ 87,757.44	$ 91,189.29	$ 94,621.15	$ 98,053.00	$ 101,484.86	$ 104,916.71	$ 108,348.57
Police Chief	643	Per Hour	$ 39.5779	$ 41.1256	$ 42.6734	$ 44.2211	$ 45.7688	$ 47.3166	$ 48.8643
		Annually	$ 82,322.01	$ 85,541.31	$ 88,760.60	$ 91,979.90	$ 95,199.20	$ 98,418.49	$ 101,637.79
Public Services Director	604	Per Hour	$ 37.9505	$ 39.4346	$ 40.9187	$ 42.4028	$ 43.8869	$ 45.3710	$ 46.8551
		Annually	$ 78,937.05	$ 82,023.97	$ 85,110.90	$ 88,197.82	$ 91,284.74	$ 94,371.67	$ 97,458.59
Community Development Director	551	Per Hour	$ 36.9168	$ 38.3605	$ 39.8041	$ 41.2478	$ 42.6915	$ 44.1352	$ 45.5788
		Annually	$ 76,786.94	$ 79,789.78	$ 82,792.62	$ 85,795.46	$ 88,798.30	$ 91,801.14	$ 94,803.98
Liquor Store Manager	358	Per Hour	$ 30.6573	$ 31.8562	$ 33.0550	$ 34.2539	$ 35.4528	$ 36.6517	$ 37.8506
		Annually	$ 63,767.12	$ 66,260.81	$ 68,754.49	$ 71,248.18	$ 73,741.87	$ 76,235.55	$ 78,729.24
Police Investigator (**Union**)	297	Per Hour	$ 29.5919	$ 30.6837	$ 31.7755	$ 32.8570	$ 33.9488	$ 35.0406	$ 36.1324
		Annually	$ 61,551.15	$ 63,822.10	$ 66,093.04	$ 68,342.56	$ 70,613.50	$ 72,884.45	$ 75,155.39
Human Resources/City Clerk	280	Per Hour	$ 30.0866	$ 31.2631	$ 32.4397	$ 33.6163	$ 34.7929	$ 35.9694	$ 37.1460
		Annually	$ 62,580.08	$ 65,027.35	$ 67,474.61	$ 69,921.88	$ 72,369.15	$ 74,816.41	$ 77,263.68
Parks, Rec, Culture Manager	242	Per Hour	$ 25.9921	$ 27.0085	$ 28.0250	$ 29.0414	$ 30.0579	$ 31.0743	$ 32.0908
		Annually	$ 54,063.48	$ 56,177.69	$ 58,291.91	$ 60,406.12	$ 62,520.33	$ 64,634.55	$ 66,748.76
Assistant Finance Director	233	Per Hour	$ 24.9173	$ 25.8918	$ 26.8662	$ 27.8406	$ 28.8150	$ 29.7894	$ 30.7639
		Annually	$ 51,828.07	$ 53,854.87	$ 55,881.66	$ 57,908.46	$ 59,935.26	$ 61,962.05	$ 63,988.85
Planner	233	Per Hour	$ 24.9173	$ 25.8918	$ 26.8662	$ 27.8406	$ 28.8150	$ 29.7894	$ 30.7639
		Annually	$ 51,828.07	$ 53,854.87	$ 55,881.66	$ 57,908.46	$ 59,935.26	$ 61,962.05	$ 63,988.85
Asst Liquor Store Manager	195	Per Hour	$ 22.0635	$ 22.9263	$ 23.7891	$ 24.6519	$ 25.5147	$ 26.3775	$ 27.2404
		Annually	$ 45,891.99	$ 47,686.65	$ 49,481.31	$ 51,275.97	$ 53,070.63	$ 54,865.29	$ 56,659.95
Police Secretary	183	Per Hour	$ 21.5812	$ 22.4251	$ 23.2691	$ 24.1131	$ 24.9570	$ 25.8010	$ 26.6449
		Annually	$ 44,888.86	$ 46,644.29	$ 48,399.72	$ 50,155.15	$ 51,910.58	$ 53,666.01	$ 55,421.44
Utility Billing / Accounting Clerk	173	Per Hour	$ 20.3891	$ 21.1865	$ 21.9838	$ 22.7812	$ 23.5785	$ 24.3758	$ 25.1732
		Annually	$ 42,409.40	$ 44,067.86	$ 45,726.33	$ 47,384.80	$ 49,043.27	$ 50,701.74	$ 52,360.20
Receptionist / Utility Billing Clerk	150	Per Hour	$ 18.7613	$ 19.4949	$ 20.2286	$ 20.9623	$ 21.6960	$ 22.4297	$ 23.1633
		Annually	$ 39,023.42	$ 40,549.48	$ 42,075.53	$ 43,601.59	$ 45,127.65	$ 46,653.70	$ 48,179.76
Receptionist / Secretary / Data Entry	144	Per Hour	$ 18.0397	$ 18.7451	$ 19.4506	$ 20.1560	$ 20.8615	$ 21.5670	$ 22.2724
		Annually	$ 37,522.48	$ 38,989.84	$ 40,457.20	$ 41,924.56	$ 43,391.92	$ 44,859.28	$ 46,326.64
MS4 Technician	142	Per Hour	$ 17.6328	$ 18.3224	$ 19.0119	$ 19.7015	$ 20.3911	$ 21.0806	$ 21.7702
Deputy City Clerk / Human Resources	125	Per Hour	$ 16.0141	$ 16.6404	$ 17.2666	$ 17.8929	$ 18.5192	$ 19.1454	$ 19.7717
Liquor Store Clerk II	125	Per Hour	$ 16.0141	$ 16.6404	$ 17.2666	$ 17.8929	$ 18.5192	$ 19.1454	$ 19.7717
Liquor Store Clerk III	125	Per Hour	$ 14.6038	$ 15.1749	$ 15.7460	$ 16.3171	$ 16.8882	$ 17.4593	$ 18.0304
Liq. Store Clerk less than 20	125	Per Hour	$ 11.8943	$ 12.3594	$ 12.8246	$ 13.2897	$ 13.7548	$ 14.2200	$ 14.6851
Custodian	125	Per Hour	$ 11.8860	$ 12.3509	$ 12.8157	$ 13.2805	$ 13.7453	$ 14.2101	$ 14.6750

			START	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Police Lieutenant (**Union**)	394	Per Hour	$ 39.0885	$ 40.1494	$ 40.8910				
		Annually	$ 81,304.08	$ 83,510.75	$ 85,053.28				
Police Officer Full-Time (**Union**)	280	Per Hour	$ 29.1799	$ 30.1790	$ 31.2090	$ 32.2905	$ 33.4029	$ 34.5050	$ 35.6380
		Annually	$ 60,694.19	$ 62,772.32	$ 64,914.72	$ 67,164.24	$ 69,478.03	$ 71,770.40	$ 74,127.04
Police Officer Part-Time	280	Per Hour	$ 28.6649	$ 29.6640	$ 30.6940	$ 31.7755	$ 32.8879	$ 33.9900	$ 35.1230
		Annually	$ 59,622.99	$ 61,701.12	$ 63,843.52	$ 66,093.04	$ 68,406.83	$ 70,699.20	$ 73,055.84
Code Enforcement Officer Part-Time	142	Per Hour	$ 17.6328	$ 18.3224	$ 19.0119	$ 19.7015	$ 20.3911	$ 21.0806	$ 21.7702

			START	6 MONTHS	1 YEAR	2 YEAR	3 YEAR	4 YEAR	5 YEAR
Maintenance Tech I (**Union**)		Per Hour	$ 17.6748	$ 18.3443	$ 19.0241	$ 19.7142	$ 20.4043	$ 21.0944	$ 21.8051
		Annually	$ 36,763.58	$ 38,156.14	$ 39,570.13	$ 41,005.54	$ 42,440.94	$ 43,876.35	$ 45,354.61
Maintenance Tech II (**Union**)	188	Per Hour	$ 21.8875	$ 22.7321	$ 23.5870	$ 24.4419	$ 25.2762	$ 26.1620	$ 27.0169
		Annually	$ 45,526.00	$ 47,282.77	$ 49,060.96	$ 50,839.15	$ 52,574.50	$ 54,416.96	$ 56,195.15
Equipment Mechanic (**Union**)		Per Hour	$ 23.9784	$ 24.8848	$ 25.8221	$ 26.7594	$ 27.6967	$ 28.6443	$ 29.6022
		Annually	$ 49,875.07	$ 51,760.38	$ 53,709.97	$ 55,659.55	$ 57,609.14	$ 59,580.14	$ 61,572.58
Working Foreman/Leadman (**Union**)	280	Per Hour	$ 27.8203	$ 27.9645	$ 29.0151	$ 30.0863	$ 31.1472	$ 32.1669	$ 33.2381
		Annually	$ 57,866.22	$ 58,166.16	$ 60,351.41	$ 62,579.50	$ 64,786.18	$ 66,907.15	$ 69,135.25

	By Department		Annual Hours	Hourly Rate	2020 Salary	2020 Sick/Vac Pay	2020 Holiday	2020 Certificates	2020 HINS	2020 Total Pay
Mayor and City Council										
Mayor	100%	Mayor			$ 5,225.00					$ 5,225.00
4 City Council	100%	Council			$ 16,552.00					$ 16,552.00
26 Meetings					$ 21,777.00					$ 21,777.00
EDA Board										
5 City Council Members					$ 3,000.00					$ 3,000.00
2 Members					$ 600.00					$ 600.00
12 Meetings	100%	EDA			$ 3,600.00					$ 3,600.00
Parks Rec & Culture Board										
1 City Council Member					$ 550.00					$ 550.00
4 Members					$ 1,100.00					$ 1,100.00
11 Meetings	100%	PRC			$ 1,650.00					$ 1,650.00
Planning Commission										
5 City Council Members					$ 3,000.00					$ 3,000.00
2 Members					$ 600.00					$ 600.00
12 Meetings	100%	Plan/Zone			$ 3,600.00					$ 3,600.00
Committee of the Whole										
5 City Council Members					$ 3,000.00					$ 3,000.00
12 Meetings										$ -
	100%	Admin			$ 3,000.00					$ 3,000.00
Other Commissions, Boards and Advisory Committees										
1 City Council Member					$ 3,150.00					$ 3,150.00
										$ -
	100%	Council			$ 3,150.00					$ 3,150.00

		By Department	Annual Hours	Hourly Rate	2020 Salary	2020 Sick/Vac Pay	2020 Holiday	2020 Certificates	2020 HINS	2020 Total Pay
Administration Department										
City Administrator		70.0% Admin								$ 128,333.00
1/1/2020	Step 7	10.0% Water Adm.	2,080	$61.70	$128,333.00					
		10.0% Sewer Adm.								
		10.0% Liquor Adm.								
Asst. City Admin / Special Projects		70.0% Spec. Proj.								$ 79,646.84
1/1/2020	Step 7	10.0% Water Adm.	1,040	$ 57.30	$ 59,591.88	$ 20,054.96				
		10.0% Sewer Adm.								
		10.0% Liquor Adm.								
Finance Director		70.0% Admin							WAIVE	$ 103,425.17
1/1/2020	Step 5	10.0% Water Adm.	904	$48.79	$ 44,106.88					
6/5/2020	Step 6	10.0% Sewer Adm.	1,176	$50.44	$ 59,318.29					
		10.0% Liquor Adm.								
HR Director / City Clerk		70.0% Admin								$ 68,698.25
1/1/2020	Step 3	10.0% Water Adm.	1,040	$32.44	$ 33,737.31					
6/30/2020	Step 4	10.0% Sewer Adm.	1,040	$33.62	$ 34,960.94					
		10.0% Liquor Adm.								
Deputy City Clerk / Human Resources		70.0% Admin								$ 21,425.85
1/1/2020	Step 1	10.0% Water Adm.	330	$16.01	$ 5,284.67					
est. 3/15/2020	Step 2	10.0% Sewer Adm.	970	$16.64	$ 16,141.19					
		10.0% Liquor Adm.								
Asst Finance Director		70.0% Admin							WAIVE	$ 58,742.56
1/1/2020	Step 4	10.0% Water Adm.	1,224	$27.84	$ 34,076.90					
8/1/2020	Step 5	10.0% Sewer Adm.	856	$28.82	$ 24,665.66					
		10.0% Liquor Adm.								
Receptionist / Utility Billing Clerk		25% Admin								$ 48,179.76
1/1/2020	Step 7	3.5% Plan/Zone	2,080	$23.16	$ 48,179.76					
		10% Bldg Insp								
		3.5% PRC								
		3.0% EDA								
		25% Water Adm.								
		25% Sewer Adm.								
		5% Liquor Adm.								
Utility Billing / Accounting Clerk		45.0% Water							WAIVE	$ 47,116.89
1/1/2020	Step 3	45.0% Sewer	336	$21.98	$ 7,386.56					
2/27/2020	Step 4	10.0% Storm	1,744	$22.78	$ 39,730.33					
TOTAL ADMINISTRATION DEPARTMENT										**$ 555,568.33**

EEs

		By Department	Annual Hours	Hourly Rate	2020 Salary	2020 Sick/Vac Pay	2020 Holiday	2020 Certificates	2020 HINS	2020 Total Pay
Community Development Department										
Community Development Director		50% Plan/Zone								$ 87,851.25
1/1/2020	Step 4	5% Bldg Insp	656	$41.25	$ 27,058.57					
4/23/2020	Step 5	5% Code Enf.	1,424	$42.69	$ 60,792.68					
		40% EDA								
Planner		50% Plan/Zone							WAIVE	$ 57,339.40
1/1/2020	Step 3	45% Bldg Insp	584	$26.87	$ 15,689.85					
4/10/2020	Step 4	5% Code Enf.	1,496	$27.84	$ 41,649.55					
TOTAL COMMUNITY DEVELOPMENT DEPARTMENT										**$ 145,190.65**

		By Department	Annual Hours	Hourly Rate	2020 Salary	2020 Sick/Vac Pay	2020 Holiday	2020 Certificates	2020 HINS	2020 Total Pay
Police Department										
Chief		100% Police								$ 100,238.63
1/1/2020	Step 6		904	$47.32	$ 42,774.19					
6/5/2020	Step 7		1,176	$48.86	$ 57,464.44					
Lieutenant		100% Police								$ 88,815.25
1/1/2020	Step 2		2,080	$40.89	$ 85,053.28		$ 3,761.97			
Investigator		100% Police							WAIVE	$ 79,204.57
1/1/2020	Step 7		2,080	$36.13	$ 75,155.39		$ 3,324.18	$ 725.00		
Officer		100% Police							WAIVE	$ 72,653.15
1/1/2020	Step 3		560	$ 32.29	$ 18,082.68					
4/7/2020	Step 4		1,520	$ 33.40	$ 50,772.41		$ 3,073.07	$ 725.00		
Officer		100% Police								$ 78,130.74
1/1/2020	Step 6		2,080	$ 35.64	$ 74,127.04	$ -	$ 3,278.70	$ 725.00		
Officer		100% Police								$ 57,582.24
1/1/2020	Start		288	$ 29.18	$ 8,403.81					
2/19/2020	Step 1		1,792	$ 30.18	$ 54,080.77		$ 2,776.47	$ 725.00		
Officer		100% Police								$ 47,442.09
1/1/2020	Start		624	$ 29.18	$ 18,208.26					
4/17/2020	Step 1		1,456	$ 30.18	$ 43,940.62	$ -	$ 2,776.47	$ 725.00		
Officer		100% Police								$ 64,103.74
1/1/2020	Start		2,080	$ 29.18	$ 60,694.19	$ -	$ 2,684.55	$ 725.00		
Officer		100% Police								$ 79,841.36
1/1/2020	Step 6		2,080	$ 35.64	$ 74,127.04	$ 1,710.62	$ 3,278.70	$ 725.00		
Police Secretary		100% Police								$ 56,167.50
1/1/2020	Step 7		2,080	$26.64	$ 55,421.44	$ 746.06				
PT Data Entry Clerk		100% Police								$ 23,163.32
1/1/2020	Step 7		1,040	$22.27	$ 23,163.32					
Code Enf. Officer		100% Police PT								$ 18,355.79
			1,041	$ 17.63	$ 18,355.79					
		100% Police								
PT Officers		100% Police PT								$ 60,000.00
OT Officers		100% Police OT								$ 40,000.00
TOTAL POLICE DEPARTMENT										**$ 865,698.39**

		By Department	Annual Hours	Hourly Rate	2020 Salary	2020 Sick/Vac Pay	2020 Holiday	2020 Certificates	2020 HINS	2020 Total Pay
Public Services Department										
Public Services Director		4.1% Gen Maint							WAIVE	$ 88,883.05
1/1/2020	Step 3	21.2% Streets	624	$ 40.92	$ 25,533.27					
4/17/2020	Step 4	1.0% Sanitation	1,456	$ 42.40	$ 61,738.47					
		25.0% PRC			$ 87,271.74	$ 1,611.31				
		18.6% Water								
		25.8% Sewer								
		4.3% Storm								
Foreman		4.8% Gen Maint								$ 68,606.03
1/1/2020	6 mos.	24.6% Streets	744	$ 29.08	$ 21,637.81					
5/8/2020	Year 1	1.1% Sanitation	1,336	$ 30.18	$ 40,314.74					
Licenses	C/D, Pest	13.1% PRC	2,080	$ 2.60	$ 5,408.00					
		21.5% Water			$ 67,360.55	$ 1,245.48				
		29.9% Sewer								
		5.0% Storm								
Mntc Tech II		4.8% Gen Maint								$ 66,182.37
1/1/2020	Year 5	24.6% Streets	2,080	$ 28.10	$ 58,442.96					
Licenses	C/D, Utility Lead	1.1% Sanitation	2,080	$ 3.15	$ 6,552.00					
		13.1% PRC			$ 64,994.96	$ 1,187.41				
		21.5% Water								
		29.9% Sewer								
		5.0% Storm								
Mntc Tech II		4.8% Gen Maint								$ 63,850.96
1/1/2020	Year 5	24.6% Streets	2,080	$ 28.10	$ 58,442.96					
Licenses	C/D, Pest	1.1% Sanitation	2,080	$ 2.60	$ 5,408.00		$54,029.17			
		13.1% PRC			$ 63,850.96					
		21.5% Water								
		29.9% Sewer								
		5.0% Storm								
Equipment Mechanic		4.8% Gen Maint								$ 64,035.48
1/1/2020	Year 5	24.6% Streets	2,080	$ 30.79	$ 64,035.48					
Licenses		1.1% Sanitation	2,080		$ -					
		13.1% PRC			$ 64,035.48					
		21.5% Water								
		29.9% Sewer								
		5.0% Storm								

EEs

		By Department	Annual Hours	Hourly Rate	2020 Salary	2020 Sick/Vac Pay	2020 Holiday	2020 Certificates	2020 HINS	2020 Total Pay
Mntc Tech II		4.8% Gen Maint								$ 48,772.52
1/1/2020	6 mos.	24.6% Streets	824	$ 22.73	$ 18,731.25					
5/22/2020	1 year	1.1% Sanitation	1,256	$ 23.59	$ 29,625.27					
Licenses	Pest	13.1% PRC	2,080	$ 0.20	$ 416.00					
		21.5% Water			$ 48,772.52					
		29.9% Sewer								
		5.0% Storm								
Mntc Tech II		4.8% Gen Maint								$ 48,083.45
1/1/2020	Start	24.6% Streets	48	$ 21.89	$ 1,050.60					
1/8/2020	6 mos.	1.1% Sanitation	1,048	$ 22.73	$ 23,823.24					
7/8/2020	1 year	13.1% PRC	984	$ 23.59	$ 23,209.61					
Licenses		21.5% Water			$ 48,083.45					
		29.9% Sewer								
		5.0% Storm								
Mntc Tech II		4.8% Gen Maint								$ 51,805.63
1/1/2020	Start	24.6% Streets	1,048	$ 21.89	$ 22,938.10					
7/1/2020	6 mos.	1.1% Sanitation	1,032	$ 22.73	$ 23,459.53					
Licenses	C/D, Pest	13.1% PRC	2,080	$ 2.60	$ 5,408.00					
		21.5% Water			$ 51,805.63					
		29.9% Sewer								
		5.0% Storm								
Parks, Recreation & Culture Manager		100.0% PRC							WAIVE	$ 57,625.12
1/1/2020	Step 2		656	$27.01	$ 17,717.58					
4/23/2020	Step 3		1,424	$28.02	$ 39,907.54					
Custodian		100.0% PRC PT								$ 3,708.45
1/1/2020	Step 1		312	$11.89	$ 3,708.45					
MS4 Tech		100.0% Storm								$ 18,365.74
1/1/2020	Step 1		1,000	$17.63	$ 17,632.84					
12/15/2020	Step 2		40	$18.32	$ 732.90					
Seasonal		17.7% Streets PT								$ 27,135.00
		29.1% Sanitation PT								
		53.2% PRC PT								
TOTAL PUBLIC SERVICES DEPARTMENT										**$ 607,053.78**

		By Department	Annual Hours	Hourly Rate	2020 Salary	2020 Sick/Vac Pay	2020 Holiday	2020 Certificates	2020 HINS	2020 Total Pay
Liquor Store										
Manager		100% Liquor								$ 78,729.24
1/1/2020	Step 7		2,080	$37.85	$ 78,729.24					
Asst. Manger		100% Liquor								$ 50,288.91
1/1/2020	Step 3		1,144	$23.79	$ 27,214.72					
7/19/2020	Step 4		936	$24.65	$ 23,074.19					
Clerk II		100% Liquor								$ 35,779.36
1/1/2020	Step 2		216	$16.64	$ 3,594.33					
2/6/2020	Step 3		1,864	$17.27	$ 32,185.03					
Clerk III		100% Liquor								
1/1/2020	Step 3		1,248	$15.75	$ 19,651.01					$ 19,651.01
Clerk III		100% Liquor								
1/1/2020	Step 2		1,248	$15.17	$ 18,938.28					$ 18,938.28
PT Clerk	Step 2	100% Liquor PT	544	$12.36	$ 6,723.53					$ 39,582.04
PT Clerk	Step 2		544	$12.36	$ 6,723.53					
PT Clerk	Step 2		544	$12.36	$ 6,723.53					
PT Clerk	Step 1		544	$11.89	$ 6,470.49					
PT Clerk	Step 1		544	$11.89	$ 6,470.49					
PT Clerk	Step 1		544	$11.89	$ 6,470.49					
Total Part Time Clerks					$ 39,582.04					
TOTAL LIQUOR STORE										**$ 242,968.84**

Wages & Benefits By Dept

Total Wages and Benefts Allocated by Department:

Mayor & Council	$	26,834
Finance/Adiministration	$	374,048
Special Projects	$	74,766
Planning & Zoning	$	97,965
Police	$	1,328,019
Building Inspections	$	46,980
Code Enforcement	$	9,113
General Maintenance	$	37,293
Streets	$	197,227
Sanitation	$	18,293
Parks, Rec & Culture	$	221,844
EDA	$	49,902
Water	$	277,297
Sewer	$	342,588
Storm Water	$	66,451
Liquor	$	411,891
Total	**$**	**3,580,512**

Total Wages and Benefts Allocated by Fund:

101	$	2,432,382
108	$	49,902
601	$	277,297
602	$	342,588
603	$	66,451
609	$	411,891
Total	**$**	**3,580,512**

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 126,172	$ 112,847	$ 127,314	$ 110,248	$ 105,590
	PSD (18.6%) & 6 PW Staff (21.5%)						
	Utility Billing Clerk (45%)						
101	**PT Salaries & Wages**		$ 2,600				
102	**FT Employees OT**		11,000	11,000	10,000	11,814	13,112
103	**Health Stipend (HRA)**			-	-	-	
108	**Wages & Salaries Admin**		58,072	44,665	35,926	35,793	21,877
	Receptionist/Data Entry/Utility Clerk (25%)						
	Administrator, Finance Director, Asst Finance Director, City Clerk, Admin Data Clerk (10.0%)						
	Asst. City Administrator / Special Projects (10.0%)						
112	**Contracted Services**		20,400	18,400	15,250	11,176	17,097
	Annual Svc Agreement (Generator)	2,000					
	Watermain Breaks	9,000					
	Misc Leak/Curb Stop Repairs	6,000					
	Annual Backflow Device Testing	3,150					
	Code Updates	250					
113	**Clothing Replacement**		175	90		121	
120	**Employer Contrib Ret General**		20,880	18,967	21,000	18,224	20,844
	PERA 7.5%						
	FICA/Medicare - 7.65%						
128	**Employer Contrib Ret Admin**		8,864	6,767	5,462	5,223	-
	PERA 7.5%						
	FICA/Medicare - 7.65%						
129	**Pension Expense (GASB 68)**			-	1,200	(14,018)	6,787
130	**Employer Paid Ins General**		41,019	32,069	37,683	28,968	26,257
138	**Employer Paid Ins Admin**		14,287	11,545	9,825	9,673	3,381
142	**Unemployment Comp Benefit**			-	-	-	5
150	**OPEB Expense**			-		7,069	
151	**Worker's Comp Benefit**		9,670	8,311	5,141	3,705	5,427

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
208	**Training and Instruction**		2,897	3,182	2,800	2,113	2,216
	Registration/Lodging/Meals Expense	2,514					
	Civic System Symposium - Util Clrk	383					
211	**S/W Billing Supplies**		1,743	1,743	1,788	1,026	1,300
	Post Card Paper	808					
	Printer Toner	225					
	Window Envelopes	260					
	Misc Supplies	450					
212	**Motor Fuels**		3,110	3,360	3,110	2,678	1,993
	20% from Financial Administration	110					
	Maintenance / Fuel	3,000					
220	**General Supplies**		10,000	9,250	9,000	11,268	10,142
221	**Chemicals**		32,000	32,000	32,000	23,477	32,370
	Water Treatment Chemicals	32,000					
232	**Water Meters**		30,000	20,000	15,000	28,045	36,767
240	**Small Tools and Minor Equip**		1,750	1,400	2,000	1,768	752
	Fire Proof Cabinet (St./PRC/W/S/Stonn)	200					
	Snow Blower (W/S)	550					
300	**Professional Srvs (GENERAL)**		3,546	3,555	4,200	1,469	3,506
	City Attorney	1,500					
	Safety Training	971					
	CDL Drug Testing	500					
	Northland Securities Cont Disc Report	575					
301	**Auditing and Acctg Services**		4,384	2,937	2,885	3,618	7,958
	12.5% from Financial Administration	4,384					
303	**Engineering Fees**		15,000	24,000	24,000	3,444	12,959
305	**Technology**		4,658	4,531	4,361	4,397	4,061
	Civic System support (12.38%)	728					
	Civic Plus Support (25%)	563					
	IT Solutions (10%)	2,894					
	PSN Annual Sec Compliance & Monthly eBill (35%)	438					
	Anit-Spam Software	36					

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
320	**Communications (GENERAL)**		3,801	3,672	4,296	3,869	3,668
	Verizon	2,256					
	Century Link Services	1,545					
322	**Postage**		4,532	3,532	4,501	4,229	3,418
	PO Box Fee (45%)	54					
	Monthly Statement Mailing (45%)	2,250					
	Pre-Stamped Window Envelopes (45%)	2,103					
	Annual Mailing Fee (45%)	75					
	Water Samples	50					
351	**Legal Notices Publishing**		300	200	200	437	130
361	**General Liability Insurance**		11,025	18,073	16,953	17,043	17,138
	Property/Liability/Volunteer Insurance	11,025					
380	**Utilities**		60,520	60,520	46,030	51,535	57,900
	Connexus	51,373					
	Centerpoint	6,408					
	City of Isanti - Water & Sewer	1,795					
	City of Isanti - Storm Water Utility	945					
400	**Ground Maintenance**		1,000	1,000	8,000	177	473
401	**Maint & Repairs - Bldgs**		5,530	5,530	4,850	3,003	6,491
404	**Repairs/Maint Machinery/Equip**		15,000	10,000	10,000	11,647	16,923
405	**Depreciation (GENERAL)**		400,000	380,000	370,500	388,042	379,418
415	**Other Equipment Rentals**			-	-	-	-
417	**Uniform Rentals**		1,174	1,174	1,294	1,062	1,140
	Cleaning ($65 per mth)	780					
	Allowance	394					
433	**Dues and Subscriptions**		3,470	3,470	3,745	3,711	4,261
	Gopher State One-Call Locates	1,240					
	American Water Works Assocation (AWWA)	180					
	WTF Hazardous Chemical	25					
	Well Monitoring Permits	-					
	Annual Water Use Report	1,700					
	MN Rurual Water Assn (50%)	125					
	TCALMC (25%)	75					
	APWA (25%)	125					

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
437	**Other Miscellaneous**		450	450	350	428	389
	Railroad Mgmt Pipeline	450					
438	**Bank Charges**		-	-		-	20
492	**Testing-Waste/Water**		2,000	2,000	2,500	1,471	1,649
494	**Property Management**		-	-	800	-	-
500	**Capital Outlay (GENERAL)**		5,270	56,906	103,222	10,722	56,592
530	**Improvements Other Than Bldg**				-		
	BOND PAYMENTS						
	2007 MFPA						
22530	**Principal**		55,000	53,000	52,000	52,000	51,000
611	**Interest**		10,915	12,308	13,676	13,676	15,017
	2009 MFPA						
22530	**Principal**		265,000	257,000	249,000	249,000	242,000
611	**Interest**		81,923	89,741	97,315	97,315	104,677
	2008B GO Water Rev Bonds (2013A)						
22530	**Principal**		35,000	35,000	30,000	30,000	35,000
611	**Interest**		6,990	7,340	7,640	7,640	7,990
	2010A GO Utility Rev Bonds						
22530	**Principal**		20,000	20,000	20,000	20,000	20,000
611	**Interest**		4,260	4,920	5,520	5,520	6,120
	2011 MPFA						
22530	**Principal**		33,000	33,000	32,000	32,000	32,000
611	**Interest**		6,699	7,205	7,696	7,696	8,186
611	**Interest Accrual Adjustment**			-	-		
620	**Fiscal Agent Fees**		684	684	190	683	683
621	**Bond Discount**			-	-		
630	**Amortization of Bond Discount**			-	-		
700	**Operating Transfers**		4,534	4,333	4,333	343,047	4,333
	GO Improv Bond 2011 A - Fund 930	4,534					
	TOTAL BUDGET/EXPENDITURES		**$ 1,460,302**	**$ 1,441,677**	**$ 1,466,556**	**$ 1,667,255**	**$ 1,411,019**

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
	REVENUES						
	Water Sales		$ 1,046,670	$ 998,957	$ 1,045,835	$ 987,425	$ 883,909
	Water Connection Fees (WAC)		99,298	130,656	36,770	252,917	360,115
	Miscellaneous		10,000	12,500	30,000	10,083	10,887
	Contributions				-	261,542	
	Special Assessments		800		-	796	365
	Interest Income		17,000	21,000	16,800	20,177	18,195
13300	**Deer Haven Improv - Principal Only 10 Years Beginning 2012 thru 2021**		1,590	1,590	1,590	1,590	1,590
13300	**2013 RR Ave & Walk Improv end 2015**				-		
13100	**Hotel Project**		28,330	28,330			
	TOTAL REVENUES		**$ 1,203,688**	**$ 1,164,702**	**$ 1,130,995**	**$ 1,534,530**	**$ 1,275,061**
	PROFIT(LOSS)		**$ 155,066**	**$ 176,341**	**$ 149,071**	**$ 259,407**	**$ 299,044**
	CASH FLOW		**$ 143,386**	**$ 103,025**	**$ 34,939**	**$ 255,317**	**$ 243,460**

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 167,124	$ 149,117	$ 158,835	$ 145,077	$ 140,649
	PSD (25.8%) & 6 PW Staff (29.9%)						
	Utility Billing Clerk (45%)						
101	**PT Salaries & Wages**		$ 2,600				
102	**FT Employees OT**		11,000	11,000	10,000	11,709	13,336
103	**Health Stipend (HRA)**			-	-		
108	**Wages & Salaries Admin**		58,072	55,333	43,876	43,622	28,653
	Receptionist/Utility Clerk (25%)						
	Administrator, Finance Director, Asst Finance Director, City Clerk, Admin Data Clerk (10%)						
	Administrative Data Clerk (10%)						
	Asst. City Administrator / Special Projects (10%)						
112	**Contracted Services**		5,950	5,950	5,750	4,771	5,297
	Annual Svc Agreement (Generator)	3,200					
	Code Updates	250					
	WWTP Meter Calibrations	1,000					
	Sewer Repair Services	1,500					
113	**Clothing Replacement**		175	130		168	
120	**Employer Contrib Ret General**		27,086	24,487	25,801	23,135	27,147
	PERA 7.5%						
	FICA/Medicare - 7.65%	3,002					
128	**Employer Contrib Ret Admin**		8,864	8,383	6,647	6,376	-
	PERA 7.5%						
	FICA/Medicare - 7.65%	-					
129	**Pension Expense (GASB 68)**			-	1,500	(21,860)	15,789
130	**Employer Paid Ins General**		55,668	43,363	47,103	37,656	35,054
138	**Employer Paid Ins Admin**		14,287	13,258	11,233	11,017	4,400
142	**Unemployment Comp Benefit**			-	-	-	6
150	**OPEB Expense**			-		7,606	
151	**Worker's Comp Benefit**		13,154	9,773	6,963	5,019	7,509
208	**Training and Instruction**		3,805	4,183	3,800	3,241	2,409
	Registration/Lodging/Meals Expense	3,422					
	Civic System Symposium - Util Clrk	383					

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
211	**S/W Billing Services**		1,743	1,743	1,788	1,026	1,300
	Post Card Paper	808					
	Printer Toner	225					
	Window Envelopes	260					
	Misc Supplies	450					
212	**Motor Fuels**		3,110	3,360	3,110	2,414	1,772
	20% from Financial Administration	110					
	Maintenance / Fuel	3,000					
220	**General Supplies**		6,500	7,500	7,500	3,891	5,550
221	**Chemicals**		100,000	100,000	100,000	44,879	62,616
240	**Small Tools and Minor Equip**		1,750	1,400	2,000	1,328	856
	Fire Proof Cabinet (St./PRC/W/S/Storm)	200					
	Snow Blower (W/S)	550					
260	**Hauling**		-	-	-	-	
300	**Professional Srvs (GENERAL)**		2,187	2,196	2,243	1,779	2,075
	Safety Training	971					
	Northland Securities Cont Disc Report	716					
	City Attorney	500					
301	**Auditing and Acctg Services**		4,384	2,937	2,885	3,618	7,958
	12.5% from Financial Administration	4,384					
303	**Engineering Fees**		3,500	3,500	4,000	4,499	964
305	**Technology**		4,658	4,590	4,427	4,453	3,704
	Civic Systems support (12.92%)	728					
	Civic Plus Support (25%)	563					
	IT Solutions (10%)	2,894					
	PSN Annual Sec Compliance & Monthly eBill (35%)	438					
	Anit-Spam Software	36					
320	**Communications (GENERAL)**		3,396	3,288	3,360	3,460	3,075
	Verizon	2,256					
	Century Link Services	1,140					

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
322	**Postage**		4,532	3,532	4,501	4,226	3,273
	PO Box Fee (45%)	54					
	Monthly Statement Mailing (45%)	2,250					
	Pre-Stamped Window Envelopes (45%)	2,103					
	Annual Mailing Fee (45%)	75					
	Miscellaneous Postage	50					
351	**Legal Notices Publishing**		150	150	200	179	19
361	**General Liability Insurance**		20,448	17,751	17,262	16,746	17,506
380	**Utilities**		223,590	100,014	86,025	99,106	78,524
	Connexus	91,035					
	Centerpoint	10,962					
	Lakes Gas	1,593					
	City of Isanti - Water & Sewer	120,000					
400	**Ground Maintenance**		1,000	1,000	1,000	-	1,198
401	**Maint & Repairs - Bldgs**		5,000	11,410	11,700	2,581	1,080
404	**Repairs/Maint Machinery/Equip**		20,000	20,000	20,000	19,519	20,401
405	**Depreciation (GENERAL)**		490,000	477,000	461,000	483,077	477,075
410	**Rentals**		-	-	-	665	-
415	**Other Equipment Rentals**		-	-	-	-	-
417	**Uniform Rentals**		1,560	1,560	1,560	1,432	1,465
	Cleaning ($80 per month)	960					
	Allowance	600					
433	**Dues and Subscriptions**		1,875	1,875	1,850	1,703	1,784
	WWTF Hazardous Chemical	25					
	WWTP Annual Permit Fee	1,500					
	MN Rurual Water Assn (50%)	125					
	MWOA	25					
	TCALMC (25%)	75					
	APWA (25%)	125					

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
437	Other Miscellaneous		-	-	-	-	4
438	Bank Charges		-	-	-	-	
492	Testing-Waste/Water		8,000	8,000	8,000	3,710	7,139
494	Property Management		-	-	800	-	-
500	Capital Outlay (GENERAL)		424,830	46,950	164,358	21,259	8,050
530	Improvements Other Than Bldg			-	-		
	BOND PAYMENTS						
	1997 MFPA						
22530	Principal		-	-	-		261,862
611	Interest		-	-	-		5,173
	2009A GO Crossover Refund Bonds						
22530	Principal		-	55,000	55,000	55,000	55,000
611	Interest		-	1,925	3,850	3,850	5,555
	2010A GO Utility Rev Bonds						
22530	Principal		35,000	35,000	35,000	35,000	35,000
611	Interest		6,740	7,895	8,945	8,945	9,995
	2014B GO Bonds						
22530	Principal		100,000	100,000	100,000	100,000	95,000
611	Interest		12,168	13,493	14,568	14,568	15,375
	2016A GO Bonds						
22530	Principal		220,000	70,000	65,000	65,000	-
611	Interest		47,800	49,200	50,500	50,500	50,500
22530	*PFA Loan Forgiven*				173,893		173,893
611	Interest Accrual Adjustment				-		5,274
620	Fiscal Agent Fees (2009A/2010A)		802	505	575	802	501
621	Bond Discount			-	-		-
630	Amortization of Bond Discount		(6,018)	-	-	(6,018)	(6,018)
700	Operating Transfers		36,273	39,190	34,668	34,668	34,668
	GO Improv Bond 2011 A - Fund 930	36,273					
	TOTAL BUDGET/EXPENDITURES		**2,152,761**	**1,516,939**	**1,773,075**	**1,365,402**	**1,729,416**

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
	REVENUES						
	Sewer Sales		$ 1,275,878	$ 1,221,000	$ 1,379,000	$ 1,203,659	$ 1,100,705
	Sewer Connection Fees (SAC)		168,950	164,028	64,590	313,600	430,248
	Miscellaneous		1,600	4,000	8,000	1,746	1,621
	Special Assessments		-	-	-	(3,660)	(53)
	Contributions		-	-	-		
	Interest Income		40,000	40,000	30,000	22,717	37,538
	Loan Forgiveness		-	-	173,893	-	173,893
13300	**Deer Haven Improv - Principal Only 2012-2021**		1,590	1,590	1,590	1,590	1,590
13300	**3rd Ave Improv - Principal 2010-2019**		-	10,487	9,525	9,525	9,542
36210	**3rd Ave Improv - Interest 2010-2019**		-	341	650	650	960
13100	**Hotel Project**		56,670	56,670			
	TOTAL REVENUES		**$ 1,544,688**	**$ 1,498,115**	**$ 1,667,248**	**$ 1,549,827**	**$ 1,756,044**
	PROFIT(LOSS)		**$ (106,502)**	**$ 149,379**	**$ 411,309**	**$ 384,569**	**$ 644,302**
	CASH FLOW		**$ (124,090)**	**$ 458,175**	**$ 355,173**	**$ 661,484**	**$ 497,686**

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 47,466	$ 48,854	$ 44,701	$ 33,986	$ 35,184
	PSD (4.3%) & 6 PW Staff (5%)						
	Utility Billing Clerk (10%)						
	MS4 Tech						
102	**FT Employees OT**		1,000	350	350	1,188	68
103	**Health Stipend (HRA)**			-	-	-	
108	**Wages & Salaries Admin**		-	4,413	-	-	
112	**Contracted Services**		250	250	250	363	149
	Code Updates	250					
113	**Clothing Replacement**		50	20		52	
120	**Employer Contrib Ret General**		7,365	7,577	6,940	5,445	5,015
	PERA 7.5%						
	FICA/Medicare - 7.65%						
128	**Employer Contrib Ret Admin**			669	-	-	-
	PERA 7.5%						
	FICA/Medicare - 7.65%						
129	**Pension Expense (GASB 68)**			-	5,000	3,001	216
130	**Employer Paid Ins General**		9,501	9,533	7,810	7,720	6,537
138	**Employer Paid Ins Admin**			693	-	-	-
150	**OPEB Expense**			-	-	1,035	
151	**Worker's Comp Benefit**		2,271	3,790	1,199	785	42
208	**Training and Instruction**		1,085	1,085	1,000	573	60
	Civic System Symposium - Util Clrk	85					
211	**S/W Billing Supplies**		387	387	397	293	289
	Post Card Paper	179					
	Printer Toner	50					
	Window Envelopes	58					
	Misc Supplies	100					

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
212	**Motor Fuels**		1,333	1,444	1,250	1,320	901
	Maintenance / Fuel	1,333					
220	**General Supplies**		400	400	500	4,067	125
230	**Salt/Sand/Sweepings**		5,500	5,500	5,500	3,884	2,053
231	**Street Maintenance**		-	-		-	112
240	**Small Tools and Minor Equip**		800	1,150	1,750	966	488
	Fire Proof Cabinet (St./PRC/W/S/Storm)	200					
	Back Pack Blower (St./PRC/Storm)	200					
300	**Professional Srvs (GENERAL)**		12,250	12,250	39,460	11,025	1,919
	City Attorney	250					
	Bolton & Menk - MS4 Application Assistance	6,000					
	Bolton & Menk - MS4 Misc. Assistance	6,000					
	Safety Training	485					
301	**Auditing and Acctg Services**		4,384	2,937	2,885	3,618	7,958
	12.5% from Financial Administration	4,384					
303	**Engineering Fees**		35,000	35,000	40,000	26,815	17,724
305	**Technology**		560	420	379	506	420
	Civic System support (7.37%)	399					
	PSN Annual Sec Compliance & Monthly eBill (10%)	125					
	Anit-Spam Software	36					
322	**Postage**		996	774	989	943	786
	PO Box Fee (10%)	12					
	Monthly Statement Mailing (10%)	500					
	Pre-Stamped Window Envelopes (10%)	467					
	Annual Mailing Fee (10%)	17					
351	**Legal Notices Publishing**		200	200	250	667	-
361	**General Liability Insurance**		346	842	1,119	797	1,146
	Property/Liability/Volunteer Insurance	346					
380	**Utilities**		4,321	4,159	3,800	4,074	3,653
	City of Isanti - Storm Water Utility	4,321					

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
400	**Ground Maintenance**		15,000	15,000	15,000	7,523	3,999
	Rain Garden Incentive Program	5,000					
	Misc storm pond maintenance	10,000					
404	**Repairs/Maint Machinery/Equip**		5,330	5,330	6,200	4,479	5,822
405	**Depreciation**		45,000	40,500	20,500	40,999	40,416
410	**Rentals**		1,000	1,000	1,000	-	-
417	**Uniform Rentals**		250	250	250	236	194
	G&K Services ($6.77 per month)	84					
	Allowance	166					
433	**Dues & Subscriptions**		1,040	1,040	1,015	618	30
	MS4 Stormwater Permit	400					
	MCSC Membership	515					
	APWA (25%)	125					
437	**Other Miscellaneous**		-	-	-	-	(583)
500	**Capital Outlay (GENERAL)**		135,550	359,147	148,980	1,303	15,090
700	**Operating Transfers**				-	-	
	TOTAL BUDGET/EXPENDITURES		**$ 338,635**	**$ 564,964**	**$ 358,474**	**$ 168,281**	**$ 149,812**
	REVENUES						
	Storm Water Sales		$ 339,303	$ 297,452	$ 262,540	$ 320,097	$ 272,806
	Other Sales		$ -	$ -	$ -	$ 5,558	$ 105
	Interest Income		$ 1,500	$ 1,000	$ 250	$ 5,278	$ 888
	TOTAL REVENUES		**$ 340,803**	**$ 298,452**	**$ 262,790**	**$ 330,933**	**$ 273,799**
	PROFIT(LOSS)		**$ 137,717**	**$ 92,635**	**$ 53,296**	**$ 163,954**	**$ 123,987**
	CASH FLOW		**$ 47,167**	**$ (226,012)**	**$ (75,184)**	**$ 203,651**	**$ 164,403**

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 203,387	$ 185,250	$ 171,771	$ 169,246	$ 152,812
	Liquor Store Manager						
	Asst. Manager						
	Clerk II, Clerk III x2						
101	**PT Salaries & Wages**		39,582	55,101	36,029	39,470	46,903
102	**FT Employees OT**			-	-	-	-
103	**Health Stipend (HRA)**			-	-	-	-
105	**Labor Credit - Work for Others**			-	-	-	-
108	**Wages & Salaries Admin**		48,436	50,826	38,407	37,905	31,837
112	**Contracted Services**			-	-	-	-
120	**Employer Contrib Ret General**		36,810	36,413	31,392	30,676	33,189
	PERA 7.5%						
	FICA/Medicare - 7.65%						
128	**Employer Contrib Ret Admin**		7,404	7,700	5,819	5,568	-
	PERA 7.5%						
	FICA/Medicare - 7.65%	-					
129	**Pension Expense (GASB 68)**			-	550	(12,349)	35,648
130	**Employer Paid Ins General**		54,291	44,646	60,209	37,825	32,769
138	**Employer Paid Ins Admin**		8,568	9,035	7,494	7,320	4,834
142	**Unemployment Comp Benefit**			-	-	263	2,769
150	**OPEB Expense**			-		6,438	
151	**Worker's Comp Benefit**		13,413	9,452	7,182	5,111	7,019
200	**Office Supplies (GENERAL)**		5,500	5,500	6,000	4,818	4,482
208	**Training and Instruction**		2,480	2,200	2,700	520	392
	20% of City Car (from Finance)	110					
	MMBA Conference	1,400					
	Alcohol Server Training	350					
	Food/Wine Pairing Training	200					
	Regional Meeting/Misc Training	420					

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
251	**Liquor for Resale**		676,149	629,664	600,459	659,658	614,306
252	**Beer for Resale**		1,162,895	1,127,465	1,042,697	1,134,532	1,099,966
253	**Wine for Resale**		203,829	184,643	169,135	198,857	180,139
257	**Ice for Resale**		9,084	8,665	8,592	8,863	8,453
259	**Other for Resale**		120,585	111,537	119,384	117,643	108,816
260	**Hauling**		10,259	9,708	7,904	10,009	9,471
300	**Professional Srvs (GENERAL)**		1,071	1,080	1,200	961	951
	Safety Training	971					
	Misc Attorney, Engineering, Etc.	100					
301	**Auditing and Acctg Services**		4,384	2,937	2,885	3,618	7,958
	12.5% from Financial Administration	4,384					
305	**Technology**		4,816	5,060	5,890	5,697	4,556
	Civic System support (5.45%)	295					
	Battery backup for register	250					
	IT Solutions (10%)	2,894					
	Zabinski - Firewall, Software Updates	1,377					
320	**Communications (GENERAL)**		2,233	1,730	1,680	2,031	1,676
	CenturyLink	1,693					
	Verizon	540					
322	**Postage**		-	-	-	-	-
340	**Advertising**		7,370	7,000	7,000	4,452	6,438
	Rodeo - Banners/Sponsorship	2,000					
	Facebook	250					
	Scotsman	1,920					
	Receipt Ads	1,200					
	Tastings	2,000					
351	**Legal Notices Publishing**		500	500	500	1,085	685
361	**General Liability Insurance**		3,292	4,410	3,954	4,157	4,036
364	**Dram Shop Liability Ins.**		3,395	3,041	2,914	2,842	2,756
380	**Utilities**		15,049	15,348	13,300	12,791	12,506
	Connexus	12,386					
	Centerpoint	585					
	City of Isanti - Water & Sewer	1,606					
	City of Isanti - Storm Water Utility	473					

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
400	**Ground Maintenance**		375	375	1,700	-	303
	Snow Removal Retainer	175					
	Misc Maint.	200					
401	**Maint & Repairs - Bldgs**		3,596	5,010	4,988	1,279	1,896
	Disposal Service $41/Month	472					
	Window Washing Services $25/Month	175					
	Rug Service $52/Month	624					
	Floor Waxing 2x per Year	325					
	Misc Main & Repairs	2,000					
404	**Repairs/Maint Machinery/Equip**		3,750	3,400	3,550	3,927	1,099
	Register Equipment Repairs Fee/Misc	2,000					
	General Maint	1,750					
405	**Depreciation (GENERAL)**		23,000	20,700	14,900	21,245	20,662
431	**Over/Short**		-	-	-	39	(5)
433	**Dues and Subscriptions**		2,010	2,010	2,010	878	1,970
	MMBA	1,700					
	Buyer's Card MOOFSL	20					
	Tobacco License	150					
	Other	140					
437	**Other Miscellaneous**		-	-	-	-	
438	**Bank Charges**		43,000	37,451	31,000	38,376	34,046
443	**Check Recovery Fee**		-	-	-	-	
490	**Donations-Organizations**		-	-	-	-	273
493	**Alarm System**		1,144	1,144	1,130	1,389	871
	Monitoring Service	1,144					
500	**Capital Outlay (GENERAL)**		8,360	5,600	300		
	Technology - Computers	5,560					
	ADA Compliant Counter	2,800					
720	**Operating Transfers**		350,000	350,000	350,000	350,000	350,000
TOTAL BUDGET/EXPENDITURES			**$ 3,080,018**	**$ 2,944,599**	**$ 2,764,625**	**$ 2,917,140**	**$ 2,826,481**
REVENUES							
	Sales		$ 2,994,164	$ 2,856,808	$ 2,679,523	$ 2,921,136	$ 2,787,130
	Interest Income		6,000	7,000	5,400	6,087	5,796
	Hotel Project - Land		79,384	53,619			
TOTAL REVENUES			**$ 3,079,548**	**$ 2,917,427**	**$ 2,684,923**	**$ 2,927,223**	**$ 2,792,926**
PROFIT(LOSS)			**$ (79,853)**	**$ (80,791)**	**$ (79,702)**	**$ 10,083**	**$ (33,555)**
CASH FLOW			**$ 22,530**	**$ (6,473)**	**$ (64,252)**	**$ 18,979**	**$ 22,755**

Transfers

From	101-20900	101-20900	101-20900	101-20700	101-20700	101-20700	101-20700
To	601-13300	602-13300	602-13300	601-13100	602-13100	609-13100	609-13100
	6,358.37	6,358.37	20,012.04	283,300.00	566,700.00	257,651.55	107,237.00
	DH - W	DH - S	3rd - S	HP - W	HP - S	2018 - L	HP - L
2018	1,589.67	1,589.67	9,525.40				
2019	1,589.67	1,589.67	10,486.64	28,330.00	56,670.00		53,618.50
2020	1,589.67	1,589.67		28,330.00	56,670.00	25,765.16	53,618.50
2021	1,589.36	1,589.36		28,330.00	56,670.00	25,765.16	
2022				28,330.00	56,670.00	25,765.16	
2023				28,330.00	56,670.00	25,765.16	
2024				28,330.00	56,670.00	25,765.16	
2025				28,330.00	56,670.00	25,765.16	
2026				28,330.00	56,670.00	25,765.16	
2027				28,330.00	56,670.00	25,765.16	
2028				28,330.00	56,670.00	25,765.16	
2029						25,765.11	
2030							
2031							
	$ -	$ -	$ -	$ -	$ -	$ -	$ -

City of Isanti						35.00%									
Pavement Management/Street/Construction Funds (Engineered Projects)						0.10%									
Fund 425						64.90%									
Assumed Inflation	3%														
- Costs double every 24 years															
				Useful life for the purposes of this document only	Estimated Project Year										
Department	Expense	Account Title	Account Number			2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	Public Works Garage	Buildings and Structures	XXX-49008-520	40 yr useful life											
	Salt Shed	Buildings and Structures	XXX-49008-520	30 yr useful life											
	Str. Rehab Brookview 5. 1-4 Addition	Imp. Other Than Buildings	425-49008-530		2022			$ 620,000.00							
	6th Ave Rehabilitation	Imp. Other Than Buildings	425-49008-530		2020	$ 311,000.00									
	Main St. Reconstruction	Imp. Other Than Buildings	425-49008-530		2021		$ 699,000.00								
	Isanti Hills Street Rehabilitation	Imp. Other Than Buildings	425-49008-530		2025						$ 856,000.00				
	Railroad Avenue Reconstruction	Imp. Other Than Buildings	425-49008-530		2023				$ 463,000.00						
	Mill Overlay E. Dual from Heritage to WTF	Imp. Other Than Buildings	425-49008-530		2024					$ 204,000.00					
	Town Edge Rd. SE. Mill/Overlay	Imp. Other Than Buildings	425-49008-530		2026							$ 300,000.00			
	Traffic Sign Evaluation and Replacement	Imp. Other Than Buildings	425-49008-530		2027										
	Pave Elim Lane and Viola Street	Imp. Other Than Buildings	425-49008-530		2029										$ 171,000.00
	Pave Gravel Alleys	Imp. Other Than Buildings	425-49008-530		2029										$ 185,000.00
	Pond Street Reconstruction	Imp. Other Than Buildings	425-49008-530		2029										$ 100,000.00
	Tyler Street SE Reconstruction	Imp. Other Than Buildings	425-49008-530		2027								$ 1,296,000.00		
	4th Avenue SW Reconstruction	Imp. Other Than Buildings	425-49008-530		2028									$ 1,372,000.00	
	Heritage Intersection	Imp. Other Than Buildings	425-49008-530		2021		$ 300,000.00								
	Town Edge Rd. SE. Utility Imp.	Imp. Other Than Buildings	425-49008-530		2036										
	Pond Street Utility Imp.	Imp. Other Than Buildings	425-49008-530		2036										
		Imp. Other Than Buildings	425-49008-530												
		Imp. Other Than Buildings	425-49008-530												
		Imp. Other Than Buildings	425-49008-530												
		Imp. Other Than Buildings	425-49008-530												
Department	Revenue	Account Title	Account Number												
		Property Taxes	XXX-31000			$ 267,000.00	$ 275,010.00	$ 283,260.00	$ 291,758.00	$ 300,511.00	$ 309,526.00	$ 318,812.00	$ 328,376.00	$ 338,227.00	$ 348,374.00
		State Grants and Aids	XXX-33400												
		MSA St. Maint.	XXX-33418												
		MSA St. Const.	XXX-33419			$ 311,000.00	$ 999,000.00	$ 120,000.00	$ 463,000.00	$ 154,000.00	$ 428,000.00				
		Special Assessments	XXX-36100									$ -	$ 79,400.00	$ 91,200.00	$ 14,800.00
		Interest Earnings	XXX-36210												
		Transfer from General Fund	XXX-39201												
		Transfer from Water Fund	XXX-39203			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 89,000.00	$ 98,000.00	$ -
		Transfer from Sewer Fund	XXX-39203			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 275,000.00	$ 435,000.00	$ -
		Transfer from Stormwater Fund	XXX-39203			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 164,000.00	$ 168,000.00	$ -
		Transfer from Liquor Fund	XXX-39203												
		Transfer from Other Fund	XXX-39203												
		Bond Proceeds	XXX-39310												
Anticipated Reserve Funds	Budgeted Expenditures					$ 311,000.00	$ 999,000.00	$ 620,000.00	$ 463,000.00	$ 204,000.00	$ 856,000.00	$ 300,000.00	$ 1,296,000.00	$ 1,372,000.00	$ 456,000.00
on	Budgeted Revenues					$ 578,000.00	$ 1,274,010.00	$ 403,260.00	$ 754,758.00	$ 454,511.00	$ 737,526.00	$ 318,812.00	$ 935,776.00	$ 1,090,427.00	$ 362,374.00
1/1/2019	1 Year (Over) / Under Budget					$ 267,000.00	$ 275,010.00	$ (216,740.00)	$ 291,758.00	$ 250,511.00	$ (118,474.00)	$ 18,812.00	$ (360,224.00)	$ (281,573.00)	$ (93,626.00)
$ -	Running Fund (Deficit) / Surplus					$ 270,667.48	$ 545,677.48	$ 328,937.48	$ 620,695.48	$ 871,206.48	$ 752,732.48	$ 771,544.48	$ 411,320.48	$ 129,747.48	$ 36,121.48

City of Isanti							15.00%					
Pavement Management/Street/Construction Funds (Engineered Projects)							0.10%					
Fund 440							84.90%					
Assumed Inflation	3%											
- Costs double every 24 years												
Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Estimated Purchase, Maintenance or Replacement Cost in 2018 Dollars	2020	2021	2022	2023	2024
	2019 Pavement Management	Engineering Fees	440-49008-303		2019						
	2019 Pavement Management	Legal Notices Publishing	440-49008-351		2019						
	2019 Pavement Management	Imp. Other Than Buildings	440-49008-530	20 yr useful life	2019						
	2020 Pavement Management	Engineering Fees	440-49008-303		2020		$ 46,870.00				
	2020 Pavement Management	Legal Notices Publishing	440-49008-351		2020		$ 310.00				
	2020 Pavement Management	Imp. Other Than Buildings	440-49008-530	20 yr useful life	2020		$ 257,710.00				
	2021 Pavement Management	Engineering Fees	440-49008-303		2021			$ 48,280.00			
	2021 Pavement Management	Legal Notices Publishing	440-49008-351		2021			$ 320.00			
	2021 Pavement Management	Imp. Other Than Buildings	440-49008-530	20 yr useful life	2021			$ 265,440.00			
	2022 Pavement Management	Engineering Fees	440-49008-303		2022				$ 49,730.00		
	2022 Pavement Management	Legal Notices Publishing	440-49008-351		2022				$ 330.00		
	2022 Pavement Management	Imp. Other Than Buildings	440-49008-530	20 yr useful life	2022				$ 273,400.00		
	2023 Pavement Management	Engineering Fees	440-49008-303		2023					$ 51,220.00	
	2023 Pavement Management	Legal Notices Publishing	440-49008-351		2023					$ 340.00	
	2023 Pavement Management	Imp. Other Than Buildings	440-49008-530	20 yr useful life	2023					$ 281,600.00	
	2024 Pavement Management	Engineering Fees	440-49008-303		2024						$ 52,760.00
	2024 Pavement Management	Legal Notices Publishing	440-49008-351		2024						$ 350.00
	2024 Pavement Management	Imp. Other Than Buildings	440-49008-530	20 yr useful life	2024						$ 290,050.00
Department	Revenue	Account Title	Account Number								
	Pavement Management Revenue	Gas Franchise Fee	225-33622				$ 139,237.00	$ 143,414.00	$ 147,716.00	$ 152,147.00	$ 156,711.00
	Pavement Management Revenue	Electric Franchise Fee	225-33623				$ 169,285.00	$ 174,364.00	$ 179,595.00	$ 184,983.00	$ 190,532.00
Anticipated Reserve Funds on	Budgeted Expenditures					Budgeted Expenditures	$ 304,890.00	$ 314,040.00	$ 323,460.00	$ 333,160.00	$ 343,160.00
	Budgeted Revenues					Budgeted Revenues	$ 308,522.00	$ 317,778.00	$ 327,311.00	$ 337,130.00	$ 347,243.00
1/1/2019	1 Year (Over) / Under Budget					1 Year (Over) / Under Budget	$ 3,632.00	$ 3,738.00	$ 3,851.00	$ 3,970.00	$ 4,083.00
$ 297,628.00	Running Fund (Deficit) / Surplus					Running Fund (Deficit) / Surplus	$ 304,796.00	$ 308,534.00	$ 312,385.00	$ 316,355.00	$ 320,438.00

City of Isanti
Capital Maintenance/Replacement Fund
Fund 601
Assumed Inflation 3%
- Costs double every 24 years

Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2018 Dollars	2020	2021	2022	2023	2024
Water	Computing/Technology Devices	Capital Outlay	601-49400-500	5 yr		Ongoing		$ 2,690	$ 3,140	$ 830	$ 1,420	$ 4,140
	Well House No. 1 Well Pump No. 1	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 50,000.00					
	Well House No. 1 Flow Meter	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 5,000.00					
	Well House No. 1 Dehumidifier	Capital Outlay	601-49400-500	20 yr	2037	2017	$ 1,500.00					
	Well House No. 1 Air Conditioner	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 1,500.00				$ 1,740	
	Well House No. 1 Unit Heater	Capital Outlay	601-49400-500	20 yr	2023	2008	$ 1,000.00				$ 1,160	
	Well House No. 2 Well Pump No. 2	Capital Outlay	601-49400-500	30 yr	2021	1991	$ 100,000.00		$ 109,270			
	Well House No. 2 Flow Meter	Capital Outlay	601-49400-500	20 yr	2028	1991	$ 7,500.00					
	Well House No. 2 Unit Heater	Capital Outlay	601-49400-500	20 yr	2023	1991	$ 1,000.00				$ 1,160	
	Well House No. 2 Dehumidifier	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00					
	Well House No. 3 Well Pump No. 3	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 100,000.00					
	Well House No. 3 Flow Meter	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 7,500.00					
	Well House No. 3 Dehumidifier	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00					
	Well House No. 3 Unit Heater	Capital Outlay	601-49400-500	20 yr	2023	2008	$ 1,000.00				$ 1,160	
	Well House No. 3 Air Conditioning	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 1,500.00				$ 1,740	
	Well House No. 3 VFD	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 12,000.00				$ 13,910	
	Well House No. 3 Exhaust Fan	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00					
	Well House No. 3 - Chlorine Room Exhaust Fan	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00					
	Well House No. 3 - Chlorine Room Unit Heater	Capital Outlay	601-49400-500	20 yr	2023	2008	$ 1,000.00				$ 1,160	
	Well House No. 3 - Chlorine Room Exhaust Fan	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00					
	Well House No. 3 - Chemical Room Fluoride Tank	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 1,500.00					
	Well House No. 3 - Chemical Room Orthophosphate Tank	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 2,000.00					
	Well House No. 3 - Chemical Room Unit Heater	Capital Outlay	601-49400-500	20 yr	2023	2008	$ 1,000.00				$ 1,160	
	Well House No. 3 - Chemical Room Exhaust Fan	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00					
	Tank Room Influent Flow Meter - PIN-FMM	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 7,500.00				$ 8,690	
	Tank Room Backwash Reclaim Flow Meter - PWR-FMM	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 3,500.00				$ 4,060	
	Tank Room Backwash Supply Flow Meter - BWD - FMM	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 5,000.00				$ 5,800	
	Tank Room Filter Tank A	Capital Outlay	601-49400-500	35 yr	2043	2008	$ 900,000.00					
	Tank Room Filter Tank B	Capital Outlay	601-49400-500	35 yr	2043	2008	$ 900,000.00					
	Tank Room Filter Tank C	Capital Outlay	601-49400-500	35 yr	2043	2008	$ 900,000.00					
	Tank Room Filter Tank D	Capital Outlay	601-49400-500	35 yr	2043	2008	$ 900,000.00					
	Mechanical Room Unit Heater No. 4	Capital Outlay	601-49400-500	20 yr	2023	2008	$ 1,000.00				$ 1,160	
	Tank RoomRadiant Heater No. 1	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 6,000.00				$ 6,960	
	Tank RoomRadiant Heater No. 2	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 6,000.00				$ 6,960	
	Tank RoomRadiant Heater No. 3	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 6,000.00				$ 6,960	
	Tank Room Radiant Heater No. 4	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 6,000.00				$ 6,960	
	Tank Room Dehumidifier No. 1	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,000.00					
	Tank Room Dehumidifier No. 2	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,000.00					
	Tank Room Dehumidifier No. 3	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,000.00					
	Tank Room Dehumidifier No. 4	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,000.00					
	Tank Room Dehumidifier No. 5	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,000.00					
	Tank Room Dehumidifier No. 6	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,000.00					

City of Isanti
Capital Maintenance/Replacement Fund
Fund 601
Assumed Inflation 3%
- Costs double every 24 years

Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2018 Dollars	2020	2021	2022	2023	2024
	Tank Room Filter Influent Valves - 3 per tank	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 4,500.00					
	Tank Room Filter Air Release Valves - 1 per tank	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,000.00					
	Tank Room Filter Effluent Valves - 1 per tank	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 4,500.00					
	Tank Room Backwash Supply Valves - 1 per tank	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 4,500.00					
	Backwash Recycle Pump	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 7,500.00				$ 8,690	
	Tank Room Backwash Drain Valves - 3 per tank	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 4,500.00					
	Tank Room Air Wash Valves - 3 per tank	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00					
	Tank Room Plant Bypass Valves	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 8,000.00					
	Tank Room High Pressure Relief Valves	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 4,000.00					
	Water PlantBackwash Recycle Basin	Capital Outlay	601-49400-500	50 yr	2058	2008	$ 600,000.00					
	Tank Room Positive Displacement Backwash Blower	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 25,000.00					
	Chlorine Generation Room Miox System	Capital Outlay	601-49400-500	10 yr	2028	2018	$ 85,000.00					
	Chlorine Generation Room Hypochlorite Tank No. 1	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,000.00					
	Chlorine Generation Room Hypochlorite Tank No. 2	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,000.00					
	Chlorine Generation Room Brine Booster Pump No. 1	Capital Outlay	601-49400-500	15yr	2023	2008	$ 2,500.00				$ 2,900	
	Chlorine Generation Room Brine Booster Pump No. 2	Capital Outlay	601-49400-500	15yr	2023	2008	$ 2,500.00				$ 2,900	
	Chlorine Generation Room Water Softeners	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 2,000.00				$ 2,320	
	Chlorine Generation Room Chlorine Analyzer	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 4,000.00				$ 4,640	
	Chlorine Generation Room Hypochlorite Dilution Rotometer No. 1	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,000.00					
	Chlorine Generation Room Hypochlorite Water Dilution Rotometer No. 2	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 1,000.00				$ 1,160	
	Chlorine Generation Room Hypochlorite Feed Pump No. 1	Capital Outlay	601-49400-500	15yr	2023	2008	$ 4,000.00				$ 4,640	
	Chlorine Generation Room Hypochlorite Feed Pump No. 2	Capital Outlay	601-49400-500	15yr	2023	2008	$ 4,000.00				$ 4,640	
	Chlorine Generation Room Unit Heater No. 2	Capital Outlay	601-49400-500	20 yr	2023	2008	$ 1,000.00				$ 1,160	
	Chlorine Generation Room Exhaust Fan No. 2	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00					
	Salt Brine Tanks (Qty 2)	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 50,000.00					
	Chlorine Generation Room - Tank Room Cl2 PVC Piping	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 5,000.00				$ 5,800	
	Chemical Feed Room Permanganate Pump No. 1	Capital Outlay	601-49400-500	15yr	2023	2008	$ 6,000.00				$ 6,960	
	Chemical Feed Room Permanganate Tank	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,000.00					
	Chemical Feed Room Permanganate Tank Mixer No. 1	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 1,500.00				$ 1,740	
	Chemical Feed Room Permanganate Scale No. 1	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,000.00					
	Chemical Feed Room Permanganate Scale No. 2	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,000.00					
	Chemical Feed Room Orthophosphate Tank	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,200.00					
	Chemical Feed Room Orthophosphate Pump No. 1	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,000.00					
	Chemical Feed Room Orthophosphate Scale	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,000.00					
	Chemical Feed Room Fluoride Tank	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 2,000.00					
	Chemical Feed Room Fluoride Pump No. 1	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,000.00					
	Chemical Feed Room Fluoride Pump No. 2	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,000.00					
	Chemical Feed Room Fluoride Scale	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,500.00					
	Chemical Feed Room Unit Heater No. 3	Capital Outlay	601-49400-500	20 yr	2023	2008	$ 1,000.00				$ 1,160	
	Chemical Feed Room Exhaust Fan No. 3	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00					
	Reclaim Area Sludge Pump	Capital Outlay	601-49400-500	15yr	2023	2008	$ 4,000.00				$ 4,640	
	Reclaim Area Backwash Recycle Pump	Capital Outlay	601-49400-500	15yr	2023	2008	$ 7,000.00				$ 8,110	

City of Isanti
Capital Maintenance/Replacement Fund
Fund 601
Assumed Inflation | 3%
- Costs double every 24 years

Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2018 Dollars	2020	2021	2022	2023	2024
	Reclaim Area Backwash Recycle Pump motor	Capital Outlay	601-49400-500	15yr	2023	2008	$ 4,000.00				$ 4,640	
	Mechanical Room Air Compressors	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 5,000.00				$ 5,800	
	Tank Room Unit Heater No. 1	Capital Outlay	601-49400-500	20 yr	2023	2008	$ 2,000.00				$ 2,320	
	Mechanical Room Exhaust Fan EF-1	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 2,500.00					
	Mechanical Room Water Heater	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 1,500.00				$ 1,740	
	Backwash Drain Exhaust Fan EF-4	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,000.00					
	Brine Area Brine Tank No. 1	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 25,000.00					
	Brine Area Brine Tank No. 2	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 25,000.00					
	Water Treatment Plant Cummins Diesel Generator	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 150,000.00					
	WTP Vestibule Cabinet Heater No. 1	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 500.00				$ 580	
	Water Tower Recirculation Pump No. 1	Capital Outlay	601-49400-500	15yr	2023	2008	$ 2,500.00				$ 2,900	
	New Water Tower	Buildings and Structures	601-49400-520	50 yr	2053	2003	$ 1,500,000.00					
	Water Tower Coating	Capital Outlay	601-49400-500	20 yr	2023	2003	$ 700,000.00				$ 811,490	
	Air dryer for compressor	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 500.00				$ 580	
	Heater for office	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 500.00				$ 580	
	ORB Probe	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 2,000.00					
	Backup Cl2 System	Capital Outlay	601-49400-500	40 yr	2048	2008	$ 40,000.00					
	Filter valves (general - Qty 46)	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 161,000.00					
	Filter valves (general - Qty 46)	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 161,000.00					
	CL17 Free Cl2 Analyzer	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 4,000.00					
	CL17 Free Cl2 Analyzer	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 4,000.00					
	Printer	Capital Outlay	601-49400-500	10 yr	2027	2017	$ 250.00					
	Eyewash Station (Qty 3)	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,000.00					
	Eyewash Station (Qty 3)	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,000.00					
	Rebuild Filter 1 Underdrain	Capital Outlay	601-49400-500	10 yr	2021	0	$ 300,000.00		$ 327,820			
	Rebuild Filter 2 Underdrain	Capital Outlay	601-49400-500	10 yr	2022	0	$ 300,000.00			$ 337,650		
	Rebuild Filter 3 Underdrain	Capital Outlay	601-49400-500	10 yr	2023	0	$ 300,000.00				$ 347,780	
	Rebuild Filter 4 Underdrain	Capital Outlay	601-49400-500	10 yr	2024	0	$ 300,000.00					$ 358,220
	Chlorine Generation Room Miox System Cell	Capital Outlay	601-49400-500	7 yr	2025	2018	$ 55,000.00					
	Cameras - Water Tower	Capital Outlay	601-49400-500	10 yr	2020	N/A	$ 2,500.00	$ 2,580				
	Transfer Out for Engineered Projects	Operating Transfers	601-49400-720	N/A		Ongoing						
	Contribution to General Fund (920) Capital Purchases	Operating Transfers	601-49400-720	N/A		Ongoing		$ -	$ -	$ 58,278	$ 38,970	$ 73,034
	Contribution to Sewer Fund (602) Capital Purchases	Operating Transfers	601-49400-720	N/A		Ongoing		$ -	$ -	$ -	$ -	$ -
Department	Revenue	Account Title	Account Number									
		State Grants and Aids	601-33400									
		Debt Proceeds	601-36203									
		Water Sales	601-37100					60,470.00	62,280.00	64,150.00	66,070.00	68,050.00
		Water Access Charge	601-37151					134,580.00	138,620.00	142,780.00	147,060.00	151,470.00
Anticipated Reserve Funds on	Budgeted Expenditures						Budgeted Expenditures	$ 5,270.00	$ 440,230.00	$ 396,758.41	$ 1,351,000.07	$ 435,394.27
	Budgeted Revenues						Budgeted Revenues	$ 195,050.00	$ 200,900.00	$ 206,930.00	$ 213,130.00	$ 219,520.00
1/1/2019	1 Year (Over) / Under Budget						1 Year (Over) / Under Budget	$ 202,676.52	$ (239,330.00)	$ (111,928.25)	$ (1,137,870.07)	$ (215,874.27)
$ 1,222,233.63	Running Fund (Deficit) / Surplus						Running Fund (Deficit) / Surplus	$ 1,610,710.15	$ 1,371,380.15	$ 1,259,454.90	$ 121,584.83	$ (94,289.43)

City of Isanti
Capital Maintenance/Replacement Fund
Fund 602
Assumed Inflation 3%
- Costs double every 24 years

Department	Expense	Allocation	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2019 Dollars	2020	2021	2022	2023	2024
Sewer	Computing/Technology Devices		Capital Outlay	602-49450-500	5 yr		Ongoing		$ 830.00	$ 3,140.00	$ 830.00	$ 1,420.00	$ 2,050.00
	Pretreatment Fine Screen 1 - Enviro-Care		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 100,000.00					
	Pretreatment Fine Screen 2 - Enviro-Care		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 100,000.00					
	Pretreatment Parshall Flume		Capital Outlay	602-49450-500	60 yr	2077	2017	$ 20,000.00					
	Pretreatment Grit Classifier		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 40,000.00					
	Pretreatment Grit Separator / Chamber?		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 25,000.00					
	Pretreatment Grit Pump		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 25,000.00					
	Pretreatment Exhaust Fan		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 2,500.00					
	Pretreatment Forcemain from Pretreatment to Pond Structure		Capital Outlay	602-49450-500	60 yr	2077	2017	$ 115,000.00					
	Pretreatment Forcemain from Lift Station to WWTP		Capital Outlay	602-49450-500	40 yr	2036	1996	$ 1,200,000.00					
	Pretreatment Automatic Sampler		Capital Outlay	602-49450-500	30 yr	2047	2017	$ 15,000.00					
	Pretreatment LEL & H2S Monitor		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 2,500.00					
	Pretreatment Unit Heater (Qty 6)		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 2,000.00					
	Pretreatment Gas Fired Heater		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 1,000.00					
	Pretreatment Centrifugal Fans		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 1,000.00					
	Pretreatment Split AC Unit		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 2,000.00					
	Pretreatment Exhaust Fan		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 1,000.00					
	Pretreatment Make Air Unit		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 15,000.00					
	Pretreatment Electrical Panel Room Heater		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 1,000.00					
	Pretreatment Sump Pump		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 2,500.00					
	Pretreatment Flow Meters (Qty 2)		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 1,500.00					
	Pretreatment Flow Transducers (Qty 2)		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 1,500.00					
	Aerated Ponds Wastewater Splitter Structure		Capital Outlay	602-49450-500	60 yr	2077	2017	$ 60,000.00					
	Aerated Ponds Aerated Pond No. 1		Imp. Other Than Buildings	602-49450-530	60 yr	2056	1996	$ 1,200,000.00					
	Aerated Ponds Aerated Pond No. 2		Imp. Other Than Buildings	602-49450-530	60 yr	2056	1996	$ 1,200,000.00					
	Aerated Ponds Aerated Pond No. 3		Imp. Other Than Buildings	602-49450-530	60 yr	2056	1996	$ 1,200,000.00					
	Aerated Ponds Aerated Pond No. 4		Imp. Other Than Buildings	602-49450-530	60 yr	2056	1996	$ 1,200,000.00					
	Aerated Ponds Aerated Pond No. 5		Imp. Other Than Buildings	602-49450-530	60 yr	2056	1996	$ 1,200,000.00					
	Aerated Ponds Aerated Pond No. 6		Imp. Other Than Buildings	602-49450-530	60 yr	2056	1996	$ 1,200,000.00					
	Aerated Ponds Air Piping in the Aerated Ponds		Capital Outlay	602-49450-500	15 yr	2026	2011	$ 20,000.00					
	Aerated Ponds Control Structures		Buildings and Structures	602-49450-520	40 yr	2036	1996	$ 20,000.00					
	Treatment Building Clarifier Splitter Box		Capital Outlay	602-49450-500	20 yr	2036	1996	$ 25,000.00					
	Treatment Building Solids Contact Clarifier No. 1		Capital Outlay	602-49450-500	40 yr	2036	1996	$ 300,000.00					
	Treatment Building Solids Contact Clarifier No. 2		Capital Outlay	602-49450-500	40 yr	2036	1996	$ 300,000.00					
	Treatment Building Solids Contact Clarifier No. 1 Mixer		Capital Outlay	602-49450-500	20 yr	2036	1996	$ 50,000.00					
	Treatment Building Solids Contact Clarifier No. 2 Mixer		Capital Outlay	602-49450-500	20 yr	2036	1996	$ 50,000.00					
	Treatment Building Solids Contact Clarifier No. 1 Scraper		Capital Outlay	602-49450-500	20 yr	2036	1996	$ 125,000.00					
	Treatment Building Solids Contact Clarifier No. 2 Scraper		Capital Outlay	602-49450-500	20 yr	2036	1996	$ 125,000.00					
	Treatment Building Solids Contact Clarifier No. 1 Aluminum Dome		Capital Outlay	602-49450-500	40 yr	2036	1996	$ 125,000.00					
	Treatment Building Solids Contact Clarifier No. 2 Aluminum Dome		Capital Outlay	602-49450-500	40 yr	2036	1996	$ 125,000.00					
	Treatment Building Unit Heater		Capital Outlay	602-49450-500	15 yr	2020	1996	$ 1,000.00	1,000.00				
	Treatment Building Clarifier Sludge Piping and Valves		Capital Outlay	602-49450-500	20 yr	2036	1996	$ 35,000.00					
	Treatment Building Clarifier Effluent Piping and Valves		Capital Outlay	602-49450-500	20 yr	2040	1996	$ 40,000.00					
	Treatment Building Backwash Piping and Valves		Capital Outlay	602-49450-500	20 yr	2036	1996	$ 100,000.00					
	Treatment Building Filter Air Piping		Capital Outlay	602-49450-500	20 yr	2020	1996	$ 20,000.00	20,600.00				
	Treatment Building Filter Effluent Piping		Capital Outlay	602-49450-500	20 yr	2036	1996	$ 30,000.00					
	Treatment Building Filter Underdrain No. 1		Capital Outlay	602-49450-500	20 yr	2020		$ 40,000.00	41,200.00				

City of Isanti
Capital Maintenance/Replacement Fund
Fund 602
Assumed Inflation 3%
- Costs double every 24 years

Department	Expense	Allocation	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2019 Dollars	2020	2021	2022	2023	2024
	Treatment Building Filter Underdrain No. 2		Capital Outlay	602-49450-500	20 yr	2020		$ 40,000.00	41,200.00				
	Treatment Building Filter No. 1		Capital Outlay	602-49450-500	10 yr	2030	2017	$ 500,000.00					
	Treatment Building Filter No. 2		Capital Outlay	602-49450-500	10 yr	2030	2017	$ 500,000.00					
	Treatment Building Filter Room Unit Heater No. 1		Capital Outlay	602-49450-500	15 yr	2020	2009	$ 1,000.00	1,000.00				
	Treatment Building Filter Room Unit Heater No. 2		Capital Outlay	602-49450-500	15 yr	2020	2009	$ 1,000.00	1,000.00				
	Treatment Building Backwash Supply Pump No. 1		Capital Outlay	602-49450-500	10 yr	2020	1996	$ 15,000.00	15,500.00				
	Treatment Building Backwash Supply Pump No. 2		Capital Outlay	602-49450-500	10 yr	2028	2018	$ 15,000.00					
	Treatment Building Backwash Waste Pump No. 1		Capital Outlay	602-49450-500	10 yr	2026	2016	$ 20,000.00					
	Treatment Building Backwash Waste Pump No. 2		Capital Outlay	602-49450-500	10 yr	2026	2016	$ 20,000.00					
	Treatment Building Sludge Return Pump No. 1		Capital Outlay	602-49450-500	10 yr	2028	2018	$ 15,000.00					
	Treatment Building Sludge Return Pump No. 2		Capital Outlay	602-49450-500	10 yr	2028	2018	$ 15,000.00					
	Clearwell Tank Backwash Overflow		Capital Outlay	602-49450-500	40 yr	2036	1996	$ 80,000.00					
	Clearwell Tank Clearwell		Capital Outlay	602-49450-500	40 yr	2036	1996	$ 120,000.00					
	Treatment Building Dehumidifier		Capital Outlay	602-49450-500	15 yr	2020	2008	$ 2,500.00	2,600.00				
	Treatment Building Sampler Room Sampler - Influent		Capital Outlay	602-49450-500	20 yr	2036	2016	$ 2,000.00					
	Treatment Building Sampler Room Electric Wall Heater		Capital Outlay	602-49450-500	15 yr	2020	1996	$ 2,000.00	2,100.00				
	Treatment Building Sampler Room Water Heater		Capital Outlay	602-49450-500	15 yr	2020	1996	$ 1,000.00	1,000.00				
	Treatment Building Office Unit Heater No. 1		Capital Outlay	602-49450-500	15 yr	2020	1996	$ 2,500.00	2,600.00				
	Treatment Building Office Unit Heater No. 2		Capital Outlay	602-49450-500	15 yr	2020	1996	$ 2,500.00	2,600.00				
	Treatment Building Office MCC Equipment		Capital Outlay	602-49450-500	20 yr	2030	1996	$ 500,000.00					
	Lighting Transformer		Capital Outlay	602-49450-500	20 yr	2030	1996	$ 5,000.00					
	Treatment Building Garage Air Compressor		Capital Outlay	602-49450-500	10 yr	2026	1996	$ 5,000.00					
	Treatment Building Garage Generator		Capital Outlay	602-49450-500	30 yr	2038	2008	$ 80,000.00					
	SCADA		Capital Outlay	602-49450-500	10 yr	2029	2019	$ 55,000.00					
	Disinfection Building Trojan UV System		Capital Outlay	602-49450-500	30 yr	2026	1996	$ 125,000.00					
	Disinfection Building Unit Heater		Capital Outlay	602-49450-500	15 yr	2020	1996	$ 1,500.00	1,500.00				
	Disinfection Building Effluent Flow Meter		Capital Outlay	602-49450-500	10 yr	2020	1996	$ 3,000.00	3,100.00				
	Blower Building Blower No. 1 - Air Wash Blower		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 20,000.00					
	Blower Building Blower No. 2		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 35,000.00					
	Blower Building Blower No. 3		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 35,000.00					
	Blower Building Blower No. 4		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 35,000.00					
	Blower Building Blower Valves		Capital Outlay	602-49450-500	50 yr	2067	2017	$ 10,000.00					
	Blower Building Unit Heater		Capital Outlay	602-49450-500	15 yr	2020	1996	$ 15,000.00	15,500.00				
	Blower Building Blower Piping to Ponds		Capital Outlay	602-49450-500	40 yr	2036	1996	$ 150,000.00					
	Chemical Feed Room Ferric Chloride Tank		Capital Outlay	602-49450-500	30 yr	2026	1996	$ 12,000.00					
	Chemical Feed Room Alum Tank		Capital Outlay	602-49450-500	30 yr	2026	1996	$ 11,000.00					
	Chemical Feed Room Unit Heater		Capital Outlay	602-49450-500	15 yr	2020	1996	$ 5,000.00	5,200.00				
	Effluent Manhole Effluent Sampler Pump No. 1		Capital Outlay	602-49450-500	40 yr	2036	1996	$ 10,000.00					
	Main Lift Station Pump No. 1		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 25,000.00					
	Main Lift Station Pump No. 2		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 25,000.00					
	Main Lift Station Genset		Capital Outlay	602-49450-500	30 yr	2026	1996	$ 75,000.00					
	Force Main/ 8th Ave Air Release Valves (Qty 4)		Capital Outlay	602-49450-500	15 yr	2028	2013	$ 12,000.00					
	Force Main/ 8th Ave Air Release Valves (Qty 6)		Capital Outlay	602-49450-500	20 yr	2033	2013	$ 18,000.00					
	Force Main/ Main Lift Air Release Valves (Qty 3)		Capital Outlay	602-49450-500	20 yr	2035	2015	$ 9,000.00					
	Rum River LS Pump 1		Capital Outlay	602-49450-500	25 yr	2031	2006	$ 12,000.00					
	Rum River LS Pump 2		Capital Outlay	602-49450-500	25 yr	2031	2006	$ 12,000.00					
	Arabian LS Pump 1		Capital Outlay	602-49450-500	25 yr	2024	1999	$ 4,000.00					4,600.00

City of Isanti
Capital Maintenance/Replacement Fund
Fund 602
Assumed Inflation 3%
- Costs double every 24 years

Department	Expense	Allocation	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2019 Dollars	2020	2021	2022	2023	2024
	Arabian LS Pump 2		Capital Outlay	602-49450-500	25 yr	2024	1999	$ 4,000.00					4,600.00
	East Dual LS Pump 1		Capital Outlay	602-49450-500	25 yr	2027	2002	$ 12,000.00					
	East Dual LS Pump 2		Capital Outlay	602-49450-500	25 yr	2027	2002	$ 12,000.00					
	BMX LS Pump 1		Capital Outlay	602-49450-500	25 yr	2040	2015	$ 5,000.00					
	BMX LS Pump 2		Capital Outlay	602-49450-500	25 yr	2040	2015	$ 5,000.00					
	Carlson LS Pump 1		Capital Outlay	602-49450-500	25 yr	2032	2007	$ 5,000.00					
	Carlson LS Pump 2		Capital Outlay	602-49450-500	25 yr	2032	2007	$ 5,000.00					
	Unity LS Pump 1		Capital Outlay	602-49450-500	25 yr	2041	2016	$ 5,000.00					
	Unity LS Pump 2		Capital Outlay	602-49450-500	25 yr	2041	2016	$ 5,000.00					
	Deer Haven LS Pump 1		Capital Outlay	602-49450-500	25 yr	2028	2003	$ 4,000.00					
	Deer Haven LS Pump 2		Capital Outlay	602-49450-500	25 yr	2028	2005	$ 4,000.00					
	8th Ave LS Pump 1		Capital Outlay	602-49450-500	25 yr	2032	2007	$ 15,000.00					
	8th Ave LS Pump 2		Capital Outlay	602-49450-500	25 yr	2032	2007	$ 15,000.00					
	Subway LS Pump 1		Capital Outlay	602-49450-500	25 yr	2036	2011	$ 5,000.00					
	Subway LS Pump 2		Capital Outlay	602-49450-500	25 yr	2036	2011	$ 5,000.00					
	Rum River LS Genset		Capital Outlay	602-49450-500	30 yr	2020	N/A	$ 24,000.00	24,700.00				
	Arabian LS Genset		Capital Outlay	602-49450-500	30 yr	2020	N/A	$ 24,000.00	24,700.00				
	East Dual LS Genset		Capital Outlay	602-49450-500	30 yr	2020	N/A	$ 25,000.00	25,800.00				
	8th Ave LS Genset		Capital Outlay	602-49450-500	30 yr	2020	N/A	$ 33,000.00	34,000.00				
	BMX LS Genset		Capital Outlay	602-49450-500	30 yr	2020	N/A	$ 24,000.00	24,700.00				
	Subway LS Genset		Capital Outlay	602-49450-500	30 yr	2020	N/A	$ 32,000.00	33,000.00				
	Unity LS Genset		Capital Outlay	602-49450-500	30 yr	2020	N/A	$ 24,000.00	24,700.00				
	Deer Haven LS Genset		Capital Outlay	602-49450-500	30 yr	2020	N/A	$ 24,000.00	24,700.00				
	Ponds Sludge Removal		Capital Outlay	602-49450-500		2026	N/A	$ 3,500,000.00	50,000.00				
	Mobile Kenworth Vactor Truck	W / S / Stm	Capital Outlay	602-49450-500	15 yr	2030	2015	$ 410,000.00					
			Capital Outlay	602-49450-500	yr	0	2016	$ -					
			Capital Outlay	602-49450-500	yr	0	2017	$ -					
			Capital Outlay	602-49450-500	yr	0	2018	$ -					
			Capital Outlay	602-49450-500	yr	0	2019	$ -					
			Capital Outlay	602-49450-500	yr	0	2020	$ -					
	Transfer Out for Engineered Projects		Operating Transfers	602-49450-720	N/A		Ongoing						
	Contribution to General Fund (920) Capital Purchases		Operating Transfers	602-49450-720	N/A		Ongoing		$ -	$ -	$ 58,278	$ 37,141	$ 73,034

Department	Revenue	Account Title	Account Number									
		State Grants and Aids	602-33400									
		Debt Proceeds	602-36203									
		Sewer Sales	602-37200						238,700.00	245,860.00	253,240.00	260,840.00	268,670.00
		Sewer Access Charge	602-37251						168,950.00	174,020.00	179,240.00	184,620.00	190,160.00
		Transfer from Water Fund	602-39203										
		Transfer from Stormwater Fund	602-39203										
	Budgeted Expenditures							Budgeted Expenditures	$ 424,830	$ 3,140	$ 59,108	$ 38,561	$ 84,284
Reserve Funds on	Budgeted Revenues							Budgeted Revenues	$ 407,650	$ 419,880	$ 432,480	$ 445,460	$ 458,830
1/1/2019	1 Year (Over) / Under Budget							1 Year (Over) / Under Budget	$ (17,180)	$ 416,740	$ 373,372	$ 406,899	$ 374,546
$ 2,037,322	Running Fund (Deficit) / Surplus							Running Fund (Deficit) / Surplus	$ 2,386,652	$ 2,803,392	$ 3,176,764	$ 3,583,662	$ 3,958,208

City of Isanti
Capital Maintenance/Replacement Fund
Fund 603
Assumed Inflation 3%
- Costs double every 24 years

Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase, Maintenance or Replacement Cost in 2018 Dollars	2020	2021	2022	2023	2024
Stormwater	Computing/Technology Devices	Capital Outlay	603-49500-500	5 yr useful life		Ongoing		$ 2,690	$ 3,140	$ 830	$ 1,420	$ 2,050
	2015 Bobcat 72" Brush Cutter	Capital Outlay	603-49500-500	15 yr useful life	2030	2015	$ 5,000					
	2015 Bobcat CID Swing Brush Cutter	Capital Outlay	603-49500-500	15 yr useful life	2030	2015	$ 7,000					
	2012 Elgin Pelican Sweeper	Capital Outlay	603-49500-500	15 yr useful life	2027	2012	$ 135,000					
	1990 Vicon Brush Cutter	Capital Outlay	603-49500-500	20 yr useful life	2022	1990	$ 10,000			$ 10,927		
	2005 JD MX6 Brush Cutter	Capital Outlay	603-49500-500	15 yr useful life	2022	2005	$ 10,000			$ 10,927		
		Engineering Fees	603-49500-303		2018							
		Legal Notices Publishing	603-49500-351		2018							
		Imp. Other Than Buildings	603-49500-530	30 yr useful life	2018							
		Engineering Fees	603-49500-303		2019			$ 19,930				
		Legal Notices Publishing	603-49500-351		2019			$ 130				
		Imp. Other Than Buildings	603-49500-530	30 yr useful life	2019			$ 112,800				
		Engineering Fees	603-49500-303		2020				$ 23,260			
		Legal Notices Publishing	603-49500-351		2020				$ 150			
		Imp. Other Than Buildings	603-49500-530	30 yr useful life	2020				$ 131,630			
		Engineering Fees	603-49500-303		2021					$ -		
		Legal Notices Publishing	603-49500-351		2021					$ -		
		Imp. Other Than Buildings	603-49500-530	30 yr useful life	2021					$ 22,130		
		Engineering Fees	603-49500-303		2022						$ -	
		Legal Notices Publishing	603-49500-351		2022						$ -	
		Imp. Other Than Buildings	603-49500-530	30 yr useful life	2022						$ 22,790	
		Engineering Fees	603-49500-303		2023							$ -
		Legal Notices Publishing	603-49500-351		2023						-	$ -
	Transfer Out for Engineered Projects											
	Contribution to General Fund (920) Capital Purchases							$ -	$ -	$ -	$ 1,829	$ 15,071
	Contribution to Sewer Fund (602) Capital Purchases							$ -	$ -	$ -	$ -	$ -

Department	Revenue	Account Title	Account Number									
		State Grants & Aids	603-33400									
		Special Assessments	603-36100									
		Interest Earnings	603-36210									
		Stormwater Sales	603-37300					$ 75,190	$ 77,450	$ 79,770	$ 82,160	$ 84,620
		Transfer from General Fund	603-39201									
		Transfer from Other Fund	603-39203									
		Bond Proceeds	603-39310									
	Budgeted Expenditures						Budgeted Expenditures	$ 135,550.00	$ 158,180.00	$ 44,814.54	$ 26,038.95	$ 40,590.56
	Budgeted Revenues						Budgeted Revenues	$ 75,190.00	$ 77,450.00	$ 79,770.00	$ 82,160.00	$ 84,620.00
	1 Year (Over) / Under Budget						1 Year (Over) / Under Budget	$ (60,360.00)	$ (80,730.00)	$ 34,955.46	$ 56,121.05	$ 44,029.44
	Running Fund (Deficit) / Surplus						Running Fund (Deficit) / Surplus	$ (62,438.56)	$ (143,168.56)	$ (108,213.10)	$ (52,092.05)	$ (8,062.61)

City of Isanti
Technology Maintenance/Replacement Fund
Fund 614
Assumed Inflation 3.00%
- Costs double every 24 years

Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2019 Dollars	2020	2021	2022	2023	2024
UNCERTAIN	OS TRANSFERABLE SUBSCRIPTIONS	Capital Outlay	614-49845-500	N/A	2020			10,000.00				
ALL	Misc. Software Programs	Capital Outlay	614-49845-500	N/A	Ongoing	N/A	$ 1,000.00	1,030.00	1,061.00	1,093.00	1,126.00	1,159.00
ALL	Computer Monitors/Displays	Capital Outlay	614-49845-500	N/A	Ongoing	N/A	$ 1,000.00	1,030.00	1,061.00	1,093.00	1,126.00	1,159.00
ALL	Desktop Printers	Capital Outlay	614-49845-500	N/A	Ongoing	N/A	$ 500.00	515.00	530.00	546.00	563.00	580.00
ALL	Document Imaging Software	Capital Outlay	614-49845-500	20 yr useful life	2039	2019	$ 5,000.00					
FINANCE	AP Workflow Management Software	Capital Outlay	614-49845-500	20 yr useful life	2028	N/A	$ 10,000.00					
COMMUNITY DEVELOPMENT	Building Permit Workflow Software	Capital Outlay	614-49845-500	20 yr useful life	2024		$ 10,000.00					11,593.00
ADMIN / HR / CITY CLERK	Packet Management Software	Capital Outlay	614-49845-500	20 yr useful life	2020	N/A	$ 10,000.00	10,300.00				
ADMIN, EDA, WATER, SEWER, STORM	CITY HALL TOWER	Capital Outlay	614-49845-500	5 yr useful life	2019	N/A	$ 1,800.00					2,087.00
ADMIN, WATER, SEWER, STORM	CITY HALL TOWER	Capital Outlay	614-49845-500	5 yr useful life	2019		$ 1,800.00					2,087.00
WATER	WTP - SCADA TOWER	Capital Outlay	614-49845-500	5 yr useful life	2019		$ 1,800.00					2,087.00
PLANNING, CODE ENFORCEMENT	CITY HALL TOWER	Capital Outlay	614-49845-500	5 yr useful life	2019		$ 1,800.00					2,087.00
POLICE	POLICE STATION TOWER	Capital Outlay	614-49845-500	5 yr useful life	2019		$ 1,800.00					2,087.00
WATER, SEWER, STORM	CITY HALL TOWER	Capital Outlay	614-49845-500	5 yr useful life	2019		$ 1,800.00					2,087.00
ADMIN, STREET, WATER, SEWER, STORM	CITY HALL LAPTOP	Capital Outlay	614-49845-500	5 yr useful life	2019		$ 1,800.00					2,087.00
LIQUOR	LIQUOR STORE SERVER	Capital Outlay	614-49845-500	5 yr useful life	2019		$ 1,800.00					2,087.00
STREET, WATER, SEWER, STORM	WTP IPAD	Capital Outlay	614-49845-500	5 yr useful life	2020		$ 1,800.00	1,854.00				
LIQUOR	LIQUOR STORE TOWER	Capital Outlay	614-49845-500	5 yr useful life	2020		$ 1,800.00	1,854.00				
STORMWATER	CITY HALL LAPTOP	Capital Outlay	614-49845-500	5 yr useful life	2020		$ 1,800.00	1,854.00				
POLICE	POLICE STATION TOWER	Capital Outlay	614-49845-500	5 yr useful life	2020		$ 1,800.00	1,854.00				
POLICE	POLICE STATION TOWER	Capital Outlay	614-49845-500	5 yr useful life	2020		$ 1,800.00	1,854.00				
WATER	WTP TOWER	Capital Outlay	614-49845-500	5 yr useful life	2020		$ 1,800.00	1,854.00				
ADMIN, STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG TOWER	Capital Outlay	614-49845-500	5 yr useful life	2020		$ 1,800.00	1,854.00				
LIQUOR	LIQUOR STORE SFF	Capital Outlay	614-49845-500	5 yr useful life	2020		$ 1,800.00	1,854.00				
LIQUOR	LIQUOR STORE SFF	Capital Outlay	614-49845-500	5 yr useful life	2020		$ 1,800.00	1,854.00				
POLICE	POLICE STATION TOWER	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 1,800.00		1,910.00			
POLICE	POLICE STATION TOWER	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 1,800.00		1,910.00			
ADMIN	CITY HALL TOWER	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 1,800.00		1,910.00			
POLICE	POLICE STATION TOWER	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 1,800.00		1,910.00			
POLICE	POLICE STATION TOWER	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 1,800.00		1,910.00			
ADMIN	CITY HALL LAPTOP	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 1,800.00		1,910.00			
ADMIN	CITY HALL TOWER	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 1,800.00		1,910.00			
STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG TOWER	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 1,800.00		1,910.00			
PARKS	CITY HALL LAPTOP	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 1,800.00		1,910.00			

City of Isanti
Technology Maintenance/Replacement Fund
Fund 614
Assumed Inflation 3.00%
- Costs double every 24 years

Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2019 Dollars	2020	2021	2022	2023	2024
ADMIN	CITY HALL LAPTOP	Capital Outlay	614-49845-500	5 yr useful life	2022		$ 1,800.00			1,967.00		
EDA	CITY HALL LAPTOP	Capital Outlay	614-49845-500	5 yr useful life	2022		$ 1,800.00			1,967.00		
POLICE	CHIEF - HOME LAPTOP	Capital Outlay	614-49845-500	5 yr useful life	2022		$ 1,800.00			1,967.00		
POLICE	LT. - HOME LAPTOP	Capital Outlay	614-49845-500	5 yr useful life	2022		$ 1,800.00			1,967.00		
POLICE	POLICE STATION LAPTOP	Capital Outlay	614-49845-500	5 yr useful life	2022		$ 1,800.00			1,967.00		
ADMIN	CITY HALL LAPTOP	Capital Outlay	614-49845-500	5 yr useful life	2022		$ 1,800.00			1,967.00		
ADMIN	CITY HALL SFF	Capital Outlay	614-49845-500	5 yr useful life	2022		$ 1,800.00			1,967.00		
ADMIN, STREET, WATER, SEWER, STORM	CITY HALL SURFACE	Capital Outlay	614-49845-500	5 yr useful life	2022		$ 1,800.00			1,967.00		
PLANNING	CITY HALL TOWER	Capital Outlay	614-49845-500	5 yr useful life	2022		$ 1,800.00			1,967.00		
PLANNING, CODE ENFORCEMENT	CITY HALL SURFACE	Capital Outlay	614-49845-500	5 yr useful life	2023		$ 1,800.00				2,026.00	
BUILDING INSPECTION	CITY HALL SURFACE	Capital Outlay	614-49845-500	5 yr useful life	2023		$ 1,800.00				2,026.00	
STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG IPAD	Capital Outlay	614-49845-500	5 yr useful life	2023		$ 1,800.00				2,026.00	
STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG IPAD	Capital Outlay	614-49845-500	5 yr useful life	2023		$ 1,800.00				2,026.00	
COUNCIL	CITY HALL IPAD	Capital Outlay	614-49845-500	5 yr useful life	2023		$ 1,800.00				2,026.00	
COUNCIL	CITY HALL IPAD	Capital Outlay	614-49845-500	5 yr useful life	2023		$ 1,800.00				2,026.00	
COUNCIL	CITY HALL IPAD	Capital Outlay	614-49845-500	5 yr useful life	2023		$ 1,800.00				2,026.00	
COUNCIL	CITY HALL IPAD	Capital Outlay	614-49845-500	5 yr useful life	2023		$ 1,800.00				2,026.00	
COUNCIL	CITY HALL IPAD	Capital Outlay	614-49845-500	5 yr useful life	2023		$ 1,800.00				2,026.00	
ADMIN, WATER, SEWER, STORM, LIQUOR	CITY HALL SERVER	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 11,550.00		12,253.00			
ADMIN, WATER, SEWER, STORM, LIQUOR	CITY HALL FIREWALL	Capital Outlay	614-49845-500	5 yr useful life	2022		$ 2,000.00			2,185.00		
ADMIN, WATER, SEWER, STORM, LIQUOR	CITY HALL SWITCHES	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 1,000.00		1,061.00			
ADMIN, WATER, SEWER, STORM, LIQUOR	BACKUP DEVICE	Capital Outlay	614-49845-500	5 yr useful life	2023		$ 1,800.00				2,026.00	
	Revenue	Account Title	Account Number									
	80.00%	Cable Franchise Fee	614-33621					27,532.80	28,360.00	29,210.00	30,090.00	30,990.00
		Interest Earnings	614-36210					100.00	100.00	100.00	100.00	100.00
	(LESS)	Water Fund Allocation	601-49400-500					$ (2,690.00)	$ (3,140.00)	$ (830.00)	$ (1,420.00)	$ (4,140.00)
	(LESS)	Sewer Fund Allocation	602-49450-500					$ (830.00)	$ (3,140.00)	$ (830.00)	$ (1,420.00)	$ (2,050.00)
	(LESS)	Storm Water Fund Allocation	603-49500-500					$ (2,690.00)	$ (3,140.00)	$ (830.00)	$ (1,420.00)	$ (2,050.00)
	(LESS)	Liquor Fund Allocation	609-49750-500					$ (5,560.00)	$ (2,660.00)	$ (440.00)	$ (410.00)	$ (2,090.00)
							Budgeted Expenditures	$ 27,791.00	$ 21,076.00	$ 19,690.00	$ 18,405.00	$ 20,857.00
Anticipated Reserve Funds on							Budgeted Revenues	$ 27,632.80	$ 28,460.00	$ 29,310.00	$ 30,190.00	$ 31,090.00
1/1/2019							1 Year (Over) / Under Budget	$ (158.20)	$ 7,384.00	$ 9,620.00	$ 11,785.00	$ 10,233.00
$ 7,870.95							Running Fund (Deficit) / Surplus	$ 16,122.75	$ 23,506.75	$ 33,126.75	$ 44,911.75	$ 55,144.75

City of Isanti
Capital Maintenance/Replacement Fund
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Council	Council A/V Improvements		920-41110-500	10 yr useful life	2029	2019	$ 61,153					
	Councilmember Chairs		920-41110-500	20 yr useful life	2025	2005	$ 1,000					
Elections	Ballot Counters		920-41200-500	7 yr useful life	2020	?	$ 6,500	$ 6,695				
	Voting Equipment		920-41200-500	10 yr useful life	?	?	$ -					
Administration	Replace Doors add Keycard Entry City Hall		920-41500-500	20 yr useful life	2039	2019	$ 8,000					
	Employee Accomodations		920-41500-511					$ 1,600	$ 1,648	$ 1,697	$ 1,748	$ 1,800
Municipal Building	Flooring City Hall		920-41941-500	25 yr useful life	2030	2005	$ 24,000					
Municipal Building	Chairs City Hall		920-41941-500	10 yr useful life	2020	2005	$ 9,900	$ 10,197				
Municipal Building	Variable Height Desks		920-41941-500	15 yr useful life								
Municipal Building	Windows City Hall		920-41941-500	40 yr useful life	2045	2005	$ 30,000					
Municipal Building	Roof City Hall		920-41941-500	40 yr useful life	2045	2005	$ 90,000					
Municipal Building	Repoint Exterior Walls City Hall		920-41941-500	50 yr useful life	2055	2005	$ 60,000					
Municipal Building	Fixtures City Hall		920-41941-500	30 yr useful life	2035	2005	$ 30,000					
Municipal Building	2 Additional WorkSpaces		920-41941-500	30 yr useful life	2021	N/A	$ 14,017		$ 14,871			
Municipal Building	Furnace City Hall		920-41941-500	20 yr useful life	2025	2005	$ 10,000					
Municipal Building	AC Unit City Hall		920-41941-500	20 yr useful life	2025	2005	$ 10,000					
Municipal Building	CH/ICC 100KW Stationary Generator		920-41941-500	20 yr useful life	2020	N/A	$ 36,000	$ 37,080				
Municipal Building	Cameras City Hall		920-41941-500	10 yr useful life	2020	N/A	$ 2,500	$ 2,580				
Police	100KW Stationary Generator		920-42110-500	20 yr useful life	2020	N/A	$ 36,000	$ 37,080				
Police	Squad Vehicle - 220 - 2006 Silverado		920-42110-500	5 yr useful life	2024	2019	$ 45,000					$ 52,170
Police	Squad Vehicle - 221 - 2015 Ford Explorer		920-42110-500	5 yr useful life	2020	2015	$ 45,000	$ 46,350				
Police	Squad Vehicle - 222 - 2011 Charger		920-42110-500	5 yr useful life	2024	2019	$ 45,000					$ 52,170
Police	Squad Vehicle - 224 - 2016 Ford Explorer		920-42110-500	5 yr useful life	2021	2016	$ 45,000		$ 47,740			
Police	Squad Vehicle - 223 - 2011 Impala		920-42110-500	10 yr useful life	2023	2013	$ 45,000				$ 50,650	
Police	Squad Vehicle - 225 - 2017 Ford F-150 4x4		920-42110-500	10 yr useful life	2027	2017	$ 30,000					
Police	Exterior Paint - PD Share Only		920-42110-500	20 yr useful life	2039	2019	$ 2,300					
Police	Roof		920-42110-500	40 yr useful life	2036	1996	$ 1					
Police	Sprinkler - Fire Suppression		920-42110-500									
Police	A/C Units		920-42110-500									
Police	Windows		920-42110-500			2015						
Police	Replace Doors add Keycard Entry		920-42110-501	30 yr useful life	2019	2019	$ 8,000					
Police	Lighting / Electrical Fixtures		920-42110-500	30 yr useful life	2028	1996	$ 15,000					
Police	Flooring Police Station		920-42110-500	20 yr useful life	2026	2006	$ 10,000					
Police	Interior Paint - PD Share Only		920-42110-500	15 yr useful life	2021	2006	$ 3,000		$ 3,180			
Police	Chairs Police Station		920-42110-500	10 yr useful life	2025	2015	$ 6,000					

City of Isanti														
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Police	Phone System		920-42110-500	15 yr useful life	2021	2006	$ 10,000			$ 10,610			
Police	Car / Body Cameras		920-42110-500	10 yr useful life	2029	2019	$ 3,000						
Police	Car / Body / Building Camera Server		920-42110-500	10 yr useful life	2029	2019	$ 58,400						
Police	Building Cameras		920-42110-500	10 yr useful life	2020	N/A	$ 2,500		$ 2,580				
Police	Standing Desks		920-42110-500	15 yr useful life	2034	2019	$ 2,000						
Police	Portable Radios		920-42110-500	10 yr useful life	2022	2008	$ 60,300				$ 65,890		
Police	Tasers		920-42110-500	5 yr useful life	2020/2021	2015/2016	$ 4,500		$ 4,640	$ 4,770			
Police	Handguns			5 yr useful life	2020	2015	$ 4,750		$ 4,890				
Police	Long Guns		920-42110-500	20 yr useful life	2022	1970	$ 12,150				$ 13,277		
Streets	60KW Stationary Generator		920-43100-500	20 yr useful life	2020	N/A	$ 33,000		$ 33,990				
Streets	2017 GMC Double Cab 1/2 ton	W / S	920-43100-500	15 yr useful life	2032	2017	$ 35,000	50.00%					
Streets	2017 Sierra Single Cab 3/4 ton	Str / P / W / S / Stm	920-43100-500	15 yr useful life	2032	2017	$ 35,000	20.00%					
Streets	2015 Chev 2500 HD	Str / P / W / S / Stm	920-43100-500	15 yr useful life	2030	2015	$ 35,000	20.00%					
Streets	2019 Chev 2500 w/ Plow & De-Icer System	Str / P / W / S / Stm	920-43100-500	15 yr useful life	2034	2019	$ 49,000	20.00%					
Streets	2004 Chev 4500 w/ Dump Box	Str / P / W / S / Stm	920-43100-500	20 yr useful life	2024	2004	$ 65,000	20.00%					$ 75,353
Streets	2007 F-250 (Replace w/ Hoist Truck)	Str / W / S	920-43100-500	15 yr useful life	2022	2007	$ 90,000	33.33%				$ 101,296	
Streets	2011 F-250	Str / P / W / S / Stm	920-43100-500	15 yr useful life	2026	2011	$ 35,000	20.00%					
Streets	2007 Sterling 8500 Plow Truck	Str / P / W / S	920-43100-500	15 yr useful life	2022	2007	$ 200,000	25.00%			$ 218,545		
Streets	2013 International Work Star Plow Truck	Str / P / W / S	920-43100-500	15 yr useful life	2028	2013	$ 200,000	25.00%					
Streets	2014 International Work Star Plow Truck	Str / P / W / S	920-43100-500	15 yr useful life	2029	2014	$ 200,000	25.00%					
Streets	Plow Truck	Str / P / W / S	920-43100-501	15 yr useful life	2024	N/A	$ 200,000	25.00%					$ 231,855
Streets	Pro-Tech Sno-Pusher (Loader Attachment)		920-43100-500	15 yr useful life	2034	2019	$ 5,000						
Streets	18 ft Felling Trailer	Str / W / S	920-43100-500	15 yr useful life	2023	2008	$ 9,000	33.33%				$ 10,130	
Streets	12 ft Felling Trailer	Str / P / W / Stm	920-43100-500	15 yr useful life	2023	2008	$ 6,500	25.00%				$ 7,316	
Streets	Paint Trailer	Str / W / S	920-43100-500	15 yr useful life	2022	2007	$ 6,500	33.33%			$ 7,103		
Streets	12 ft Standard Trailer	Str / W / S	920-43100-500	15 yr useful life	2022	2007	$ 3,500	33.33%			$ 3,825		
Streets	6 x 12 utility trailer w/ rear drop gate	Str / W / S	920-43100-500	15 yr useful life	2032	2017	$ 1,500	33.33%					
Streets	4-Ton Hot Patch Trailer		920-43100-500	30 yr useful life	2049	2019	$ 30,000						
Streets	Bulk Fuel Tank and Pump	Str / W / S / Stm	920-43100-500	20 yr useful life	2039	2019	$ 6,000	25.00%					
Streets	Air Compressor	Str / W / S / Stm	920-43100-500	20 yr useful life	2039	2019	$ 4,500	25.00%					
Streets	Vibrating Asphalt Roller	Str / W / S / Stm	920-43100-500	25 yr useful life	2044	2019	$ 15,800	25.00%					
Streets	Bobcat Steer Loader Buyback Program		920-43100-500	Annual			$ 5,400		$ 5,600	$ 5,800	$ 6,000	$ 6,200	$ 6,400
Streets	2006 Case Loader 621D		920-43100-500	20 yr useful life	2027	2006	$ 271,289						
Streets	2008 JD 748 Tractor w/ mower-blower		920-43100-500	15 yr useful life	2023	2008	$ 20,000					$ 22,510	
Streets	1998 Ford 545D Tractor (3 pt hitch)		920-43100-500	20 yr useful life	2021	1998	$ 55,000			$ 58,350			
Streets	2014 Bobcat V-Plow		920-43100-500	10 yr useful life	2024	2014	$ 5,000						$ 5,796
Streets	2014 Bobcat V-Plow		920-43100-500	10 yr useful life	2024	2014	$ 5,000						$ 5,796

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Streets	2007 Bobcat Broom		920-43100-500	10 yr useful life	2021	2007	$ 5,000		$ 5,305			
Streets	2014 Bobcat Broom		920-43100-500	10 yr useful life	2024	2014	$ 5,000					$ 5,796
Streets	2013 Bobcat Snow Blower		920-43100-500	10 yr useful life	2023	2013	$ 10,000				$ 11,255	
Streets	2014 Bobcat Snow Blower		920-43100-500	10 yr useful life	2024	2014	$ 10,000					$ 11,593
Streets	2014 Bobcat Grapple Bucket		920-43100-500	10 yr useful life	2024	2014	$ 5,000					$ 5,796
Streets	2008 Boss 1 Ton 10 ft Straight Blade		920-43100-500	15 yr useful life	2023	2008	$ 9,000				$ 10,130	
Streets	2011 Boss '11 F-250 V-Plow		920-43100-500	15 yr useful life	2026	2011	$ 9,000					
Streets	2017 Graco Street Painter		920-43100-500	10 yr useful life	2027	2017	$ 7,000					
Streets	GPS Unit		920-43100-500	10 yr useful life	2025	2015	$ 8,000					
Streets	Mini Excavator		920-43100-500	20 yr useful life	2028	N/A	$ 70,000					
Streets	Make-Up Heater (Above Bathroom #2)		920-43100-500	25 yr useful life	2022	1997	$ 10,000			$ 10,927		
Streets	Make-Up Heater (Above Breakroom)		920-43100-500	25 yr useful life	2022	1997	$ 10,000			$ 10,927		
Streets	infloor Heat Boilers (2)		920-43100-500	25 yr useful life	2022	1997	$ 24,000			$ 26,225		
Streets	Wire Feed Welder		920-43100-500	20 yr useful life	2023	2003	$ 3,000				$ 3,278	
Streets	Pressure Washer		920-43100-500	15 yr useful life	2032	2017	$ 5,500					
Streets	Pressure Washer		920-43100-500	15 yr useful life	2021	2006	$ 5,000		$ 5,305			
Streets	Gate Valve Turner		920-43100-500	30 yr useful life	2035	2005	$ 2,000					
Streets	Floor Sweeper with Charger		920-43100-500	30 yr useful life	2036	2006	$ 3,500					
Streets	Fresh Air Circulation Blower		920-43100-500	30 yr useful life	2027	1997	$ 5,000					
Streets	Recoat Interior Walls		920-43100-500	25 yr useful life	2022	1997	$ 10,000			$ 10,927		
Streets	Recoat Exterior Walls		920-43100-500	25 yr useful life	2022	1997	$ 10,000			$ 10,927		
Streets	Resurface / Replace Concrete Floor		920-43100-500	30 yr useful life	2027	1997	$ 55,000					
Streets	Infloor Heat Coil System		920-43100-500	100 yr useful life	2097	1997						
Streets	Roof		920-43100-500	60 yr useful life	2057	1997						
Streets	Hydralic Tree Spade		920-43100-500	20 yr useful life	2024	N/A	$ 10,000					$ 11,593
Street Lighting	Street Light Pole Replacement (65 City Owned)		920-43160-500	30 yr useful life	Annual	N/A	$ 8,000	$ 8,240	$ 8,487	$ 8,742	$ 9,004	$ 9,274
ICC	Handicap Door Actuators		920-45186-500	20 yr useful life	2021	N/A	$ 6,000		$ 6,365			
ICC	Air Conditioner - South Side 3-ton		920-45186-500	20 yr useful life	2022	2002	$ 3,075			$ 3,360		
ICC	Air Conditioner - West Side 4-ton		920-45186-500	20 yr useful life	2035	2015	$ 3,500					
ICC	Compressor		920-45186-500	15 yr useful life	2025	2010	$ 1,500					
ICC	Convection Oven		920-45186-500	20 yr useful life	2031	2011	$ 6,000					
ICC	Dishwasher with Type II Hood Install		920-45186-500	20 yr useful life	2021	1991	$ 7,300		$ 7,745			
ICC	Furnace		920-45186-500	20 yr useful life	2021	1991	$ 7,000		$ 7,426			
ICC	Furnace		920-45186-500	20 yr useful life	2026	2006	$ 7,000					
ICC	Range / Oven / Vent / Hood / Fan		920-45186-500	20 yr useful life	2034	2014	$ 15,700					
ICC	Sprinkler System - Fire Suppresion		920-45186-530	20 yr useful life	2020	1996	$ 50,000	$ 51,500				
ICC	Fence		920-45186-530	30 yr useful life	2032	2002	$ 7,500					
ICC	Fixtures - Plumbing		920-45186-500	30 yr useful life	2044	2014	$ 8,000					

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ICC	Exterior Siding Replace		920-45186-500	30 yr useful life	2032	2002	$ 25,000					
ICC	Exterior Siding Repaint		920-45186-500	15 yr useful life	2025	2014	$ 7,500					
ICC	Exterior Doors		920-45186-500	20 yr useful life	2038	2018	$ 5,100					
ICC	Windows		920-45186-500	40 yr useful life	2037	1997	$ 25,000					
ICC	Patio / Concrete		920-45186-500	40 yr useful life	2053	2013	$ 15,000					
ICC	Roof		920-45186-500	30 yr useful life	2043	2013	$ 25,000					
ICC	Flooring		920-45186-500	25 yr useful life	2039	2014	$ 18,500					
ICC	Interior Doors / Milwork		920-45186-500	30 yr useful life	2044	2014	$ 4,720					
ICC	Interior Paint / Walls		920-45186-500	15 yr useful life	2029	2014	$ 12,103					
ICC	Fixtures - Electrical		920-45186-500	25 yr useful life	2039	2014	$ 15,700					
ICC	Kitchen - Cabinets / Countertops		920-45186-500	30 yr useful life	2044	2014	$ 20,000					
ICC	Kitchen - Fire Suppresion		920-45186-500	20 yr useful life	2034	2014	$ 25,000					
ICC	Lion's Office Area		920-45186-500			1977	$ 5,000					
ICC	Landscaping		920-45186-500			2014						
ICC	Tables and Chairs		920-45186-500	15 yr useful life	2029	2014	$ 8,000					
ICC	Exterior Door Locks		920-45186-500	15 yr useful life	2029	2014	$ 2,250					
ICC	Street Dance Stage / Stage Cover		920-45186-500									
PRC	Academy Park - Playground Equipment		920-45300-500	20 yr useful life	2037	2017	$ 49,900					
PRC	Academy Park - Tennis Court Resurf.		920-45300-500	10 yr useful life	2027	2017	$ 10,000					
PRC	Academy Park - Tennis Court Recon.		920-45300-500	40 yr useful life	2057	2017	$ 40,000					
PRC	Academy Park - Concrete Edging		920-45300-500	40 yr useful life	2057	2017	$ 13,000					
PRC	Bluebird Park - Playground Equipment		920-45300-500	20 yr useful life	2034	2019	$ 114,800					
PRC	Bluebird Park - Playground Equipment - Clifford		920-45300-500	20 yr useful life	2024	2004	$ 24,600					$ 28,518
PRC	Bluebird Park - Skatepark Equipment		920-45300-500	20 yr useful life	2027	2017	$ 20,000					
PRC	Bluebird Park - Pavilion		920-45300-500	30 yr useful life	2036	2006	$ 20,000					
PRC	Bluebird Park - Concrete Edging		920-45300-500	40 yr useful life	2044	2004	$ 19,000					
PRC	Bluebird Park - Basketball Court		920-45300-500	20 yr useful life	2024	2004	$ 8,000					$ 9,274
PRC	Isanti Hills - Playground Equipment		920-45300-500	20 yr useful life	2024	1994	$ 27,550					$ 31,938
PRC	Isanti Hills - Pavilion		920-45300-500	30 yr useful life	2031	2001	$ 10,000					
PRC	Isanti Hills - Fence		920-45300-500	30 yr useful life	2025	1995	$ 30,000					
PRC	Isanti Hills - Concrete Edging/Table		920-45300-500	40 yr useful life	2057	2017	$ 21,000					
PRC	Legacy Park - Equipment		920-45300-500	20 yr useful life	2034	2014	$ 3,750					
PRC	Legacy Park - Lime Aggregate		920-45300-500	10 yr useful life	2022	2012	$ 35,000			$ 38,245		
PRC	Mattson Park - Playground Equipment		920-45300-500	20 yr useful life	2027	2007	$ 50,420					
PRC	Mattson Park - Pavilion		920-45300-500	30 yr useful life	2030	1985	$ 10,000					
PRC	Mattson Park - Concrete Edging		920-45300-500	40 yr useful life	2057	2017	$ 16,500					
PRC	Mattson Park - Basketball Court		920-45300-500	20 yr useful life	2024	2004	$ 8,000					$ 9,274
PRC	Mattson Park - Tennis Court Resurf.		920-45300-500	10 yr useful life	2028	2018	$ 15,000					

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PRC	Mattson Park - Tennis Court Recon.		920-45300-500	40 yr useful life	2044	2004	$ 62,000						
PRC	River Bluff / Community Garden - Equipment		920-45300-500	20 yr useful life	2036	2016	$ 8,000						
PRC	River Bluff / Community Garden - Dock		920-45300-500	10 yr useful life	2026	2016	$ 12,000						
PRC	River Bluff / Community Garden - Fencing		920-45300-500	30 yr useful life	2046	2016	$ 24,000						
PRC	Riverside Park - Playground Equipment		920-45300-500	20 yr useful life	2023	2003	$ 76,365					$ 85,949	
PRC	Rum River Meadows - Equipment		920-45300-500	20 yr useful life	2025	2005	$ 85,150						
PRC	Rum River Meadows - Irrigation		920-45300-500	15 yr useful life	2020	2005	$ 2,890		$ 2,977				
PRC	Rum River Meadows - Fencing		920-45300-500	30 yr useful life	[illegible]	N/A	$ 10,000						
PRC	Unity Ball Field - Equipment		920-45300-500	20 yr useful life	2025	1985	$ 4,500						
PRC	Unity Ball Field - Fencing		920-45300-500	30 yr useful life	2025	1985	$ 15,000						
PRC	Unity Ball Field - Pavillion		920-45300-500	30 yr useful life	2031	2001	$ 10,000						
PRC	VFW Park - Equipment		920-45300-500	20 yr useful life	2024	2004	$ 13,000						$ 15,071
PRC	VFW Park - Fencing		920-45300-500	30 yr useful life	2034	2004	$ 10,000						
PRC	VFW Park - Concrete Edging		920-45300-500	40 yr useful life	2058	2018	$ 11,000						
PRC	Whisper Ridge - Tennis Court Resurf.		920-45300-500	10 yr useful life	2021	2001	$ 15,000			$ 15,914			
PRC	Whisper Rdige - Tennis Court Recon.		920-45300-500	40 yr useful life	2041	2001	$ 70,000						
PRC	Whisper Ridge - Fencing		920-45300-500	30 yr useful life	2031	2001	$ 20,000						
PRC	Picnic Tables		920-45300-500	15 yr useful life	2026	2016	$ 15,370						
PRC	Picnic Tables		920-45300-500	15 yr useful life	2032	2017	$ 1,650						
PRC	Picnic Tables		920-45300-500	15 yr useful life	2033	2018	$ 4,390						
PRC	C-I Bike/Walk Trail Contribution		920-45300-500	N/A	Annual	Annual	$ 7,500		$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500
PRC	Polaris Ranger Side by Side		920-45300-500	15 yr useful life	2021	2006	$ 18,000			$ 19,096			
PRC	SmithCo Leaf & Grass Vacuum		920-45300-500	15 yr useful life	2020	2004	$ 20,000		$ 20,600				
PRC	Progressive Mower		920-45300-500	15 yr useful life	2020	2004	$ 25,000		$ 25,750				
PRC	Kabota Mower		920-45300-500	5 yr useful life	2023	2018	$ 6,400					$ 7,203	
PRC	Kabota Mower		920-45300-500	5 yr useful life	2023	2018	$ 6,400					$ 7,203	
PRC	Landpride Disc		920-45300-500	15 yr useful life	2020	2005	$ 3,000		$ 3,090				
PRC	John Deere 3-Point Tiller		920-45300-500	15 yr useful life	2032	2017	$ 4,300						
PRC	Bobcat 3600 UTV		920-45300-500	15 yr useful life	2032	2017	$ 18,000						
Department	Revenue		Account Number										
			920-31000	Property Taxes					$ 256,000	$ 263,700	$ 271,600	$ 279,700	$ 288,100
			920-39203	Transfer In - Water					$ -	$ -	$ 58,278	$ 38,970	$ 73,034
			920-39203	Transfer In - Sewer					$ -	$ -	$ 58,278	$ 37,141	$ 73,034
			920-39203	Transfer In - Storm					$ -	$ -	$ -	$ 1,829	$ 15,071
			920-39203										
Reserve Funds on	Budgeted Expenditures						Budgeted Expenditures		$ 312,939	$ 230,111	$ 444,118	$ 341,371	$ 576,968
	Budgeted Revenues						Budgeted Revenues		$ 256,000	$ 263,700	$ 388,157	$ 357,640	$ 449,239
1/1/2019	1 Year (Over) / Under Budget						1 Year (Over) / Under Budget		$ (56,939)	$ 33,589	$ (55,961)	$ 16,269	$ (127,729)
$ 558,506.12	Running Fund (Deficit) / Surplus						Running Fund (Deficit) / Surplus		$ 281,814	$ 315,403	$ 259,442	$ 275,711	$ 147,982

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, AUGUST 20 – 7:00 P.M.
CITY HALL

I. Citizens Input

II. Agenda

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Minutes

1. August 7, 2019- Regular Meeting of the City Council
2. August 7, 2019- Budget Work Session
3. July 2, 2019- Economic Development Authority Meeting

G. Announcements

1. Park, Recreation, & Culture Board Meeting	Tuesday, August 27, 2019 at 6:00 p.m.
2. City Council Meeting	Tuesday, September 3, 2019 at 7:00 p.m.
3. EDA Meeting	Tuesday, September 3, 2019 *(Following the City Council Meeting)*

H. Council Committee Reports

I. Public Hearings

J. <u>Business Items</u>

<u>Community Development Director Sheila Sellman</u>

1. Resolution 2019-XXX Authorizing the City to Install Sidewalk Along 8th Ave NE

K. <u>Approve Consent Agenda</u>

1. Consider Accounts Payable in the Amount of $314,410.02 Payroll in the Amount of $96,450.67
2. Resolution 2019-XXX Resignation of Part-Time Liquor Store Clerk Catrina Chambliss
3. Resolution 2019-XXX Authorization and Execution of Repayment Agreement on Lot 8, Block 1, Sun Prairie Fourth Addition with J Robinson Construction Inc
4. Resolution 2019-XXX Authorization and Execution of Repayment Agreement on Lot 9, Block 1, Sun Prairie Fourth Addition with J Robinson Construction Inc

5. Resolution 2019-XXX Offering the Position of Full-Time Public Works Maintenance Technician II to Brandon Daudt
6. Resolution 2019-XXX Resolution to Enter into an Agreement with Beaudry Oil and Propane to Provide Bulk Oil Containers with Spill Containment
7. Resolution 2019-XXX Resolution Identifying Funding for the TH65 & Cajima Street RCUT Improvements Project within the City of Isanti
8. Resolution 2019-XXX Offering the Position of Lieutenant to John McCarty

L. Other Communications

1. July Police Department Reports
2. July Code Enforcement Officer Report
3. July Building Inspector Report
4. August Engineering Project Status Report

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
WEDNESDAY, AUGUST 7, 2019 – 7:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, City Attorney Clark Joslin, Community Development Director Sheila Sellman, City Engineer Jason Cook, Finance Director Mike Betker and Assistant Liquor Store Manager Keith Lusk

Others Present: Duane Halvorson, Larry Merchlewitz, Chris Voss, Maddy Voss, Abby Voss, Lilly Voss, Emily Haugen, Reid Willmert, Nora Willmert, Sam Haugen, Brian Thum, Rod Barrows, Avery Chartrand, Mark Chartrand. Melissa Bettendorf, Azure Davis, Robert Bruder, Ken Koense, Jason Bourke, Tom Aleckson and Megan Gordon

D. Adopt Agenda

Addendum:

Add J.7 Resolution 2019-207 Approving the Temporary Placement of USPS Cluster Mailboxes at Eagle Park

Mayor Johnson shared that the Post Office notified City Administrator Josi wood and himself of the discovery of asbestos in the floor of their facility. Johnson continued to share that the floor needs to be ripped up and replaced and the work is going to take up to 2 months and the Post Office needed a temporary spot for mailboxes otherwise approximately 300 residents would have to travel to North Branch to get their mail.

Motion by Lundeen, second by Bergley to adopt the agenda with the modification listed above. Motion passed 5-0. Motion carried.

E. Proclamations/Commendations/Certificate Awards

- 2019 Jubilee Parade Mayor's Choice Trophy- BMX

Mayor Johnson shared that he chose Rum River BMX to receive this award for their float in the Jubilee Days Parade.

Melissa Bettendorf shared that there are a number of awards given and one of them is the Mayor's Choice. Bettendorf presented Rum River BMX with a trophy followed by a photo.

- Ruff Start Rescue *(Azure Davis)*

Assistant Liquor Store Manager Keith Lusk shared that every year for the last couple years through the Minnesota Municipal Beverage Association the Liquor Store does a pet supply drive to work with local organizations. Lusk continued to shared that Ruff Start Rescue is located in Princeton which is local and

have raised funds and supplies for their organization as well as a check for $200 from the MMBA to go to Ruff Start Rescue followed by a photo.

F. Approve City Council Minutes

1. July 16, 2019 - Regular Meeting of the City Council
2. July 16, 2019 - Committee of the Whole Meeting
3. July 16, 2019 - Budget Works Session
4. May 21, 2019 - Planning Commission Meeting
5. May 28, 2019 - Parks, Recreation and Culture Board Meeting

Motion by Collison, second by Lundeen to approve minutes as presented. Motion passed 5-0. Motion carried.

G. Announcements

1. Committee of the Whole	Tuesday, August 20, 2019 at 5:00 p.m.
2. City Council Meeting	Tuesday, August 20, 2019 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, August 20, 2019 *(Immediately following the City Council Meeting)*
4. Park, Recreation, & Culture Board Meeting	Tuesday, August 27, 2019 at 6:00 p.m.
5. Budget Works Session (maybe)	Tuesday, August 20, 2019

H. Council Committee Reports

Mayor Johnson shared that City Council received a Memo from Community Development Director Sheila Sellman and advised City Council to read it.

I. Public Hearings

1. Resolution 2019-201 Approving Heritage Estates Setback

Mayor Johnson opened up the public hearing at 7:09 p.m. Community Development Director shared Level Contracting LLC is requesting that the City Council consider the setbacks that are set by resolution 2018-284 for the Heritage Estates Planned Unit Development. Specifically, a decreased rear yard setback. Sellman continued to share that this matter was discussed at Planning Commission in great detail and City Council to consider new resolution that clarifies the setbacks and clarifies the lot count because the original resolution was incorrect. Sellman further shared that one of the requests from Level Contracting LLC is to reduce the rear yard setbacks to 10 feet. The Planning Commission directed staff to do that however, one of the outlots (outlot C) can only be reduced to 15 feet due to a drainage utility easement. Sellman stated she spoke with Level Contractin, LLC and they are okay with it as it still meets their needs. Mayor Johnson closed the Public Hearing at 7:11 p.m.

After the hearing closed, a motion was made by Lundeen, second by Collison to approve the resolution as presented. Motion passed 5-0. Motion carried.

J. Business Items

1. Interview Applicant for the Vacant Parks, Recreation and Culture Board Seat
   a. Resolution 2019-202 to Appoint Candidate to Fill Vacant Parks, Recreation and Culture Board Seat

   Applicant Brian Thum was interviewed by Mayor Johnson for the open Parks, Recreation and Culture Board seat. Mr. Thum was asked questions specific to Parks, Recreation and Culture. Motion by Lundeen, second by Collison to approve and appoint the applicant to the seat. Motion passed 5-0. Motion carried.

2. Discussion Regarding MNSpect *(Mayor Jeff Johnson)*
Motion by Bergley, second by Collison to table and bring to Committee of the Whole for further discussion. Motion passed 5-0. Motion carried.

City Administrator Josi Wood

3. Resolution 2019-203 Approving a Special Event Permit Application for the 2019 MN State Series Finals Race *(Larry Merchlewitz)*
Larry Merchlewitz shared that Rum River BMX is proud to be hosting the Championships for BMX. A lot of the racers have been traveling to different tracks to earn enough points to place in the Championship and possibly earn a state plate. Merchlewitz continued to share that a state plate that is earned gets the racer an invitation to Tulsa, Oklahoma for the Race of Champions. Merchlewitz further shared that the championship is expected to bring in anywhere from 1,000 to 1,500 people to the arena. The event will be held August 23, 2019 through August 25th, 2019.
Motion by Lundeen, second by Collison to approve resolution as presented. Motion passed 5-0. Motion carried.

Community Development Director Sheila Sellman

4. Resolution 2019-204 Approving Final Plat and Site Plan for Legacy Pines 2nd Addition
Community Development Director Sheila Sellman shared that Everpine Land Holdings is requesting a Final Plat and Site Plan Review for Legacy Pines 2nd Addition. Sellman continued to share that the proposed plat contains 33 single family lots. Sellman further shared the entire development for Legacy Pines has had preliminary approval and now they are coming through was their phase plan and the total phase is 177 lots and the developer will provide access and parking lot for Legacy Park.
Motion by Lundeen, second by Bergley. Motion passed 5-0. Motion carried.

5. Resolution 2019-205 Approving Preliminary Plat for Villages on the Rum 6th Addition
Community Development Director Sheila Sellman shared that the applicant Semler Homes Inc is requesting Preliminary Plat approval for Villages on the Rum 6th addition. Sellman further shared that this is to re-plat townhome lots into 16 single family detached townhome lots.
Motion by Collison, second by Gordon to approve resolution as presented. Motion passed 5-0. Motion carried.

City Engineer Jason Cook

6. Resolution 2019-206 Award Recommendation for Annexed Parcel Service Extensions
City Engineer Jason Cook shared that as directed by the City Council, quotes for installation for the sewer and water service for the annexed parcels. Cook further shared that the City went out for 3 different requests and 2 quotes were received. Cook further shared that Dirtworks, Inc was the lowest bid received in the amount of $172,840.00.
Motion to approve by Collison, second by Bergley to approve resolution as presented. Motion passed 5-0. Motion carried.

7. Resolution 2019-207 Approving the Temporary Placement of USPS Cluster Mailboxes at Eagle Park
Motion to approve by Collison, second by Lundeen to approve resolution as presented. Motion passed 5-0. Motion carried.

K. Approve Consent Agenda

1. Accounts Payable in the Amount of $401,354.75 Payroll in the Amount of $96,286.97

2. Resolution 2019-208 Accepting Bid for the Replacement and Installation of Security Cameras at the Liquor Store
3. Resolution 2019-209 Approving Donation Box at Liquor Store "Support our Fire Department"
4. Resolution 2019-210 Approving Amendment to the 2019 Budget- Liquor
5. Resolution 2019-211 Approving Application for an Exempt Gambling Permit for Rum River BMX 50/50 Raffle
6. Resolution 2019-212 A Resolution to Designate Franchise Fee Revenue Allocations
7. Resolution 2019-213 Approving Amendments to the 2019 Budget- Sewer
8. Resolution 2019-214 Approving the offer of Part Time Liquor Store Clerk Jessica Johnson
9. Resolution 2019-215 Approving Development Agreement for Dollar General
10. Resolution 2019-216 Approving a Reduction in the Letter of Credit for Heritage Estates
11. Resolution 2019-217 Authorizing Engineering Study and Report for Intersection of CSAH 5 and East Dual Boulevard
12. Resolution 2019-218 Accepting Donation for Isanti Redbirds and Authorizing Expenditure of Same
13. Resolution 2019-219 Accepting the Resignation of MS4 Technician Corey Mueller
14. Resolution 2019-220 A Resolution Amending the Fund Balance Policy

Motion by Lundeen, second by Collison to approve Consent Agenda as presented. Motion passed 5-0. Motion carried.

L. Other Communications

1. Draft Minutes from the July 23, 2019 Parks, Recreation, and Culture Board Meeting

Adjournment

Motion to adjourn by Lundeen, second by Bergley. Motion passed 5-0. Motion carried. The meeting adjourned at 7:33 p.m.

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

F.2.

MINUTES
CITY OF ISANTI
CITY COUNCIL BUDGET WORK SESSION
WEDNESDAY, AUGUST 7, 2019
(Immediately following the Economic Development Authority Meeting)
CITY HALL

Mayor Johnson called the meeting to order at 8:19 p.m.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood and Finance Director Mike Betker

The Preliminary Budget was reviewed and discussed.

It was confirmed that the Tuesday, August 20, 2019 Work Session meeting was not necessary.

Adjournment
Motion by Bergley, second by Lundeen to adjourn. Motion passed 5-0. Motion carried. The Budget Work Session adjourned at 9:02 p.m.

Respectfully Submitted,

Jaden Moore

Deputy City Clerk/ Human Resources

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
July 2, 2019
Isanti City Hall

1. Call To Order

The meeting was called to order by EDA President Jeff Johnson at 7:26 p.m.

a. Pledge of Allegiance

b. Roll Call

Members Present:	Jeff Johnson, Dan Collison, Paul Bergley, Steve Lundeen, Jimmy Gordon, Jill Reller, and Rod Barrows
Members Absent:	None
Staff Present:	City Administrator Josi Wood and Assistant City Administrator/Special Projects Don Lorsung

2. Approval of the Agenda: Motion by Lundeen, seconded by Bergley, to approve. The motion passed 7-0.

3. Approve Minutes of June 4, 2019 Regular Economic Development Meeting

Motion by Collison, seconded by Barrows to approve the June 7, 2019 meeting minutes as presented. Motion carried 7-0.

4. Other Business/ Updates/Communications

a. Consider Resolution 2019-3, a Resolution authorizing the EDA President to cancel an Economic Development Authority Meeting due to a lack of substantial items for an Agenda

Lorsung presented the resolution. Currently only the City Council can cancel an EDA Board Meeting. Practical difficulties in making that work were discussed; as well as the new process for meeting cancellation that was being proposed. Barrows asked for a clarification on who would cancel the meeting in the event that the EDA President would not be available. In that event, the Vice President would cancel the meeting.

Motion by Collison, seconded by Barrows to approve the resolution. Motion passed 7-0.

b. Other Business

Collison asked for an update on public use of the new hotel pool. The pool will initially be open to the public on Monday through Thursday, from 10:00 a.m. through 3:00 p.m. The cost will be $10.00 per person. Board members discussed public use time periods, pool fees, public and developer concerns. Johnson shared that the Developer indicated that they will be evaluating this after the first two months of public use of the pool. He also shared that there will be more discussion on this matter with the Developer.

5. Adjournment

Motion by Bergley to adjourn, seconded by Collison, motion passed 7-0. Meeting adjourned at 7:35 pm.

Respectively Submitted,

Don Lorsung
Assistant City Administrator/Special Projects

J.1.

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members of City Council**
From: Sheila Sellman, Community Development Director
Date: August 20, 2019
Subject: **Resolution 20019-XXX authorizing the city to install sidewalk along 8th Ave NE**

Background:

On April 8, 2019 the City entered into a Development Agreement (DA) with Level Contracting, LLC. For the development of Heritage Estates. Item 8 of the DA requires the developer to build all required sidewalks located within the development according to plans.

As part of this development the sidewalk along 8th Ave NE was damaged and is no longer usable. The developer at one time put up a temporary sidewalk, which at the time was acceptable, but since has been removed, and the sidewalk continues to be blocked.

On April 8, 2019 the contractor sent a letter to Superintendent Dr. Ray Queener (attached) stating the sidewalk with be removed during construction and will be restored 8-10 weeks from the date of the letter. This time has past and the sidewalk is not fixed nor is there a temporary sidewalk.

Staff contacted the developer regarding this matter and have given him a deadline of August 26, 2019 and if it is not installed the city will install on his behalf and charge him for it.

Request:

Staff requests that the Council approve the resolution allowing the City to install the sidewalk at the developers cost, if he does not install it by August 26, 2019.

Attachments:

- Resolution 2019-XXX

Dear Superintendent Dr. Ray Queener April 8, 2019

I am writing you to inform the school district that Level Contracting, LLC is developing the land to the north of Isanti Intermediate School located at 101 9th Avenue Northeast in the city of Isanti, MN.

The sidewalk located on the west side of 8th Ave NE, between the intersection of Heritage Blvd and Cherrywood Lane NE will be removed at some point during construction.

It is important to Level Contracting, LLC to ensure there is a safe path for walking traffic until the sidewalk is restored. We will be installing a two-sided fence on the west side of 8th Ave NE with a class 5 base in-between the fences.

Please instruct students and staff to use this path during the construction period. The sidewalk is expected to be restored within eight to ten weeks from the date of this letter.

Feel free to contact me with any question or concerns.

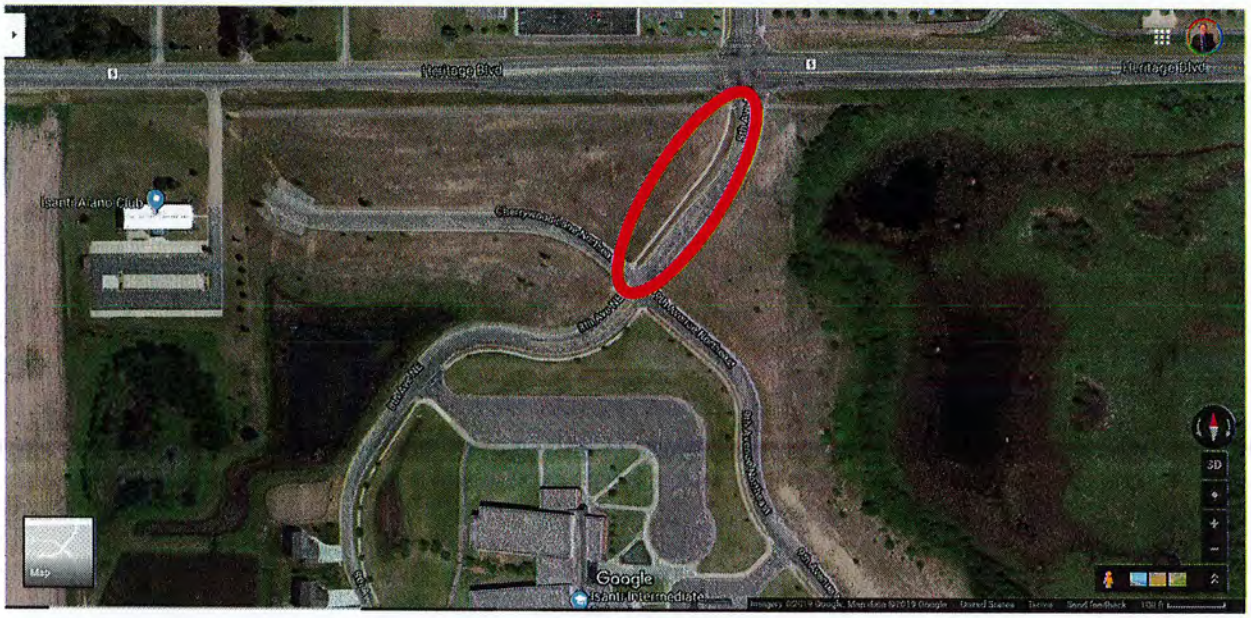
Sincerely

Monty Jensen, Chief Manager

Level Contracting, LLC

(612)562-9959

The affected area is circled on the map below.



RESOLUTION 2019-XXX

AUTHORIZING THE CITY OF ISANTI TO INSTALL SIDEWALK ALONG 8TH AVE NORTHEAST

WHEREAS, On April 8, 2018 the City entered into a Development Agreement with Level Contracting Inc. for the development of Heritage Estates; and,

WHEREAS, Item 8 in the Development Agreement require the developer to build all required sidewalks located within the development; and,

WHEREAS, As part of the construction project, the developer removed the sidewalk along 8th Ave NE and provided a temporary sidewalk; and,

WHEREAS, the temporary sidewalk has been removed, and the new sidewalk has not been installed; and,

WHEREAS, the developer stated in correspondence that the sidewalk would be restored eight to ten weeks from April 8, 2019, said time has passed and no sidewalk is installed and the temporary sidewalk has been removed; and,

WHEREAS, the developer has been given notice to install the new sidewalk by August 26, 2019 or the City will install on his behalf and charge it back.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of Isanti, Minnesota, to hereby authorizes Public Works to install the sidewalk along 8th Ave NE, if the developer does not install by August 26, 2019.

Resolution adopted by the Isanti City Council this 20th day of August 2019.

Attest:

_____

Mayor Jeff Johnson

_____

Katie Brooks
Human Resources/City Clerk

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 8/7/2019 - 8/7/2019 | Aug 07, 2019 12:28PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

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08/19	08/07/2019	51721	1503	7-UP BOTTLING	609-20200	162.90
08/19	08/07/2019	51722	127	ABDO, EICK & MEYERS, LLP	411-20200	1,500.00
08/19	08/07/2019	51723	1898	ABSOLUTE PORTABLE RESTROOMS	104-20200	250.00
08/19	08/07/2019	51724	692	ARC IRRIGATION	104-20200	493.28
08/19	08/07/2019	51725	2030	ARTISAN BEER COMPANY	609-20200	32.60
08/19	08/07/2019	51726	359	AUTOMATIC SYSTEMS CO	602-20200	180.10
08/19	08/07/2019	51727	2609	BETKER, MIKE	101-20200	58.12
08/19	08/07/2019	51728	851	CASH	603-20200	154.32
08/19	08/07/2019	51729	8	DAHLHEIMER DISTRIBUTING CO	609-20200	1,521.75
08/19	08/07/2019	51730	55	ECM PUBLISHERS INC	101-20200	17.90
08/19	08/07/2019	51731	1031	EMBROIDERY & INK	603-20200	100.00
08/19	08/07/2019	51732	693	EMERGENCY AUTOMOTIVE	920-20200	11,701.53
08/19	08/07/2019	51733	2794	EMERGENCY EQUIPMENT CONNECTION, INC	101-20200	1,153.90
08/19	08/07/2019	51734	2028	FURTHER	861-20200	165.13
08/19	08/07/2019	51735	134	GOPHER STATE ONE-CALL INC	601-20200	175.50
08/19	08/07/2019	51736	739	HACH COMPANY	601-20200	203.70
08/19	08/07/2019	51737	1563	ISANTI ELECTRIC INC	601-20200	155.00
08/19	08/07/2019	51738	162	ISANTI RENTAL	603-20200	253.00
08/19	08/07/2019	51739	7	JOHNSON BROTHERS LIQUOR CO	609-20200	8,887.35
08/19	08/07/2019	51740	5	KAWALEK TRUCKING	609-20200	162.00
08/19	08/07/2019	51741	1124	LORSUNG, DON	101-20200	154.18
08/19	08/07/2019	51742	17	MCDONALD DISTRIBUTING CO	609-20200	14,527.70
08/19	08/07/2019	51743	616	MENARDS - CAMBRIDGE	101-20200	173.87
08/19	08/07/2019	51744	2364	METERING & TECHNOLOGY	601-20200	3,636.00
08/19	08/07/2019	51745	1044	MINNEAPOLIS FINANCE	101-20200	102.60
08/19	08/07/2019	51746	2597	MNSPECT, LLC.	101-20200	43,986.08
08/19	08/07/2019	51747	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,489.80
08/19	08/07/2019	51748	2341	RED BULL DISTRIBUTION	609-20200	252.00
08/19	08/07/2019	51749	1361	STAPLES ADVANTAGE	101-20200	305.27
08/19	08/07/2019	51750	1820	URBANS HARDWARE	603-20200	174.87
08/19	08/07/2019	51751	686	VERIZON WIRELESS	101-20200	1,161.27
08/19	08/07/2019	51752	42	VIKING COCA-COLA BOTTLING CO	609-20200	216.40
08/19	08/07/2019	51753	4	WATSON CO INC	609-20200	1,357.13
08/19	08/07/2019	51754	1922	WEX BANK	101-20200	2,697.86
08/19	08/07/2019	51755	2475	WHITE BEAR IT SOLUTIONS, LLC	614-20200	2,561.00
Grand Totals:						101,124.11

M = Manual Check, V = Void Check

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 8/15/2019 - 8/15/2019 | Aug 15, 2019 10:48AM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/19	08/15/2019	51755	494	ALLINA HEALTH SYSTEM	101-20200	50.00
08/19	08/15/2019	51756	53	BELLBOY CORPORATION	609-20200	3,806.32
08/19	08/15/2019	51757	9	BERNICKS PEPSI-COLA	609-20200	3,123.92
08/19	08/15/2019	51758	2609	BETKER, MIKE	101-20200	58.12
08/19	08/15/2019	51759	368	BILLS QUALITY CLEANING	609-20200	521.00
08/19	08/15/2019	51760	2221	C & L DISTRIBUTING	609-20200	41.00
08/19	08/15/2019	51761	2487	CAPITOL BEVERAGE SALES	609-20200	308.60
08/19	08/15/2019	51762	1198	CENTER POINT ENERGY	601-20200	386.74
08/19	08/15/2019	51763	1241	CENTRAL WOOD PRODUCTS	101-20200	1,685.00
08/19	08/15/2019	51764	1822	CENTURYLINK BUSINESS SERVICES	101-20200	33.91
08/19	08/15/2019	51765	2610	CINTAS	101-20200	485.93
08/19	08/15/2019	51766	2795	COWAN, BERNIE	601-20200	59.71
08/19	08/15/2019	51767	918	CRYSTAL SPRINGS ICE	609-20200	651.99
08/19	08/15/2019	51768	1067	CUMMINS SALES & SERVICES	602-20200	964.74
08/19	08/15/2019	51769	8	DAHLHEIMER DISTRIBUTING CO	609-20200	17,148.92
08/19	08/15/2019	51770	1840	DIRTWORKS INC	603-20200	13,512.63
08/19	08/15/2019	51771	2628	DUFF COMPANIES	101-20200	50.00
08/19	08/15/2019	51772	966	EAST CENTRAL SOLID	603-20200	252.00
08/19	08/15/2019	51773	55	ECM PUBLISHERS INC	101-20200	16.91
08/19	08/15/2019	51774	2796	ELENBAAS, EARL& CHENOA	601-20200	26.93
08/19	08/15/2019	51775	912	FASTENAL COMPANY	602-20200	24.04
08/19	08/15/2019	51776	385	FEDERATED CO-OPS INC	101-20200	144.98
08/19	08/15/2019	51777	2797	GORE, LEAH	601-20200	2.78
08/19	08/15/2019	51778	2761	GRATITUDE FARMS	101-20200	250.00
08/19	08/15/2019	51779	160	HAWKINS INC	601-20200	1,404.66
08/19	08/15/2019	51780	2562	HERITAGE-CRYSTAL CLEAN INC	101-20200	123.41
08/19	08/15/2019	51781	1684	ISANTI COUNTY AUDITOR-	101-20200	370.00
08/19	08/15/2019	51782	1563	ISANTI ELECTRIC INC	101-20200	337.50
08/19	08/15/2019	51783	1534	J. J. TAYLOR	609-20200	1,370.50
08/19	08/15/2019	51784	2798	JERDE, JONATHON	601-20200	60.47
08/19	08/15/2019	51785	7	JOHNSON BROTHERS LIQUOR CO	609-20200	2,503.72
08/19	08/15/2019	51786	1857	JOSLIN & MOORE	101-20200	5,346.00
08/19	08/15/2019	51787	5	KAWALEK TRUCKING	609-20200	104.00
08/19	08/15/2019	51788	136	LEAGUE OF MN CITIES	101-20200	100.00
08/19	08/15/2019	51789	2648	LEPAGE & SONS	101-20200	584.42
08/19	08/15/2019	51790	1745	LINDEN WEB DESIGN	609-20200	16.00
08/19	08/15/2019	51791	17	MCDONALD DISTRIBUTING CO	609-20200	13,914.20
08/19	08/15/2019	51792	616	MENARDS - CAMBRIDGE	101-20200	133.63
08/19	08/15/2019	51793	281	MINNCO CREDIT UNION	101-20200	3,815.03
08/19	08/15/2019	51794	1180	MLB PRINTING INC	101-20200	150.00
08/19	08/15/2019	51795	1945	MN DEPT OF LABOR	601-20200	10.00
08/19	08/15/2019	51796	176	MN DEPT OF REVENUE	101-20200	29,999.00
08/19	08/15/2019	51797	2597	MNSPECT, LLC.	101-20200	25,301.98
08/19	08/15/2019	51798	2080	MVTL LABORATORIES INC	602-20200	462.92
08/19	08/15/2019	51799	283	OLSON POWER & EQUIPMENT	101-20200	667.57
08/19	08/15/2019	51800	2553	O'REILLY	101-20200	44.97
08/19	08/15/2019	51801	617	PAUSTIS & SONS	609-20200	355.25
08/19	08/15/2019	51802	125	PERA	861-20200	8.65
08/19	08/15/2019	51803	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,669.70
08/19	08/15/2019	51804	2031	RESOURCE TRAINING	861-20200	35,092.00
08/19	08/15/2019	51805	2473	RITEWAY BUSINESS FORMS	101-20200	251.69
08/19	08/15/2019	51806	1892	SIGNS BY JILL	101-20200	400.00
08/19	08/15/2019	51807	2799	SODERQUIST, DEREK	601-20200	2.01

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/19	08/15/2019	51808	2396	SOUTHERN GLAZERS OF MN	609-20200	1,086.09
08/19	08/15/2019	51809	2800	STRAND, CHRISTY	601-20200	34.63
08/19	08/15/2019	51810	2793	TEAM LAB	602-20200	767.00
08/19	08/15/2019	51811	1794	TITAN MACHINERY	101-20200	219.93
08/19	08/15/2019	51812	2251	TITLE SMART INC	601-20200	60.47
08/19	08/15/2019	51813	97	TOTAL CONTROL SYSTEMS INC	602-20200	34,078.36
08/19	08/15/2019	51814	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
08/19	08/15/2019	51815	2027	US INTERNET	603-20200	57.80
08/19	08/15/2019	51816	42	VIKING COCA-COLA BOTTLING CO	609-20200	259.85
08/19	08/15/2019	51817	1286	VINOCOPIA INC	609-20200	678.00
08/19	08/15/2019	51818	361	VINTAGE LOCK	101-20200	2,975.00
08/19	08/15/2019	51819	4	WATSON CO INC	609-20200	1,800.33
Grand Totals:						213,285.91

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

M = Manual Check, V = Void Check

City of Isanti

Gross Payroll	83,841.33
Social Security & Medicare	4,908.75
Public Employees Retirement	7,700.59
Total City Expense	96,450.67

Pay Date 8/9/2019

Pay Period 16 (7/21-8/03/19)

K.2.

RESOLUTION 2019-XXX

ACCEPTING PART TIME LIQUOR STORE CLERK CATRINA CHAMBLISS' LETTER OF RESIGNATION

WHEREAS, Part Time Liquor Store Clerk Catrina Chambliss has submitted a letter of resignation to the City of Isanti and presented this to Liquor Store Manager John Jacobi on August 12th, 2019; and,

WHEREAS, the effective date of this resignation is August 31st, 2019; and,

WHEREAS, Catrina Chambliss is leaving employment in good standing.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve as follows:

1. That the resignation of Catrina Chambliss is hereby accepted effective August 31st, 2019.

2. That Human Resources/City Clerk and Liquor Store Manager John Jacobi are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 20th day of August, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

K.3.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members City Council

From: Sheila Sellman, Community Development Director

Date: August 20, 2019

Subject: **RESOLUTION NO. 2019-XXX AUTHORIZING THE EXECUTION OF REPAYMENT AGREEMENT ON LOT 8 BLOCK 1, SUN PRAIRIE FOURTH ADDITION WITH J ROBINSON CONSTRUCTION, INC**

Background:

On December 19, 2017 the City Council amended and extended a SAC and WAC deferral program through Resolution 2017-304 to continue to spur development activity and in 2018, the City Council extended the program to December 31, 2019 by Resolution 2018-268. J Robinson Construction, Inc. has requested that the City execute a Repayment Agreement for property described as Lot 8, Block 1, Sun Prairie Fourth Addition, 101 9th Ave SE, for the construction of a single family home. The business is in 'good standing' upon review of the MN Secretary of State Office as of May 14, 2019.

The form of the Repayment Agreement is consistent with the form approved by the City Council on December 19, 2017. The Repayment Agreement will be dated as of the date that the Building Permit is paid for by the Developer.

Request

Staff is requesting that the City Council adopt the attached Resolution.

Attachments:

- Resolution 2019-XXX
- Repayment Agreements

RESOLUTION NO. 2019-XXX

AUTHORIZATION AND EXECUTION OF REPAYMENT AGREEMENT ON LOT 8, BLOCK 1, SUN PRAIRIE FOURTH ADDITION WITH J ROBINSON CONSTRUCTION, INC

WHEREAS, the City of Isanti adopted a SAC and WAC Deferral program on December 19, 2017 which is documented by Resolution 2017-304 and extended the program to December 31, 2019 by Resolution 2018-268; and

WHEREAS, A boiler plate Repayment Agreement was drafted by City Development Attorney and the City Council directed Staff to utilize this agreement for parties interested in SAC and WAC Deferral for commercial or residential development; and

WHEREAS, J Robinson Construction, Inc (the "Developer") has asked the City of Isanti to enter into a Repayment Agreement for the property legally described as: Lot 8, Block 1, Sun Prairie Fourth Addition (the "Property") and has agreed to pay the recording fee associated with the filing of the Repayment Agreement; and

WHEREAS, the Developer has stated the it will be the owner of the Property at the time of execution of the Repayment Agreement; and

WHEREAS, the date of the Repayment Agreement will be when the Developer signs prior to the payment of the building permit; and

WHEREAS, the Developer is registered, active and is in good standing with the Minnesota Secretary of State Office as of May 14, 2019.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota authorized the Mayor and City Administrator to execute the Repayment Agreement attached hereto contingent upon satisfactory proof of ownership witnessed in a recorded instrument of conveyance to the Developer.

This Resolution hereby approved by the Isanti City Council this 20th day of August 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS

THIS REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS ("AGREEMENT"), made on or as of the ____ day of _____, 2019, by and between the City of Isanti, Minnesota, a Minnesota municipal corporation (hereinafter referred to as the "City") having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040, and J Robinson Construction, Inc. , a corporation under the laws of the State of Minnesota (hereinafter referred to as the "Developer"), having its principal office at 27178 Tamarack St NW, Isanti, MN 55040.

WITNESSETH:

WHEREAS, the Developer intends to construct a single family home (the "Improvements") on certain real property (the "Property") in the City; and

WHEREAS, in connection with the construction of the Improvements there are certain water and sanitary sewer charges that are payable by the Developer to the City; and

WHEREAS, the Developer has demonstrated to the satisfaction of the City that the Developer is unable to pay the full amount of the charges now and has asked the City to defer such charges and make them payable at a future point in time; and

WHEREAS, the City believes that the development of the Improvements by the Developer is in the best interests of the City and, therefore, it is willing to defer the charges if doing so will facilitate the development and viability of the Improvements.

NOW, THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

ARTICLE I
Definitions

Section 1.1. Definitions. In this Agreement, unless a different meaning clearly appears from the context:

"Agreement" means this Agreement, as the same may be from time to time modified, amended, or supplemented.

"City" means the City of Isanti, Minnesota, its successors and assigns.

"County" means Isanti County, Minnesota.

"Deferred Charges" means the utility charges described in Section 3.1 of this Agreement being deferred by the City and which the Developer is obligated to pay in accordance with this Agreement.

"Developer" means J Robinson Construction, Inc, a Minnesota Corporation, its successors and assigns.

"Event of Default" means an action by the Developer listed in Article IV of this Agreement.

"Improvements" means the single-family home to be constructed by the Developer on the Property.

"Property" means the real property described on the attached Schedule A to this Agreement.

"State" means the State of Minnesota.

ARTICLE II
Representations

Section 2.1. Representations by the City. The City makes the following representations as the basis for the undertaking on its part herein contained:

(a) The City is a statutory city duly organized and existing under the laws of the State. Under State law, the City has the power to enter into this Agreement and to perform its obligations hereunder.

Section 2.2. Representations by the Developer. The Developer represents that:

(a) The Developer is a corporation duly organized and authorized to transact business in the State, is not in violation of any provisions of its Bylaws or the laws of the State, has power to enter into this Agreement and has duly authorized the execution, delivery and performance of this Agreement by proper action of its Board of Directors.

ARTICLE III
Deferred Charges, Payment and Security

Section 3.1. Deferred Charges. The Developer owes to the City the sum of **$ 5,894.00** in deferred utility charges ("Deferred Charges"). The Deferred Charges consist of **$ 2,613.00** in Water Availability Charges and **$ 3,281.00** in Sewer Availability Charges. The City has agreed to defer the payment of the Deferred Charges as described in this Agreement.

Section 3.2. Payment of the Deferred Charges. The Developer covenants and agrees that it will pay the Deferred Charges to the City on the earliest to occur of the following:

(a) on the date that is one hundred and twenty (120) days after the date of this Agreement;

(b) on the date that the Developer sells or transfers the Property or Improvements, or any portion thereof; or

(c) on the date that the City issues a certificate of occupancy for the Improvements.

Interest shall accrue on the Deferred Charges at the rate of zero percent (0%) from the date hereof and continuing until the Deferred Charges and all accrued interest have been paid in full.

Section 3.3. Payment of Costs.

(a) The Developer shall pay all costs for title work and recording of this Agreement.

(b) The Developer shall pay all costs incurred by the City in connection with the preparation and implementation of this Agreement and related documents, including, without limitation, fees of attorneys related the preparation of this Agreement and related documents, if the Developer fails to complete construction of the Improvements within one hundred and twenty (120) days after the date of this Agreement.

Section 3.4 Security. As security for Developer's obligation of repayment of the Deferred Charges and Costs identified in Sections 3.1 and 3.3, Developer hereby grants and the City shall and hereby does have, a lien on the Property in the full amount necessary to satisfy any repayment obligation of the fees and charges identified in Sections 3.1 and 3.3 under this Agreement and the cost including reasonable attorney's fees, of collecting the same.

Section 3.5 Notice. At least 10 days before the date of any sale, cash out refinance, transfer or other conveyance of the Property or, in the event of a sale by contract for deed, Developer or their heirs, executors or representatives, shall give the City notice thereof.

Section 3.6 Mortgage. To secure any such repayment of the Deferred Charges under Section 3.1 and 3.3 as may become due under the provisions of this Article, the Developer hereby

grants to the City a Statutory Short Form Mortgage pursuant to the provisions of Minnesota Statutes Section 507.15 (2016) as follows:

UNIFORM SHORT FORM MORTGAGE

This statutory mortgage, made this ___ day of _____, 2019 between the City of Isanti, a Minnesota Municipal having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040 (the "Mortgagor"), and J Robinson Construction, Inc., a corporation under the laws of the State of Minnesota having its principal office at 27178 Tamarack St NW, Isanti, MN 55040 (the "Mortgagee"),

Witnesseth, that to secure the payment of the Deferred Charges by the Mortgagee to the Mortgagor of $5,894.00 as described in Article 3 of this Agreement (the "Indebtedness") the Mortgagor, hereby mortgages to the mortgagee and grants a security interest in the real property located at 205 9th Ave SE, in the City of Isanti, Isanti County, Minnesota, as legally described and set forth in "Schedule A" attached hereto and made a part hereof ("Property"), subject only to any liens or encumbrances of record thereon as of the date hereof.

And Mortgagor agrees and covenants with the Mortgagee the following statutory covenants;

1. To warrant the title to the Property, subject only to prior encumbrances of record as of the date hereof.
2. To pay the indebtedness as herein provided.
3. To pay all taxes.
4. To keep the buildings located on the Property insured against fire, windstorm and extended coverage for their full insurable value for the protection of the Mortgagee.
5. That the Property shall be kept in repair and no waste shall be committed.
6. That the whole of the principal sum shall become due after default, in the payment of any installment of principal or interest, or of any tax, or in the performance of any other covenant, at the option of the Mortgagee.

If default be made in any payment or covenant herein, the mortgagee shall have the statutory power of sale, and on foreclosure may retain statutory costs and attorney's fees.

Section 3.7. In the event Mortgagor or their heirs, executors or representatives shall fail or refuse to make a required repayment of the Indebtedness within the limited period set forth herein, the Mortgagee may, with or without notice to Mortgagor foreclose said lien in the same manner as provided pursuant an action for the foreclosure of mortgage upon said Property, as by statute provided, or may at its option proceed with foreclosure by advertisement pursuant to the statutory power of sale which the Mortgagor grants to the Mortgagee provided under this Mortgage, in accordance with applicable law. In the event of default by Mortgagor on any of Mortgagor's obligations under the terms of this Mortgage, Mortgagee shall also have the right to pursue any remedy available to it at law or in equity.

ARTICLE IV
Events of Default

Section 4.1. Events of Default Defined. The following shall be "Events of Default" under this Agreement and the term "Event of Default" shall mean, whenever it is used in this Agreement (unless the context otherwise provides), any one or more of the following events:

(a) Failure by the Developer to pay when due any payments required to be paid under this Agreement.

(b) The Developer of the following: (i) file any petition in bankruptcy or for any reorganization, arrangement, composition, readjustment, liquidation, dissolution, or similar relief under United States Bankruptcy Laws or any similar Federal or State Laws; or (ii) make an assignment for the benefit of its creditors; or (iii) admits, in writing, its inability to pay its debts generally as they become due; or (iv) be adjudicated, bankrupt or insolvent.

Section 4.2. City's Remedies on Default. Whenever any Event of Default by Developer referred to in Section 4.1 of this Agreement occurs, the City may take any one or more of the following actions after providing ten (10) days written notice to the Developer of the Event of Default, but only if the Event of Default has not been cured within said ten (10) days:

(a) Declare the entire outstanding balance of the Deferred Charges immediately due and payable;

(b) Terminate this Agreement;

(c) Deny issuance of certificates of occupancy or temporary certificates of occupancy;

(c) Take whatever action, including legal, equitable or administrative action, which may appear necessary or desirable to the City to collect any payments due under this Agreement, or to enforce performance and observance of any obligation, agreement, or covenant of the Developer under this Agreement, including the remedies provided under Article 3.

Section 4.3. No Remedy Exclusive. No remedy herein conferred upon or reserved to the City or Developer is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the City or the Developer to exercise any remedy reserved to it, it shall not be necessary to give notice, other than such notice as may be required in this Article IV.

Section 4.4. No Additional Waiver Implied by One Waiver. In the event any agreement contained in this Agreement should be breached by either party and thereafter waived by the other

party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

Section 4.5. Costs of Enforcement. Whenever any Event of Default occurs and the City shall employ attorneys or incur other expenses for the collection of payments due or to become due or for the enforcement of performance or observance of any obligation or agreement on the part of the Developer under this Agreement, the Developer agrees that it shall, within ten (10) days of written demand by the City, pay to the City the reasonable fees of such attorneys and such other expenses so incurred by the City.

Section 4.6. Certificate of Occupancy. The City may deny a certificate of occupancy or temporary certificate of occupancy for the Property until all amounts owed to the City under the terms of this Agreement have been paid by Developer.

ARTICLE V
Additional Provisions

Section 5.1. Representatives Not Individually Liable. No member, official, or employee of the City shall be personally liable to the Developer, or any successor in interest, in the event of any default or breach or for any amount which may become due to Developer or successor in interest or on any obligations under the terms of this Agreement.

Section 5.2. Titles of Articles and Sections. Any titles of the several parts, Articles, and Sections of the Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

Section 5.3. Notices and Demands. Except as otherwise expressly provided in this Agreement, a notice, demand, or other communication under the Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally; and

(a) in the case of the Developer, is addressed to or delivered personally to J Robinson Construction, Inc. 27178 Tamarack St NW, Isanti, MN 55040; and

(b) in the case of the City, is addressed to or delivered personally to the City at 110 First Avenue N.W., P.O. Box 428, Isanti, Minnesota 55040,

or at such other address with respect to either such party as that party may, from time to time, designate in writing and forward to the other as provided in this Section.

Section 5.4. Disclaimer of Relationships. The Developer acknowledges that nothing contained in this Agreement nor any act by the City or the Developer shall be deemed or construed by the Developer or by any third person to create any relationship of third-party beneficiary, principal and agent, limited or general partner, or joint venture between the City and the Developer or any third party.

Section 5.5. Release. Upon payment of all fees and charges under Article III in accordance with the provisions of this Agreement, the City will furnish Developer with a Release of Mortgage for the Property within a reasonable period of time following the request. Developer shall be responsible for recording the Release of Mortgage.

Section 5.6. Modifications. This Agreement may be modified solely through written amendments hereto executed by the Developer and the City.

Section 5.7. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

Section 5.8. Judicial Interpretation. Should any provision of this Agreement require judicial interpretation, the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agent or attorney prepared the same, it being agreed that the agents and attorneys of both parties have participated in the preparation hereof.

Section 5.9. Run with the Land. This Agreement may be recorded against the Property and shall run with the aforesaid Property and shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, representatives, successors and assigns.

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed in its name and behalf and the Developer has caused this Agreement to be duly executed in its name and behalf on or as of the date first above written.

[remainder of page intentionally left blank]
[signature pages to follow]

CITY/MORTGAGEE:
CITY OF ISANTI, MINNESOTA

By _____
Its Mayor

By _____
Its City Administrator

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ___ day of _____, 2019, by Jeff Johnson and Josi Wood, the Mayor and City Administrator of the City of Isanti, Minnesota, a Minnesota municipal corporation, on behalf of the City.

_____
Notary Public

DEVELOPER/MORTGAGOR:
J Robinson Construction, Inc.

By _____
Its President

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ____ day of _____, 2019, by Joshua W. Robinson, the President of J Robinson Construction, Inc, a corporation under the laws of the State of Minnesota, on behalf of the corporation.

_____
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

City of Isanti
110 1st Avenue NW
PO Box 428
Isanti, MN 55040
Telephone: (763) 444-5512

SCHEDULE A

Description of Property

Lot 8, Block 1, Sun Prairie Fourth Addition, Isanti County, Minnesota

K.4.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members City Council
From: Sheila Sellman, Community Development Director
Date: August 20, 2019
Subject: **RESOLUTION NO. 2019-XXX AUTHORIZING THE EXECUTION OF REPAYMENT AGREEMENT ON LOT 9 BLOCK 1, SUN PRAIRIE FOURTH ADDITION WITH J ROBINSON CONSTRUCTION, INC**

Background:
On December 19, 2017 the City Council amended and extended a SAC and WAC deferral program through Resolution 2017-304 to continue to spur development activity and in 2018, the City Council extended the program to December 31, 2019 by Resolution 2018-268. J Robinson Construction, Inc. has requested that the City execute a Repayment Agreement for property described as Lot 9, Block 1, Sun Prairie Fourth Addition, 105 9th Ave SE, for the construction of a single-family home. The business is in 'good standing' upon review of the MN Secretary of State Office as of May 14, 2019.

The form of the Repayment Agreement is consistent with the form approved by the City Council on December 19, 2017. The Repayment Agreement will be dated as of the date that the Building Permit is paid for by the Developer.

Request
Staff is requesting that the City Council adopt the attached Resolution.

Attachments:
- Resolution 2019-XXX
- Repayment Agreements

RESOLUTION NO. 2019-XXX

AUTHORIZATION AND EXECUTION OF REPAYMENT AGREEMENT ON LOT 9, BLOCK 1, SUN PRAIRIE FOURTH ADDITION WITH J ROBINSON CONSTRUCTION, INC

WHEREAS, the City of Isanti adopted a SAC and WAC Deferral program on December 19, 2017 which is documented by Resolution 2017-304 and extended the program to December 31, 2019 by Resolution 2018-268; and

WHEREAS, A boiler plate Repayment Agreement was drafted by City Development Attorney and the City Council directed Staff to utilize this agreement for parties interested in SAC and WAC Deferral for commercial or residential development; and

WHEREAS, J Robinson Construction, Inc (the "Developer") has asked the City of Isanti to enter into a Repayment Agreement for the property legally described as: Lot 9, Block 1, Sun Prairie Fourth Addition (the "Property") and has agreed to pay the recording fee associated with the filing of the Repayment Agreement; and

WHEREAS, the Developer has stated the it will be the owner of the Property at the time of execution of the Repayment Agreement; and

WHEREAS, the date of the Repayment Agreement will be when the Developer signs prior to the payment of the building permit; and

WHEREAS, the Developer is registered, active and is in good standing with the Minnesota Secretary of State Office as of May 14, 2019.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota authorized the Mayor and City Administrator to execute the Repayment Agreement attached hereto contingent upon satisfactory proof of ownership witnessed in a recorded instrument of conveyance to the Developer.

This Resolution hereby approved by the Isanti City Council this 20th day of August 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS

THIS REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS ("AGREEMENT"), made on or as of the ____ day of _____, 2019, by and between the City of Isanti, Minnesota, a Minnesota municipal corporation (hereinafter referred to as the "City") having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040, and J Robinson Construction, Inc. , a corporation under the laws of the State of Minnesota (hereinafter referred to as the "Developer"), having its principal office at 27178 Tamarack St NW, Isanti, MN 55040.

WITNESSETH:

WHEREAS, the Developer intends to construct a single family home (the "Improvements") on certain real property (the "Property") in the City; and

WHEREAS, in connection with the construction of the Improvements there are certain water and sanitary sewer charges that are payable by the Developer to the City; and

WHEREAS, the Developer has demonstrated to the satisfaction of the City that the Developer is unable to pay the full amount of the charges now and has asked the City to defer such charges and make them payable at a future point in time; and

WHEREAS, the City believes that the development of the Improvements by the Developer is in the best interests of the City and, therefore, it is willing to defer the charges if doing so will facilitate the development and viability of the Improvements.

NOW, THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

ARTICLE I
Definitions

Section 1.1. Definitions. In this Agreement, unless a different meaning clearly appears from the context:

"Agreement" means this Agreement, as the same may be from time to time modified, amended, or supplemented.

"City" means the City of Isanti, Minnesota, its successors and assigns.

"County" means Isanti County, Minnesota.

"Deferred Charges" means the utility charges described in Section 3.1 of this Agreement being deferred by the City and which the Developer is obligated to pay in accordance with this Agreement.

"Developer" means J Robinson Construction, Inc, a Minnesota Corporation, its successors and assigns.

"Event of Default" means an action by the Developer listed in Article IV of this Agreement.

"Improvements" means the single-family home to be constructed by the Developer on the Property.

"Property" means the real property described on the attached Schedule A to this Agreement.

"State" means the State of Minnesota.

ARTICLE II
Representations

Section 2.1. Representations by the City. The City makes the following representations as the basis for the undertaking on its part herein contained:

(a) The City is a statutory city duly organized and existing under the laws of the State. Under State law, the City has the power to enter into this Agreement and to perform its obligations hereunder.

Section 2.2. Representations by the Developer. The Developer represents that:

(a) The Developer is a corporation duly organized and authorized to transact business in the State, is not in violation of any provisions of its Bylaws or the laws of the State, has power to enter into this Agreement and has duly authorized the execution, delivery and performance of this Agreement by proper action of its Board of Directors.

ARTICLE III
Deferred Charges, Payment and Security

Section 3.1. Deferred Charges. The Developer owes to the City the sum of **$ 5,894.00** in deferred utility charges ("Deferred Charges"). The Deferred Charges consist of **$ 2,613.00** in Water Availability Charges and **$ 3,281.00** in Sewer Availability Charges. The City has agreed to defer the payment of the Deferred Charges as described in this Agreement.

Section 3.2. Payment of the Deferred Charges. The Developer covenants and agrees that it will pay the Deferred Charges to the City on the earliest to occur of the following:

(a) on the date that is one hundred and twenty (120) days after the date of this Agreement;

(b) on the date that the Developer sells or transfers the Property or Improvements, or any portion thereof; or

(c) on the date that the City issues a certificate of occupancy for the Improvements.

Interest shall accrue on the Deferred Charges at the rate of zero percent (0%) from the date hereof and continuing until the Deferred Charges and all accrued interest have been paid in full.

Section 3.3. Payment of Costs.

(a) The Developer shall pay all costs for title work and recording of this Agreement.

(b) The Developer shall pay all costs incurred by the City in connection with the preparation and implementation of this Agreement and related documents, including, without limitation, fees of attorneys related the preparation of this Agreement and related documents, if the Developer fails to complete construction of the Improvements within one hundred and twenty (120) days after the date of this Agreement.

Section 3.4 Security. As security for Developer's obligation of repayment of the Deferred Charges and Costs identified in Sections 3.1 and 3.3, Developer hereby grants and the City shall and hereby does have, a lien on the Property in the full amount necessary to satisfy any repayment obligation of the fees and charges identified in Sections 3.1 and 3.3 under this Agreement and the cost including reasonable attorney's fees, of collecting the same.

Section 3.5 Notice. At least 10 days before the date of any sale, cash out refinance, transfer or other conveyance of the Property or, in the event of a sale by contract for deed, Developer or their heirs, executors or representatives, shall give the City notice thereof.

Section 3.6 Mortgage. To secure any such repayment of the Deferred Charges under Section 3.1 and 3.3 as may become due under the provisions of this Article, the Developer hereby

grants to the City a Statutory Short Form Mortgage pursuant to the provisions of Minnesota Statutes Section 507.15 (2016) as follows:

UNIFORM SHORT FORM MORTGAGE

This statutory mortgage, made this ___ day of _____, 2019 between the City of Isanti, a Minnesota Municipal having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040 (the "Mortgagor"), and J Robinson Construction, Inc., a corporation under the laws of the State of Minnesota having its principal office at 27178 Tamarack St NW, Isanti, MN 55040 (the "Mortgagee"),

Witnesseth, that to secure the payment of the Deferred Charges by the Mortgagee to the Mortgagor of $5,894.00 as described in Article 3 of this Agreement (the "Indebtedness") the Mortgagor, hereby mortgages to the mortgagee and grants a security interest in the real property located at 205 9th Ave SE, in the City of Isanti, Isanti County, Minnesota, as legally described and set forth in "Schedule A" attached hereto and made a part hereof ("Property"), subject only to any liens or encumbrances of record thereon as of the date hereof.

And Mortgagor agrees and covenants with the Mortgagee the following statutory covenants;

1. To warrant the title to the Property, subject only to prior encumbrances of record as of the date hereof.
2. To pay the indebtedness as herein provided.
3. To pay all taxes.
4. To keep the buildings located on the Property insured against fire, windstorm and extended coverage for their full insurable value for the protection of the Mortgagee.
5. That the Property shall be kept in repair and no waste shall be committed.
6. That the whole of the principal sum shall become due after default, in the payment of any installment of principal or interest, or of any tax, or in the performance of any other covenant, at the option of the Mortgagee.

If default be made in any payment or covenant herein, the mortgagee shall have the statutory power of sale, and on foreclosure may retain statutory costs and attorney's fees.

Section 3.7. In the event Mortgagor or their heirs, executors or representatives shall fail or refuse to make a required repayment of the Indebtedness within the limited period set forth herein, the Mortgagee may, with or without notice to Mortgagor foreclose said lien in the same manner as provided pursuant an action for the foreclosure of mortgage upon said Property, as by statute provided, or may at its option proceed with foreclosure by advertisement pursuant to the statutory power of sale which the Mortgagor grants to the Mortgagee provided under this Mortgage, in accordance with applicable law. In the event of default by Mortgagor on any of Mortgagor's obligations under the terms of this Mortgage, Mortgagee shall also have the right to pursue any remedy available to it at law or in equity.

ARTICLE IV
Events of Default

Section 4.1. Events of Default Defined. The following shall be "Events of Default" under this Agreement and the term "Event of Default" shall mean, whenever it is used in this Agreement (unless the context otherwise provides), any one or more of the following events:

(a) Failure by the Developer to pay when due any payments required to be paid under this Agreement.

(b) The Developer of the following: (i) file any petition in bankruptcy or for any reorganization, arrangement, composition, readjustment, liquidation, dissolution, or similar relief under United States Bankruptcy Laws or any similar Federal or State Laws; or (ii) make an assignment for the benefit of its creditors; or (iii) admits, in writing, its inability to pay its debts generally as they become due; or (iv) be adjudicated, bankrupt or insolvent.

Section 4.2. City's Remedies on Default. Whenever any Event of Default by Developer referred to in Section 4.1 of this Agreement occurs, the City may take any one or more of the following actions after providing ten (10) days written notice to the Developer of the Event of Default, but only if the Event of Default has not been cured within said ten (10) days:

(a) Declare the entire outstanding balance of the Deferred Charges immediately due and payable;

(b) Terminate this Agreement;

(c) Deny issuance of certificates of occupancy or temporary certificates of occupancy;

(c) Take whatever action, including legal, equitable or administrative action, which may appear necessary or desirable to the City to collect any payments due under this Agreement, or to enforce performance and observance of any obligation, agreement, or covenant of the Developer under this Agreement, including the remedies provided under Article 3.

Section 4.3. No Remedy Exclusive. No remedy herein conferred upon or reserved to the City or Developer is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the City or the Developer to exercise any remedy reserved to it, it shall not be necessary to give notice, other than such notice as may be required in this Article IV.

Section 4.4. No Additional Waiver Implied by One Waiver. In the event any agreement contained in this Agreement should be breached by either party and thereafter waived by the other

party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

Section 4.5. Costs of Enforcement. Whenever any Event of Default occurs and the City shall employ attorneys or incur other expenses for the collection of payments due or to become due or for the enforcement of performance or observance of any obligation or agreement on the part of the Developer under this Agreement, the Developer agrees that it shall, within ten (10) days of written demand by the City, pay to the City the reasonable fees of such attorneys and such other expenses so incurred by the City.

Section 4.6. Certificate of Occupancy. The City may deny a certificate of occupancy or temporary certificate of occupancy for the Property until all amounts owed to the City under the terms of this Agreement have been paid by Developer.

ARTICLE V
Additional Provisions

Section 5.1. Representatives Not Individually Liable. No member, official, or employee of the City shall be personally liable to the Developer, or any successor in interest, in the event of any default or breach or for any amount which may become due to Developer or successor in interest or on any obligations under the terms of this Agreement.

Section 5.2. Titles of Articles and Sections. Any titles of the several parts, Articles, and Sections of the Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

Section 5.3. Notices and Demands. Except as otherwise expressly provided in this Agreement, a notice, demand, or other communication under the Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally; and

(a) in the case of the Developer, is addressed to or delivered personally to J Robinson Construction, Inc. 27178 Tamarack St NW, Isanti, MN 55040; and

(b) in the case of the City, is addressed to or delivered personally to the City at 110 First Avenue N.W., P.O. Box 428, Isanti, Minnesota 55040,

or at such other address with respect to either such party as that party may, from time to time, designate in writing and forward to the other as provided in this Section.

Section 5.4. Disclaimer of Relationships. The Developer acknowledges that nothing contained in this Agreement nor any act by the City or the Developer shall be deemed or construed by the Developer or by any third person to create any relationship of third-party beneficiary, principal and agent, limited or general partner, or joint venture between the City and the Developer or any third party.

Section 5.5. Release. Upon payment of all fees and charges under Article III in accordance with the provisions of this Agreement, the City will furnish Developer with a Release of Mortgage for the Property within a reasonable period of time following the request. Developer shall be responsible for recording the Release of Mortgage.

Section 5.6. Modifications. This Agreement may be modified solely through written amendments hereto executed by the Developer and the City.

Section 5.7. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

Section 5.8. Judicial Interpretation. Should any provision of this Agreement require judicial interpretation, the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agent or attorney prepared the same, it being agreed that the agents and attorneys of both parties have participated in the preparation hereof.

Section 5.9. Run with the Land. This Agreement may be recorded against the Property and shall run with the aforesaid Property and shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, representatives, successors and assigns.

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed in its name and behalf and the Developer has caused this Agreement to be duly executed in its name and behalf on or as of the date first above written.

[remainder of page intentionally left blank]
[signature pages to follow]

CITY/MORTGAGEE:
CITY OF ISANTI, MINNESOTA

By _____
Its Mayor

By _____
Its City Administrator

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ___ day of _____, 2019, by Jeff Johnson and Josi Wood, the Mayor and City Administrator of the City of Isanti, Minnesota, a Minnesota municipal corporation, on behalf of the City.

_____
Notary Public

DEVELOPER/MORTGAGOR:
J Robinson Construction, Inc.

By _____
Its President

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ____ day of _____, 2019, by Joshua W. Robinson, the President of J Robinson Construction, Inc, a corporation under the laws of the State of Minnesota, on behalf of the corporation.

_____
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

City of Isanti
110 1st Avenue NW
PO Box 428
Isanti, MN 55040
Telephone: (763) 444-5512

SCHEDULE A

Description of Property

Lot 9, Block 1, Sun Prairie Fourth Addition, Isanti County, Minnesota

RESOLUTION 2019-XXX **K.5.**

OFFERING THE POSITION OF FULL-TIME PUBLIC WORKS MAINTENANCE TECHNICIAN II TO BRANDON DAUDT

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and,

WHEREAS, the City Council approved to advertise and accept applications to fill a Full-Time Public Works Maintenance Technician II position; and,

WHEREAS, the Interviewing Panel selected Brandon Daudt as the most qualified candidate for the open full-time Public Works Maintenance Technician II position. This offer is contingent on successfully passing a background check, drug test and reference check. If any of the mentioned contingencies are not met, the offer can and will be rescinded.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1. That Human Resources is hereby directed to offer the Full-Time Public Works Maintenance Technician II position to Brandon Daudt for the City of Isanti and that he shall be eligible to start in that position on or after August 21st, 2019.
2. That Brandon Daudt is eligible for benefits offered by the City of Isanti.
3. That Brandon Daudt shall start at $21.25 per hour of the 2019 wage scale per the union contract.
4. That Brandon Daudt shall be on probationary status per the Personnel Policy in the position of the Full-Time Maintenance Technician II position effective August 21st, 2019, or his start date, whichever is later.
5. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
6. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 20th day of August, 2019.

Attest: _____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Memo for Council Action

To: **Mayor Johnson and Members of City Council**

From: Matt Sylvester, Public Services Director

Date: August 20, 2019

Subject: Bulk Oil Agreement

Background:
Staff currently purchases all bulk oil and fuel from Federated Coop. Federated Coop supplies the bulk oil containers but without spill containment. Staff did a price review with Federated Coop and Beaudry Oil and Propane. Beaudry Oil and Propane was the low bid and will provide the bulk oil containers with spill containment at no charge. The Agreement would not have a term.

Request:
Staff is recommending to join in a contract with Beaudry Oil and Propane and allow the Public Services Director to sign such contract.

Attachment:
- Resolution 2019-XXX -

RESOLUTION NO. 2019-

A RESOLUTION TO ENTER INTO AGREEMENT WITH BEAUDRY OIL AND PROPANE TO PROVIDE BULK OIL CONTAINERS WITH SPILL CONTAINMENT

WHEREAS, the City currently purchases bulk oil and fuel from Federated Coop without spill containment; and,

WHEREAS, after a price review with Federated Coop and Beaudry Oil and Propane. Beaudry Oil and Propane was the low bid and will provide spill containment at no charge; and,

Beaudry Oil and Propane	Federated Coop
5W30- $6.25 per gallon	5W30- $8.26 per gallon
15W40- $9.00 per gallon	15W40- $13.95 per gallon
ATF- $8.10 per gallon	ATF- $10.90 per gallon

WHEREAS, there would not be a term to the agreement; and,

WHEREAS, allow the Public Services Director the authority to sign such agreement; and

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota to an Agreement with Beaudry Oil and Propane to provide bulk oil containers with spill containment for as long as we purchase bulk fuel and oil from them. To allow the Public Services Director to sign such agreement.

This resolution was duly adopted by the Isanti City Council the 20th day of August, 2019.

Attested:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

(SEAL)

RESOLUTION 2019-XXX

RESOLUTION IDENTIFYING FUNDING FOR THE TH 65 & CAJIMA STREET RCUT IMPROVEMENTS PROJECT WITHIN THE CITY OF ISANTI

WHEREAS, Resolution 2019-177 awarded the project entitled "TH 65 & Cajima Street RCUT Improvements" to ASTECH Corporation in the amount of $791,466.35; and,

WHEREAS, the City has entered into an agreement with MnDOT to share the cost to construct the project; and,

WHEREAS, the City's share of project costs is estimated to be $472,000

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1) That the City has identified funding in Funds 420 and 920

2) All available funds in Fund 420 will be expended with Fund 920 contributing the balance.

This resolution was duly approved by the Isanti City Council this 20th day of August 2019.

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2019-XXX

OFFERING THE POSITION OF POLICE LIEUTENANT TO JOHN MCCARTY

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and,

WHEREAS, the City Council approved to advertise and accept applications to fill the vacant Police Lieutenant position; and,

WHEREAS, the Interviewing Panel selected Mr. John McCarty as the most qualified candidate for the Police Lieutenant position as he has been employed part-time with the City of Isanti since March 2016 and is in good-standing.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL of the City of Isanti, Minnesota as follows:

1. That Human Resources has offered the Lieutenant position to John McCarty for the City of Isanti.
2. This offer is contingent on successfully passing a background investigation, psychological evaluation, reference check and health evaluation. If any of the mentioned contingencies are not met, the offer can and will be rescinded.
3. That John McCarty shall be eligible to start in that position after August 20th 2019 and conditions of employment are satisfied.
4. That John McCarty shall start at $37.95 per hour per union contract.
5. That John McCarty shall be on probationary status for 6 months per the Union Contract in the position of Police Lieutenant effective his first day of employment.
6. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
7. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This resolution was duly adopted by the Isanti City Council this 20th day of August 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

A Community For Generations.
Isanti

Isanti Police Department Monthly Report

July 2019

Reported Crime	Month to Date	Year to Date
Theft	14	61
Assault	6	17
Vandalism/Damage to Property	9	26
Narcotics	2	18
Burglary	3	8
Domestics	4	42
Crim Sex	1	2
Robbery	0	0
Loud Party/Disturbance	26	81
Medical	33	198
Permit to Purchase	3	42
Security Check / Extra Patrol	249	1,761

Traffic Offenses	Month to Date	Year to Date
No Insurance	9	39
DUI	6	14
Accidents	9	61
Hit & Run	0	7
Warrant P/U	2	22
Speed	17	133
DAR/DAS	3	30
Administrative Citations (Including Speed)	21	149

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	In the Shop		9,230
Ford Explorer 224	65,742	1,581	12,841
Ford F150 225	22,399	955	6,211
Chevy Silverado 220	Out of Service	0	305
Chevy Impala 223	92,783	322	2,860
Dodge Durango 226	4050	1806	4050
Dodge Durango 227	946	946	946

CEZT REPORT

CATEGORY	*CURRENT*	*LAST MO*	*2 MOS*	*3 MOS*	*4 MOS*	*5 MOS*	*6 MOS*
TOTAL CASES YTD	**312**	**213**	**187**	**172**	**167**	**22**	**11**
TOTAL OPEN CASES	**14**	**22**	**17**	**17**	**68**	**4**	**13**
VIOLATIONS CLOSED THIS PERIOD	**7**	**25**	**1**	**1**	**23**	**2**	**30**
NEW ISSUES THIS PERIOD	**99**	**26**	**15**	**5**	**145**	**11**	**11**
CAN-Proh Animals	0	0	0	0	0	0	0
CCV-Comm Vehicle Storage	0	0	0	0	0	0	0
CDO--Dogs	0	0	0	0	0	0	0
CPA-Park & Store	2	4	2	1	0	2	0
CSN-Snow Removal	0	0	0	0	0	0	2
CSP-Admin Permits/Solicitors/Peddlers	0	0	0	0	0	0	0
CST--Fish Houses, PODS, Rolloffs	0	0	0	0	0	0	0
GAR - Garage Sales	0	0	0	0	0	0	0
H2O-Water restrictions	0	0	0	0	0	0	0
NEX-Exterior Structure, Paint/Repair	0	0	0	0	0	0	0
NGA-Garbage Service & Storage	0	0	0	0	0	0	0
NGR--Grass Length	30	15	9	0	0	0	0
NJU--Junk/Brush	65	5	2	3	0	0	6
NOX-Noxious Weeds	0	0	0	0	0	0	0
NUV-Unlicensed vehicle or missing plates	0	0	0	0	0	0	0
RNT-Unlicensed rental	0	2	0	0	0	0	3
SGN-Signs	2	0	0	0	0	0	0
UNP-Unpermitted work	0	0	2	1	145	9	0
ZAC-Accessory Building	0	0	0	0	0	0	0
ZFE-Fence	0	0	0	0	0	0	0
ZTD--Temporary Dwelling	0	0	0	0	0	0	0
Compliance Letters Mailed this period	100	44	5	5	145	11	14
Administrative Citations Issues/period	1	0	0	0	0	0	1
Criminal Citations Issued/period	0	0	0	0	0	0	0
Abated Properties/Period	1	3	0	0	0	0	0
Admin Hearings Requested	1	0	0	0	0	0	0
Admin Hearings Held w positive judgement	0	0	0	0	0	0	0
Criminal trials w positive judgement	0	0	0	0	0	0	0
AVERAGE TIME TO COMPLIANCE	**18**	**11**	**7**	**15**	**20**	**14**	**32**

L.2.

CITY OF ISANTI MONTHLY REPORT

July 2019

RESIDENTIAL	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
	Month	YTD	Month	YTD	Month	Quarter	Month	YTD	Month	YTD
FENCE	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
ROOF / SIDING	7	24	$0.00	$0.00	$7.00	$8.00	$560.00	$1,920.00		
DECK	5	29	$30,899.92	$182,599.84	$15.45	$24.15	$1,188.50	$7,055.21		
LL FINISH	2	14	$15,280.00	$254,904.25	$9.99	$9.99	$653.40	$7,780.23		
REMODEL / ADDITION	0	5	$0.00	$136,744.38	$0.00	$0.00	$0.00	$3,200.15		
GARAGE / SHED	0	5	$0.00	$69,471.20	$0.00	$6.62	$0.00	$2,161.50		
MISCELLANEOUS	14	105	$2,000.00	$19,895.00	$14.00	$28.00	$1,787.88	$13,462.28		
SINGLE DWELLINGS	12	57	$2,096,993.70	$10,918,153.11	$1,048.48	$1,368.51	$30,050.90	$143,029.70		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	23	88	$0.00	$6,459.86	$23.00	$32.00	$1,729.00	$6,627.75		
PLUMBING	24	85	$0.00	$0.00	$24.00	$31.00	$2,136.00	$6,790.00		
RESIDENTIAL TOTAL	**87**	**412**	**$2,145,173.62**	**$11,588,227.64**	**$1,141.92**	**$1,508.27**	**$38,105.68**	**$192,026.82**		
COMMERCIAL										
NEW BUILDINGS	1	1	$400,000.00	$400,000.00	$200.00	$200.00	$4,785.00	$4,785.00		
REMODEL / ADDITION	1	5	$75,000.00	$134,600.00	$37.50	$37.50	$1,485.00	$3,286.80		
PLUMBING	2	6	$10,008.00	$35,108.00	$7.00	$9.60	$387.57	$1,281.05		
MECHANICAL	1	3	$48,500.00	$59,000.00	$24.25	$27.75	$1,200.38	$1,460.26		
ROOF / SIDING	0	2	$0.00	$100,265.00	$0.00	$0.00	$0.00	$2,204.40		
MISCELLANEOUS	5	19	$22,150.00	$479,265.00	$14.08	$14.08	$877.65	$9,415.30		
COMMERCIAL TOTAL	**10**	**36**	**$555,658.00**	**$1,208,238.00**	**$282.83**	**$288.93**	**$8,735.60**	**$22,432.81**		
RESIDENTIAL/COMMERCIAL TOTAL	**97**	**448**	**$2,700,831.62**	**$12,796,465.64**	**$1,424.75**	**$1,797.20**	**$46,841.28**	**$214,459.63**	**$70,728.00**	**$317,760.00**

YEARLY BUILDING PERMIT COMPARISONS **THRU 7/31/2019**

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
2014	303	24	0	0	$9,740,116.00	$124,081.19	$186,024.00
2015	260	20	0	0	$5,304,597.06	$46,713.82	$151,677.00
2016	368	47	0	3	$14,815,494.41	$208,887.19	$521,768.88
2017	411	54	0	1	$10,163,685.50	$174,471.71	$448,538.50
2018	413	54	0	2	$15,256,115.79	$227,671.68	$328,654.00
2019	448	57	0	1	$12,796,465.64	$214,459.63	$317,760.00

MONTHLY COMPARISON FOR 2019

Month	# Permits	Permit Value	Permit Fees
January	38	$146,958.00	$6,526.70
February	32	$753,514.64	$13,387.05
March	31	$1,758,333.77	$23,512.96
April	57	$1,533,973.19	$26,563.15
May	75	$2,113,444.42	$36,380.79
June	78	$3,106,947.17	$47,384.35
July	97	$2,700,831.62	$46,841.28
August	40	$682,462.83	$13,863.35
September	0	$0.00	$0.00
October	0	$0.00	$0.00
November	0	$0.00	$0.00
December	0	$0.00	$0.00
Totals	448	$12,796,465.64	$214,459.63

L.4.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: August 14, 2019

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W. Cook, P.E.
City Engineer

Subject: Project Status Report
Isanti, MN
Project No.: R13.117985

Please find listed below a status report of the current projects in the City of Isanti:

1) Annexed Parcel Service Extensions

Notice of Award has been sent to the Contractor. Construction will begin this month.

2) TH 65 & Cajima Street RCUT Improvements

A pre-construction meeting will be held at the end of August, for fall construction.

3) 2019 Storm System Maintenance Project

Final punchlist items have been completed.

4) 2019 Pavement Management Project

The Contractor plans to complete the project this month.

5) Legacy Pines Subdivision

The Contractor will complete the remaining site restoration this month.

6) MS4 Implementation

We will continue to assist the City as requested to meet MS4 requirements.

In addition to the current projects listed above we have completed and accepted 52 private developments and 70 city contracts since being selected as your City Engineer in 2008.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, SEPTEMBER 3, 2019 – 7:00 P.M.
CITY HALL

I. Citizens Input
II. City Council Agenda

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Minutes
1. August 20, 2019 - Regular Meeting of the City Council
2. August 20 2019 - Committee of the Whole Meeting
3. August 15, 2019 - Special Closed Meeting
4. July 16, 2019 - Planning Commission Meeting

G. Announcements

1. Committee of the Whole	Tuesday, September 17, 2019 at 5:00 p.m.
2. City Council Meeting	Tuesday, September 17, 2019 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, September 17, 2019 *(Immediately following the City Council Meeting)*
4. Park, Recreation, & Culture Board Meeting	Tuesday, September 24, 2019 at 6:00 p.m.

H. Council Committee Reports

I. Public Hearings

J. Business Items

<u>City Administrator Josi Wood</u>
Designating Civil and Prosecuting Legal Services and Legal Services
1. Resolution 2019-XXX Terminating Appointment as City Attorney
2. Resolution 2019-XXX Approving Agreement for Civil Legal Services
3. Resolution 2019-XXX Approving Agreement for Prosecution Legal Services

<u>Finance Director Mike Betker</u>
4. Resolution 2019-XXX Setting the 2020 Final Budget and Levy Meeting
5. Resolution 2019-XXX Approving the 2020 Preliminary Budget for the City of Isanti
6. Resolution 2019-XXX Adopting the Proposed 2019 Tax Levy Collectible in 2020 for the City of Isanti

<u>Community Development Director Sheila Sellman</u>
7. Ordinance Amending City Code Chapter 87 Article 1, Keeping of Certain Animals
8. Resolution 2019-XXX Approving Final Plat for Sun Prairie 5th Addition

K. Approve Consent Agenda

1. Accounts Payable in the Amount of $356,548.54 Payroll in the Amount of $93,983.74.
2. Resolution 2019-XXX Denying the Site Plan Amendment for the Best Western Plus
3. Resolution 2019-XXX Approving Sale of Forfeited 1999 Chevrolet Prism at Public Auction
4. Resolution 2019-XXX Approving Shift Differential for Part Time Liquor Store Staff
5. Resolution 2019-XXX Approving City Organizational Staffing Chart
6. Resolution 2019-XXX Approving Small Cell Wireless Facility Design Guidelines
7. Resolution 2019-XXX Approving a Policy for Mayor Office Expenditures and Participation in Events
8. Resolution 2019-XXX Allowing Citizen Input to be Audio Recorded
9. Resolution 2019-XXX Approving Additional Cedar Tree Revetment at River Bluff Preserve
10. Resolution 2019-XXX Approving Request for Proposals for Plumbing Services
11. Resolution 2019-XXX Accepting Part Time Liquor Store Clerk Christina Parsons' Letter of Resignation
12. Resolution 2019-XXX Settlement Agreement and Release of Claims Under Minnesota Statutes Section 299A.465
13. Resolution 2019-XXX Accepting the Labor Agreement Between the City of Isanti and Law Enforcement Labor Services, Inc Local 217
14. Resolution 2019-XXX Accepting the Labor Agreement Between the City of Isanti and I.U.O.E. Local 49, AFL-CIO
15. Resolution 2019-XXX Approving the Employment Offer for Liquor Store Clerk Lacey Hanson
16. Resolution 2019-XXX Approving the Employment Offer for Liquor Store Clerk Christy Bonczek

L. Other Communications

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, AUGUST 20, 2019 – 7:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, City Attorney Clark Joslin, Community Development Director Sheila Sellman, Police Chief Travis Muyres and City Engineer Jason Cook

Others Present: Melissa Bettendorf and Jason Bourke

D. Adopt Agenda
Motion by Lundeen, second by Collison to adopt agenda as presented. Motion passed 5-0. Motion carried.

E. Proclamations/Commendations/Certificate Awards
None

F. Approve City Council Minutes
1. August 7, 2019- Regular Meeting of the City Council
2. August 7, 2019- Budget Work Session
3. July 2, 2019- Economic Development Authority Meeting

Motion by Lundeen, second by Bergley to approve minutes as presented. Motion passed 5-0. Motion carried.

G. Announcements

1. Park, Recreation, & Culture Board Meeting	Tuesday, August 27, 2019 at 6:00 p.m.
2. City Council Meeting	Tuesday, September 3, 2019 at 7:00 p.m.
3. EDA Meeting	Tuesday, September 3, 2019 *(Following the City Council Meeting)*

H. Council Committee Reports
None

I. Public Hearings
None

J. Business Items

Community Development Director Sheila Sellman

1. Resolution 2019-221 Authorizing the City to Install Sidewalk Along 8th Ave NE

Community Development Director Sheila Sellman shared that on April 8th, 2019 the City entered into an agreement with Level Contracting for the development of Heritage Estates. Sellman continued to share that item 8 of the developer's agreement requires the developer to build all required sidewalks located within the development according to plans. Sellman further shared along 8th Ave NE the sidewalk was damaged and no longer usable and the developer stated on April 8th, 2019 it would be replaced and restored back to new in 8 to 10 weeks. Sellman stated the time has past and the sidewalk has not been fixed. Sellman further stated that she has contacted the developer and has given him the deadline of August 26, 2019 to fix the sidewalk and if failure to install the sidewalk occurs, the City will install the sidewalk at the Developers cost.

Motion by Gordon, second by Lundeen to approve resolution as presented. Motion passed 5-0. Motion carried.

K. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $314,410.02 Payroll in the Amount of $96,450.67
2. Resolution 2019-222 Resignation of Part-Time Liquor Store Clerk Catrina Chambliss
3. Resolution 2019-223 Authorization and Execution of Repayment Agreement on Lot 8, Block 1, Sun Prairie Fourth Addition with J Robinson Construction Inc
4. Resolution 2019-224 Authorization and Execution of Repayment Agreement on Lot 9, Block 1, Sun Prairie Fourth Addition with J Robinson Construction Inc
5. Resolution 2019-225 Offering the Position of Full-Time Public Works Maintenance Technician II to Brandon Daudt
6. Resolution 2019-226 Resolution to Enter into an Agreement with Beaudry Oil and Propane to Provide Bulk Oil Containers with Spill Containment
7. Resolution 2019-227 Resolution Identifying Funding for the TH65 & Cajima Street RCUT Improvements Project within the City of Isanti
8. Resolution 2019-228 Offering the Position of Lieutenant to John McCarty

Motion by Bergley, second by Lundeen to approve Consent Agenda as presented. Motion passed 5-0. Motion carried.

L. Other Communications

1. July Police Department Reports
2. July Code Enforcement Officer Report
3. July Building Inspector Report
4. August Engineering Project Status Report

Adjournment

Motion to adjourn by Lundeen, second by Bergley. Motion passed 5-0. Motion carried. The meeting adjourned at 7:07 p.m.

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

MINUTES
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, AUGUST 20, 2019 – 5:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 5:00 p.m.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Chief of Police Travis Muyres, Public Services Director Matt Sylvester, Community Development Director Sheila Sellman, City Engineer Jason Cook and Liquor Store Manager John Jacobi

D. Committee Meeting Items

1. Liquor Updates
   - Information was shared with the Committee.
2. Mosquito Discussion
   - Recommendation from Committee is to move forward and include funding for mosquito spraying in the 2020 budget.
3. LELS Local 217 Tentative Agreement
   - Recommendation from Committee is to move forward and bring to City Council meeting.
4. I.O.U.E Local 49 Tentative Agreement
   - Recommendation from Committee is to move forward and bring to City Council meeting.
5. Current Noise Ordinance 525
   - Recommendation from Committee is to move forward and bring draft ordinance to Committee of the Whole meeting.
6. Chicken Ordinance
   - Recommendation from Committee is to move forward and post ordinance for 10 days and bring to City Council meeting.
7. Liquor Wage Proposal
   - Recommendation from Committee is to move forward and bring to City Council meeting.
8. MNSPECT Discussion
   - Information was shared with the Committee and no further action was taken.
9. City Council Agenda Request: IAJOFD Joint Powers Agreement Discussion
   - Recommendation from Committee is to move forward and bring request for amendment of JPA to Council and to bring draft ordinance to Committee of the Whole meeting for inclusion of Uniform State Fire Code.
10. Draft Future City Staffing Plan

- Recommendation from Committee is to move forward and bring to City Council meeting.

11. Attorney Proposals Received
- Recommendation from Committee is for staff and Mayor to attend attorney interviews and bring staff's recommendation to City Council meeting.

12. Small Cell Wireless Facility Guidelines
- Recommendation from Committee is to move forward and bring to City Council meeting.

13. Doing Business with Isanti
- Information was shared with the Committee.

14. Property Taxes Received First Half 2019
- Information was shared with the Committee.

15. 2020 Budget Update
- Information was shared with the Committee and recommendation from Committee is to move forward with the 2020 budget.

16. Mayor/ Council expenditures
- Recommendation from Committee is to move forward and bring to City Council meeting.

17. Serving more than 1 board- Conflict of Interest
- Recommendation from Committee is to leave as is.

18. Audio and YouTube of Citizen's Input
- Recommendation from Committee is to audio record Citizen input and bring resolution to City Council.

19. City Council Agenda Request-TZD Grant
- Recommendation from Committee is to bring to September 17, 2019 City Council meeting.

20. Build Amphitheater
- Recommendation from Committee is for staff to research information regarding building an Amphitheater and discuss at PRC Board and Goal Setting 2020.

E. Adjournment

Meeting was adjourned at 6:43 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

MINUTES OF THE CITY COUNCIL
CITY OF ISANTI
SPECIAL CLOSED MEETING CITY COUNCIL
THURSDAY, AUGUST 15th, 2019 at 5:45 PM
CITY HALL

Mayor Johnson called the Special Closed meeting to order at 5:45 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Paul Bergley (arrived at 5:52 p.m.), Jimmy Gordon, Steve Lundeen and Dan Collison

Members Absent: None

Staff Present: Human Resources/ City Clerk Katie Brooks and Officer Jeremy Welfring

Mayor Johnson announced the council was going into closed session for discussion with attorney regarding pending litigation, Rodrick Barrows v City of Isanti. Johnson further stated the meeting will be closed for the purpose of engaging in discussion of matters covered by the attorney-client privilege, pursuant to Minnesota Statutes Section 13D.05, subdivision 3(b).

Upon reopening of the meeting, no action was taken.

Adjournment
A motion was made to adjourn by Lundeen, second by Bergley. Motion passed 5-0. Motion carried. Meeting was adjourned at 6:21 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

CITY OF ISANTI
PLANNING COMMISSION MEETING
Tuesday, July 16, 2019
Minutes

Call to Order: Chairman Johnson called the meeting to order at 7:28pm.
Roll Call: Commissioners present: Chairman Johnson, Collison, Lundeen, Bergley, Gordon, Simon, Collins.

Members absent: None
Staff Present: City Administrator Josi Wood, Community Development Director Sheila Sellman

Agenda Modifications: Addendum to the agenda: other business - consider setbacks for Heritage Estates.

Meeting Minutes: Motion by Lundeen, second by Collinson to approve minutes from June 18, 2019 Planning Commission meeting, motion passed 7-0

Public Hearings
Request from Everpine Land Holding for approval of a Site Plan required under City Ordinance 44, Section 18, Subd. 6 (D) and final plat under Article 6, Subd 1. Said request is for final plat of Legacy Pines 2nd Addition.
Chairman Johnson opened the public hearing. Sellman gave the staff report. No one from the public comment on this item. The Commission discussed access to Legacy Park and Sellman indicated that temporary access is being provided by the developer and a permanent access will be installed by the developer with phase II including a parking lot. The Public hearing was closed. Motion by Lundeen, second by Bergley to approve the Site Plan and Final Plat with conditions listed in the staff report. Motion passed 7-0.

Request from Semler Construction, Inc. for approval of Preliminary Plat required under City Ordinance 536, Article 5, Subd. 1. Said request is to replat 32 townhome lots into 16 single family lots legally described as Lots 74, 75, 76, 77, 78, 79, 80, 81, 82, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97 Block 4 Villages on the Run.
Chairman Johnson opened the public hearing. Hugo Strike of 1303 Blossom Blvd. spoke on this item. He stated that we don't need anymore residential lots, and wanted to know what the dirt pile on the empty lots was for. The Commission explained that the request to actually reduce the number of lots/units. Jason Semler with Semler Construction explained the dirt pile on the lot is from another development of his in Isanti, he is storing there for now. Semler indicated he bought the lots 5 years ago and there isn't a market for townhomes anymore, but there is a market for detached townhomes. The public hearing was closed. Motion by Bergley, second by Simon to approve the preliminary plat with conditions listed in the staff report. Motion passed 7-0.

Other Business
Consider setbacks for Heritage Estates
Level Contracting requested the Planning Commission reduce the approved setbacks for Heritage Estates. Sellman gave the staff report stating that the setbacks were set by Resolution and is part of the development agreement. The Commission asked Monty Jensen with Level

Contracting why he is requesting the reduced setbacks. Monty stated he was unaware of the setbacks in the resolution. The Commission asked him if he signed the development agreement and he said that he did, but he admittedly did not read it. Monty thought the setback shown on the preliminary plat were what was approved. After reviewing the plat the Commission agreed to reduce the setbacks on the lots abutting outlots, to make it consistent with the rest of the plat. Since the Resolution clearly states the setbacks the Planning Commission directed the applicant to apply for a Site Plan Amendment and hold the public hearing at the next City Council meeting. The Planning Commission also noted that there were some typos in the resolution regarding lot numbers and directed staff to fix that at the same time.

Discussion Items: None

Adjournment: Motion by Lundeen, second by Bergley to adjourn, motion passed 7-0. Meeting adjourned at 8:25pm.

Respectfully Submitted

Sheila Sellman
Community Development Director/Planning Commission Secretary

A Community For Generations.
Isanti

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: September 3, 2019
Subject: Designating Civil and Prosecution Legal Services

Currently Joslin & Moore Law Offices, PA currently provides both City civil and prosecution services for the City of Isanti. Per City Council Resolution 2019-175, the City Council approved a Request for Proposals (RFP) for both civil and prosecution legal services. Staff advertised the RFP and received six proposals from qualified firms for Civil Legal Services and three for Prosecuting Legal Services. Staff reviewed and rated the proposals and recommended interviewing three of the law firms for civil and one law firm for prosecuting. Staff and the Mayor held interviews and recommends acceptance of the proposal from Ratwik, Roszik & Maloney, P.A. for Civil Legal Services and GDO Law for Prosecuting Legal Services.

Recommendation:
Staff is recommending approving and entering into an agreement with Ratwik, Roszik & Maloney, P.A for City Civil Legal Services and GDO Law for City Prosecuting Legal Services.

Request:
Staff is requesting actions on this item.

Attachments:
- Resolution 2019-XXX Terminating Appointment as City Attorney
- Resolution 2019-XXX Civil Legal Services Agreement with Ratwik, Roszik & Maloney, P.A
- Resolution 2019-XXX Prosecution Legal Services Agreement with GDO Law

RESOLUTION 2019-XXX

A RESOLUTION TERMINATING APPOINTMENT AS CITY ATTORNEY

WHEREAS, the City Council of Isanti adopted Resolution No. 2019-002 on the January 7, 2019 appointing Joslin & Moore Law Offices, PA., as City Attorney for the City of Isanti for calendar year 2019; and,

WHEREAS, Joslin & Moore Law Offices, PA currently provides both City civil and prosecution services for the City of Isanti; and,

WHEREAS, per City Council Resolution 2019-175, the City Council requested proposals for both civil and prosecution legal services; and,

WHEREAS, the City has reviewed proposals received, and the City Council has proceeded to appoint new qualified legal firms to provide both City civil and prosecution services to the City;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. The appointment of Joslin & Moore Law Offices, PA as City Attorney, providing civil and prosecution services to the City is terminated, with the effective ending date for City civil legal work and prosecution services on 9/30/2019.

2. Payment to Joslin & Moore Law Offices, P.A. for transitional legal services for any civil legal and/or prosecution services provided to the City as requested by the City for transitional services rendered on or after October 1, 2019 shall be made at the current hourly billing rate ($140.00 per hour) presently charged by Joslin & Moore Law Offices, P.A. to the City, as recommended for approval by City staff.

3. Written notice of termination of the appointment shall be made by the City Administrator.

This Resolution was duly adopted by the Isanti City Council this 3rd day of September, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

J.2.

RESOLUTION 2019-XXX

A RESOLUTION APPROVING AGREEMENT FOR CIVIL LEGAL SERVICES

WHEREAS, per City Council Resolution 2019-175, the City Council approved a Request for Proposals (RFP) for both civil and prosecution legal services; and,

WHEREAS, staff advertised the RFP and received six proposals from qualified firms for Civil Legal Services. Staff reviewed and rated the proposals and recommended interviewing three of the law firms. Staff and the Mayor held interviews and recommends acceptance of the proposal from Ratwik, Roszik & Maloney, P.A.;

WHEREAS, Ratwik, Roszik & Maloney, P.A also approved the Agreement for Civil Services;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. The Agreement for Civil Legal Services between the City of Isanti and Ratwik, Roszik & Maloney, P.A (as attached) is approved.

2. Mr. Joseph Langel will be designated the City Attorney.

3. The fees per the Agreement will be in effect until December 31, 2020 and reviewed annually thereafter.

4. The contract will be a five-year term effective September 16, 2019.

This Resolution was duly adopted by the Isanti City Council this 3rd day of September, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

CONTRACT FOR CIVIL LEGAL SERVICES

This agreement is entered into by and between the **City of Isanti**, 110 1st Avenue N.W., Isanti, MN 55040 (hereinafter "City") and the law firm of **Ratwik, Roszak, & Maloney, P.A.**, 730 Second Avenue South, Suite 300, Minneapolis, MN 55402 (hereinafter "Law Firm"), for the purpose of utilizing the Law Firm to provide civil legal services to the City.

RECITALS

WHEREAS, the Law Firm desires to provide civil legal services to the City and has the skill and expertise necessary to perform the duties as set forth in this Agreement; and

WHEREAS, the City desires to have the Law Firm provide civil legal services to the City.

NOW THEREFORE, IN CONSIDERATION OF the mutual promises contained herein and other good and sufficient consideration the parties agree to the following:

TERMS

1. Scope and Nature of Legal Services.

1.1. General Civil Legal Services. The Law Firm shall provide those civil legal services to the City outlined in the City's Request for Legal Services issued in July 2019 and those related services typically provided by city attorneys, except as otherwise provided herein. The hourly rates for these services shall be as follows: Shareholders $150/hr, Associates $140/hr and paralegals $80/hr.

1.2. Development Matters. The Law Firm will perform legal services in the Land Use/Economic Development area where the project proposer is required to reimburse the City for legal services. These legal services will be billed to the City at the following rates: Shareholders $185/hr, Associates $145/hr and paralegals $80/hr.

1.3. Litigation Matters. Contested case and litigation matters in which representation is not otherwise provided by insurance defense counsel will be billed to the City at the following rates: Shareholders $175/hr, Associates $145/hr and paralegals $80/hr. This category includes eminent domain proceedings, assessment appeals to district court, annexation proceedings, and any litigation (e.g., contract disputes, debt collection and removal of hazardous structures).

1.4. Rates. The rates set forth above shall remain in effect through December 31, 2020, after which the rates shall be subject to review by the parties.

2. Reimbursable Costs and Expenses.

2.1. General Rule. The City will reimburse the Law Firm for actual, necessary, and reasonable costs and expenses incurred by the Law Firm in the performance of the legal services contained in this Agreement.

2.2. Specific Rates.

Description of Costs	Rate
Mileage	I.R.S. Rates
Parking	Actual Cost
Photocopying	$.20 per page
Facsimile	No charge
Postage	Actual Cost
Messenger	Actual Cost
Court Costs	Actual Cost
Arbitration Costs	Actual Cost
Other Contested Case Costs	Actual Cost

2.3. Billing Procedures. Notwithstanding the provisions below regarding billing and payment procedures, the parties understand and agree that certain expenses may not be known to the Law Firm until after the monthly bill for legal services has been prepared and mailed to the City for payment. For example, an arbitrator's award and bill may not arrive until months after all legal services have been provided, billed, and paid.

3. Responsible Attorney and Staff. Joseph J. Langel shall be the primary attorney for the City. Mr. Langel shall be responsible for the performance of this agreement, although he may be assisted by other attorneys or support staff in the firm.

4. Conflict of Interest and Attorney/Client Privilege Issues.

4.1. Conflict of Interest: The Law Firm will notify the City if the Law Firm represents or has ever represented an opposing party in a legal matter, whether within or outside of the retainer. The Law Firm declares that it represents many school districts, cities, counties, and other public entities throughout the State of Minnesota and in the area of the City.

4.2. Attorney/Client Privilege: The Law Firm is authorized to utilize e-mail without encryption to transmit and receive confidential client information. Cordless and cellular telephones may be used by the Law Firm to transmit and receive confidential client information. The City specifically acknowledges that it understands the confidentiality risks associated with inadvertent interception.

5. **Billing Format, Cycle, Payment Expectations and Interest.**

   5.1. Billing Format: The Law Firm will submit monthly statements itemizing legal services rendered for the prior month broken down into the various case files opened for the City.

   5.2. Billing Cycle: The Law Firm will bill monthly for legal services rendered in the prior month. Generally, bills will go out approximately 15 days after the end of the prior month.

   5.3. Payment Expectations: The City will pay the bill of the Law Firm within 30 days or less of its receipt of the bill by forwarding a check to the Law Firm paying for both legal services and expenses shown on the Law Firm's bill.

   5.4. Disputes: If the City disputes any aspect of the Law Firm's bill, the appropriate City representative will contact Joseph J. Langel at the Law Firm stating the nature of the dispute. The parties pledge their mutual good faith in resolving any disputes.

   5.5. Interest: Because the City will be paying the Law Firm's bills within 30 days from their receipt, no interest will be charged. If the City determines that it will be necessary to deviate from that payment schedule, then it will notify the Law Firm. An interest rate of 8% per annum will be charged to the City if it elects a payment schedule greater than 30 days, subject to change as may be mutually agreed between the parties.

6. **Term:** The term of this Agreement will be from September 3, 2019 through August 31, 2024, subject to the right of either party to terminate the Agreement, without cause, upon 60 calendar days' written notice to the other party.

7. **City Approval:** The City Council has approved the Law Firm's performance of legal services for the City during the term of this agreement.

8. **Other.** The City expressly reserves its right to hire independent counsel on matters it determines requires an attorney with expertise in a particular field, such as bond counsel. In such a situation, the City shall remain responsible to the Law Firm for any billings not related to the matter for which special counsel was retained. The City shall only be responsible to the Law Firm for extra expenses in relation to the matter for which special counsel is retained if the City names the Law Firm as co-counsel in the matter or otherwise requests the Law Firm's participation.

THE CITY OF ISANTI

By: _____
Its Mayor

By: _____
Its City Administrator

RATWIK, ROSZAK & MALONEY, P.A.

By: _____
Ann R. Goering, President

J.3.

RESOLUTION 2019-XXX

A RESOLUTION APPROVING AGREEMENT FOR PROSECUTING LEGAL SERVICES

WHEREAS, per City Council Resolution 2019-175, the City Council approved a Request for Proposals (RFP) for both civil and prosecution legal services; and,

WHEREAS, staff advertised the RFP and received three proposals from qualified firms for Prosecution Legal Services. Staff reviewed and rated the proposals and recommended interviewing one of the law firms. Staff and the Mayor interviewed GDO Law firm and recommend acceptance of the proposal from GDO Law;

WHEREAS, GDO Law has also approved the Agreement for Prosecuting Services;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. The Agreement for Prosecution Legal Services between the City of Isanti and GDO Law (as attached) is approved.

2. The contract term will be five years effective October 1, 2019.

This Resolution was duly adopted by the Isanti City Council this 3rd day of September, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

AGREEMENT FOR PROSECUTION SERVICES
BETWEEN
CITY OF ISANTI
AND
GDO LAW

This agreement is by and between the City of Isanti, hereinafter called "City" and GDO Law, hereinafter called "Prosecutor".

WHEREAS, City has need of the services of an attorney at law licensed to practice law in the State of Minnesota to advise and represent the City in municipal prosecutions, and

WHEREAS, Prosecutor is licensed to practice law in the State of Minnesota and is experienced in and familiar with all phases of municipal prosecution and is desirous of providing the prosecution services required by City, and

WHEREAS, the parties hereto desire to enter into a written agreement to set forth the terms, conditions, compensation, duties, responsibilities and other matters relating to Prosecutor providing prosecution services to City.

NOW, THEREFORE, it is agreed by and between City and Prosecutor that City does hereby retain and designate Prosecutor as the Isanti City Prosecutor, effective _____, 2019 for a five-year contract term ending on _____, 2024. Prosecutor does hereby accept the position of Isanti City Prosecutor and agrees to perform the requirements of that position, all on the terms and conditions hereinafter set forth.

1. Designated Attorney. Robb L. Olson and GDO Law is hereby designated as Chief City Prosecutor, with Heather Monnens and Luke McClure of GDO Law designated as Assistant City Prosecutors, who shall conduct all prosecutions for City.

2. Term of Contract – Contract Amount. The contract term is for five years. For all prosecution services, City shall pay Prosecutor a monthly retainer in the sum of $4,083.33 a month or $49,000.00 annually for the first three years of the five-year contract. For the remaining two years of the five-year contract, the City shall pay Prosecutor a monthly retainer in the sum of $4,333.33 a month or $52,000 annually.

3. Prosecutor hereby agrees to perform and furnish the following legal services:
    i. Advise and train all law enforcement personnel with regard to laws relevant to their department and the prosecution of criminal cases as requested.
    ii. Consult with citizens on complaints of ordinance and statute violations.
    iii. Preparation of criminal complaints.

iv. Evaluate all cases for the appropriate charges and correct procedures to be followed.
v. Represent the City in all arraignments and pretrials in criminal matters.
vi. Perform legal research and writing necessary for criminal cases.
vii. Notify all witnesses and officers of necessary court appearances.
viii. Try all criminal court trial and jury trial cases.
ix. Examine, evaluate, prepare briefs and argue all appeals to the Minnesota Court of Appeals and the Minnesota Supreme Court.
x. Perform legal services for motor vehicle forfeitures under Minnesota Statutes §169A.63 and be compensated at the rate of 30% of the net proceeds of the sale of the vehicle, pursuant to statute.

4. Termination of Contract. This contract between City and Prosecutor shall continue in full force and effect until amended in writing by the mutual agreement of the parties hereto or terminated in accordance with the conditions hereinafter contained. Either party to this contract may terminate the same without cause upon 90-days written notice to the other party.

5. City may terminate this contract without advance notice in the event Prosecutor is guilty of malfeasance or nonfeasance in office, has the right to practice law in the State of Minnesota suspended, or disbarred, or is found guilty of a felony.

Executed this _____ day of _____, 2019

Robb L. Olson (Managing Partner GDO Law)

Jeff Johnson, City of Isanti Mayor

Josi Wood, Isanti City Administrator

A Community For Generations.

Isanti

MEMO

To: **Mayor Johnson & City Council Members**

From: Finance Director Betker

Date: September 3, 2019

Subject: 2020 Preliminary Budget and Levy Adoption

Background:

The proposed preliminary property tax levy is $2,996,197 and reflects an increase in the preliminary taxable market value for 2020 of 15.09%. The city will receive updated property tax values from the County in December.

The proposed preliminary property tax rate is 67.81%. An increase of 7.77% from 2019. The average tax from 2005 thru 2019 was 68.50%

As discussed in prior work sessions, other non-levy General Fund revenue sources have been adjusted to reflect prior year trends, rates per the fee schedule, and known agreements and trends.

General Fund expenditures have been adjusted based on prior year actual costs, current year expenditures thru June, actual maintenance agreements and contracted costs. All wages include a 3% COLA for 2020 and include the necessary step increases, where applicable. Dental Insurance, Worker's Compensation, Property/Liability/Volunteer Insurance, and Life/AD&D Insurance have all been adjusted to reflect premiums paid in 2019 and any necessary inflationary factor was applied. Health Insurance has increased 7.5%.

Current Action:
Consider Resolution Setting the 2020 Final Budget and Levy Meeting
Consider Resolution Approving the 2020 Preliminary Budget for the City of Isanti
Consider Resolution Adopting the Proposed 2019 Tax Levy Collectible in 2020 for the City of Isanti

Attachments:
2020 Preliminary Budget
Resolution Setting the 2020 Final Budget and Levy Meeting
Resolution Approving the 2020 Preliminary Budget for the City of Isanti
Resolution Adopting the Proposed 2019 Tax Levy Collectible in 2020 for the City of Isanti

City of Isanti
2020 Preliminary Budget

Tuesday, September 03, 2019

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	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
ESTIMATED MARKET VALUE						357,821,100	316,456,600	277,719,500	271,579,700	258,315,600	269,093,600	305,306,900	310,685,500	345,090,300	382,551,500	440,259,600
TAXABLE MARKET VALUE	193,248,700	246,279,100	309,395,700	349,451,100	370,917,100	351,998,400	313,861,359	236,666,410	231,052,043	217,016,523	227,884,716	264,745,244	268,289,500	307,029,200	340,358,686	391,701,977
% CHANGE FROM PRIOR	25.79%	27.44%	25.63%	12.95%	6.14%	-5.10%	-10.83%	-24.60%	-2.37%	-6.07%	5.01%	16.18%	1.34%	14.44%	10.86%	15.09%
OVERALL CLASS RATE	1.11%	1.11%	1.11%	1.12%	1.13%	1.14%	1.14%	1.18%	1.18%	1.17%	1.15%	1.13%	1.13%	1.13%	1.13%	1.13%
TAX CAPACITY	2,145,822	2,737,017	3,431,034	3,903,681	4,177,727	4,001,059	3,581,937	2,785,454	2,735,234	2,549,798	2,627,703	2,991,743	3,027,012	3,478,309	3,846,053	4,426,232
TAX INCREMENT CAPTURED	47,474	51,194	75,065	99,744	112,551	123,218	122,766	125,772	69,406	72,106	10,316	13,397	15,889	11,246	8,889	8,000
ADJUSTED TAX CAPACITY	2,098,348	2,685,823	3,355,969	3,803,937	4,065,176	3,877,841	3,459,171	2,659,682	2,665,828	2,477,692	2,617,387	2,978,346	3,011,123	3,467,063	3,837,164	4,418,232
GENERAL FUND LEVY (101)	**1,557,205**	**1,841,911**	**2,171,916**	**2,278,024**	**2,245,246**	**2,166,662**	**1,549,996**	**1,373,884**	**1,373,884**	**1,466,097**	**1,298,306**	**1,934,000**	**2,009,086**	**2,172,468**	**1,817,814**	**2,000,000**
CAPITAL MAINT. LEVY (920)																**256,000**
STREET CONST. LEVY (425)																**267,000**
EDA LEVY (108)														**56,327**	**62,565**	**79,819**
ABATEMENT LEVY (101)																**24,066**
2006 GO BOND							150,000	160,000	160,000	175,000	204,916	148,602	0	0		
2008 GO BOND							100,000	100,000	105,000	110,000	110,000	110,000	48,327	0		
2009A GO BOND							25,000	30,000	30,000	35,000	57,095	63,453	0	0		
929 - 2010B GO BOND							125,000	74,000	69,000	0	0	0	250,000	250,000	250,000	85,000
930 - 2011A GO BOND							0	4,819	55,000	6,787	10,000	8,678	7,870	7,061	8,909	7,805
931 - 2014A TAX ABATEMENT							0	0	0	0	227,308	228,126	224,871	221,616	223,611	225,501
932 - 2014B GO BOND							0	0	0	0	49,882	47,702	47,407	52,259	51,692	51,006
DEBT SERVICE LEVY	**0**	**0**	**0**	**0**	**0**	**0**	**400,000**	**368,819**	**419,000**	**326,787**	**659,201**	**606,561**	**578,475**	**530,936**	**534,212**	**369,312**
TOTAL LEVY	**1,557,205**	**1,841,911**	**2,171,916**	**2,278,024**	**2,245,246**	**2,166,662**	**1,949,996**	**1,742,703**	**1,792,884**	**1,792,884**	**1,957,507**	**2,540,561**	**2,587,561**	**2,759,731**	**2,414,591**	**2,996,197**
% CHANGE FROM PRIOR	26.63%	18.28%	17.92%	4.89%	-1.44%	-3.50%	-10.00%	-10.63%	2.88%	0.00%	9.18%	29.79%	1.85%	6.65%	-12.51%	24.09%
$ CHANGE FROM PRIOR	$ 327,518	$ 284,706	$ 330,005	$ 106,108	$ (32,778)	$ (78,584)	$ (216,666)	$ (207,293)	$ 50,181	$ -	$ 164,623	$ 583,054	$ 47,000	$ 172,170	$ (345,140)	$ 581,606
CERTIFIED TAX RATE	74.211%	68.579%	64.718%	59.886%	55.231%	55.873%	56.372%	65.523%	67.254%	72.361%	74.789%	85.301%	85.933%	79.599%	61.818%	TARGET
TAX RATE	74.211%	68.579%	64.718%	59.886%	55.231%	55.873%	56.372%	65.523%	67.254%	72.361%	74.789%	85.301%	85.933%	79.599%	62.926%	67.814%
% CHANGE FROM PRIOR	0.48%	-7.59%	-5.63%	-7.47%	-7.77%	1.16%	0.89%	16.23%	2.64%	7.59%	3.35%	14.06%	0.74%	-7.37%	-20.95%	7.77%
TOTAL LEVY PER CAPITA	$ 300.56	$ 353.81	$ 395.97	$ 410.01	$ 403.17	$ 407.27	$ 368.90	$ 324.59	$ 332.94	$ 331.46	$ 356.10	$ 452.54	$ 447.21	$ 457.59	$ 390.60	
% CHANGE FROM PRIOR	9.72%	17.72%	11.92%	3.55%	-1.67%	1.02%	-9.42%	-12.01%	2.57%	-0.44%	7.43%	27.08%	-1.18%	2.32%	-14.64%	

Bond Issue	Fund	Original Amount	12/31/2018 Cash	(LESS) 2019 Debt Payment	ADD 2019 Levy	ADD 2019 Assessments	PROJECTED 12/31/2019 Cash	12/31/2019 P & I Remaining
2010B GO Improvement Refunding	929	1,825,000	770,138	(321,215)	250,000	4,045	702,968	774,950
2011A GO Improvement	930	790,000	181,110	(87,538)	8,909	19,047	121,528	270,473
2014A GO Tax Abatement Bonds	931	2,560,000	226,658	(209,513)	223,611	-	240,756	2,299,231
2014B General Obligation Bonds	932	390,000	51,266	(49,500)	51,692	-	53,458	236,542

Bond Issue	Fund	12/31/2019 P & I Remaining	PROJECTED 12/31/2019 Cash	(LESS) 2020 Debt Payment	ADD 2020 Levy	ADD 2020 Assessments	PROJECTED 12/31/2020 Cash	12/31/2020 P & I Remaining
2010B GO Improvement Refunding	929	774,950	702,968	(387,950)	85,000		400,018	387,000
2011A GO Improvement	930	270,473	121,528	(90,681)	7,805	19,047	57,699	179,792
2014A GO Tax Abatement Bonds	931	2,299,231	240,756	(211,362)	225,501		254,895	2,087,869
2014B General Obligation Bonds	932	236,542	53,458	48,903	51,006		153,367	285,445

Bond Issue	Fund	12/31/2020 P & I Remaining	PROJECTED 12/31/2020 Cash	(LESS) Future Debt Payment	ADD Future Levies	ADD Future Assessments	PROJECTED Final Maturity Cash	Final Maturity
2010B GO Improvement Refunding	929	387,000	400,018	(387,000)	-		13,018	Dec-21
2011A GO Improvement	930	179,792	57,699	(179,792)	9,367		(112,726)	Feb-22
2014A GO Tax Abatement Bonds	931	2,087,869	254,895	(2,087,869)	1,992,888		159,914	Feb-30
2014B General Obligation Bonds	932	285,445	153,367	(285,445)	147,893		15,815	Feb-24

Total Wages and Benefits
Allocated by Department:

Mayor & Council	$	26,834
Finance/Adiministration	$	408,599
Special Projects	$	74,152
Planning & Zoning	$	97,497
Police	$	1,292,842
Building Inspections	$	46,598
Code Enforcement	$	9,072
General Maintenance	$	36,385
Streets	$	192,573
Sanitation	$	18,084
Parks, Rec & Culture	$	218,819
EDA	$	49,690
Water	$	277,516
Sewer	$	341,218
Storm Water	$	65,464
Liquor	$	418,421
Total	**$**	**3,573,765**

Total Wages and Benefits
Allocated by Fund:

101	$	2,421,456
108	$	49,690
601	$	277,516
602	$	341,218
603	$	65,464
609	$	418,421
Total	**$**	**3,573,765**

2020	1.03		0.895	0.930	0.965	1.000	1.035	1.070	1.105
JOB CLASSIFICATION	**POINTS**		**STEP 1**	**STEP 2**	**STEP 3**	**STEP 4**	**STEP 5**	**STEP 6**	**STEP 7**
City Administrator	864	Per Hour	$ 49.9730	$ 51.9273	$ 53.8815	$ 55.8358	$ 57.7901	$ 59.7443	$ 61.6986
		Annually	$ 103,943.92	$ 108,008.77	$ 112,073.61	$ 116,138.46	$ 120,203.31	$ 124,268.15	$ 128,333.00
Assistant City Administrator / Special Projects	808	Per Hour	$ 46.4103	$ 48.2252	$ 50.0402	$ 51.8551	$ 53.6700	$ 55.4850	$ 57.2999
		Annually	$ 96,533.46	$ 100,308.51	$ 104,083.56	$ 107,858.61	$ 111,633.66	$ 115,408.71	$ 119,183.76
Finance Director	665	Per Hour	$ 42.1911	$ 43.8410	$ 45.4909	$ 47.1409	$ 48.7908	$ 50.4407	$ 52.0907
		Annually	$ 87,757.44	$ 91,189.29	$ 94,621.15	$ 98,053.00	$ 101,484.86	$ 104,916.71	$ 108,348.57
Police Chief	643	Per Hour	$ 39.5779	$ 41.1256	$ 42.6734	$ 44.2211	$ 45.7688	$ 47.3166	$ 48.8643
		Annually	$ 82,322.01	$ 85,541.31	$ 88,760.60	$ 91,979.90	$ 95,199.20	$ 98,418.49	$ 101,637.79
Public Services Director	604	Per Hour	$ 37.9505	$ 39.4346	$ 40.9187	$ 42.4028	$ 43.8869	$ 45.3710	$ 46.8551
		Annually	$ 78,937.05	$ 82,023.97	$ 85,110.90	$ 88,197.82	$ 91,284.74	$ 94,371.67	$ 97,458.59
Community Development Director	551	Per Hour	$ 36.9168	$ 38.3605	$ 39.8041	$ 41.2478	$ 42.6915	$ 44.1352	$ 45.5788
		Annually	$ 76,786.94	$ 79,789.78	$ 82,792.62	$ 85,795.46	$ 88,798.30	$ 91,801.14	$ 94,803.98
Liquor Store Manager	358	Per Hour	$ 30.6573	$ 31.8562	$ 33.0550	$ 34.2539	$ 35.4528	$ 36.6517	$ 37.8506
		Annually	$ 63,767.12	$ 66,260.81	$ 68,754.49	$ 71,248.18	$ 73,741.87	$ 76,235.55	$ 78,729.24
Police Investigator **(Union)**	297	Per Hour	$ 29.5919	$ 30.6837	$ 31.7755	$ 32.8570	$ 33.9488	$ 35.0406	$ 36.1324
		Annually	$ 61,551.15	$ 63,822.10	$ 66,093.04	$ 68,342.56	$ 70,613.50	$ 72,884.45	$ 75,155.39
Human Resources/City Clerk	280	Per Hour	$ 30.0866	$ 31.2631	$ 32.4397	$ 33.6163	$ 34.7929	$ 35.9694	$ 37.1460
		Annually	$ 62,580.08	$ 65,027.35	$ 67,474.61	$ 69,921.88	$ 72,369.15	$ 74,816.41	$ 77,263.68
Parks, Rec, Culture Manager	242	Per Hour	$ 25.9921	$ 27.0085	$ 28.0250	$ 29.0414	$ 30.0579	$ 31.0743	$ 32.0908
		Annually	$ 54,063.48	$ 56,177.69	$ 58,291.91	$ 60,406.12	$ 62,520.33	$ 64,634.55	$ 66,748.76
Assistant Finance Director	233	Per Hour	$ 24.9173	$ 25.8918	$ 26.8662	$ 27.8406	$ 28.8150	$ 29.7894	$ 30.7639
		Annually	$ 51,828.07	$ 53,854.87	$ 55,881.66	$ 57,908.46	$ 59,935.26	$ 61,962.05	$ 63,988.85
Planner	233	Per Hour	$ 24.9173	$ 25.8918	$ 26.8662	$ 27.8406	$ 28.8150	$ 29.7894	$ 30.7639
		Annually	$ 51,828.07	$ 53,854.87	$ 55,881.66	$ 57,908.46	$ 59,935.26	$ 61,962.05	$ 63,988.85
Asst Liquor Store Manager	195	Per Hour	$ 22.0635	$ 22.9263	$ 23.7891	$ 24.6519	$ 25.5147	$ 26.3775	$ 27.2404
		Annually	$ 45,891.99	$ 47,686.65	$ 49,481.31	$ 51,275.97	$ 53,070.63	$ 54,865.29	$ 56,659.95
Police Secretary	183	Per Hour	$ 21.5812	$ 22.4251	$ 23.2691	$ 24.1131	$ 24.9570	$ 25.8010	$ 26.6449
		Annually	$ 44,888.86	$ 46,644.29	$ 48,399.72	$ 50,155.15	$ 51,910.58	$ 53,666.01	$ 55,421.44
Utility Billing / Accounting Clerk	173	Per Hour	$ 20.3891	$ 21.1865	$ 21.9838	$ 22.7812	$ 23.5785	$ 24.3758	$ 25.1732
		Annually	$ 42,409.40	$ 44,067.86	$ 45,726.33	$ 47,384.80	$ 49,043.27	$ 50,701.74	$ 52,360.20
Receptionist / Utility Billing Clerk	150	Per Hour	$ 18.7613	$ 19.4949	$ 20.2286	$ 20.9623	$ 21.6960	$ 22.4297	$ 23.1633
		Annually	$ 39,023.42	$ 40,549.48	$ 42,075.53	$ 43,601.59	$ 45,127.65	$ 46,653.70	$ 48,179.76
Deputy City Clerk / Human Resources	150	Per Hour	$ 18.7613	$ 19.4949	$ 20.2286	$ 20.9623	$ 21.6960	$ 22.4297	$ 23.1633
		Annually	$ 39,023.42	$ 40,549.48	$ 42,075.53	$ 43,601.59	$ 45,127.65	$ 46,653.70	$ 48,179.76
Receptionist / Secretary / Data Entry	144	Per Hour	$ 18.0397	$ 18.7451	$ 19.4506	$ 20.1560	$ 20.8615	$ 21.5670	$ 22.2724
		Annually	$ 37,522.48	$ 38,989.84	$ 40,457.20	$ 41,924.56	$ 43,391.92	$ 44,859.28	$ 46,326.64
MS4 Technician	142	Per Hour	$ 17.6328	$ 18.3224	$ 19.0119	$ 19.7015	$ 20.3911	$ 21.0806	$ 21.7702
Liquor Store Clerk II	125	Per Hour	$ 16.0141	$ 16.6404	$ 17.2666	$ 17.8929	$ 18.5192	$ 19.1454	$ 19.7717
Liquor Store Clerk III	125	Per Hour	$ 14.6038	$ 15.1749	$ 15.7460	$ 16.3171	$ 16.8882	$ 17.4593	$ 18.0304
Liq. Store Clerk less than 20	125	Per Hour	$ 11.8943	$ 12.3594	$ 12.8246	$ 13.2897	$ 13.7548	$ 14.2200	$ 14.6851
Custodian	125	Per Hour	$ 11.8860	$ 12.3509	$ 12.8157	$ 13.2805	$ 13.7453	$ 14.2101	$ 14.6750
			START	**STEP 1**	**STEP 2**	**STEP 3**	**STEP 4**	**STEP 5**	**STEP 6**
Police Lieutenant **(Union)**	394	Per Hour	$ 39.0885	$ 40.1494	$ 40.8910				
		Annually	$ 81,304.08	$ 83,510.75	$ 85,053.28				
Police Officer Full-Time **(Union)**	280	Per Hour	$ 29.1799	$ 30.1790	$ 31.2090	$ 32.2905	$ 33.4029	$ 34.5050	$ 35.6380
		Annually	$ 60,694.19	$ 62,772.32	$ 64,914.72	$ 67,164.24	$ 69,478.03	$ 71,770.40	$ 74,127.04
Police Officer Part-Time	280	Per Hour	$ 28.6649	$ 29.6640	$ 30.6940	$ 31.7755	$ 32.8879	$ 33.9900	$ 35.1230
		Annually	$ 59,622.99	$ 61,701.12	$ 63,843.52	$ 66,093.04	$ 68,406.83	$ 70,699.20	$ 73,055.84
Code Enforcement Officer Part-Time	142	Per Hour	$ 17.6328	$ 18.3224	$ 19.0119	$ 19.7015	$ 20.3911	$ 21.0806	$ 21.7702
			START	**6 MONTHS**	**1 YEAR**	**2 YEAR**	**3 YEAR**	**4 YEAR**	**5 YEAR**
Maintenance Tech I **(Union)**		Per Hour	$ 18.0283	$ 18.7112	$ 19.4046	$ 20.1085	$ 20.8124	$ 21.5163	$ 22.2412
		Annually	$ 37,498.86	$ 38,919.30	$ 40,361.57	$ 41,825.68	$ 43,289.79	$ 44,753.90	$ 46,261.70
Maintenance Tech II **(Union)**	188	Per Hour	$ 22.3253	$ 23.1867	$ 24.0587	$ 24.9307	$ 25.7817	$ 26.6852	$ 27.5572
		Annually	$ 46,436.62	$ 48,228.34	$ 50,042.10	$ 51,855.86	$ 53,625.94	$ 55,505.22	$ 57,318.98
Equipment Mechanic **(Union)**		Per Hour	$ 24.4580	$ 25.3825	$ 26.3385	$ 27.2946	$ 28.2506	$ 29.2172	$ 30.1942
		Annually	$ 50,872.64	$ 52,795.60	$ 54,784.08	$ 56,772.77	$ 58,761.25	$ 60,771.78	$ 62,803.94
Working Foreman/Leadman **(Union)**	280	Per Hour	$ 28.3767	$ 28.5238	$ 29.5954	$ 30.6880	$ 31.7701	$ 32.8102	$ 33.9029
		Annually	$ 59,023.54	$ 59,329.50	$ 61,558.43	$ 63,831.04	$ 66,081.81	$ 68,245.22	$ 70,518.03

	By Department		Annual Hours	Hourly Rate	2020 Salary	2020 Sick/Vac Pay	2020 Holiday	2020 Certificates	2020 HINS	2020 Total Pay
Mayor and City Council										
Mayor	100%	Mayor			$ 5,225.00					$ 5,225.00
4 City Council	100%	Council			$ 16,552.00					$ 16,552.00
26 Meetings					$ 21,777.00					$ 21,777.00
EDA Board										
5 City Council Members					$ 3,000.00					$ 3,000.00
2 Members					$ 600.00					$ 600.00
12 Meetings	100%	EDA			$ 3,600.00					$ 3,600.00
Parks Rec & Culture Board										
1 City Council Member					$ 550.00					$ 550.00
4 Members					$ 1,100.00					$ 1,100.00
11 Meetings	100%	PRC			$ 1,650.00					$ 1,650.00
Planning Commission										
5 City Council Members					$ 3,000.00					$ 3,000.00
2 Members					$ 600.00					$ 600.00
12 Meetings	100%	Plan/Zone			$ 3,600.00					$ 3,600.00
Committee of the Whole										
5 City Council Members					$ 3,000.00					$ 3,000.00
12 Meetings										$ -
	100%	Admin			$ 3,000.00					$ 3,000.00
Other Commissions, Boards and Advisory Committees										
1 City Council Member					$ 3,150.00					$ 3,150.00
										$ -
	100%	Council			$ 3,150.00					$ 3,150.00

		By Department	Annual Hours	Hourly Rate	2020 Salary	2020 Sick/Vac Pay	2020 Holiday	2020 Certificates	2020 HINS	2020 Total Pay
Administration Department										
City Administrator		70.0% Admin								$ 128,333.00
1/1/2020	Step 7	10.0% Water Adm.	2,080	$61.70	$128,333.00					
		10.0% Sewer Adm.								
		10.0% Liquor Adm.								
Asst. City Admin / Special Projects		70.0% Spec. Proj.								$ 79,646.84
1/1/2020	Step 7	10.0% Water Adm.	1,040	$ 57.30	$ 59,591.88	$ 20,054.96				
		10.0% Sewer Adm.								
		10.0% Liquor Adm.								
Finance Director		70.0% Admin								$ 103,425.17
1/1/2020	Step 5	10.0% Water Adm.	904	$48.79	$ 44,106.88					
6/5/2020	Step 6	10.0% Sewer Adm.	1,176	$50.44	$ 59,318.29					
		10.0% Liquor Adm.								
HR Director / City Clerk		70.0% Admin								$ 68,698.25
1/1/2020	Step 3	10.0% Water Adm.	1,040	$32.44	$ 33,737.31					
6/30/2020	Step 4	10.0% Sewer Adm.	1,040	$33.62	$ 34,960.94					
		10.0% Liquor Adm.								
Deputy City Clerk / Human Resources		70.0% Admin								$ 40,549.48
1/1/2020	Step 2	10.0% Water Adm.	2,080	$19.49	$ 40,549.48					
		10.0% Sewer Adm.								
		10.0% Liquor Adm.								
Asst Finance Director		70.0% Admin							WAIVE	$ 58,742.56
1/1/2020	Step 4	10.0% Water Adm.	1,224	$27.84	$ 34,076.90					
8/1/2020	Step 5	10.0% Sewer Adm.	856	$28.82	$ 24,665.66					
		10.0% Liquor Adm.								
Receptionist / Utility Billing Clerk		25% Admin								$ 48,179.76
1/1/2020	Step 7	3.5% Plan/Zone	2,080	$23.16	$ 48,179.76					
		10% Bldg Insp								
		3.5% PRC								
		3.0% EDA								
		25% Water Adm.								
		25% Sewer Adm.								
		5% Liquor Adm.								
Utility Billing / Accounting Clerk		45.0% Water							WAIVE	$ 47,116.89
1/1/2020	Step 3	45.0% Sewer	336	$21.98	$ 7,386.56					
2/27/2020	Step 4	10.0% Storm	1,744	$22.78	$ 39,730.33					
TOTAL ADMINISTRATION DEPARTMENT										**$ 574,691.95**

		By Department	Annual Hours	Hourly Rate	2020 Salary	2020 Sick/Vac Pay	2020 Holiday	2020 Certificates	2020 HINS	2020 Total Pay
Community Development Department										
Community Development Director		50% Plan/Zone								$ 87,851.25
1/1/2020	Step 4	5% Bldg Insp	656	$41.25	$ 27,058.57					
4/23/2020	Step 5	5% Code Enf.	1,424	$42.69	$ 60,792.68					
		40% EDA								
Planner		50% Plan/Zone							WAIVE	$ 57,339.40
1/1/2020	Step 3	45% Bldg Insp	584	$26.87	$ 15,689.85					
4/10/2020	Step 4	5% Code Enf.	1,496	$27.84	$ 41,649.55					
TOTAL COMMUNITY DEVELOPMENT DEPARTMENT										**$ 145,190.65**

		By Department	Annual Hours	Hourly Rate	2020 Salary	2020 Sick/Vac Pay	2020 Holiday	2020 Certificates	2020 HINS	2020 Total Pay
Police Department										
Chief		100% Police								$ 100,238.63
1/1/2020	Step 6		904	$47.32	$ 42,774.19					
6/5/2020	Step 7		1,176	$48.86	$ 57,464.44					
Lieutenant		100% Police								$ 84,900.22
1/1/2020	Start		2,080	$39.09	$ 81,304.08		$ 3,596.14			
Investigator		100% Police							WAIVE	$ 79,204.57
1/1/2020	Step 7		2,080	$36.13	$ 75,155.39		$ 3,324.18	$ 725.00		
Officer		100% Police							WAIVE	$ 72,653.15
1/1/2020	Step 3		560	$ 32.29	$ 18,082.68					
4/7/2020	Step 4		1,520	$ 33.40	$ 50,772.41		$ 3,073.07	$ 725.00		
Officer		100% Police								$ 64,103.74
1/1/2020	Start		2,080	$ 29.18	$ 60,694.19	$ -	$ 2,684.55	$ 725.00		
Officer		100% Police								$ 57,582.24
1/1/2020	Start		288	$ 29.18	$ 8,403.81					
2/19/2020	Step 1		1,792	$ 30.18	$ 54,080.77		$ 2,776.47	$ 725.00		
Officer		100% Police								$ 47,442.09
1/1/2020	Start		624	$ 29.18	$ 18,208.26					
4/17/2020	Step 1		1,456	$ 30.18	$ 43,940.62	$ -	$ 2,776.47	$ 725.00		
Officer		100% Police								$ 64,103.74
1/1/2020	Start		2,080	$ 29.18	$ 60,694.19	$ -	$ 2,684.55	$ 725.00		
Officer		100% Police								$ 79,841.36
1/1/2020	Step 6		2,080	$ 35.64	$ 74,127.04	$ 1,710.62	$ 3,278.70	$ 725.00		
Police Secretary		100% Police								$ 56,167.50
1/1/2020	Step 7		2,080	$26.64	$ 55,421.44	$ 746.06				
PT Data Entry Clerk		100% Police								$ 23,163.32
1/1/2020	Step 7		1,040	$22.27	$ 23,163.32					
Code Enf. Officer		100% Police PT								$ 18,355.79
	Start		1,041	$ 17.63	$ 18,355.79					
		100% Police								
		100% Police	1,200	$ 2.00	$ 2,400.00					$ 2,400.00
PT Officers		100% Police PT								$ 60,000.00
OT Officers		100% Police OT								$ 40,000.00
TOTAL POLICE DEPARTMENT										**$ 850,156.36**

		By Department	Annual Hours	Hourly Rate	2020 Salary	2020 Sick/Vac Pay	2020 Holiday	2020 Certificates	2020 HINS	2020 Total Pay
Public Services Department										
Public Services Director		4.1% Gen Maint							WAIVE	$ 88,883.05
1/1/2020	Step 3	21.2% Streets	624	$ 40.92	$ 25,533.27					
4/17/2020	Step 4	1.0% Sanitation	1,456	$ 42.40	$ 61,738.47					
		25.0% PRC			$ 87,271.74	$ 1,611.31				
		18.6% Water								
		25.8% Sewer								
		4.3% Storm								
Foreman		4.8% Gen Maint								$ 69,868.02
1/1/2020	6 mos.	24.6% Streets	744	$ 29.66	$ 22,070.58					
5/8/2020	Year 1	1.1% Sanitation	1,336	$ 30.78	$ 41,121.03					
Licenses	C/D, Pest	13.1% PRC	2,080	$ 2.60	$ 5,408.00					
		21.5% Water			$ 68,599.61	$ 1,268.41				
		29.9% Sewer								
		5.0% Storm								
Mntc Tech II		4.8% Gen Maint								$ 67,372.50
1/1/2020	Year 5	24.6% Streets	2,080	$ 28.66	$ 59,611.74					
Licenses	C/D, Utility Lead	1.1% Sanitation	2,080	$ 3.15	$ 6,552.00					
		13.1% PRC			$ 66,163.74	$ 1,208.76				
		21.5% Water								
		29.9% Sewer								
		5.0% Storm								
Mntc Tech II		4.8% Gen Maint								$ 65,019.74
1/1/2020	Year 5	24.6% Streets	2,080	$ 28.66	$ 59,611.74					
Licenses	C/D, Pest	1.1% Sanitation	2,080	$ 2.60	$ 5,408.00		$52,471.12			
		13.1% PRC			$ 65,019.74					
		21.5% Water								
		29.9% Sewer								
		5.0% Storm								
Equipment Mechanic		4.8% Gen Maint								$ 65,316.09
1/1/2020	Year 5	24.6% Streets	2,080	$ 31.40	$ 65,316.09					
Licenses		1.1% Sanitation	2,080		$ -					
		13.1% PRC			$ 65,316.09					
		21.5% Water								
		29.9% Sewer								
		5.0% Storm								

		By Department	Annual Hours	Hourly Rate	2020 Salary	2020 Sick/Vac Pay	2020 Holiday	2020 Certificates	2020 HINS	2020 Total Pay
Mntc Tech II		4.8% Gen Maint								$ 49,739.57
1/1/2020	6 mos.	24.6% Streets	824	$ 23.19	$ 19,105.84					
5/22/2020	1 year	1.1% Sanitation	1,256	$ 24.06	$ 30,217.73					
Licenses	Pest	13.1% PRC	2,080	$ 0.20	$ 416.00					
		21.5% Water			$ 49,739.57					
		29.9% Sewer								
		5.0% Storm								
Mntc Tech II		4.8% Gen Maint								$ 49,461.04
1/1/2020	Start	24.6% Streets	48	$ 22.33	$ 1,071.61					
1/8/2020	6 mos.	1.1% Sanitation	1,048	$ 23.19	$ 24,299.66					
7/8/2020	1 year	13.1% PRC	984	$ 24.06	$ 23,673.76					
Licenses	Pest	21.5% Water	2080	$ 0.20	$ 49,461.04					
		29.9% Sewer								
		5.0% Storm								
Mntc Tech II		4.8% Gen Maint								$ 49,017.29
1/1/2020	Start	24.6% Streets	304	$ 22.33	$ 6,786.89					
2/21/2020	6 mos.	1.1% Sanitation	1,048	$ 23.19	$ 24,299.66					
8/21/2020	1 year	13.1% PRC	728	$ 24.06	$ 17,514.73					
Licenses	Pest	21.5% Water	2,080	$ 0.20	$ 49,017.29					
		29.9% Sewer								
		5.0% Storm								
Parks, Recreation & Culture Manager		100.0% PRC							WAIVE	$ 57,625.12
1/1/2020	Step 2		656	$27.01	$ 17,717.58					
4/23/2020	Step 3		1,424	$28.02	$ 39,907.54					
Custodian		100.0% PRC PT								$ 3,708.45
1/1/2020	Step 1		312	$11.89	$ 3,708.45					
MS4 Tech		100.0% Storm								$ 18,365.74
1/1/2020	Step 1		1,000	$17.63	$ 17,632.84					
12/15/2020	Step 2		40	$18.32	$ 732.90					
Seasonal		17.7% Streets PT								$ 27,135.00
		29.1% Sanitation PT								
		53.2% PRC PT								
TOTAL PUBLIC SERVICES DEPARTMENT										**$ 611,511.58**

		By Department	Annual Hours	Hourly Rate	2020 Salary	2020 Sick/Vac Pay	2020 Holiday	2020 Certificates	2020 HINS	2020 Total Pay
Liquor Store										
Manager		100% Liquor								$ 78,729.24
1/1/2020	Step 7		2,080	$37.85	$ 78,729.24					
Asst. Manger		100% Liquor								$ 50,288.91
1/1/2020	Step 3		1,144	$23.79	$ 27,214.72					
7/19/2020	Step 4		936	$24.65	$ 23,074.19					
Clerk II		100% Liquor								$ 35,779.36
1/1/2020	Step 2		216	$16.64	$ 3,594.33					
2/6/2020	Step 3		1,864	$17.27	$ 32,185.03					
Clerk III		100% Liquor								
1/1/2020	Step 3		1,248	$15.75	$ 19,651.01					$ 19,651.01
Clerk III		100% Liquor								
1/1/2020	Step 2		1,248	$15.17	$ 18,938.28					$ 18,938.28
PT Clerk	Step 2	100% Liquor PT	544	$12.36	$ 6,723.53					$ 43,782.04
PT Clerk	Step 2		544	$12.36	$ 6,723.53					
PT Clerk	Step 2		544	$12.36	$ 6,723.53					
PT Clerk	Step 1		544	$11.89	$ 6,470.49					
PT Clerk	Step 1		544	$11.89	$ 6,470.49					
PT Clerk	Step 1		544	$11.89	$ 6,470.49					
PT Clerk	Shift Differential		2,800	$1.50	$ 4,200.00					
Total Part Time Clerks					$ 43,782.04					
TOTAL LIQUOR STORE										**$ 247,168.84**

Title	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	FINAL 2018 BUDGET	FINAL 2019 BUDGET	PROPOSED 2020 BUDGET
GENERAL FUND REVENUES	$ 3,646,742.59	$ 3,793,002.16	$ 4,036,646.96	$ 3,900,718.00	$ 4,121,357.00	$ 4,021,924.00
COUNCIL	$ 26,900.81	$ 34,435.85	$ 33,826.64	$ 41,323.00	$ 41,656.00	$ 41,425.00
ELECTIONS	$ 7,787.62	$ 1,137.50	$ 9,626.77	$ 15,560.00	$ 1,350.00	$ 8,860.00
FINANCIAL ADMINISTRATION	$ 483,427.83	$ 481,921.72	$ 445,597.78	$ 481,401.00	$ 472,248.00	$ 558,270.00
SPECIAL PROJECTS	$ -	$ -	$ -	$ -	$ 137,959.00	$ 84,541.00
PLANNING AND ZONING	$ 101,457.25	$ 134,645.25	$ 104,930.72	$ 121,733.00	$ 156,605.00	$ 141,963.00
MUNICIPAL BUILDING	$ 37,183.92	$ 33,705.25	$ 39,322.74	$ 40,261.00	$ 55,286.00	$ 41,357.00
POLICE ADMINISTRATION	$ 1,246,995.43	$ 1,310,798.47	$ 1,195,399.77	$ 1,195,376.00	$ 1,445,554.00	$ 1,498,818.00
FIRE PROTECTION	$ 203,124.96	$ 209,042.80	$ 224,513.40	$ 233,593.00	$ 233,789.00	$ 249,505.00
BUILDING INSPECTION ADMIN	$ 185,275.74	$ 162,662.70	$ 362,032.38	$ 371,560.00	$ 312,610.00	$ 321,227.00
CODE ENFORCEMENT	$ 39,456.03	$ 33,044.69	$ 43,795.07	$ 49,977.00	$ 54,342.00	$ 15,419.00
CIVIL DEFENSE	$ 2,140.00	$ 2,140.00	$ -	$ 2,300.00	$ 2,300.00	$ 2,300.00
ANIMAL CONTROL	$ 4,705.01	$ 4,720.03	$ 3,722.29	$ 5,309.00	$ 4,887.00	$ 4,874.00
GENERAL CITY MAINTENANCE	$ 45,464.69	$ 50,911.84	$ 47,642.36	$ 54,010.00	$ 57,991.00	$ 61,103.00
HWYS, STREETS, & ROADS	$ 346,286.81	$ 355,234.03	$ 395,378.35	$ 390,727.00	$ 396,771.00	$ 388,210.00
STREET LIGHTING	$ 71,766.26	$ 60,556.71	$ 64,635.77	$ 80,000.00	$ 60,000.00	$ -
SANITATION ADMINISTRATION	$ 32,982.85	$ 16,501.32	$ 17,725.39	$ 18,377.00	$ 19,670.00	$ 23,843.00
PARK,REC,CULTURE	$ 281,848.55	$ 364,461.54	$ 364,755.94	$ 430,175.00	$ 393,414.00	$ 373,466.00
TRANSFERS	$ -	$ -	$ 270,356.55	$ 12,705.00	$ 152,286.00	$ 167,563.00
MISCELLANEOUS FUNDS	$ 159,454.51	$ 153,445.40	$ 977,249.26	$ 121,071.00	$ 123,965.00	$ 100,066.00
GENERAL FUND EXPENDITURES	$ 3,276,263.88	$ 3,409,365.10	$ 4,707,748.18	$ 3,665,458.00	$ 3,984,724.00	$ 3,998,269.00
NET INCOME / (LOSS)	$ 370,478.71	$ 383,637.06	$ (671,101.22)	$ 235,260.00	$ 136,633.00	$ 23,655.00

Account Number	Title	Category	2020 PROPOSED 2020 BUDGET	2019 2019 BUDGET	2018 2018 BUDGET	2018 2018 ACTUAL	2017 2017 ACTUAL	2016 2016 ACTUAL
101	**GENERAL FUND REVENUES**							
101-25300	Unreserved Fund Balance			**$ 522,377.00**				
101-31000	General Property Taxes	Taxes	$ 2,024,066	$ 1,817,814.00	$ 2,172,468.00	$ 2,146,873.30	$ 1,986,166.84	$ 1,888,013.92
101-31001	General Prop Taxes-Delinq	Taxes	$ 24,000	$ -	$ -	$ 19,720.81	$ 27,623.19	$ 25,452.39
101-31801	Tax Forfeited Sales	Taxes	$ 2,600	$ -	$ -	$ 2,547.18	$ 1,726.15	$ 4,730.82
101-31900	Penalties and Interest DelTax	Taxes	$ 2,200	$ -	$ -	$ 1,023.60	$ 2,745.82	$ 3,535.84
TOTAL	**TAXES**		**$ 2,052,866**	**$ 1,817,814.00**	**$ 2,172,468.00**	**$ 2,170,164.89**	**$ 2,018,262.00**	**$ 1,921,732.97**
101-32100	Business Licenses/Permits	Licenses and Permits	$ 12,200	$ 13,000.00	$ 13,000.00	$ 12,525.00	$ 11,487.50	$ 13,350.00
101-32200	Non-Business Licenses/Permits	Licenses and Permits	$ 12,900	$ 300,000.00	$ 325,000.00	$ 15,420.00	$ 9,940.00	$ 14,205.00
101-32210	Building Permit Fee	Licenses and Permits	$ 198,100	$ -	$ -	$ 190,248.29	$ 210,051.95	$ 187,904.56
101-32211	Plan Check Fee-Bldg.Permit	Licenses and Permits	$ 95,000	$ -	$ -	$ 110,426.14	$ 80,249.58	$ 93,247.12
101-32212	Plumbing Fee-Bldg.Permit	Licenses and Permits	$ 14,700	$ -	$ -	$ 16,734.00	$ 11,408.00	$ 18,026.71
101-32213	Mechanical Fee-Bldg.Permit	Licenses and Permits	$ 12,400	$ -	$ -	$ 12,961.40	$ 9,294.00	$ 18,546.47
101-32216	S/W Connection Fee	Licenses and Permits	$ 1,300	$ -	$ -	$ 2,225.00	$ 900.00	$ -
101-32217	Sprinkler Fee	Licenses and Permits	$ 300	$ -	$ -	$ 612.00	$ -	$ 50.00
101-32218	License Verification Fee	Licenses and Permits	$ 1,500	$ -	$ -	$ 1,425.00	$ 1,530.00	$ 1,388.40
101-32219	Electrical Permit	Licenses and Permits	$ 22,700	$ -	$ -	$ 24,139.50	$ 22,583.00	$ 19,297.00
101-32240	Animal Licenses	Licenses and Permits	$ 3,600	$ -	$ -	$ 3,530.00	$ 4,235.00	$ 2,460.00
101-32250	Special Vehicle Permit	Licenses and Permits	$ 700	$ -	$ -	$ 800.00	$ 650.00	$ 850.00
TOTAL	**LICENSES/PERMITS**		**$ 375,400**	**$ 313,000.00**	**$ 338,000.00**	**$ 391,046.33**	**$ 362,329.03**	**$ 369,325.26**
101-33100	Federal Grants and Aids	Intergovernmental	$ 8,600	$ 10,000.00	$ 5,000.00	$ 6,476.91	$ 10,905.71	$ 8,057.10
101-33400	State Grants and Aids	Intergovernmental	$ 200	$ -	$ -	$ -	$ -	$ 1,000.00
101-33401	Local Government Aid	Intergovernmental	$ 737,393	$ 635,435.00	$ 631,811.00	$ 631,811.00	$ 585,308.50	$ 581,099.00
101-33403	LGA-Market Value Credit	Local Govt Aid	$ -	$ -	$ -	$ 390.89	$ 18.38	$ 14.37
101-33404	PERA Rate Increase Aid	Intergovernmental	$ 1,200	$ 1,205.00	$ 1,205.00	$ 1,205.00	$ 1,204.50	$ 1,205.00
101-33416	Police Training Reimbursement	Intergovernmental	$ -	$ -	$ -	$ -	$ -	$ (287.70)
101-33418	Muni State Aid St Maintenance	Intergovernmental	$ 68,500	$ 65,864.00	$ 58,734.00	$ 65,864.00	$ 58,734.00	$ 59,117.00
101-33423	POST Training Aid	Intergovernmental	$ 6,400	$ 3,500.00	$ 3,000.00	$ 10,527.04	$ 3,497.20	$ 3,126.61
101-33424	Police State Aid	Intergovernmental	$ 75,000	$ 72,775.00	$ 62,500.00	$ 73,225.81	$ 72,776.57	$ 66,150.45
101-33601	Regional Grants	Intergovernmental	$ -	$ -	$ -	$ -	$ 2,500.00	$ -
TOTAL	**INTERGOVERNMENTAL**		**$ 897,293**	**$ 788,779.00**	**$ 762,250.00**	**$ 789,500.65**	**$ 734,944.86**	**$ 719,481.83**
101-34100	General Gov t Charges for Svcs	Charges for Services	$ 3,700	$ 4,000.00	$ 3,000.00	$ 3,511.90	$ 3,410.12	$ 4,648.32
101-34103	Zoning and Subdivision Fees	Charges for Services	$ 12,800	$ 11,000.00	$ 8,000.00	$ 15,000.00	$ 10,935.00	$ 12,190.00
101-34106	Advertising Revenue	Charges for Services	$ 1,500	$ 4,200.00	$ 4,200.00	$ 3,523.75	$ -	$ -
101-34110	Land Rent	Charges for Services	$ 3,500	$ 900.00	$ 900.00	$ 1,028.15	$ 4,381.56	$ 7,328.97
101-34112	Dog Rm/Bd Charges	Charges for Services	$ 700	$ 500.00	$ 500.00	$ 395.00	$ 792.00	$ 946.00
101-34113	Community Ctr Rent Revenue	Charges for Services	$ 15,500	$ 12,000.00	$ 11,000.00	$ 15,112.75	$ 17,483.93	$ 11,232.50
101-34114	Copy Machine Copy Sales	Charges for Services	$ 200	$ -	$ -	$ 134.96	$ 158.00	$ 258.25
101-34115	Lease Revenue	Charges for Services	$ 106,944	$ 105,037.00	$ 124,800.00	$ 109,466.14	$ 126,150.48	$ 123,740.97
101-34200	Police Charges for Services	Charges for Services	$ 400	$ 700.00	$ 450.00	$ 2,125.27	$ 398.88	$ 476.25
101-34205	Pawn Shop Transactions	Charges for Services	$ 1,600	$ 2,100.00	$ 2,000.00	$ 1,659.50	$ 2,750.40	$ 1,594.10
101-34206	School Dist Resource Officer	Charges for Services	$ 88,471	$ 76,000.00	$ 29,300.00	$ 60,162.43	$ 28,721.78	$ 27,737.50
101-34212	Nuisance Abatement	Charges for Services	$ 2,800	$ 2,000.00	$ -	$ 2,546.97	$ 2,844.45	$ 3,132.25
101-34300	PW Other Charges for Scvs	Charges for Services	$ 1,100	$ 800.00	$ 750.00	$ 1,265.70	$ 1,024.00	$ 793.00
101-34304	Street Cut Charges	Charges for Services	$ 3,500	$ 1,800.00	$ 1,000.00	$ 6,275.00	$ 3,020.00	$ 1,290.00
101-34305	Snow Removal	Charges for Services	$ 100	$ 100.00	$ 700.00	$ 9.52	$ 15.96	$ 405.89
101-34306	Weed/Grass Removal	Charges for Services	$ -	$ -	$ -	$ (95.63)	$ 1,723.87	$ 435.52
101-34700	Park Rental Fees	Charges for Services	$ 800	$ 1,500.00	$ 1,500.00	$ 1,010.00	$ 240.00	$ 1,500.00
101-34750	Rec Program Fees	Charges for Services	$ 350	$ 350.00	$ 350.00	$ 290.69	$ 367.90	$ 364.28
101-34780	Park Fees	Charges for Services	$ -	$ -	$ -	$ 65.00	$ 50.00	$ -
101-34951	Surplus Property Rev	Charges for Services	$ 250	$ -	$ -	$ -	$ -	$ 693.50
TOTAL	**CHARGES FOR SERVICES**		**$ 244,215**	**$ 222,987.00**	**$ 188,450.00**	**$ 223,487.10**	**$ 204,468.33**	**$ 198,767.30**
101-35000	Fines and Forfeits	Fines and Forfeitures	$ -	$ -	$ -	$ 32.03	$ 200.00	$ 470.00
101-35102	Parking Fines	Fines and Forfeitures	$ 1,600	$ 1,000.00	$ 400.00	$ 2,440.00	$ 1,140.00	$ 640.00
101-35105	Highway Fines	Fines and Forfeitures	$ 33,100	$ 28,000.00	$ 24,000.00	$ 35,523.33	$ 32,488.15	$ 28,622.99
101-35106	Dog Impound Fee	Fines and Forfeitures	$ 1,300	$ 1,250.00	$ 1,000.00	$ 1,279.00	$ 1,195.00	$ 1,750.00
101-35107	NSF Fines	Fines and Forfeitures	$ -	$ -	$ -	$ -	$ -	$ 30.00
101-35108	Bldg.Inspection Penalty	Fines and Forfeitures	$ -	$ -	$ -	$ -	$ -	$ 95.87
101-35120	AdministrativeTraffic Citation	Fines and Forfeitures	$ 11,600	$ 8,000.00	$ 5,500.00	$ 14,640.00	$ 9,960.00	$ 7,835.00
101-35130	Administrative Citation	Fines and Forfeitures	$ 2,200	$ 2,000.00	$ 1,500.00	$ 2,707.79	$ 2,093.84	$ 1,315.00
TOTAL	**FINES AND FORFEITURES**		**$ 49,800**	**$ 40,250.00**	**$ 32,400.00**	**$ 56,622.15**	**$ 47,076.99**	**$ 40,758.86**
101-36200	Miscellaneous Revenues	Miscellaneous	$ 2,400	$ 3,000.00	$ 1,000.00	$ 468.77	$ 2,821.00	$ 5,887.96
101-36201	Refunds & Reimbursements	Miscellaneous	$ 13,600	$ 24,000.00	$ 25,000.00	$ 7,748.02	$ 13,148.55	$ 29,498.96
101-36210	Interest Earnings	Interest Earnings	$ 17,000	$ 20,000.00	$ 12,000.00	$ 22,479.62	$ 13,629.71	$ 11,857.80
101-36230	Contributions and Donations	Miscellaneous	$ -	$ -	$ -	$ 5,000.00	$ -	$ -
101-37460	General Penalty	Miscellaneous	$ 200	$ -	$ -	$ 186.37	$ 139.41	$ 421.85
101-37844	Error Adjustment	Miscellaneous	$ -	$ -	$ -	$ (0.19)	$ -	$ -
101-39102	Sale of Property	Miscellaneous	$ -	$ -	$ -	$ 737.00	$ -	$ 2,499.80
101-39203	Transfer from Other Fund	Transfers In	$ 369,150	$ 369,150.00	$ 369,150.00	$ 369,150.00	$ 396,182.28	$ 346,510.00
TOTAL	**MISCELLANEOUS AND TRANSFERS IN**		**$ 402,350**	**$ 416,150.00**	**$ 407,150.00**	**$ 405,769.59**	**$ 425,920.95**	**$ 396,676.37**
101	**TOTAL GENERAL FUND REVENUES**		**$ 4,021,924**	**$ 4,121,357.00**	**$ 3,900,718.00**	**$ 4,036,590.71**	**$ 3,793,002.16**	**$ 3,646,742.59**

Council

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 21,777	$ 24,927	$ 24,927	$ 22,577	$ 22,582
	Mayor						
	City Council Members						
	Other Commissions, Boards & Advisory Comm						
120	**Employer Contrib Ret General**		1,666	1,907	1,907	1,727	1,459
	FICA/Medicare - 7.65%						
151	**Worker's Comp Benefit**						21
200	**Office Supplies (GENERAL)**		700	125	125	208	-
	Water/Name Plates						
208	**Training and Instruction**		4,750	4,750	4,750	499	919
	5 Members @ $750 Each	3,750					
	Goal Setting/Strategic Planning	1,000					
303	**Engineering Fees**		-	150	150	-	-
305	**Technology**		2,000	1,000	1,000	1,225	-
	Council Chambers Equip Maint & Support	2,000					
351	**Legal Notices Publishing**		1,750	2,500	2,500	1,519	1,452
361	**General Liability Insurance**		25	160	144	132	150
	Property/Liability/Volunteer Insurance	25					
433	**Dues and Subscriptions**		8,757	6,137	5,820	5,939	7,753
	League of MN Cities	6,257					
	CGMC	2,470					
	LMC MN Mayors Association	30					
437	**Other Miscellaneous**				-	-	101
439	**Election Expenses**				-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 41,425**	**$ 41,656**	**$ 41,323**	**$ 33,827**	**$ 34,436**

Elections

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 5,560		$ 5,560	$ 3,592	$ -
200	**Office Supplies (GENERAL)**		100	100	100	-	-
208	**Training and Instruction**		1,300		1,300	661	-
	Election Judge Training	1,000					
	Mileage	300					
303	**Engineering Fees**		-		-	-	
351	**Legal Notices Publishing**		200	250	200	77	-
361	**General Liability Insurance**		-	-	-	-	-
	Property/Liability/Volunteer Insurance						
439	**Election Expenses**		1,700	1,700	8,400	5,296	1,138
	Election Prep	200					
	Primary/General Meals	500					
	Misc Maint. Costs	1,000					
	Ballot Cost						
	Voting Stands						
	Voting Signs						
TOTAL BUDGET/EXPENDITURES			**$ 8,860**	**$ 2,050**	**$ 15,560**	**$ 9,627**	**$ 1,138**

Financial Admin

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 300,019	$ 274,583	$ 272,678	$ 263,551	$ 274,277
	City Administrator						
	Finance Director						
	HR/City Clerk						
	Administrative Data Clerk						
	Asst Finance Director						
	Receptionist/Data Entry/Utility Clerk						
	Committee of the Whole						
101	**PT Salaries & Wages (intern)**		5,500				
102	**FT Employees OT**					-	
103	**Health Stipend (HRA)**				-	-	
112	**Contracted Services**		36,235	13,240	12,420	10,004	7,944
	Codification Maintenance Fee	995					
	Isantian Newsletter	8,000					
	BCBS Wellness Prog.	240					
	Comparative Worth Study	25,000					
	Code Update	2,000					
120	**Employer Contrib Ret General**		45,661	41,184	40,951	39,143	40,105
	PERA 7.5%						
	FICA/Medicare - 7.65%						
130	**Employer Paid Ins General**		66,337	43,486	50,760	49,696	51,949
142	**Unemployment Comp Benefit**				-	-	48
151	**Worker's Comp Benefit**		2,731	1,328	2,293	1,627	1,992
200	**Office Supplies (GENERAL)**		3,900	3,640	3,500	2,504	3,465
	Misc (Envelopes, Letterhead, Toner, Supplies, Etc)	7,500					
	15% to EDA, PRC, P/Z	(3,600)					
202	**Duplicating and Copying Supply**		1,980	2,240	2,440	1,552	1,752
	Paper & Supplies	1,200					
	Copy Machine Annual Lease Agreement	2,400					
	15% to EDA, PRC, P/Z	(1,620)					

Financial Admin

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
208	**Training and Instruction**		11,975	9,235	6,885	7,063	7,073
	City Clerk Training	1,345					
	General HR Training	1,240					
	ICMA Conference - C Mgr/Wood	2,500					
	CGMC Conference	500					
	MCMA Conference - C Mgr/Wood	800					
	League Conference - C Mgr/Wood	800					
	LMC Conf. Betker/Brooks/Sylvester	1,740					
	MNGFOA Conference - Fin Dir	600					
	MNGFOA Conference - Asst Fin Dir	600					
	Civic System Symposium - Recp/Util Clrk	850					
	Finance Dept Training	1,000					
220	**General Supplies**		-	-	-	-	-
300	**Professional Srvs (GENERAL)**		46,530	43,641	51,385	32,833	37,374
	24 Meetings @ $227 + 3% Increase	8,417					
	165 Hrs @ $136 + 3% Increase	23,113					
	Mediation/arbitration	10,000					
	FMLA/Personnel Policy (6 mos. Benefits)						
	Labor attorney	5,000					
301	**Audit & Accounting Services**		17,538	14,683	14,425	18,090	39,792
	AEM Annual Audit	30,075					
	Interim Services/AUP Engagements	5,000					
	12.5% to Water, Sewer, Storm, Liquor	(17,538)					
303	**Engineering Fees**		100	90	90	604	(675)
	General Consulting Services	100					
305	**Technology**		5,443	5,350	5,056	5,168	5,137
	US Internet Anti-Spam Software	245					
	IT Solutions 15%	4,341					
	Civic Plus Support (25%)	563					
	Civic System Support	295					
320	**Communications (GENERAL)**		1,536		4,750	754	-

Financial Admin

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
322	**Postage**		5,385	5,385	5,385	4,759	4,789
	Bulk Mailing - Isantian	2,000					
	PO Box Fee	120					
	Postage (6,000*$.49)	2,940					
	Certified Letters	325					
335	**Auto Expense**		110	2,953	2,953	2,980	1,487
	City Car (Fuel, Oil, Etc)	550					
	10% to P/Z, Bldg Insp.	(110)					
	20% to Water, Sewer, Liquor	(330)					
351	**Legal Notices Publishing**		600	600	600	254	115
361	**General Liability Insurance**		2,420	3,367	2,561	3,311	2,301
366	**Bonds/Life Insurance**				-	-	-
404	**Repairs/Maint Machinery/Equip**				-	-	-
433	**Dues and Subscriptions**		2,270	2,259	2,269	1,707	2,998
	MN City/Cty Management Assoc	130					
	MN Clerks & Finance Officers Assoc	35					
	SHRM Membership	185					
	ICMA	950					
	MN GFOA	50					
	Int'l Institute of Muncipal Clerks	170					
	IPMA HR						
	MPERLA						
	MN Society of CPAs	300					
	AICPA	275					
	MN Board of Accountancy	175					
	TCHRA						
	National GFOA						
437	**Other Miscellaneous**		2,000		2,000	-	-
	Employee wellness	2,000					
500	**Capital Outlay (GENERAL)**			4,984	-	-	-
511	**Land Acquisition**				-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 558,269**	**$ 472,248**	**$ 483,401**	**$ 445,598**	**$ 481,922**

Special Projects

Account	Description		2020 Budget	2019 Budget
100	**Wages & Salaries**		55,753	91,073
	Asst. City Administrator / Special Projects			
112	**Contracted Services**		5,000	5,000
	Comp Plan Assistance	5,000		
120	**Employer Contrib Ret General**		8,447	13,798
	PERA 7.5%			
	FICA/Medicare - 7.65%	-		
130	**Employer Paid Ins General**		9,419	18,553
142	**Unemployment Comp Benefit**			
151	**Worker's Comp Benefit**		534	689
200	**Office Supplies (GENERAL)**			
202	**Duplicating and Copying Supply**		600	600
	Comp Plan Binding/Printing	600		
207	**Computer Supplies**			
208	**Training and Instruction**		1,400	3,600
	MCMA Conference - Lorsung	600		
	League Conference - Lorsung	800		
220	**General Supplies**			
300	**Professional Srvs (GENERAL)**			-
303	**Engineering Fees**			-
305	**Technology**			-
320	**Communications (GENERAL)**		540	
322	**Postage**			-
335	**Auto Expense**		1,558	3,116
	Mileage Allowance - $350/mth - Lorsung 74.2%	1,558		
351	**Legal Notices Publishing**			600
361	**General Liability Insurance**			-
366	**Bonds/Life Insurance**			
404	**Repairs/Maint Machinery/Equip**			
433	**Dues and Subscriptions**		1,290	930
	MN City/Cty Management Assoc	130		
	APA	360		
	ICMA	800		
437	**Other Miscellaneous**			
500	**Capital Outlay (GENERAL)**			
511	**Land Acquisition**			
TOTAL BUDGET/EXPENDITURES			**$ 84,540**	**$ 137,958**

Planning & Zoning

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 77,882	$ 68,848	$ 65,054	$ 68,906	$ 56,976
	Community Development Director						
	Planner						
	Receptionist/Data Entry/Utility Clerk						
	Planning Commission	3,600					
101	**PT Salaries & Wages (intern)**		$ 2,800	$ 6,300			
	CD/ED Intern (50%)	2,800					
103	**Health Stipend (HRA)**			-	-	-	
112	**Contracted Services**			-	-	-	28,443
120	**Employer Contrib Ret General**		12,128	10,160	9,563	9,970	7,900
	PERA 7.5%						
	FICA/Medicare - 7.65%						
130	**Employer Paid Ins General**		7,265	9,855	8,609	8,316	5,428
142	**Unemployment Comp Benefit**			-	-	-	-
151	**Worker's Comp Benefit**		711	493	504	369	568
200	**Office Supplies (GENERAL)**		1,525	1,200	1,100	573	1,862
	15% from Financial Administration	1,200					
	Misc Office Supplies	325					
202	**Duplicating and Copying Supply**		540	840	915	503	601
	15% from Financial Administration	540					
208	**Training and Instruction**		2,130	1,130	1,130	1,081	623
	APA Membership & JAPA Subscription	430					
	MN APA Conference	700					
	Continuing Ed. for CDD	1,000					
300	**Professional Srvs (GENERAL)**		4,000	5,000	5,000	1,945	3,188
	Attorney Fees	4,000					

Planning & Zoning

303	**Engineering Fees**		3,000	3,000	4,500	2,999	15,644
	Engineering Fees	3,000					
305	**Technology**		3,189	3,526	2,830	2,835	2,147
	IT Solutions (10%)	2,894					
	Civic System support permits (1.63%)	295					
310	**Annexation Payments**		23,862	41,187	17,592	1,824	-
	Annexation Payments to Township - 2017-118	485					
	Annexation Payments to Township - 2017-118	4					
	Annexation Payments to Resident - 2017-118	452					
	Annexation Payments to Resident - 2017-118	3					
	Annexation Payments to Township - Docket 8081	33					
	Annexation Payments to Township - Docket 8098	847					
	Annexation Payments to Township - A-2457(OA)-32	10,198					
	Annexation Payments to Residents - A-2457(OA)-33	9,670					
320	**Communications (GENERAL)**		1,513	800	817	685	584
	10% from Municipal Bldg	773					
	Verizon - Cell Phones	540					
	Other Misc. Communications	200					
322	**Postage**		50	50	-	13	158
335	**Auto Expense**		55	55	55	82	38
	10% from Financial Administration	55					
351	**Legal Notices Publishing**		300	300	300	664	304
	Newpaper Publications	300					
361	**General Liability Insurance**		63	411	372	387	389
	Property/Liability/Volunteer Insurance	63					
437	**Other Miscellaneous**		950	950	920	908	1,217
	Isanti County Recorder	950					
500	**Capital Outlay (GENERAL)**			2,500	2,472	2,871	8,577
	TOTAL BUDGET/EXPENDITURES		**$ 141,964**	**$ 156,605**	**$ 121,733**	**$ 104,931**	**$ 134,645**

Municipal Building

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 200	$ -	$ 200	$ 50	$ -
112	**Contracted Services**		1,337	1,242	1,350	856	1,230
	Alarm Monitoring (Simplex Grinnell)	613					
	Shred N Go	724					
120	**Employer Contrib Ret General**		15	-	15	4	-
	FICA/Medicare - 7.65%						
210	**Operating Supplies (GENERAL)**		2,100	1,890	2,565	1,060	759
	Supplies	800					
	Flags	700					
	Furnace Filters	350					
	Ice Melt	150					
	Flourescent Bulb Replacement	100					
300	**Professional Srvs (GENERAL)**						-
303	**Engineering Fees**						-
305	**Technology**		7,535	7,507	6,800	6,431	6,809
	Panic Button Monitoring	300					
	IT Solutions (25%)	7,235					
320	**Communications (GENERAL)**		5,893	3,843	3,642	4,317	3,773
	Long Distance ($40 per mth)	480					
	Monthly Billing ($370 per mth)	4,529					
	Maintenance Agreement (Marco)	2,204					
	Misc Comm. Maint./Service	1,000					
	10% to EDA, PRC, P/Z	(2,320)					

Municipal Building

361	**General Liability Insurance**		2,263	2,115	2,054	2,110	2,074
380	**Utilities**		13,563	12,707	9,018	9,545	9,493
	Connexus	6,983					
	Centerpoint	2,027					
	City of Isanti - Storm Water Utility	642					
	City of Isanti - Water & Sewer	3,911					
401	**Maint & Repairs - Bldgs**		8,451	7,632	8,492	10,000	5,767
	Disposal Service $45/Mth	540					
	Equipment Service	1,250					
	Janitorial Service $298/Mth	3,576					
	Window Washing - 7 mths	175					
	Annual Sprinkler Inspection	250					
	Rug Service	960					
	Annual Carpet Cleaning	450					
	Misc.	1,250					
410	**Rentals**				-	-	-
500	**Capital Outlay (GENERAL)**			18,350	6,125	4,950	3,801
700	**Transfers (GENERAL)**				-		
	TOTAL BUDGET/EXPENDITURES		**$ 41,358**	**$ 55,286**	**$ 40,261**	**$ 39,323**	**$ 33,705**

Police

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 729,401	$ 775,037	$ 584,377	$ 608,564	$ 730,294
101	**PT Officers Salaries & Wages**		78,356	40,000	87,000	85,258	58,523
102	**FT Employees OT**		40,000	30,000	41,000	40,288	21,484
103	**Health Stipend (HRA)**			-	-	-	
112	**Contracted Services**			-	-	-	345
113	**Uniform Pay**		15,100	12,861	12,780	13,835	11,992
	$1,200/FT Officer x 9	10,800					
	PT Officers .2885*2080 hrs	600					
	Firearm Maint Stipend	900					
	Admin Asst./Misc/Repair/Vest Replacement	2,800					
114	**Crime Prevention**		2,000	300	300	136	334
120	**Employer Contrib Ret General**		153,342	152,196	127,154	124,678	135,789
	PERA 16.95%						
	FICA/Medicare - 1.45%						
130	**Employer Paid Ins General**		237,794	183,831	146,537	130,040	120,960
151	**Worker's Comp Benefit**		51,550	32,986	31,977	22,904	31,760
200	**Office Supplies (GENERAL)**		3,600	4,000	4,000	4,151	3,250
207	**Computer Supplies**		100	100	100	-	79
208	**Training and Instruction**		17,000	12,500	16,500	15,731	14,110
	Ammunition	4,000					
	MN Chiefs Annual Conference	800					
	Jubilee Days Meeting	350					
	Misc Training/Courses	10,450					
	Misc. Reserve Training	500					
	Patrol On-line	900					
240	**Small Tools and Minor Equip**		3,056	3,256	2,960	2,196	5,458
	Copy Machine Lease	1,656					
	Radar Calibration	200					
	Misc Small Tools/Equipment	600					
	Misc Investigator Equipment	600					

Police

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
300	**Professional Srvs (GENERAL)**		58,751	45,537	42,493	53,282	44,480
	Prosecution ($3,640/month)	51,180					
	Safety Training	971					
	Admin Citation Payment	6,000					
	Allina (Psych & Testing)	600					
305	**Technology**		11,727	12,859	12,646	20,358	13,708
	LETG Software Maintenance and Support	8,250					
	IT Solutions (10%)	2,894					
	Civic Systems Support (5.45%)	295					
	Anti-Spam Software	288					
320	**Communications (GENERAL)**		6,261	6,360	6,344	5,393	5,522
	CenturyLink	1,716					
	Verizon - 4 Phones, 5 Hotspots	3,741					
	Code Enf. Phone	624					
	BCA Connection	180					
321	**Cell Phone Reimbursement**				-	-	60
335	**Auto Expense**		35,914	35,200	38,400	25,559	26,496
	Fuel/Washes	22,000					
	PW Labor	1,000					
	Mille Lacs Cnty LPR	1,200					
	GEO Tab	1,714					
	Repairs	10,000					
336	**PD Reserves**		1,200	2,000	2,000	1,432	2,681
	Uniforms	1,200					

Police

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
351	**Legal Notices Publishing**		300	-	-	331	106
361	**General Liability Insurance**		31,991	31,057	22,543	30,000	25,749
380	**Utilities**		8,592	7,550	6,780	6,691	6,294
	Connexus	4,455					
	Centerpoint	2,210					
	City of Isanti - Water & Sewer	1,257					
	City of Isanti - Storm Water Utility	670					
401	**Maint & Repairs - Bldgs**	-	4,257	6,915	4,000	4,631	4,250
	Disposal Service $43.51/Month	522					
	Janitorial Service $148.20/Mth	1,778					
	Window Washing $25 x 7months	175					
	Annual Sprinkler Inspection	150					
	Rug Service	431					
	Annual Carpet Cleaning	500					
	Misc Bldg Repairs/Maintenance	700					
404	**Repairs/Maint equipment**		500	1,500	-	-	1,520
433	**Dues and Subscriptions**		8,026	1,485	1,485	283	1,485
	Lexipol Annual Subscription	5,751					
	Post License $90 every 3 years ('18-5,'19-2,'20-3)	270					
	Tri County Law Enforcement	75					
	MN Chiefs of Police Assoc	230					
	Range Dues/Special Response Team	1,700					
440	**Prisoner Expense**				-	-	-
500	**Capital Outlay (GENERAL)**			53,700	4,000	(341)	44,068
721	**Contingency Fund**				-		-
TOTAL BUDGET/EXPENDITURES			**$ 1,498,816**	**$ 1,451,228**	**$ 1,195,376**	**$ 1,195,400**	**$ 1,310,798**

Fire Protection

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
300	Professional Srvs (GENERAL)						
380	Utilities		2,540	2,540			
390	Public Safety Expense		246,965	231,249	233,593	224,513	209,043
401	Maint & Repairs - Bldgs						
TOTAL BUDGET/EXPENDITURES			$ 249,505	$ 233,789	$ 233,593	$ 224,513	$ 209,043

Building Inspection

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 35,013	$ 54,665	$ 42,583	$ 42,432	$ 73,406
	Community Development Director (5%)						
	Planner (50%)						
	Receptionist/Data Entry/Utility Clerk (10%)						
101	**PT Salaries & Wages (intern)**			$ -	$ 2,400	$ 250	
102	**FT Employees OT**			-	-	-	
103	**Health Stipend (HRA)**			-	-	-	
105	**Labor Credit - Work for Others**			-	-	-	
112	**Contracted Services**		267,985	219,738	291,000	288,748	17,211
	Electrical Inspector (80% of Revenues-32219)	18,160					
	MNSpect	249,825					
120	**Employer Contrib Ret General**		5,403	8,282	6,628	6,426	10,826
	PERA 7.5%						
	FICA/Medicare - 7.65%	-					
130	**Employer Paid Ins General**		5,847	8,550	7,327	6,946	19,838
142	**Unemployment Comp Benefit**			-	-	-	2
151	**Worker's Comp Benefit**		335	529	356	503	657
200	**Office Supplies (GENERAL)**		-	1,265	1,565	824	829
202	**Duplicating and Copying Supply**		-	840	915	502	595
207	**Computer Supplies**		-	-	-	-	110
208	**Training and Instruction**		500	500	1,600	-	698
	Misc Training	500					
210	**Operating Supplies (GENERAL)**		50	210	285	99	84

Building Inspection

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
300	**Professional Srvs (GENERAL)**		935	4,319	4,500	3,642	3,870
	Miscellaneous	450					
	Safety Training	485					
301	**Auditing and Acctg Services**		-	2,937	2,885	3,618	7,958
303	**Engineering Fees**		2,000	10	10	-	235
305	**Technology**		1,356	2,562	3,325	2,857	2,839
	PSN Annual Sec Compliance & Monthly eBill (20%)	250					
	Civic Sytems Bldg Permit Support (20.44%)	1,106					
320	**Communications (GENERAL)**		297	600	1,215	880	1,178
	Cell Phone - Planner	297					
335	**Auto Expense**		1,155	2,110	2,110	958	1,178
	10% from Financial Administration	55					
	Fuel	600					
	General Maintenance	500					
351	**Legal Notices Publishing**		-	50	50	53	359
361	**General Liability Insurance**		351	785	670	738	698
380	**Street Lighting**		-	1,412	1,002	991	995
401	**Maint & Repairs - Bldgs**		-	746	944	1,566	641
433	**Dues and Subscriptions**		-	-	235	-	-
437	**Other Miscellaneous**		-	-		-	
500	**Capital Outlay (GENERAL)**		-	2,500	-	-	18,455
TOTAL BUDGET/EXPENDITURES			**$ 321,228**	**$ 312,610**	**$ 371,605**	**$ 362,032**	**$ 162,663**

Code Enforcement

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 7,260	$ 34,944	$ 26,388	$ 25,870	$ 6,857
	Community Development Director (5%)						
101	**PT Salaries & Wages**		$ -	$ -	$ 7,046	$ 6,692	15,454
120	**Employer Contrib Ret General**		1,111	5,294	5,065	5,002	3,336
	PERA 7.5%						
	FICA/Medicare - 7.65%						
130	**Employer Paid Ins General**		633	4,072	2,942	2,708	677
151	**Worker's Comp Benefit**		70	264	275	152	217
200	**Office Supplies (GENERAL)**		200	200	300	90	33
207	**Computer Supplies**		-	200	300	15	116
208	**Training and Instruction**		250	250	250	-	-
300	**Professional Srvs (GENERAL)**		2,600	2,750	4,000	858	593
	Attorney/Nuisance Abatement/Admin Hearings						
305	**Technology**		385	1,186	1,186	1,162	1,125
	Civic System support permits (7.12%)	385					
320	**Communications**		1,023	1,092	450	354	-
	Cell Phone - CD Director	1,023					
322	**Postage**		200	125	50	116	82
335	**Auto Expense**		1,200	800	800	325	4,216
	Fuel/Maintenance	1,200					
351	**Legal Notices Publishing**		150	250	270	59	76
361	**General Liability Insurance**		337	415	255	392	263
TOTAL BUDGET/EXPENDITURES			**$ 15,417**	**$ 54,342**	**$ 49,977**	**$ 43,795**	**$ 33,045**

Civil Defense

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
112	**Contracted Services**		$ 2,300	$ 2,300	$ 2,300	$ -	$ 2,140
	Siren Maintenance	2,140					
	Miscellaneous	160					
220	**General Supplies**				-		-
TOTAL BUDGET/EXPENDITURES			**$ 2,300**	**$ 2,300**	**$ 2,300**	**$ -**	**$ 2,140**

Animal Control

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
112	**Contracted Services**		$ 4,600	$ 4,600	$ 5,000	$ 3,705	$ 4,500
	Animal Control/Kennel Services	4,600					
210	**Operating Supplies (GENERAL)**		180	180	200	-	200
	Misc Supplies	180					
219	**Disposal-Animal**		90	90	90	-	-
	3@$30	90					
300	**Professional Srvs (GENERAL)**			-	-	-	
322	**Postage**			-	-	-	
	Misc Mailings	0					
361	**General Liability Insurance**		4	17	19	17	20
417	**Uniform Rentals**						
TOTAL BUDGET/EXPENDITURES			**$ 4,874**	**$ 4,887**	**$ 5,309**	**$ 3,722**	**$ 4,720**

General City Maintenance

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	Wages & Salaries		$ 23,602	$ 20,713	$ 17,999	$ 19,542	$ 20,483
	PS Director (4.1%) & PW Staff (4.8%)						
102	FT Employees OT		-	500	500	(2)	2
103	Health Stipend (HRA)		-	-	-	-	
113	Clothing Replacement		45	20		27	
120	Employer Contrib Ret General		3,576	3,229	2,817	2,882	2,995
	PERA 7.5%						
	FICA/Medicare - 7.65%						
130	Employer Paid Ins General		7,197	6,451	5,380	5,030	5,038
142	Unemployment Comp Benefit				-	-	
151	Worker's Comp Benefit		2,009	1,755	720	509	465
208	Training & Instruction		200	200	200	19	15
220	General Supplies		500	500	500	426	137
	Misc General Supplies	500					
222	Gen I Operating Expense		5,325	5,325	5,325	3,218	3,537
	Torch Gases	225					
	Rugs/Towels Cleaning	600					
	Parts/Oil/Supplies/Hardware	4,500					
240	Small Tools and Minor Equip		1,500	1,500	900	432	872
	Key Cabinet	500					
300	Professional Srvs (GENERAL)		-	-	-	-	-
303	Engineering Fees		-	-	-	-	-

General City Maintenance

305	**Technology**		-	58	66	56	53
320	**Communications (GENERAL)**		12	12	424	207	8
	CenturyLink Long Distance	12					
351	**Legal Notices**		-		-	-	456
361	**General Liability Insurance**		1,283	1,214	1,152	1,146	1,166
380	**Utilities**		11,949	12,753	13,500	11,259	10,941
	Connexus	4,054					
	Centerpoint	7,243					
	City of Isanti - Water & Sewer	652					
400	**Ground Maintenance**		-	-	-	-	725
401	**Maint & Repairs - Bldgs**		2,400	2,322	3,100	2,222	3,128
	Disposal Service $118/Month	900					
	Misc Maint & Repairs - Bldgs	1,500					
404	**Repairs/Maint Machinery/Equip**		500	500	500	335	630
	Annual Lift Inspection	250					
410	**Rentals**		675	675	675	35	-
417	**Uniform Rentals**		330	264	252	300	245
	Cleaning ($15 per mth)	180					
	Allowance	150					
500	**Capital Outlay (GENERAL)**				-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 61,104**	**$ 57,991**	**$ 54,010**	**$ 47,642**	**$ 50,898**

Streets

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 121,129	$ 125,217	$ 120,945	$ 120,594	$ 125,246
	PS Director (21.2%) & 6 PW Staff (24.6%)						
101	**PT Salaries & Wages**		4,809	4,096	3,621	2,097	16
102	**FT Employees OT**		17,000	6,000	9,000	15,713	3,778
103	**Health Stipend (HRA)**			-	-	-	-
105	**Labor Credit - Work for Others**		(1,750)	(1,750)	(1,500)	(1,725)	(3,250)
112	**Contracted Services**			-	-	-	-
113	**Clothing Replacement**		175	100		188	
120	**Employer Contrib Ret General**		21,659	19,962	20,185	20,284	18,797
	PERA 7.5%						
	FICA/Medicare - 7.65%						
130	**Employer Paid Ins General**		36,900	38,718	30,754	32,305	27,930
142	**Unemployment Comp Benefit**				-	-	-
151	**Worker's Comp Benefit**		10,652	11,319	18,208	13,194	19,327
208	**Training and Instruction**		800	800	800	576	82
212	**Motor Fuels**		20,000	20,000	15,000	18,258	10,622
220	**General Supplies**		12,650	12,000	12,000	11,095	8,879
	Mosquito Spray - Organic	650					
226	**Signs**		500	500	3,000	3,826	9,617
229	**Gravel**		7,800	7,800	7,800	7,733	3,860
230	**Salt/Sand**		48,000	43,000	40,000	45,695	27,228
231	**Street Maintenance**		11,000	10,052	10,500	10,008	6,821
	Special Assessments	700					
	Misc Patching/Street repair	7,800					
	Sidewalk repair	2,500					
240	**Small Tools and Minor Equip**		1,500	1,900	2,650	2,896	711
	Back Pack Blower (St./PRC/Storm)	200					
	Fire Proof Cabinet (St./PRC/W/S/Storm)	200					
	Misc.	1,100					

Streets

300	**Professional Srvs (GENERAL)**		1,939	1,500	1,500	1,885	1,281
	Safety Training	971					
	CDL Drug Testing	968					
303	**Engineering Fees**		30,000	30,000	30,000	19,452	47,654
305	**Technology**		295	352	458	500	403
	Civic Systems (5.45%)	295					
320	**Communications (GENERAL)**		2,622	3,203	3,180	2,902	2,673
	Verizon	2,256					
	PW Building Land Line	367					
351	**Legal Notices Publishing**		-	-	-	149	120
361	**General Liability Insurance**		4,223	6,863	6,441	6,472	6,561
380	**Utilities**		-	-	200	(1,092)	1,092
400	**Grounds Maintenance**		1,000	1,000	1,000	600	940
401	**Maint & Repairs - Bldgs**		1,300	1,630	2,700	1,878	907
	Disposal Service $45/Month	540					
	Misc Repairs	760					
404	**Repairs/Maint Machinery/Equip**		32,000	24,000	27,000	41,813	12,730
410	**Rentals**		300	300	350	886	221
417	**Uniform Rentals**		1,507	1,559	1,530	1,413	1,483
	Cleaning ($80 per mth)	989					
	Allowance	518					
433	**Dues and Subscriptions**		200	200	175	103	100
	TCALMC (25%)	75					
	APWA (25%)	125					
494	**Property Management**			-	1,500	-	-
500	**Capital Outlay (GENERAL)**			26,450	21,730	15,680	19,335
	TOTAL BUDGET/EXPENDITURES		**$ 388,210**	**$ 396,771**	**$ 390,727**	**$ 395,378**	**$ 355,163**

Sanitation

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	Wages & Salaries		$ 5,463	$ 4,800	$ 4,181	$ 4,539	$ 10,165
	PS Director (1.0%) & 6 PW Staff (1.1%)						
101	PT Salaries & Wages (seasonal)		7,900	6,730	6671	6293.25	199
102	FT Employees OT		450	250	250	303	426
103	Health Stipend (HRA)			-	-	-	-
112	Contracted Services			-	-	-	-
113	Clothing Replacement			5		8	
120	Employer Contrib Ret General		2,093	1,280	1,185	1,195	1,190
	PERA 7.5%						
	FICA/Medicare - 7.65%						
130	Employer Paid Ins General		1,654	1,493	1,246	1,348	1,180
142	Unemployment Comp Benefit			-	-	-	-
151	Worker's Comp Benefit		1,043	331	165	107.57	-
208	Training & Instruction			-	50	0	-
212	Motor Fuels		1,200	900	900	1,057	721
220	General Supplies		-	-	-	-	45
300	Professional Srvs (GENERAL)		500	300	150	799	424
	Clean-Up Day	500					
303	Engineering Fees		-	-	-	-	-
305	Technology		-	-	-	-	-
351	Legal Notices		-	-	-	-	-
361	General Liability Insurance		10	63	62	59	71
400	Ground Maintenance		3,500	3,500	3,500	1,993	2,061
	Compost screening	3,500					
417	Uniform Rentals		30	18	17	25	16
	Allowance	30					
TOTAL BUDGET/EXPENDITURES			$ 23,842	$ 19,671	$ 18,377	$ 17,725	$ 16,498

Parks, Recreation & Culture

	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 137,651	$ 134,047	$ 130,727	$ 135,459	$ 129,830
	Community Events & Parks Manager						
	Receptionist/Data Entry/Utility Clerk (3.5%)						
	PS Director & 5 Main Tech's						
	PW Maint Tech						
	Parks Rec & Culture Board (100%)	1,650					
101	**PT Salaries & Wages**		22,635	23,990	17,730	13,177	2,774
	PT Custodian						
	Seasonal						
	Intern	4,500					
102	**FT Employees OT**			-	-	1,192	789
103	**Health Stipend (HRA)**			-	-	-	-
112	**Contracted Services**		7,329	7,184	7,465	6,850	6,475
	Portable Restrooms	6,129					
	Quarterly Carpet Cleaning/Floor Waxing/Windows	1,200					
113	**Clothing Replacement**		125	60		99	
120	**Employer Contrib Ret General**		24,391	22,321	21,336	21,202	19,012
	PERA 7.5%						
	FICA/Medicare - 7.65%						
130	**Employer Paid Ins General**		27,931	33,870	29,846	28,647	25,307
142	**Unemployment Comp Benefit**			-	-	-	-
151	**Worker's Comp Benefit**		11,183	9,561	4,502	3,151	3,419
200	**Office Supplies (GENERAL)**		1,500	1,175	1,175	1,351	940
	15% from Financial Administration	1200					
	Misc Office Supplies	300					
202	**Duplicating and Copying Supply**		540	840	915	505	595
	15% from Financial Administration	540					

Parks, Recreation & Culture

	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
208	**Training and Instruction**		1,850	1,850	1,650	1,916	1,082
	PW Technician Licensing	200					
	PRC Manager - Misc. Training	850					
	Public Services Director Misc Training	800					
210	**Operating Supplies (GENERAL)**		2,600	2,980	3,700	2,148	2,106
	Misc Operating Supplies - ICC	700					
	Misc Operating Supplies - Garden	700					
	Park Flags	800					
	Misc Operating Supplies - PRC	400					
212	**Motor Fuels**		2,300	2,200	1,800	1,848	1,339
220	**General Supplies**		4,000	3,850	3,700	2,465	1,636
	ICC Tables and Chairs	1,500					
226	**Signs**		800	700	1,200	402	697
240	**Small Tools and Minor Equip**		2,000	2,000	4,200	3,248	157
	Back Pack Blower (St./PRC/Storm)	200					
	Fire Proof Cabinet (St./PRC/W/S/Storm)	200					
	Misc.	1,600					
300	**Professional Srvs (GENERAL)**		1,721	1,719	1,493	1,137	1,149
	Safety Training	971					
	Attorney Fees	750					
303	**Engineering Fees**		2,250	1,500	1,500	948	4,204
305	**Technology**		1,742	1,799	2,315	1,622	1,316
	IT Solutions (5%)	1,447					
	Civic Systems (5.45%)	295					
320	**Communications (GENERAL)**		2,513	2,712	2,847	2,446	2,434
	Centurylink	1,200					
	Verizon	540					
	10% from Municipal Building	773					
322	**Postage**		25	25	25	-	
335	**Auto Expense**		-	-	-	-	-

Parks, Recreation & Culture

	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
340	**Advertising**		4,200	5,000	2,983	3,055	1,907
	2020 Event Calendar	1,750					
	Park Brochure	1,750					
	Misc	700					
351	**Legal Notices Publishing**		225	200	200	249	198
361	**General Liability Insurance**		16,557	18,412	20,844	15,188	18,929
380	**Utilities**		18,552	18,351	17,974	14,621	17,507
	Centerpoint	1,550					
	Connexus Energy	8,400					
	City of Isanti - Storm Water Utility	2,987					
	City of Isanti - Water & Sewer	5,615					
400	**Ground Maintenance**		21,000	26,500	27,000	12,360	21,519
	Fertilizer, Grass Seed, Mulch, Weed Killer, LimeAgg, Etc.	20,667					
	Snow Removal ICC/IIA Retainer	333					
401	**Maint & Repairs - Bldgs**		9,738	7,460	10,760	9,976	11,624
	Disposal Service $120/Mth	4,008					
	Rug Service $30/Mth	360					
	Annual Sprinkler Inspection/Alarm Notification	770					
	Ansol Fire Suppression Semi-Annual Service	400					
	Misc Maint & Repairs	4,000					
	Fire Extinguisher Inspections - IIA & ICC	200					
404	**Repairs/Maint Machinery/Equip**		11,000	11,000	14,500	6,013	13,620
	Repairs/Maint Park Maint Equipment	4,500					
	Repairs/Replacement Park Structures/Equip	6,500					
410	**Rentals**		150	450	450	-	81
417	**Uniform Rentals**		739	739	739	714	702
	Cleaning $40 per month	480					
	Allowance	259					

Parks, Recreation & Culture

	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
433	**Dues and Subscriptions**		1,679	1,679	1,989	1,428	1,243
	TCALMC (25%)	75					
	MFMA	70					
	MRPA	280					
	NRPA	200					
	Storyblocks subscription (stock images)	150					
	Amazon Prime	179					
	Adobe suite annual dues (InDesign, Illust, etc.)	600					
	APWA (25%)	125					
437	**Other Miscellaneous**		3,340	3,340	3,340	3,340	3,340
	C-1 Bike/Walk Trail Agreement	3,340					
491	**Recreation Program**		5,550	3,550	3,550	1,853	2,943
	City Rec programs	3,050					
	Movies at ICC	1,500					
	Misc Program Supplies	1,000					
497	**Summer Events**		6,500	9,200	9,200	4,710	4,924
	Celebrate Isanti / Scavenger Hunt	6,500					
498	**Farmers Market**		3,000	6,500	3,000	2,178	2,930
499	**Street Dance**		16,150	16,150	16,150	14,438	13,868
500	**Capital Outlay (GENERAL)**			10,500	59,370	44,823	43,831
700	**Transfers (GENERAL)**				-	-	
	TOTAL BUDGET/EXPENDITURES		**$ 373,464**	**$ 393,414**	**$ 430,175**	**$ 364,756**	**$ 364,424**

Transfers Out / Miscellaneous

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
303	**Engineering Fees**				-		
320	**Communications (GENERAL)**				-		
380	**Utilities**				-		
437	**Other Miscellaneous**				-		
490	**Donations-Organizations**				-		
604	**Abatement Expense (101-49110-604)**		24,066	-	1,231	6,191	4,960
612	**Interest Expense**		1,000	341	-	962	
700	**Transfers (GENERAL)**			123,624	119,840	119,840	147,400
720	**Operating Transfers**				-		
	Transfer to Water Fund - Deer Haven		1,590	1,590	1,590	1,590	1,590
	(10 year loan - 1st Installment 2012)						
	Transfer to Sewer Fund - Deer Haven		1,590	1,590	1,590	1,590	1,590
	(10 year loan - 1st Installment 2012)						
	Transfer to City Hall Fund				-	-	
	(10 year loan - 1st Installment 2006)						
	Transfer to Sewer Fund - 3rd Avenue			10,487	9,525	9,525	10,502
	(10 year loan - 1st Installment 2010)						
	Transfer to Water Fund - Hotel Project		28,330	28,330			
	10 year term 2019 thru 2028						
	Transfer to Sewer Fund - Hotel Project		56,670	56,670			
	10 year term 2019 thru 2028						
	Transfer to Liquor Fund - Hotel Project		53,619	53,619			
	2 year term 2019 thru 2020						
	Transfer to Liquor Fund - 2018 Improvements		25,765				
	10 year term 2020 thru 2029						
730	**Designated Reserve**		75,000				
	TOTAL BUDGET/EXPENDITURES		**$ 267,629**	**$ 276,249**	**$ 133,776**	**$ 139,698**	**$ 166,042**

Remaining Balances	**12/31/2019**
Deer Haven - Water	3,179.03
Deer Haven - Sewer	3,179.03
3rd Avenue - Sewer	-
Hotel Project - Water	254,970.00
Hotel Project - Sewer	510,030.00
Hotel Project - Liquor	53,618.50
2018 Imp. - Liquor	257,651.55

Economic Development Authority

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
	REVENUES						
31000	Property Taxes		79,819	62,565	56,327	56,327	
33601	Regional Grants				-	-	
33621	Cable Franchise Fee (20%)		6,883	20,880	18,000	20,654	20,127
34110	Land Rent		6,500	6,920	6,920	6,452	
34901	Assign & Assum Agreement		-	-	-	-	
36200	Contribution from General Fund		-			-	
36201	Refunds & Reimbursements		-		-	20,023	53
36210	Interest Earnings		500	750	600	470	(237)
36220	Farmer's Market Sponsorships/Vendor Fees		2,300	1,500	1,500	2,229	2,310
36225	Street Dance Sponsorships/Vendor Fees		5,000	4,000	4,000	5,128	4,010
36230	Contributions and Donations		-		-	-	5,725
39102	Sale of Property		-		-	-	
39203	Transfer from Other Fund		-	87,124	92,340	92,340	147,400
	Lodging Tax (5% of 3% gross Hotel Receipt)		-	1,500			
	Carryover of Marketing Funds				-		
	TOTAL REVENUES		**$ 101,002**	**$ 185,239**	**$ 179,687**	**$ 203,623**	**$ 179,388**

Economic Development Authority

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 40,186	$ 93,239	$ 91,828	$ 75,330	$ 87,442
	Community Dev Director (40%)						
	Receptionist/Data Entry/Utility Clerk (3%)						
	EDA Board	3,600					
101	**PT Wages & Salaries**		2,800	4,000	4,000	3,403	3,930
	CD/ED Intern (50%)	2,800					
103	**Health Stipend (HRA)**				-	-	
112	**Contracted Services**				-	-	
120	**Employer Contrib Ret General**		6,308	14,162	13,858	10,378	12,917
	PERA 7.5%						
	FICA/Medicare - 7.65%						
130	**Employer Paid Ins General**		3,336	25,754	22,551	16,630	17,806
142	**Unemployment Comp Benefit**			-	-	-	
151	**Worker's Comp Benefit**		350	678	745	529	639
200	**Office Supplies (GENERAL)**		1,200	875	875	447	865
	15% from Financial Administration	1,200					
202	**Duplicating and Copying Supply**		540	840	915	492	605
	15% from Financial Administration	540					
208	**Training and Instruction**		2,450	1,500	1,500	676	1,643
	EDAM Conference	850					
	Professional Development	1,600					
300	**Professional Srvs (GENERAL)**		6,500	5,000	5,000	7,784	34,272
	Attorney	5,000					
	TIF/Tax Abatement Consultant	1,500					
303	**Engineering Fees**		600	600	1,000	2,298	561
305	**Technology**		2,305	1,681	1,581	1,706	1,203
	IT Solutions (5%)	1,447					
	Civic Plus Support (25%)	563					
	Civic Systems (5.45%)	295					

Economic Development Authority

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
320	**Communications (GENERAL)**		989	1,224	1,191	1,079	1,201
	10% from Municipal Building	773					
	Verizon	216					
335	**Auto Expense**		-	-	-	-	-
351	**Legal Notices Publishing**		100	100	100	494	399
361	**General Liability Insurance**		89	596	565	573	583
	Property/Liability/Volunteer Insurance	89					
380	**Utilities**		1,401	1,145	1,079	1,352	1,112
	City of Isanti - Storm Water Utility	1,401					
433	**Dues and Subscriptions**		1,145	1,145	1,145	1,145	850
	EDAM Membership	295					
	GPS 45:93	850					
437	**Other Miscellaneous**			-	-	-	-
494	**Property Management**			-	-	-	35
495	**Marketing**		7,750	13,550	12,604	5,458	11,648
	FT Staff Shirts (35 * $30)	1,050					
	Initiative Foundation	825					
	Miscellaneous Luncheons	150					
	Direct Mail to Manufacturers	250					
	Mayor's Employer Luncheon	1,200					
	Isanti Promo Bags	1,500					
	Misc Signs & Sponsorships	275					
	NEW Print/Marketing Materials and or updates	2,000					
	Networking Events (ARCC, Chambers, MNCAR, DEED, EDAM)	500					
498	**Farmers Market**				-	-	
499	**Street Dance**				-	-	
511	**Land Acquisition**				-	196	11,798
531	**Improvement-Land**				-	-	
602	**Loan Payment**				-	-	
700	**Transfers (GENERAL)**		19,150	19,150	19,150	19,150	19,150
	Contribution to PRC (Farm Mkt/Street Dance)	19,150					
	TOTAL BUDGET/EXPENDITURES		**$ 97,198**	**$ 185,239**	**$ 179,687**	**$ 149,117**	**$ 208,659**

Water

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
	REVENUES						
	Water Sales		$ 1,046,670	$ 998,957	$ 1,045,835	$ 987,425	$ 883,909
	Water Connection Fees (WAC)		99,298	130,656	36,770	252,917	360,115
	Miscellaneous		10,000	12,500	30,000	10,083	10,887
	Contributions				-	261,542	
	Special Assessments		800		-	796	365
	Interest Income		17,000	21,000	16,800	20,177	18,195
13300	**Deer Haven Improv - Principal Only 10 Years Beginning 2012 thru 2021**		1,590	1,590	1,590	1,590	1,590
13300	**2013 RR Ave & Walk Improv end 2015**				-		
13100	**Hotel Project**		28,330	28,330			
	TOTAL REVENUES		**$ 1,203,688**	**$ 1,164,702**	**$ 1,130,995**	**$ 1,534,530**	**$ 1,275,061**
	PROFIT(LOSS)		**$ 154,848**	**$ 176,341**	**$ 149,071**	**$ 259,407**	**$ 299,044**
	CASH FLOW		**$ 143,168**	**$ 103,025**	**$ 34,939**	**$ 255,317**	**$ 243,460**

Water

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 127,131	$ 112,847	$ 127,314	$ 110,248	$ 105,590
	PSD (18.6%) & 6 PW Staff (21.5%)						
	Utility Billing Clerk (45%)						
101	**PT Salaries & Wages**		$ 2,600				
102	**FT Employees OT**		11,000	11,000	10,000	11,814	13,112
103	**Health Stipend (HRA)**			-	-	-	
108	**Wages & Salaries Admin**		59,984	44,665	35,926	35,793	21,877
	Receptionist/Data Entry/Utility Clerk (25%)						
	Administrator, Finance Director, Asst Finance Director, City Clerk, Admin Data Clerk (10.0%)						
	Asst. City Administrator / Special Projects (10.0%)						
112	**Contracted Services**		20,400	18,400	15,250	11,176	17,097
	Annual Svc Agreement (Generator)	2,000					
	Watermain Breaks	9,000					
	Misc Leak/Curb Stop Repairs	6,000					
	Annual Backflow Device Testing	3,150					
	Code Updates	250					
113	**Clothing Replacement**		175	90		121	
120	**Employer Contrib Ret General**		21,019	18,967	21,000	18,224	20,844
	PERA 7.5%						
	FICA/Medicare - 7.65%						
128	**Employer Contrib Ret Admin**		9,118	6,767	5,462	5,223	-
	PERA 7.5%						
	FICA/Medicare - 7.65%						
129	**Pension Expense (GASB 68)**			-	1,200	(14,018)	6,787
130	**Employer Paid Ins General**		35,588	32,069	37,683	28,968	26,257
138	**Employer Paid Ins Admin**		16,573	11,545	9,825	9,673	3,381
142	**Unemployment Comp Benefit**			-	-	-	5
150	**OPEB Expense**			-		7,069	
151	**Worker's Comp Benefit**		9,769	8,311	5,141	3,705	5,427

Water

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
208	**Training and Instruction**		2,897	3,182	2,800	2,113	2,216
	Registration/Lodging/Meals Expense	2,514					
	Civic System Symposium - Util Clrk	383					
211	**S/W Billing Supplies**		1,743	1,743	1,788	1,026	1,300
	Post Card Paper	808					
	Printer Toner	225					
	Window Envelopes	260					
	Misc Supplies	450					
212	**Motor Fuels**		3,110	3,360	3,110	2,678	1,993
	20% from Financial Administration	110					
	Maintenance / Fuel	3,000					
220	**General Supplies**		10,000	9,250	9,000	11,268	10,142
221	**Chemicals**		32,000	32,000	32,000	23,477	32,370
	Water Treatment Chemicals	32,000					
232	**Water Meters**		30,000	20,000	15,000	28,045	36,767
240	**Small Tools and Minor Equip**		1,750	1,400	2,000	1,768	752
	Fire Proof Cabinet (St./PRC/W/S/Storm)	200					
	Snow Blower (W/S)	550					
300	**Professional Srvs (GENERAL)**		3,546	3,555	4,200	1,469	3,506
	City Attorney	1,500					
	Safety Training	971					
	CDL Drug Testing	500					
	Northland Securities Cont Disc Report	575					
301	**Auditing and Acctg Services**		4,384	2,937	2,885	3,618	7,958
	12.5% from Financial Administration	4,384					
303	**Engineering Fees**		15,000	24,000	24,000	3,444	12,959
305	**Technology**		4,658	4,531	4,361	4,397	4,061
	Civic System support (12.38%)	728					
	Civic Plus Support (25%)	563					
	IT Solutions (10%)	2,894					
	PSN Annual Sec Compliance & Monthly eBill (35%)	438					
	Anit-Spam Software	36					

Water

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
320	**Communications (GENERAL)**		3,801	3,672	4,296	3,869	3,668
	Verizon	2,256					
	Century Link Services	1,545					
322	**Postage**		4,532	3,532	4,501	4,229	3,418
	PO Box Fee (45%)	54					
	Monthly Statement Mailing (45%)	2,250					
	Pre-Stamped Window Envelopes (45%)	2,103					
	Annual Mailing Fee (45%)	75					
	Water Samples	50					
351	**Legal Notices Publishing**		300	200	200	437	130
361	**General Liability Insurance**		11,025	18,073	16,953	17,043	17,138
	Property/Liability/Volunteer Insurance	11,025					
380	**Utilities**		60,520	60,520	46,030	51,535	57,900
	Connexus	51,373					
	Centerpoint	6,408					
	City of Isanti - Water & Sewer	1,795					
	City of Isanti - Storm Water Utility	945					
400	**Ground Maintenance**		1,000	1,000	8,000	177	473
401	**Maint & Repairs - Bldgs**		5,530	5,530	4,850	3,003	6,491
404	**Repairs/Maint Machinery/Equip**		15,000	10,000	10,000	11,647	16,923
405	**Depreciation (GENERAL)**		400,000	380,000	370,500	388,042	379,418
415	**Other Equipment Rentals**			-	-	-	-
417	**Uniform Rentals**		1,174	1,174	1,294	1,062	1,140
	Cleaning ($65 per mth)	780					
	Allowance	394					
433	**Dues and Subscriptions**		3,470	3,470	3,745	3,711	4,261
	Gopher State One-Call Locates	1,240					
	American Water Works Association (AWWA)	180					
	WTF Hazardous Chemical	25					
	Well Monitoring Permits	-					
	Annual Water Use Report	1,700					
	MN Rurual Water Assn (50%)	125					
	TCALMC (25%)	75					
	APWA (25%)	125					

Water

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
437	**Other Miscellaneous**		450	450	350	428	389
	Railroad Mgmt Pipeline	450					
438	**Bank Charges**		-	-		-	20
492	**Testing-Waste/Water**		2,000	2,000	2,500	1,471	1,649
494	**Property Management**		-	-	800	-	-
500	**Capital Outlay (GENERAL)**		5,270	56,906	103,222	10,722	56,592
530	**Improvements Other Than Bldg**				-		
	BOND PAYMENTS						
	2007 MFPA						
22530	**Principal**		55,000	53,000	52,000	52,000	51,000
611	**Interest**		10,915	12,308	13,676	13,676	15,017
	2009 MFPA						
22530	**Principal**		265,000	257,000	249,000	249,000	242,000
611	**Interest**		81,923	89,741	97,315	97,315	104,677
	2008B GO Water Rev Bonds (2013A)						
22530	**Principal**		35,000	35,000	30,000	30,000	35,000
611	**Interest**		6,990	7,340	7,640	7,640	7,990
	2010A GO Utility Rev Bonds						
22530	**Principal**		20,000	20,000	20,000	20,000	20,000
611	**Interest**		4,260	4,920	5,520	5,520	6,120
	2011 MPFA						
22530	**Principal**		33,000	33,000	32,000	32,000	32,000
611	**Interest**		6,699	7,205	7,696	7,696	8,186
611	**Interest Accrual Adjustment**			-	-		
620	**Fiscal Agent Fees**		684	684	190	683	683
621	**Bond Discount**			-	-		
630	**Amortization of Bond Discount**			-	-		
700	**Operating Transfers**		4,534	4,333	4,333	343,047	4,333
	GO Improv Bond 2011 A - Fund 930	4,534					
	TOTAL BUDGET/EXPENDITURES		**$ 1,460,521**	**$ 1,441,677**	**$ 1,466,556**	**$ 1,667,255**	**$ 1,411,019**

Sewer

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
	REVENUES						
	Sewer Sales		$ 1,275,878	$ 1,221,000	$ 1,379,000	$ 1,203,659	$ 1,100,705
	Sewer Connection Fees (SAC)		168,950	164,028	64,590	313,600	430,248
	Miscellaneous		1,600	4,000	8,000	1,746	1,621
	Special Assessments		-	-	-	(3,660)	(53)
	Contributions		-	-	-		
	Interest Income		40,000	40,000	30,000	22,717	37,538
	Loan Forgiveness		-	-	173,893	-	173,893
13300	Deer Haven Improv - Principal Only 2012-2021		1,590	1,590	1,590	1,590	1,590
13300	3rd Ave Improv - Principal 2010-2019		-	10,487	9,525	9,525	9,542
36210	3rd Ave Improv - Interest 2010-2019		-	341	650	650	960
13100	Hotel Project		56,670	56,670			
	TOTAL REVENUES		**$ 1,544,688**	**$ 1,498,115**	**$ 1,667,248**	**$ 1,549,827**	**$ 1,756,044**
	PROFIT(LOSS)		**$ (105,132)**	**$ 149,379**	**$ 411,309**	**$ 384,569**	**$ 644,302**
	CASH FLOW		**$ (122,720)**	**$ 458,175**	**$ 355,173**	**$ 661,484**	**$ 497,686**

Sewer

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 168,457	$ 149,117	$ 158,835	$ 145,077	$ 140,649
	PSD (25.8%) & 6 PW Staff (29.9%)						
	Utility Billing Clerk (45%)						
101	**PT Salaries & Wages**		$ 2,600				
102	**FT Employees OT**		11,000	11,000	10,000	11,709	13,336
103	**Health Stipend (HRA)**			-	-		
108	**Wages & Salaries Admin**		59,984	55,333	43,876	43,622	28,653
	Receptionist/Utility Clerk (25%)						
	Administrator, Finance Director, Asst Finance Director, City Clerk, Admin Data Clerk (10%)						
	Administrative Data Clerk (10%)						
	Asst. City Administrator / Special Projects (10%)						
112	**Contracted Services**		5,950	5,950	5,750	4,771	5,297
	Annual Svc Agreement (Generator)	3,200					
	Code Updates	250					
	WWTP Meter Calibrations	1,000					
	Sewer Repair Services	1,500					
113	**Clothing Replacement**		175	130		168	
120	**Employer Contrib Ret General**		27,281	24,487	25,801	23,135	27,147
	PERA 7.5%						
	FICA/Medicare - 7.65%	3,002					
128	**Employer Contrib Ret Admin**		9,118	8,383	6,647	6,376	-
	PERA 7.5%						
	FICA/Medicare - 7.65%	-					
129	**Pension Expense (GASB 68)**			-	1,500	(21,860)	15,789
130	**Employer Paid Ins General**		48,185	43,363	47,103	37,656	35,054
138	**Employer Paid Ins Admin**		16,573	13,258	11,233	11,017	4,400
142	**Unemployment Comp Benefit**			-	-	-	6
150	**OPEB Expense**			-		7,606	
151	**Worker's Comp Benefit**		13,285	9,773	6,963	5,019	7,509
208	**Training and Instruction**		3,805	4,183	3,800	3,241	2,409
	Registration/Lodging/Meals Expense	3,422					
	Civic System Symposium - Util Clrk	383					

Sewer

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
211	**S/W Billing Services**		1,743	1,743	1,788	1,026	1,300
	Post Card Paper	808					
	Printer Toner	225					
	Window Envelopes	260					
	Misc Supplies	450					
212	**Motor Fuels**		3,110	3,360	3,110	2,414	1,772
	20% from Financial Administration	110					
	Maintenance / Fuel	3,000					
220	**General Supplies**		6,500	7,500	7,500	3,891	5,550
221	**Chemicals**		100,000	100,000	100,000	44,879	62,616
240	**Small Tools and Minor Equip**		1,750	1,400	2,000	1,328	856
	Fire Proof Cabinet (St/PRC/W/S/Storm)	200					
	Snow Blower (W/S)	550					
260	**Hauling**		-	-	-	-	
300	**Professional Srvs (GENERAL)**		2,187	2,196	2,243	1,779	2,075
	Safety Training	971					
	Northland Securities Cont Disc Report	716					
	City Attorney	500					
301	**Auditing and Acctg Services**		4,384	2,937	2,885	3,618	7,958
	12.5% from Financial Administration	4,384					
303	**Engineering Fees**		3,500	3,500	4,000	4,499	964
305	**Technology**		4,658	4,590	4,427	4,453	3,704
	Civic Systems support (12.92%)	728					
	Civic Plus Support (25%)	563					
	IT Solutions (10%)	2,894					
	PSN Annual Sec Compliance & Monthly eBill (35%)	438					
	Anit-Spam Software	36					
320	**Communications (GENERAL)**		3,396	3,288	3,360	3,460	3,075
	Verizon	2,256					
	Century Link Services	1,140					

Sewer

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
322	**Postage**		4,532	3,532	4,501	4,226	3,273
	PO Box Fee (45%)	54					
	Monthly Statement Mailing (45%)	2,250					
	Pre-Stamped Window Envelopes (45%)	2,103					
	Annual Mailing Fee (45%)	75					
	Miscellaneous Postage	50					
351	**Legal Notices Publishing**		150	150	200	179	19
361	**General Liability Insurance**		20,448	17,751	17,262	16,746	17,506
380	**Utilities**		223,590	100,014	86,025	99,106	78,524
	Connexus	91,035					
	Centerpoint	10,962					
	Lakes Gas	1,593				-	
	City of Isanti - Water & Sewer	120,000					
400	**Ground Maintenance**		1,000	1,000	1,000	-	1,198
401	**Maint & Repairs - Bldgs**		5,000	11,410	11,700	2,581	1,080
404	**Repairs/Maint Machinery/Equip**		20,000	20,000	20,000	19,519	20,401
405	**Depreciation (GENERAL)**		490,000	477,000	461,000	483,077	477,075
410	**Rentals**		-	-	-	665	-
415	**Other Equipment Rentals**		-	-	-	-	-
417	**Uniform Rentals**		1,560	1,560	1,560	1,432	1,465
	Cleaning ($80 per month)	960					
	Allowance	600					
433	**Dues and Subscriptions**		1,875	1,875	1,850	1,703	1,784
	WWTF Hazardous Chemical	25					
	WWTP Annual Permit Fee	1,500					
	MN Rurual Water Assn (50%)	125					
	MWOA	25					
	TCALMC (25%)	75					
	APWA (25%)	125					

Sewer

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
437	Other Miscellaneous		-	-	-	-	4
438	Bank Charges		-	-	-	-	
492	Testing-Waste/Water		8,000	8,000	8,000	3,710	7,139
494	Property Management		-	-	800	-	-
500	Capital Outlay (GENERAL)		424,830	46,950	164,358	21,259	8,050
530	Improvements Other Than Bldg			-	-		
	BOND PAYMENTS						
	1997 MFPA						
22530	Principal		-	-	-		261,862
611	Interest		-	-	-		5,173
	2009A GO Crossover Refund Bonds						
22530	Principal		-	55,000	55,000	55,000	55,000
611	Interest		-	1,925	3,850	3,850	5,555
	2010A GO Utility Rev Bonds						
22530	Principal		35,000	35,000	35,000	35,000	35,000
611	Interest		6,740	7,895	8,945	8,945	9,995
	2014B GO Bonds						
22530	Principal		100,000	100,000	100,000	100,000	95,000
611	Interest		12,168	13,493	14,568	14,568	15,375
	2016A GO Bonds						
22530	Principal		220,000	70,000	65,000	65,000	-
611	Interest		47,800	49,200	50,500	50,500	50,500
22530	*PFA Loan Forgiven*				173,893		173,893
611	Interest Accrual Adjustment				-		5,274
620	Fiscal Agent Fees (2009A/2010A)		802	505	575	802	501
621	Bond Discount			-	-		-
630	Amortization of Bond Discount		(6,018)	-	-	(6,018)	(6,018)
700	Operating Transfers		36,273	39,190	34,668	34,668	34,668
	GO Improv Bond 2011 A - Fund 930	36,273					
	TOTAL BUDGET/EXPENDITURES		**2,151,390**	**1,516,939**	**1,773,075**	**1,365,402**	**1,729,416**

Stormwater

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
	REVENUES						
	Storm Water Sales		$ 339,303	$ 297,452	$ 262,540	$ 320,097	$ 272,806
	Other Sales		$ -	$ -	$ -	$ 5,558	$ 105
	Interest Income		$ 1,500	$ 1,000	$ 250	$ 5,278	$ 888
	TOTAL REVENUES		**$ 340,803**	**$ 298,452**	**$ 262,790**	**$ 330,933**	**$ 273,799**
	PROFIT(LOSS)		**$ 138,705**	**$ 92,635**	**$ 53,296**	**$ 163,954**	**$ 123,987**
	CASH FLOW		**$ 48,155**	**$ (226,012)**	**$ (75,184)**	**$ 203,651**	**$ 164,403**

Stormwater

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 47,689	$ 48,854	$ 44,701	$ 33,986	$ 35,184
	PSD (4.3%) & 6 PW Staff (5%)						
	Utility Billing Clerk (10%)						
	MS4 Tech						
102	**FT Employees OT**		1,000	350	350	1,188	68
103	**Health Stipend (HRA)**			-	-	-	
108	**Wages & Salaries Admin**		-	4,413	-	-	
112	**Contracted Services**		250	250	250	363	149
	Code Updates	250					
113	**Clothing Replacement**		50	20		52	
120	**Employer Contrib Ret General**		7,397	7,577	6,940	5,445	5,015
	PERA 7.5%						
	FICA/Medicare - 7.65%						
128	**Employer Contrib Ret Admin**			669	-	-	-
	PERA 7.5%						
	FICA/Medicare - 7.65%						
129	**Pension Expense (GASB 68)**			-	5,000	3,001	216
130	**Employer Paid Ins General**		8,240	9,533	7,810	7,720	6,537
138	**Employer Paid Ins Admin**			693	-	-	-
150	**OPEB Expense**			-	-	1,035	
151	**Worker's Comp Benefit**		2,290	3,790	1,199	785	42
208	**Training and Instruction**		1,085	1,085	1,000	573	60
	Civic System Symposium - Util Clrk	85					
211	**S/W Billing Supplies**		387	387	397	293	289
	Post Card Paper	179					
	Printer Toner	50					
	Window Envelopes	58					
	Misc Supplies	100					

Stormwater

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
212	**Motor Fuels**		1,333	1,444	1,250	1,320	901
	Maintenance / Fuel	1,333					
220	**General Supplies**		400	400	500	4,067	125
230	**Salt/Sand/Sweepings**		5,500	5,500	5,500	3,884	2,053
231	**Street Maintenance**		-	-		-	112
240	**Small Tools and Minor Equip**		800	1,150	1,750	966	488
	Fire Proof Cabinet (St./PRC/W/S/Storm)	200					
	Back Pack Blower (St./PRC/Storm)	200					
300	**Professional Srvs (GENERAL)**		12,250	12,250	39,460	11,025	1,919
	City Attorney	250					
	Bolton & Menk - MS4 Application Assistance	6,000					
	Bolton & Menk - MS4 Misc. Assistance	6,000					
	Safety Training	485					
301	**Auditing and Acctg Services**		4,384	2,937	2,885	3,618	7,958
	12.5% from Financial Administration	4,384					
303	**Engineering Fees**		35,000	35,000	40,000	26,815	17,724
305	**Technology**		560	420	379	506	420
	Civic System support (7.37%)	399					
	PSN Annual Sec Compliance & Monthly eBill (10%)	125					
	Anit-Spam Software	36					
322	**Postage**		996	774	989	943	786
	PO Box Fee (10%)	12					
	Monthly Statement Mailing (10%)	500					
	Pre-Stamped Window Envelopes (10%)	467					
	Annual Mailing Fee (10%)	17					
351	**Legal Notices Publishing**		200	200	250	667	-
361	**General Liability Insurance**		346	842	1,119	797	1,146
	Property/Liability/Volunteer Insurance	346					
380	**Utilities**		4,321	4,159	3,800	4,074	3,653
	City of Isanti - Storm Water Utility	4,321					

Stormwater

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
400	**Ground Maintenance**		15,000	15,000	15,000	7,523	3,999
	Rain Garden Incentive Program	5,000					
	Misc storm pond maintenance	10,000					
404	**Repairs/Maint Machinery/Equip**		5,330	5,330	6,200	4,479	5,822
405	**Depreciation**		45,000	40,500	20,500	40,999	40,416
410	**Rentals**		1,000	1,000	1,000	-	-
417	**Uniform Rentals**		250	250	250	236	194
	G&K Services ($6.77 per month)	84					
	Allowance	166					
433	**Dues & Subscriptions**		1,040	1,040	1,015	618	30
	MS4 Stormwater Permit	400					
	MCSC Membership	515					
	APWA (25%)	125					
437	**Other Miscellaneous**		-	-	-	-	(583)
500	**Capital Outlay (GENERAL)**		135,550	359,147	148,980	1,303	15,090
700	**Operating Transfers**				-	-	
	TOTAL BUDGET/EXPENDITURES		**$ 337,648**	**$ 564,964**	**$ 358,474**	**$ 168,281**	**$ 149,812**

Liquor Store

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
	REVENUES						
	Sales		$ 2,994,164	$ 2,856,808	$ 2,679,523	$ 2,921,136	$ 2,787,130
	Interest Income		6,000	7,000	5,400	6,087	5,796
	Hotel Project - Land		79,384	53,619			
	TOTAL REVENUES		**$ 3,079,548**	**$ 2,917,427**	**$ 2,684,923**	**$ 2,927,223**	**$ 2,792,926**
	PROFIT(LOSS)		**$ (86,384)**	**$ (80,791)**	**$ (79,702)**	**$ 10,083**	**$ (33,555)**
	CASH FLOW		**$ 16,000**	**$ (6,473)**	**$ (64,252)**	**$ 18,979**	**$ 22,755**

Liquor Store

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 203,387	$ 185,250	$ 171,771	$ 169,246	$ 152,812
	Liquor Store Manager						
	Asst. Manager						
	Clerk II, Clerk III x2						
101	**PT Salaries & Wages**		43,782	55,101	36,029	39,470	46,903
102	**FT Employees OT**			-	-	-	-
103	**Health Stipend (HRA)**			-	-	-	-
105	**Labor Credit - Work for Others**			-	-	-	-
108	**Wages & Salaries Admin**		50,349	50,826	38,407	37,905	31,837
112	**Contracted Services**			-	-	-	-
120	**Employer Contrib Ret General**		37,446	36,413	31,392	30,676	33,189
	PERA 7.5%						
	FICA/Medicare - 7.65%						
128	**Employer Contrib Ret Admin**		7,658	7,700	5,819	5,568	-
	PERA 7.5%						
	FICA/Medicare - 7.65%	-					
129	**Pension Expense (GASB 68)**			-	550	(12,349)	35,648
130	**Employer Paid Ins General**		50,939	44,646	60,209	37,825	32,769
138	**Employer Paid Ins Admin**		11,206	9,035	7,494	7,320	4,834
142	**Unemployment Comp Benefit**			-	-	263	2,769
150	**OPEB Expense**			-		6,438	
151	**Worker's Comp Benefit**		13,655	9,452	7,182	5,111	7,019
200	**Office Supplies (GENERAL)**		5,500	5,500	6,000	4,818	4,482
208	**Training and Instruction**		2,480	2,200	2,700	520	392
	20% of City Car (from Finance)	110					
	MMBA Conference	1,400					
	Alcohol Server Training	350					
	Food/Wine Pairing Training	200					
	Regional Meeting/Misc Training	420					

Liquor Store

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
251	**Liquor for Resale**		676,149	629,664	600,459	659,658	614,306
252	**Beer for Resale**		1,162,895	1,127,465	1,042,697	1,134,532	1,099,966
253	**Wine for Resale**		203,829	184,643	169,135	198,857	180,139
257	**Ice for Resale**		9,084	8,665	8,592	8,863	8,453
259	**Other for Resale**		120,585	111,537	119,384	117,643	108,816
260	**Hauling**		10,259	9,708	7,904	10,009	9,471
300	**Professional Srvs (GENERAL)**		1,071	1,080	1,200	961	951
	Safety Training	971					
	Misc Attorney, Engineering, Etc.	100					
301	**Auditing and Acctg Services**		4,384	2,937	2,885	3,618	7,958
	12.5% from Financial Administration	4,384					
305	**Technology**		4,816	5,060	5,890	5,697	4,556
	Civic System support (5.45%)	295					
	Battery backup for register	250					
	IT Solutions (10%)	2,894					
	Zabinski - Firewall, Software Updates	1,377					
320	**Communications (GENERAL)**		2,233	1,730	1,680	2,031	1,676
	CenturyLink	1,693					
	Verizon	540					
322	**Postage**		-	-	-	-	-
340	**Advertising**		7,370	7,000	7,000	4,452	6,438
	Rodeo - Banners/Sponsorship	2,000					
	Facebook	250					
	Scotsman	1,920					
	Receipt Ads	1,200					
	Tastings	2,000					
351	**Legal Notices Publishing**		500	500	500	1,085	685
361	**General Liability Insurance**		3,292	4,410	3,954	4,157	4,036
364	**Dram Shop Liability Ins.**		3,395	3,041	2,914	2,842	2,756
380	**Utilities**		15,049	15,348	13,300	12,791	12,506
	Connexus	12,386					
	Centerpoint	585					
	City of Isanti - Water & Sewer	1,606					
	City of Isanti - Storm Water Utility	473					

Liquor Store

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
400	**Ground Maintenance**		375	375	1,700	-	303
	Snow Removal Retainer	175					
	Misc Maint.	200					
401	**Maint & Repairs - Bldgs**		3,596	5,010	4,988	1,279	1,896
	Disposal Service $41/Month	472					
	Window Washing Services $25/Month	175					
	Rug Service $52/Month	624					
	Floor Waxing 2x per Year	325					
	Misc Main & Repairs	2,000					
404	**Repairs/Maint Machinery/Equip**		3,750	3,400	3,550	3,927	1,099
	Register Equipment Repairs Fee/Misc	2,000					
	General Maint	1,750					
405	**Depreciation (GENERAL)**		23,000	20,700	14,900	21,245	20,662
431	**Over/Short**		-	-	-	39	(5)
433	**Dues and Subscriptions**		2,010	2,010	2,010	878	1,970
	MMBA	1,700					
	Buyer's Card MOOFSL	20					
	Tobacco License	150					
	Other	140					
437	**Other Miscellaneous**		-	-	-	-	
438	**Bank Charges**		43,000	37,451	31,000	38,376	34,046
443	**Check Recovery Fee**		-	-	-	-	
490	**Donations-Organizations**		-	-	-	-	273
493	**Alarm System**		1,144	1,144	1,130	1,389	871
	Monitoring Service	1,144					
500	**Capital Outlay (GENERAL)**		8,360	5,600	300		
	Technology - Computers	5,560					
	ADA Compliant Counter	2,800					
720	**Operating Transfers**		350,000	350,000	350,000	350,000	350,000
TOTAL BUDGET/EXPENDITURES			**$ 3,086,548**	**$ 2,944,599**	**$ 2,764,625**	**$ 2,917,140**	**$ 2,826,481**

City of Isanti						15.00%									
Pavement Management/Street/Construction Funds (Engineered Projects)						0.10%									
Fund 425						84.90%									
Assumed Inflation	3%														
Costs double every 24 years															
				Useful life for the purposes of this document only	Estimated Project Year										
Department	Expense	Account Title	Account Number			2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	Public Works Garage	Buildings and Structures	XXX-49008-520	40 yr useful life											
	Salt Shed	Buildings and Structures	XXX-49008-520	30 yr useful life											
	Str. Rehab Brookview S. 1-4 Addition	Imp. Other Than Buildings	425-49008-530		2022			$ 620,000.00							
	6th Ave Rehabilitation	Imp. Other Than Buildings	425-49008-530		2020	$ 311,000.00									
	Main St. Reconstruction	Imp. Other Than Buildings	425-49008-530		2021		$ 699,000.00								
	Isanti Hills Street Rehabilitation	Imp. Other Than Buildings	425-49008-530		2025						$ 856,000.00				
	Railroad Avenue Reconstruction	Imp. Other Than Buildings	425-49008-530		2023				$ 463,000.00						
	Mill Overlay E. Dual from Heritage to WTF	Imp. Other Than Buildings	425-49008-530		2024					$ 204,000.00					
	Town Edge Rd. SE. Mill/Overlay	Imp. Other Than Buildings	425-49008-530		2026							$ 300,000.00			
	Traffic Sign Evaluation and Replacement	Imp. Other Than Buildings	425-49008-530		2027										
	Pave Elim Lane and Viola Street	Imp. Other Than Buildings	425-49008-530		2029										$ 171,000.00
	Pave Gravel Alleys	Imp. Other Than Buildings	425-49008-530		2029										$ 185,000.00
	Pond Street Reconstruction	Imp. Other Than Buildings	425-49008-530		2029										$ 100,000.00
	Tyler Street SE Reconstruction	Imp. Other Than Buildings	425-49008-530		2027								$ 1,296,000.00		
	4th Avenue SW Reconstruction	Imp. Other Than Buildings	425-49008-530		2028									$ 1,372,000.00	
	Heritage Intersection	Imp. Other Than Buildings	425-49008-530		2021		$ 300,000.00								
	Town Edge Rd. SE. Utility Imp.	Imp. Other Than Buildings	425-49008-530		2036										
	Pond Street Utility Imp.	Imp. Other Than Buildings	425-49008-530		2036										
		Imp. Other Than Buildings	425-49008-530												
		Imp. Other Than Buildings	425-49008-530												
		Imp. Other Than Buildings	425-49008-530												
		Imp. Other Than Buildings	425-49008-530												
Department	Revenue	Account Title	Account Number												
		Property Taxes	XXX-31000			$ 267,000.00	$ 275,010.00	$ 283,260.00	$ 291,758.00	$ 300,511.00	$ 309,526.00	$ 318,812.00	$ 328,376.00	$ 338,227.00	$ 348,374.00
		State Grants and Aids	XXX-33400												
		MSA St. Maint.	XXX-33418												
		MSA St. Const.	XXX-33419			$ 311,000.00	$ 999,000.00	$ 120,000.00	$ 463,000.00	$ 154,000.00	$ 428,000.00				
		Special Assessments	XXX-36100									$	$	$	$
		Interest Earnings	XXX-36210												
		Transfer from General Fund	XXX-39201												
		Transfer from Water Fund	XXX-39203			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 89,000.00	$ 98,000.00	$ -
		Transfer from Sewer Fund	XXX-39203			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 275,000.00	$ 435,000.00	$ -
		Transfer from Stormwater Fund	XXX-39203			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 164,000.00	$ 168,000.00	$ -
		Transfer from Liquor Fund	XXX-39203												
		Transfer from Other Fund	XXX-39203												
		Bond Proceeds	XXX-39310												
Anticipated Reserve Funds	Budgeted Expenditures					$ 311,000.00	$ 999,000.00	$ 620,000.00	$ 463,000.00	$ 204,000.00	$ 856,000.00	$ 300,000.00	$ 1,296,000.00	$ 1,372,000.00	$ 456,000.00
on	Budgeted Revenues					$ 578,000.00	$ 1,274,010.00	$ 403,260.00	$ 754,758.00	$ 454,511.00	$ 737,526.00	$ 318,812.00	$ 935,776.00	$ 1,090,427.00	$ 362,374.00
1/1/2019	1 Year (Over) / Under Budget					$ 267,000.00	$ 275,010.00	$ (216,740.00)	$ 291,758.00	$ 250,511.00	$ (118,474.00)	$ 18,812.00	$ (360,224.00)	$ (281,573.00)	$ (93,626.00)
$ -	Running Fund (Deficit) / Surplus					$ 270,667.48	$ 545,677.48	$ 328,937.48	$ 620,695.48	$ 871,206.48	$ 752,732.48	$ 771,544.48	$ 411,320.48	$ 129,747.48	$ 36,121.48

City of Isanti							15.00%				
Pavement Management/Street/Construction Funds (Engineered Projects)							0.10%				
Fund 440							84.90%				
Assumed Inflation	3%										
- Costs double every 24 years											
Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Estimated Purchase, Maintenance or Replacement Cost in 2018 Dollars	2020	2021	2022	2023	2024
	2019 Pavement Management	Engineering Fees	440-49008-303		2019						
	2019 Pavement Management	Legal Notices Publishing	440-49008-351		2019						
	2019 Pavement Management	Imp. Other Than Buildings	440-49008-530	20 yr useful life	2019						
	2020 Pavement Management	Engineering Fees	440-49008-303		2020		$ 46,870.00				
	2020 Pavement Management	Legal Notices Publishing	440-49008-351		2020		$ 310.00				
	2020 Pavement Management	Imp. Other Than Buildings	440-49008-530	20 yr useful life	2020		$ 257,710.00				
	2021 Pavement Management	Engineering Fees	440-49008-303		2021			$ 48,280.00			
	2021 Pavement Management	Legal Notices Publishing	440-49008-351		2021			$ 320.00			
	2021 Pavement Management	Imp. Other Than Buildings	440-49008-530	20 yr useful life	2021			$ 265,440.00			
	2022 Pavement Management	Engineering Fees	440-49008-303		2022				$ 49,730.00		
	2022 Pavement Management	Legal Notices Publishing	440-49008-351		2022				$ 330.00		
	2022 Pavement Management	Imp. Other Than Buildings	440-49008-530	20 yr useful life	2022				$ 273,400.00		
	2023 Pavement Management	Engineering Fees	440-49008-303		2023					$ 51,220.00	
	2023 Pavement Management	Legal Notices Publishing	440-49008-351		2023					$ 340.00	
	2023 Pavement Management	Imp. Other Than Buildings	440-49008-530	20 yr useful life	2023					$ 281,600.00	
	2024 Pavement Management	Engineering Fees	440-49008-303		2024						$ 52,760.00
	2024 Pavement Management	Legal Notices Publishing	440-49008-351		2024						$ 350.00
	2024 Pavement Management	Imp. Other Than Buildings	440-49008-530	20 yr useful life	2024						$ 290,050.00
Department	Revenue	Account Title	Account Number								
	Pavement Management Revenue	Gas Franchise Fee	225-33622				$ 139,237.00	$ 143,414.00	$ 147,716.00	$ 152,147.00	$ 156,711.00
	Pavement Management Revenue	Electric Franchise Fee	225-33623				$ 169,285.00	$ 174,364.00	$ 179,595.00	$ 184,983.00	$ 190,532.00
Anticipated Reserve Funds on	Budgeted Expenditures					Budgeted Expenditures	$ 304,890.00	$ 314,040.00	$ 323,460.00	$ 333,160.00	$ 343,160.00
	Budgeted Revenues					Budgeted Revenues	$ 308,522.00	$ 317,778.00	$ 327,311.00	$ 337,130.00	$ 347,243.00
1/1/2019	1 Year (Over) / Under Budget					1 Year (Over) / Under Budget	$ 3,632.00	$ 3,738.00	$ 3,851.00	$ 3,970.00	$ 4,083.00
$ 297,628.00	Running Fund (Deficit) / Surplus					Running Fund (Deficit) / Surplus	$ 304,796.00	$ 308,534.00	$ 312,385.00	$ 316,355.00	$ 320,438.00

City of Isanti

Capital Maintenance/Replacement Fund

Fund 601

Assumed Inflation 3%

- Costs double every 24 years

Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2018 Dollars	2020	2021	2022	2023	2024
Water	Computing/Technology Devices	Capital Outlay	601-49400-500	5 yr		Ongoing		$ 2,690	$ 3,140	$ 830	$ 1,420	$ 4,140
	Well House No. 1 Well Pump No. 1	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 50,000.00					
	Well House No. 1 Flow Meter	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 5,000.00					
	Well House No. 1 Dehumidifier	Capital Outlay	601-49400-500	20 yr	2037	2017	$ 1,500.00					
	Well House No. 1 Air Conditioner	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 1,500.00				$ 1,740	
	Well House No. 1 Unit Heater	Capital Outlay	601-49400-500	20 yr	2023	2008	$ 1,000.00				$ 1,160	
	Well House No. 2 Well Pump No. 2	Capital Outlay	601-49400-500	30 yr	2021	1991	$ 100,000.00		$ 109,270			
	Well House No. 2 Flow Meter	Capital Outlay	601-49400-500	20 yr	2028	1991	$ 7,500.00					
	Well House No. 2 Unit Heater	Capital Outlay	601-49400-500	20 yr	2023	1991	$ 1,000.00				$ 1,160	
	Well House No. 2 Dehumidifier	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00					
	Well House No. 3 Well Pump No. 3	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 100,000.00					
	Well House No. 3 Flow Meter	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 7,500.00					
	Well House No. 3 Dehumidifier	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00					
	Well House No. 3 Unit Heater	Capital Outlay	601-49400-500	20 yr	2023	2008	$ 1,000.00				$ 1,160	
	Well House No. 3 Air Conditioning	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 1,500.00				$ 1,740	
	Well House No. 3 VFD	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 12,000.00				$ 13,910	
	Well House No. 3 Exhaust Fan	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00					
	Well House No. 3 - Chlorine Room Exhaust Fan	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00					
	Well House No. 3 - Chlorine Room Unit Heater	Capital Outlay	601-49400-500	20 yr	2023	2008	$ 1,000.00				$ 1,160	
	Well House No. 3 - Chlorine Room Exhaust Fan	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00					
	Well House No. 3 - Chemical Room Fluoride Tank	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 1,500.00					
	Well House No. 3 - Chemical Room Orthophosphate Tank	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 2,000.00					
	Well House No. 3 - Chemical Room Unit Heater	Capital Outlay	601-49400-500	20 yr	2023	2008	$ 1,000.00				$ 1,160	
	Well House No. 3 - Chemical Room Exhaust Fan	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00					
	Tank Room Influent Flow Meter - PIN-FMM	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 7,500.00				$ 8,690	
	Tank Room Backwash Reclaim Flow Meter - PWR-FMM	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 3,500.00				$ 4,060	
	Tank Room Backwash Supply Flow Meter - BWD - FMM	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 5,000.00				$ 5,800	
	Tank Room Filter Tank A	Capital Outlay	601-49400-500	35 yr	2043	2008	$ 900,000.00					
	Tank Room Filter Tank B	Capital Outlay	601-49400-500	35 yr	2043	2008	$ 900,000.00					
	Tank Room Filter Tank C	Capital Outlay	601-49400-500	35 yr	2043	2008	$ 900,000.00					
	Tank Room Filter Tank D	Capital Outlay	601-49400-500	35 yr	2043	2008	$ 900,000.00					
	Mechanical Room Unit Heater No. 4	Capital Outlay	601-49400-500	20 yr	2023	2008	$ 1,000.00				$ 1,160	
	Tank RoomRadiant Heater No. 1	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 6,000.00				$ 6,960	
	Tank RoomRadiant Heater No. 2	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 6,000.00				$ 6,960	
	Tank RoomRadiant Heater No. 3	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 6,000.00				$ 6,960	
	Tank Room Radiant Heater No. 4	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 6,000.00				$ 6,960	
	Tank Room Dehumidifier No. 1	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,000.00					
	Tank Room Dehumidifier No. 2	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,000.00					
	Tank Room Dehumidifier No. 3	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,000.00					
	Tank Room Dehumidifier No. 4	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,000.00					
	Tank Room Dehumidifier No. 5	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,000.00					
	Tank Room Dehumidifier No. 6	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,000.00					

City of Isanti

Capital Maintenance/Replacement Fund

Fund 601

Assumed Inflation 3%

- Costs double every 24 years

Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2018 Dollars	2020	2021	2022	2023	2024
	Tank Room Filter Influent Valves - 3 per tank	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 4,500.00					
	Tank Room Filter Air Release Valves - 1 per tank	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,000.00					
	Tank Room Filter Effluent Valves - 1 per tank	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 4,500.00					
	Tank Room Backwash Supply Valves - 1 per tank	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 4,500.00					
	Backwash Recycle Pump	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 7,500.00				$ 8,690	
	Tank Room Backwash Drain Valves - 3 per tank	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 4,500.00					
	Tank Room Air Wash Valves - 3 per tank	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00					
	Tank Room Plant Bypass Valves	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 8,000.00					
	Tank Room High Pressure Relief Valves	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 4,000.00					
	Water PlantBackwash Recycle Basin	Capital Outlay	601-49400-500	50 yr	2058	2008	$ 800,000.00					
	Tank Room Positive Displacement Backwash Blower	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 25,000.00					
	Chlorine Generation Room Miox System	Capital Outlay	601-49400-500	10 yr	2028	2018	$ 85,000.00					
	Chlorine Generation Room Hypochlorite Tank No. 1	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,000.00					
	Chlorine Generation Room Hypochlorite Tank No. 2	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,000.00					
	Chlorine Generation Room Brine Booster Pump No. 1	Capital Outlay	601-49400-500	15yr	2023	2008	$ 2,500.00				$ 2,900	
	Chlorine Generation Room Brine Booster Pump No. 2	Capital Outlay	601-49400-500	15yr	2023	2008	$ 2,500.00				$ 2,900	
	Chlorine Generation Room Water Softeners	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 2,000.00				$ 2,320	
	Chlorine Generation Room Chlorine Analyzer	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 4,000.00				$ 4,640	
	Chlorine Generation Room Hypochlorite Dilution Rotometer No. 1	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,000.00					
	Chlorine Generation Room Hypochlorite Water Dilution Rotometer No. 2	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 1,000.00				$ 1,160	
	Chlorine Generation Room Hypochlorite Feed Pump No. 1	Capital Outlay	601-49400-500	15yr	2023	2008	$ 4,000.00				$ 4,640	
	Chlorine Generation Room Hypochlorite Feed Pump No. 2	Capital Outlay	601-49400-500	15yr	2023	2008	$ 4,000.00				$ 4,640	
	Chlorine Generation Room Unit Heater No. 2	Capital Outlay	601-49400-500	20 yr	2023	2008	$ 1,000.00				$ 1,160	
	Chlorine Generation Room Exhaust Fan No. 2	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00					
	Salt Brine Tanks (Qty 2)	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 50,000.00					
	Chlorine Generation Room - Tank Room Cl2 PVC Piping	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 5,000.00				$ 5,800	
	Chemical Feed Room Permanganate Pump No. 1	Capital Outlay	601-49400-500	15yr	2023	2008	$ 6,000.00				$ 6,960	
	Chemical Feed Room Permanganate Tank	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,000.00					
	Chemical Feed Room Permanganate Tank Mixer No. 1	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 1,500.00				$ 1,740	
	Chemical Feed Room Permanganate Scale No. 1	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,000.00					
	Chemical Feed Room Permanganate Scale No. 2	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,000.00					
	Chemical Feed Room Orthophosphate Tank	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,200.00					
	Chemical Feed Room Orthophosphate Pump No. 1	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,000.00					
	Chemical Feed Room Orthophosphate Scale	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,000.00					
	Chemical Feed Room Fluoride Tank	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 2,000.00					
	Chemical Feed Room Fluoride Pump No. 1	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,000.00					
	Chemical Feed Room Fluoride Pump No. 2	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,000.00					
	Chemical Feed Room Fluoride Scale	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,500.00					
	Chemical Feed Room Unit Heater No. 3	Capital Outlay	601-49400-500	20 yr	2023	2008	$ 1,000.00				$ 1,160	
	Chemical Feed Room Exhaust Fan No. 3	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00					
	Reclaim Area Sludge Pump	Capital Outlay	601-49400-500	15yr	2023	2008	$ 4,000.00				$ 4,640	
	Reclaim Area Backwash Recycle Pump	Capital Outlay	601-49400-500	15yr	2023	2008	$ 7,000.00				$ 8,110	

City of Isanti
Capital Maintenance/Replacement Fund
Fund 601
Assumed Inflation 3%
- Costs double every 24 years

Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2018 Dollars	2020	2021	2022	2023	2024
	Reclaim Area Backwash Recycle Pump motor	Capital Outlay	601-49400-500	15yr	2023	2008	$ 4,000.00				$ 4,640	
	Mechanical Room Air Compressors	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 5,000.00				$ 5,800	
	Tank Room Unit Heater No. 1	Capital Outlay	601-49400-500	20 yr	2023	2008	$ 2,000.00				$ 2,320	
	Mechanical Room Exhaust Fan EF-1	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 2,500.00					
	Mechanical Room Water Heater	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 1,500.00				$ 1,740	
	Backwash Drain Exhaust Fan EF-4	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,000.00					
	Brine Area Brine Tank No. 1	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 25,000.00					
	Brine Area Brine Tank No. 2	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 25,000.00					
	Water Treatment Plant Cummins Diesel Generator	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 150,000.00					
	WTP Vestibute Cabinet Heater No. 1	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 500.00				$ 580	
	Water Tower Recirculation Pump No. 1	Capital Outlay	601-49400-500	15yr	2023	2008	$ 2,500.00				$ 2,900	
	New Water Tower	Buildings and Structures	601-49400-520	50 yr	2053	2003	$ 1,500,000.00					
	Water Tower Coating	Capital Outlay	601-49400-500	20 yr	2023	2003	$ 700,000.00				$ 811,490	
	Air dryer for compressor	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 500.00				$ 580	
	Heater for office	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 500.00				$ 580	
	ORB Probe	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 2,000.00					
	Backup Cl2 System	Capital Outlay	601-49400-500	40 yr	2048	2008	$ 40,000.00					
	Filter valves (general - Qty 46)	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 161,000.00					
	Filter valves (general - Qty 46)	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 161,000.00					
	CL17 Free Cl2 Analyzer	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 4,000.00					
	CL17 Free Cl2 Analyzer	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 4,000.00					
	Printer	Capital Outlay	601-49400-500	10 yr	2027	2017	$ 250.00					
	Eyewash Station (Qty 3)	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,000.00					
	Eyewash Station (Qty 3)	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,000.00					
	Rebuild Filter 1 Underdrain	Capital Outlay	601-49400-500	10 yr	2021	0	$ 300,000.00		$ 327,820			
	Rebuild Filter 2 Underdrain	Capital Outlay	601-49400-500	10 yr	2022	0	$ 300,000.00			$ 337,650		
	Rebuild Filter 3 Underdrain	Capital Outlay	601-49400-500	10 yr	2023	0	$ 300,000.00				$ 347,780	
	Rebuild Filter 4 Underdrain	Capital Outlay	601-49400-500	10 yr	2024	0	$ 300,000.00					$ 358,220
	Chlorine Generation Room Miox System Cell	Capital Outlay	601-49400-500	7 yr	2025	2018	$ 55,000.00					
	Cameras - Water Tower	Capital Outlay	601-49400-500	10 yr	2020	N/A	$ 2,500.00	$ 2,580				
	Transfer Out for Engineered Projects	Operating Transfers	601-49400-720	N/A		Ongoing						
	Contribution to General Fund (920) Capital Purchases	Operating Transfers	601-49400-720	N/A		Ongoing		$ -	$ -	$ 58,278	$ 38,970	$ 73,034
	Contribution to Sewer Fund (602) Capital Purchases	Operating Transfers	601-49400-720	N/A		Ongoing		$ -	$ -	$ -	$ -	$ -
Department	Revenue	Account Title	Account Number									
		State Grants and Aids	601-33400									
		Debt Proceeds	601-36203									
		Water Sales	601-37100					60,470.00	62,280.00	64,150.00	66,070.00	68,050.00
		Water Access Charge	601-37151					134,580.00	138,620.00	142,780.00	147,060.00	151,470.00
Anticipated Reserve Funds on	Budgeted Expenditures						Budgeted Expenditures	$ 5,270.00	$ 440,230.00	$ 396,758.41	$ 1,351,000.07	$ 435,394.27
	Budgeted Revenues						Budgeted Revenues	$ 195,050.00	$ 200,900.00	$ 206,930.00	$ 213,130.00	$ 219,520.00
1/1/2019	1 Year (Over) / Under Budget						1 Year (Over) / Under Budget	$ 202,676.52	$ (239,330.00)	$ (189,828.41)	$ (1,137,870.07)	$ (215,874.27)
$ 1,222,233.63	Running Fund (Deficit) / Surplus						Running Fund (Deficit) / Surplus	$ 1,610,710.15	$ 1,371,380.15	$ 1,259,454.90	$ 121,584.83	$ (96,289.44)

City of Isanti
Capital Maintenance/Replacement Fund
Fund 602
Assumed Inflation | 3%
- Costs double every 24 years

Department	Expense	Allocation	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2019 Dollars	2020	2021	2022	2023	2024
Sewer	Computing/Technology Devices		Capital Outlay	602-49450-500	5 yr		Ongoing		$ 830.00	$ 3,140.00	$ 830.00	$ 1,420.00	$ 2,050.00
	Pretreatment Fine Screen 1 - Enviro-Care		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 100,000.00					
	Pretreatment Fine Screen 2 - Enviro-Care		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 100,000.00					
	Pretreatment Parshall Flume		Capital Outlay	602-49450-500	60 yr	2077	2017	$ 20,000.00					
	Pretreatment Grit Classifier		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 40,000.00					
	Pretreatment Grit Separator / Chamber?		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 25,000.00					
	Pretreatment Grit Pump		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 25,000.00					
	Pretreatment Exhaust Fan		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 2,500.00					
	Pretreatment Forcemain from Pretreatment to Pond Structure		Capital Outlay	602-49450-500	60 yr	2077	2017	$ 115,000.00					
	Pretreatment Forcemain from Lift Station to WWTP		Capital Outlay	602-49450-500	40 yr	2036	1996	$ 1,200,000.00					
	Pretreatment Autumatic Sampler		Capital Outlay	602-49450-500	30 yr	2047	2017	$ 15,000.00					
	Pretreatment LEL & H2S Monitor		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 2,500.00					
	Pretreatment Unit Heater (Qty 6)		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 2,000.00					
	Pretreatment Gas Fired Heater		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 1,000.00					
	Pretreatment Centrifugal Fans		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 1,000.00					
	Pretreatment Split AC Unit		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 2,000.00					
	Pretreatment Exhaust Fan		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 1,000.00					
	Pretreatment Make Air Unit		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 15,000.00					
	Pretreatment Electrical Panel Room Heater		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 1,000.00					
	Pretreatment Sump Pump		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 2,500.00					
	Pretreatment Flow Meters (Qty 2)		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 1,500.00					
	Pretreatment Flow Transducers (Qty 2)		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 1,500.00					
	Aerated Ponds Wastewater Splitter Structure		Capital Outlay	602-49450-500	60 yr	2077	2017	$ 60,000.00					
	Aerated Ponds Aerated Pond No. 1		Imp. Other Than Buildings	602-49450-530	60 yr	2056	1996	$ 1,200,000.00					
	Aerated Ponds Aerated Pond No. 2		Imp. Other Than Buildings	602-49450-530	60 yr	2056	1996	$ 1,200,000.00					
	Aerated Ponds Aerated Pond No. 3		Imp. Other Than Buildings	602-49450-530	60 yr	2056	1996	$ 1,200,000.00					
	Aerated Ponds Aerated Pond No. 4		Imp. Other Than Buildings	602-49450-530	60 yr	2056	1996	$ 1,200,000.00					
	Aerated Ponds Aerated Pond No. 5		Imp. Other Than Buildings	602-49450-530	60 yr	2056	1996	$ 1,200,000.00					
	Aerated Ponds Aerated Pond No. 6		Imp. Other Than Buildings	602-49450-530	60 yr	2056	1996	$ 1,200,000.00					
	Aerated Ponds Air Piping in the Aerated Ponds		Capital Outlay	602-49450-500	15 yr	2026	2011	$ 20,000.00					
	Aerated Ponds Control Structures		Buildings and Structures	602-49450-520	40 yr	2036	1996	$ 20,000.00					
	Treatment Building Clarifier Splitter Box		Capital Outlay	602-49450-500	20 yr	2036	1996	$ 25,000.00					
	Treatment Building Solids Contact Clarifier No. 1		Capital Outlay	602-49450-500	40 yr	2036	1996	$ 300,000.00					
	Treatment Building Solids Contact Clarifier No. 2		Capital Outlay	602-49450-500	40 yr	2036	1996	$ 300,000.00					
	Treatment Building Solids Contact Clarifier No. 1 Mixer		Capital Outlay	602-49450-500	20 yr	2036	1996	$ 50,000.00					
	Treatment Building Solids Contact Clarifier No. 2 Mixer		Capital Outlay	602-49450-500	20 yr	2036	1996	$ 50,000.00					
	Treatment Building Solids Contact Clarifier No. 1 Scraper		Capital Outlay	602-49450-500	20 yr	2036	1996	$ 125,000.00					
	Treatment Building Solids Contact Clarifier No. 2 Scraper		Capital Outlay	602-49450-500	20 yr	2036	1996	$ 125,000.00					
	Treatment Building Solids Contact Clarifier No. 1 Aluminum Dome		Capital Outlay	602-49450-500	40 yr	2036	1996	$ 125,000.00					
	Treatment Building Solids Contact Clarifier No. 2 Aluminum Dome		Capital Outlay	602-49450-500	40 yr	2036	1996	$ 125,000.00					
	Treatment Building Unit Heater		Capital Outlay	602-49450-500	15 yr	2026	1996	$ 1,000.00	1,000.00				
	Treatment Building Clarifier Sludge Piping and Valves		Capital Outlay	602-49450-500	20 yr	2036	1996	$ 35,000.00					
	Treatment Building Clarifier Effluent Piping and Valves		Capital Outlay	602-49450-500	20 yr	2036	1996	$ 40,000.00					
	Treatment Building Backwash Piping and Valves		Capital Outlay	602-49450-500	20 yr	2036	1996	$ 100,000.00					
	Treatment Building Filter Air Piping		Capital Outlay	602-49450-500	20 yr	2036	1996	$ 20,000.00	20,600.00				
	Treatment Building Filter Effluent Piping		Capital Outlay	602-49450-500	20 yr	2036	1996	$ 30,000.00					
	Treatment Building Filter Underdrain No. 1		Capital Outlay	602-49450-500	20 yr	2020		$ 40,000.00	41,200.00				

City of Isanti
Capital Maintenance/Replacement Fund
Fund 602
Assumed Inflation 3%
- Costs double every 24 years

Department	Expense	Allocation	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2019 Dollars	2020	2021	2022	2023	2024
	Treatment Building Filter Underdrain No. 2		Capital Outlay	602-49450-500	20 yr	2020		$ 40,000.00	41,200.00				
	Treatment Building Filter No. 1		Capital Outlay	602-49450-500	10 yr	2030	2017	$ 500,000.00					
	Treatment Building Filter No. 2		Capital Outlay	602-49450-500	10 yr	2030	2017	$ 500,000.00					
	Treatment Building Filter Room Unit Heater No. 1		Capital Outlay	602-49450-500	15 yr	2025	2009	$ 1,000.00	1,000.00				
	Treatment Building Filter Room Unit Heater No. 2		Capital Outlay	602-49450-500	15 yr	2024	2009	$ 1,000.00	1,000.00				
	Treatment Building Backwash Supply Pump No. 1		Capital Outlay	602-49450-500	10 yr	2020	1996	$ 15,000.00	15,500.00				
	Treatment Building Backwash Supply Pump No. 2		Capital Outlay	602-49450-500	10 yr	2028	2018	$ 15,000.00					
	Treatment Building Backwash Waste Pump No. 1		Capital Outlay	602-49450-500	10 yr	2026	2016	$ 20,000.00					
	Treatment Building Backwash Waste Pump No. 2		Capital Outlay	602-49450-500	10 yr	2026	2016	$ 20,000.00					
	Treatment Building Sludge Return Pump No. 1		Capital Outlay	602-49450-500	10 yr	2028	2018	$ 15,000.00					
	Treatment Building Sludge Return Pump No. 2		Capital Outlay	602-49450-500	10 yr	2028	2018	$ 15,000.00					
	Clearwell Tank Backwash Overflow		Capital Outlay	602-49450-500	40 yr	2036	1996	$ 80,000.00					
	Clearwell Tank Clearwell		Capital Outlay	602-49450-500	40 yr	2036	1996	$ 120,000.00					
	Treatment Building Dehumidifier		Capital Outlay	602-49450-500	15 yr	2023	2008	$ 2,500.00	2,600.00				
	Treatment Building Sampler Room Sampler - Influent		Capital Outlay	602-49450-500	20 yr	2036	2016	$ 2,000.00					
	Treatment Building Sampler Room Electric Wall Heater		Capital Outlay	602-49450-500	15 yr	2020	1996	$ 2,000.00	2,100.00				
	Treatment Building Sampler Room Water Heater		Capital Outlay	602-49450-500	15 yr	2020	1996	$ 1,000.00	1,000.00				
	Treatment Building Office Unit Heater No. 1		Capital Outlay	602-49450-500	15 yr	2020	1996	$ 2,500.00	2,600.00				
	Treatment Building Office Unit Heater No. 2		Capital Outlay	602-49450-500	15 yr	2020	1996	$ 2,500.00	2,600.00				
	Treatment Building Office MCC Equipment		Capital Outlay	602-49450-500	20 yr	2020	1996	$ 500,000.00					
	Lighting Transformer		Capital Outlay	602-49450-500	20 yr	2030	1996	$ 5,000.00					
	Treatment Building Garage Air Compressor		Capital Outlay	602-49450-500	10 yr	2026	1996	$ 5,000.00					
	Treatment Building Garage Generator		Capital Outlay	602-49450-500	30 yr	2038	2008	$ 80,000.00					
	SCADA		Capital Outlay	602-49450-500	10 yr	2029	2019	$ 55,000.00					
	Disinfection Building Trojan UV System		Capital Outlay	602-49450-500	30 yr	2026	1996	$ 125,000.00					
	Disinfection Building Unit Heater		Capital Outlay	602-49450-500	15 yr	2020	1996	$ 1,500.00	1,500.00				
	Disinfection Building Effluent Flow Meter		Capital Outlay	602-49450-500	10 yr	2020	1996	$ 3,000.00	3,100.00				
	Blower Building Blower No. 1 - Air Wash Blower		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 20,000.00					
	Blower Building Blower No. 2		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 35,000.00					
	Blower Building Blower No. 3		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 35,000.00					
	Blower Building Blower No. 4		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 35,000.00					
	Blower Building Blower Valves		Capital Outlay	602-49450-500	50 yr	2067	2017	$ 10,000.00					
	Blower Building Unit Heater		Capital Outlay	602-49450-500	15 yr	2026	1996	$ 15,000.00	15,500.00				
	Blower Building Blower Piping to Ponds		Capital Outlay	602-49450-500	40 yr	2036	1996	$ 150,000.00					
	Chemical Feed Room Ferric Chloride Tank		Capital Outlay	602-49450-500	30 yr	2026	1996	$ 12,000.00					
	Chemical Feed Room Alum Tank		Capital Outlay	602-49450-500	30 yr	2026	1996	$ 11,000.00					
	Chemical Feed Room Unit Heater		Capital Outlay	602-49450-500	15 yr	2020	1996	$ 5,000.00	5,200.00				
	Effluent Manhole Effluent Sampler Pump No. 1		Capital Outlay	602-49450-500	40 yr	2036	1996	$ 10,000.00					
	Main Lift Station Pump No. 1		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 25,000.00					
	Main Lift Station Pump No. 2		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 25,000.00					
	Main Lift Station Genset		Capital Outlay	602-49450-500	30 yr	2026	1996	$ 75,000.00					
	Force Main/ 8th Ave Air Release Valves (Qty 4)		Capital Outlay	602-49450-500	15 yr	2028	2013	$ 12,000.00					
	Force Main/ 8th Ave Air Release Valves (Qty 6)		Capital Outlay	602-49450-500	20 yr	2033	2013	$ 18,000.00					
	Force Main/ Main Lift Air Release Valves (Qty 3)		Capital Outlay	602-49450-500	20 yr	2035	2015	$ 9,000.00					
	Rum River LS Pump 1		Capital Outlay	602-49450-500	25 yr	2031	2006	$ 12,000.00					
	Rum River LS Pump 2		Capital Outlay	602-49450-500	25 yr	2031	2006	$ 12,000.00					
	Arabian LS Pump 1		Capital Outlay	602-49450-500	25 yr	2024	1999	$ 4,000.00					4,600.00

City of Isanti
Capital Maintenance/Replacement Fund
Fund 602
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Department	Expense	Allocation	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2019 Dollars	2020	2021	2022	2023	2024
	Arabian LS Pump 2		Capital Outlay	602-49450-500	25 yr	2024	1999	$ 4,000.00					4,600.00
	East Dual LS Pump 1		Capital Outlay	602-49450-500	25 yr	2027	2002	$ 12,000.00					
	East Dual LS Pump 2		Capital Outlay	602-49450-500	25 yr	2027	2002	$ 12,000.00					
	BMX LS Pump 1		Capital Outlay	602-49450-500	25 yr	2040	2015	$ 5,000.00					
	BMX LS Pump 2		Capital Outlay	602-49450-500	25 yr	2040	2015	$ 5,000.00					
	Carlson LS Pump 1		Capital Outlay	602-49450-500	25 yr	2032	2007	$ 5,000.00					
	Carlson LS Pump 2		Capital Outlay	602-49450-500	25 yr	2032	2007	$ 5,000.00					
	Unity LS Pump 1		Capital Outlay	602-49450-500	25 yr	2041	2016	$ 5,000.00					
	Unity LS Pump 2		Capital Outlay	602-49450-500	25 yr	2041	2016	$ 5,000.00					
	Deer Haven LS Pump 1		Capital Outlay	602-49450-500	25 yr	2028	2003	$ 4,000.00					
	Deer Haven LS Pump 2		Capital Outlay	602-49450-500	25 yr	2028	2005	$ 4,000.00					
	8th Ave LS Pump 1		Capital Outlay	602-49450-500	25 yr	2032	2007	$ 15,000.00					
	8th Ave LS Pump 2		Capital Outlay	602-49450-500	25 yr	2032	2007	$ 15,000.00					
	Subway LS Pump 1		Capital Outlay	602-49450-500	25 yr	2036	2011	$ 5,000.00					
	Subway LS Pump 2		Capital Outlay	602-49450-500	25 yr	2036	2011	$ 5,000.00					
	Rum River LS Genset		Capital Outlay	602-49450-500	30 yr	2020	N/A	$ 24,000.00	24,700.00				
	Arabian LS Genset		Capital Outlay	602-49450-500	30 yr	2020	N/A	$ 24,000.00	24,700.00				
	East Dual LS Genset		Capital Outlay	602-49450-500	30 yr	2020	N/A	$ 25,000.00	25,800.00				
	8th Ave LS Genset		Capital Outlay	602-49450-500	30 yr	2020	N/A	$ 33,000.00	34,000.00				
	BMX LS Genset		Capital Outlay	602-49450-500	30 yr	2020	N/A	$ 24,000.00	24,700.00				
	Subway LS Genset		Capital Outlay	602-49450-500	30 yr	2020	N/A	$ 32,000.00	33,000.00				
	Unity LS Genset		Capital Outlay	602-49450-500	30 yr	2020	N/A	$ 24,000.00	24,700.00				
	Deer Haven LS Genset		Capital Outlay	602-49450-500	30 yr	2020	N/A	$ 24,000.00	24,700.00				
	Ponds Sludge Removal		Capital Outlay	602-49450-500		2026	N/A	$ 3,500,000.00	50,000.00				
	Mobile Kenworth Vactor Truck	W / S / Stm	Capital Outlay	602-49450-500	15 yr	2030	2015	$ 410,000.00					
			Capital Outlay	602-49450-500	yr	0	2016	$ -					
			Capital Outlay	602-49450-500	yr	0	2017	$ -					
			Capital Outlay	602-49450-500	yr	0	2018	$ -					
			Capital Outlay	602-49450-500	yr	0	2019	$ -					
			Capital Outlay	602-49450-500	yr	0	2020	$ -					
	Transfer Out for Engineered Projects		Operating Transfers	602-49450-720	N/A		Ongoing						
	Contribution to General Fund (920) Capital Purchases		Operating Transfers	602-49450-720	N/A		Ongoing		$ -	$ -	$ 58,278	$ 37,141	$ 73,034

Department	Revenue	Account Title	Account Number									
		State Grants and Aids	602-33400									
		Debt Proceeds	602-36203									
		Sewer Sales	602-37200						238,700.00	245,860.00	253,240.00	260,840.00	268,670.00
		Sewer Access Charge	602-37251						168,950.00	174,020.00	179,240.00	184,620.00	190,160.00
		Transfer from Water Fund	602-39203										
		Transfer from Stormwater Fund	602-39203										

Reserve Funds on													
	Budgeted Expenditures							Budgeted Expenditures	$ 424,830	$ 3,140	$ 59,108	$ 38,561	$ 84,284
	Budgeted Revenues							Budgeted Revenues	$ 407,650	$ 419,880	$ 432,480	$ 445,460	$ 458,830
1/1/2019	1 Year (Over) / Under Budget							1 Year (Over) / Under Budget	$ [illegible]	$ 416,740	$ 373,372	$ 406,899	$ 374,546
$ 2,037,322	Running Fund (Deficit) / Surplus							Running Fund (Deficit) / Surplus	$ 2,386,652	$ 2,803,392	$ 3,176,764	$ 3,583,662	$ 3,958,208

City of Isanti
Capital Maintenance/Replacement Fund
Fund 603
Assumed Inflation 3%
- Costs double every 24 years

Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase, Maintenance or Replacement Cost in 2018 Dollars	2020	2021	2022	2023	2024
Stormwater	Computing/Technology Devices	Capital Outlay	603-49500-500	5 yr useful life		Ongoing		$ 2,690	$ 3,140	$ 830	$ 1,420	$ 2,050
	2015 Bobcat 72" Brush Cutter	Capital Outlay	603-49500-500	15 yr useful life	2030	2015	$ 5,000					
	2015 Bobcat CID Swing Brush Cutter	Capital Outlay	603-49500-500	15 yr useful life	2030	2015	$ 7,000					
	2012 Elgin Pelican Sweeper	Capital Outlay	603-49500-500	15 yr useful life	2027	2012	$ 135,000					
	1990 Vicon Brush Cutter	Capital Outlay	603-49500-500	20 yr useful life	2022	1990	$ 10,000			$ 10,927		
	2005 JD MX6 Brush Cutter	Capital Outlay	603-49500-500	15 yr useful life	2022	2005	$ 10,000			$ 10,927		
		Engineering Fees	603-49500-303		2018							
		Legal Notices Publishing	603-49500-351		2018							
		Imp. Other Than Buildings	603-49500-530	30 yr useful life	2018							
		Engineering Fees	603-49500-303		2019			$ 19,930				
		Legal Notices Publishing	603-49500-351		2019			$ 130				
		Imp. Other Than Buildings	603-49500-530	30 yr useful life	2019			$ 112,800				
		Engineering Fees	603-49500-303		2020				$ 23,260			
		Legal Notices Publishing	603-49500-351		2020				$ 150			
		Imp. Other Than Buildings	603-49500-530	30 yr useful life	2020				$ 131,630			
		Engineering Fees	603-49500-303		2021					$ -		
		Legal Notices Publishing	603-49500-351		2021					$ -		
		Imp. Other Than Buildings	603-49500-530	30 yr useful life	2021					$ 22,130		
		Engineering Fees	603-49500-303		2022						$ -	
		Legal Notices Publishing	603-49500-351		2022						$ -	
		Imp. Other Than Buildings	603-49500-530	30 yr useful life	2022						$ 22,790	
		Engineering Fees	603-49500-303		2023							$ -
		Legal Notices Publishing	603-49500-351		2023							$ -
	Transfer Out for Engineered Projects											
	Contribution to General Fund (920) Capital Purchases							$ -	$ -	$ -	$ 1,829	$ 15,071
	Contribution to Sewer Fund (602) Capital Purchases							$ -	$ -	$ -	$ -	$ -

Department	Revenue	Account Title	Account Number									
		State Grants & Aids	603-33400									
		Special Assessments	603-36100									
		Interest Earnings	603-36210									
		Stormwater Sales	603-37300					$ 75,190	$ 77,450	$ 79,770	$ 82,160	$ 84,620
		Transfer from General Fund	603-39201									
		Transfer from Other Fund	603-39203									
		Bond Proceeds	603-39310									

	Budgeted Expenditures						Budgeted Expenditures	$ 135,550.00	$ 158,180.00	$ 44,814.54	$ 26,038.95	$ 40,590.56
	Budgeted Revenues						Budgeted Revenues	$ 75,190.00	$ 77,450.00	$ 79,770.00	$ 82,160.00	$ 84,620.00
	1 Year (Over) / Under Budget						1 Year (Over) / Under Budget	$ (60,360.00)	$ (80,730.00)	$ 34,955.46	$ 56,121.05	$ 44,029.44
	Running Fund (Deficit) / Surplus						Running Fund (Deficit) / Surplus	$ (62,438.56)	$ (143,168.56)	$ (108,213.10)	$ (52,092.05)	$ (8,062.61)

City of Isanti												
Capital Maintenance/Replacement Fund												
Fund 609												
Assumed Inflation	3%											
- Costs double every 24 years												
Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2018 Dollars	2020	2021	2022	2023	2024
Liquor	ADA Compliant Restroom	Capital Outlay (GENERAL)	609-49750-500	30 yr								
	ADA Compliant Counter	Capital Outlay (GENERAL)	609-49750-500	20 yr			$ 2,500.00	2,800.00				
	Fire Suppresion System	Capital Outlay (GENERAL)	609-49750-500	40 yr			$ 29,500.00					
	Freezer Case Replacement	Capital Outlay (GENERAL)	609-49750-500	20 yr			$ 1,750.00					
	Security Camera Upgrade	Capital Outlay (GENERAL)	609-49750-500	10 yr		2019	$ 3,000.00					
	Replace North Cooler	Capital Outlay (GENERAL)	609-49750-500	20 yr			$ 3,500.00					
	Entry Way Remodel	-										
	Back Delivery Door	-										
	Employee Door	-										
	Roof	-										
	Electrical Fixtures	-										
	Windows	-										
	Store Remodel	-										
		-										
		-										
		-										
		-										
		Capital Outlay (GENERAL)	609-49750-500									
		Replacement Fund	609-49750-501									
		Buildings and Structures	609-49750-520									
		Operating Transfers	609-49750-720									
		Reserve for Replacement	609-56731									
Anticipated Reserve Funds on 1-1-2019	Budgeted Expenditures							$ 2,800.00	$ -	$ -	$ -	$ -
	Budgeted Revenues							$ 2,800.00	$ -	$ -	$ -	$ -
	1 Year (Over) / Under Budget							$ -	$ -	$ -	$ -	$ -
$ -	Running Fund (Deficit) / Surplus							#REF!	#REF!	#REF!	#REF!	#REF!

City of Isanti
Technology Maintenance/Replacement Fund
Fund 614
Assumed Inflation 3.00%
- Costs double every 24 years

Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2019 Dollars	2020	2021	2022	2023	2024
UNCERTAIN	OS TRANSFERABLE SUBSCRIPTIONS	Capital Outlay	614-49845-500	N/A	2020			10,000.00				
ALL	Misc. Software Programs	Capital Outlay	614-49845-500	N/A	Ongoing	N/A	$ 1,000.00	1,030.00	1,061.00	1,093.00	1,126.00	1,159.00
ALL	Computer Monitors/Displays	Capital Outlay	614-49845-500	N/A	Ongoing	N/A	$ 1,000.00	1,030.00	1,061.00	1,093.00	1,126.00	1,159.00
ALL	Desktop Printers	Capital Outlay	614-49845-500	N/A	Ongoing	N/A	$ 500.00	515.00	530.00	546.00	563.00	580.00
ALL	Document Imaging Software	Capital Outlay	614-49845-500	20 yr useful life	2039	2019	$ 5,000.00					
FINANCE	AP Workflow Management Software	Capital Outlay	614-49845-500	20 yr useful life	2028	N/A	$ 10,000.00					
COMMUNITY DEVELOPMENT	Building Permit Workflow Software	Capital Outlay	614-49845-500	20 yr useful life	2024		$ 10,000.00					11,593.00
ADMIN / HR / CITY CLERK	Packet Management Software	Capital Outlay	614-49845-500	20 yr useful life	2020	N/A	$ 10,000.00	10,300.00				
ADMIN, EDA, WATER, SEWER, STORM	CITY HALL TOWER	Capital Outlay	614-49845-500	5 yr useful life	2019	N/A	$ 1,800.00					2,087.00
ADMIN, WATER, SEWER, STORM	CITY HALL TOWER	Capital Outlay	614-49845-500	5 yr useful life	2019		$ 1,800.00					2,087.00
WATER	WTP - SCADA TOWER	Capital Outlay	614-49845-500	5 yr useful life	2019		$ 1,800.00					2,087.00
PLANNING, CODE ENFORCEMENT	CITY HALL TOWER	Capital Outlay	614-49845-500	5 yr useful life	2019		$ 1,800.00					2,087.00
POLICE	POLICE STATION TOWER	Capital Outlay	614-49845-500	5 yr useful life	2019		$ 1,800.00					2,087.00
WATER, SEWER, STORM	CITY HALL TOWER	Capital Outlay	614-49845-500	5 yr useful life	2019		$ 1,800.00					2,087.00
ADMIN, STREET, WATER, SEWER, STORM	CITY HALL LAPTOP	Capital Outlay	614-49845-500	5 yr useful life	2019		$ 1,800.00					2,087.00
LIQUOR	UQUOR STORE SERVER	Capital Outlay	614-49845-500	5 yr useful life	2019		$ 1,800.00					2,087.00
STREET, WATER, SEWER, STORM	WTP IPAD	Capital Outlay	614-49845-500	5 yr useful life	2020		$ 1,800.00	1,854.00				
LIQUOR	LIQUOR STORE TOWER	Capital Outlay	614-49845-500	5 yr useful life	2020		$ 1,800.00	1,854.00				
STORMWATER	CITY HALL LAPTOP	Capital Outlay	614-49845-500	5 yr useful life	2020		$ 1,800.00	1,854.00				
POLICE	POLICE STATION TOWER	Capital Outlay	614-49845-500	5 yr useful life	2020		$ 1,800.00	1,854.00				
POLICE	POLICE STATION TOWER	Capital Outlay	614-49845-500	5 yr useful life	2020		$ 1,800.00	1,854.00				
WATER	WTP TOWER	Capital Outlay	614-49845-500	5 yr useful life	2020		$ 1,800.00	1,854.00				
ADMIN, STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG TOWER	Capital Outlay	614-49845-500	5 yr useful life	2020		$ 1,800.00	1,854.00				
LIQUOR	UQUOR STORE SFF	Capital Outlay	614-49845-500	5 yr useful life	2020		$ 1,800.00	1,854.00				
LIQUOR	LIQUOR STORE SFF	Capital Outlay	614-49845-500	5 yr useful life	2020		$ 1,800.00	1,854.00				
POLICE	POLICE STATION TOWER	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 1,800.00		1,910.00			
POLICE	POLICE STATION TOWER	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 1,800.00		1,910.00			
ADMIN	CITY HALL TOWER	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 1,800.00		1,910.00			
POLICE	POLICE STATION TOWER	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 1,800.00		1,910.00			
POLICE	POLICE STATION TOWER	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 1,800.00		1,910.00			
ADMIN	CITY HALL LAPTOP	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 1,800.00		1,910.00			
ADMIN	CITY HALL TOWER	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 1,800.00		1,910.00			
STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG TOWER	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 1,800.00		1,910.00			
PARKS	CITY HALL LAPTOP	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 1,800.00		1,910.00			

City of Isanti

Technology Maintenance/Replacement Fund

Fund 614

Assumed Inflation	3.00%
- Costs double every 24 years	

Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2019 Dollars	2020	2021	2022	2023	2024
ADMIN	CITY HALL LAPTOP	Capital Outlay	614-49845-500	5 yr useful life	2022		$ 1,800.00			1,967.00		
EDA	CITY HALL LAPTOP	Capital Outlay	614-49845-500	5 yr useful life	2022		$ 1,800.00			1,967.00		
POLICE	CHIEF - HOME LAPTOP	Capital Outlay	614-49845-500	5 yr useful life	2022		$ 1,800.00			1,967.00		
POLICE	LT. - HOME LAPTOP	Capital Outlay	614-49845-500	5 yr useful life	2022		$ 1,800.00			1,967.00		
POLICE	POLICE STATION LAPTOP	Capital Outlay	614-49845-500	5 yr useful life	2022		$ 1,800.00			1,967.00		
ADMIN	CITY HALL LAPTOP	Capital Outlay	614-49845-500	5 yr useful life	2022		$ 1,800.00			1,967.00		
ADMIN	CITY HALL SFF	Capital Outlay	614-49845-500	5 yr useful life	2022		$ 1,800.00			1,967.00		
ADMIN, STREET, WATER, SEWER, STORM	CITY HALL SURFACE	Capital Outlay	614-49845-500	5 yr useful life	2022		$ 1,800.00			1,967.00		
PLANNING	CITY HALL TOWER	Capital Outlay	614-49845-500	5 yr useful life	2022		$ 1,800.00			1,967.00		
PLANNING, CODE ENFORCEMENT	CITY HALL SURFACE	Capital Outlay	614-49845-500	5 yr useful life	2023		$ 1,800.00				2,026.00	
BUILDING INSPECTION	CITY HALL SURFACE	Capital Outlay	614-49845-500	5 yr useful life	2023		$ 1,800.00				2,026.00	
STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG IPAD	Capital Outlay	614-49845-500	5 yr useful life	2023		$ 1,800.00				2,026.00	
STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG IPAD	Capital Outlay	614-49845-500	5 yr useful life	2023		$ 1,800.00				2,026.00	
COUNCIL	CITY HALL IPAD	Capital Outlay	614-49845-500	5 yr useful life	2023		$ 1,800.00				2,026.00	
COUNCIL	CITY HALL IPAD	Capital Outlay	614-49845-500	5 yr useful life	2023		$ 1,800.00				2,026.00	
COUNCIL	CITY HALL IPAD	Capital Outlay	614-49845-500	5 yr useful life	2023		$ 1,800.00				2,026.00	
COUNCIL	CITY HALL IPAD	Capital Outlay	614-49845-500	5 yr useful life	2023		$ 1,800.00				2,026.00	
COUNCIL	CITY HALL IPAD	Capital Outlay	614-49845-500	5 yr useful life	2023		$ 1,800.00				2,026.00	
ADMIN, WATER, SEWER, STORM, LIQUOR	CITY HALL SERVER	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 11,550.00		12,253.00			
ADMIN, WATER, SEWER, STORM, LIQUOR	CITY HALL FIREWALL	Capital Outlay	614-49845-500	5 yr useful life	2022		$ 2,000.00			2,185.00		
ADMIN, WATER, SEWER, STORM, LIQUOR	CITY HALL SWITCHES	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 1,000.00		1,061.00			
ADMIN, WATER, SEWER, STORM, LIQUOR	BACKUP DEVICE	Capital Outlay	614-49845-500	5 yr useful life	2023		$ 1,800.00				2,026.00	
	Revenue	Account Title	Account Number									
		80.00% Cable Franchise Fee	614-33621					27,532.80	28,360.00	29,210.00	30,090.00	30,990.00
		Interest Earnings	614-36210					100.00	100.00	100.00	100.00	100.00
		(LESS) Water Fund Allocation	601-49400-500					$ (2,690.00)	$ (3,140.00)	$ (830.00)	$ (1,420.00)	$ (4,140.00)
		(LESS) Sewer Fund Allocation	602-49450-500					$ (830.00)	$ (3,140.00)	$ (830.00)	$ (1,420.00)	$ (2,050.00)
		(LESS) Storm Water Fund Allocation	603-49500-500					$ (2,690.00)	$ (3,140.00)	$ (830.00)	$ (1,420.00)	$ (2,050.00)
		(LESS) Liquor Fund Allocation	609-49750-500					$ (5,560.00)	$ (2,660.00)	$ (440.00)	$ (410.00)	$ (2,090.00)
Anticipated Reserve Funds on							Budgeted Expenditures	$ 27,791.00	$ 21,076.00	$ 19,690.00	$ 18,405.00	$ 20,857.00
1/1/2019							Budgeted Revenues	$ 27,632.80	$ 28,460.00	$ 29,310.00	$ 30,190.00	$ 31,090.00
							1 Year (Over) / Under Budget	$ (158.20)	$ 7,384.00	$ 9,620.00	$ 11,785.00	$ 10,233.00
$ 7,870.95							Running Fund (Deficit) / Surplus	$ 16,122.75	$ 23,506.75	$ 33,126.75	$ 44,911.75	$ 55,144.75

City of Isanti														
Capital Maintenance/Replacement Fund														
Fund 920														
Assumed Inflation	3%													
- Costs double every 24 years														
Department	Expense	Allocation	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2019 Dollars		2020	2021	2022	2023	2024
Council	Council A/V Improvements		920-41110-500	10 yr useful life	2029	2019	$ 61,153						
	Councilmember Chairs		920-41110-500	20 yr useful life	2025	2005	$ 1,000						
Elections	Ballot Counters		920-41200-500	7 yr useful life	2020	?	$ 6,500		$ 6,695				
	Voting Equipment		920-41200-500	10 yr useful life	?	?	$ -						
Administration	Replace Doors add Keycard Entry City Hall		920-41500-500	20 yr useful life	2039	2019	$ 8,000						
	Employee Accomodations		920-41500-511						$ 1,600	$ 1,648	$ 1,697	$ 1,748	$ 1,800
Municipal Building	Flooring City Hall		920-41941-500	25 yr useful life	2030	2005	$ 24,000						
Municipal Building	Chairs City Hall		920-41941-500	10 yr useful life	2020	2005	$ 9,900		$ 10,197				
Municipal Building	Variable Height Desks		920-41941-500	15 yr useful life									
Municipal Building	Windows City Hall		920-41941-500	40 yr useful life	2045	2005	$ 30,000						
Municipal Building	Roof City Hall		920-41941-500	40 yr useful life	2045	2005	$ 90,000						
Municipal Building	Repoint Exterior Walls City Hall		920-41941-500	50 yr useful life	2055	2005	$ 60,000						
Municipal Building	Fixtures City Hall		920-41941-500	30 yr useful life	2035	2005	$ 30,000						
Municipal Building	2 Additional WorkSpaces		920-41941-500	30 yr useful life	2021	N/A	$ 14,017			$ 14,871			
Municipal Building	Furnace City Hall		920-41941-500	20 yr useful life	2025	2005	$ 10,000						
Municipal Building	AC Unit City Hall		920-41941-500	20 yr useful life	2025	2005	$ 10,000						
Municipal Building	CH/ICC 100KW Stationary Generator		920-41941-500	20 yr useful life	2020	N/A	$ 36,000		$ 37,080				
Municipal Building	Cameras City Hall		920-41941-500	10 yr useful life	2020	N/A	$ 2,500		$ 2,580				
Police	100KW Stationary Generator		920-42110-500	20 yr useful life	2020	N/A	$ 36,000		$ 37,080				
Police	Squad Vehicle - 220 - 2006 Silverado		920-42110-500	5 yr useful life	2024	2019	$ 45,000						$ 52,170
Police	Squad Vehicle - 221 - 2015 Ford Explorer		920-42110-500	5 yr useful life	2020	2015	$ 45,000		$ 46,350				
Police	Squad Vehicle - 222 - 2011 Charger		920-42110-500	5 yr useful life	2024	2019	$ 45,000						$ 52,170
Police	Squad Vehicle - 224 - 2016 Ford Explorer		920-42110-500	5 yr useful life	2021	2016	$ 45,000			$ 47,740			
Police	Squad Vehicle - 223 - 2011 Impala		920-42110-500	10 yr useful life	2023	2013	$ 45,000					$ 50,650	
Police	Squad Vehicle - 225 - 2017 Ford F-150 4x4		920-42110-500	10 yr useful life	2027	2017	$ 30,000						
Police	Exterior Paint - PD Share Only		920-42110-500	20 yr useful life	2039	2019	$ 2,300						
Police	Roof		920-42110-500	40 yr useful life	2036	1996	$?						
Police	Sprinkler - Fire Suppression		920-42110-500										
Police	A/C Units		920-42110-500										
Police	Windows		920-42110-500			2015							
Police	Replace Doors add Keycard Entry		920-42110-501	30 yr useful life	2019	2019	$ 8,000						
Police	Lighting / Electrical Fixtures		920-42110-500	30 yr useful life	2028	1996	$ 15,000						
Police	Flooring Police Station		920-42110-500	20 yr useful life	2026	2006	$ 10,000						
Police	Interior Paint - PD Share Only		920-42110-500	15 yr useful life	2021	2006	$ 3,000			$ 3,180			
Police	Chairs Police Station		920-42110-500	10 yr useful life	2025	2015	$ 6,000						

City of Isanti														
Capital Maintenance/Replacement Fund														
Fund 920														
Assumed Inflation	3%													
- Costs double every 24 years														
Department	Expense	Allocation	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2019 Dollars		2020	2021	2022	2023	2024
Police	Phone System		920-42110-500	15 yr useful life	2021	2006	$ 10,000			$ 10,610			
Police	Car / Body Cameras		920-42110-500	10 yr useful life	2029	2019	$ 3,000						
Police	Car / Body / Building Camera Server		920-42110-500	10 yr useful life	2029	2019	$ 58,400						
Police	Building Cameras		920-42110-500	10 yr useful life	2020	N/A	$ 2,500		$ 2,580				
Police	Standing Desks		920-42110-500	15 yr useful life	2034	2019	$ 2,000						
Police	Portable Radios		920-42110-500	10 yr useful life	2022	2008	$ 60,300				$ 65,890		
Police	Tasers		920-42110-500	5 yr useful life	2020/2021	2015/2016	$ 4,500		$ 4,640	$ 4,770			
Police	Handguns			5 yr useful life	2020	2015	$ 4,750		$ 4,890				
Police	Long Guns		920-42110-500	20 yr useful life	2022	1970	$ 12,150				$ 13,277		
Streets	60KW Stationary Generator		920-43100-500	20 yr useful life	2020	N/A	$ 33,000		$ 33,990				
Streets	2017 GMC Double Cab 1/2 ton	W / S	920-43100-500	15 yr useful life	2032	2017	$ 35,000	50.00%					
Streets	2017 Sierra Single Cab 3/4 ton	Str / P / W / S / Stm	920-43100-500	15 yr useful life	2032	2017	$ 35,000	20.00%					
Streets	2015 Chev 2500 HD	Str / P / W / S / Stm	920-43100-500	15 yr useful life	2030	2015	$ 35,000	20.00%					
Streets	2019 Chev 2500 w/ Plow & De-Icer System	Str / P / W / S / Stm	920-43100-500	15 yr useful life	2034	2019	$ 49,000	20.00%					
Streets	2004 Chev 4500 w/ Dump Box	Str / P / W / S / Stm	920-43100-500	20 yr useful life	2024	2004	$ 65,000	20.00%					$ 75,353
Streets	2007 F-250 (Replace w/ Hoist Truck)	Str / W / S	920-43100-500	15 yr useful life	2022	2007	$ 90,000	33.33%				$ 101,296	
Streets	2011 F-250	Str / P / W / S / Stm	920-43100-500	15 yr useful life	2026	2011	$ 35,000	20.00%					
Streets	2007 Sterling 8500 Plow Truck	Str / P / W / S	920-43100-500	15 yr useful life	2022	2007	$ 200,000	25.00%			$ 218,545		
Streets	2013 International Work Star Plow Truck	Str / P / W / S	920-43100-500	15 yr useful life	2028	2013	$ 200,000	25.00%					
Streets	2014 International Work Star Plow Truck	Str / P / W / S	920-43100-500	15 yr useful life	2029	2014	$ 200,000	25.00%					
Streets	Plow Truck	Str / P / W / S	920-43100-501	15 yr useful life	2024	N/A	$ 200,000	25.00%					$ 231,855
Streets	Pro-Tech Sno-Pusher (Loader Attachment)		920-43100-500	15 yr useful life	2034	2019	$ 5,000						
Streets	18 ft Felling Trailer	Str / W / S	920-43100-500	15 yr useful life	2023	2008	$ 9,000	33.33%				$ 10,130	
Streets	12 ft Felling Trailer	Str / P / W / Stm	920-43100-500	15 yr useful life	2023	2008	$ 6,500	25.00%				$ 7,316	
Streets	Paint Trailer	Str / W / S	920-43100-500	15 yr useful life	2022	2007	$ 6,500	33.33%			$ 7,103		
Streets	12 ft Standard Trailer	Str / W / S	920-43100-500	15 yr useful life	2022	2007	$ 3,500	33.33%			$ 3,825		
Streets	6 x 12 utility trailer w/ rear drop gate	Str / W / S	920-43100-500	15 yr useful life	2032	2017	$ 1,500	33.33%					
Streets	4-Ton Hot Patch Trailer		920-43100-500	30 yr useful life	2049	2019	$ 30,000						
Streets	Bulk Fuel Tank and Pump	Str / W / S / Stm	920-43100-500	20 yr useful life	2039	2019	$ 6,000	25.00%					
Streets	Air Compressor	Str / W / S / Stm	920-43100-500	20 yr useful life	2039	2019	$ 4,500	25.00%					
Streets	Vibrating Asphalt Roller	Str / W / S / Stm	920-43100-500	25 yr useful life	2044	2019	$ 15,800	25.00%					
Streets	Bobcat Steer Loader Buyback Program		920-43100-500	Annual			$ 5,400		$ 5,600	$ 5,800	$ 6,000	$ 6,200	$ 6,400
Streets	2006 Case Loader 621D		920-43100-500	20 yr useful life	2027	2006	$ 271,289						
Streets	2008 JD 748 Tractor w/ mower-blower		920-43100-500	15 yr useful life	2023	2008	$ 20,000					$ 22,510	
Streets	1998 Ford 545D Tractor (3 pt hitch)		920-43100-500	20 yr useful life	2021	1998	$ 55,000			$ 58,350			
Streets	2014 Bobcat V-Plow		920-43100-500	10 yr useful life	2024	2014	$ 5,000						$ 5,796
Streets	2014 Bobcat V-Plow		920-43100-500	10 yr useful life	2024	2014	$ 5,000						$ 5,796

City of Isanti														
Capital Maintenance/Replacement Fund														
Fund 920														
Assumed Inflation	3%													
- Costs double every 24 years														
Department	Expense	Allocation	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2019 Dollars		2020	2021	2022	2023	2024
Streets	2007 Bobcat Broom		920-43100-500	10 yr useful life	2021	2007	$ 5,000			$ 5,305			
Streets	2014 Bobcat Broom		920-43100-500	10 yr useful life	2024	2014	$ 5,000						$ 5,796
Streets	2013 Bobcat Snow Blower		920-43100-500	10 yr useful life	2023	2013	$ 10,000					$ 11,255	
Streets	2014 Bobcat Snow Blower		920-43100-500	10 yr useful life	2024	2014	$ 10,000						$ 11,593
Streets	2014 Bobcat Grapple Bucket		920-43100-500	10 yr useful life	2024	2014	$ 5,000						$ 5,796
Streets	2008 Boss 1 Ton 10 ft Straight Blade		920-43100-500	15 yr useful life	2023	2008	$ 9,000					$ 10,130	
Streets	2011 Boss '11 F-250 V-Plow		920-43100-500	15 yr useful life	2026	2011	$ 9,000						
Streets	2017 Graco Street Painter		920-43100-500	10 yr useful life	2027	2017	$ 7,000						
Streets	GPS Unit		920-43100-500	10 yr useful life	2025	2015	$ 8,000						
Streets	Mini Excavator		920-43100-500	20 yr useful life	2028	N/A	$ 70,000						
Streets	Make-Up Heater (Above Bathroom #2)		920-43100-500	25 yr useful life	2022	1997	$ 10,000				$ 10,927		
Streets	Make-Up Heater (Above Breakroom)		920-43100-500	25 yr useful life	2022	1997	$ 10,000				$ 10,927		
Streets	Infloor Heat Boilers (2)		920-43100-500	25 yr useful life	2022	1997	$ 24,000				$ 26,225		
Streets	Wire Feed Welder		920-43100-500	20 yr useful life	2023	2003	$ 3,000					$ 3,278	
Streets	Pressure Washer		920-43100-500	15 yr useful life	2032	2017	$ 5,500						
Streets	Pressure Washer		920-43100-500	15 yr useful life	2021	2006	$ 5,000			$ 5,305			
Streets	Gate Valve Turner		920-43100-500	30 yr useful life	2035	2005	$ 2,000						
Streets	Floor Sweeper with Charger		920-43100-500	30 yr useful life	2036	2006	$ 3,500						
Streets	Fresh Air Circulation Blower		920-43100-500	30 yr useful life	2027	1997	$ 5,000						
Streets	Recoat Interior Walls		920-43100-500	25 yr useful life	2022	1997	$ 10,000				$ 10,927		
Streets	Recoat Exterior Walls		920-43100-500	25 yr useful life	2022	1997	$ 10,000				$ 10,927		
Streets	Resurface / Replace Concrete Floor		920-43100-500	30 yr useful life	2027	1997	$ 55,000						
Streets	Infloor Heat Coil System		920-43100-500	100 yr useful life	2097	1997							
Streets	Roof		920-43100-500	60 yr useful life	2057	1997							
Streets	Truck Mounted Mosquito Fogger		920-43100-500	10 yr useful life	2020	N/A	$ 10,000		$ 10,300				
Streets	Hydralic Tree Spade		920-43100-500	20 yr useful life	2024	N/A	$ 10,000						$ 11,593
Street Lighting	Street Light Pole Replacement (65 City Owned)		920-43160-500	30 yr useful life	Annual	N/A	$ 8,000		$ 8,240	$ 8,487	$ 8,742	$ 9,004	$ 9,274
ICC	Handicap Door Actuators		920-45186-500	20 yr useful life	2021	N/A	$ 6,000			$ 6,365			
ICC	Air Conditioner - South Side 3-ton		920-45186-500	20 yr useful life	2022	2002	$ 3,075				$ 3,360		
ICC	Air Conditioner - West Side 4-ton		920-45186-500	20 yr useful life	2035	2015	$ 3,500						
ICC	Compressor		920-45186-500	15 yr useful life	2025	2010	$ 1,500						
ICC	Convection Oven		920-45186-500	20 yr useful life	2031	2011	$ 6,000						
ICC	Dishwasher with Type II Hood Install		920-45186-500	20 yr useful life	2021	1991	$ 7,300			$ 7,745			
ICC	Furnace		920-45186-500	20 yr useful life	2021	1991	$ 7,000			$ 7,426			
ICC	Furnace		920-45186-500	20 yr useful life	2026	2006	$ 7,000						
ICC	Range / Oven / Vent / Hood / Fan		920-45186-500	20 yr useful life	2034	2014	$ 15,700						
ICC	Sprinkler System - Fire Suppresion		920-45186-530	20 yr useful life	2020	1996	$ 50,000		$ 51,500				
ICC	Fence		920-45186-530	30 yr useful life	2032	2002	$ 7,500						
ICC	Fixtures - Plumbing		920-45186-500	30 yr useful life	2044	2014	$ 8,000						

City of Isanti
Capital Maintenance/Replacement Fund
Fund 920
Assumed Inflation 3%
- Costs double every 24 years

Department	Expense	Allocation	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2019 Dollars	2020	2021	2022	2023	2024
ICC	Exterior Siding Replace		920-45186-500	30 yr useful life	2032	2002	$ 25,000					
ICC	Exterior Siding Repaint		920-45186-500	15 yr useful life	2025	2014	$ 7,500					
ICC	Exterior Doors		920-45186-500	20 yr useful life	2038	2018	$ 5,100					
ICC	Windows		920-45186-500	40 yr useful life	2037	1997	$ 25,000					
ICC	Patio / Concrete		920-45186-500	40 yr useful life	2053	2013	$ 15,000					
ICC	Roof		920-45186-500	30 yr useful life	2043	2013	$ 25,000					
ICC	Flooring		920-45186-500	25 yr useful life	2039	2014	$ 18,500					
ICC	Interior Doors / Milwork		920-45186-500	30 yr useful life	2044	2014	$ 4,720					
ICC	Interior Paint / Walls		920-45186-500	15 yr useful life	2029	2014	$ 12,103					
ICC	Fixtures - Electrical		920-45186-500	25 yr useful life	2039	2014	$ 15,700					
ICC	Kitchen - Cabinets / Countertops		920-45186-500	30 yr useful life	2044	2014	$ 20,000					
ICC	Kitchen - Fire Suppresion		920-45186-500	20 yr useful life	2034	2014	$ 25,000					
ICC	Dan's Office Area		920-45186-500			1977	$ 5,000					
ICC	Landscaping		920-45186-500			2014						
ICC	Tables and Chairs		920-45186-500	15 yr useful life	2029	2014	$ 8,000					
ICC	Exterior Door Locks		920-45186-500	15 yr useful life	2029	2014	$ 2,250					
ICC	Street Dance Stage / Stage Cover		920-45186-500									
PRC	Academy Park - Playground Equipment		920-45300-500	20 yr useful life	2037	2017	$ 49,900					
PRC	Academy Park - Tennis Court Resurf.		920-45300-500	10 yr useful life	2027	2017	$ 10,000					
PRC	Academy Park - Tennis Court Recon.		920-45300-500	40 yr useful life	2057	2017	$ 40,000					
PRC	Academy Park - Concrete Edging		920-45300-500	40 yr useful life	2057	2017	$ 13,000					
PRC	Bluebird Park - Playground Equipment		920-45300-500	20 yr useful life	2034	2019	$ 114,800					
PRC	Bluebird Park - Playground Equipment - Clifford		920-45300-500	20 yr useful life	2024	2004	$ 24,600					$ 28,518
PRC	Bluebird Park - Skatepark Equipment		920-45300-500	20 yr useful life	2027	2017	$ 20,000					
PRC	Bluebird Park - Pavilion		920-45300-500	30 yr useful life	2036	2006	$ 20,000					
PRC	Bluebird Park - Concrete Edging		920-45300-500	40 yr useful life	2044	2004	$ 19,000					
PRC	Bluebird Park - Basketball Court		920-45300-500	20 yr useful life	2024	2004	$ 8,000					$ 9,274
PRC	Isanti Hills - Playground Equipment		920-45300-500	20 yr useful life	2024	1994	$ 27,550					$ 31,938
PRC	Isanti Hills - Pavilion		920-45300-500	30 yr useful life	2031	2001	$ 10,000					
PRC	Isanti Hills - Fence		920-45300-500	30 yr useful life	2025	1995	$ 30,000					
PRC	Isanti Hills - Concrete Edging/Table		920-45300-500	40 yr useful life	2057	2017	$ 21,000					
PRC	Legacy Park - Equipment		920-45300-500	20 yr useful life	2034	2014	$ 3,750					
PRC	Legacy Park - Lime Aggregate		920-45300-500	10 yr useful life	2022	2012	$ 35,000			$ 38,245		
PRC	Mattson Park - Playground Equipment		920-45300-500	20 yr useful life	2027	2007	$ 50,420					
PRC	Mattson Park - Pavilion		920-45300-500	30 yr useful life	2040	1985	$ 10,000					
PRC	Mattson Park - Concrete Edging		920-45300-500	40 yr useful life	2057	2017	$ 16,500					
PRC	Mattson Park - Basketball Court		920-45300-500	20 yr useful life	2024	2004	$ 8,000					$ 9,274
PRC	Mattson Park - Tennis Court Resurf.		920-45300-500	10 yr useful life	2028	2018	$ 15,000					

City of Isanti													
Capital Maintenance/Replacement Fund													
Fund 920													
Assumed Inflation	3%												
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Department	Expense	Allocation	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2019 Dollars		2020	2021	2022	2023	2024
PRC	Mattson Park - Tennis Court Recon.		920-45300-500	40 yr useful life	2044	2004	$ 62,000						
PRC	River Bluff / Community Garden - Equipment		920-45300-500	20 yr useful life	2036	2016	$ 8,000						
PRC	River Bluff / Community Garden - Dock		920-45300-500	10 yr useful life	2026	2016	$ 12,000						
PRC	River Bluff / Community Garden - Fencing		920-45300-500	30 yr useful life	2046	2016	$ 24,000						
PRC	Riverside Park - Playground Equipment		920-45300-500	20 yr useful life	2023	2003	$ 76,365					$ 85,949	
PRC	Rum River Meadows - Equipment		920-45300-500	20 yr useful life	2025	2005	$ 85,150						
PRC	Rum River Meadows - Irrigation		920-45300-500	15 yr useful life	2020	2005	$ 2,890		$ 2,977				
PRC	Rum River Meadows - Fencing		920-45300-500	30 yr useful life	[illegible]	N/A	$ 10,000						
PRC	Unity Ball Field - Equipment		920-45300-500	20 yr useful life	2025	1985	$ 4,500						
PRC	Unity Ball Field - Fencing		920-45300-500	30 yr useful life	2025	1985	$ 15,000						
PRC	Unity Ball Field - Pavillion		920-45300-500	30 yr useful life	2031	2001	$ 10,000						
PRC	VFW Park - Equipment		920-45300-500	20 yr useful life	2024	2004	$ 13,000						$ 15,071
PRC	VFW Park - Fencing		920-45300-500	30 yr useful life	2034	2004	$ 10,000						
PRC	VFW Park - Concrete Edging		920-45300-500	40 yr useful life	2058	2018	$ 11,000						
PRC	Whisper Ridge - Tennis Court Resurf.		920-45300-500	10 yr useful life	2021	2001	$ 15,000			$ 15,914			
PRC	Whisper Rdige - Tennis Court Recon.		920-45300-500	40 yr useful life	2041	2001	$ 70,000						
PRC	Whisper Ridge - Fencing		920-45300-500	30 yr useful life	2031	2001	$ 20,000						
PRC	Picnic Tables		920-45300-500	15 yr useful life	2026	2016	$ 15,370						
PRC	Picnic Tables		920-45300-500	15 yr useful life	2032	2017	$ 1,650						
PRC	Picnic Tables		920-45300-500	15 yr useful life	2033	2018	$ 4,390						
PRC	C-I Bike/Walk Trail Contribution		920-45300-500	N/A	Annual	Annual	$ 7,500		$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500
PRC	Polaris Ranger Side by Side		920-45300-500	15 yr useful life	2021	2006	$ 18,000			$ 19,096			
PRC	SmithCo Leaf & Grass Vacuum		920-45300-500	15 yr useful life	2020	2004	$ 20,000		$ 20,600				
PRC	Progressive Mower		920-45300-500	15 yr useful life	2020	2004	$ 25,000		$ 25,750				
PRC	Kabota Mower		920-45300-500	5 yr useful life	2023	2018	$ 6,400					$ 7,203	
PRC	Kabota Mower		920-45300-500	5 yr useful life	2023	2018	$ 6,400					$ 7,203	
PRC	Landpride Disc		920-45300-500	15 yr useful life	2020	2005	$ 3,000		$ 3,090				
PRC	John Deere 3-Point Tiller		920-45300-500	15 yr useful life	2032	2017	$ 4,300						
PRC	Bobcat 3600 UTV		920-45300-500	15 yr useful life	2032	2017	$ 18,000						
Department	Revenue		Account Number										
			920-31000	Property Taxes					$ 256,000	$ 263,700	$ 271,600	$ 279,700	$ 288,100
			920-39203	Transfer In - Water					$ -	$ -	$ 58,278	$ 38,970	$ 73,034
			920-39203	Transfer In - Sewer					$ -	$ -	$ 58,278	$ 37,141	$ 73,034
			920-39203	Transfer In - Storm					$ -	$ -	$ -	$ 1,829	$ 15,071
			920-39203										
Reserve Funds on	Budgeted Expenditures						Budgeted Expenditures		$ 323,239	$ 230,111	$ 444,118	$ 341,371	$ 576,968
	Budgeted Revenues						Budgeted Revenues		$ 256,000	$ 263,700	$ 388,157	$ 357,640	$ 449,239
1/1/2019	1 Year (Over) / Under Budget						1 Year (Over) / Under Budget		$ (67,239)	$ 33,589	$ (55,961)	$ 16,269	$ (127,729)
$ 558,506.12	Running Fund (Deficit) / Surplus						Running Fund (Deficit) / Surplus		$ 271,514	$ 305,103	$ 249,142	$ 265,411	$ 137,682

RESOLUTION NO. 2019-XXX

RESOLUTION SETTING THE 2020 FINAL BUDGET AND LEVY MEETING

WHEREAS, before September 30, 2019, at the regularly scheduled meeting at which the City Council adopts a proposed tax levy, the City Council must also announce the time and place of the council meeting at which the budget and levy will be discussed and a final budget and levy will be determined;

WHEREAS, the time and place of the meeting that allows for citizen input and deals with the budget and levy must be included in the minutes;

WHEREAS, the following information must be provided to the county auditor:

- Time and place of one regular council meeting at which the budget and levy will be discussed and at which a final budget and levy will be determined
- Phone number that city taxpayers may call if they have questions related to the auditor's property tax notice.
- Address where comments will be received by mail.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA AS FOLLOWS:

1. That the City Council has set the following meeting date at which the budget and levy will be discussed, and the final budget and levy will be determined.

   Tuesday, December 3, 2019 at 7:00 p.m.

2. That the City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Isanti County, Minnesota and provide the following information:

   a. Phone Number – Isanti City Hall, (763) 444-5512
   b. Mailing Address – Isanti City Hall, PO Box 428, Isanti, MN 55040

This resolution is duly adopted by the Isanti City Council this 3rd day of September 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2019-XXX

RESOLUTION APPROVING THE 2020 PRELIMINARY BUDGET FOR THE CITY OF ISANTI

WHEREAS, the City of Isanti is required to approve a preliminary budget by September 30th of each year for expenditures in the following year; and

WHEREAS, the City of Isanti has developed a budget for the maximum projected expenditures by the City for 2020 to be covered by the general fund; and

WHEREAS, the proposed budget has been presented to the City Council of the City of Isanti at the September 3, 2019 City Council meeting for review;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA AS FOLLOWS:

1. That the proposed budget for the City of Isanti for expenditure in 2020 is as follows:

Department	**Amount**
Mayor & Council	41,425
Elections	8,860
Financial Administration	558,270
Special Projects	84,541
Planning & Zoning	141,963
Municipal Building	41,357
Police	1,498,818
Fire Protection	249,505
Building Inspection	321,227
Code Enforcement	15,419
Civil Defense	2,300
Animal Control	4,874
General City Maintenance	61,103
Streets	388,210
Street Lighting	-0-
Sanitation	23,843
Parks, Rec & Culture	373,466
Abatement & Interest Expense	25,066
Designated Reserve	75,000
Txfr to Water/Sewer (Deer Haven)	3,179
Txfr to Water/Sewer (Hotel Project)	85,000
Txfr to Liquor (Hotel Project)	53,619
Txfr to Liquor (2018 Improvements)	25,765
Txfr to Economic Development Authority	-0-
G.O. Debt Service	369,312
Total Expenditures	**4,082,810**

2. That the proposed budget is approved by the City Council of the City of Isanti for expenditures in year 2020.

3. That the City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Isanti County, Minnesota

This resolution is duly adopted by the Isanti City Council this 3rd day of September 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2019-XXX

J.6.

RESOLUTION ADOPTING THE PROPOSED 2019 TAX LEVY COLLECTIBLE IN 2020 FOR THE CITY OF ISANTI

BE IT RESOLVED, by the City Council of the City of Isanti, County of Isanti, Minnesota that the following sums of money be levied for the current year, collectible in 2020, upon the taxable property in the City of Isanti, for the following purposes:

LEVY	FUND	AMOUNT
GENERAL FUND	101	2,000,000
CAPITAL MAINTENANCE	920	256,000
STREET CONSTRUCTION	425	267,000
EDA	108	79,819
ABATEMENT	101	24,066
2010B GO BOND	929	85,000
2011A GO BOND	930	7,805
2014A TAX ABATEMENT BOND	931	225,501
2014B GO BOND	932	51,006
TOTAL LEVY		**$ 2,996,197**

The City Clerk is hereby instructed to transmit a certified copy of the resolution to the Isanti County Auditor, Isanti County, Minnesota.

This resolution is duly adopted by the Isanti City Council this 3rd day of September 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

J.7.

A Community For Generations.

Isanti

Request for City Council Action

To:	**Mayor Johnson and Members of City Council**
From:	Sheila Sellman, Community Development Director
Date:	September 3, 2019
Subject:	Ordinance Amending City Code Chapter 87 Article 1, Keeping of Certain Animals (Chickens)

Background:
At the August 20, 2019 Committee of the Whole (COW) meeting the Council reviewed the attached ordinance to allow chickens within city limits. The Council directed staff to post the ordinance and bring back to Council for consideration.

Request:
Consider approving an ordinance amending the City Code Chapter 87, Article 1 Keeping of Certain animals.

Attachments:

- Ordinance 2019-XXX

ORDINANCE No:____

AN ORDINANCE AMENDING THE CITY CODE AMENDING CHAPTER 87 ARTICLE 1 KEEPING OF CERTAIN ANIMALS

THE CITY OF ISANTI DOES ORDAIN AS FOLLOWS:

I. AMENDMENTS

Article I, Section 87-1 and 87-2 are hereby amended as follows:

87-1. Prohibited animals.

No person, firm or corporation shall keep, harbor, feed or raise cows, horses, hogs or any other livestock, chicks or poultry, or pigeons, not in accordance with this Chapter, in the City of Isanti.

87-2 Chickens.

The city allows the keeping of chickens on residential properties, subject to the following requirements:

A. Coops or enclosures are required and shall:

(1) Meet all setback requirements for the zoning district of the property.

(3) Be at least ten feet from a side or rear property line.

(4) Not be located in a drainage or utility easement or in a shoreland protection area or in a wetland setback area.

(5) Shall be at least 30 feet from any residential dwelling on any adjacent property.

(6) shall be no more than 10 square feet per chicken.

B. On properties that are less than five acres in size, outdoor pens attached to the coop must be fully enclosed to contain chickens within the pen area.

C. The owner must keep the chickens in a coop or fenced area.

D. The city does not allow the keeping of free range of chickens on properties less than five acres in size. Free range is allowed if the animals are supervised and fenced.

E. Animal fighting is prohibited.

F. There shall be no roosters.

G. The property owner shall maintain the coops and/or enclosures such that they are in good shape, not unsightly and free from major defects.

H. The property owner shall properly store all animal feed such to ensure that it does not attract insect or rodents.

I. The property owner shall dispose of all animal waste in an appropriate manner on a weekly basis.

J. Are prohibited in multifamily structures and or homes.

K. Sale of eggs commercially is prohibited in residential districts.

L. The slaughtering of chickens in view of the public is prohibited.

M. All coops, regardless if they have heat-lamps or not, shall be located 10 feet or further from any primary structure.

N. Guineafowl are prohibited

G. The maximum total number of chickens, allowed on properties are as follows:

Lot size (acres) Maximum Number Allowed
Less than 3 acres—6 chickens
More than 3 acres—12 chickens

~~87-2~~ **87-3 Violations and penalties.**

Any person, firm or corporation violating this provisions of this article shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not more than $1,000 or by imprisonment in the county jail for not more than 90 days, or both, plus costs of prosecution in either case.

II EFFECTIVE DATE

This ordinance shall take effect upon adoption and publication in the City's Official Newspaper.

Adopted by the City Council this 3rd day of September, 2019.

Attest:

_____

Mayor Jeff Johnson

_____

Katie Brooks, Human Resources/ City Clerk

Date Posted:

Date Adopted:

Date Published:

Effective Date:

J.8.

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members of City Council**
From: Sheila Sellman, Community Development Director
Date: September 3, 2019
Subject: Resolution 2019-XXX approving final plat for Sun Prairie 5th Addition

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Background:
The subject site was part of the Sun Prairie Addition, which was platted in 2005. The subject lot is Outlot J of said plat. This lot was platted as an outlot to potentially be connected to the property to the east once it develops. The site to the east can develop without this outlot.

The subject site is zoned R-1 Single Family Residential and has a comprehensive land use guide of low density residential. The minimum lot requirements have been met and the lot can accommodate the setbacks for the district. City Sewer and Water are available to the lot. The City Engineer reviewed the plat and recommends approval.
The Planning Commission considered this request at the August 20, 2019 meeting and recommend approval.

Request:
Consider resolution approving the final plat for Sun Prairie 5th Addition

Attachments:
- Resolution 2019-XXX
- Plat
- Findings of Fact

RESOLUTION 2019-XXX

A RESOLUTION APPROVING THE FINAL PLAT FOR LEGACY SUN PRAIRIE 5TH ADDITION

WHEREAS, Jeff Pfeffer, has applied for Final Plat approval for Sun Prairie 5th Addition, a single lot residential subdivision for the property legally described as Outlot J, Sun Prairie Addition, Isanti County, Isanti, Minnesota; and,

WHEREAS, the City of Isanti Planning Commission considered the final plat of Sun Prairie 5th Addition during the regular Planning Commission meeting held on August 20, 2019; and,

WHEREAS, the City of Isanti City Council has approved the Plat of Sun Prairie Addition through Resolution No. 2005-058; and,

WHEREAS, the City of Isanti Planning Commission has recommended approval of the Final Plat of Sun Prairie 5th Addition based upon the Findings of Fact and Conclusion as presented; and,

WHEREAS, the City of Isanti City Council reviewed the Final Plat during the regularly scheduled meeting on September 3, 2019

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Isanti, Minnesota, that it adopts the Findings of Fact and Conclusion related to the requested Final Plat Sun Prairie 5th Addition and **BE IT FURTHER RESOLVED** that the requested Final Plat Sun Prairie 5th Addition be approved.

Adopted by the City of Isanti City Council on this 3rd day of September, 2019.

Attest:

_____

Mayor Jeff Johnson

_____

Katie Brooks
Human Resources/City Clerk

SUN PRAIRIE FIFTH ADDITION

SEC. 28, TWP. 35, RNG. 23
CITY OF ISANTI
ISANTI COUNTY

KNOW ALL MEN BY THESE PRESENTS: that Jeff W. Pfeffer and Kristi J. Pfeffer, husband and wife, owners of the following described property situated in the County of Isanti, State of Minnesota, to wit:

Outlot J, SUN PRAIRIE FIRST ADDITION, according to the plat thereof on file and of record in the office of the County Recorder, Isanti County, Minnesota.

Subject to easements, restrictions, or reservations of record, if any.

Have caused the same to be surveyed and platted as SUN PRAIRIE FIFTH ADDITION and do hereby donate and dedicate to the public for public use forever the easements as shown on this plat for public utility and/or drainage purposes only.

In witness whereof Jeff W. Pfeffer and Kristi J. Pfeffer, husband and wife, have hereunto set their hands this _____ day of _____, 20____.

_____ _____
Jeff W. Pfeffer Kristi J. Pfeffer

STATE OF MINNESOTA
COUNTY OF _____
The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by Jeff W. Pfeffer and Kristi J. Pfeffer, husband and wife.

_____ _____ (DO NOT USE STAMP)
SIGNATURE PRINTED NAME

Notary Public, _____ County, Minnesota.
My commission expires _____

I hereby certify that I have surveyed and platted or directly supervised the surveying and platting of the land described on this plat; that this plat is a correct representation of the boundary survey; all mathematical data and labels are correctly designated on the plat; all monuments depicted on the plat have been or will be correctly set within one year; all water boundaries and wet lands as of this date are shown and labeled; and all public ways are shown and labeled; and that there are no wetlands, as defined in MS 505.01, Subd. 3, or public highways to be designated other than shown. (Subject to note regarding wetlands on the face of this plat.)

_____
Kyle J. Roddy, Land Surveyor
Minnesota License Number 42627

STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by Kyle J. Roddy, Land Surveyor, Minnesota License Number 42627.

_____ _____ (DO NOT USE STAMP)
SIGNATURE PRINTED NAME

Notary Public, _____ County, Minnesota.
My commission expires _____

I hereby certify that this plat has been checked and recommended for approval as to compliance with Chapter 505, Minnesota Statutes this _____ day of _____, 20____.

_____
Isanti County Surveyor
Minn. License No. _____

Approved by the Planning Commission of the City of Isanti, Minnesota on this _____ day of _____, 20____.

_____ Attest _____
Chairperson Secretary

Approved by the City Council of Isanti, Minnesota, this_____ day of _____, 20____, and is in compliance with the provisions of Chapter 505.03, Subd. 2, Minnesota Statutes.

_____ _____
Mayor City Administrator

Approved as to form and execution this _____ day of _____, 20____.

Recommended for approval this _____ day of _____, 20____.

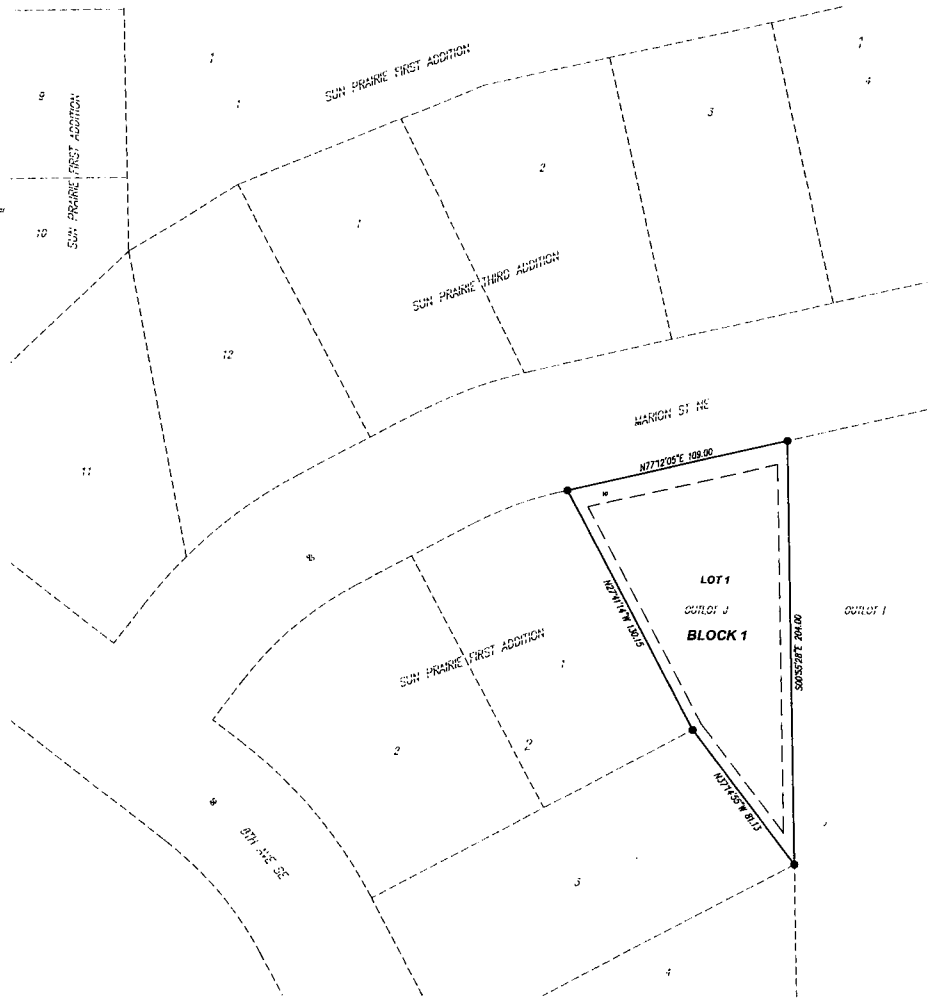
_____ _____
Isanti City Attorney Isanti City Engineer

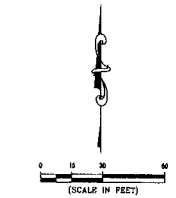
I hereby certify that the taxes for the year _____ on the property described herein have been paid and that there are no delinquent taxes and transfer entered on this _____ day of _____, 20____.

_____ By _____ Deputy
Isanti County Auditor-Treasurer

I hereby certify that this instrument was filed in the office of the County Recorder for record on this _____ day of _____, 20____ at _____ o'clock __M. and was duly recorded as Document No. _____

_____
County Recorder, Isanti County, Minnesota.





LEGEND

● DENOTES FOUND IRON PIPE

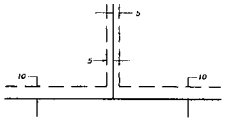
NOTE REGARDING WETLANDS

THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES, UNITED STATES CORPS OF ENGINEERS AND OTHER WATER MANAGEMENT AGENCIES HAVE CATEGORIZED VARIOUS WETLANDS, WHICH ARE NOT ACKNOWLEDGED BY CHAPTER 505.01, SUBDIVISION 3 OF MINNESOTA STATUTES AND MAY NOT BE SHOWN HEREON. DEVELOPMENT OF LANDS CONTAINING SAID WETLANDS MAY BE SUBJECT TO SPECIAL CONDITIONS OR LIMITATIONS.

BEARING NOTE

FOR THE PURPOSES OF THIS PLAT, THE NORTH LINE OF OUTLOT J, SUN PRAIRIE FIRST ADDITION, IS ASSUMED TO BEAR NORTH 77 DEGREES 12 MINUTES 10 SECONDS EAST.

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



BEING 5 FEET IN WIDTH, AND ADJOINING SIDE LOT LINES, AND 10 FEET IN WIDTH, AND ADJOINING STREET AND REAR LOT LINES, UNLESS OTHERWISE SHOWN ON THE PLAT.

RECEIVED
AUG 14 2019
BY:

LHB
Cambridge, MN

FINDINGS OF FACT AND CONCLUSION

Request

Request from Jeff Pfeffer, for Final Plat Approval of Sun Prairie 5th Addition, legally described as Outlot J of Sun Prairie Addition, Isanti County, Isanti, Minnesota.

Findings of Fact

1. The Plat of Sun Prairie Addition was approved in 2005 per resolution 2005-058.
2. The applicant has made an application for a Final Plat Approval of Sun Prairie 5th Addition Isanti County, Minnesota.
3. The property is legally described as Outlot J of Sun Prairie Addition, Isanti County, Isanti, Minnesota.
4. The Applicant is requesting Final Plat Approval in an effort to create one lot.
5. The property is zoned "R-1" Single-Family Residential.
6. The Applicant submitted an application for Final Plat Approval on August 14, 2019. It was deemed complete on August 14, 2019.
7. The Final Plat was reviewed by the Planning Commission on Tuesday, August 20, 2019 at 7:00 p.m.at City Hall within the Council Chambers.

Conclusions

1. The platting of the property would appear to meet the lot requirements and setback requirements as provided within the zoning ordinance for properties located within the "R-1" Single-Family Residential.
2. The platting of the property would appear to meet the Design Standards as required by Ordinance No. 536.

Decision

Planning Commission Recommendation: The Planning Commission recommend approval as presented at the August 20, 2019 meeting.

City Council:

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 8/21/2019 - 8/21/2019 | Aug 21, 2019 04:55PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

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08/19	08/21/2019	51823	936	APPLIED CONCEPTS INC	101-20200	86.00
08/19	08/21/2019	51824	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	370.27
08/19	08/21/2019	51825	9	BERNICKS PEPSI-COLA	609-20200	747.30
08/19	08/21/2019	51826	1500	BOLTON & MENK INC	602-20200	13,220.00
08/19	08/21/2019	51827	2319	BREAKTHRU BEVERAGE	609-20200	6,553.17
08/19	08/21/2019	51828	1815	CENTURYLINK	609-20200	881.12
08/19	08/21/2019	51829	1937	CHILSON JEWELERS	101-20200	68.69
08/19	08/21/2019	51830	918	CRYSTAL SPRINGS ICE	609-20200	421.74
08/19	08/21/2019	51831	8	DAHLHEIMER DISTRIBUTING CO	609-20200	19,787.05
08/19	08/21/2019	51832	2802	DR MICHAEL KELLER	101-20200	1,700.00
08/19	08/21/2019	51833	2478	EAST CENTRAL ENERGY	101-20200	42.85
08/19	08/21/2019	51834	55	ECM PUBLISHERS INC	609-20200	511.00
08/19	08/21/2019	51835	2028	FURTHER	861-20200	787.50
08/19	08/21/2019	51836	2741	GS LAND LLC	505-20200	91,511.60
08/19	08/21/2019	51837	424	H&L MESABI	101-20200	1,639.57
08/19	08/21/2019	51838	270	ISANTI READY-MIX INC	101-20200	350.00
08/19	08/21/2019	51839	162	ISANTI RENTAL	101-20200	175.00
08/19	08/21/2019	51840	2574	ITL PATCH COMPANY, INC.	101-20200	499.95
08/19	08/21/2019	51841	7	JOHNSON BROTHERS LIQUOR CO	609-20200	5,871.30
08/19	08/21/2019	51842	5	KAWALEK TRUCKING	609-20200	194.60
08/19	08/21/2019	51843	2801	KOTTKES BUS SERVICE INC	101-20200	297.00
08/19	08/21/2019	51844	1789	MADDEN GALANTER HANSEN, LLP	101-20200	896.70
08/19	08/21/2019	51845	17	MCDONALD DISTRIBUTING CO	609-20200	10,365.30
08/19	08/21/2019	51846	2208	MINNESOTA EQUIPMENT	101-20200	30.27
08/19	08/21/2019	51847	2803	MINNESOTA WISCONSIN PLAYGROUND	920-20200	16,887.00
08/19	08/21/2019	51848	2116	MINUTEMAN PRESS	101-20200	462.17
08/19	08/21/2019	51849	2116	MINUTEMAN PRESS	108-20200	628.96
08/19	08/21/2019	51850	2080	MVTL LABORATORIES INC	602-20200	574.70
08/19	08/21/2019	51851	2553	O'REILLY	101-20200	26.97
08/19	08/21/2019	51852	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,805.94
08/19	08/21/2019	51853	1113	RJM DISTRIBUTING INC	609-20200	114.90
08/19	08/21/2019	51854	1361	STAPLES ADVANTAGE	101-20200	178.81
08/19	08/21/2019	51855	73	STAR	609-20200	25.00
08/19	08/21/2019	51856	2156	SUMMIT COMPANIES	101-20200	8.00
08/19	08/21/2019	51857	1794	TITAN MACHINERY	101-20200	219.93
08/19	08/21/2019	51858	97	TOTAL CONTROL SYSTEMS INC	602-20200	3,186.20
08/19	08/21/2019	51859	427	VESSCO INC	601-20200	828.17
08/19	08/21/2019	51860	42	VIKING COCA-COLA BOTTLING CO	609-20200	546.55
08/19	08/21/2019	51861	4	WATSON CO INC	609-20200	3,355.26
08/19	08/21/2019	51862	780	WINE MERCHANTS	609-20200	216.00
08/19	08/21/2019	51863	1129	ZARNOTH BRUSH WORKS INC	603-20200	460.00
Grand Totals:						187,532.54

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

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08/19	08/29/2019	51865	2030	ARTISAN BEER COMPANY	609-20200	32.60
08/19	08/29/2019	51866	2335	BCBSM	101-20200	18.24
08/19	08/29/2019	51867	9	BERNICKS PEPSI-COLA	609-20200	648.60
08/19	08/29/2019	51868	2804	BORCHARDT, TROY	601-20200	107.31
08/19	08/29/2019	51869	2319	BREAKTHRU BEVERAGE	609-20200	1,991.78
08/19	08/29/2019	51870	2221	C & L DISTRIBUTING	609-20200	113.10
08/19	08/29/2019	51871	120	CONNEXUS ENERGY	101-20200	19,705.82
08/19	08/29/2019	51872	918	CRYSTAL SPRINGS ICE	609-20200	115.83
08/19	08/29/2019	51873	8	DAHLHEIMER DISTRIBUTING CO	609-20200	9,061.95
08/19	08/29/2019	51874	2720	DEFIANT DISTRIBUTORS	609-20200	334.01
08/19	08/29/2019	51875	1682	FERGUSON WATERWORKS	601-20200	364.78
08/19	08/29/2019	51876	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	331.70
08/19	08/29/2019	51877	1534	J. J. TAYLOR	609-20200	457.75
08/19	08/29/2019	51878	7	JOHNSON BROTHERS LIQUOR CO	609-20200	7,375.85
08/19	08/29/2019	51879	5	KAWALEK TRUCKING	609-20200	226.20
08/19	08/29/2019	51880	1975	LIBERTY TITLE	601-20200	110.75
08/19	08/29/2019	51881	17	MCDONALD DISTRIBUTING CO	609-20200	10,789.36
08/19	08/29/2019	51882	1536	MINNESOTA DEED	219-20200	833.33
08/19	08/29/2019	51883	2208	MINNESOTA EQUIPMENT	101-20200	39.20
08/19	08/29/2019	51884	2116	MINUTEMAN PRESS	101-20200	1,939.85
08/19	08/29/2019	51885	2402	MODERN TITLE	601-20200	302.12
08/19	08/29/2019	51886	2124	MOTION PICTURE	101-20200	597.81
08/19	08/29/2019	51887	283	OLSON POWER & EQUIPMENT	603-20200	185.54
08/19	08/29/2019	51888	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,463.93
08/19	08/29/2019	51889	12	POSTMASTER	101-20200	345.00
08/19	08/29/2019	51890	2406	QUALITY FLOW SYSTEMS INC	602-20200	119.36
08/19	08/29/2019	51891	2093	ROBY, ROBERT C.	101-20200	75.00
08/19	08/29/2019	51892	2001	SHRED-N-GO INC	101-20200	408.77
08/19	08/29/2019	51893	2396	SOUTHERN GLAZERS OF MN	609-20200	8,427.73
08/19	08/29/2019	51894	2156	SUMMIT COMPANIES	226-20200	850.00
08/19	08/29/2019	51895	1740	TOSHIBA FINANCIAL SERVICES	108-20200	250.68
08/19	08/29/2019	51896	97	TOTAL CONTROL SYSTEMS INC	601-20200	2,100.00
08/19	08/29/2019	51897	1286	VINOCOPIA INC	609-20200	117.00
08/19	08/29/2019	51898	780	WINE MERCHANTS	609-20200	336.00
Grand Totals:						73,386.99

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 8/30/2019 - 8/30/2019 | Aug 30, 2019 09:37AM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

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08/19	08/30/2019	51899	1549	ASTECH	440-20200	95,629.01
Grand Totals:						95,629.01

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

M = Manual Check, V = Void Check

City of Isanti

Gross Payroll	81,426.79
Social Security & Medicare	4,745.72
Public Employees Retirement	7,811.23
Total City Expense	93,983.74

Pay Date 8/23/2019

Pay Period 17 (8/04-8/17/19)

K.2.

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members of City Council**
From: Sheila Sellman, Community Development Director
Date: September 3, 2019
Subject: Resolution 2019-XXX Denying the Site Plan Amendment for the Best Western Plus

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Background:
Best Western Plus has made application for a site plan amendment to modify their approved landscape plan by reducing the number of Plantings. A special Planning Commission meeting was held on August 7, 2019 to consider this item. The public hearing was held on August 7, 2019 and was continued to the August 20, 2019 Planning Commission meeting.

The Planning Commission was not in favor of the proposed changes, but did however give the applicant a chance to come back before the Planning Commission with changes. The applicant did not present any other changes to the plan, the original request to reduce the plantings from 554 plantings to 117 was presented to the Commission. The applicant was not present at this meeting. Two members of the public spoke out against the project. The Planning Commission is recommending denial of the request.

Request:
Consider adoption Resolution 2019-XXX Denying the Site Plan Amendment for Best Western Plus

Attachments:
- Resolution 2019-XXX
- Findings of Fact

RESOLUTION 2019-XXX
A RESOLUTION DENYING THE SITE PLAN AMENDMENT FOR BEST WESTERN PLUS

WHEREAS, Isanti Hotel Partners LLC, (Best Western Plus) has applied for a Site Plan Amendment to modify the landscape plan for property leagally described as Lot 1 Block 1, Isanti Hotel Addition, Isanti County, Isanti, Minnesota; and,

WHEREAS, the City of Isanti Planning Commission held a special meeting on August 7, 2019 and continued the request to the regular Planning Commission meeting of August 20, 2019; and,

WHEREAS, The Planning Commission held a public hearing at the August 7, 2019 special meeting and at the August 20, 2019 regular meeting; and,

WHEREAS, the Planning Commission is recommending denial of the request; and,

WHEREAS, The City of Isanti City Council reviewed the amendment during the regularly scheduled meeting of September 3, 2019; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Isanti, Minnesota, that it adopts the Findings of Fact and Conclusion related to the requested Site Plan Amendment and **BE IT FURTHER RESOLVED** that the requested Site Plan Amendment for a landscape reduction at the Best Western Plus is denied.

Adopted by the City of Isanti City Council on this 3rd day of September, 2019.

Attest:

_____

Mayor Jeff Johnson

_____

Katie Brooks
Human Resources/City Clerk

FINDINGS OF FACT AND CONCLUSION
Site Plan Amendment Denial
September 3, 2019
Prepared by Community Development Director Sheila Sellman

Request

Request from Isanti Hotel Partners LLC for Site Plan Amendment to modify the approved landscape plan for property located at 409 Main Street East Isanti.

Findings of Fact

1. A site plan and building appearance approval to construct a 60-unit hotel with pool on the property was given in December 2017.
2. The property is legally described as Lot 1, Block 1 Isanti Hotel Addition
3. The subject site is zoned "B-2" General Business District and is part of the Highway 65 Corridor Overlay Zoning District.
4. Hotels are a permitted use in the B-2 and TH 65 Overlay Districts.
4. The petitioner submitted a complete Site Plan Amendment Application on July 10, 2019.
6. A public hearing date before the Planning Commission was scheduled for Wednesday August 7, 2019 at 7:00 p.m. at City Hall within the Council Chambers.
7. Notice of the Site Plan / Building Appearance request was published within the Isanti County News on Thursday, August 1, 2019 Notices were sent to all property owners located within 350 feet of the subject property on July 24, 2019 and August 13, 2019.
8. Section 18, Subdivision 7 of the Zoning Ordinance shall be used to evaluate any proposed site plans.

Conclusions

1. In review of the standards established in Section 18, Subdivision 7, the following conclusions have been made (*conclusions to each requirement are shown in underlined italics)*:
   A. Consistency with the elements and objectives of the City's development guides, including the Comprehensive Plan.
   Landscaping is required as part of the Site Plan approval. The original approved landscape plan met the development guidelines and objectives. The proposed amended plan has some inconsistencies with the objects of the City's development guides.

   B. Consistency with City Codes.
   The Highway 65 Overlay District requires a minimum 20-foot landscape buffer strip on lots adjacent to residential. The amended plan does not meet this requirement. The proposed plan also reduces the buffer around the patio that is adjacent to residential, this is not consistent with landscape requirements.

   C. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas.
   The developer has keep as many trees along Broadway Street and Main Street as reasonably possible. The proposed landscape modification does not apply to this standard.

   D. The amount and location of open space and landscaping.
   The proposed amount and location of the landscaping does not appear to be appropriate for the proposed use. The original approved landscape plan had the right amount and was adequate.

E. Vehicular and pedestrian circulation, including walkways, interior drives, and parking in terms of location and number of access points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement and amount of parking.
This was reviewed with the original site plan and does not change with the proposed landscape modifications.

F. Protection of adjacent and neighboring properties through reasonable provision of surface water drainage, sound and light buffers, preservation of views, lights, and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.
This was reviewed as part of the original site plan and does not change with the proposed landscape modifications

G. Consistency with the City's Engineering and Design standards as adopted by Resolution of the City Council.
This was reviewed as part of the original site plan and does not change with the proposed landscape modifications.

Decision
The Planning Commission reviewed the request in a public hearing on August 7, 2019 and August 20, 2019. The meeting minutes shall be made a part of the Findings of Fact and Conclusion. Motion by Lundeen, second by Collison to keep the original plan in place. Motion passed 7-0.

The City Council reviewed the request a regularly scheduled meeting on September 3, 2019. The meeting minutes shall be made a part of the Findings of Fact and Conclusion.

K.3.

RESOLUTION 2019-XXX

A RESOLUTION APPROVING SALE OF FORFIETED 1999 CHEVROLET PRIZM AT PUBLIC AUCTION

WHEREAS, The Isanti Police Department lawfully seized and forfeited a 1999 Chevrolet Prizm subsequent to a DUI arrest; and,

WHEREAS, Minnesota State Statute 169A.63 permits the sale of such vehicles; and,

WHEREAS, the proceeds from such sale must be designated for limited use by the governmental authority to promote public safety; and,

WHEREAS, the vehicle will be sold on public online auction thru Public Surplus; and,

WHEREAS, the public notice of sale will be completed to comply with statute;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the sale of such vehicle at public auction and proceeds to be deposited into the Isanti Police Forfeiture Fund [101-42110-442].

This resolution was duly adopted by the Isanti City Council this 3rd day of September, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: September 3, 2019
Subject: Liquor Store PT Shift Differential

Background:
Hiring part time employees at the Liquor Store has grown increasingly difficult over time. The two biggest issues appear to be that prospective employees would prefer to not work weekends and holidays and also that nearby municipal liquor stores are advertising part time positions at higher hourly rates than we offer.

Recommendation:
Committee of the Whole has recommended that the Council consider a $1.50 per hour shift differential for part time employees that would apply to Holidays that City Hall is closed, Fridays 6pm-10pm, Saturdays 8am-10pm, and Sundays 10am-6pm. No "double dipping" would be allowed. That is to say that working a Saturday that is also a Holiday would not result in a $3.00 differential.

The above parameters would result in roughly 2,800 hours being paid at a higher rate out of a total budgeted hours of 5,760 for part time staff. The differential would add approximately $5,000 in wages, payroll taxes and retirement benefits over the course of a year. The amount would move up or down based on how many of those hours are filled with lower wage staff vs. higher wage staff.

Action Required:
Consider Resolution 2019-XXX Part Time Liquor Store Staff Shift Differential

RESOLUTION 2019-XXX

APPROVING SHIFT DIFFERENTIAL FOR PART TIME LIQUOR STORE STAFF

WHEREAS, the City of Isanti has noticed its pay for part time liquor store staff is lower than nearby municipal liquor stores; and,

WHEREAS, it has become increasingly difficult to hire part time liquor store staff and to fill weekend and holiday shifts; and,

WHEREAS, the Committee of the Whole has reviewed this matter and recommends implementing a $1.50 shift differential for part time weekend and holiday liquor store shifts;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA:

1.) That a $1.50 per hour shift differential for part time liquor store employees that would apply to Holidays that City Hall is closed, Fridays 6pm-10pm, Saturdays 8am-10pm, and Sundays 10am-6pm shall be effective September 4th 2019.
2.) No pyramiding will be allowed. Holidays that fall during weekend hours will not result in a $3.00 per hour shift differential.

This resolution was duly adopted by the Isanti City Council this 3rd day of September, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

K.5.

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: September 3, 2019
Subject: Resolution Approving City Organizational Staffing Chart

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The most recent organizational staffing plan was approved for years 2016-2020. There were multiple positions that were not filled such as a PT-FT Engineering Tech, increasing the hours of the PT Admin Staff, adding a temporary PT Staff for document imaging/scanning, and PT marketing staff.
Staff has reviewed all the departments and developed a revised staffing plan for years 2020 through 2028 (when the City nears the population of 7500) below:

Administration

- 2020: Increase PT HR Asst./Deputy City Clerk to Full – Time
- 2020: Add PT Admin Intern
- 2021: Separate HR from City Clerk – HR/ Deputy Clerk and City Clerk
- 2021: Add Temporary PT Assistant for document imaging

Finance

- No recommended staffing changes at this time. Evaluate needs after population 7,500 but before 10,000

Community Development

- 2020: New job description for planner as code enforcement duties go to PD
- 2021: Add PT Marketing Assistant

Police

- 2020: Add PT CSO position
- 2021: Increase CSO to FT
- 2021: Increase support staff for 2 FT (or 1 FT and 2 PT) positions
- 2021: Add one FT Officer
- 2022: Add one FT Officer

Liquor

- No recommended staffing changes at this time. Maintain all positions filled. Evaluate needs after sales reach a higher threshold or other variable changes.

Public Services

- 2021: Add seasonal PW worker
- 2021: Increase hours 40hr/week for PT Parks Intern June - Aug
- 2021: Add FT Engineering Tech
- 2023: Add Maintenance Tech II
- 2028: Departmentalize Streets/Parks from Utilities and reorg the PW department. Staffing needs would grow if a mechanical wastewater plant upgrade is required.

Committee Recommendation:
The Committee of the Whole reviewed the plan and has recommended approval.

Request:
Staff is requesting action on this item.

Attachments:
- Resolution 2019-XXX
- 'Exhibit A'
- 'Exhibit B'

RESOLUTION 2019-XXX

RESOLUTION APPROVING CITY ORGANIZATIONAL STAFFING CHART

WHEREAS, the staffing needs of the City should be evaluated periodically to maintain professional and adequate services to its residents; and,

WHEREAS, Staff has thoroughly reviewed all departments to determine where there are likely staffing needs through years 2028 to maintain such services; and,

WHEREAS, 'Exhibit A' represents an organizational staffing chart for 2020 and 'Exhibit B' represents a future organizational staffing chart through years 2028; and,

WHEREAS, the Committee of the Whole recommends approval of the future staffing charts;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve of 'Exhibit A and B' for the organizational staffing needs of the City through years 2028.

This resolution was duly adopted by the Isanti City Council this 3rd day of September, 2019.

ATTEST:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

Exhibit A

2020 City of Isanti Organizational Chart
City Council
City Administrator
Finance Director
Finance Director
Utility Billing/Acct Clerk
Utl. Billing
Engineering
Public Services Director
Public Works
Foreman
Tech II/ Utility Lead
4 Tech II
Mechanic
3 Seasonals
PRC Manager
PT PRC Intern
PT Custodian
PT Admin Intern
Police Chief
Lieutenant
Invest.
SRO
5 FT Officers
9 PT Officers
Reserves
2.5 Support Staff
PT CSO
Liquor Store Manager
Liquor Store
FT Clerk III
2 PT Clerk III
5 PT Clerk
PT Admin Intern
Human Resources/ City Clerk
FT HR/ Clerk Assistant
.5 Asst. CA/ Special Proj
Community Devel. Director
Planner
PT MS4
PT Intern
Building

Future City of Isanti Organizational Chart

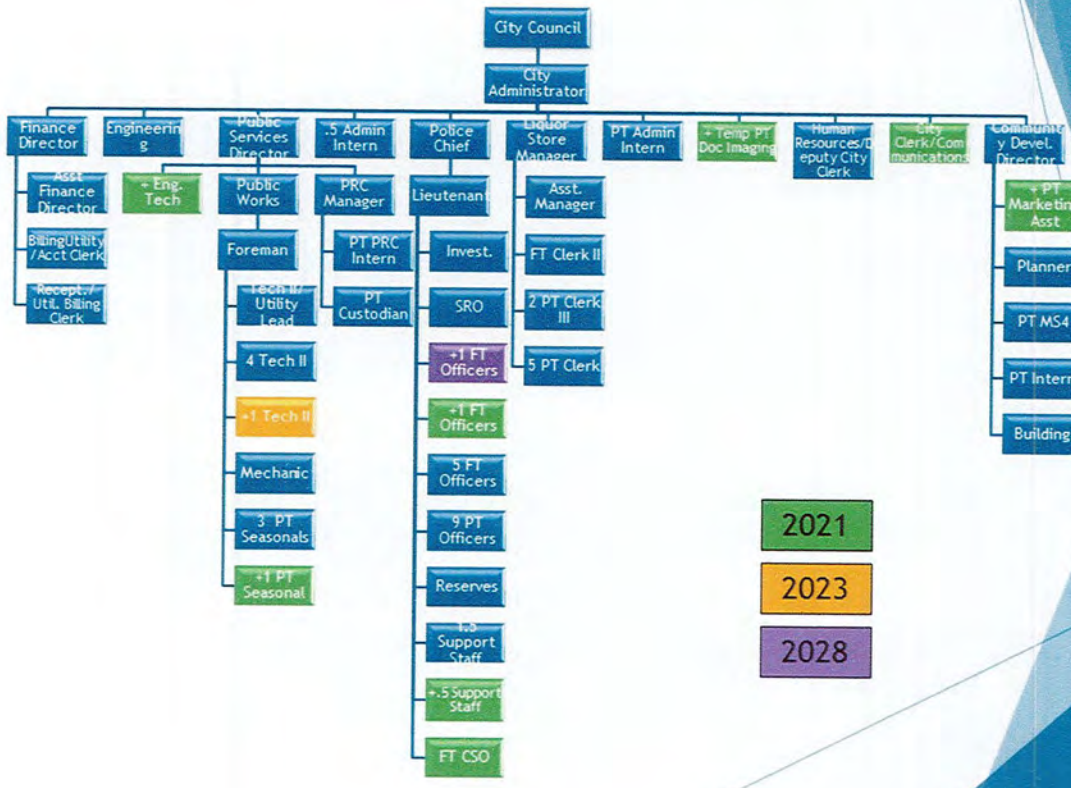


Exhibit B

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Don Lorsung, Assistant City Administrator/Special Projects
Date: August 21, 2019
Subject: Resolution Approving Small Wireless Facility Planning Guidelines

Background:

In August, 2018, the City Council adopted Right of Way regulations that govern the placement of utilities and small cellular (Small Cell) facilities in the City right of ways and City easements. As a part of regulating Small Cell facilities, which include ground or elevated equipment and antennas, the City needs to adopt facility design and placement guidelines for the eventual installation of 5G cellular systems in Isanti. The proposed guidelines would regulate: system equipment, exterior colors/landscaping, logos, signage, location, collocation with other utilities, and guidelines on placement.

Recommendation:

The Committee of the Whole reviewed the proposed plan on August 20, 2019 and recommends approval of the Small Cell Wireless Facility Guidelines.

Request:

Staff is respectfully requesting action on this item.

Action Required:

If the Council concurs, it should by motion, take the following actions:

1. Approve attached Resolution and Guidelines.

Attachments:

- Res 2019-XXX A Resolution Approving Small Facility Design Guidelines
- Attachment A – City of Isanti Small Wireless Facility Design Guidelines

RESOLUTION NO. 2019-xxx

A RESOLUTION APPROVING SMALL WIRELESS FACILITY DESIGN GUIDELINES

WHEREAS, an ordinance to regulate work in City right of ways has been developed; and

WHEREAS, the ordinance regulates deployment of small cell wireless facilities in City right of ways; and

WHEREAS, staff has developed Guidelines for design and placement of small wireless cell facilities; and

WHEREAS, the attached guidelines have been reviewed by the City Attorney and City Engineer:

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. The City Council hereby approves the Small Wireless Facility Design Guidelines as attached (Attachment A).

This Resolution was duly adopted by the Isanti City Council this 3rd day of September 2019.

Attest: _____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

Attachment A

CITY OF ISANTI
SMALL WIRELESS FACILITY DESIGN GUIDELINES

I. PURPOSE AND COMPLIANCE

In implementing City Code, Chapter 257, Right of Way Management, the City Council of the City of Isanti (the "City") finds that in order to protect the public health, safety and welfare of its citizens and to reasonably manage and protect the public rights-of-way (the "ROW") and its uses in the City, it is in the best interest of the City and its residents and businesses to establish Small Wireless Facility Design Guidelines (the "Guidelines") to provide the aesthetic requirements and other specifications and reasonable conditions that small wireless facilities and wireless support structures installed within the public ROW must meet prior to and following installation.

The objective of these Guidelines is to strike a balance between preserving and protecting the character of the City through careful design, siting, and camouflaging techniques to blend these facilities into their surrounding environment and provide other reasonable conditions upon such placement and use of the ROW, while enhancing the ability of small wireless facilities carriers to deploy small wireless facilities and wireless support structures in the City effectively and efficiently so that residents, businesses, and visitors benefit from ubiquitous and robust wireless service availability.

These Guidelines apply to requests to locate small wireless facilities in the ROW and ongoing use of the ROW for such purposes. These Guidelines are established pursuant to City Code, Chapter 257 and applicable law. These Guidelines are administered through the permitting process contained therein as conducted by the City.

Placement or modification of a small wireless facilities and/or wireless support structures shall comply with these Guidelines at the time the permit for installation or modification is approved and as amended from time to time. Wireless service providers and permittees are required to comply with City Code, Chapter 257.

II. DEFINITIONS

The definitions contained in Minn. Stat. § 237.162 and City Code Chapter 257 are incorporated into this policy by reference as though fully set forth herein.

III. APPLICATION REQUIREMENTS

Prior to placing, installing, modifying, relocating or removing a small wireless facility or wireless support structure in the ROW, or to collocating a wireless facility on an existing wireless support structure in the ROW, the operator shall apply for and receive a permit from the City. In addition to the application requirements established in City Code 257, the information identified in this Section III must be included for the application to be considered complete, except that where such information is already in the City's possession from previous applications, or where the applicant previously filed information and specifications for standard materials that are being utilized in the new application, such information shall be referenced but need not be resubmitted. The City may require additional information as reasonably necessary to evaluate the application and the impact of the proposed installation(s) on the public health, safety and welfare or on use or management of the ROW.

A. PROOF OF AGENT DESIGNATION (IF APPLICABLE):

If the applicant is serving as an agent of a small wireless operator, the applicant must provide written documentation of the agent designation signed by the operator.

B. MAP

The applicant must include an aerial map showing the location of the proposed or existing support structure to which the small wireless facility is proposed to be attached, or from which a small wireless facility is proposed to be removed.

C. PHOTO SIMULATIONS

For all applications to locate small wireless facilities in the ROW, the applicant shall provide photo simulations from at least two reasonable line-of-site locations near the proposed project site. The photo simulations must be taken from the viewpoints of the greatest pedestrian or vehicular traffic.

D. CONSOLIDATED APPLICATIONS

An applicant seeking to construct, modify, collocate or replace more than one small wireless facility or more than one wireless support structure within the City may file a consolidated application for multiple small wireless facility requests or wireless support structure requests; provided the requests grouped on a consolidated application only address substantially the same type of small wireless facilities or substantially the same type of wireless support structures. (Note: The City may treat each request individually during application review and processing and when issuing a determination or applying these guidelines.)

E. SITE AND OTHER PLANS AND STRUCTURAL CALCULATIONS

The applicant must include fully dimensioned site plans, elevation drawings and structural calculations that depict any known existing wireless facilities with all existing transmission equipment and other improvements, the proposed facility with all proposed transmission equipment and other improvements, and the legal boundaries of the existing right-of-way and any associated access and utility easements. Fully dimensioned site plans shall indicate the spacing from existing curb, driveways, sidewalks, light poles and any other poles or appurtenances.

F. FULL DESCRIPTION OF NUMBER AND DIMENSIONS OF FACILITIES AND/OR STRUCTURES TO BE INSTALLED

The applicant must include a full description of the number and dimensions of all small wireless facilities proposed to be installed and the wireless support structure, either new or existing, to be utilized for each small wireless facility. For all equipment proposed to be installed, the applicant must include: (1) the manufacturer's name and model number; (2) physical dimensions, including without limitation, height, width, depth and weight with mounts and other necessary hardware; and (3) the ambient noise level generated from the equipment, if any.

G. OWNER'S AUTHORIZATION

For any application to attach a small wireless facility to a wireless support structure that is not owned by the City, the applicant must submit evidence sufficient to show that either: (1) applicant owns the proposed support structure; or (2) applicant has obtained the owner's written authorization to file the application.

IV. AESTHETIC REQUIREMENTS FOR SMALL WIRELESS FACILITIES

A. ANTENNAS

1. Each small wireless antenna shall be located entirely within a shroud or canister type enclosure.
2. The diameter of the antenna enclosure at its widest point should not be wider than two times the diameter of the top of the wireless support structure. The enclosure shall not exceed six cubic feet in volume.
3. All antenna enclosures shall either be mounted to the top of the wireless support structure pole and aligned with the centerline of the wireless support structure, or mounted to the side of the wireless support structure such that the vertical centerline of the antenna enclosure shall be parallel with the wireless support structure with the height of the side mounted antenna being at a location on the

wireless support structure noted in the application and approved by the City, but at least 10 feet above ground level at its lowest point. Antennas must not exceed the building height requirements in their respective zoning district by more than ten 10' feet, with a maximum height of 50' feet..

4. Tree "topping" or the improper pruning of trees is prohibited. Any proposed pruning or removal of trees, shrubs or other landscaping already existing in the ROW must be noted in the application and must be approved by the City.

B. CABLES AND WIRES

All cables, wires and connectors related to the small wireless facility must be fully concealed on the wireless support structure and shall match the color of the wireless support structure. There shall be no external cables and wires related to the small wireless facility hanging off or otherwise exposed on the wireless support structure.

C. COLORS

All colors shall match the background of any wireless support structure that the facilities are located upon, including equipment cabinets. Notwithstanding the foregoing, in the case of existing wood utility poles, finishes of conduit shall be zinc, aluminum or stainless steel, or colored to match those metal finishes, and equipment cabinets shall be the color of brushed aluminum.

D. EQUIPMENT ENCLOSURES/CONCEALMENT/MAINTENANCE

1. Equipment enclosures, including electric meters, shall be as small as possible, but in no event larger than 28 cubic feet in volume. Ground-mounted equipment shall incorporate concealment elements into the proposed design matching color and materials of the wireless support structure, unless other materials or colors are approved by the City. Concealment may include, but shall not be limited to, landscaping, strategic placement in less obtrusive locations and placement within existing or replacement street furniture.

2. Radio equipment shall be fully enclosed within an equipment cabinet or concealed within the antenna shroud enclosure matching the color and materials of the wireless support structure, unless other materials or colors are approved by the City.

3. Landscaping concealing equipment enclosures shall be planted in such

quantity and size such that 100% screening is achieved within two years of installation.

4. All equipment enclosures shall be maintained in good condition. They shall be completely sealed with a secured access. The small cell company and/or right-of-way user must take reasonable care and measures to prevent damage to their facilities. Open, broken or unsealed enclosures shall be considered a public nuisance under City Code Chapter 216.

E. SIGNAGE/LOGOS/LIGHTS/DECALS/COOLING FANS

1. Signage: The small wireless facility permittee shall post its name, location identifying information, and emergency telephone number in an area on the cabinet of the small wireless facility that is visible to the public. Signage required under this section shall not exceed 4 inches by 6 inches, unless otherwise required by law (e.g. radio-frequency (RF) ground notification signs) or the City. If no cabinet exists, the signage shall be placed at the base of the pole.

2. Lights: New small wireless facilities and wireless support structures shall not be illuminated, except in accord with state or federal regulations, or unless illumination is integral to the camouflaging strategy such as design intended to look like a street light pole.

3. Logos/Decals: The small wireless facility operator/permittee shall remove or paint over unnecessary equipment manufacturer decals. The color shall match or shall be as approved by the City. Small wireless facilities and wireless support structures shall not include advertisements and may only display information required by a federal, state or local agency. The small wireless facility operator/permittee shall utilize the smallest and lowest visibility RF warning sticker required by government or electric utility regulations. Placement of the RF sticker shall be as close to the antenna as possible.

4. Cooling Fans: In residential areas, the small wireless facility operator/permittee shall use a passive cooling system. In the event that a fan is needed, the small wireless facility operator/permittee shall use a cooling fan with a low noise profile.

V. LOCATION REQUIREMENTS

A. MOST PREFERABLE LOCATIONS

The following are the most preferred areas for new small wireless facilities in the order of preference (1 being most preferable):

1. *Industrial Districts* if not adjacent to a park, residential district or historic district.

2. *Highway Rights of Way* areas if not adjacent to a park, or residential district.

3. *Commercial Districts* if not adjacent to a park, or residential district.

B. COLLOCATION PREFERENCE

It is the City's strong preference that whenever an applicant proposes to place a new small wireless facility that the applicant collocate the same on existing wireless support structures.

C. LEAST PREFERABLE LOCATIONS

The following are the least preferred areas for new small wireless facilities in the order of preference (2 being least preferable).

1. *Residential Districts*
2. *Parks*

D. CONSIDERATION OF ALTERNATE LOCATIONS

The City reserves the right to propose an alternate location for a small wireless facility and/or wireless support structure to the location proposed in the application within one hundred feet of the proposed location or within a distance that is equivalent to the width of the ROW in or on which the small wireless facility and/or wireless support structure is proposed, whichever is greater, which the operator shall use if it has the right to use the alternate location on reasonable terms and conditions and the alternate location does not impose technical limits or additional costs.

E. GUIDELINES ON PLACEMENT

The City desires to promote cleanly organized and streamlined facilities using the smallest and least intrusive means available to provide wireless services to the community. Generally, a small wireless facility and/or wireless support structure shall match and be consistent with the materials and finish of the wireless support structure, adjacent City poles, and of the surrounding area adjacent to their location. In the absence of adjacent City poles, the wireless support structure shall match the materials and finish of the adjacent utility poles.

The following additional guidelines on placement shall apply:

1. Small wireless facilities and wireless support structures shall be located no closer than 150 feet away, radially, from another small wireless facility and wireless support structure.
2. A combination wireless support structure and streetlight pole should only be located where an existing pole (usually Connexus Energy or East Central Energy) can be removed and replaced, or at a new location where it has been identified that a streetlight is necessary.
3. Small wireless facilities and wireless support structures shall be located in a manner that does not impede, obstruct, or hinder usual public pedestrian or vehicular travel or public safety on a ROW.
4. Small wireless facilities and wireless support structures shall be located in a manner that does not obstruct the legal use of a ROW by a utility provider.
5. Small wireless facilities and wireless support structures shall be located in a manner that does not violate or conflict with the City Code, Chapter 257 or these Guidelines.
6. Small wireless facilities and wireless support structures shall be located in a manner that does not violate the federal Americans with Disabilities Act.
7. Small wireless facilities and wireless support structures shall be located in a manner that does not negatively impact the structural integrity of the associated wireless support structure.
8. Small wireless facilities and wireless support structures shall be located in alignment with existing trees, utility poles, and streetlights.
9. Small wireless facilities and wireless support structures shall be located equal distance between trees when possible, with a minimum of 15 feet separation such that no proposed disturbance shall occur within the critical root zone of any tree.
10. Small wireless facilities and wireless support structures shall be

located with appropriate clearance from existing utilities.

11. Small wireless facilities and wireless support structures shall be located so as not to be located along the frontage of any building deemed to be of historic significance on a federal, state, or local level.
12. Small wireless facilities and wireless support structures shall not be located within sight triangles at street intersections.
13. New wireless support structures shall not be located directly in front of any existing residential, commercial or industrial structure.
14. To the greatest extent possible, new wireless support structures shall be located in line with existing lot lines or an equidistance from any two existing structures. In areas of the City where multiple structures aut each other and/or where no side lot setback requirements exist, new wireless support structures shall not be located directly in front of an entrance or window of any existing structure.

Figure 1 – Example of Acceptable Location Between Residential Homes:

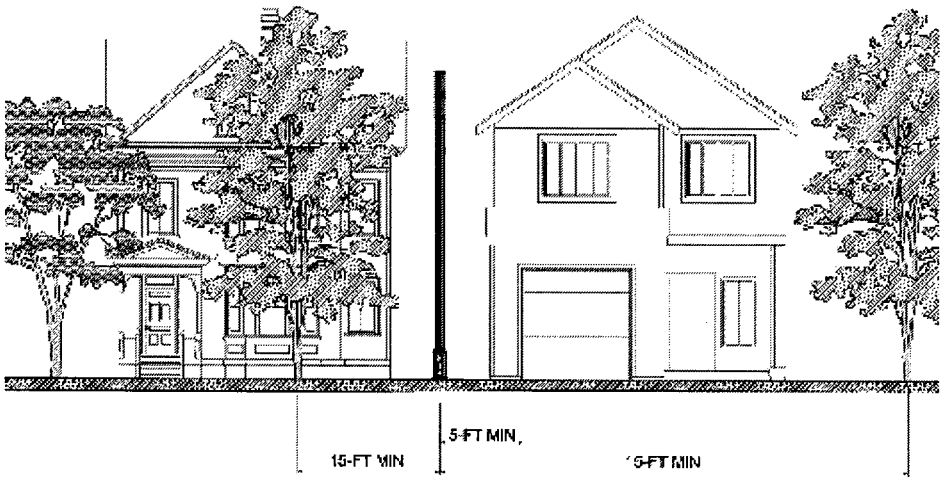
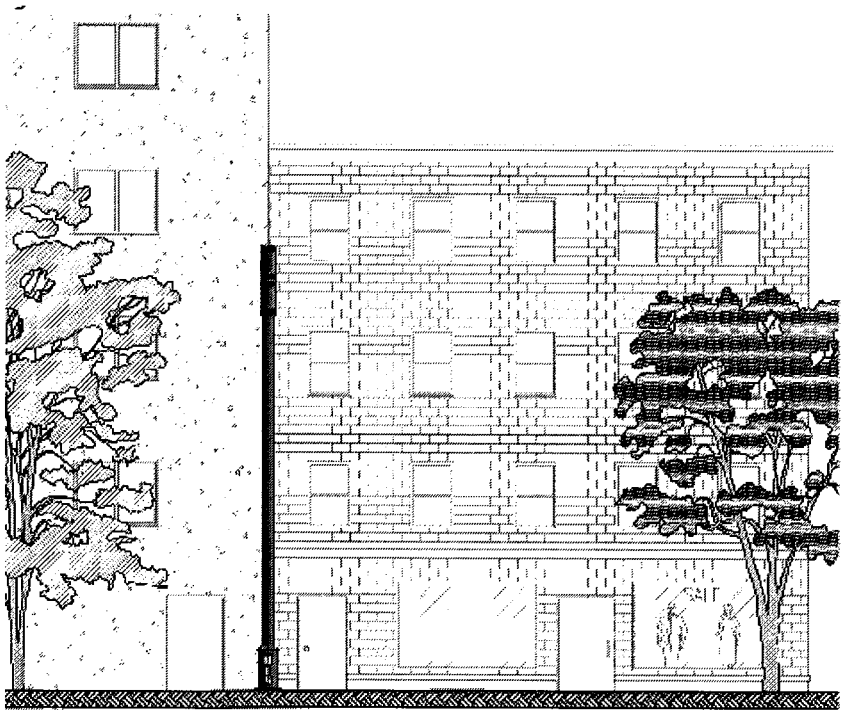


Figure 2 – Example of Acceptable Location Between Commercial Buildings:



VI. LIMITATIONS

While the City fully intends to apply the guidelines established in this policy uniformly to all small wireless facility applications, there may be circumstances where not every specific guideline may be met. In these case, City staff will use its reasonable discretion in approving small wireless facilities permit applications that deviate from the strict application of this policy.

VII. EFFECTIVE DATE OF POLICY

This Policy will be effective as of September 4, 2019. Modifications of the Policy will be effective on the date said modifications are approved by the City Council.

RESOLUTION 2019-XXX

A RESOLUTION APPROVING A POLICY FOR MAYOR OFFICE EXPENDITURES AND PARTICIPATION IN EVENTS

WHEREAS, the Office of Mayor periodically requires expenditures for minor office equipment and supplies; and,

WHEREAS, the Office of Mayor is requested from time to time to participate in civic, community and regional events that are not timely for consideration by the City Council; and,

WHEREAS, the Committee of the Whole discussed this and recommends approval;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of City of Isanti, Minnesota to approve the following:

1. That expenditures for office equipment and supplies for the Mayor's Office, in an amount not to exceed $500.00, may be approved by the City Administrator. This funding shall be part of an approved annual budget.
2. That the Mayor may participate in civic, community and regional events upon consultation and concurrence by the City Administrator.

This resolution was duly adopted by the Isanti City Council this 3rd day of September, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

K.8.

RESOLUTION 2019-XXX

A RESOLUTION TO AUDIO RECORD CITIZEN INPUT

WHEREAS, the Council Committee of the Whole determined it was in the best interest of the City to audio record the public participation and comment forum prior to the commencement of the City Council meetings known as 'Citizen Input'; and,

WHEREAS, the audio will be included with the audio of the City Council meeting and uploaded to the City's website;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the 'Citizen Input' forum will be audio recorded with the regular City Council meetings.

This Resolution is hereby approved by the Isanti City Council this 3rd day of September, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

Request for City Council Action - MEMO

To: **Mayor Johnson and Members of City Council**

From: Jenny Garvey, Parks, Recreation, and Culture Manager

Date: September 2, 2019

Subject: A Resolution Approving Additional Cedar Tree Revetment at River Bluff Preserve

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Background

City of Isanti staff have worked with the Isanti Soil and Water Conservation District (SWCD) and Anoka SWCD on a cedar tree revetment project at River Bluff Preserve. Cedar tree revetments involve securing cedar trees to the river bank and planting trees within the project area. The cedar trees slow down the river current and collect sediment to rebuild the riverbank, slowing down and correcting erosion. The trees grown in the area will then stabilize the bank well into the future.

The City of Isanti's partnership with the Soil and Water Conservation Districts to put the revetments in place will be made possible through grants from the Outdoor Heritage Fund and Conservation Corps of Minnesota. The City's responsibilities will be to contribute 10% of the material and installation costs (estimated $286.42, not to exceed $315.06), and to agree to leave the revetment in place for 10 years. The revetment may require cedar trees to be removed from the portion of River Bluff Preserve.

The cedar tree revetments are not budgeted in 2019; however, the 2019 PRC-500 budget has adequate funding to cover the City's 10% contribution to the project.

Staff Request

It is requested that City Council consider approving the grants obtained through partnership with the Isanti Soil and Water Conservation District, approving the contract for construction and maintenance of the erosion control, and authorizing the unbudgeted amount, not to exceed $315.06, as required for the 10% contribution toward the grant for the project.

Attachments

- Resolution No. 2019-XXX
    - Appendix A: Partnership Agreement for the Construction and Maintenance of Riverbank Erosion Control

RESOLUTION 2019-XXX

A RESOLUTION APPROVING ADDITIONAL CEDAR TREE REVETMENT AT RIVER BLUFF PRESERVE

WHEREAS, the City of Isanti, through a partnership with Isanti Soil and Water Conservation District (SWCD) had the opportunity to participate in a cedar tree revetment program to control erosion and rebuild the river bank at River Bluff Preserve in 2017; and,

WHEREAS, additional project areas to be completed in 2019 have been identified by Isanti SWCD; and,

WHEREAS, the project is made possible through grants from the Outdoor Heritage Fund and Conservation Corps of Minnesota; and,

WHEREAS, the grants require a 10% contribution toward construction costs by the City of Isanti, which will not exceed $315.06; and,

WHEREAS, the Finance committee discussed the project at its June 28, 2018 meeting and identified 101-45300-500 (PRC-Capital Outlay) as the appropriate funding source with adequate funds available; and,

WHEREAS, the City of Isanti will agree to keep the revetment in place over its effective lifetime (approximately 10 years); and,

WHEREAS, cedar trees are required for the construction and Isanti SWCD has identified trees appropriate for the project on the upper portion of River Bluff Preserve; and,

WHEREAS, 11 cedar trees will be cut and placed within River Bluff Preserve by Isanti Public Works department to be used for this project.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to approve cedar tree revetment at River Bluff Preserve, including the following:

- Funding the previously unbudgeted 10% contribution, not to exceed $315.06 through 101- 45300-500
- Approving the Partnership Agreement for the Construction and Maintenance of Riverbank Erosion Control (attached as Appendix A)
- Removal and use of cedar trees from the upper portion of River Bluff Preserve in the revetment

This Resolution is hereby approved by the Isanti City Council this 3rd day of September, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

Appendix A

Anoka Conservation District
1318 McKay Drive NE, Suite 300
Ham Lake, Minnesota 55304
Ph: 763-434-2030 Fx: 763-434-2094
www.AnokaSWCD.org

PARTNERSHIP AGREEMENT FOR THE CONSTRUCTION AND MAINTENACE OF RIVERBANK EROSION CONTROL

THIS AGREEMENT is made on this August 19, 2019 (Effective Date), by City of Isanti, (Owner) of the property located at River Bluff Preserve (Property), and Anoka Conservation District (ACD)

WHEREAS, ACD in cooperation with the Isanti Soil and Water Conservation District (Isanti SWCD) has initiated an erosion control program for the improvement of water quality and habitat creation along the Rum River, located in Isanti County, Minnesota, and

WHEREAS, in cooperation with the Owner, ACD intends to install a cedar tree revetment and willow stakes along approximately 100 feet of riverbank at the Property as shown on the attached **Exhibit A** (Project). This Project will benefit water quality in the Rum River and will benefit Owner's Property by providing stabilization, and

WHEREAS, ACD will coordinate construction of the Project, and

WHEREAS, Owner desires to maintain the Project to ensure Project success.

BE IT RESOLVED THAT, in consideration of mutual promises set forth herein and other good and valuable consideration, ACD and Owner agree as follows:

1. ACD will be responsible for coordination and installation of the Project.
2. Isanti staff will cut and pile 11 cedar trees that are 12-14' long before 9/11/2019.
3. ACD and Owner each agree that financial responsibility for construction of this Project shall be as shown in **Table 1** below:

Table 1. Financial Responsibility for Project

RESPONSIBLE PARTY	COST ($)	% OF TOTAL
Owner*	$286.42	10%
OHF/CCM** Grants	$2,864.22	90%
TOTAL PROJECT COST	$3,150.64	100%

*The total Owner contribution cost will not exceed the amount shown, plus 10%, and will be based on actual materials and labor used.
**OHF= Outdoor Heritage Fund, CCM= Conservation Corps of Minnesota.

4. Under no circumstances will ACD be responsible for the on-going physical performance of the Project, or for any repairs, changes or alterations to the same and cost thereof.

Operation & Maintenance

5. The Owner agrees, at Owner's expense and at no cost to ACD, to:
   1) Maintain the project by not removing it.
   2) Check the cedar tree revetment for areas of continued erosion or trees lost to natural forces. Inform the ACD of any such issues. The ACD is under no obligation to incur costs for such corrective actions, but must advise the Owner of recommended actions.

6. The Owner assumes the full and sole responsibility for the maintenance of the Project over the effective life, a minimum of ten (10) years. Should the owner fail to maintain the Project or remove the during its effective life, the Owner is liable to ACD for up to 100% of the amount of financial and technical assistance provided, as identified in **Table 1**.

   The Owner is not liable to ACD for financial assistance provided to the Project if
   1) ACD determines that the Project's failure was caused by reasons beyond the Owner's control,
   2) The Owner replaces the project in whole or part with measures of equal or better erosion control performance and ecological benefit, as determined by ACD. Note: A permit from the MN DNR and others is likely needed for any such work.
   3) The Owner has conveyed title to the Property, provided that the Owner notifies ACD at least 30 days prior to conveyance of the Property and facilitates communication between ACD and the new owner regarding continued maintenance of the Project, or

7. The Owner agrees to indemnify, defend, and hold harmless ACD and the Isanti SWCD from all present and future claims that may arise from the construction, maintenance and performance of the Project located on the Property.

8. The Owner shall allow ACD or Isanti SWCD staff to inspect the project, at reasonable times and with prior notice to the Owner. This paragraph does not create any right of public entry onto the Owner's property except as coordinated with Owner and accompanied by a representative of ACD or Isanti SWCD.

9. This agreement will remain in effect for ten (10) years after the Effective Date. Any modification or cancellation of this agreement shall be in writing and signed by both parties.

10. Any notice provided under this Agreement will be sent by certified mail, return receipt requested, or by personal service at the following addresses:

City of Isanti
110 – 1st Ave NW
PO Box 428
Isanti, MN 55040

Anoka Conservation District
1318 McKay Drive NE
Ham Lake, MN 55304

Applicant Signature
Signature indicates agreement to the above provisions.

Owner	Date
Owner	Data

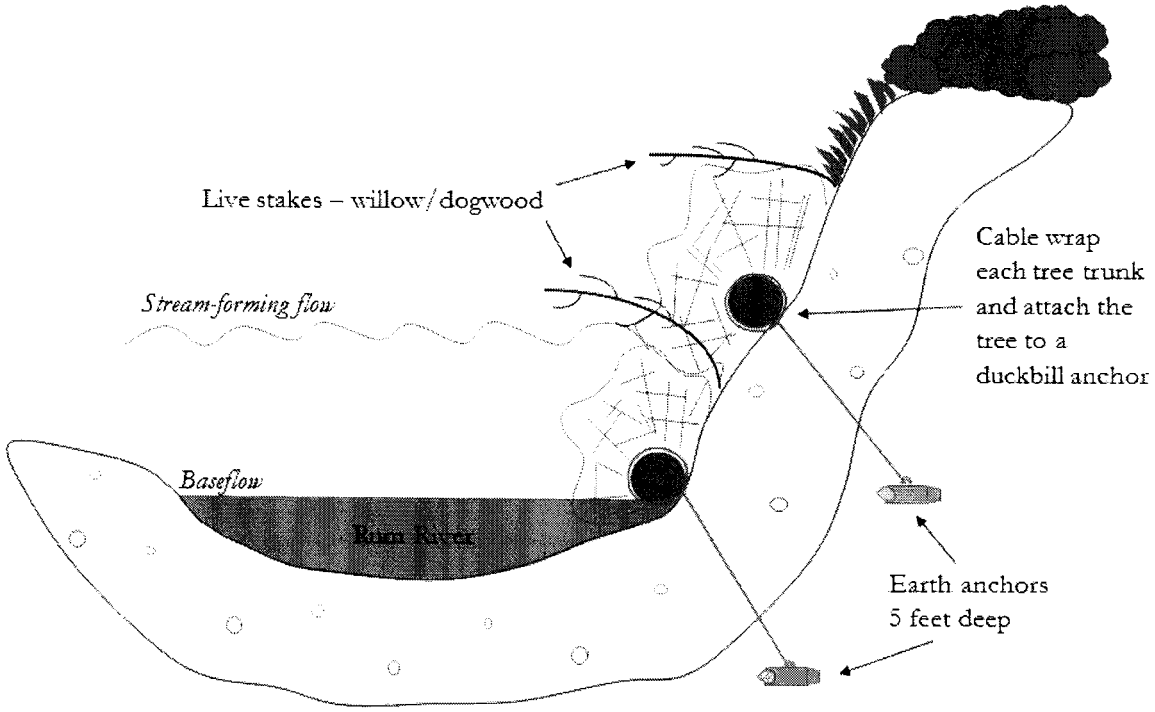
Technical Approval
I have reviewed the site where the above listed conservation practice(s) are to be installed and find that they are needed and that the estimated quantities and costs are practical and reasonable.

ACD Technical Representative	Date

Anoka Conservation District Board Authorization

ACD Supervisor	Date

Exhibit A.



Cross-Section: Typical along revetment location

K.10.

A Community For Generations.
Isanti

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: September 3, 2019
Subject: Resolution for Approving Request for Proposals for Plumbing Services

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The current plumbing contract expires at the end of November. Staff has prepared an updated Request for Proposals (RFP) for another five (5) year term. Per operating process, staff will review the submitted proposals and then make a recommendation to the City Council.

Attached is the updated RFP and notice for your consideration.

Request:
Staff is requesting action on this item.

Attachments:
- Resolution 2019-XXX
- 'Exhibit A'

RESOLUTION 2019

RESOLUTION APPROVING REQUEST FOR PROPOSALS FOR PLUMBING SERVICES

WHEREAS, the City currently has a contract for plumbing services which ends November 30, 2019; and,

WHEREAS, staff has prepared a Request for Proposals to procure plumbing services for another five (5) years;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota:

1. Approval of the Request for Proposals for Plumbing Services and public notice for such, attached as Exhibit "A".

2. Direct staff to publish a notice of the Request for Proposals and distribution to seek proposals for such services.

This resolution was duly adopted by the Isanti City Council this 3rd day of September, 2019.

_____

Mayor Jeff Johnson

Attest:

_____

Katie Brooks
Human Resources/City Clerk

REQUEST FOR PROPOSAL NOTICE

CITY OF ISANTI
SPECIFICATIONS FOR CONTRACTED SERVICES FOR PLUMBING MAINTENANCE

Section 1. Plumbing Maintenance Work

The City is accepting proposals to perform plumbing maintenance work on an "as needed basis" for City buildings and facilities. This work is typically indoors and tasks could range from repair of plumbing systems, fixtures, water heaters, and water softeners. Work to be performed under direction of a state licensed Master Plumber. The proposer should list experience, examples of project work, list individual(s) who will perform the work, their qualifications and contractor references. A completed Doing Business with the City of Isanti form should be provided with the proposal.

Acceptance of the proposal is for a "first call" basis, and if the contractor is not available or cannot respond in a timely manner, the City reserves the right to contact another vendor. Specialty equipment in city utility and liquor store facilities is not covered under this contract.

Section 2. Contract / Term of Contract

The successful proposer will enter into a contract with the City to provide services. The contract shall be for a five-year time period.

Section 3. Insurance /Independent Contractor

The Successful proposer will need to provide the City with a Certificate of Insurance with General and Automobile Liability Insurance in the amount of $1,000,000 and Workers Compensation Insurance in the statutory amounts. The City of Isanti shall be listed on the Certificate as an additional insured.

Independent contractors carrying on a trade or business as sole proprietors must present an Independent Contractor Exemption Certificate (ICEC) when submitting a quote for the above services.

Section 4. Material Costs / Invoice Required

For approved materials that need to be ordered for City projects that cost more than $50.00 dollars either individually or in total cost (multiple items), a copy of the vendor invoice that shows the cost to the Contractor for materials needs to be submitted with any request for reimbursement. With the use of materials purchased wholesale, the wholesale cost of the materials needs to be reported and a copy of the vendor receipt provided. In no case shall the contractor's mark-up exceed 10% of the wholesale cost. The City also requires that any rebates be reported and those amounts must be deducted from the cost of materials on the Contractor's bill to the City.

Section 5. References

Please provide contact information for 3 commercial customers that you have performed the above services for. This must be submitted with the proposal.

Quotation Sheet – Plumbing Maintenance Services

Firm Name:_____

Contact Person:_____

Phone:_____

Email: _____

Address:_____

_____

_____

Authorized Signature: _____

Date: _____

Quote for Labor:

Cost for Service – Hourly Basis

Regular Rate (8:00 a.m. to 4:30 p.m.) Monday through Friday	$_____
After Hours	$_____
Weekends/Holidays	$_____

Price Adjustment over term of contract (if any) _____

CITY OF ISANTI

REQUEST FOR QUOTES FOR PLUMBING MAINTENANCE SERVICES

The City of Isanti is accepting quotes for maintenance services from plumbing contractors on an as needed basis. Specifications regarding these services and a quotation form are available upon request from the City Administrator's Office at Isanti City Hall, 110 1st Avenue NW, PO Box 428, Isanti, MN 55040, (763) 444-5512 or by emailing jwood@cityofisanti.us. Quotes for these services shall be submitted to the City Administrator at City Hall or emailed to jwood@cityofisanti.us. Quotes will be accepted until 4:30 p.m. Friday, October 18, 2019. The City reserves the right to accept or reject any and all quotes.

Josi Wood
City Administrator

Posted On: September __, 2019
Published On: September __, 2019

K.11.

RESOLUTION 2019-XXX

ACCEPTING PART TIME LIQUOR STORE CLERK CHRISTINA PARSONS' LETTER OF RESIGNATION

WHEREAS, Part Time Liquor Store Clerk Christina Parsons has submitted a letter of resignation to the City of Isanti and presented this to Human Resources/ City Clerk Katie Brooks on August 28th, 2019; and,

WHEREAS, the effective date of this resignation is September 13th, 2019; and,

WHEREAS, Christina Parsons is leaving employment in good standing;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve as follows:

1. That the resignation of Christina Parsons is hereby accepted effective September 13th, 2019.

2. That Human Resources/City Clerk and Liquor Store Manager John Jacobi are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 3rd day of September, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2019-XXX

RESOLUTION FOR SETTLEMENT AGREEMENT AND RELEASE OF CLAIMS UNDER MINNESOTA STATUTES SECTION 299A.465

WHEREAS, Rodrick Barrows was employed as a Police Officer for the City and allegedly sustained injuries in the line of duty which allegedly allowed for eligibility for continuation of healthcare benefits in accordance with Minn. Stat. § 299A.465; and,

WHEREAS, the City reached a settlement agreement and release of claims under Minn. Stat. § 299A.465 with Mr. Barrows; and,

WHEREAS, the settlement is unbudgeted, the funding source would be from General Fund (Fund 101) fund balance, increasing budgeted expenditures to 101-49008-437 (Other Miscellaneous); and,

WHEREAS, said agreement is outlined as 'Exhibit A';

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to authorize the Finance Director to make the necessary budget adjustments based on actual final cost and as follows:

1. The settlement agreement is hereby approved. The City will compensate Mr. Rodrick Barrows with the terms of said settlement agreement in the total sum of $75,000.00.

2. The Mayor shall sign the settlement agreement on behalf of the City.

3. The City Administrator is hereby authorized to release the payment once the settlement agreement and release of claims under Minn. Stat. § 299A.465 document has been signed by all parties.

This resolution was duly adopted by the Isanti City Council this 3rd day of September, 2019.

Attest: _____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

'Exhibit A'

SETTLEMENT AGREEMENT AND RELEASE OF CLAIMS UNDER MINNESOTA STATUTES SECTION 299A.465

This Settlement Agreement and Release of Claims under Minn. Stat. § 299A.465 is made by and between Rodrick Barrows ("Employee") and the City of Isanti ("Employer").

I. RECITALS

1. Employee was employed by the Employer as a police officer;

2. Employee allegedly sustained injuries in the line of duty;

3. Employee was awarded Police and Fire Plan duty disability benefits by the Public Employees Retirement Association (PERA), pursuant to Minn. Stat. § 353.656, Subd. 1;

4. Employee alleges he is entitled to continuation of healthcare benefits in accordance with Minn. Stat. § 299A.465;

5. Employer denies that the Employee is entitled to continuation of healthcare benefits in accordance with Minn. Stat. § 299A.465;

6. Employer denies that the Employee sustained an in-the-line of duty disability; and

7. The parties desire to fully and finally settle any and all issues, differences, and actual and potential claims or causes of action between them pertaining to Employee's claims under Minn. Stat. § 299A.465.

II. CONSIDERATION

1. In full and final settlement and release of all claims, Employer agrees to pay Employee the total sum of $75,000. The payment shall be issued to Employee as compensation for all claims Employee has or claims to have against Employer under Minn. Stat. § 299A.465.

2. The parties agree that said sum represents the Employer's monthly liability to Employee under Minn. Stat. § 299A.465 until Employee reaches the age of 65.

3. Employee agrees that the money he is receiving is a full and fair payment and sufficient consideration for the release of said claims.

4. Employer makes no representations to Employee as to the proper tax treatment of any payments to Employee under this Release. Employee is responsible for payment of all applicable federal and state taxes and any other taxes or interest or penalties related to the settlement payment. Employee will indemnify and hold the Employer harmless for any taxes, penalties or interest which are found to be owing.

III. WAIVER AND RELEASE

1. In consideration for the settlement payment, Employee hereby irrevocably and unconditionally waives and releases Employer from any and all claims, controversies, causes of action, damages, costs, attorney's fees, or liabilities of any nature, known and unknown relative to his potential rights under Minn. Stat. § 299A.465, including but not limited to claims existing at any time up to and including the date of this Release, and further agrees not to commence suit based upon any of the foregoing. The claims released by this agreement specifically include any and all claims pursuant to Minn. Stat. § 299A.465, including, but not limited to, claims for continuation of healthcare insurance coverage in accordance with Minn. Stat. § 299A.465, or otherwise, claims for the cost of health insurance coverage, reimbursement of out-of-pocket medical expenses, and reimbursement of out-of-pocket insurance costs.

2. Employee also releases and discharges Employer from any and all liability for any and all damages, actions, or claims – regardless of whether they are known or unknown, direct or indirect, asserted or unasserted – arising out of, or relating to, his separation from employment with the City of Isanti, to the extent such claims are waivable.

3. In consideration for the settlement payment, Employee hereby resigns from the City of Isanti Economic Development Authority and hereby withdraws his application to serve on the City of Isanti Park, Recreation and Culture Board. Employee shall submit written notices to the City memorializing this resignation and withdrawals concurrent with his execution of this Agreement.

ADDITIONAL UNDERSTANDINGS, AGREEMENTS, AND REPRESENTATIONS

1. The parties understand that the term "Employer," as used in this Release of Claims, includes the City of Isanti and its current and former elected officials, divisions, officers, directors, agents, employees, insurers, and legal counsel.

2. It is understood and agreed that this Settlement Agreement and Release represent the compromise of doubtful and disputed claims and that this settlement is not to be construed as an admission of liability on the part of the Employer. The Employer denies liability and the parties intend to avoid litigation. Employee agrees that this Release is not an admission by Employer of any violation of Employee's rights or of any statutory violation.

3. Employee agrees that this Release of Claims binds Employee and also binds Employee's heirs, executors, administrators, assigns, agents, partners, and successors in interest.

Employee represents that no right, claim or cause of action covered by this Release has been assigned or been given to someone else.

4. This Agreement is public data. To the extent allowed by law, all other personnel data relating to Employee is private personal data.

5. This Release contains the entire understanding between the Employer and Employee and supersedes all other agreements and understandings relating to the subject matter of this Release. This agreement shall not be modified, amended or terminated unless such modification, amendment, or termination is executed and agreed to in writing by Employer and Employee. The invalidity or partial invalidity of any portion of this Release shall not invalidate the remainder thereof, and said remainder shall remain in full force and effect.

6. Employee represents and certifies that he (a) has read this Release carefully; (b) understands its provisions; (c) has had an opportunity to consult with an attorney; (d) has not been influenced to sign this Release by any statement or representation by Employer not contained in this Release; and (e) enters into this Settlement Agreement and Release of Claims knowingly and voluntarily.

7. The parties agree that the settlement payment represents the Employer's monthly obligation to Employee starting on September 20, 2017 (the date of PERA's in-line-of duty determination) until Employee reaches the age of 65 on September 30, 2036. Employee does not object to and shall not contest Employer's rights to pursue reimbursement pursuant to Minn. Stat. § 299A.465, subd. 4.

ACCEPTED AND AGREED.

IN WITNESS WHEREOF, the undersigned has affixed his signature to this **SETTLEMENT AGREEMENT AND RELEASE OF CLAIMS**, this ____ day of _____, 2019.

_____

Rodrick Barrows, Employee

Subscribed and sworn to before me

this ____ day of _____, 2019.

_____

Notary Public

IN WITNESS WHEREOF, the undersigned has affixed his signature to this **SETTLEMENT AGREEMENT AND RELEASE OF CLAIMS,** this ____ day of _____, 2019 on behalf of the City of Isanti.

_____

Jeff Johnson, Mayor of Isanti

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Isanti

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: September 3, 2019
Subject: Designating Civil and Prosecution Legal Services

Currently Joslin & Moore Law Offices, PA currently provides both City civil and prosecution services for the City of Isanti. Per City Council Resolution 2019-175, the City Council approved a Request for Proposals (RFP) for both civil and prosecution legal services. Staff advertised the RFP and received six proposals from qualified firms for Civil Legal Services and three for Prosecuting Legal Services. Staff reviewed and rated the proposals and recommended interviewing three of the law firms for civil and one law firm for prosecuting. Staff and the Mayor held interviews and recommends acceptance of the proposal from Ratwik, Roszik & Maloney, P.A. for Civil Legal Services and GDO Law for Prosecuting Legal Services.

Recommendation:
Staff is recommending approving and entering into an agreement with Ratwik, Roszik & Maloney, P.A for City Civil Legal Services and GDO Law for City Prosecuting Legal Services.

Request:
Staff is requesting actions on this item.

Attachments:

- Resolution 2019-XXX Terminating Appointment as City Attorney
- Resolution 2019-XXX Civil Legal Services Agreement with Ratwik, Roszik & Maloney, P.A
- Resolution 2019-XXX Prosecution Legal Services Agreement with GDO Law

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Isanti

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: September 3, 2019
Subject: Resolution Authorizing the Acceptance of the Labor Agreement Between the City of Isanti and Law Enforcement Labor Services, Inc Local 217

The City Administrator, HR/City Clerk, LELS Local #217 Business Agent and LELS Local #217 Union Steward had positive discussions regarding the tentative upcoming LELS Local #217 bargaining agreement. The attached tentative contract is as was discussed at Committee of the Whole with the following revision.

Article 25.2, UNIFORMS:

Each full-time police officer shall receive a uniform allowance of $100.00 per month.

The City reserved the right to change, alter, add to or modify its proposals at any time during the course of negotiations. The tentative agreement reached between City Staff and the Union Representative is subject to Council Approval and can be changed, altered, added to or modified when submitted to Council for discussion and possible action.

Action:
Staff is seeking action on this item.

Attachment:
- Resolution 2019-XXX
- 2020-2023 LELS Contract

RESOLUTION 2019-XXX

RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE LABOR AGREEMENT BETWEEN THE CITY OF ISANTI AND LAW ENFORCEMENT LABOR SERVICES, INC. LOCAL 217

WHEREAS, the City of Isanti and LELS Local 217, have met to negotiate certain contract issues between the two affected parties for a Labor Agreement for a period beginning January 1, 2020 and ending December 31, 2022; and

WHEREAS, a tentative agreement was brought before City Council Committee of a Whole on August 20, 2019; and,

WHEREAS, an updated contract has been reviewed by both parties and both parties are accepting the proposed terms of the collective bargaining agreement as negotiated;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. The Labor Agreement shall be approved as negotiated between the two parties given, through staff review; the terms of the contact are those terms reached within the tentative agreement.

2. The Mayor and City Administrator are hereby authorized to execute the Labor Agreement given the language prepared is representative of the terms agreed upon and reached within the tentative agreement.

3. Provided Steps 1 and 2 have been completed, Staff is hereby directed to distribute one original copy of the signed Labor Agreement to LELS, Local 217 and retain one original as a file copy.

This resolution was duly adopted by the Isanti City Council this 3rd day of September, 2019.

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

Labor Agreement

between

The City of Isanti, MN

-and-

Law Enforcement Labor Services, Inc.

Local# 217

January 1, 2020 - December 31, 2022

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ARTICLE I -- PURPOSE OF AGREEMENT

This AGREEMENT is entered into between the City of Isanti, hereinafter called the Employer, and Local Number 217 of Law Enforcement Labor Services, Inc., hereinafter called the Union. The intent and purpose of this Agreement is to:

1.1 Establish certain hours, wages, and other conditions of employment;

1.2 Establish procedures for the resolution of disputes concerning this AGREEMENTS interpretation and/or application;

1.3 Specify the full and complete understanding of the parties; and

1.4 Place in written form the parties agreement upon terms and conditions of employment for the duration of this AGREEMENT.

The EMPLOYER and the UNION, through this AGREEMENT, continue their dedication to the highest quality of public service. Both parties recognize this AGREEMENT as a pledge of this dedication.

ARTICLE 2 -- RECOGNITION

2.1 The Employer recognizes the Union as the exclusive bargaining representative under Minnesota Statutes for all licensed peace officers as defined in Bureau of Mediation services Case No 96-PCE-1437, dated April 16, 1996.

2.2 In the event the EMPLOYER and the UNION are unable to agree as to the inclusion or exclusion of a new or modified job class, the issue shall be submitted to the Bureau of Mediation Services for determination.

ARTICLE 3 -- DEFINITIONS

3.1 UNION: Law Enforcement Labor Services, Inc., Local No. 217.

3.2 EMPLOYER: The City of Isanti.

3.3 UNION MEMBERS: A member of Law Enforcement Labor Services, Inc., Local No. 217.

3.4 EMPLOYEE: A member of the exclusively recognized bargaining unit.

3.5 DEPARTMENT: The City of Isanti Police Department.

3.6 CHIEF: The Chief of Police of the City of Isanti Police Department.

3.7 BASE PAY RATE: The employee's hourly rate exclusive of any special allowances.

3.8 OVERTIME: Work performed in excess of an employees scheduled shift.

3.9 CALL BACK: Return of an employee to a specified work site to perform assigned duties at the express authorization of the Employer at a time other than a scheduled shift. An extension of or an early report to a scheduled shift is not a call back.

3.10 IMMEDIATE FAMILY: Immediate family shall include the employee's spouse, child, father, mother, spouse's mother, spouses father, grandchild, sibling-in-law, sibling, grandparent, grandparent-in-law, step parent, step brother/sister, step child.

3.11 DAYS: Unless otherwise indicated, mean the City's regular business days.

3.12 PROMOTION; A permanent change of an employee from a position in one work classification to a position in another work classification within the bargaining unit with more responsibility or duties and higher compensation.

3.13 TRANSFER; A change of employee from one position to another position in the same work classification or to another work classification, in the same compensation range within the bargaining unit, usually involving the performance of similar duties and requiring essentially the same basic qualifications.

3.14 EMERGENCY: A crisis situation or condition which reasonably may be expected to endanger life or property as defined by the Employer.

3.15 PROBATION PERIOD: Means one (1) calendar year from the employees date of hire. The probationary period for promoted or reassigned employees will last for six (6) months from date of promotion or reassignment.

3.16 RESIGNATION IN GOOD STANDING: An employee leaving service with the Employer after giving a two week notice, providing the employee has not been discharged for misconduct.

ARTICLE 4 -- NON-DISCRIMINATION

The Employer and the Union agree not to discriminate against any employee on any basis prohibited by law.

ARTICLE 5 - UNION RIGHTS

In recognition of the Union as the Exclusive representative the Employer shall;

5.1 Deduct each payroll period an amount sufficient to provide the payment of dues established by the Union from the wages of all employees authorizing in writing such deduction; and

5.2 Remit such deduction to the appropriate designated officer of the Union.

5.3 The Union may designate certain employees from the bargaining unit to act as stewards and shall inform the Employer in writing of such choice

5.4 The Employer shall make available to the Union mutually agreed upon facilities at reasonable times for the purposes of conducting Union business.

5.5 The Employer agrees to make space available on the Employer bulletin board for the posting of official Union notice(s) and announcements.

5.6 The Union agrees to indemnify and hold harmless the Employer against any claims, suits, orders, or judgments brought or issued against the Employer under the provisions of this article.

ARTICLE 6 -- EMPLOYER AUTHORITY

6.1 The Employer retains the full and unrestricted right to operate and manage all manpower, facilities and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules, and to perform any inherent managerial function not specifically limited by this AGREEMENT.

6.2 Any term and condition of employment not specifically established or modified by this AGREEMENT shall remain solely within the discretion of the Employer to modify, establish, or eliminate.

ARTICLE 7 -- SAVINGS CLAUSE

This AGREEMENT is subject to the law. In the event that any provision of this AGREEMENT shall be held to be contrary to the law by a Court of competent jurisdiction or administrative agency from whose final judgment or decree no appeal is made within the time provided, such provision shall be voided. All other provisions of this AGREEMENT shall continue in full force and effect. The voided provisions shall be renegotiated upon written request of either party.

ARTICLE 8 -- EMPLOYEE RIGHTS/GRIEVANCE PROCEDURE

8.1 A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this AGREEMENT.

8.2 Union Representative. The Employer will recognize representatives designated by the Union as the grievance representatives of the bargaining unit. The Union shall notify the Employer in writing of the names of such Union representatives and of their successors when so designated.

8.3 Processing of a Grievance. It is recognized and accepted by the Union and the Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and the Union representative shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the Employer during normal working hours provided the employee and the Union Representative have notified and received the approval of the designated supervisor.

8.4 Procedure. Grievances, as defined by section 9.2, shall be resolved in conformance with the following procedure:

Step 1. An employee claiming a violation concerning the interpretation or application of this Agreement shall, within twenty-one (21) calendar days after such alleged violation has occurred or the employee through the use of reasonable diligence should have had knowledge of the occurrence of the alleged violation, present such grievance to the Police Chief At this step, the grievance may be presented either orally or in writing. The Police Chief will discuss and give an answer, in writing, to such Step 1 grievance within twenty-one (21) calendar days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it was based, the provision or provisions of the Agreement allegedly violated, and the remedy requested and shall be appealed to Step 2 within ten (10) calendar days after the Police Chiefs final answer in Step 1. Any grievance not appealed in writing to Step 2 by the Union within ten (10) calendar days shall be considered waived.

Step 2. If appealed, the grievance shall be in writing and presented by the Union to the City Administrator. The City Administrator will give the Union the Employers Step 2 answer in writing within ten (10) calendar days. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the Employer's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the Union within ten (10) calendar days shall be considered waived.

Step 3 A grievance not resolved in Step 2, by mutual consent, may be mediated using the services of the Bureau of Mediations Services. A petition for mediation by either party stops all timelines. A grievance not resolved in mediation, may be appealed to Step 4.

Step 4. A grievance unresolved in Step 2 or Step 3 and appealed to Step 4 by the Union shall be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act of 1971 as amended.

The Union and the Employer will endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If the Union and the Employer are unable to agree on an arbitrator, they may request from the Director of the Bureau of Mediation Services a list of qualified arbitrators. The parties will alternately strike names from the list of arbitrators until only one (1) name remains. The remaining arbitrator will hear and decide the grievance. If the parties are unable to agree on who will strike the first name the question will be decided by the flip of a coin.

8.5 Arbitrator's Authority

8.5.1 The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this AGREEMENT. The arbitrator shall consider and decide only the issue(s) submitted by the Employer and the Union in writing and shall have no authority to make a decision on any other issue not so submitted.

8.5.2 The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the Employer and the Union and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.

8.5.3 The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Union provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such record to be made, providing it pays for the record. If both parties desire a verbatim record of proceedings the cost shall be shared equally.

8.6 Waiver. If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specific time limit or any agreed extension thereof, it shall be considered settled on the basis of

the Employers last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Union may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each Step may be extended by mutual agreement of the Employer and the Union.

ARTICLE 9 -- DISCIPLINE

9.1 The Employer will discipline employees for just cause only. Discipline will be in one or more of the following forms

A. Oral reprimand
B. Written reprimand
C. Suspension
D. Demotion, or
E. Discharge

9.2 Suspension, demotions and discharges will be in written form.

9.3 Written reprimands, notices of suspensions, notices of demotion and notices of discharge which are to become part of an employee's personnel file will be read and acknowledged by signature of the employee. Employees and the Union will receive a copy of such reprimands and/or notices. Such documents more than twenty-four (24) months old may not be used for promotional evaluation or disciplinary action and shall be removed unless the original signed letter of discipline indicates otherwise.

9.4 Employees may examine their own individual personnel files at reasonable time under the direct supervision of the Employer.

9.5 Employees will not be questioned concerning an investigation of disciplinary action unless the employee has been given adequate opportunity to have a Union representative present at such questioning.

9.6 Grievances relating to this Article shall be initiated by the Union at Step 2 of the grievance procedure under Article 8 of this Agreement.

ARTICLE 10 -- JOB SAFETY TRAINING

10.1 The Employer agrees to provide employees with body armor as required by law.

10.2 The Employer will pay the cost of maintaining POST licensure.

10.3 The time an employee spends attending training, approved by the Chief and the City Administrator, shall be considered working hours for the purpose of computing wages and other benefits provided by this Agreement.

ARTICLE II -- HOURS OF WORK

11.1 The normal work year is an average of two thousand eighty (2,080) hours to be accounted for by each employee through

a) hours worked on assigned shifts;
b) holidays;
c) assigned training;
d) authorized leave time.

11.2 Nothing contained in this or any other Article shall be interpreted to be a guarantee of a minimum or maximum number of hours the Employer may assign employees.

11.3 Scheduled shifts shall be bid by seniority prior to November 15th of each year.

ARTICLE 12 -- OVERTIME PAY

12.1 Hours worked in excess of the employee's scheduled shift will be compensated at one and one-half times the employee's regular base pay rate.

12.2 For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.

12.3 Part-time employees will be scheduled to fill open shifts unless it results in the payment of overtime. Reimbursable contract overtime shall be offered to full-time employees prior to assigning part-time employees. Overtime shall be distributed as equally as practicable to the full-time members of the bargaining unit.

12.4 In lieu of monetary compensation, an employee may choose to receive compensatory time at the rate of time and one-half (l-l/2) to a maximum accumulation of eighty (80) hours.

12.5 Credit for overtime hours worked (pay and/or compensatory time off) shall only be given upon receipt of supervisor approved documentation as to the purpose and need for the overtime and must be approved by the City Administrator.

12.6 Overtime shall be paid to nearest 1/4 hour. Officers shall report their start time at the time scheduled and any time worked over their shift as authorized by the Chief.

ARTICLE 13 -- COURT TIME

An employee who is required to appear in Court during the employee's scheduled off-duty time shall receive a minimum of three (3) hours pay at one and one-half (l-l/2) time the employee's base pay rate or for time worked, whichever is greater. An extension or early report to a regularly scheduled shift for a court appearance does not qualify the employee for the three (3) hour minimum. Overtime for court appearances shall be paid at the 1 1/2 times current rate of pay.

Court Standby: An off-duty employee who must remain available for a court hearing, and is required to call for verification that an appearance is necessary. An employee shall be compensated at the rate of $20.00 per day of standby only if no appearance is required. Compensation shall be paid for standby only on Tuesday, Wednesday, Thursday, and Friday. An employee may not receive standby pay and the court time minimum on the same day.

ARTICLE 14 -- CALL BACK TIME

An employee who is called to duty during the employee's scheduled off-duty time shall receive a minimum of three (3) hours pay at one and one-half (l-l/2) time the employee's base pay rate or for time worked, whichever is greater. An extension or early report to a regularly scheduled shift for duty does not qualify the employee for the three (3) hour minimum.

ARTICLE 15 -- STANDBY PAY

Employees required by the Employer to be on "stand-by" status will be compensated at the rate of one-half (1/2) their hourly base wages.

ARTICLE 16 -- SENIORITY

16.1 Definition: Seniority will be determined by an employee's length of continuous service with the Employer and posted in an appropriate location. Seniority rosters may be maintained by the Employer on the basis of time in grade and time within specific classifications. Full time employees shall always have seniority over part time employees. Seniority within the part time personnel shall not be transferable to a full time position.

16.2 Probationary Employees: During the probationary period, an employee may be discharged at the sole discretion of the Employer.

16.3 Lay-offs: Lay-offs are defined as separation from service by the Employer not related to discipline. Employees will be laid off by job classification seniority. Employees on layoff will have recall rights for one year after layoff. No employees will be hired in any job classification in which employees are laid off who have recall rights.

16.3.1 During a period when any employee is laid off under Article 16.2 the Employer agrees that overtime will not be used to subvert the need for the laid-off employee.

16.4 Vacancies: Job vacancies within the bargaining unit will be posted by the Employer in the department in a conspicuous place, for a period of ten (10) working days. An employee must apply for the position within the ten (10) working days posting time. An employee assigned to the posted job will be on probation for six (6) months, during which time the employee may be returned to their former position upon the request of the employee, without loss of seniority.

16.5 Transfers/Promotions: Seniority will be the determining criteria for transfer and promotions within the bargaining unit when the job-relevant qualifications are equal.

ARTICLE 17 -- COMPENSATION

17.1 Rates of Pay: Employees covered by this AGREEMENT shall be compensated in accordance with the Salary Schedule marked "Appendix A" attached hereto and made a part of this AGREEMENT.

17.2 Meals: Employees will be reimbursed for meals according to current policy.

17.3 The City shall pay the following lump sum payments to employees possessing a valid Post License and current Firearms Qualifications on December 31 of the preceding year. Payment shall be made in January of each contract year.

Post License	$325.00
Firearms qualifications	$300.00

17.4 Longevity
Longevity pay is based upon full length of service as a full-time officer in the City of Isanti from date of hire. Effective January 1, 2017, full time employees will receive longevity pay in accordance with the following schedule:

10 Years of Service – Two Percent (2%) above base wage rate
15 Years of Service – Four Percent (4%) above base wage rate
20 Years of Service – Six Percent (6%) above base wage rate

Longevity rates are applied to the base wage rate for full time employees for that year of tenure. The employee's anniversary date shall be the date used for the purpose of longevity increment movement.

17.5 Field Training Officer Pay at a rate of $2.00 per hour for hours when a Field Training

Officer (FTO) is training a recruit. The EMPLOYER will designate who will be an FTO.

ARTICLE 18 -- VACATION

18. 1 Vacation will accrue at the following rates:

0 through 1 year	6 days / 48 hrs. / yr.
After two (2) years	12 days / 96 hrs. / yr.
After six (6) years	18 days / 144 hrs. / yr.
After ten (10) years	24 days / 192 hrs. / yr.
After fifteen (15) years	27 days / 216 hrs. / yr.

18.2 48 hours of unused vacation and the Employee's annual accrual may be carried over from year to year.

18.3 When an employee terminates employment with the City in good standing, the employee shall receive the value of 100% of vacation time earned but unused as severance pay.

18.4 Seniority shall apply on vacation scheduling up to March 1st of each year. After March 1st, vacation scheduling shall be on a first come, first serve basis.

18.5 Vacation Donation Option: An employee may voluntarily donate their accumulated vacation hours (up to a max of 2 days / or 24 hours) to other employees whose accumulated leave balances are exhausted and who would otherwise be subject to a loss of income during a continued absence from work due to illness or injury. Donations will not be paid until all types of paid leave are exhausted by the recipient. The donated time will be paid to the recipient at the recipient's regular rate of pay on an hour per hour basis, and there will be no consideration for differences in wage rates applied to the transfer.

ARTICLE 19 -- LEAVES OF ABSENCE

19.1 Military Leave. Any military leave of absence shall be handled as provided by law.

19.2 Negotiating Committee. An employee elected to serve on the negotiating committee representing the bargaining unit members shall suffer no loss of pay if negotiations are held during the employee's on-duty hours. The employee shall not be eligible for overtime or straight time if meetings are held during the employee's off-duty hours.

19.3 Jury Duty. Employees required to serve on jury duty will be compensated by the Employer for the difference between the employee's regular rate of pay and the amount paid for jury duty.

19.4 Parenting Leave. Unpaid parenting leave is available to employees pursuant to law.

ARTICLE 20 -- SICK LEAVE

20.1 All full-time employees shall be credited with 8 hours of sick leave for each month of service, with a maximum accumulation of 480 Hours.

20.2 Employees may use their accrued sick leave for an illness or injury of the employee, employee's immediate family, and or to attend the funeral of a fellow employee. "Immediate family" will be defined by, and limited by, Minnesota Statutes Section 181.9413.

20.3 Upon termination of an employee in good standing and with five years consecutive employment, the employee shall be reimbursed one-half pay for sick days not used to a maximum of four hundred eight (480) accumulated hours at the employee's current rate of pay; and the employee shall be reimbursed for any unused sick leave for hours accrued in the termination year at the rate of one-half (1/2) of the employee's daily salary based on a maximum of accrual of ninety-six (96) hours.

20.4 An employee who is drawing worker's compensation shall be allowed to use accumulated sick leave as necessary to insure a full monthly paycheck, providing that employee shows documentation to the Employer.

20.5 The Employer may require an employee to submit a medical certificate verifying that the employee may return to work.

20.6 At the employee's option, the employee may sell back to the Employer unused sick leave in excess of 480 Hours up to a maximum of six (6) days in any one year and receive for said sick days compensation at the normal rate of compensation then being received. In computing this option, each year's accumulation is added to the previous accumulation and of that total any portion in excess of 480 Hours may be sold back under this provision up to six (6) days in any one year.

ARTICLE 21 -- FUNERAL LEAVE

21.1 Funeral Leave is defined as paid leave not charged to an employee's sick leave or vacation leave, given in the event of a death in the employee's immediate family. (See Article 3.10)

21.2 Funeral leave in an amount equal to three eight hour work days or 24 work hours shall be granted to each employee in the event of a death in the Employees immediate family. Requests for funeral leave will not be denied if the Employer's needs can be accommodated during the proposed absence.

21.3 Additional days. Additional leave time may be taken only with the permission of the City Administrator. These additional days will be charged against accumulated sick leave or vacation leave at the employee's discretion.

ARTICLE 22 -- INSURANCE

22.1 Health Insurance. The Employer will provide a health and medical care insurance program to all employees. The Employer will pay 100% of the premium for single coverage health insurance Employees choosing dependent care health coverage will be required to pay according to current City policy applicable to all City employees. Essentially, Employee contributions toward the premium costs of dependent coverage will increase or decrease by the same percentages as the City's overall policy cost increase or decrease for the health care coverage for the duration of this Agreement.

Effective 07/01/2011 and for the duration of this Agreement, the Employer will provide a plan with coverage and benefits at least equivalent to the coverage provided under the Blue Cross/Blue Shield "120 Group Plan" as set forth in the attached Appendix 'C'.

22.2 Life Insurance. The Employer will provide and pay the full cost of the premiums for, life insurance in the amount of $25,000.00 for each full-time employee.

22.3 Effective Date. The health and medical and term life insurance shall be in effect the first day of the first full month of employment.

22.4 Dental Insurance. The Employer shall make dental insurance coverage available to employee and employee's dependents. The Employer will pay 100% of the premium for single coverage and 100% of the premium for dependent care coverage.

ARTICLE 23 -- PART-TIME EMPLOYEES

All benefits (vacation, sick leave, holiday leave, insurance, etc.) Shall be provided on a pro-rated basis to those part-time employees normally scheduled to work an average of 30 or more hours per week.

ARTICLE 24 -- HOLIDAYS

24.1 Recognized Holidays. Holidays include the following:

New Year's Day
Presidents Day
Columbus Day
Independence Day
Veteran's Day
1/2 day Christmas Eve
Christmas Day
Martin Luther King Day
Memorial Day
Labor Day
Thanksgiving Day
Floating Holiday

24.2 Full-time employees will receive 8 hours of banked holiday pay per Holiday (4 hours for Christmas Eve) as provided in Article 24.1. During the month of December Employees will be paid a lump sum check at the employees regular rate of pay for the above holidays or receive days off in lieu of payment. Days off must be scheduled with the employee's supervisor. Employees terminating employment during the calendar year will receive a pro-rated payment.

24.3 Employees who work on a recognized holiday shall be paid at one and one-half (1 ½) times their regular straight time rate for all hours worked, up to 12 hours pay depending on the length of the employee's normally scheduled work day, in addition to holiday pay as provided in Article 24.2. Holidays excluded from pay at the one and one-half (1 ½) times the regular straight time rate are the Floating Holiday and ½ Day for Christmas Eve which shall be paid at the regular straight time rate for all hours worked.

24.4 An employee utilizing the Floating Holiday will be allowed up to (12) hours pay, depending on the length of the employee's normally scheduled work day.

ARTICLE 25 -- UNIFORMS

25.1 The Employer shall provide the initial uniform issue, as listed in Appendix B, for each permanent full-time employee.

25.2 Each police officer shall receive a uniform allowance of $ $100.00 per month.

25.3 Uniform allowance for part-time employees shall be paid at a rate of $0.2885 per hour for hours worked.

25.4 The Employer shall pay for the repair or replacement of personal items of the individual employee which are damaged or destroyed in the line of duty, except in those instances where the damage or loss is caused by the personal neglect of the employee.

25.5 Employees terminating from the Police Department, with less than three (3) years of service, for any reason must return their entire uniform, including accessories, except for any items that were individually purchased by the officer using resources other than the uniform allowance. Regardless of the years of service, an employee terminating from the Police Department must return their body armor and other uniform accessories if originally paid for by the employer, and must return all uniform insignia and department "patches".

25.6 The Employer shall cover all costs of eyeglasses or other eye-wear damaged or destroyed in the line of duty, except in those instances where the damage or loss is caused by the personal neglect of the employee.

25.7 The Employer shall provide an annual stipend of $100 for the maintenance and replacement of the Officer's service firearm to each permanent full time employee

employed by the Department as of December 31 of the preceding year. The payment shall be made in January of each contract year. This section is rescinded in the event the Employer provides firearms for employees.

ARTICLE 26-- OUTSIDE EMPLOYMENT

Employees must receive prior written approval from the Chief and City Administrator before accepting outside employment.

ARTICLE 27 -- WAIVER

27.1 Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment to the extent inconsistent with the provisions of this AGREEMENT, are hereby superseded.

27.2 The parties mutually acknowledge that during the negotiations which resulted in this AGREEMENT, each had the unlimited right and opportunity to make demands with respect to any term or condition of employment not removed by law from bargaining. All agreements and understandings arrived at by the parties are set forth in writing in this AGREEMENT. The Employer and the Union each voluntarily waives the right to meet and negotiate regarding any and all terms and conditions of employment referred to or covered by this AGREEMENT, although such terms or conditions may not have been within the knowledge or contemplation of either or both of the parties at the time that this contract was negotiated or executed,

ARTICLE 28 -- DURATION

This AGREEMENT shall be in effect from January 1, 2020 until December 31, 2022, and shall remain in effect from year to year thereafter unless either party gives notice as may be required by state statute of their desire to amend this AGREEMENT.

IN WITNESS WHEREOF, the parties hereto have set their signatures.

THE CITY OF ISANTI	**LAW ENFORCEMENT LABOR SERVICES, INC.:**
_____	_____
Mayor	Business Agent
_____	_____
Date	Date

City Administrator	Steward
Date	Date

APPENDIX A

WAGE SCHEDULE

PATROL OFFICER HOURLY WAGES

	2020 WAGE RATE (3% over 2019)	2021 WAGE RATE (3% over 2020)	2022 WAGE RATE (3% over 2021)
Starting	$ 29.1799	$ 30.0553	$ 30.9570
Step 1	$ 30.1790	$ 31.0844	$ 32.0169
Step 2	$ 31.2090	$ 32.1453	$ 33.1097
Step 3	$ 32.2905	$ 33.2592	$ 34.2570
Step 4	$ 33.4029	$ 34.4050	$ 35.4372
Step 5	$ 34.5050	$ 35.5402	$ 36.6064
Step 6	$ 35.6380	$ 36.7071	$ 37.8083

INVESTIGATOR HOURLY WAGES

	2020 WAGE RATE (3% over 2019)	2021 WAGE RATE (3% over 2020)	2022 WAGE RATE (3% over 2021)
Starting	$ 29.5919	$ 30.4797	$ 31.3941
Step 1	$ 30.6837	$ 31.6042	$ 32.5523
Step 2	$ 31.7755	$ 32.7288	$ 33.7107
Step 3	$ 32.8570	$ 33.8427	$ 34.8580
Step 4	$ 33.9488	$ 34.9673	$ 36.0163
Step 5	$ 35.0406	$ 36.0918	$ 37.1746
Step 6	$ 36.1324	$ 37.2164	$ 38.3329

APPENDIX B

INITIAL UNIFORM ISSUE

3 - Summer Shirts
3 - Winter Pants
3 - Uniform Pants
2 - Name Tags
3 - Badges (2 breast/1 hat) collar Brass
3 - Ties
1 - Winter Jacket
1 - Winter Hat
1 - Summer Hat
1 - Pair Gloves
1 - Pair Boots
1 - Belt for Pants
1 - Duty Belt
1 - Holster for Side Arm
1 – Cuff Case
1 - Key Holder
1 - Ammo Pouch
1 - Flashlight Holder
1 - Mace
1 - Mace Holder
1 - Radio Holder
1 - Handcuffs
1 - ASP Baton
1 - ASP Holder

In the event that Class A dress uniforms are required by the employer, they will be included in the Initial Uniform Issue.

A Community For Generations.
Isanti

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: September 3, 2019
Subject: Resolution Authorizing the Acceptance of the Labor Agreement Between the City of Isanti and I.U.O. E., Local No., 49, AFL-CIO

The City Administrator, HR/City Clerk, I.U.O. E., Local No., 49, AFL-CIO Business Agent I.U.O. E., Local No., 49, AFL-CIO Union Steward had positive discussions regarding the tentative upcoming I.U.O. E., Local No., 49, AFL-CIO bargaining agreement. The attached tentative contract is as was discussed at Committee of the Whole with the inclusion of the change in call-back time during the summer months.

The City reserved the right to change, alter, add to or modify its proposals at any time during the course of negotiations. The tentative agreement reached between City Staff and the Union Representative is subject to Council Approval and can be changed, altered, added to or modified when submitted to Council for discussion and possible action.

Action:
Staff is seeking action on this item.

Attachments:
- Resolution 2019-XXX
- 2020-2023 I.U.O.E Contract

RESOLUTION 2019-XXX

RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE LABOR AGREEMENT BETWEEN THE CITY OF ISANTI, MN AND I.U.O.E., LOCAL NO. 49, AFL-CIO

WHEREAS, the City of Isanti, MN and International Union of Operating Engineers, (I.U.O.E) Local No. 49, AFL-CIO, have met to negotiate certain contract issues between the two affected parties for a Labor Agreement for a period beginning January 1, 2019 and ending December 31, 2022; and

WHEREAS, a tentative agreement was brought before City Council Committee of a Whole on August 20, 2019; and,

WHEREAS, an updated contract has been reviewed by both parties and both parties are accepting the proposed terms of the collective bargaining agreement as negotiated;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. The Labor Agreement shall be approved as negotiated between the two parties given, through staff review; the terms of the contact are those terms reached within the tentative agreement.

2. The Mayor and City Administrator are hereby authorized to execute the Labor Agreement given the language prepared is representative of the terms agreed upon and reached within the tentative agreement.

3. Provided Steps 1 and 2 have been completed, Staff is hereby directed to distribute one original copy of the signed Labor Agreement to I.U.O.E, Local No. 49 and retain one original as a file copy.

This resolution was duly adopted by the Isanti City Council this 3rd day of September, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

LABOR AGREEMENT

CITY OF ISANTI

AND

INTERNATIONAL UNION OF OPERATING ENGINEERS LOCAL NO. 49, AFL-CIO

January 1, 2020 December 31, 2022

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LABOR AGREEMENT
CITY OF ISANTI
And
INTERNATIONAL UNION OF OPERATING ENGINEERS
LOCAL NO. 49, AFL-CIO

ARTICLE 1 PURPOSE OF AGREEMENT

This AGREEMENT is entered into between the City of Isanti hereinafter called the EMPLOYER, and Local No. 49, International Union of Operating Engineers, AFL-CIO, hereinafter called the UNION.

The intent and purpose of this AGREEMENT IS TO:

1.1 Establish certain hours, wages and other conditions of employment;

1.2 Establish procedures for the resolution of disputes concerning this AGREEMENT'S interpretation and/or application;

1.3 Specify the full and complete understanding of the parties; and

1.4 Place in written form the parties' agreement upon the terms and conditions of employment for the duration of this AGREEMENT.

The EMPLOYER and the UNION, through this AGREEMENT, continue their dedication to the highest quality of public service. Both parties recognize this AGREEMENT as a pledge of this dedication.

ARTICLE 2 RECOGNITION

2.1 The EMPLOYER recognizes the UNION as the Exclusive Representative under Minnesota Statutes, Section 179.71, Subd. 3 for all public works EMPLOYEEs of the City of Isanti who are public EMPLOYEEs within the meaning of Minnesota Statute 179A.03, Subd. 14, excluding clerical, engineering, supervisory, confidential EMPLOYEEs, and all other EMPLOYEEs.

2.2 In the event the EMPLOYER and the UNION are unable to agree as to the inclusion or exclusion of a new or modified job class, the issue shall be submitted to the Bureau of Mediation Services for determination.

2.3 Working Foreman/Leadman. The EMPLOYER and the Union recognize the job class of "Working Foreman/Leadman" as set forth in the job description reviewed and approved by the Bureau of Mediation Services, by its Unit Clarification Order dated February 13, 2009, BMS Case No. 09PCL0668, as a position included under the exclusive representation of the Union pursuant to the provisions of this Agreement.

ARTICLE 3 UNION SECURITY

In recognition of the UNION as the exclusive representative the EMPLOYER shall:

3.1 Deduct from each payroll period an amount sufficient to provide the payment of dues established by the UNION from the wages of all EMPLOYEEs authorizing in writing such deduction. The Union will inform the EMPLOYER of the applicable membership dues amount and initiation fees. These amounts will not change more than once per calendar year. Initiation fees, dues and other assessments shall commence thirty-one (31) days from the date of employment. The EMPLOYER shall provide a payroll deduction for EMPLOYEEs to make a voluntary donation to the Local 49 Political Action Fund.

3.2 Remit such deduction to the appropriate designated officer of the UNION.

3.3 The UNION may designate one EMPLOYEE from the bargaining unit to act as steward and shall inform the EMPLOYER in writing of such choice.

3.4 The UNION agrees to indemnify and hold the EMPLOYER harmless against any and all claims, suits, orders, or judgments brought or issued against the City as a result of any action taken or not taken by the City under the provisions of this Article.

3.5 The EMPLOYER agrees to make space available on the EMPLOYER bulletin board for posting of official UNION notice(s) and announcements.

3.6 The EMPLOYER agrees to make space available on the EMPLOYER'S premises to the UNION for meetings after business hours.

ARTICLE 4 EMPLOYER AUTHORITY

4.1 The EMPLOYER retains the full and unrestricted right to operate and manage all manpower, facilities, and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules; and to perform any inherent managerial function not specifically limited by this AGREEMENT.

4.2 Any term and condition of employment not specifically established or modified by this AGREEMENT shall remain solely within the discretion of the EMPLOYER to modify, establish, or eliminate.

ARTICLE 5 EMPLOYEE RIGHTS – GRIEVANCE PROCEDURE

5.1 DEFINITION OF A GRIEVANCE

A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this AGREEMENT.

5.2 UNION REPRESENTATIVES

The EMPLOYER will recognize representatives designated by the UNION as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The UNION shall notify the

EMPLOYER in writing of the names of such UNION representatives and of their successors when so designated.

5.3 PROCESSING OF A GRIEVANCE

It is recognized and accepted by the UNION and the EMPLOYER that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the EMPLOYEES and shall therefore be accomplished during normal working hours only when consistent with such EMPLOYEE duties and responsibilities. The aggrieved EMPLOYEE and the UNION REPRESENTATIVE shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the EMPLOYER during normal working hours provided the EMPLOYEE and the UNION REPRESENTATIVE have notified and received the approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work programs of the EMPLOYER.

5.4 PROCEDURE

Grievances, as defined by Section 5.1, shall be resolved in conformance with the following procedure:

Step 1. An EMPLOYEE claiming a violation concerning the interpretation or application of this AGREEMENT shall within twenty-one (21) calendar days after such alleged violation has occurred, present such grievance to the EMPLOYEE'S supervisor as designated by the EMPLOYER. The EMPLOYER-designated representative will discuss and give an answer to such Step 1 grievance within ten (10) calendar days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the AGREEMENT allegedly violated, and the remedy requested and shall be appealed to Step 2 within ten (10) calendar days after the EMPLOYER-designated representative's final answer in Step 1. Any grievance not appealed in writing to Step 2 by the UNION within ten (10) calendar days shall be considered waived.

Step 2. If appealed, the written grievance shall be presented by the UNION and discussed with the EMPLOYER-designated Step 2 representative. The EMPLOYER-designated representative shall give the UNION the EMPLOYER'S Step 2 answer in writing within ten (10) calendar days after receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within the ten (10) calendar days following the EMPLOYER-designated representative's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the UNION within ten (10) calendar days shall be considered waived.

Step 3. The EMPLOYER and the Union, by mutual agreement, may utilize a grievance mediation process in an attempt to resolve a grievance before going to arbitration.

Step 4. A grievance unresolved in Step 3 and appealed in Step 4 may be submitted to arbitration. The EMPLOYER and the Union representative shall endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If the parties cannot agree on an arbitrator, the selection of an arbitrator shall be made in accordance with the Rules established by the Bureau of Mediation Services.

The City and Union agree that a violation of the "On Call" provisions of the contract shall be considered a higher level violation and discipline shall begin at the written reprimand level.

5.5 ARBITRATOR'S AUTHORITY

A. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this AGREEMENT. The arbitrator shall consider and decide only the specific issues(s) submitted in writing by the EMPLOYER and the UNION, and shall have no authority to make a decision on any other issue not so submitted.

B. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules, or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the EMPLOYER and the UNION and shall be based solely on the arbitrator's interpretation or application of the express terms of this AGREEMENT and to the facts of the grievance presented.

C. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the EMPLOYER and the UNION provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings the cost shall be shared equally.

5.6 WAIVER

If a grievance is not presented within the time limits set forth above, it shall be considered "waived". If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the EMPLOYER'S last answer. If the EMPLOYER does not answer a grievance or an appeal thereof within the specified time limits, the UNION may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the EMPLOYER and the UNION.

ARTICLE 6 DEFINITIONS

6.1 UNION: The International Union of Operating Engineers, Local No. 49, AFL-CIO.

6.2 EMPLOYER: The City of Isanti.

6.3 UNION MEMBER: A member of the International Union of Operating Engineers, Local No. 49, AFL-CIO

6.4 EMPLOYEE: A member of the exclusively recognized bargaining unit.

6.5 BASE PAY RATE: The EMPLOYEE's hourly pay rate including any other special allowance.

6.6 SENIORITY: Length of continuous service with the EMPLOYER.

6.7 OVERTIME: Work performed at the express authorization of the EMPLOYER in excess of forty (40) hours within a seven (7) day period and after eight (8) hours within a 24-hour period will be compensated for at one and one-half (1 ½) times the EMPLOYEE's regular base pay. Approved time off by the EMPLOYER shall be considered hours worked in the calculation of overtime.

6.8 CALLBACK: Return of an EMPLOYEE to a specified work site to perform assigned duties at the express authorization of the EMPLOYER at a time other than an assigned shift. An extension of or early report to an assigned shift is not a call back.

6.9 PROBATIONARY PERIOD: Means six (6) months from the EMPLOYEE's date of hire. The probationary period for promoted or reassigned EMPLOYEEs will last for six (6) months from date of promotion or reassignment.

6.10 RESIGNATION IN GOOD STANDING: An EMPLOYEE leaving service with the EMPLOYER after giving a two week notice, providing the EMPLOYEE has not been discharged for misconduct.

6.11 ON CALL TIME: A time each week when one Public Works EMPLOYEE will be required to carry either or both of the following, cell phone/iPad, and be available during off-duty hours for immediate call-back, from 3:30 p.m. Monday afternoon for seven consecutive days until 7:00 a.m. the following Monday. The on-call EMPLOYEE must remain available during off-duty hours throughout the seven day period. The assigned on-call EMPLOYEE shall be required to respond to Isanti within forty-five (45) minutes. There will be a minimum of six (6) EMPLOYEES when the department has all positions filled to serve on an on-call rotation for the water and wastewater SCADA on-call which will include Maintenance Technician II and Foreman EMPLOYEES

6.12 REST DAYS: An EMPLOYEE's regularly scheduled days off, not including holidays or vacation days.

6.13 LEAD PAY: Pay to the individual selected by the Public Services Director to act in a supervisory role while the Public Services Director is out of town or otherwise unavailable by phone to provide supervision and guidance. In the event the Public Services Director is absent and unavailable by phone; the Working Foreman will serve as the day to day supervisory Lead. In the absence of the Public Services Director and the Working Foreman, the assigned Utility Lead will serve as the day to day supervisory Lead. If the Public Services Director, the Foreman and the Utility Lead are all unavailable due to being out of town and unavailable by phone, then an appointed individual will serve as the supervisory Lead. This assignment will occur only when the Public Services Director, the Working Foreman and the Utility Lead are out of town or otherwise unavailable to supervise or provide work direction. When serving in the supervisory role as Lead, the appointed individual will receive Lead Pay as provided under the current Labor Agreement. This includes situations where the Public Services Director, Working Foreman, and the Utility Lead are on vacation over a weekend.

ARTICLE 7 SAVINGS CLAUSE

In the event any provision of this AGREEMENT shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such provision shall be voided. All other provisions of the AGREEMENT shall continue in full force and effect. The voided provision may be renegotiated at the request of either party.

ARTICLE 8 WORK SCHEDULES

8.1 The sole authority in work schedules is the EMPLOYER.

8.2 The EMPLOYER will give seven (7) days advance notice to the EMPLOYEEs affected by the establishment of scheduled shifts different from the EMPLOYEE's normal scheduled shift. If a seven (7) day notice is not given prior to a scheduled shift change, all hours worked outside of the normal scheduled work day shall be paid at one and one-half (1 ½) times the EMPLOYEEs regular base pay.

8.3 In the event that work is required because of unusual circumstances such as (but not limited to) fire, flood, snow, sleet, or breakdown of municipal equipment or facilities, no advance notice need be given.

8.4 The normal work day shall be eight (8) consecutive hours of work. The normal work week shall be five (5) consecutive days within a 7-day period. There shall be a fifteen (15) minute coffee break (approximately 9:30) in the morning of the shift and a thirty (30) minute lunch break (approximately 12:00) at the midpoint of the shift and a fifteen (15) minute break (approximately 2:30) in the afternoon. The afternoon break may be combined with the lunch break at the midpoint of the shift, EMPLOYEEs will be allowed 10 minutes at the end of their shift for cleanup.

8.5 The EMPLOYER will establish a rotating schedule for on-call assignments. In the event of a change in this schedule, one (1) week's advance notice will be provided. The on-call EMPLOYEE will be available during that period for callbacks and the EMPLOYER will call that EMPLOYEE first should any call back be necessary.

The on-call EMPLOYEE shall be compensated one (1) hour at one and one-half (1 ½) times the EMPLOYEE's hourly base wage for each scheduled day, and three (3) hours at one and one-half (1 ½) times the EMPLOYEE's base wage per each rest day or holiday for scheduled daily rounds, if any. The on-call EMPLOYEE shall be compensated one (1) hour at one and one-half (1 ½) times the EMPLOYEE's base wage for any recognized holiday.

If a designated holiday is recognized on Monday, the on call EMPLOYEE shall carry the pager through Monday and relinquish the pager on the Tuesday after the holiday.

The EMPLOYEE scheduled to be on call is required to have the City-provided cell phone/pager with them at all times and must be able to respond to the City within 45 minutes.

It is the responsibility of the on-call EMPLOYEE to determine the need for backup help. If backup help is needed, the on-call EMPLOYEE will call in backup persons. The on-call EMPLOYEE must attempt to contact the Public Works Director.

If the on-call EMPLOYEE responds to perform work for the City, they shall be entitled to a call back as defined in Article 10 – Call Back. The EMPLOYEE will be compensated at one and one-half (1 ½) times their current wage for all hours over the two (2) hour call back.

EMPLOYEEs shall have the ability to monitor and reset SCADA monitoring software from home, EMPLOYEEs shall reset the system from home as needed and shall receive one (1) hours pay at one and one-half (1 ½) times their regular rate for each day they are on-call.

EMPLOYEEs shall have the option to receive compensatory time in lieu of pay, not to exceed six (6) hours, during each on-call week.

8.6 Calls for troubleshooting issues, that can be resolved remotely shall be compensated as overtime and paid to the nearest ¼ hour per call. This only applies when an employee does not qualify for Call Back under Article 10 for the same call or during their assigned week of on call duty.

8.7 Mandatory compensatory time payment shall be provided to the EMPLOYEE for EMPLOYER scheduled week-end (rest days) or holiday rounds at a rate of one and one-half (1 ½) times the hours worked for scheduled rounds to a maximum of 80 hours.

8.8 Summer Work Schedule

During the period Memorial Day thru Labor Day the regular work week shall consist of 4 ten (10) hour days Monday through Thursday 6:00 a.m. to 4:30 p.m. EMPLOYEES must alternate their schedule to only allow half the of the staff off on Fridays unless approved by the Public Services Director. Notwithstanding the summer work schedule, the designated on call EMPLOYEE shall work five (5) consecutive eight (8) hour days Monday through Friday 7:00 a.m. to 3:30 p.m. Overtime (except as to the designated on call EMPLOYEE who shall be governed

by the regular work schedule provisions as to overtime) shall be paid after ten (10) hours in a day Monday through Friday and after forty (40) hours in a week. Employees shall be compensated -for the contractual eight (8) hours of pay on all holidays and will be required to use leave or compensatory time to complete a schedule ten (10) hour holiday and forty (40) hour work week or respective eight (8) hour holiday and forty (40) hour work week for the designated on-call.

During the summer work schedule: Ten (10) hours will be deducted for each day of sick leave or vacation used for those days scheduled to work ten (10) hours. Eight (8) hours will be credited for each holiday and day of funeral leave during this schedule. Comp time or two (2) hour of vacation may be used to complete a holiday and two (2) hour of either sick leave or vacation may be used to complete a day of funeral leave.

ARTICLE 9 OVERTIME PAY

9.1 Overtime shall be calculated to the nearest fifteen (15) minutes.

9.2 Hours worked in excess of forty (40) hours within a seven (7) day period and after 8 hours within a 24 hour period will be compensated for at one and one-half (1 ½) times the EMPLOYEE's regular base pay.

9.3 For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.

9.4 Overtime shall be distributed as equally as practicable between members of the bargaining unit.

9.5 For overtime assignments other than Saturday and Sunday 'rounds' as specified in Article 8.6, an EMPLOYEE may choose to receive compensatory time at the rate of one-half (1 ½) to a maximum accumulation of eighty (80) hours in lieu of monetary compensation.

ARTICLE 10 CALL BACK

10.1 An EMPLOYEE called in for work at a time other than the EMPLOYEE's normal scheduled shift will be compensated for a minimum of two (2) hours' pay at one and one-half (1 ½) times the EMPLOYEEs base rate of pay.

10.2 An EMPLOYEE called in for work at a time other than the EMPLOYEE's normal scheduled shift will be compensated for a minimum of three (3) hours' pay at one and one-half (1 ½) times the EMPLOYEEs base rate of pay during the dates from June 1 through August 31.

ARTICLE 11 RIGHT OF SUBCONTRACT

Nothing in this AGREEMENT shall prohibit or restrict the right of the EMPLOYER from subcontracting work performed by EMPLOYEEs covered by this AGREEMENT.

ARTICLE 12 DISCIPLINE

12.1 The EMPLOYER will discipline EMPLOYEEs for just cause only. Discipline will be in one or more of the following forms:

A) Oral reprimand
B) Written reprimand
C) Suspension
D) Demotion, or
E) Discharge

12.2 Suspension, demotions and discharges will be in written form.

12.3 Written reprimands, notices of suspensions, notices of demotion and notices of discharge which are to become part of an EMPLOYEE's personnel file will be read and acknowledged by signature of the EMPLOYEE. EMPLOYEEs and the UNION will receive a copy of such reprimands and/or notices.

12.4 EMPLOYEEs may examine their own individual personnel files at reasonable times under the direct supervision of the EMPLOYER.

12.5 EMPLOYEEs will not be questioned concerning an investigation of disciplinary action unless the EMPLOYEE has been given adequate opportunity to have a UNION representative present at such questioning.

12.6 Grievances relating to this Article shall be initiated by the UNION at Step 2 of the grievance procedure under Article 5 of this AGREEMENT.

ARTICLE 13 PROBATIONARY PERIODS

13.1 All newly hired or rehired EMPLOYEEs will serve six (6) months probationary period.

13.2 All EMPLOYEEs will serve a six (6) month's probationary period in any job classification in which the EMPLOYEE has not served a probationary period.

13.3 At any time during the probationary period a newly hired or rehired EMPLOYEE may be terminated at the sole discretion of the EMPLOYER.

13.4 At any time during the probationary period a promoted or reassigned EMPLOYEE may be demoted or reassigned to the EMPLOYEE's previous position at the sole discretion of the EMPLOYER.

ARTICLE 14 SAFETY

The EMPLOYER and the UNION agree to jointly promote safe and healthful working conditions, to cooperate in safety matters and to encourage EMPLOYEEs to work in a safe manner.

The City will offer and provide at city cost Hepatitis B Shots for all Public Works EMPLOYEEs during their probationary period.

ARTICLE 15 JOB POSTING

15.1 The EMPLOYER and the UNION agree that permanent job vacancies within the designated bargaining unit shall be filled based on the concept of promotion from within provided that internal applicants:

15.11 Have the necessary qualifications to meet the standards of the job vacancy; and

15.12 Have the ability to perform the duties and responsibilities of the job vacancy.

15.2 EMPLOYEEs filling a higher job class based on the provisions of this ARTICLE shall be subject to the conditions of ARTICLE 13 (PROBATIONARY PERIOD).

15.3 The EMPLOYER has the right of final decision in the selection from all applicants (internal and external) to fill jobs based on qualifications, abilities and experience.

15.4 Job vacancies within the designated bargaining unit will be posted for five (5) work days so that members of the bargaining unit can be considered for such vacancies.

15.5 Upon receiving a promotion to a new classification, an employee's pay rate shall be adjusted to the first step in the new classification, which is higher than the employee's current rate.

ARTICLE 16 SENIORITY

16.1 Seniority will be the determining criterion for lay offs only when all job-relevant qualification factors are equal.

16.2 Seniority will be the determining criterion for recall when the job-relevant qualification factors are equal. Recall rights under this provision will continue for twelve (12) months after lay off. Recalled EMPLOYEEs shall have ten (10) working days after notification of recall by registered mail at the EMPLOYEE's last known address to report to work or forfeit all recall rights.

16.3 Seniority shall prevail in scheduling time off (comp or vacation) when put in before April 1 of calendar year for that year.

ARTICLE 17 HEALTH INSURANCE

17.1 Health Insurance. The EMPLOYER will provide a health and medical care insurance program to all full-time EMPLOYEEs. The EMPLOYER will pay 100% of the premium for single coverage health insurance. EMPLOYEEs choosing dependent care health coverage will be required to pay according to the current City policy in place as of 3/24/10. Essentially EMPLOYEE contributions toward the premium costs of dependent coverage will increase by the same percentages as the

City's overall policy cost increase for the foreseeable future, however it is agreed that the current contribution policy will continue beyond the term of this AGREEMENT only if re-negotiated and agreed upon as part of any future labor agreement between the EMPLOYER and the UNION. Part-time EMPLOYEEs regularly scheduled to work thirty (30) hours or more per week shall receive pro-rata health insurance benefits. The EMPLOYER shall have sole discretion in choosing and designating the health and medical care group insurance plan, provided that such plan shall be the same plan as available to non-union EMPLOYEEs of the City, and shall provide coverage and benefits at least equivalent to the coverages provided under the Blue Cross/Blue Shield Group Plan as set forth in the attached Schedule B.

17.1.1 Flexible Spending Plan. The City of Isanti will provide a Flexible Benefits Spending Plan for participation by the EMPLOYEE and their dependents.

17.2 Life Insurance. The EMPLOYER will provide and pay the full cost of the premiums for live insurance in the amount of $25,000 for each full-time EMPLOYEE.

17.3 Effective Date. The health, dental and term life insurance shall be in effect the first day of the first full month of employment.

17.4 Dental Insurance. The EMPLOYER shall make dental insurance coverage available to full-time EMPLOYEEs and their dependents. The EMPLOYER will pay 100% of the premium for single coverage and 100% of the premium for dependent care coverage. Part-time EMPLOYEEs regularly scheduled thirty (30) or more hours per week shall receive pro-rata dental insurance benefits.

ARTICLE 18 HOLIDAYS

18.1 Full-time EMPLOYEEs shall receive the following holidays:

New Years Day	Veteran's Day
Martin Luther King Day	Thanksgiving Day
Presidents Day	Friday after Thanksgiving
Memorial Day	1/2 day Christmas Eve
Independence Day	Christmas Day
Labor Day	Floating Holiday

18.2 EMPLOYEE's required to work on holidays shall be paid one and one-half (1 ½) times the EMPLOYEE's base pay rate for hours worked. This is in addition to the EMPLOYEE's base pay.

18.3 In the event that a holiday falls on a Sunday, the following Monday shall be a paid holiday, and in any of these fall on a Saturday, the proceeding Friday shall be a paid holiday.

18.4 EMPLOYEEs shall be required to work their last regularly scheduled work day prior to the holiday and their next regularly scheduled work day after the holiday to qualify for holiday pay, unless the EMPLOYEE is absent due to illness, accident, on vacation or approved paid leave.

18.5 Part-time EMPLOYEEs regularly scheduled to work thirty (30) hours or more per week will receive pro-rata holiday benefits.

ARTICLE 19 PART TIME AND SEASONAL EMPLOYEES

19.1 Part-time EMPLOYEEs Part-time EMPLOYEEs regularly scheduled to work less than thirty (30) hours per week shall not be eligible for benefits under this AGREEMENT.

19.2 Seasonal EMPLOYEE. An EMPLOYEE who works in a position that is reasonably expected to be of a duration of not more than one hundred (100) working days within a twelve (12) month calendar period.

19.3 Rates of Pay. Seasonal EMPLOYEE's rate of pay shall be in accordance with the seasonal/temporary pay plan established by the City Administrator.

19.4 Benefits: Seasonal EMPLOYEEs shall not be eligible for any benefits under this agreement except those which may be required by law.

19.5 Probation Period. All newly hired or rehired seasonal EMPLOYEEs will serve a probationary period for the duration of their employment.

19.6 At any time during the probationary period, a newly hired or rehired seasonal EMPLOYEE may be terminated at the sole discretion of the EMPLOYER.

19.7 Contract Provisions Applicable. Seasonal EMPLOYEEs shall not be covered by those provisions of the contract relating to:

Article 5 – Grievance Procedure
Article 10 – Call Back
Article 12 – Discipline
Article 16 – Seniority
Article 17 – Insurance
Article 18 – Holidays
Article 20 – Vacations
Article 22 – Sick Leave
Article 24 – Uniform Allowance
Appendix A – Salary Schedules

19.8 The City agrees to notify the union when any seasonal/temporary EMPLOYEE exceeds one hundred (100) working days within a twelve (12) month calendar period.

19.9 No seasonal/temporary EMPLOYEE will operate any equipment requiring a "CDL" or "B" license, or any equipment previously considered as heavy equipment. All overtime will be offered to full-time EMPLOYEEs prior to seasonal/temporary EMPLOYEEs, it being the intent of this provision that seasonal temporary EMPLOYEEs may be assigned to any task for which they are qualified, at any times designated by the EMPLOYER, but shall not be assigned to work any overtime unless such overtime has first been offered to all available full time

EMPLOYEEs in the order of their seniority, and no full time EMPLOYEE chooses to accept the EMPLOYER'S offer for overtime work.

19.10 The City and the Union hereby agree that individuals working less than 100 days in a calendar year are not members of the bargaining unit. The wages, benefits and terms and conditions of employment for individuals working less than 100 days in a calendar year will be determined at the sole discretion of the City. In the event these individuals are deemed to be members of the bargaining unit by operation of the law or otherwise, the parties agree that the wages, benefits and terms and conditions of employment will be determined at the sole discretion of the City. Such individuals will not be assigned work requiring a CDL license or operate any off- road equipment over 50 horsepower, with the exception of the tractor, progressive mower and skid steer with brush hog for storm pond maintenance work. Such individuals shall only be employed April through November.

ARTICLE 20 VACATIONS

20.1 Full-time EMPLOYEEs shall earn vacation leave as follows:

Length of Service	Amount
After one (1) year of continuous service	forty-eight (48) hours
After two (2) years of continuous service	ninety-six (96) hours
After six (6) years of continuous service	one hundred forty-four (144) hours
After ten (10) years of continuous service	one hundred ninety-two (192) hours
After fifteen (15) years of continuous service	two hundred sixteen (216) hours

20.2 Part-time EMPLOYEEs regularly scheduled to work thirty (30) or more hours per week will receive pro-rata vacation benefits.

ARTICLE 21 JURY DUTY

EMPLOYEEs required to serve on jury duty shall be allowed the difference of pay for all full days absent. An EMPLOYEE excused from jury duty prior to the end of the EMPLOYEE's duty day shall return to work.

ARTICLE 22 SICK LEAVE

22.1 Every probationary and full-time EMPLOYEE will earn sick leave with pay at the rate of eight (8) hours for each calendar month of full time service. Sick leave may be accumulated to a maximum of four hundred eighty (480) hours and be granted in units of not less than one hour. EMPLOYEEs may use sick leave for personal illness, as required by law, or with permission of the EMPLOYER.

22.2 Upon accrual of four hundred eighty (480) hours, the City shall on an annual basis, reimburse unused sick leave at the rate of one-half (1/2) of the EMPLOYEE's daily salary to a maximum of forty-eight (48) hours for those hours over the four hundred eighty (480) hours and upon termination, reimburse unused sick leave as outlined

in the step that follows as "A". The sick leave time reimbursed by the City will be lost by the EMPLOYEE for accumulation purposes. The sick leave that is accumulated may be used only for sick leave purposes and the EMPLOYEE will not be reimbursed for unused sick leave except in the manner as described in this Article.

A. Upon termination of an EMPLOYEE in good standing and with five (5) years of consecutive employment, shall be reimbursed one-half (1/2) pay for sick days not used to a maximum of hour hundred eighty (480) hours.

22.3 Part-time EMPLOYEEs regularly scheduled to work thirty (30) hours or more per week shall accrue pro-rata sick leave benefits.

22.4 To be eligible for sick leave with pay, an EMPLOYEE shall do the following:

A. Report as soon as possible to their Department Head the reason for their absence.

B. Keep their Department Head informed of their condition and if the absence is of more than five (5) days duration submit a medical certificate for the absence.

ARTICLE 23 FUNERAL LEAVE

23.1 The City shall grant leave with pay as specified within the City's Personnel Policy. The City shall grant leave with pay for a maximum of three (3) days for the death of the following family members of the EMPLOYEE:

Spouse, child, father, mother, spouse's mother, spouse's father, grandchild, sibling-in-law, sibling, grandparent, grandparent-in-law, step parent, step brother/sister, step child.

ARTICLE 24 UNIFORMS

24.1 The EMPLOYER will provide all EMPLOYER required uniform articles and equipment.

24.2 In 2020 the EMPLOYER will contribute ~~two hundred~~ steel toed safety boots, rain gear, winter head gear, gloves, jackets and bib overalls. Any unused portion of the three hundred seventy five dollars shall be banked for the EMPLOYEE to use in successive years towards steel toed safety boots, rain gear, winter headgear, gloves, jackets and bib overalls.

24.3 The employer shall pay for the repair or replacement of personal items of the individual employee which are damaged or destroyed during the course of the workday, except in those instances where the damage or loss is caused by the personal neglect of the employee. Replacement shall be for a similar item with proper receipt of purchase. Reimbursement will not exceed actual replacement value and will be within reasonable limits. The reimbursement cap will be set at $100 annually per employee.

ARTICLE 25 UTILITY COMPUTER OR SPECIALIZED EQUIPMENT TRAINING

25.1 The City of Isanti will train all EMPLOYEEs in the use of utility computer and any other specialized equipment.

ARTICLE 26 LOSS OF COMMERCIAL DRIVER'S LICENSE

26.1 The purpose of this Article is to assist both Labor and Management in dealing with Commercial Driver's License (CDL) rules and suspension of licenses affecting EMPLOYEE'S ability to perform work duties.

The following conditions will apply to no more than one (1) Public Works employee in the Local 49 Bargaining Unit at any given time.

A. If an EMPLOYEE temporarily loses his/her driver's license and CDL, the EMPLOYER will accommodate the EMPLOYEE by assigning him/her to duties that do not require a driver's license/CDL, not to exceed twelve (12) months during the EMPLOYEE's tenure with the City, and not to exceed two (2) driver's license revocations, suspensions and/or withdrawals as a result of driving violations.

B. If the temporary loss of the EMPLOYEE's driver's license is the result of an alcohol-related offense, the EMPLOYEE will be required to comply with the recommendations of a Substance Abuse Professional. Proof of compliance with the Substance Abuse Professional recommendations will be provided to the EMPLOYER. Any second or subsequent loss of driver's license and/or CDL privileges for drinking and driving offenses occurring during an EMPLOYEE's tenure with the City shall be deemed sufficient grounds for immediate termination of the offending EMPLOYEE's employment with the City.

C. The application of the provisions of this Article will begin for an individual as of the date of his/her license revocation, suspension or withdrawal regardless of subsequent procedures contesting the revocation suspension or withdrawal.

D. The provisions of this Article apply to driving violations outside the workplace.

E. The provisions of this Article do not apply to the Department of Transportation's required random testing.

F. A seventeen per cent (17%) decrease in pay will begin as of the revocation date. Any hourly wages not paid to an EMPLOYEE during the revocation of the EMPLOYEE's driver's license/CDL will not be reimbursed regardless of the outcome of any subsequent contesting of the revocation.

G. The EMPLOYEE must be able to obtain a State of Minnesota driver's license within 60 days.

ARTICLE 27 WAIVER

27.1 Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions of this AGREEMENT, are hereby superseded.

27.2 The parties mutually acknowledge that during the negotiations which resulted in this AGREEMENT, each had the unlimited right and opportunity to make demands and proposals with respect to any terms or condition of employment not removed by law from bargaining. All agreements and understandings arrived at by the parties are set forth in writing in this AGREEMENT for the stipulated duration of this AGREEMENT. The EMPLOYER and the UNION each voluntarily and unqualifiedly waives the right to meet and negotiate regarding any and all terms and conditions of employment referred to or covered in this AGREEMENT or with respect to any term or condition of employment not specifically referred to or covered by this AGREEMENT, even though such terms or conditions may not have been within the knowledge or contemplation of either or both parties at the time this contract was negotiated or executed.

ARTICLE 28 DURATION

28.1 This **AGREEMENT** shall be effective as of January 1, 2020, and shall remain in full force and effect until the 31st day of December, 2022.

IN WITNESS WHEREOF, the parties hereto have executed this **AGREEMENT** on this _____ day of _____, _____.

FOR THE CITY OF ISANTI

_____
Mayor

_____
City Administrator

FOR INTERNATIONAL UNION OF OPERATING ENGINEERS LOCAL NO. 49, AFL-CIO

_____
Business Manager
Financial Secretary

_____
Area Business Representative

_____
Union Steward

APPENDIX A

WAGES AND CLASSIFICATIONS

Effective January 1, 2020 2% MARKET							
Classification	**Start**	**6 Months**	**Year 1**	**Year 2**	**Year 3**	**Year 4**	**Year 5** ***and thereafter***
Working Foreman/Leadman	$27.5502	$27.6930	$28.7334	$29.7942	$30.8448	$31.8546	$32.9154
3% COLA	$28.3767	$28.5238	$29.5954	$30.6880	$31.7701	$32.8102	$33.9029
Equipment Mechanic	$23.7456	$24.6432	$25.5714	$26.4996	$27.4278	$28.3662	$29.3148
3% COLA	$24.4580	$25.3825	$26.3385	$27.2946	$28.2506	$29.2172	$30.1942
Maintenance Technician II	$21.6750	$22.5114	$23.3580	$24.2046	$25.0308	$25.9080	$26.7546
3% COLA	$23.3253	$23.1867	$24.0587	$24.9307	$25.7817	$26.6852	$27.5572
Maintenance Technician I	$17.5032	$18.1662	$18.8394	$18.5228	$20.2062	$20.8896	$21.5934
3% COLA	$18.0283	$18.7112	$19.4046	$20.1085	$20.8124	$21.5163	$22.2412
Effective January 1, 2021 (3% COLA)							
Classification	**Start**	**6 Months**	**Year 1**	**Year 2**	**Year 3**	**Year 4**	**Year 5** ***and thereafter***
Working Foreman/Leadman	$29.2280	$29.3795	$30.4833	$31.6086	$32.7232	$33.7945	$34.9200
Equipment Mechanic	$25.1917	$26.1440	$27.1287	$28.1134	$29.0981	$30.0937	$31.1000
Maintenance Technician II	$22.9951	$23.8823	$24.7805	$25.6786	$26.5552	$27.4858	$28.3839
Maintenance Technician I	$18.5691	$19.2725	$19.9867	$20.7118	$21.4368	$22.1618	$22.9084
Effective January 1, 2022 (3% COLA)							
Classification	**Start**	**6 Months**	**Year 1**	**Year 2**	**Year 3**	**Year 4**	**Year 5** ***and thereafter***
Working Foreman/Leadman	$30.1048	$30.2609	$31.3978	$32.5569	$33.7049	$34.8083	$35.9676
Equipment Mechanic	$25.9475	$26.9283	$27.9426	$28.9568	$29.9710	$30.9965	$32.0330
Maintenance Technician II	$23.6850	$24.5988	$25.5239	$26.4490	$27.3519	$28.3104	$29.2354
Maintenance Technician I	$19.1262	$19.8507	$20.5863	$21.3332	$22.0799	$22.8267	$23.5957

Effective January 1, 2020 EMPLOYEEs who earn a Class C Sewer license shall be paid an additional sixty cents ($0.60) per hour as long as they continue to hold such license.

Effective January 1, 2020 EMPLOYEEs who earn a Class C Water license shall be paid an additional sixty cents ($0.60) per hour as long as they continue to hold such license.

Effective January 1, 2020 EMPLOYEEs who earn a Class D Sewer license shall be paid an additional sixty cents ($0.60) per hour as long as they continue to hold such license.

Effective January 1, 2020 EMPLOYEEs who earn a Class D Water license shall be paid an additional sixty cents ($0.60) per hour as long as they continue to hold such license. Effective

EMPLOYEEs who earn a Class C Pesticide applicators license shall be paid a premium of twenty cents ($0.20) per hour.

Assignment of Back-Up Equipment Mechanic – Employees who meet the qualifications for and are appointed by the Employer to assume the full responsibilities and duties of the Equipment Mechanic, when the Equipment Mechanic is not available or as determined by the Supervisor that additional help is necessary, shall receive a premium rate of $1.50 per hour. Hours for the backup mechanic will be tracked on a ¼ hour basis. The Employer reserves the right to make changes to the assignment as needed based on needs of the City.

Assignment of Utility Lead - Employees who meet the qualifications for and are appointed by the Employer to assume the full responsibilities and duties of the Utility Lead shall receive a premium rate of $0.75 per hour. The Employer reserves the right to make changes to the assignment as needed based on needs of the City.

Comprehensive major medical with deductible plan with Aware® or Accord network

Aware network plan numbers: 120
Accord network plan numbers: 320

Benefits are effective July 1, 2011

Plan highlights	In network	Out of network
Calendar-year deductible options One deductible applies to services from all providers.	$500/person – $1,000/family	
Out-of-pocket maximum A separate out-of-pocket maximum of $750 per person or $1,500 per family applies to prescription drugs.	$1,800/person – $5,000/family	$5,000/person
Lifetime maximum	Unlimited	
Physician services • Office or urgent care visits for illness or injury • Retail health clinic • Behavioral health care (mental health, substance abuse, eating disorders and autism) • Chiropractic manipulation • In-office surgery/allergy-related services	 100% after $30 copay 100% 100% after $30 copay 100% after $30 copay 80% after deductible	 60% after deductible 60% after deductible 60% after deductible Aware network: 60% after deductible from participating providers; Aware and Accord networks: no coverage for services from nonparticipating providers 60% after deductible
Preventive care • Well-child services and immunizations • Prenatal care • Routine physicals and eye exams • Cancer screenings	 100% 100% 100% 100%	 60% after deductible 60% after deductible 60% after deductible 60% after deductible
Lab services	80% after deductible	60% after deductible
X-ray and diagnostic imaging	80% after deductible	60% after deductible
In- and outpatient hospital services • Facility services (includes behavioral health care) • Professional services (includes behavioral health care)	 80% after deductible* 80% after deductible*	 60% after deductible 60% after deductible
Emergency care • Outpatient facility services • Outpatient professional services	 100% after $100 copay 100%	 100% after $100 copay 100%
Ambulance services	80%	80%
Medical supplies	80% after deductible	60% after deductible
Therapy services • Chiropractic therapy • Occupational and physical therapy • Speech therapy	 80% after deductible* 80% after deductible 80% after deductible	 Aware network: 60% after deductible from participating providers; Aware and Accord networks: no coverage for services from nonparticipating providers No coverage No coverage
Prescription drugs (GenRx formulary) • Retail (31-day supply) • Specialty drugs • 90dayRx (90-day supply) *excludes specialty drugs* 90-day supply available through participating retail pharmacies or PrimeMail®, a mail-service pharmacy owned and operated by Prime Therapeutics LLC, an independent company providing pharmacy benefit management services	 $9 generic/$40 formulary brand/ $90 non-formulary brand 20% coinsurance to a maximum of $200 per specialty prescription $18 generic/$80 formulary brand/ $180 non-formulary brand If a generic drug is available and member chooses a brand-name drug, member pays the difference between the brand-name price and the generic price, plus any coinsurance. In some cases, this can amount to the full cost of the brand-name drug.	 $9 generic/$40 formulary brand/ $90 non-formulary brand; member pays the pharmacy and files a claim. In addition to copays, member will be responsible for amounts in excess of allowed amount. No coverage

Your out-of-pocket costs depend on the network status of your provider. To check status, call Blue Cross customer service at the number on the back of your member ID card or visit bluecrossmn.com.
Lowest out-of-pocket costs: in-network providers.
Higher out-of-pocket costs: out-of-network participating providers
Highest out-of-pocket costs: out-of-network nonparticipating providers (You are responsible for the difference between Blue Cross' allowed amount and the amount billed by nonparticipating providers. This is in addition to any applicable deductible, copay or coinsurance. Benefit payments are calculated on Blue Cross' allowed amount, which is typically lower than the amount billed by the provider.)

BlueCross BlueShield of Minnesota

An Independent Licensee of the Blue Cross and Blue Shield Association

47097817 (3/11)

*** With the Aware network: Use Select Network chiropractic and behavioral health providers for highest level of coverage. With the Accord Network: Use participating network chiropractic and behavioral health providers for highest level of coverage.**

This is only an outline of plan benefits. The contract and certificate include complete details of what is and isn't covered. Services not covered include eyeglasses, hearing aids, items primarily used for a non-medical purpose, over-the-counter drugs (except as specified in the Certificate of Coverage), nutritional supplements, services that are cosmetic, experimental, not medically necessary, or covered by workers' compensation or no-fault auto insurance. Preexisting conditions may not be covered for a limited period of time. This limit is reduced by prior continuous coverage and doesn't apply to pregnancy, newborns, adopted children, individuals under 19 or handicapped dependents. We feature a large network of health care providers. Each provider is an independent contractor and is not our agent. Nonparticipating providers do not have contracts with Blue Cross and Blue Shield of Minnesota. Please note: Benefits are subject to regulatory approval.

SCHEDULE B

K.15.

RESOLUTION 2019-XXX

APPROVING THE EMPLOYMENT OFFER FOR PART-TIME LIQUOR STORE CLERK TO LACEY HANSON

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and,

WHEREAS, the Personnel Committee approved to advertise and accept applications to fill a Liquor Store Part-Time Clerk position; and,

WHEREAS, the Interviewing Panel selected Lacey Hanson as the most qualified candidate for the open Part-Time Liquor Store Clerk position. Offers are contingent on successfully passing a background check and reference check. If any of the mentioned contingencies are not met, the offer can and will be rescinded.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1. That Human Resources is hereby directed to offer the Part-Time Liquor Store Clerk position Lacey Hanson for the City of Isanti and that she shall be eligible to start in that position on or after September 4th 2019.
2. That Lacey Hanson shall start at Step 1 of the Wage Scale at $11.55 per hour.
3. That Lacey Hanson shall be on probationary status per the Personnel Policy in the position of the Part-Time Clerk position.
4. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
5. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 3rd day of September 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2019-XXX **K.16.**

APPROVING THE EMPLOYMENT OFFER FOR PART-TIME LIQUOR STORE CLERK TO CHRISTY BONCZEK

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and,

WHEREAS, the Personnel Committee approved to advertise and accept applications to fill a Liquor Store Part-Time Clerk position; and,

WHEREAS, the Interviewing Panel selected Christy Bonczek as the most qualified candidate for the open Part-Time Liquor Store Clerk position. Offers are contingent on successfully passing a background check and reference check. If any of the mentioned contingencies are not met, the offer can and will be rescinded.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1. That Human Resources is hereby directed to offer the Part-Time Liquor Store Clerk position to Christy Bonczek for the City of Isanti and that she shall be eligible to start in that position on or after September 4th 2019.
2. That Christy Bonczek shall start at Step 1 of the Wage Scale at $11.55 per hour.
3. That Christy Bonczek shall be on probationary status per the Personnel Policy in the position of the Part-Time Clerk position.
4. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
5. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 3rd day of September 2019.

Attest: _____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, SEPTEMBER 17, 2019 – 7:00 P.M.
CITY HALL

I. Citizens Input

II. Agenda

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Minutes
1. September 3, 2019- Regular Meeting of the City Council

G. Announcements

1.	Park, Recreation, & Culture Board Meeting	Tuesday, September 24, 2019 at 6:00 p.m.
2.	City Council Meeting	Tuesday, October 1, 2019 at 7:00 p.m.
3.	EDA Meeting	Tuesday, October 1, 2019 *(Following the City Council Meeting)*

H. Council Committee Reports

I. Public Hearings

J. <u>Business Items</u>
1. Toward Zero Deaths Presentation from Isanti County Public Health (*Sarah Motl*)

K. <u>Approve Consent Agenda</u>
1. Consider Accounts Payable in the Amount of $233,527.11 Payroll in the Amount of $97,257.35
2. Resolution 2019-XXX Approving Police Department Sexual Assault Investigation Policy
3. Resolution 2019-XXX Approving Police Department Body Worn Camera Policy
4. Resolution 2019-XXX Authorizing Application for Safe and Sober Grant
5. Resolution 2019-XXX Approving Exempt Gambling Permit for North Branch Area Education Foundation
6. Resolution 2019-XXX Approving Offer for Part-time Liquor Store Clerk Cassondra Emmel
7. Resolution 2019-XXX Authorization and Execution of Repayment Agreement on Lot 4, Block 1, Sun Prairie Fourth Addition with J Robinson Construction, Inc

L. Other Communications

1. August Police Department Reports
2. August Code Enforcement Officer Report
3. August Building Inspector Report
4. September Engineering Project Status Report

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, SEPTEMBER 3, 2019 – 7:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, Human Resources/City Clerk Katie Brooks, City Attorney Clark Joslin, Community Development Director Sheila Sellman, Finance Director Mike Betker and Police Chief Travis Muyres

Others Present: James Turnquist, Matthew Larson

D. Adopt Agenda
Motion by Lundeen, second by Bergley to adopt agenda as presented. Motion passed 5-0. Motion carried.

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Minutes
1. August 20, 2019 - Regular Meeting of the City Council
2. August 20 2019 - Committee of the Whole Meeting
3. August 15, 2019 - Special Closed Meeting
4. July 16, 2019 - Planning Commission Meeting

Motion by Lundeen, second by Bergley to approve minutes as presented. Motion passed 5-0. Motion carried.

G. Announcements

1. Committee of the Whole	Tuesday, September 17, 2019 at 5:00 p.m.
2. City Council Meeting	Tuesday, September 17, 2019 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, September 17, 2019 *(Immediately following the City Council Meeting)*
4. Park, Recreation, & Culture Board Meeting	Tuesday, September 24, 2019 at 6:00 p.m.

H. Council Committee Reports
None

I. Public Hearings
None

J. Business Items

<u>City Administrator Josi Wood</u>

Designating Civil and Prosecuting Legal Services and Legal Services

1. Resolution 2019-229 Terminating Appointment as City Attorney
2. Resolution 2019-230 Approving Agreement for Civil Legal Services
3. Resolution 2019-231 Approving Agreement for Prosecution Legal Services

City Administrator Josi Wood shared that the RFP went out in July seeking new Civil and Prosecuting legal services. Wood further shared it was discussed at Committee of the Whole meeting and 3 firms were interviewed for Civil Services and one firm was interviewed for Prosecuting Services and recommendation is to appoint Ratwik, Roszik and Maloney, P.A. for Civil Legal Services and GDO Law for Prosecuting Services. Wood continued to share that the first resolution on the agenda is to terminate annual appointment of Civil and Prosecution Services with Attorney Clark Joslin. Wood went on to share that the second and third resolutions is to appoint new Civil Legal firm and Prosecuting Legal firm.

Motion by Bergley, second by Lundeen to approve items J.1, J.2 and J.3. Motion passed 5-0. Motion carried.

Finance Director Mike Betker

4. Resolution 2019-232 Setting the 2020 Final Budget and Levy Meeting
5. Resolution 2019-233 Approving the 2020 Preliminary Budget for the City of Isanti
6. Resolution 2019-234 Adopting the Proposed 2019 Tax Levy Collectible in 2020 for the City of Isanti

Finance Director Mike Betker shared information pertaining to the 2020 Budget. City Council further discussed this matter.
Motion by Lundeen, second by Bergley to approve items J.4, J.5 and J.6. Motion passed 5-0. Motion carried.

Community Development Director Sheila Sellman

7. Ordinance 709 Amending City Code Chapter 87 Article 1, Keeping of Certain Animals

Community Development Director Sheila Sellman shared that Committee of the Whole has reviewed this item twice and directed city staff to post the ordinance. Sellman further shared that the ordinance has been posted for the required 10 days.
Motion by Lundeen, second by Bergley to approve Ordinance as presented. Motion passed 5-0. Motion carried.

8. Resolution 2019-235 Approving Final Plat for Sun Prairie 5th Addition

Community Development Director shared that Sun Prairie Addition was platted in 2005 with several outlots within the plat. Sellman further shared that the applicant is asking to plat 1 lot as outlot J into 1 residential lot. Sellman continued to share that it does meet the minimum requirements.
Motion by Lundeen, second by Bergley to approve resolution as presented. Motion passed 5-0. Motion carried.

K. Approve Consent Agenda

1. Accounts Payable in the Amount of $356,548.54 Payroll in the Amount of $93,983.74.
2. Resolution 2019-236 Denying the Site Plan Amendment for the Best Western Plus
3. Resolution 2019-237 Approving Sale of Forfeited 1999 Chevrolet Prism at Public Auction
4. Resolution 2019-238 Approving Shift Differential for Part Time Liquor Store Staff
5. Resolution 2019-239 Approving City Organizational Staffing Chart
6. Resolution 2019-240 Approving Small Cell Wireless Facility Design Guidelines

7. Resolution 2019-241 Approving a Policy for Mayor Office Expenditures and Participation in Events
8. Resolution 2019-242 Allowing Citizen Input to be Audio Recorded
9. Resolution 2019-243 Approving Additional Cedar Tree Revetment at River Bluff Preserve
10. Resolution 2019-244 Approving Request for Proposals for Plumbing Services
11. Resolution 2019-245 Accepting Part Time Liquor Store Clerk Christina Parsons' Letter of Resignation
12. Resolution 2019-246 Settlement Agreement and Release of Claims Under Minnesota Statutes Section 299A.465
13. Resolution 2019-247 Accepting the Labor Agreement Between the City of Isanti and Law Enforcement Labor Services, Inc Local 217
14. Resolution 2019-248 Accepting the Labor Agreement Between the City of Isanti and I.U.O.E. Local 49, AFL-CIO
15. Resolution 2019-249 Approving the Employment Offer for Liquor Store Clerk Lacey Hanson
16. Resolution 2019-250 Approving the Employment Offer for Liquor Store Clerk Christy Bonczek

Motion by Bergley, second by Collison to approve Consent Agenda as presented. Motion passed 5-0. Motion carried.

L. Other Communications

None

Adjournment

Motion to adjourn by Bergley, second by Gordon. Motion passed 5-0. Motion carried. The meeting adjourned at 7:43 p.m.

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

TOWARD ZERO DEATHS

MINNESOTA TOWARD ZERO DEATHS

TZD'S STATEWIDE GOAL: Fewer than 300 fatalities and 850 serious injuries on Minnesota's roads by 2020

Key accomplishments

- A 42 percent reduction in the number of traffic deaths since TZD was launched in 2003.
- A statewide seat belt use rate of 92 percent.
- Passage of stronger traffic safety policies related to seat belt use, texting while driving, ignition interlock, graduated driving licensing, impaired driving, and speeding in work zones.
- Eight regional partnerships statewide that collaborate and build local relationships to implement TZD.
- A statewide trauma system enabling 99 percent of Minnesotans to reach a trauma hospital within 60 minutes.
- Implementation of low-cost, high-benefit strategies for intersection and lane-departure crashes on state and local roads.
- More than 900 statewide conference participants annually.

WHAT IS THE MINNESOTA TOWARD ZERO DEATHS PROGRAM?

Minnesota TZD is the state's cornerstone traffic safety program that employs an interdisciplinary approach to reducing traffic crashes, injuries, and deaths on Minnesota roads. The program's vision is to reduce fatalities and serious injuries to zero.

The program is a partnership between the Minnesota Departments of Public Safety, Transportation, and Health; the University of Minnesota; and other stakeholders.

Minnesota TZD works to create a culture in which traffic deaths and serious injuries are no longer acceptable through the integrated application of the "4Es": Education, Enforcement, Engineering, and Emergency Medical and Trauma Services. The program also uses data to target areas for improvement, employ proven countermeasures, implement best practices, and advance innovations and new technologies.

Education
Giving drivers the knowledge they need to avoid hazardous driving practices and choose responsible behavior.

Enforcement
Ensuring compliance with traffic laws to change driver behavior and reduce unsafe driving practices.

Engineering
Changing the roadway—including cable median barriers, signage, and the roadside—to make travel safer.

Emergency Medical & Trauma Services
Providing fast, efficient emergency medical and trauma services to reduce fatalities and serious injuries whenever a crash does occur.

Everyone
Advocating for zero deaths while adopting behaviors and changing culture to get there.

Program goals

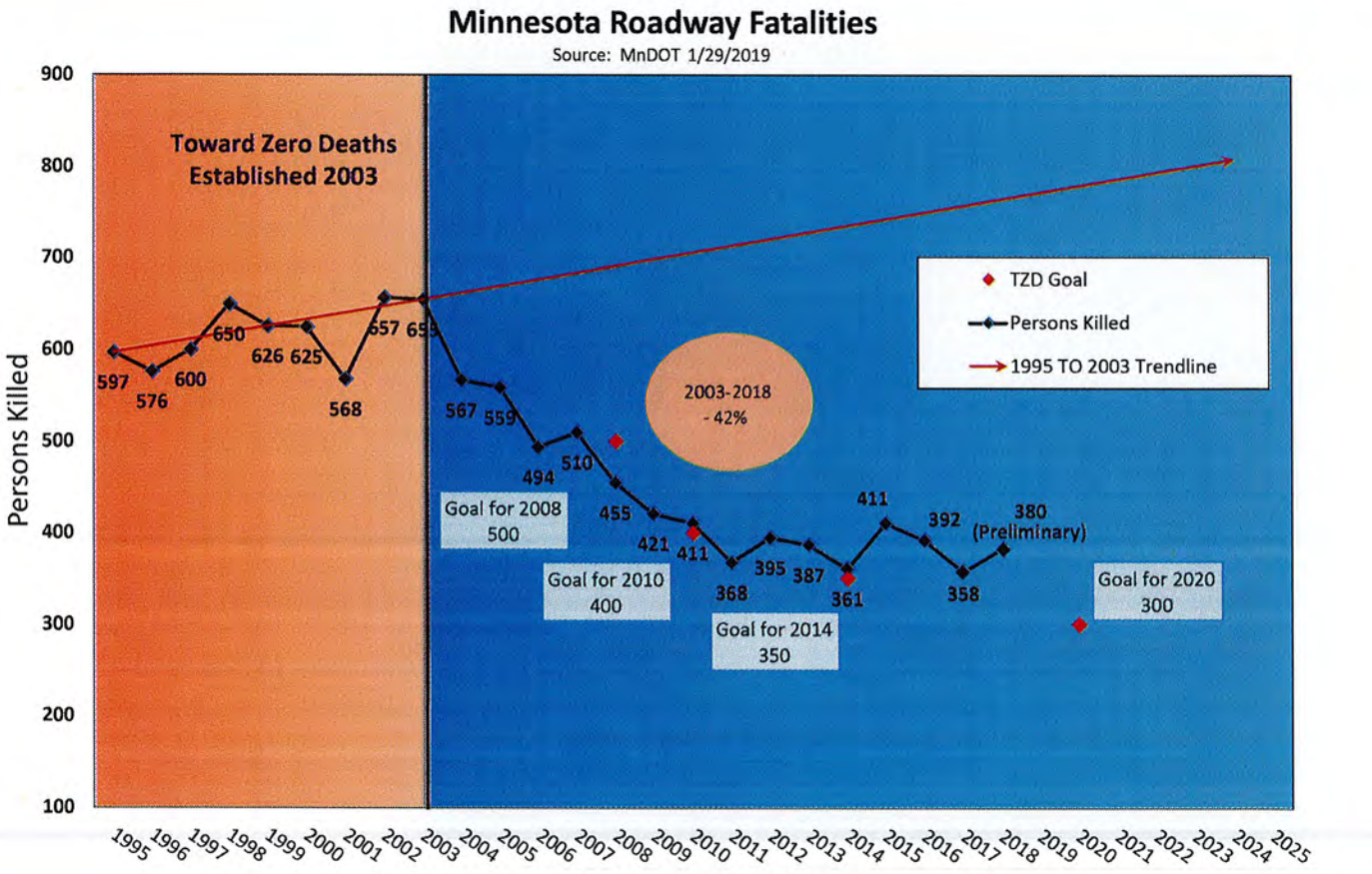
- Pursue public support of traffic safety as a priority
- Strengthen TZD as a priority for all units of government and traffic safety partnerships
- Promote and implement effective traffic safety initiatives

Traffic safety is everyone's responsibility: Get involved!

- Contact your regional TZD coordinator and/or participate in a local TZD safety coalition (minnesotatzd.org/initiatives/regions).
- Attend the annual statewide TZD conference and/or regional workshops (minnesotatzd.org/events).
- Attend the TZD stakeholder breakfasts in person or participate online (minnesotatzd.org/events/breakfasts).
- Request to be added to the TZD mailing list: ldolan@umn.edu.

For more information

- Contact Kristine Hernandez, Statewide TZD Program Coordinator, 507-286-7601, kristine.hernandez@state.mn.us
- Contact Linda Dolan, Program Coordinator, 612-625-4533, ldolan@umn.edu
- Visit the TZD website: MinnesotaTZD.org



In 2003, 655 traffic deaths occurred on Minnesota's roads. That same year, the statewide TZD program was launched as a deliberate, interdisciplinary approach to traffic safety. Despite increases in the number of licensed drivers, registered motor vehicles, and vehicle miles traveled, there were 380* traffic deaths in Minnesota in 2018—a 42 percent reduction from 2003.

**preliminary count*

East Central Minnesota Toward Zero Deaths

Mission:

To create a culture for which traffic fatalities and serious injuries are no longer acceptable through the integrated application of education, engineering, enforcement and emergency medical and trauma services. These efforts will be driven by data, best practices and research.

Values:

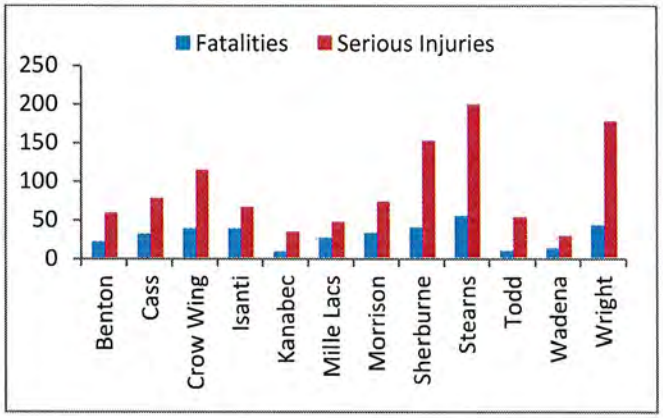
- Continuous Improvements
- Engaged Partners
- Evidence-based Approaches

The East Central Minnesota Toward Zero Deaths (TZD) program has been in existence for seven years. The counties involved include: Benton, Cass, Crow Wing, Isanti, Kanabec, Mille Lacs, Morrison, Sherburne, Stearns, Todd, Wadena and Wright.

The leading cause of deaths and severe injuries in East Central Minnesota include:

- **Lack of Seatbelt Use**
- **Impaired Driving**
- **Speed and Aggressive Driving**
- **Inattentive Driving**

East Central Minnesota Fatals and Serious Injuries
by County (2014-2018*)



The leading type of crash resulting in deaths and severe injuries include:

- **Run off the Road**
- **Impaired Driving**

The East Central Minnesota TZD program is led by a steering committee comprised of the "4 Es:"

- Enforcement
- Engineering
- Education
- EMS / Emergency Medical & Trauma Services

East Central Minnesota TZD Leadership Contacts

Engineering
Dan Anderson
MnDOT District Engineer
218-828-5703
daniel.d.anderson@state.mn.us

Enforcement
Capt. Joe Dwyer
Minnesota State Patrol
218-316-3022
joseph.dwyer@state.mn.us

Capt. Brad Ouart
Minnesota State Patrol
320-223-6660
brad.ouart@state.mn.us

Education/EMS
Tom Nixon
East Central Minnesota TZD Coordinator
218-828-5830
thomas.nixon@state.mn.us

www.minnesotatzd.org

***2018 data are preliminary.**

East Central Minnesota Toward Zero Deaths Regional Strategic Plan

Mission

To move East Central Minnesota toward zero deaths on our roads, in a partnership with area education, enforcement, engineering and emergency medical and trauma services representatives.

Goal 1 – Reduce TZD Fatality and Serious Injuries

To continuously decrease traffic-related fatalities and serious injuries in East Central Minnesota from the past **5-year averages** 2014-2018* of 72 fatalities and 216 serious injuries. Note: New injury definitions were introduced in 2016 and may have contributed to a higher reported number of serious injuries.

Objectives

A. To continuously increase regional seatbelt use rates.
The statewide average was **92.4% in 2018.**
The regional seat belt rate was **87.7% in April 2018.**
The last survey finding of 86.0%, was in April 2017.
Goal: to achieve 90% compliance by next study.

B. To examine the characteristics of the unbelted fatalities and serious injuries. Calculation of seat belt use in fatal and serious crashes is possible with existing data.

C. To continuously decrease the following:
5-year averages (2014-2018*) in East Central Region - Baseline Data

Contributing Factors:

Average annual number of:	**Alcohol**	**Speed**	**Distraction**	**Total**
Fatalities	22	14	10	72
Fatal Crashes	20	13	9	68
Severe Injuries	36	43	31	216
Severe Injury Crashes	43	34	23	169

Note: a crash may have more than one of the above listed or additional contributing factors

**2018 data are preliminary.*

TOWARD ZERO DEATHS
EAST CENTRAL MINNESOTA

Total East Central Region - Baseline

	Fatalities	Fatal Crashes	Severe Injuries	Severe Injury Crashes
2018* Totals	75	68	210	159
2014-2018*	362	339	1,079	846

Region Goal 2 – TZD Partnership Goals

To continuously increase TZD awareness and partnerships across East Central Minnesota for both the general public and traffic safety professionals

1. Establish the vision of TZD as a priority for all region, city and county (government agencies)
   - A. Engage local government involvement in TZD steering committee and workshops
   - B. Educate/promote traffic safety awareness of city/county officials
   - C. Promote city/county employee education/policies that facilitate the TZD vision

(Activities: Recruitment of city and county personnel to attend TZD event, giving TZD presentations to boards/councils, mailings/connections to Network of Employers for Traffic Safety (NETS))

2. Create and strengthen partnerships in the region
   - A. Engage stakeholders
   - B. Develop networking relationships
   - C. Recruit membership of the TZD partnership

(Activities: EMS Conference booth/presentation, regional workshop, calendar, statistics, workshop and engage RTAC)

3. Promote and implement effective traffic safety initiatives in the region
   - A. Develop and distribute resource materials
   - B. Provide enforcement wave support in community
   - C. Promote evidence-based countermeasures
   - D. Collect data and statistics within region
   - E. Implement best practices within region

(Activities: web, brochure, one-pagers, presentations, news advisories, workshop, seatbelt observational survey and omnibus survey, media messaging and media events, news releases re: activities woven into existing messages, worksite education and policy development, parent component to drivers education, sober cab development, youth enforcement and education activities)

**2018 data are preliminary.*

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/19	09/11/2019	51905	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	945.00
09/19	09/11/2019	51906	1787	ALL AMERICAN COMMERCIAL TITLE	601-20200	18.20
09/19	09/11/2019	51907	494	ALLINA HEALTH SYSTEM	101-20200	195.00
09/19	09/11/2019	51908	2030	ARTISAN BEER COMPANY	609-20200	41.25
09/19	09/11/2019	51909	53	BELLBOY CORPORATION	609-20200	7,138.43
09/19	09/11/2019	51910	9	BERNICKS PEPSI-COLA	609-20200	1,775.36
09/19	09/11/2019	51911	2537	BROOKS, KATIE	101-20200	110.00
09/19	09/11/2019	51912	602	BURNET TITLE	601-20200	14.95
09/19	09/11/2019	51913	2321	C EMERY NELSON INC	602-20200	641.80
09/19	09/11/2019	51914	2487	CAPITOL BEVERAGE SALES	609-20200	145.50
09/19	09/11/2019	51915	2610	CINTAS	101-20200	398.90
09/19	09/11/2019	51916	1629	CITY OF ISANTI	101-20200	12,416.14
09/19	09/11/2019	51917	918	CRYSTAL SPRINGS ICE	609-20200	472.50
09/19	09/11/2019	51918	8	DAHLHEIMER DISTRIBUTING CO	609-20200	38,345.33
09/19	09/11/2019	51919	2807	Daudt, Brandon	603-20200	296.45
09/19	09/11/2019	51920	1941	DELTA DENTAL	861-20200	2,614.00
09/19	09/11/2019	51921	55	ECM PUBLISHERS INC	101-20200	77.97
09/19	09/11/2019	51922	912	FASTENAL COMPANY	602-20200	47.12
09/19	09/11/2019	51923	1682	FERGUSON WATERWORKS	601-20200	14.84
09/19	09/11/2019	51924	2028	FURTHER	101-20200	38.35
09/19	09/11/2019	51925	2028	FURTHER	861-20200	22.50
09/19	09/11/2019	51926	134	GOPHER STATE ONE-CALL INC	601-20200	132.30
09/19	09/11/2019	51927	2805	HANSEN, TYRELL	601-20200	265.91
09/19	09/11/2019	51928	1063	HAYFORD FORD	101-20200	5.12
09/19	09/11/2019	51929	2806	IAPE	101-20200	375.00
09/19	09/11/2019	51930	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	40.53
09/19	09/11/2019	51931	1563	ISANTI ELECTRIC INC	920-20200	450.00
09/19	09/11/2019	51932	270	ISANTI READY-MIX INC	101-20200	373.75
09/19	09/11/2019	51933	1534	J. J. TAYLOR	609-20200	599.10
09/19	09/11/2019	51934	7	JOHNSON BROTHERS LIQUOR CO	609-20200	12,693.21
09/19	09/11/2019	51935	1857	JOSLIN & MOORE	101-20200	5,024.00
09/19	09/11/2019	51936	5	KAWALEK TRUCKING	609-20200	318.20
09/19	09/11/2019	51937	2676	LEVEL CONTRACTING	505-20200	20,000.00
09/19	09/11/2019	51938	1331	MAGER, JIM	603-20200	439.75
09/19	09/11/2019	51939	1353	MARVS AUTO REPAIR	101-20200	3,680.51
09/19	09/11/2019	51940	17	MCDONALD DISTRIBUTING CO	609-20200	27,021.43
09/19	09/11/2019	51941	616	MENARDS - CAMBRIDGE	226-20200	402.00
09/19	09/11/2019	51942	2364	METERING & TECHNOLOGY	601-20200	3,649.83
09/19	09/11/2019	51943	1044	MINNEAPOLIS FINANCE	101-20200	99.00
09/19	09/11/2019	51944	1180	MLB PRINTING INC	101-20200	215.00
09/19	09/11/2019	51945	176	MN DEPT OF REVENUE	101-20200	29,858.00
09/19	09/11/2019	51946	1496	MN SECRETARY OF STATE	108-20200	50.00
09/19	09/11/2019	51947	2080	MVTL LABORATORIES INC	602-20200	174.16
09/19	09/11/2019	51948	279	NORTHLAND LANDSCAPING	101-20200	24.00
09/19	09/11/2019	51949	617	PAUSTIS & SONS	609-20200	518.67
09/19	09/11/2019	51950	44	PHILLIPS WINE & SPIRITS INC	609-20200	9,585.46
09/19	09/11/2019	51951	2341	RED BULL DISTRIBUTION	609-20200	281.00
09/19	09/11/2019	51952	2031	RESOURCE TRAINING	861-20200	40,422.50
09/19	09/11/2019	51953	1113	RJM DISTRIBUTING INC	609-20200	247.80
09/19	09/11/2019	51954	1667	SHERBURNE COUNTY ABSTRACT	601-20200	80.23
09/19	09/11/2019	51955	1442	ST. LOUIS MRO INC	101-20200	22.50
09/19	09/11/2019	51956	2156	SUMMIT COMPANIES	101-20200	16.00
09/19	09/11/2019	51957	1354	TAPES PLUS ADVERTISING	609-20200	295.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/19	09/11/2019	51958	1820	URBANS HARDWARE	101-20200	104.84
09/19	09/11/2019	51959	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
09/19	09/11/2019	51960	2027	US INTERNET	603-20200	57.80
09/19	09/11/2019	51961	686	VERIZON WIRELESS	101-20200	1,047.59
09/19	09/11/2019	51962	42	VIKING COCA-COLA BOTTLING CO	609-20200	614.07
09/19	09/11/2019	51963	4	WATSON CO INC	609-20200	5,752.26
09/19	09/11/2019	51964	2475	WHITE BEAR IT SOLUTIONS, LLC	101-20200	2,450.00
09/19	09/11/2019	51965	780	WINE MERCHANTS	609-20200	308.00
Grand Totals:						233,527.11

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

M = Manual Check, V = Void Check

City of Isanti

Gross Payroll	84,534.91
Social Security & Medicare	4,877.64
Public Employees Retirement	7,844.80
Total City Expense	97,257.35

Pay Date 9/6/2019

Pay Period 18 (8/18-8/31/19)

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Travis Muyres, Police Chief
Date: Sept 17, 2019
Subject: Isanti Police POST mandated policy update

Background:

The Minnesota POST Board requires all law enforcement agencies to establish and implement a sexual assault investigation policy by October 1st 2019.

Every state and local law enforcement agency must establish and enforce a written policy addressing how the agency will respond to and investigate reports of sexual assault.

The policy must substantially incorporate the main items from the board's model policy on responding to reports of sexual assault, but also may expand on the board's policy. As an alternative, the policy may be identical to the board's policy. **REQUIRED POLICY (By October 1, 2019)**. [MN POST BOARD]

Recommendation:

Staff is recommending the adoption of the POST board's model policy.

Request:

Staff is requesting action on this item.

Action Required:

If the Council concurs, it should by motion, take the following actions:

1. Approve POST Board Sexual Assault Investigation model policy to be adopted as the Isanti Police Departmental Sexual Assault Investigation Policy.

Attachments:

- Res 2019-XXX
- Draft Policy

Isanti Police Department
DEPARTMENT MANUAL
Sexual assault investigation

Effective Date: October 1st 2019
Date of issuance: October 1st 2019
General Order: No.191

I. PURPOSE

The purpose of this policy is to provide employees with guidelines for responding to reports of sexual assault. This agency will strive:

a) To afford maximum protection and support to victims of sexual assault or abuse through a coordinated program of law enforcement and available victim services with an emphasis on a victim centered approach;

b) To reaffirm peace officers' authority and responsibility to conducting thorough preliminary and follow up investigations and to make arrest decisions in accordance with established probable cause standards;

c) To increase the opportunity for prosecution and victim services.

II. POLICY

It is the policy of the Isanti Police Department to recognize sexual assault as a serious problem in society and to protect victims of sexual assault by ensuring its peace officers understand the laws governing this area. Sexual assault crimes are under-reported to law enforcement and the goal of this policy is in part to improve victim experience in reporting so that more people are encouraged to report.

All employees should take a professional, victim-centered approach to sexual assaults, protectively investigate these crimes, and coordinate with prosecution in a manner that helps restore the victim's dignity and autonomy. While doing so, it shall be this agency's goal to decrease the victim's distress, increase the victim's understanding of the criminal justice system and process, and promote public safety.

Peace officers will utilize this policy in response to sexual assault reported to this agency. This agency will aggressively enforce the laws without bias and prejudice based on race, marital status, sexual orientation, economic status, age, disability, gender, religion, creed, or national origin.

III. DEFINITIONS

For purpose of this policy, the words and phrases in this section have the following meaning given to them, unless another intention clearly appears.

A. **Consent:** As defined by Minn. Stat. 609.341, which states:
   (1) Words or overt actions by a person indicating a freely given present agreement to perform a particular sexual act with the actor. Consent does not mean the existence of a prior or current social relationship between the actor and the complainant or that the complainant failed to resist a particular sexual act.
   (2) A person who is mentally incapacitated or physically helpless as defined by Minnesota Statute 609.341 cannot consent to a sexual act.
   (3) Corroboration of the victim's testimony is not required to show lack of consent.

B. **Child or Minor:** a person under the age of 18.

C. **Medical Forensic Examiner:** The health care provider conducting a sexual assault medical forensic examination.

D. **Sexual Assault:** A person who engages in sexual contact or penetration with another person in a criminal manner as identified in MN Statute 609.342 to 609.3451.

E. **Family and Household Member:** As defined in Minn. Stat. 518.B.01 Subd.2.b. to include:

   (1) spouses or former spouses;
   (2) parents and children;
   (3) persons related by blood;
   (4) persons who are presently residing together or who have resided together in the past;
   (5) persons who have a child in common regardless of whether they have been married or have lived together at any time;
   (6) a man and woman if the woman is pregnant and the man is alleged to be the father, regardless of whether they have been married or have lived together at any time; and
   (7) persons involved in a significant romantic or sexual relationship

F. **Sexual Assault Medical Forensic Examination:** An examination of a sexual assault patient by a health care provider, ideally one who has specialized education and clinical experience in the collection of forensic evidence and treatment of these patients.

G. **Victim Advocate:** A Sexual Assault Counselor defined by Minn. Stat. 595.02, subd. 1(k) and/or Domestic Abuse Advocate as defined by Minn. Stat. 595.02, subd. 1(1) who provide confidential advocacy services to victims of sexual assault and domestic abuse. Victim advocates as defined provide coverage in all counties in Minnesota. Minnesota

Office of Justice Programs (MN OJP) can assist departments in locating their local victim advocacy agency for the purposes outlined in this policy.

H. **Victim Centered:** A victim-centered approach prioritizes the safety, privacy and well-being of the victim and aims to create a supportive environment in which the victim's rights are respected and in which they are treated with dignity and respect. This approach acknowledges and respects a victims' input into the criminal justice response and recognizes victims are not responsible for the crimes committed against them.

I. **Vulnerable Adult**: any person 18 years of age or older who:
   (1) is a resident inpatient of a facility as defined in Minn. Stat. 626.5572. Subd. 6;
   (2) receives services at or from a facility required to be licensed to serve adults under sections 245A.01 to 245A.15, except that a person receiving outpatient services for treatment of chemical dependency or mental illness, or one who is committed as a sexual psychopathic personality or as a sexually dangerous person under chapter 253B, is not considered a vulnerable adult unless the person meets the requirements of clause (4);
   (3) receives services from a home care provider required to be licensed under sections 144A.43 to 144A.482; or from a person or organization that exclusively offers, provides, or arranges for personal care assistance services under the medical assistance program as authorized under sections 256B.0625, subdivision 19a, 256B.0651 to 256B.0654, and 256B.0659; or
   (4) regardless of residence or whether any type of service is received, possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction:
      (i) that impairs the individual's ability to provide adequately for the individual's own care without assistance, including the provision of food, shelter, clothing, health care, or supervision; and
      (ii) because of the dysfunction or infirmity and the need for assistance, the individual has an impaired ability to protect the individual from maltreatment.

IV. PROCEDURES

A. Communications Personnel Response/Additional Actions by Responding Officers

Communications personnel and/or law enforcement officers should inform the victim of ways to ensure critical evidence is not lost, to include the following:

1) Suggest that the victim not bathe, or clean him or herself if the assault took place recently.
2) Recommend that if a victim needs to relieve themselves, they should collect urine in a clean jar for testing, and should avoid wiping after urination.

3) Asking the victim to collect any clothing worn during or after the assault and if possible, place in a paper bag, instructing the victim not to wash the clothing (per department policy).
4) Reassure the victim that other evidence may still be identified and recovered even if they have bathed or made other physical changes.

B. Initial Officer Response

When responding to a scene involving a sexual assault, officers shall follow standard incident response procedures. In addition, when interacting with victims, officers shall do the following:

1) Recognize that the victim experienced a traumatic incident and may not be willing or able to immediately assist with the criminal investigation.

2) The officer shall attempt to determine the location/jurisdiction where the assault took place.

3) Explain the reporting process including the roles of the first responder, investigator, and anyone else with whom the victim will likely interact during the course of the investigation.

4) Officers are encouraged to connect the victim with local victim advocates as soon as possible. Inform the victim that there are confidential victim advocates available to address any needs they might have and to support them through the criminal justice system process. Provide the victim with contact information for the local victim advocate. Upon victim request the officer can offer to contact local victim advocate on behalf of the victim.

5) Ask about and document signs and symptoms of injury, to include strangulation. Officers shall attempt to obtain a signed medical release from the victim.

6) Ensure that the victim knows they can go to a designated facility for a forensic medical exam. Offer to arrange for transportation for the victim.

7) Identify and attempt to interview potential witnesses to the sexual assault and/or anyone the victim told about the sexual assault.

8) Request preferred contact information for the victim for follow-up.

C. Victim Interviews

This agency recognizes that victims of sexual assault due to their age or physical, mental or emotional distress, are better served by utilizing trauma informed interviewing techniques and strategies. Such interview techniques and strategies eliminate the duplication of

interviews and use a question and answer interviewing format with questioning nondirective as possible to elicit spontaneous responses.

In recognizing the need for non-traditional interviewing techniques for sexual assault victims, officers should consider the following:

- Offer to have a confidential victim advocate present (if possible) if the victim would benefit from additional support during the process
- Whenever possible, conduct victim interviews in person
- Make an effort to conduct the interview in a welcoming environment
- Let the victim share the details at their own pace
- Recognize victims of trauma may have difficulty remembering incidents in a linear fashion and may remember details in days and weeks following the assault
- After the initial interview, consider reaching out to the victim within a few days, after at least one sleep cycle to ask if they remember any additional details.
- Depending on the victim, additional interviews might be needed to gather additional information. Offer support from a victim advocate to the victim to help facilitate engagement with the investigative process and healing.
- Some victims do remember details vividly and might want to be interviewed immediately.
- During initial and subsequent victim interviews, officers should note the following information as victims share it, recognizing that a victim may not be able to recall all the details of the assault during a particular interview.
  1) Whether the suspect was known to the victim
  2) How long the victim knew the suspect
  3) The circumstances of their meeting and if there is any indication of the use of drugs or alcohol to facilitate the sexual assault
  4) The extent of their previous or current relationship
  5) Any behavioral changes that led the situation from one based on consent to one of submission, coercion, fear, or force
  6) Specific actions, statements, and/or thoughts of both victim and suspect immediately prior, during, and after assault
  7) Relevant communication through social media, email, text messages, or any other forms of communication

D. Special Considerations—Minors and Vulnerable Adults/Domestic Abuse Victims

1. Minors and Vulnerable Adults

This agency recognizes that certain victims, due to their age or a physical, mental, or emotional distress, are better served by utilizing interview techniques and strategies that eliminate the duplication of interviews and use a question and answer interviewing format with questioning as nondirective as possible to elicit spontaneous responses. Members of this agency will be alert for victims who would be best served by the use of these specialized interview techniques. Officers, in making this determination, should consider the victim's age, level of maturity, communication

skills, intellectual capacity, emotional state, and any other observable factors that would indicate specialized interview techniques would be appropriate for a particular victim. When an officer determines that a victim requires the use of these specialized interview techniques, the officer should follow the guidance below.

a. Officers responding to reports of sexual assaults involving these sensitive population groups shall limit their actions to the following:

(1) Ensuring the safety of the victim;
(2) Ensuring the scene is safe;
(3) Safeguarding evidence where appropriate;
(4) Collecting any information necessary to identify the suspect; and
(5) Addressing the immediate medical needs of individuals at the scene

b. Initial responding officers should not attempt to interview the victim in these situations, but should instead attempt to obtain basic information and facts about the situation, including the jurisdiction where the incident occurred and that a crime most likely occurred. Officers should seek to obtain this information from parents, caregivers, the reporting party, or other adult witnesses, unless those individuals are believed to be the perpetrators.

c. Officers responding to victims with special considerations must comply with the mandated reporting requirements of Minnesota Statute 626.556 and 626.557, as applicable. Officers investigating cases involving victims with special considerations should coordinate these investigations with the appropriate local human services agency where required. Any victim or witness interviews conducted with individuals having special considerations must be audio and video recorded whenever possible. All other interviews must be audio recorded whenever possible.

Not all sexual assaults of minor victims require a mandatory report to social services. This policy recognizes that in certain cases, notifying and/or the involvement of a parent/guardian can cause harm to the minor and/or impede the investigation. Officers responding to the sexual assault of a minor victim that does not trigger a mandated report under Minn. Stat. 626.556 should assess for the impact on the victim and the investigation if parents/guardians were notified before making a decision to involve them.

d. Officers should obtain necessary contact information for the victim's caregiver, guardian or parents and where the victim may be located at a later time. Officers should advise the victim and/or any accompanying adult(s), guardians or caregivers that an investigating officer will follow up with information on a forensic interview.

e. The officer should advise the victim's caregiver, guardian or parent that if the victim starts to talk about the incident they should listen to them but not question them as this may influence any future statements.

2. Victims of Domestic Abuse
Officers responding to a report of sexual assault committed against a family and household member must also follow the requirements and guidelines in this agency's domestic abuse policy and protocol, in addition to the guidelines in this policy.

E. Protecting Victim Rights

1) Confidentiality: Officers should explain to victims the limitations of confidentiality in a criminal investigation and that the victim's identifying information is not accessible to the public, as specified in Minn. Stat. section 13.82, subd. 17(b)

2) Crime Victim Rights: Officers must provide the following information to the victim:
   a. Crime victim rights and resource information required to be provided to all victims as specified by Minn. Stat. section 611A.02, subd. 2(b)
   b. If the suspect is a family or household member to the victim, crime victim rights and resource information required to be provided to domestic abuse victims, as specified by Minn. Stat. section 629.341, subd. 3.
   c. The victim's right to be informed of the status of a sexual assault examination kit upon request as provided for under Minn. Stat. section 611A.27, subd. 1.
   d. Pursuant to Minn. Stat. 611A.26, subd. 1, no law enforcement agency or prosecutor shall require that a complainant of a criminal sexual conduct or sex trafficking offense submit to a polygraph examination as part of or a condition to proceeding with the investigation, charging or prosecution of such offense.

3) Other information: Officers should provide to the victim the agency's crime report/ICR number, and contact information for the reporting officer and/or investigator or person handling the follow up.

4) Language access: All officers shall follow agency policy regarding limited English proficiency.

F. Evidence Collection

1) Considerations for Evidence Collection

Officers shall follow this agency's policy on crime scene response. In addition, officers may do the following:

a. Collect evidence regarding the environment in which the assault took place, including indications of isolation and soundproofing. The agency should consider utilizing their agency or county crime lab in obtaining or processing the scene where the assault took place. This should be in accordance to any/all other policies and procedures relating to evidence collections.

b. Document any evidence of threats or any communications made by the suspect, or made on behalf of the suspect, to include those made to individuals other than the victim.

c. In situations where it is suspected that drugs or alcohol may have facilitated the assault, officers should assess the scene for evidence such as drinking glasses, alcohol bottles or cans, or other related items.

d. If the victim has declined or a medical forensic exam will not be conducted, the officer should obtain victim consent and attempt to take photographs of visible physical injuries, including any healing or old injuries. Victim should be given directions about how to document any bruising or injury that becomes evidence later after these photographs are taken.

G. Sexual Assault Medical Forensic Examinations

1) Prior to the sexual assault medical forensic examination the investigating officer should do the following:
   a. Ensure the victim understands the purpose of the sexual assault medical forensic exam and its importance to both their general health and wellness and to the investigation. Offer assurance to the victim that they will not incur any out-of-pocket expenses for forensic medical exams and provide information about evidence collection, storage and preservation in sexual assault cases.
   b. Provide the victim with general information about the procedure, and encourage them to seek further detail and guidance from the forensic examiner, health care professional, or a victim advocate. Officers and investigators cannot deny a victim the opportunity to have an exam.
   c. Officers should be aware and if necessary, relay to victims who do not want to undergo an exam that there might be additional treatments or medications they are entitled to even if they do not want to have an exam done or have evidence collected. Victims can seek that information from a health care provider or a victim advocate. If possible, transport or arrange transportation for the victim to the designated medical facility.

d. Ask the victim for a signed release for access to medical records from the exam.

2) Officers should not be present during any part of the exam, including during the medical history.
3) Following the exam, evidence collected during the exam shall be handled according to the requirements of agency policy and Minnesota Statute 299C.106.

H. Contacting and Interviewing Suspects

Prior to contacting the suspect, officers should consider the following:

1) Conduct a background and criminal history check specifically looking for accusations, criminal charges, and convictions for interconnected crimes, especially crimes involving violence.
2) Consider conducting a pretext or confrontational call or messaging depending on jurisdictional statutes. Involvement of a victim should be based on strong consideration of the victim's emotional and physical state. A victim advocate should be present whenever possible to offer support.
3) When possible, an attempt would be made to interview the suspect in person.
4) In situations where suspects do not deny that a sexual act occurred, but rather assert that it was with the consent of the victim, officers should do the following:
    a. Collect evidence of past communication, including but not limited to all relevant interaction (including social media) between the suspect and victim.
    b. Identify events that transpired prior to, during, and after the assault in an effort to locate additional witnesses and physical locations that might lead to additional evidence.
5) For sexual assaults involving strangers, officers should focus investigative efforts on the collection of video, DNA, and other trace evidence used for analysis to identify the perpetrator (handle evidence collection per agency policy).

I. Forensic Examination and/or the Collection of Evidence from the Suspect

Note: A suspect's forensic examination and/or the collection of evidence from a suspect may be done by either an investigating officer/investigator, Forensic Medical Examiner, or the agency/county crime lab personnel.

1) Prior to or immediately after the preliminary suspect interview, photograph any injuries.
2) Determine whether a sexual assault medical forensic examination should be conducted.
3) Ask for the suspect's consent to collect evidence from their body and clothing. However, officers/investigators should consider obtaining a search warrant, with specific details about what evidence will be collected, and should be prepared in advance to eliminate the opportunity for the suspect to destroy or alter evidence if consent is denied.
4) During the suspect's sexual assault medical forensic examination, the investigator, evidence technician, or forensic examiner should do the following:

a. Strongly consider penile swabbing, pubic hair combings, and collection of other potential DNA evidence;
b. Collect biological and trace evidence from the suspect's body;
c. Document information about the suspect's clothing, appearance, scars, tattoos, piercings, and other identifiable marks;
d. Seize all clothing worn by the suspect during the assault, particularly any clothing touching the genital area;
e. Document the suspect's relevant medical condition and injuries.

J. Role of the Supervisor

Supervisors may do the following:

1) Assist officers investigating incidents of sexual assault when possible or if requested by an officer.
2) Provide guidance and direction as needed.
3) Review sexual assault reports to ensure that necessary steps were taken during initial response and investigations.

K. Case Review/Case Summary

A supervisor should ensure cases are reviewed on an on-going basis. The review process should include an analysis of:

1) Case dispositions
2) Decisions to collect evidence
3) Submissions of evidence for lab testing
4) Interviewing decisions

RESOLUTION 2019-XXX

RESOLUTION APPROVING POLICE DEPARTMENT SEXUAL ASSAULT INVESTIGATION

WHEREAS, The Minnesota Police and Peace Officers Standards and Training Board mandated that law enforcement agencies adopt a sexual assault investigation policy by October 1st 2019; and,

WHEREAS, Staff recommends the POST Boards model policy be adopted to the Isanti Police Sexual Assault Investigation Policy;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the Police Department Sexual Assault Investigation Policy.

This resolution was duly adopted by the Isanti City Council this 17th day of September, 2019.

Attest: _____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Travis Muyres, Police Chief
Date: Sept 17, 2019
Subject: Isanti Police Body Worn Camera Policy

Background:

The Isanti Police Department drafted a revised Body Worn Camera [BWC] Policy. Following state statute, the BWC policy was uploaded to the Isanti Police Website on 03/26/2019 for public comment and well as presented at council on 05/07/2019 for public comment.

The BWC policy was reviewed by the City of Isanti labor attorney.

Recommendation:

Staff is recommending the adoption of the BWC policy.

Request:
Staff is requesting action on this item.

Action Required:
If the Council concurs, it should by motion, take the following actions:

1. Approve the draft BWC policy to be adopted as the Isanti Police BWC Policy.

Attachments:

- Res 2019-XXX
- Draft Policy

RESOLUTION 2019-XXX

RESOLUTION TO REPEAL AND ADOPT POLICE DEPARTMENT BODY WORN CAMERAS POLICY

WHEREAS, the Body-Worn Camera (BWC) Policy No. 146 adopted May 18, 2014 is repealed as a revised Body Worn Cameras Policy was drafted to comply with the statutory requirements and new BWC system; and,

WHEREAS, to comply with statutory requirements, the draft policy was posted on the Isanti Police website on 03/26/19; and,

WHEREAS, to comply with statutory public hearings, the draft policy held a public hearing for public input on 05/07/19; and,

WHEREAS, Staff recommends the Body Worn Camera Policy be adopted as herein attached as 'Exhibit A' to the Isanti Police Department Operational Policy manual;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to repeal the former Body-Worn Cameras Policy and adopt the new Police Department Use of Body-Worn Cameras Policy No. 146 effective September 18th, 2019.

This resolution was duly adopted by the Isanti City Council this 17th day of September, 2019.

ATTEST:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

'Exhibit A'

Isanti Police Department
DEPARTMENT MANUAL
Use of Body-Worn Cameras Policy

Effective Date: September 18th 2019
Date of issuance: September 18th 2019
General Order: No. 146

CITY OF ISANTI POLICE DEPARTMENT
USE OF BODY-WORN CAMERAS POLICY

Purpose

The primary purpose of using body-worn-cameras (BWCs) is to capture evidence arising from police-citizen encounters. This policy sets forth guidelines governing the use of BWCs and administering the data that results. Compliance with these guidelines is mandatory, but it is recognized that officers must also attend to other primary duties and the safety of all concerned, sometimes in circumstances that are tense, uncertain, and rapidly evolving.

Policy

It is the policy of this department to authorize and require the use of department-issued BWCs as set forth below, and to administer BWC data as provided by law.

Scope

This policy governs the use of BWCs in the course of official duties. It does not apply to the use of squad-based (dash-cam) recording systems. The chief or chief's designee may supersede this policy by providing specific instructions for BWC use to individual officers, or providing specific instructions pertaining to particular events or classes of events, including but not limited to political rallies and demonstrations. The chief or designee may also provide specific instructions or standard operating procedures for BWC use to officers assigned to specialized details, such as carrying out duties in courts or guarding prisoners or patients in hospitals and mental health facilities.

Definitions

The following phrases have special meanings as used in this policy:

A. **MGDPA or Data Practices** Act refers to the Minnesota Government Data Practices Act, Minn. Stat. §13.01, et seq.

B. **Records Retention Schedule** refers to the General Records Retention Schedule for Minnesota cities.

C. **Law enforcement-related information** means information captured or available for capture by use of a BWC that has evidentiary value because it documents events with

respect to a stop, arrest, search, citation, or charging decision.

D. **Evidentiary value** means that the information may be useful as proof in a criminal prosecution, related civil or administrative proceeding, further investigation of an actual or suspected criminal act, or in considering an allegation against a law enforcement agency or officer.

E. **General Citizen Contact** means an informal encounter with a citizen that is not and does not become law enforcement-related or adversarial, and a recording of the event would not yield information relevant to an ongoing investigation. Examples include, but are not limited to, assisting a motorist with directions, summoning a wrecker, or receiving generalized concerns from a citizen about crime trends in his or her neighborhood.

F. **Adversarial** means a law enforcement encounter with a person that becomes confrontational, during which at least one person expresses anger, resentment, or hostility toward the other, or at least one person directs toward the other verbal conduct consisting of arguing, threatening, challenging, swearing, yelling, or shouting. Encounters in which a citizen demands to be recorded or initiates recording on his or her own are deemed adversarial.

G. **Unintentionally recorded footage** is a video recording that results from an officer's inadvertence or neglect in operating the officer's BWC, provided that no portion of the resulting recording has evidentiary value. Examples of unintentionally recorded footage include, but are not limited to, recordings made in station house locker rooms, restrooms, and recordings made while officers were engaged in conversations of a non-business, personal nature with the expectation that the conversation was not being recorded.

H. **Official duties,** for purposes of this policy, means that the officer is on duty and performing authorized law enforcement services on behalf of this agency.

Use and Documentation

A. Officers may use only department-issued BWCs in the performance of official duties for this agency or when otherwise performing authorized law enforcement services as an employee of this department.

B. Officers who have been issued BWCs shall operate and use them consistent with this policy. Officers shall conduct a function test of their issued BWCs at the beginning of each shift to make sure the devices are operating properly. Officers noting a malfunction during testing or at any other time shall promptly report the malfunction to the officer's supervisor and shall document the report in writing. Supervisors shall take prompt action to address malfunctions and document the steps taken in writing.

C. Officers should wear their issued BWCs at the location on their body and in the manner specified in training.

D. Officers must document BWC use and non-use as follows:

1. Whenever an officer makes a recording, the existence of the recording shall be documented in an incident report or CAD record/other documentation of the event.

2. Whenever an officer fails to record an activity that is required to be recorded under this policy or captures only a part of the activity, the officer must document the circumstances and reasons for not recording in an incident report or CAD record/other documentation of the event. Supervisors shall review these reports and initiate any corrective action deemed necessary.

E. The department will maintain the following records and documents relating to BWC use, which are classified as public data:

1. The total number of BWCs owned or maintained by the agency;

2. A daily record of the total number of BWCs actually deployed and used by officers.

3. The total amount of recorded BWC data collected and maintained; and

4. This policy, together with the Records Retention Schedule.

General Guidelines for Recording

A. Officers shall activate their BWCs when responding to all calls for service and during all law enforcement-related encounters and activities, including but not limited to pursuits, *Terry* stops of motorists or pedestrians, arrests, searches, suspect interviews and interrogations, and during any police/citizen contacts that becomes adversarial. However, officers need not activate their cameras when it would be unsafe, impossible, or impractical to do so, but such instances of not recording when otherwise required must be documented as specified in the Use and Documentation guidelines.

B. Officers have discretion to record or not record general citizen contacts.

C. Officers have no affirmative duty to inform people that a BWC is being operated or that the individuals are being recorded.

D. Once activated, the BWC should continue recording until the conclusion of the incident or encounter, or until it becomes apparent that additional recording is unlikely to capture information having evidentiary value. The officer having charge of a scene shall likewise direct the discontinuance of recording when further recording is unlikely to capture additional information having evidentiary value. If the recording is discontinued while an investigation, response, or incident is ongoing, officers shall state the reasons for ceasing the recording on camera before deactivating their BWC. If circumstances change, officers shall reactivate their cameras as required by this policy to capture information having evidentiary value.

E. Officers shall not intentionally block the BWC's audio or visual recording functionality to defeat the purposes of this policy.

F. Notwithstanding any other provision in this policy, officers shall not use their BWCs to record other agency personnel during non-enforcement related activities, such as during pre- and post-shift time in locker rooms, during meal breaks, or during other private conversations, unless recording is authorized as part of an administrative or criminal investigation.

Special Guidelines for Recording

Officers may, in the exercise of sound discretion, determine:

A. To use their BWCs to record any police-citizen encounter if there is reason to believe the recording would potentially yield information having evidentiary value, unless such recording is otherwise expressly prohibited.

B. Officers shall use their BWCs and squad-based audio/video systems to record their transportation and the physical transfer of persons in their custody to hospitals, detox and mental health care facilities, juvenile detention centers, and jails, but otherwise should not record in these facilities unless the officer anticipates witnessing a criminal event or being involved in or witnessing an adversarial encounter or use-of-force incident.

Downloading and Labeling Data

A. Each officer using a BWC is responsible for transferring or assuring the proper transfer of the data from his or her camera to the BWC data storage computer by the end of that officer's shift. However, if the officer is involved in a shooting, in-custody death, or other law enforcement activity resulting in death or great bodily harm, a supervisor or investigator shall take custody of the officer's BWC and assume responsibility for transferring the data from it.

B. Officers shall label the BWC data files at the time of video capture or transfer to storage, and should consult with a supervisor if in doubt as to the appropriate labeling. Officers should assign as many of the following labels as are applicable to each file:

1. **Evidence-criminal:** The information has evidentiary value with respect to an actual or suspected criminal incident or charging decision.

2. **Evidence--force:** Whether or not enforcement action was taken or an arrest resulted, the event involved the application of force by a law enforcement officer of this or another agency.

3. **Evidence--property:** Whether or not enforcement action was taken or an arrest resulted, an officer seized property from an individual or directed an individual to dispossess property.

4. **Evidence--administrative:** The incident involved an adversarial encounter or resulted in a complaint against the officer.

5. **Evidence--other:** The recording has potential evidentiary value for reasons identified by the officer at the time of labeling.

6. **Training:** The event was such that it may have value for training.

7. **Not evidence:** The recording does not contain any of the foregoing categories of information and has no apparent evidentiary value. Recordings of general citizen contacts and unintentionally recorded footage are not evidence.

C. In addition, officers shall flag each file as appropriate to indicate that it contains information about data subjects who may have rights under the MGDPA limiting disclosure of information about them. These individuals include:

1. Victims and alleged victims of criminal sexual conduct and sex trafficking.

2. Victims of child abuse or neglect.

3. Vulnerable adults who are victims of maltreatment.

4. Undercover officers.

5. Informants.

6. When the video is clearly offensive to common sensitivities.

7. Victims of and witnesses to crimes, if the victim or witness has requested not to be identified publicly.

8. Individuals who called 911, and services subscribers whose lines were used to place a call to the 911 system.

9. Mandated reporters.

10. Juvenile witnesses, if the nature of the event or activity justifies protecting the identity of the witness.

11. Juveniles who are or may be delinquent or engaged in criminal acts.

12. Individuals who make complaints about violations with respect to the use of real property.

13. Officers and employees who are the subject of a complaint related to the events captured on video.

14. Other individuals whose identities the officer believes may be legally protected from public disclosure.

D. Labeling and flagging designations may be corrected or amended based on additional information.

Administering Access to BWC Data:

A. **Data subjects.** Under Minnesota law, the following are considered data subjects for purposes of administering access to BWC data:

1. Any person or entity whose image or voice is documented in the data.

2. The officer who collected the data.

3. Any other officer whose voice or image is documented in the data, regardless of whether that officer is or can be identified by the recording.

B. **BWC data is presumptively private.** BWC recordings are classified as private data about the data subjects unless there is a specific law that provides differently. As a result:

1. BWC data pertaining to people is presumed private, as is BWC data pertaining to businesses or other entities.

2. Some BWC data is classified as confidential (see C. below).

3. Some BWC data is classified as public (see D. below).

C. **Confidential data.** BWC data that is collected or created as part of an active criminal investigation is confidential. This classification takes precedence over the "private" classification listed above and the "public" classifications listed below.

D. **Public data.** The following BWC data is public:

1. Data documenting the discharge of a firearm by a peace officer in the course of duty,

other than for training or the killing of an animal that is sick, injured, or dangerous.

2. Data that documents the use of force by a peace officer that results in substantial bodily harm.

3. Data that a data subject requests to be made accessible to the public, subject to redaction. Data on any data subject (other than a peace officer) who has not consented to the public release must be redacted if practicable. In addition, any data on undercover officers must be redacted.

4. Data that documents the final disposition of a disciplinary action against a public employee.

However, if another provision of the Data Practices Act classifies data as private or otherwise not public, the data retains that other classification. For instance, data that reveals protected identities under Minn. Stat. §13.82, subd. 17 (e.g., certain victims, witnesses, and others) should not be released even if it would otherwise fit into one of the public categories listed above.

E. Access **to BWC data by non-employees.** Officers shall refer members of the media or public seeking access to BWC data to the chief of police or his designee who shall process the request in accordance with the MGDPA and other governing laws. In particular:

1. An individual shall be allowed to review recorded BWC data about him- or herself and other data subjects in the recording, but access shall not be granted:

   a. If the data was collected or created as part of an active investigation.

   b. To portions of the data that the agency would otherwise be prohibited by law from disclosing to the person seeking access, such as portions that would reveal identities protected by Minn. Stat. §13.82, subd. 17.

2. Unless the data is part of an active investigation, an individual data subject shall be provided with a copy of the recording upon request, but subject to the following guidelines on redaction:

   a. Data on other individuals in the recording who do not consent to the release must be redacted.

   b. Data that would identify undercover officers must be redacted.

   c. Data on other officers who are not undercover, and who are on duty and engaged in the performance of official duties, may not be redacted.

F. Access by peace officers and law enforcement employees. No employee may have access to the department's BWC data except for legitimate law enforcement or data administration purposes:

1. Officers may access and view stored BWC video only when there is a business need for doing so, including the need to defend against an allegation of misconduct or substandard performance. Officers may review video footage of an incident in which they were involved prior to preparing a report, giving a statement, or providing testimony about the incident.

2. Agency personnel shall document their reasons for accessing stored BWC data at the time of each access. Agency personnel are prohibited from accessing BWC data for non-business reasons and from sharing the data for non-law enforcement related purposes, including but not limited to uploading BWC data recorded or maintained by this agency to public and social media websites.

3. Employees seeking access to BWC data for non-business reasons may make a request for it in the same manner as any member of the public.

G. Other authorized disclosures of data. Officers may display portions of BWC footage to witnesses as necessary for purposes of investigation as allowed by Minn. Stat. §13.82, subd. 15, as may be amended from time to time. Officers should generally limit these displays in order to protect against the incidental disclosure of individuals whose identities are not public. Protecting against incidental disclosure could involve, for instance, showing only a portion of the video, showing only screen shots, muting the audio, or playing the audio but not displaying video. In addition,

1. BWC data may be shared with other law enforcement agencies only for legitimate law enforcement purposes that are documented in writing at the time of the disclosure.

2. BWC data shall be made available to prosecutors, courts, and other criminal justice entities as provided by law.

Data Security Safeguards

The City maintains a dedicated computer and server for the storing the data collected by both the BWC and squad camera. The computer and server are password protected. The Chief of Police and Lieutenant, are the system administrators, and are the only individuals who have access to stored data on the computer and server once that data has been uploaded. Individual officers will only have access to upload the BWC and squad camera data. At no time will an individual officer have access or the ability to delete or modify data files.

The BWC and squad camera data is stored on the server, which is automatically backed up on to a secondary hard drive.

A. Personally owned devices, including but not limited to computers and mobile devices, shall not be programmed or used to access or view agency BWC data.

B. Officers shall not intentionally edit, alter, or erase any BWC recording unless otherwise

expressly authorized by the chief or the chief's designee.

C. As required by Minn. Stat. §13.825, subd. 9, as may be amended from time to time, this agency shall obtain an independent biennial audit of its BWC program.

Agency Use of Data

A. At least once a month, supervisors will randomly review BWC usage by each officer to ensure compliance with this policy.

B. In addition, supervisors and other assigned personnel may access BWC data for the purposes of reviewing or investigating a specific incident that has given rise to a complaint or concern about officer misconduct or performance.

C. Nothing in this policy limits or prohibits the use of BWC data as evidence of misconduct or as a basis for discipline.

D. Officers should contact their supervisors to discuss retaining and using BWC footage for training purposes. Officer objections to preserving or using certain footage for training will be considered on a case-by-case basis. Field training officers may utilize BWC data with trainees for the purpose of providing coaching and feedback on the trainees' performance.

Data Retention

A. All BWC data shall be retained for a minimum period of 90 days. There are no exceptions for erroneously recorded or non-evidentiary data.

B. Data documenting the discharge of a firearm by a peace officer in the course of duty, other than for training or the killing of an animal that is sick, injured, or dangerous, must be maintained for a minimum period of one year.

C. Certain kinds of BWC data must be retained for six years:

1. Data that documents the use of deadly force by a peace officer, or force of a sufficient type or degree to require a use of force report or supervisory review.

2. Data documenting circumstances that have given rise to a formal complaint against an officer.

D. Other data having evidentiary value shall be retained for the period specified in the Records Retention Schedule. When a particular recording is subject to multiple retention periods, it shall be maintained for the longest applicable period.

E. Subject to Part F (below), all other BWC footage that is classified as non-evidentiary, becomes classified as non-evidentiary, or is not maintained for training shall be destroyed after 90 days.

F. Upon written request by a BWC data subject, the agency shall retain a recording pertaining to that subject for an additional time period requested by the subject of up to 180 days. The agency will notify the requestor at the time of the request that the data will then be destroyed unless a new written request is received.

G. The department shall maintain an inventory of BWC recordings having evidentiary value.

H. The department will post this policy, together with a link to its Records Retention Schedule, on its website.

Compliance

Supervisors shall monitor for compliance with this policy. The unauthorized access to or disclosure of BWC data may constitute misconduct and subject individuals to disciplinary action and criminal penalties pursuant to Minn. Stat. §13.09.

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Travis Muyres, Police Chief
Date: September 17, 2019
Subject: October 01, 2019 – September 30, 2020 Safe and Sober Grant

Background:

The City of Isanti has allowed its Police Department to participate in the Safe and Sober Grants [Toward Zero Deaths] that are sponsored by the Minnesota Department of Public Safety – Office of Traffic Safety for the past many years. Through this program the City is given grant money to offset expenses for Peace Officer's to provide enhanced enforcement of traffic laws specifically DWI, seatbelt, and speed enforcement.

Action:

I request that the City Council take action by reviewing and considering a resolution to allow a joint venture with the Minnesota Department of Public Safety – Office of Traffic Safety to participate in the Safe and Sober Grant Program with the grant partners of Braham and Cambridge PD along with Isanti County Sheriff's Office.

Attachments:

- Res 2019-XXX

RESOLUTION 2019- XXX

AUTHORIZING THE APPLICATION TO ENTER INTO AN AGREEMENT WITH THE MINNESOTA OFFICE OF TRAFFIC SAFETY GRANT FOR SAFE AND SOBER HIGH VISIBILTY ENFORCEMNT

WHEREAS, the Minnesota Office of Traffic Safety offers an enhanced traffic enforcement grant to promote roadway and driver safety awareness and education, and;

WHEREAS, the Isanti Police Department has participated in this grant for ten plus years and is partnering with Cambridge PD, Braham PD and Isanti County Sheriff's Office to provide high visibility enforcement; and,

WHEREAS, receives compensation for the officer's wages and benefits for hours worked;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. Be it resolved that Isanti Police Department enter into a grant agreement with the Minnesota Department of Public Safety, Office of Traffic Safety for Traffic Safety Enforcement projects during the period from October 1, 2019 through September 30, 2020.

2. That the Chief of Police or designee is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the City of Isanti and Isanti Police Department; and that the fiscal agent of the grant will be the City of Isanti.

Adopted by the Isanti City Council this 17th day of September, 2019.

Attest: _____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

K.5

A Community For Generations.

Isanti

City of Isanti
110-1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

APPLICATION FOR AN EXEMPT GAMBLING PERMIT

Applicant Instructions:

1. Fee upon application is $50.00 and must be made payable to **City of Isanti.**

Name of Organization: North Branch Area Education Foundation

Address of Organization: 5842 Old Main St - Ste 7-4

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Theresa Nelson, Treasurer

Name Address Phone No.

Name Address Phone No.

Name Address Phone No.

Type of Event: Fundraiser Date of event: 10-12-19

Use of Proceeds: Educational Grants for the North Branch Area Public Schools, District 138

Location and address of event:

Spirit River Community Center - 1320 Cty Rd 5 NE Isanti, MN 55040

Estimated value of prizes to be awarded: $3500.00

Name of applicant: Theresa M. Nelson Applicant's phone number:

Signature of applicant: Theresa M. Nelson

Date: 8/30/19

Approved by City Council _____ Resolution # _____

POS = 3 / 311

rec'd 8/30/19 2:45pm

RESOLUTION 2019-XXX

APPROVING APPLICATION FOR AN EXEMPT GAMBLING PERMIT FOR NORTH BRANCH AREA EDUCATION FOUNDATION

WHEREAS, the City has received an application for an exempt gambling permit from North Branch Area Education Foundation to hold a fundraiser event on October 12, 2019 at the Spirit River Community Center, 1320 County Road 5 NE; and,

WHEREAS, the applicant estimates the value of prizes to be awarded is $3,500 and will require state approval; and,

WHEREAS, the City of Isanti has no objection to the conduct of lawful gambling by the applicant, in accordance with law, at the designated location; and,

WHEREAS, the applicant, Theresa Nelson, has successfully passed a background check by the Isanti Police Department;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve an Exempt Gambling Permit to North Branch Area Education Foundation for the event to be held on October 12, 2019 at Spirit River Community Center, 1320 County Road 5 NE Isanti, MN 55040.

This Resolution is hereby approved by the Isanti City Council this 17th day of September 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

RESOLUTION 2019-XXX

APPROVING THE EMPLOYMENT OFFER FOR PART-TIME LIQUOR STORE CLERK TO CASSONDRA EMMEL

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and,

WHEREAS, the Personnel Committee approved to advertise and accept applications to fill a Liquor Store Part-Time Clerk position; and,

WHEREAS, the Interviewing Panel selected Cassondra Emmel as the most qualified candidate for the open Part-Time Liquor Store Clerk position. Offers are contingent on successfully passing a background check and reference check. If any of the mentioned contingencies are not met, the offer can and will be rescinded;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1. That Human Resources is hereby directed to offer the Part-Time Liquor Store Clerk position to Cassondra Emmel for the City of Isanti and that she shall be eligible to start in that position on or after September 18th 2019.
2. That Cassondra Emmel shall start at Step 1 of the Wage Scale at $11.55 per hour.
3. That Cassondra Emmel shall be on probationary status per the Personnel Policy in the position of the Part-Time Clerk position.
4. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
5. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 17th day of September 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members City Council
From: Sheila Sellman, Community Development Director
Date: September 17, 2019
Subject: **RESOLUTION NO. 2019-XXX AUTHORIZING THE EXECUTION OF REPAYMENT AGREEMENT ON LOT 4, BLOCK 1, SUN PRAIRIE FOURTH ADDITION WITH J ROBINSON CONSTRUCTION, INC**

Background:
On December 19, 2017 the City Council amended and extended a SAC and WAC deferral program through Resolution 2017-304 to continue to spur development activity and in 2018, the City Council extended the program to December 31, 2019 by Resolution 2018-268. J Robinson Construction, Inc. has requested that the City execute a Repayment Agreement for three new lots legally described as Lot 3, Block 1, Sun Prairie Fourth Addition, for the construction of three homes. The business is in 'good standing' upon review of the MN Secretary of State Office as of September 9, 2019.

The form of the Repayment Agreement is consistent with the form approved by the City Council on December 19, 2017. The Repayment Agreement will be dated as of the date that the Building Permit is paid for by the Developer.

Request
Staff is requesting that the City Council adopt the attached Resolution.

Attachments:
- Resolution 2019-XXX
- Repayment Agreements

RESOLUTION NO. 2019-XXX

AUTHORIZATION AND EXECUTION OF REPAYMENT AGREEMENT ON LOT 4, BLOCK 1, SUN PRAIRIE FOURTH ADDITION WITH J ROBINSON CONSTRUCTION, INC

WHEREAS, the City of Isanti adopted a SAC and WAC Deferral program on December 19, 2017 which is documented by Resolution 2017-304 and extended the program to December 31, 2019 by Resolution 2018-268; and

WHEREAS, A boiler plate Repayment Agreement was drafted by City Development Attorney and the City Council directed Staff to utilize this agreement for parties interested in SAC and WAC Deferral for commercial or residential development; and

WHEREAS, J Robinson Construction, Inc (the "Developer") has asked the City of Isanti to enter into a Repayment Agreement for the properties legally described as: Lot 4, Block 1, Sun Prairie Fourth Addition (the "Property") and has agreed to pay the recording fee associated with the filing of the Repayment Agreement; and

WHEREAS, the Developer has stated the it will be the owner of the Property at the time of execution of the Repayment Agreement; and

WHEREAS, the date of the Repayment Agreement will be when the Developer signs prior to the payment of the building permit; and

WHEREAS, the Developer is registered, active and is in good standing with the Minnesota Secretary of State Office as of September 12, 2019.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota authorized the Mayor and City Administrator to execute the Repayment Agreement attached hereto contingent upon satisfactory proof of ownership witnessed in a recorded instrument of conveyance to the Developer.

This Resolution hereby approved by the Isanti City Council this 17th day of September 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS

THIS REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS ("AGREEMENT"), made on or as of the ____ day of _____, 2019, by and between the City of Isanti, Minnesota, a Minnesota municipal corporation (hereinafter referred to as the "City") having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040, and J Robinson Construction, Inc. , a corporation under the laws of the State of Minnesota (hereinafter referred to as the "Developer"), having its principal office at 27178 Tamarack St NW, Isanti, MN 55040.

WITNESSETH:

WHEREAS, the Developer intends to construct three single family homes (the "Improvements") on certain real property (the "Property") in the City; and

WHEREAS, in connection with the construction of the Improvements there are certain water and sanitary sewer charges that are payable by the Developer to the City; and

WHEREAS, the Developer has demonstrated to the satisfaction of the City that the Developer is unable to pay the full amount of the charges now and has asked the City to defer such charges and make them payable at a future point in time; and

WHEREAS, the City believes that the development of the Improvements by the Developer is in the best interests of the City and, therefore, it is willing to defer the charges if doing so will facilitate the development and viability of the Improvements.

NOW, THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

ARTICLE I
Definitions

Section 1.1. Definitions. In this Agreement, unless a different meaning clearly appears from the context:

"Agreement" means this Agreement, as the same may be from time to time modified, amended, or supplemented.

"City" means the City of Isanti, Minnesota, its successors and assigns.

"County" means Isanti County, Minnesota.

"Deferred Charges" means the utility charges described in Section 3.1 of this Agreement being deferred by the City and which the Developer is obligated to pay in accordance with this Agreement.

"Developer" means J Robinson Construction, Inc, a Minnesota Corporation, its successors and assigns.

"Event of Default" means an action by the Developer listed in Article IV of this Agreement.

"Improvements" means the single-family home to be constructed by the Developer on the Property.

"Property" means the real property described on the attached Schedule A to this Agreement.

"State" means the State of Minnesota.

ARTICLE II
Representations

Section 2.1. Representations by the City. The City makes the following representations as the basis for the undertaking on its part herein contained:

(a) The City is a statutory city duly organized and existing under the laws of the State. Under State law, the City has the power to enter into this Agreement and to perform its obligations hereunder.

Section 2.2. Representations by the Developer. The Developer represents that:

(a) The Developer is a corporation duly organized and authorized to transact business in the State, is not in violation of any provisions of its Bylaws or the laws of the State, has power to enter into this Agreement and has duly authorized the execution, delivery and performance of this Agreement by proper action of its Board of Directors.

ARTICLE III
Deferred Charges, Payment and Security

Section 3.1. Deferred Charges. The Developer owes to the City the sum of **$ 5,894.00** in deferred utility charges ("Deferred Charges"). The Deferred Charges consist of **$ 2,613.00** in Water Availability Charges and **$ 3,281.00** in Sewer Availability Charges. The City has agreed to defer the payment of the Deferred Charges as described in this Agreement.

Section 3.2. Payment of the Deferred Charges. The Developer covenants and agrees that it will pay the Deferred Charges to the City on the earliest to occur of the following:

(a) on the date that is one hundred and twenty (120) days after the date of this Agreement;

(b) on the date that the Developer sells or transfers the Property or Improvements, or any portion thereof; or

(c) on the date that the City issues a certificate of occupancy for the Improvements.

Interest shall accrue on the Deferred Charges at the rate of zero percent (0%) from the date hereof and continuing until the Deferred Charges and all accrued interest have been paid in full.

Section 3.3. Payment of Costs.

(a) The Developer shall pay all costs for title work and recording of this Agreement.

(b) The Developer shall pay all costs incurred by the City in connection with the preparation and implementation of this Agreement and related documents, including, without limitation, fees of attorneys related the preparation of this Agreement and related documents, if the Developer fails to complete construction of the Improvements within one hundred and twenty (120) days after the date of this Agreement.

Section 3.4 Security. As security for Developer's obligation of repayment of the Deferred Charges and Costs identified in Sections 3.1 and 3.3, Developer hereby grants and the City shall and hereby does have, a lien on the Property in the full amount necessary to satisfy any repayment obligation of the fees and charges identified in Sections 3.1 and 3.3 under this Agreement and the cost including reasonable attorney's fees, of collecting the same.

Section 3.5 Notice. At least 10 days before the date of any sale, cash out refinance, transfer or other conveyance of the Property or, in the event of a sale by contract for deed, Developer or their heirs, executors or representatives, shall give the City notice thereof.

Section 3.6 Mortgage. To secure any such repayment of the Deferred Charges under Section 3.1 and 3.3 as may become due under the provisions of this Article, the Developer hereby

grants to the City a Statutory Short Form Mortgage pursuant to the provisions of Minnesota Statutes Section 507.15 (2016) as follows:

UNIFORM SHORT FORM MORTGAGE

This statutory mortgage, made this ___ day of _____, 2019 between the City of Isanti, a Minnesota Municipal having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040 (the "Mortgagor"), and J Robinson Construction, Inc., a corporation under the laws of the State of Minnesota having its principal office at 27178 Tamarack St NW, Isanti, MN 55040 (the "Mortgagee"),

Witnesseth, that to secure the payment of the Deferred Charges by the Mortgagee to the Mortgagor of $5,894.00 as described in Article 3 of this Agreement (the "Indebtedness") the Mortgagor, hereby mortgages to the mortgagee and grants a security interest in the real property located at 205 9th Ave SE, in the City of Isanti, Isanti County, Minnesota, as legally described and set forth in "Schedule A" attached hereto and made a part hereof ("Property"), subject only to any liens or encumbrances of record thereon as of the date hereof.

And Mortgagor agrees and covenants with the Mortgagee the following statutory covenants;

1. To warrant the title to the Property, subject only to prior encumbrances of record as of the date hereof.
2. To pay the indebtedness as herein provided.
3. To pay all taxes.
4. To keep the buildings located on the Property insured against fire, windstorm and extended coverage for their full insurable value for the protection of the Mortgagee.
5. That the Property shall be kept in repair and no waste shall be committed.
6. That the whole of the principal sum shall become due after default, in the payment of any installment of principal or interest, or of any tax, or in the performance of any other covenant, at the option of the Mortgagee.

If default be made in any payment or covenant herein, the mortgagee shall have the statutory power of sale, and on foreclosure may retain statutory costs and attorney's fees.

Section 3.7. In the event Mortgagor or their heirs, executors or representatives shall fail or refuse to make a required repayment of the Indebtedness within the limited period set forth herein, the Mortgagee may, with or without notice to Mortgagor foreclose said lien in the same manner as provided pursuant an action for the foreclosure of mortgage upon said Property, as by statute provided, or may at its option proceed with foreclosure by advertisement pursuant to the statutory power of sale which the Mortgagor grants to the Mortgagee provided under this Mortgage, in accordance with applicable law. In the event of default by Mortgagor on any of Mortgagor's obligations under the terms of this Mortgage, Mortgagee shall also have the right to pursue any remedy available to it at law or in equity.

ARTICLE IV
Events of Default

Section 4.1. Events of Default Defined. The following shall be "Events of Default" under this Agreement and the term "Event of Default" shall mean, whenever it is used in this Agreement (unless the context otherwise provides), any one or more of the following events:

(a) Failure by the Developer to pay when due any payments required to be paid under this Agreement.

(b) The Developer of the following: (i) file any petition in bankruptcy or for any reorganization, arrangement, composition, readjustment, liquidation, dissolution, or similar relief under United States Bankruptcy Laws or any similar Federal or State Laws; or (ii) make an assignment for the benefit of its creditors; or (iii) admits, in writing, its inability to pay its debts generally as they become due; or (iv) be adjudicated, bankrupt or insolvent.

Section 4.2. City's Remedies on Default. Whenever any Event of Default by Developer referred to in Section 4.1 of this Agreement occurs, the City may take any one or more of the following actions after providing ten (10) days written notice to the Developer of the Event of Default, but only if the Event of Default has not been cured within said ten (10) days:

(a) Declare the entire outstanding balance of the Deferred Charges immediately due and payable;

(b) Terminate this Agreement;

(c) Deny issuance of certificates of occupancy or temporary certificates of occupancy;

(c) Take whatever action, including legal, equitable or administrative action, which may appear necessary or desirable to the City to collect any payments due under this Agreement, or to enforce performance and observance of any obligation, agreement, or covenant of the Developer under this Agreement, including the remedies provided under Article 3.

Section 4.3. No Remedy Exclusive. No remedy herein conferred upon or reserved to the City or Developer is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the City or the Developer to exercise any remedy reserved to it, it shall not be necessary to give notice, other than such notice as may be required in this Article IV.

Section 4.4. No Additional Waiver Implied by One Waiver. In the event any agreement contained in this Agreement should be breached by either party and thereafter waived by the other

party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

Section 4.5. Costs of Enforcement. Whenever any Event of Default occurs and the City shall employ attorneys or incur other expenses for the collection of payments due or to become due or for the enforcement of performance or observance of any obligation or agreement on the part of the Developer under this Agreement, the Developer agrees that it shall, within ten (10) days of written demand by the City, pay to the City the reasonable fees of such attorneys and such other expenses so incurred by the City.

Section 4.6. Certificate of Occupancy. The City may deny a certificate of occupancy or temporary certificate of occupancy for the Property until all amounts owed to the City under the terms of this Agreement have been paid by Developer.

ARTICLE V
Additional Provisions

Section 5.1. Representatives Not Individually Liable. No member, official, or employee of the City shall be personally liable to the Developer, or any successor in interest, in the event of any default or breach or for any amount which may become due to Developer or successor in interest or on any obligations under the terms of this Agreement.

Section 5.2. Titles of Articles and Sections. Any titles of the several parts, Articles, and Sections of the Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

Section 5.3. Notices and Demands. Except as otherwise expressly provided in this Agreement, a notice, demand, or other communication under the Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally; and

(a) in the case of the Developer, is addressed to or delivered personally to J Robinson Construction, Inc. 27178 Tamarack St NW, Isanti, MN 55040; and

(b) in the case of the City, is addressed to or delivered personally to the City at 110 First Avenue N.W., P.O. Box 428, Isanti, Minnesota 55040,

or at such other address with respect to either such party as that party may, from time to time, designate in writing and forward to the other as provided in this Section.

Section 5.4. Disclaimer of Relationships. The Developer acknowledges that nothing contained in this Agreement nor any act by the City or the Developer shall be deemed or construed by the Developer or by any third person to create any relationship of third-party beneficiary, principal and agent, limited or general partner, or joint venture between the City and the Developer or any third party.

Section 5.5. Release. Upon payment of all fees and charges under Article III in accordance with the provisions of this Agreement, the City will furnish Developer with a Release of Mortgage for the Property within a reasonable period of time following the request. Developer shall be responsible for recording the Release of Mortgage.

Section 5.6. Modifications. This Agreement may be modified solely through written amendments hereto executed by the Developer and the City.

Section 5.7. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

Section 5.8. Judicial Interpretation. Should any provision of this Agreement require judicial interpretation, the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agent or attorney prepared the same, it being agreed that the agents and attorneys of both parties have participated in the preparation hereof.

Section 5.9. Run with the Land. This Agreement may be recorded against the Property and shall run with the aforesaid Property and shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, representatives, successors and assigns.

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed in its name and behalf and the Developer has caused this Agreement to be duly executed in its name and behalf on or as of the date first above written.

[remainder of page intentionally left blank]
[signature pages to follow]

CITY/MORTGAGEE:
CITY OF ISANTI, MINNESOTA

By _____
Its Mayor

By _____
Its City Administrator

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ___ day of _____, 2019, by Jeff Johnson and Josi Wood, the Mayor and City Administrator of the City of Isanti, Minnesota, a Minnesota municipal corporation, on behalf of the City.

_____
Notary Public

DEVELOPER/MORTGAGOR:
J Robinson Construction, Inc.

By _____
Its President

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ____ day of _____, 2019, by Joshua W. Robinson, the President of J Robinson Construction, Inc, a corporation under the laws of the State of Minnesota, on behalf of the corporation.

_____
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

City of Isanti
110 1st Avenue NW
PO Box 428
Isanti, MN 55040
Telephone: (763) 444-5512

SCHEDULE A

Description of Property

Lot 4, Block 1, Sun Prairie Fourth Addition, Isanti County, Minnesota

A Community For Generations.
Isanti

Isanti Police Department Monthly Report

August 2019

Reported Crime	Month to Date	Year to Date
Theft	8	69
Assault	4	21
Vandalism/Damage to Property	3	29
Narcotics	1	19
Burglary	1	9
Domestics	4	46
Crim Sex	1	3
Robbery	0	0
Loud Party/Disturbance	14	95
Medical	24	222
Permit to Purchase	4	46
Security Check / Extra Patrol	288	2,049

Traffic Offenses	Month to Date	Year to Date
No Insurance	4	43
DUI	3	17
Accidents	4	65
Hit & Run	0	7
Warrant P/U	1	23
Speed	72	205
DAR/DAS	6	36
Administrative Citations (Including Speed)	77	226

Squad Mileage	Month End Mileage	Month Miles		YTD Miles
Ford Explorer 221	82,547	3,437	*	12,667
Ford Explorer 224	66,671	929		13,770
Ford F150 225	23,269	870		7,081
Chevy Silverado 220	Out of Service	0		305
Chevy Impala 223	93,074	291		3,151
Dodge Durango 226	5460	1410		5460
Dodge Durango 227	2,096	1150		2096

* Note - Mileage combined for July and August

CEZT REPORT

CATEGORY	*CURRENT*	*LAST MO*	*2 MOS*	*3 MOS*	*4 MOS*	*5 MOS*	*6 MOS*
TOTAL CASES YTD	**324**	**312**	**213**	**187**	**172**	**167**	**22**
TOTAL OPEN CASES	**12**	**14**	**22**	**17**	**17**	**68**	**4**
VIOLATIONS CLOSED THIS PERIOD	**101**	**7**	**25**	**1**	**1**	**23**	**2**
NEW ISSUES THIS PERIOD	**10**	**99**	**26**	**15**	**5**	**145**	**11**
CAN-Proh Animals	0	0	0	0	0	0	0
CCV-Comm Vehicle Storage	0	0	0	0	0	0	0
CDO--Dogs	0	0	0	0	0	0	0
CPA-Park & Store	2	2	4	2	1	0	2
CSN-Snow Removal	0	0	0	0	0	0	0
CSP-Admin Permits/Solicitors/Peddlers	0	0	0	0	0	0	0
CST--Fish Houses, PODS, Rolloffs	0	0	0	0	0	0	0
GAR - Garage Sales	0	0	0	0	0	0	0
H2O-Water restrictions	0	0	0	0	0	0	0
NEX-Exterior Structure, Paint/Repair	0	0	0	0	0	0	0
NGA-Garbage Service & Storage	0	0	0	0	0	0	0
NGR--Grass Length	4	30	15	9	0	0	0
NJU--Junk/Brush	1	65	5	2	3	0	0
NOX-Noxious Weeds	0	0	0	0	0	0	0
NUV-Unlicensed vehicle or missing plates	0	0	0	0	0	0	0
RNT-Unlicensed rental	0	0	2	0	0	0	0
SGN-Signs	3	2	0	0	0	0	0
UNP-Unpermitted work	0	0	0	2	1	145	9
ZAC-Accessory Building	0	0	0	0	0	0	0
ZFE-Fence	0	0	0	0	0	0	0
ZTD--Temporary Dwelling	0	0	0	0	0	0	0
Compliance Letters Mailed this period	13	100	44	5	5	145	11
Administrative Citations Issues/period	0	1	0	0	0	0	0
Criminal Citations Issued/period	0	0	0	0	0	0	0
Abated Properties/Period	0	1	3	0	0	0	0
Admin Hearings Requested	0	1	0	0	0	0	0
Admin Hearings Held w positive judgement	0	0	0	0	0	0	0
Criminal trials w positive judgement	0	0	0	0	0	0	0
AVERAGE TIME TO COMPLIANCE	**15**	**18**	**11**	**7**	**15**	**20**	**14**

CITY OF ISANTI MONTHLY REPORT

August 2019

RESIDENTIAL	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
	Month	YTD	Month	YTD	Month	Quarter	Month	YTD	Month	YTD
FENCE	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
ROOF / SIDING	5	28	$0.00	$0.00	$5.00	$12.00	$400.00	$2,240.00		
DECK	7	35	$52,627.92	$225,827.76	$26.31	$45.76	$1,915.65	$8,644.16		
LL FINISH	0	14	$0.00	$254,904.25	$0.00	$9.99	$0.00	$7,780.23		
REMODEL / ADDITION	0	5	$0.00	$136,744.38	$0.00	$0.00	$0.00	$3,200.15		
GARAGE / SHED	1	5	$13,248.00	$69,471.20	$6.62	$6.62	$425.70	$2,161.50		
MISCELLANEOUS	26	117	$0.00	$19,895.00	$26.00	$40.00	$3,330.00	$15,142.28		
SINGLE DWELLINGS	4	57	$639,614.83	$10,918,153.11	$320.03	$1,368.51	$9,628.80	$143,029.70		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	18	97	$0.00	$6,459.86	$18.00	$41.00	$1,350.00	$7,302.75		
PLUMBING	14	92	$0.00	$0.00	$14.00	$38.00	$1,156.00	$7,448.00		
RESIDENTIAL TOTAL	**75**	**450**	**$705,490.75**	**$11,631,455.56**	**$415.96**	**$1,561.88**	**$18,206.15**	**$196,948.77**		
COMMERCIAL										
NEW BUILDINGS	0	1	$0.00	$400,000.00	$0.00	$200.00	$0.00	$4,785.00		
REMODEL / ADDITION	2	7	$2,000.00	$136,600.00	$1.00	$38.50	$165.00	$3,451.80		
PLUMBING	1	6	$5,200.00	$35,108.00	$2.60	$9.60	$128.70	$1,281.05		
MECHANICAL	1	3	$7,000.00	$59,000.00	$3.50	$27.75	$173.25	$1,460.26		
ROOF / SIDING	0	2	$0.00	$100,265.00	$0.00	$0.00	$0.00	$2,204.40		
MISCELLANEOUS	5	25	$9,700.00	$488,965.00	$8.85	$23.93	$739.20	$10,204.50		
COMMERCIAL TOTAL	**9**	**44**	**$23,900.00**	**$1,219,938.00**	**$15.95**	**$299.78**	**$1,206.15**	**$23,387.01**		
RESIDENTIAL/COMMERCIAL TOTAL	**84**	**494**	**$729,390.75**	**$12,851,393.56**	**$431.91**	**$1,861.66**	**$19,412.30**	**$220,335.78**	**$23,576.00**	**$323,654.00**

YEARLY BUILDING PERMIT COMPARISONS **THRU 8/31/2019**

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
2014	344	27	0	1	$12,662,701.00	$138,229.51	$209,277.00
2015	311	25	0	0	$6,099,434.06	$109,928.42	$183,609.00
2016	417	50	0	5	$16,709,769.82	$234,635.42	$545,717.88
2017	475	65	0	1	$12,069,661.50	$205,155.95	$522,536.80
2018	492	66	0	2	$17,494,372.86	$269,652.08	$380,152.00
2019	494	57	0	1	$12,851,393.56	$220,335.78	$323,654.00

MONTHLY COMPARISON FOR 2019

Month	# Permits	Permit Value	Permit Fees
January	38	$146,958.00	$6,526.70
February	32	$753,514.64	$13,387.05
March	31	$1,758,333.77	$23,512.96
April	57	$1,533,973.19	$26,563.15
May	75	$2,113,444.42	$36,380.79
June	78	$3,106,947.17	$47,384.35
July	97	$2,700,831.62	$46,841.28
August	84	$729,390.75	$19,412.30
September	2	$8,000.00	$327.20
October	0	$0.00	$0.00
November	0	$0.00	$0.00
December	0	$0.00	$0.00
Totals	494	$12,851,393.56	$220,335.78

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Real People. Real Solutions.

7533 Sunwood Dr
Su
Ramsey, MN 55303-5119

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Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: September 11, 2019

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W. Cook, P.E.
City Engineer

Subject: Project Status Report
Isanti, MN
Project No.: R13.117985

Please find listed below a status report of the current projects in the City of Isanti:

1) Annexed Parcel Service Extensions

Construction is planned to be completed by the end of October.

2) TH 65 & Cajima Street RCUT Improvements

A pre-construction meeting will be scheduled in late September for fall construction.

3) 2019 Storm System Maintenance Project

This project is complete

4) 2019 Pavement Management Project

This project is complete.

5) Legacy Pines 2nd Addition

We have reviewed the proposed plans and await submittal of the revised documents.

6) Villages on the Rum 6th Addition

Once the Final Plat is completed and filed, construction may begin this fall.

7) Dollar General

Once the Final Plat is completed and filed, construction may begin this fall.

8) MS4 Implementation

We will continue to assist the City as requested to meet MS4 requirements.

In addition to the current projects listed above we have completed and accepted 52 private developments and 70 city contracts since being selected as your City Engineer in 2008.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, OCTOBER 1, 2019 – 7:00 P.M.
CITY HALL

I. Citizens Input
II. City Council Agenda

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Award
1. Swearing in of New Police Lieutenant John McCarty

F. Approve City Council Minutes
1. September 17, 2019 - Regular Meeting of the City Council
2. September 17, 2019 - Committee of the Whole Meeting
3. August 7, 2019 - Planning Commission Meeting
4. August 20, 2019 - Planning Commission Meeting
5. July 23, 2019- Parks, Recreation and Culture Board Meeting

G. Announcements

1. Committee of the Whole	Tuesday, October 15, 2019 at 5:00 p.m.
2. City Council Meeting	Tuesday, October 15, 2019 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, October 15, 2019 *(Immediately following the City Council Meeting)*
4. Park, Recreation, & Culture Board Meeting	Tuesday, October 22, 2019 at 6:00 p.m.

H. Council Committee Reports

I. Public Hearings

J. Business Items
1. Designating Representatives for City Commissions and Advisory Boards for 2019
    a. Resolution 2019-XXX Accepting Rod Barrows Letter of Resignation on EDA Board
    b. Resolution 2019-XXX Amending Resolution 2019-202 for Replacing Jeff Johnson on Park, Recreation and Culture Board and Vacant Seat on the EDA Board

<u>City Administrator Josi Wood</u>
2. Resolution 2019-XXX Approving a Special Event Permit Application for The CBD Joint Grand Opening *(Matt Carlson)*
3. Ordinance Amending the Code for the City of Isanti, Chapter 216 Nuisances

<u>Community Development Director Sheila Sellman</u>
4. Resolution 2019-XXX Approval of a Site Plan and Variance for Prairie Senior Cottages 2.

5. Resolution 2019-XXX Authorization and Execution of Repayment Agreement for Lot 1, Block 1, Bank Site Addition with Prairie Senior Cottages of Isanti, LLC.

K. Approve Consent Agenda

1. Accounts Payable in the Amount of $196,611.76 Payroll in the Amount of $95,792.10
2. Resolution 2019-XXX Approving Document Imaging Agreement
3. Resolution 2019-XXX Release of Letter of Credit for Granger Machine Parking Lot Expansion
4. Resolution 2019-XXX Final Plat Villages on the Rum 6th Addition
5. Resolution 2019-XXX Authorizing Exterior Painting of the Police Department/ Fire Station Facility
6. Resolution 2019-XXX Approving Exempt Gambling Permit for Cambridge-Isanti Arena Corporation for Raffle
7. Resolution 2019-XXX Approving Exempt Gambling Permit for Rum River BMX Fire and Ice Event
8. Resolution 2019-XXX Approving Exempt Gambling Permit for Rum River BMX Spoketacular Event
9. Resolution 2019-XXX Approving Exempt Gambling Permit for Mother Seton Guild/ St. Elizabeth Ann Seton
10. Resolution 2019-XXX Approving the Removal of Weeds in Sidewalks and Bikepaths
11. Resolution 2019-XXX Approving Donation Box at Liquor Store
12. Resolution 2019-XXX Accepting Towing Proposal
13. Resolution 2019-XXX Approving a Contract with Leaf's Towing and Recovery
14. Resolution 2019-XXX Designation Polling Places in the City of Isanti for 2020 Elections
15. Resolution 2019-XXX Approving the Change in Providers for Employee Health Insurance
16. Resolution 2019-XXX Approving a Memorandum of Understanding Between the City of Isanti and I.E.O.U., Local 49, AFL-CIO Regarding Article 17.1 Health Insurance
17. Resolution 2019-XXX Approving a Memorandum of Understanding Between the City of Isanti and L.E.L.S., Local 217, Regarding Article 22.1 Health Insurance

L. Other Communications

1. Draft Minutes from the September 24, 2019 Parks, Recreation, and Culture Board Meeting

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, SEPTEMBER 17, 2019 – 7:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley and Steve Lundeen

Members Absent: Dan Collison

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Community Development Director Sheila Sellman and Police Chief Travis Muyres

Others Present: Sarah Motl and Dustin Lee

D. Adopt Agenda
Motion by Lundeen, second by Bergley to adopt agenda as presented. Motion passed 4-0. Motion carried.

E. Proclamations/Commendations/Certificate Awards
None

F. Approve City Council Minutes
1. September 3, 2019- Regular Meeting of the City Council
Motion by Bergley, second by Gordon to approve minutes as presented. Motion passed 4-0. Motion carried.

G. Announcements

1.	Park, Recreation, & Culture Board Meeting	Tuesday, September 24, 2019 at 6:00 p.m.
2.	City Council Meeting	Tuesday, October 1, 2019 at 7:00 p.m.
3.	EDA Meeting	Tuesday, October 1, 2019 *(Following the City Council Meeting)*

H. Council Committee Reports
None

I. Public Hearings
None

J. <u>Business Items</u>
1. Toward Zero Deaths Presentation from Isanti County Public Health (*Sarah Motl*)

Sarah Motl shared information with City Council regarding Toward Zero Deaths program. No action was taken.

K. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $233,527.11 Payroll in the Amount of $97,257.35
2. Resolution 2019-XXX Approving Police Department Sexual Assault Investigation Policy
3. Resolution 2019-XXX Approving Police Department Body Worn Camera Policy
4. Resolution 2019-XXX Authorizing Application for Safe and Sober Grant
5. Resolution 2019-XXX Approving Exempt Gambling Permit for North Branch Area Education Foundation
6. Resolution 2019-XXX Approving Offer for Part-time Liquor Store Clerk Cassondra Emmel
7. Resolution 2019-XXX Authorization and Execution of Repayment Agreement on Lot 4, Block 1, Sun Prairie Fourth Addition with J Robinson Construction, Inc

Motion by Lundeen, second by Bergley to approve Consent Agenda as presented. Motion passed 4-0. Motion carried.

L. Other Communications

1. August Police Department Reports
2. August Code Enforcement Officer Report
3. August Building Inspector Report
4. September Engineering Project Status Report

Adjournment

Motion to adjourn by Bergley, second by Gordon. Motion passed 4-0. Motion carried. The meeting was adjourned at 7:20 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

MINUTES
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, SEPTEMBER 17, 2019 – 5:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 5:00 p.m.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley (arrived at 5:03 p.m.) and Steve Lundeen

Member Absent: Dan Collison
Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Chief of Police Travis Muyres, Public Services Director Matt Sylvester, Community Development Director Sheila Sellman and City Engineer Jason Cook

D. Committee Meeting Items

1. Public Works Updates
   - Information was shared with Committee

2. Speed Sign Discussion – Collison
   - Recommendation from Committee is bring to Committee of the Whole with cost of what it would be to put up signs reminding drivers to drive like their kids live there.

3. Whiskey Road- Walk Infill Report – Jason Cook
   - Recommendation from Committee is to have Mayor Johnson discuss with homeowner and for City Engineer Jason Cook to research cost.

4. Employee Health Insurance Benefits Provider Change
   - Recommendation from Committee is to move forward with PEIP and bring to City Council meeting.

5. Painting the Police Department/ Fire District Building Discussion
   - Recommendation from Committee is to move forward and bring to City Council meeting.

6. Spraying Weeds on Sidewalk Discussion
   - Recommendation from Committee is to move forward and bring to City Council meeting.

7. Draft ORD noise – Chapter 216
   - Recommendation from Committee is to move forward and post ordinance for 10 days and bring to City Council meeting.

8. Noise Ordinance/ Dog health issues
    - Recommendation from Committee is to move forward and bring to City Council meeting.

9. Attorney Presence at Council Discussion
    - Recommendation from Committee is attorney presence does not need to be at every City Council meeting unless called upon.
10. Backdrop/ Flags in Chambers
    - Recommendation from Committee is to add state flag, city flag, POW flag and new vinyl Isanti logo sign.

E. Adjournment

Meeting was adjourned at 6:24 p.m.

Jaden Moore

Respectfully Submitted,
Jaden Moore
Deputy City Clerk/ Human Resources

CITY OF ISANTI
SPECIAL PLANNING COMMISSION MEETING
Wednesday, August 7, 2019
Minutes

Call to Order: Chairman Johnson called the meeting to order at 7:38pm
Roll Call: Johnson, Lundeen, Collison, Gordon, Bergley
Excused Absence Simon. Unexcused absence Collins.
Staff Present: Sheila Sellman, Community Development Director, Josi Wood, City Administrator

Public Hearings

Request from Best Western Plus, for approval of a Site Plan Amendment, required under City Ordinance 445, Sect. 18, Subd. 2(A). Said requests is for a revised landscape Plan on PID 161460010. Sellman gave the staff report and explained the request was to amend the approved landscape plan for the development by reducing the plantings from 554 plantings to 117 plantings. Sellman recommended that if there are any changes to keep the buffer around the patio and trash enclosures and be cognizant of the residential surroundings.

Chairman Johnson opened the public hearing. Rob Binder with Civil Site Group was available to the Commission for questions regarding the landscape changes, he represented the hotel. Binder explained to the Commission that the reduction in shrubs and perennials is due to maintenance issues that were not factored into the original plan. Gordon questioned what kind of savings is this to the hotel, there was not a response. Lundeen stated the buffer between the residents and the hotel has to stay. Johnson stated that all the other businesses in town have stuck to their plans and maintained their landscape why should this be different? Gordon suggested that if the hotel saves money by reduces the plantings then they should split the savings with the City since the City is so financially vested in the development. Lundeen doesn't want to set a precedence by changes plans, they should stick with what was approved. Bergley could support a cut in plantings if the savings is shared with the city.

Ken Koense project Architect addressed the board. Stated the changes don't diminish or impact the area. Agreed to revise the plan and come back with something as close to the original as they can.

Jason Rouke, 208 Richard Ave spoke against the changes. Stated the landscape additions were put in place out of respect for the neighbors. The hotel already got variances for setbacks, they can't promise things and then take them back.

Tom Aleckson, 208 Richard Ave spoke against the changes. He questioned why the hotel was even open they don't have sod or the 2nd lift on the parking lot.

Johnson closed the public hearing at 7:58pm.

Gordon and Johnson both agreed that if there is a savings for the hotel in reducing the landscape then the city should get some of their money back. Bergley is for the original plan. Lundeen doesn't want to see any reduction on the back side and questioned when the 2nd lift was going to be put in the parking lot.

Motion by Johnson to decline the proposed changes, can come back to Planning Commission with a different revised plan. 2nd by Gordon, Bergley asked staff to notify the neighbors of the meeting. Motion passed 5-0.

Motion by Bergely to re-open the public hearing and to table to the August 20, 2019 Planning Commission meeting 2nd by Lundeen, motion passed 4-1, Collison Nay.

Other Business: None

Discussion Items: None

Adjournment: Motion by Lundeen 2nd by Bergley to adjourn. Motion passed 5-0, adjourned at 8:10pm.

Respectfully Submitted

Sheila Sellman
Community Development Director/Secretary

CITY OF ISANTI
PLANNING COMMISSION MEETING
Tuesday, August 20, 2019
Minutes

Call to Order: Chairman Johnson called the meeting to order at 7:10pm
Roll Call: Commissioners present: Chairman Johnson, Collison, Lundeen, Bergley, Gordon, Simon. Collins arrived at 7:18pm

Staff Present: Community Development Director Sheila Sellman and Assistant City Administrator/Special Projects Don Lorsung

Agenda Modifications: Motion by Lundeen to move item 3 Public Hearing to the bottom of the agenda, second by Gordon motion passed 5-1 with Bergley Nay.

Meeting Minutes: Motion by Lundeen 2nd by Collison to approve Minutes from the July 16, 2019 Planning Commission Meeting, motion passed 6-0.

Other Business
Request from Jeff Pfeffer for a Final Plat of Sun Prairie 5th Addition under City Ordinance 536 Article 6 for property described as Outlog J, Sun Prairie first Addition. Sellman gave the staff report, both staff and the City Engineer recommend approval. Motion by Lundeen 2nd by Collison motion passed 7-0.

Comprehensive Plan Update – Chapter 3, Housing. Losung gave the staff report and reviewed the recommendations Chapter 3, of the Comp Plan. The board discussed the need to update the housing study and agreed to discuss that item as the goals session.

Public Hearings
Continued from August 7, 2019 - Request from Best Western Plus, for approval of a Site Plan Amendment, required under City Ordinance 445, Sect. 18, Subd. 2(A). Said requests is for a revised landscape Plan on PID 161460010. Sellman reported to the board that no updates have been made from the original request that was reviewed at the Special Meeting. The applicant was not present. Jason Bourke residing at 208 Richard Ave spoke at the public hearing. He stated that the hotel already planted the revised plan. He spoke at the Special Meeting opposed to the request and is still opposed to the modifications. The Commission was disappointed that the hotel representatives were again not at the meeting. Bergley mentioned that the hotel didn't put down the required 4 inches of black dirt before they laid sod, asked staff to look into that. Motion by Lundeen, second by Collison to keep the original plan in place. Motion passed 7-0

Motion by Bergley second my Lundeen to adjourn. Motion passed 7-0 adjourned at 7:37pm.

Respectfully Submitted

Sheila Sellman
Community Development Director/Secretary

F.5.

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
July 23, 2019
City Council Chambers

1. Meeting Opening.

A. Call to Order.
Zdon called the meeting to order at 6:10 p.m.

B. Pledge of Allegiance.
Everyone stood for the Pledge of Allegiance.

C. Roll Call.
Members Present: James Witte, Aaron Zdon, and Mayor Johnson
Staff Present: Jennifer Garvey, Parks, Recreation, and Culture Manager

D. Agenda Modifications.
Zdon asked if there were any agenda modifications, there were none. Motion by Johnson, second by Witte to approve the agenda for the July 23, 2019 Parks, Recreation, and Culture Board Meeting.

2. Approval of Minutes from May 28, 2019 Parks, Recreation, and Culture Board Meeting

Motion by Witte second by Johnson. Minutes were unanimously approved.

3. Community Event Discussion

Steve Lundeen – 1110 Ironwood Ave Sw – brought to the board ideas he would like to see be explored more by the board. A community light show, similar to Bentleyville for the community to enjoy and to assist with sponsoring and volunteering at. Mayor Johnson had first presented idea in 2017 or 2018 to the board. Mayor Johnson has information he gathered at that time for this event. The board agreed to continue to move forward with looking more into this type of event to be held here in Isanti with the intention to make sure we have strong sponsors/volunteers to start to plan for a future event. Lundeen then mentioned an egg hunt, it was brought up that Rum River BMX has had this type of event the past couple of years and so the city could reach out and co-sponsor/partner with the existing event. Belt buckle/medallion hunt to go along with the Rodeo/Jubilee Days celebration and the board decided to continue to look into this event.

4. Preview the Parks, Recreation and Culture Comp Plan

Garvey explained that the comp plan had not been reviewed by this board since 2011 and is bringing it tonight to have the board provide staff direction if they would like to set up a sub-committee to review this packet. The board discussed that they would each review the plan on their own over the next month and bring it back to the August meeting with their insights/updates/etc.

5. Parks Update

Garvey shared that in April of 2019, the board approved the new paint project that will start on Monday July 29. The large playground and swing area will re-painted and the entire playground area will be closed for 2 weeks, weather depending. The Passport to Parks scavenger hunt kickoff event was on Thursday June 20 at Bluebird Park and the hunt will continue, in which citizens can explore our parks and is open through Friday August 9. A Grand Prize drawing will take place at 7:00 pm at the beginning of the Street Dance on August 17. Passports are available for download from the City's website or can be picked up at City Hall. Garvey continued that our second street dance of the summer was Saturday July 20 featuring Audio Circus, and the final dance will be on August 17 featuring Good for Gary, as the ending to our Celebrate Isanti event. The attendance for the June dance was slightly higher than the July date. June we had a couple of moments of rain, but for July the weather was a wonderful event. The Dog Park Grand Opening and ribbon cutting

ceremony was on Wednesday June 12 at 11am. We had about 30 people in attendance and 12 dogs. Staff conducted a drawing for a few prizes and the guests of honor seemed to enjoy meeting new friends and running around without a leash on. Legacy Park, the developer has granted a temporary access point from the new street and staff has placed signs at this point and mowed a path to the entrance of the park. The access point will have to have be moved again as the one we created now has stakes in it so this access point will need to be adjusted. The developer has provided plans to expand the project this fall and go back as far as the true park entrance and parking lot. If the process continues and gets approval, the parking lot for Legacy could be paved and ready by winter. Curious Creatures is a monthly program geared toward 2-5 years old, that switches park locations and has a new theme each month. This is free for residents and $3.00 for non-residents for June 11 we had 15 kids in attendance at River Bluff Preserve for Terrific Turtles and July 9 we had 7 kids in attendance at Bluebird Park for Incredible Insects. Celebrate Isanti is our city celebration day. The day starts off with the bike/run/walk at 8:30 and 8:45, the then continues with the Kids festival, community organization/business vendor showcase from9am-1pm, the car show from 10a-3pm along Main street and then finishes up with the last street dance at 7pm with Good for Gary and also at 7pm the grand prize drawing for the scavenger hunt. Volunteers are needed throughout the day to assist with the race, and kids festival.

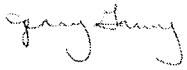
6. Adjournment

Motion by Witte, second by Johnson to adjourn the July 23, 2019 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:40 p.m.

Dated at Isanti, Minnesota this 24th day of July, 2019.

Respectfully submitted,



Jenny Garvey
Parks, Recreation, and Culture Manager

J.1.

A Community For Generations.
Isanti

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: October 1, 2019
Subject: Resolution Accepting EDA Board Member Rod Barrow's Resignation and Resolution Designating Representatives for City Commissions and Advisory Boards for 2019

Economic Development Authority Board Member Rod Barrows has provided written notice of resignation from his seat on the EDA Board effective September 19th. The EDA Board will now have a vacant seat for the term ending December 31, 2024 which staff will post to refill.

Mayor Johnson has requested discussion regarding another member of the Council being appointed to the Parks, Recreation and Culture Board seat as the Council Representative.

Request
Staff is seeking action on these items.

Attachments
- Resolution 2019-XXX
- Resolution 2019-XXX

J.1.a.

RESOLUTION 2019-XXX

RESOLUTION ACCEPTING ECONOMIC DEVELOPMENT AUTHORITY BOARD MEMBER ROD BARROW'S RESIGNATION

WHEREAS, Mr. Rod Barrows was appointed by the City Council to serve as a member of the Economic Development Authority Board for a term that expires on December 31, 2024; and,

WHEREAS, Mr. Barrows has provided written notice of resignation as a member of the Economic Development Authority Board effective September 19, 2019;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that Mr. Rod Barrow's resignation as a member of the Economic Development Authority Board is hereby approved and staff is authorized to post the Board vacancy.

This Resolution is hereby approved by the Isanti City Council this 1st day of October, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2019-XXX
Amending Resolution 2019-202

J.1.b.

RESOLUTION DESIGNATING COMMITTEES AND REPRESENTATIVES FOR CITY COMMISSIONS AND ADVISORY BOARDS FOR YEAR 2019

WHEREAS, the City is required to make certain official appointments at the beginning of each year; and,

WHEREAS, the City Council must appoint City Council members to represent the City on various City and County-wide organizations on an annual basis:

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. That the City Council appoints the following individuals to represent the City on the following commissions, boards and advisory committees for 2019:

Committee of the Whole	Mayor and City Council
Economic Development Authority	Mayor and City Council
Parks, Recreation & Culture Board	
Planning Commission	Mayor and City Council
Rum River BMX Association Board	Collison
Community Education	Mayor
Cable TV Liaison	Lundeen
Civil Defense Director	Mayor
Fire District	Lundeen, Alternate Mayor Johnson
ICICLE	Bergley, Alternate Mayor
School Liaison	Mayor, Lundeen
Chamber of Commerce Liaison	Mayor
Bike Isanti County Committee	Mayor
C-I Bike/Walk Trail	Gordon
Public Works Labor Management Committee	Mayor - Guest Representative
Weed Inspector	Mayor

2. That the City Council appoints the following to act as Mayor Pro-tem in the absence of the Mayor: Councilor Steve Lundeen.

3. That the Planning Commission, Economic Development Authority Board, and Park, Recreation and Culture Board shall meet on the date and times as designated as outlined on the attached schedule and posted at Isanti City Hall.

4. That the City Council designates the following individuals to the Park, Recreation and Culture Board for 2019:

Brian Thum	*(term expiration 12-31-2020)*
Aaron Zdon	*(term expiration 12-31-2019)*
James Witte	*(term expiration 12-31-2021)*
_____	*(term expiration 12-31-2021)*
_____	Council Representative (*term expiration 12-31-2019*
_____	Student Representative *(term expiration 12-31-2019)*

5. That the City Council designates the following individuals to the Planning Commission for year 2019:

Mayor and City Council:	
Jeffrey Johnson	(*term expiration 12-31-2019)*
Dan Collison	(*term expiration 12-31-2019*)
James Gordon	(*term expiration 12-31-2019*)
Paul Bergley	(*term expiration 12-31-2019*)
Steve Lundeen	(*term expiration 12-31-2019*)
Appointed Members:	
Alexander Collins	*(term expiration 12-31-2021)*
Arissya Simon	*(term expiration 12-31-2019)*

6. That the City Council Economic Development Authority Board membership terms are as follows for year 2019:

Mayor and City Council:	
Jeffrey Johnson	*(term expiration 12-31-2019)*
Dan Collison	*(term expiration 12-31-2019)*
James Gordon	*(term expiration 12-31-2019)*
Paul Bergley	*(term expiration 12-31-2019)*
Steve Lundeen	*(term expiration 12-31-2019)*
Appointed Members:	
_____	*(term expiration 12-31-2024)*
Jill Reller	*(term expiration 12-31-2020)*

This Resolution is hereby approved by the Isanti City Council this 1st day of October, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

J.2.

Request for City Council Action - MEMO

To: Mayor Johnson and Members of City Council

From: Jenny Garvey, Parks, Recreation, and Culture Manager

Date: October 1, 2019

Subject: A Resolution Approving a Special Event Permit Application for The CBD Joint Grand Opening

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Background

The CBD Joint will be hosting a grand opening event on Saturday October 12, 2019 from 1:00 to 5:00 pm. The estimated number of individuals in attendance is 200. Parking will take place within the business parking, located at 801 Hwy 65 NE.

The event is inside the business. The parking lot will have one van and one food truck and the remaining lot will be used for the public to park. The applicant has restroom facilities being provided by the Jimmy's Johnny's for the event. The CBD Joint staff will be attending to trash pickup throughout the event and after the event is complete, The CBD Joint has on file the $100 clean up deposit check and should Public Works need to clean the grounds for any reason, this check may be cashed. A public addressing system will not be used during the event, however the 93x van will be playing /broadcasting from their van. The CBD Joint has provided the certificate of liability has applied for a temporary sign permit for a 4'x8' banner and has provided an approval letter from the property owner.

Event organizers need to continually monitor traffic, parking and congestion as to not interfere with TH 65 and make adjustments to alleviate safety issues as needed through the event.

Special Event Permit application materials have been included for Council review.

Staff Request

City staff are requesting City Council's approval of the Special Event Permit for The CBD Joint Grand Opening

Attachments

- Resolution No. 2019-XXX
- Special Event Application Materials
  - Application
  - Departmental Review
  - Site Map
  - Temporary Sign Permit Application

RESOLUTION NO. 2019-XXX

RESOLUTION APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR THE CBD JOINT GRAND OPENING

WHEREAS, The CBD Joint has submitted a special event application requesting a permit to host a grand opening event; and,

WHEREAS, the event is scheduled for Saturday, October 12, 2019 from 1:00 to 5:00 p.m.; and,

WHEREAS, the event will take place at The CBD Joint located at 801 Hwy 65 NE; and,

WHEREAS, the estimated number of people to be in attendance is 200; and,

WHEREAS, the applicant is required to provide additional portable restroom facilities for the event, in which the applicant has contracted with Jimmy's Johnnys for 2 units; and,

WHEREAS, event spectator parking will be contained to the paved surfaces; and,

WHEREAS, the event is inside the business; and,

WHEREAS, a licensed food truck vendor and 93X van will be parked in the parking lot; and,

WHEREAS, the 93X van will be playing/broadcasting the radio station from the van, with no public addressing system; and,

WHEREAS, the applicant has provided a certificate of liability; and,

WHEREAS, event staff will clean-up during and after the event, and the organizers have submitted the $100 clean up deposit check; and,

WHEREAS, the applicant has applied for a temporary sign permit of 4'x8' banner; and,

WHEREAS, the applicant has provided approval letter from the property owner.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota, to hereby approve the special event permit for The CBD Joint grand opening to be held on Saturday October 12 with the following conditions:

- Event organizers will monitor traffic and parking so as not to interfere with traffic on TH 65.
- Event organizers will need to continually monitor and modify if there are any congestion issues with TH 65 to alleviate possible safety issues.

AND FURTHERMORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that this Resolution is hereby the "Permit" for the above stated Special Event.

This resolution was duly adopted by the Isanti City Council this 1st day of October, 2019.

Attest:

_____
Jeff Johnson
Mayor

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

SPECIAL EVENT PERMIT APPLICATION

City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

If you are a planning an event that requires a Special Event Permit, please complete the application and any required supplemental forms. To ensure your application is processed quickly, be specific and complete in all responses. **Applications must be submitted at least 30 days prior to the event to be considered.**

ITEMS TO ACCOMPANY THE APPLICATION

Required with all applications

- [x] Complete Application Form
- [x] Cleanup Deposit Fee - $100
- [x] Proof of Insurance or Certificate of Insurance
- [x] Site Map
- [x] Approval Letter from the Property Owner
- [ ] Proof of written notification to property owners within 350 feet of the special event Does not apply.

Check all that apply:

- [x] Signs will be posted for event:
  - [ ] Temporary Sign Permit Application required
  - [ ] $50 fee
- [ ] Alcohol will be served and/or sold at event:
  - [ ] Licenses (may take up to 60 days to process)
  - [ ] Fees apply, amounts vary by license type.
- [ ] Vendors will be present:
  - [ ] Peddler's Permit (background check required) submitted by event organizer only
  - [ ] $25 fee for one-day applications
  - [ ] Vendor List
- [ ] Event will occur on City Property:
  - [ ] Release and Indemnification Agreement

Supplemental information may be required by City staff.
Additional forms can be found on the City of Isanti website or requested at Isanti City Hall. Please note that additional required permits or licenses may take additional time to process.

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: 9/12/19

APPLICANT INFORMATION

Sponsoring Entity (if applicable): The CBD Joint

Contact Person: Dennis Buchanan

Address: [redacted]

City: Isanti State: MN Zip: 55040

Phone: [redacted] Fax: ___-___-___ Cell: ___-___-___

E-mail: [redacted]

Secondary Contact Person: Matt Carlson

Address: [redacted]

City: Isanti State: MN Zip: 55040

Phone: [redacted] Cell: ___-___-___ E-mail: [redacted]

EVENT INFORMATION

Event Name: Grand Opening The CBD Joint

Date(s) of Event: October 12, 2019

Hours of Event: 1pm till 5pm

Type of Event: [✔] Open to the Public [ ] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
Grand Opening. Product representatives, discounts, giveaways, free food, 93X DJ appearance.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Proposed Location of the Event (be specific, site map also required):
Event is inside other than a licensed food vendor (to be confirmed) and 93X set up outside in parking space next to building.

Estimated Number of People in Attendance (includes staff, participants, and spectators):
200

Parking Impact – Describe in detail:
parking spots occupied by food vendor (free food no sales), 93X Van parked in 1 spot,

Tents, equipment, amusement rides, etc.

Type: NA
Size: NA
Location: NA

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
NO

Are you requesting any street closures? If yes, list streets:
NO

Restrooms (Portable) – Name or entity providing these services; and number of facilities to be provided. When other restroom facilities are not provided on-site or are limited; the applicant will need to pay for additional restroom facilities. For those events exceeding 75 persons, one (1) additional restroom shall be provided; for events exceeding 150 persons, two (2) additional restrooms shall be provided. For events exceeding 250; the Planning for Special Events-Usage Chart shall be used.

2 additional portable restrooms (1 of which is handicap accessible) and 1 hand washing station. Provided by Jimmy's Johnnys 651-277-7368

Security Plans – Name or entity providing these services. (A Police Officer is required if alcohol is being served or at the discretion of the Police Chief).
No alcohol is being served. Security employees from our business will be onsite.

Clean-up Plans – Describe in detail:
Garbages will be available near food. Clean up will be going on during and immediately after event.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Live entertainment – Describe in detail:
NO

Will any other **public addressing system or sound amplification** be used? If so, describe:
93X Van will be playing the radio station from their van. No public addressing system.

If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?
Private property

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature: _____

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

GRAND OPENING

Saturday, October 12th 1-5 pm

Product Reps * Discounts * Giveaways
Hangout with 93X Half-Assed Morning Show Hosts
Trista, Wappel, Ashley and the 93X Girls
Food provided by Route 65 Pub & Grub
More details on Facebook @CBDJointIsanti

THE CBD JOINT 801 Hwy 65 Isanti
763-444-5308

Flyer

OFFICE USE ONLY
Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief
✓ Approved _____ Denied _____ N/A Signature: per email

Police Chief
✓ Approved _____ Denied _____ N/A Signature: per email * added exceptions included

Public Services Director
✓ Approved _____ Denied _____ N/A Signature: [signature]

Parks, Recreation and Culture Manager
✓ Approved _____ Denied _____ N/A Signature: [signature]

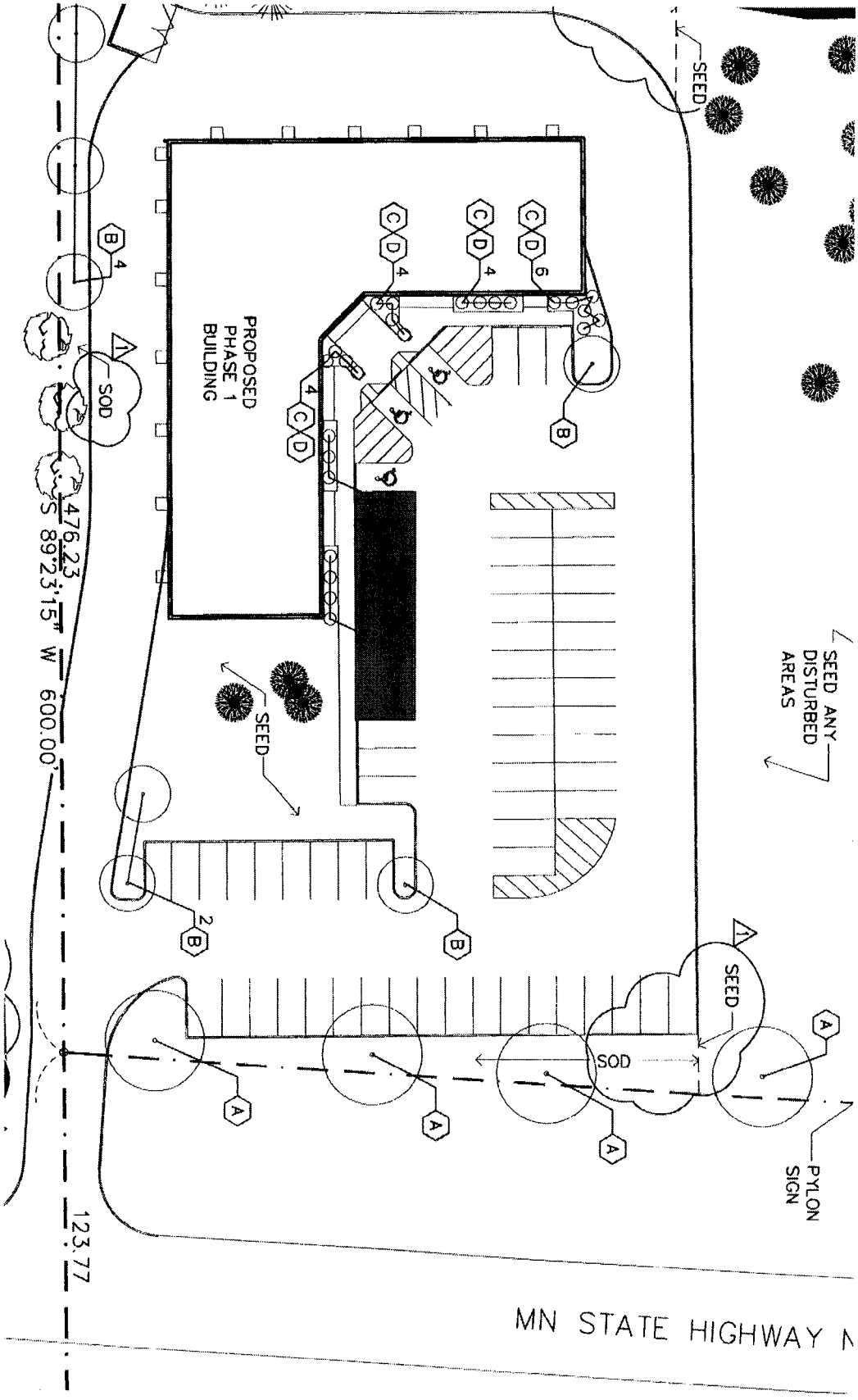
Community Development Director
✓ Approved _____ Denied _____ N/A Signature: [signature]

City Administrator
✓ Approved _____ Denied _____ N/A Signature: [signature]

City Council
_____ Approved _____ Denied

Date of Review: _____

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti. MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560



8 parking spots impacted. Shown in green.

Site map

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Isanti

Fee – Temporary Sign $50

SPECIAL EVENT TEMPOR.
SIGN PERMIT APPLICATION

City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

Applicant Name: Dennis Buchanan Event Name: Grand Opening The CBD Joint

Address: [redacted]

City: Isanti State: MN Zip: 55040

Phone: [redacted]

This is to certify that I am making application for the described action by the City and I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name. I am the party whom the City should contact regarding any matter pertaining to this application.

The documents and information I have submitted are true and correct to the best of my knowledge.

Applicant Signature: [signature] Date: 9/12/19

CHECKLIST ITEM	DATE RECEIVED
Site Plan showing the location of the sign(s) on the parcel as well as dimensions from property lines. *Attach separately.*	9/12/19
Description of the colors, construction materials, and sign dimensions. 4x8 Vinyl Banner 32 Ft sq. Green with Store logo and "Grand Opening Saturday, October 12 1-5pm"	9/12/19
Written authorization from the property owner(s) for the sign to be located on the property. *Attach separately.*	9/12/19
Other Supplemental Information as requested by Staff	

max of 30 days on display

Application certified as complete by:

Date Received: 9/12/19 Date application deemed complete: 9/12/19

Application Fee: $50.00 paid

[signature]
City Planner CD Director

9-16-19
Date

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: October, 1, 2019
Subject: Ordinance Amending Chapter 216-4 Public nuisances affecting, peace, safety and general welfare

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Background:
Council Committee of the Whole discussed current city code chapter 216-4 on September 17th, 2019 and had recommendations to revise section A (1) to include "after Public Works has completed removal" and B (4) h. to include hours "10:00pm to 7:00am weekdays" and "11:00pm to 8:00am weekends" and distance at "100 feet".

Recommendation:
Committee of the Whole recommends approval as presented.

Request:
Staff is requesting action on this item.

Attachment:
- Ordinance Amending City Code 216-4

ORDINANCE NO. ____

AN ORDINANCE TO AMEND THE CODE FOR THE CITY OF ISANTI, CHAPTER 216 NUISANCES

THE CITY OF ISANTI DOES ORDAIN:

I. AMENDMENTS

Section 216-4. Public nuisances affecting peace, safety and general welfare is hereby amended to read as follows:

A. Prohibited nuisances affecting public safety.
   (1) All snow and ice not removed from public sidewalks 48 hours after Public Works has completed removal of a snow event or other precipitation causing the condition has ceased to fall.

B. Prohibited noise affecting public peace.

   (1) General Prohibition. It is unlawful for any person to make or cause to be made any distinctly and loudly audible noise that unreasonably annoys, disturbs, injures or endangers the comfort's repose, health, peace, safety, or welfare of any persons; precludes their enjoyment of property; affects their property's value; affects the peace and quiet of any neighborhood; or which cause discomfort or annoyance to any reasonable person of normal sensitivity residing in the area.

   (2) All obnoxious noises in violation of Minn. Rules Chapter 7030, as it may be amended from time to time, which are hereby incorporated by reference into this code, are declared to be nuisances affecting public peace and safety.

   (3) Additional standards may be considered when determining a violation of this section, which include, but are not limited to, the following:
      (a) Volume of the noise;
      (b) Intensity of the noise;
      (c) Whether the nature of the noise is usual or unusual;
      (d) Volume and intensity of background noise, if any;
      (e) Proximity of the noise to residential sleeping;
      (f) Nature and zoning of the area within which the noise emanates;
      (g) Density of inhabitation of the area within which the noise emanates;
      (h) Time of day or night the noise occurs;
      (i) Duration of the noise;
      (j) Whether the noise is recurrent, intermittent, or constant; and
      (k) Whether the noise is produced by a commercial or non-commercial activity.
      (k) Whether the noise is produced by a commercial or non-commercial activity

(4) Specific Noises Prohibited. The following noises shall be declared to be nuisance noises in violation of this chapter. This listing shall not be deemed to be exclusive.

(a) Horns, Signaling Devices, Sirens, Etc. It is unlawful for any to sound any horn, siren, or other signaling device on any vehicle except as a warning sign or emergency.

(b) Radios, phonographs, television sets, and similar devices. It is unlawful for any person to use or operate or permit the use operation of any radio receiving set, musical instrument, phonograph, paging system, machine or other device for the production or reproduction of sound in a distinctly and audible manner as to disturb the peace, quiet and comfort of any person nearby. Operation of any such device as outlined within Subsection B in a manner as to be plainly audible at the property line of the structure or building in which it is located, in the hallway or apartment adjacent or at a distance of 100 feet if the source is located outside a structure or building shall be prima facie evidence of a violation of this section.

(c) Loudspeakers, amplifiers, and sound trucks. It is unlawful for any person to operate or permit the use or operation of any loudspeaker, sound amplifier or other device for the production or reproduction of sound on a street or other public place for the purpose of commercial advertising or attracting the attention of the public to any commercial establishment or vehicle.

(d) Human noise. Yelling, shouting, hooting, whistling, or singing at any time or place so as to annoy or disturb the quiet, comfort, or of persons in any office, or in any dwelling, hotel/motel, or other place of residence, or in the vicinity of the source.

(e) Exhaust. It is unlawful for any person to discharge the exhaust, or permit the discharge of the exhaust of any steam engine, stationary combustion engine, motor boat, motor vehicle or snowmobile, except through a muffler or other device that effectively prevents loud or explosive noises there from and complies with all applicable state laws and regulations.

(f) Defective vehicles or loads. It is unlawful for any person to use any vehicle so out of repair or so loaded as to create loud or unnecessary grating, grinding, rattling or any other noise.

(g) Loading, unloading, and packing. It shall be unlawful for any person to create loud or excessive noise in connection with loading or unloading or unpacking any vehicle; or the opening and destruction of bales, boxes, crates, and containers.

(h) Loud parties or gatherings. It shall be unlawful for any person to participate in any party or gathering of people giving rise to noise, disturbing the peace, quiet, or repose of another person during the hours of 10:00 p.m. to 7:00 a.m. weekdays and 11:00 p.m. and to 8:00 a.m. weekends. It shall be prima facie evidence of a violation of this section if the sound of the party or gathering is clearly audible at the property line of the structure or building in which it is located, in the hallway or apartment adjacent or at a distance of 100 feet if the source is located outside a or building, or if the noise meets the standards as presented in subsection B (3). Any person who participates in a party or gathering which generates nuisance noise shall be guilty of maintaining a public nuisance. Every owner or tenant of the premises who has knowledge of the disturbance shall make every effort to see that the disturbance is stopped.

(i) Schools, courts, churches, hospitals. It is unlawful for any person to create any excessive noise on a street, alley or public grounds to any school, institution of learning, church or hospital when the noise unreasonably interferes with the working of the institution or disturbs or unduly annoys its occupants or residents and when conspicuous signs indicate the presence of the institution.

(j) Dynamic braking systems. No person shall use motor vehicle brakes that are in any way operated or activated by the compression of the engine in any motor vehicle upon any public ways located within the City limits of Isanti, including, but not limited to, highways, streets, alleys, easements, or right-of-way.

(k) Domestic power equipment. No person shall operate a power lawn mower, power hedge, clipper, chainsaw, mulcher, garden tiller, edger, drill or similar domestic power maintenance equipment except between the hours of 7:00 a.m. and 9:00 p.m. on any weekday or between the hours of 8:00 a.m. to 9:00 p.m. on any weekend or holiday. Snow removal and street sweeping equipment is exempt from this subsection.

(l) Refuse handling. No person shall collect or remove garbage or refuse in any residential district except between the hours of 6:30 a.m. and 6:00 p.m. on any weekday or between the hours of 8:00 a.m. and 6:00 p.m. on any weekend or holiday.

(m) Construction activities. No person shall engage in or permit construction activities involving the use of any kind of electric, diesel, or gas powered machine or other power equipment, manuals tools, movement of equipment, and other activities except between the hours of 7:00 a.m. and 9:00 p.m. on any weekday or

between the hours of 8:00 a.m. and 8:00 p.m. on any weekend or holiday.

(5) Exceptions. The following shall be declared to be exceptions from the provisions of this Subsection B. This listing shall not be deemed to be exclusive.

(a) Emergency Work. Operations and acts performed exclusively for emergency work to preserve the safety, welfare or public health of the citizens of the city or for emergency work necessary to restore public service or to eliminate a public hazard shall be exempt from the provisions of this subsection. Persons having performed emergency work under this subsection shall inform the Police Department at the time of the need to initiate the work or if during nonbusiness hours of the city offices than upon resumption of business hours of the city. Any person responsible for emergency work shall take all reasonable actions to minimize the amount of noise pollution or vibration.

(b) Approved Work. Upon timely application being made and the necessity therefore being established, the City Council may suspend the operation of this section for a specific purpose at a specific location and for a specific length of time by Council action and by giving public notice of the nature and limits of the suspension. The City Engineer may also authorize an exception for dewatering, mass grading, road construction, and other activities for Council approved projects.

II. EFFECTIVE DATE

This ordinance shall take effect upon adoption and publication in the City's Official Newspaper. Adopted by the City Council this 1st day October, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/ City Clerk

Date Posted: 9-18-2019
Date Adopted:
Date Published:
Effective Date:

J.4.

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members of City Council**
From: Sheila Sellman, Community Development Director
Date: October 1, 2019
Subject: Resolution 2019-XXX approving Site Plan, Variance and Conditional Use Permit for Senior Prairie Cottages of Isanti, LLC

Background:
Prairie Senior Cottages was granted site plan and conditional use permit approval 2010 for two buildings on this site with the condition that the second building would need to be constructed within 5 years of site plan approval. That date passed in November 2015. In 2016 an extension was granted and has since expired. The same request has been made and is before the Planning Commission and City Council for consideration. The plans and specifications are exactly the same as what was approved in 2010 and 2016.

Prairie Senior Cottages has submitted a request for a second building on their property at 705 6th Ave NE. The proposed building is 16,340sf with an attached garage and contains 24 rooms and a total of 28 beds. A fenced in outdoor area with a gazebo is provided on the south side of the building for the residents similar to the existing building. This building is larger than the first building in that it will accommodate up to 24 residents verses 20 residents in building 1. The layout of building two has also been updated to allow for more efficient use of the outdoor area.

All elements of the proposal meet or exceed the zoning ordinance requirements except for the front yard setback of the building. A variance is being requested to allow for a 10ft front yard setback rather than the required 30ft setback. In addition to being in a cul-de-sac, which provides for awkward and difficult site development, the majority of the lot is composed of wetlands, leaving very little room for building movement on the site. The building is situated as far south and west as it can go while remaining outside of the wetland. The building has also been designed in a way that promotes an efficient use of the building so that residents can be within the outdoor area and still be viewed by staff. Any other layout would not allow for this type of oversight of the outdoor area. Staff has reviewed the request and feels that it is consistent with the overall feel of the facility and will not impede the safety of vehicles driving into the area. Sight lines are not impacted due to the roadway being a cul-de-sac; in addition, Prairie Senior Cottages owns the only property that would likely gain access from the cul-de-sac.

The City Engineers comments have all been addressed and are reflected in the approval letter from Bolton & Menk dated September 10, 2019.

The Planning Commission held a public hearing at their September 17, 2019 meeting and recommend approval.

Request:
Consider resolution of approval for the site plan, variance, and Conditional Use Permit

Attachments:

- Resolution 2019-XXX
- Findings of Fact
- Conditional Use Permit
- City Engineer memo
- Plans

RESOLUTION NO. 2019-XXX

A RESOLUTION APPROVING THE SITE PLAN/BUILDING APPEARANCE AND CONDITIONAL USE PERMIT REQUESTED FOR THE CONSTRUCTION OF PRAIRIE SENIOR COTTAGES II AND A VARIANCE TO THE FRONT YARD SETBACK ON THE PROPERTY LEGALLY DESCRIBED AS LOT 1, BLOCK 1, BANK SITE SECOND ADDITION

WHEREAS, Prairie Senior Cottages is requesting Site Plan/Building Appearance, Conditional Use Permit and Variance approval to allow for the construction of Prairie Senior Cottages II and to allow for less than the required front yard setback on the property legally described as Lot 1, Block 1, Bank Site Second Addition; and,

WHEREAS, the property is located within the "B-2" General Business District with Highway 65 Overlay, which permits senior residential care facilities with approval of a conditional use permit, and;

WHEREAS, the applicant is requesting a variance to the front yard setback from thirty (30) feet to ten (10) feet; and,

WHEREAS, the City of Isanti Planning Commission evaluated the request against the criteria established in Ordinance No. 445 Zoning, Section 21 Administration and Enforcement, Article 5 Variances, Subdivision 4(A), noting that the proposal met all of the criteria noted; and,

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the requested Site Plan, Conditional Use Permit and Variance on September 17, 2019; and,

WHEREAS, the City of Isanti Planning Commission recommended approval of the requested Site Plan/Building Appearance, Conditional Use Permit and Variance subject to the conditions as listed below based upon the Findings of Fact and Conclusion as presented; and,

WHEREAS, the City Council reviewed the requested Site Plan/Building Appearance, Conditional Use Permit and Variance at its regularly scheduled meeting on October 1, 2019; and,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA, that it adopts the Findings of Fact and Conclusion related to the requested Site Plan/Building Appearance, Conditional Use Permit and Variance and **BE IT FURTHER RESOLVED** that the requested Site Plan/Building Appearance, Conditional Use Permit and Variance for the property legally described herein, be hereby approved with the following conditions:

1. Execute and record a development agreement with the City of Isanti.
2. Execute and record the Conditional Use Permit.
3. No Additional Signage is permitted.

Adopted by the Isanti City Council on this 1st day of October 2019

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
HR Director/City Clerk

FINDINGS OF FACT AND CONCLUSION

Request

Request from Prairie Senior Cottages of Isanti LLC for a Conditional Use Permit and Site Plan / Building Appearance Approval for a Memory Care / Assisted Living Facility to be located on the property at 705 6th Avenue NE.

Findings of Fact

1. The applicant is proposing the construction of a second senior residential care facility on this parcel.
2. The property is zoned "B-2" General Business District, with a Highway 65 overlay, in which senior residential care facilities require a Conditional Use Permit.
3. The applicant submitted a complete Site Plan Review Application, Conditional Use Permit Application and Variance Application.
4. A public hearing date before the Planning Commission was held on Tuesday, September 17, 2019 at 7:00 p.m. at City Hall within the Council Chambers.
5. Notice of the Site Plan/Building Review, Conditional Use Permit and Variance requests were published within the Isanti County News. Notices were sent to all property owners located within 350 feet of the subject property.
6. Section 18, Subdivision 7 of the Zoning Ordinance establishes the standards in evaluating a site and building plan, of which City staff and the City Council shall consider to ensure compliance.
7. Section 21, Article 2: Conditional Uses, Subdivision 3 Procedures (D) of the Zoning Ordinance establishes criteria in which the judgment of the Planning Commission and City Council shall be based upon when reviewing a Conditional Use Permit request. In addition, the Conditional Use Permit Request is subject to general performance standards and criteria as provided within Section 21, Article 2 Conditional Uses, Subdivision 4 General Performance Standards.
8. Section 21 Administration and Enforcement; Article 5 Variances, outline the requirements that must be all met in order to receive variance approval.

Conclusions

1. In review of the standards established in Section 18, Subdivision 7, the following conclusions have been made (*conclusions to each requirement are shown in underlined italics)*:
   - A. Consistency with the elements and objectives of the City's development guides, including the Comprehensive Plan.
     The site has been designed in such a manner as to show consistency with the elements and objectives of the City's comprehensive plan. The buildings have been placed upon the property so as to conserve the wetland or natural area that is located on the south end of the site. The buildings placement and materials have paid close attention to site and building design details. This building is consistent with the site plan that was approved in 2010, and 2016, but has since expired.
   - B. Consistency with City Codes.
     The site has been designed with City regulations in mind and will require approval of a variance in order to be approved.
   - C. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas.
     Again, the site has been designed so as to maintain the wetland areas located on the south end of the property in their natural state. Additional landscaping will be added to the parcel. Soil removal and the design of grade changes will be monitored by the City Engineer, to ensure that they are keeping with the general appearance of the adjacent developed and developing areas.
   - D. The amount and location of open space and landscaping.

The amount of landscaping and open space provided on the property would appear to meet ordinance requirements. Additional landscaping will act as a buffer between this traffic corridor, the bank to the north and a residential use.

E. Vehicular and pedestrian circulation, including walkways, interior drives, and parking in terms of location and number of access points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement and amount of parking.
The proposed vehicular and pedestrian circulation system provided on site would appear to meet ordinance requirements. The sidewalk is being completed from the bank to the facility.

F. Protection of adjacent and neighboring properties through reasonable provision of surface water drainage, sound and light buffers, preservation of views, lights, and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.
There would appear to be adequate protection of adjacent and neighboring properties. Surface water drainage plans have been reviewed and approved by the City Engineer. All lighting will be constructed in accordance with said plans.

G. Consistency with the City's Engineering and Design standards as adopted by Resolution of the City Council.
The plans are consistent with the City Engineer's design standards.

2. In review of the factors established in Section 21, Article 2 Conditional Uses (D) the following conclusions have been made (*conclusions to each requirement are shown in underlined italics)*:

A. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans.
The use is consistent with the goals and objectives of the Comprehensive Plan.

B. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district.
Such use meets the purpose and intent of the Ordinance and the underlying zoning district.

C. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental or endanger the public health, safety, morals, or comfort.
The establishment, maintenance and/or operation of the conditional use does not appear to endanger public health, safety, morals, or comfort; as the proposed use is less intense then other uses that are permitted within this district. The proposed use would cater to residents of the facility, rather than the general public.

D. The conditional use will not be injurious to the use and enjoyment of other property within the immediate vicinity for the purposes already permitted; nor substantially diminish or impair property values within the neighborhood.
The conditional use does not appear to be injurious to the use or enjoyment of other properties within the vicinity for purposes already permitted. Again, the proposed use would be considered less intense than uses that are or could be located on surrounding parcels. The district in which this use would be located is commercial and auto-oriented. The proposed use is more residential in nature and steps have been taken to buffer the use from surrounding properties.

E. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
The conditional use would not appear to impede the normal and orderly development and improvement of surrounding properties for uses permitted within the district. The proposed use is located at the end of a dead-end cul-de-sac.

F. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed.

The use will be placed within an area that has adequate public facilities and services available immediately upon construction of the use on the parcel.

G. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.
The Planning Commission and City Council have weighed the conditional use against the other applicable regulations of the district. The conditional use would appear to meet those requirements.

H. The conditional use complies with the general and specific performance standards as specified by within this Article.
The proposed conditional use would appear to meet the general; however, a variance is necessary for the buildings front yard setback. The variance request is addressed further in the Findings of Fact.

3. In review of the general performance standards established in Section 21, Article 2 Conditional Uses, Subdivision 4, the following conclusions have been made (*conclusions to each requirement are shown in underlined italics):*

A. The use and the site in question shall be served by a street of sufficient capacity to accommodate the type and volume of traffic which would be generated an adequate public right-of-way shall be provided.
The use shall have access to 6th Avenue NE. The street is a dead-end cul-de-sac, on which this use will have access. The type and volume of traffic to be generated by this use is limited. The only vehicles anticipated are those of employees to the facility as well as visitors. Otherwise, residents of the facility are not able to have or drive a motor vehicle. The public right-of-way providing access to the site would appear to be sufficient.

B. The site design for access and parking shall minimize internal as well as external traffic conflicts and shall be in compliance with Section 17 of this Ordinance.
The design of the entrance/exit as well as the parking area would appear to minimize internal and external traffic conflicts. Traffic would appear to flow within the entrance and exit out a separate access point, thus providing a circular flow through the site. The parking area has been provided in the middle of this traffic circle, so as to minimize conflicts between vehicles moving through the site and those utilizing the parking area.

C. If applicable, a pedestrian circulation system shall be clearly defined and appropriate provisions made to protect such areas from encroachment by parked or moving vehicles.
Designated walkways have been provided from each of the buildings to the parking lot located within the middle of the site. Pavement markings notify drivers entering the site, as to where pedestrian crossings are located. Sidewalks have been provided through landscaped islands within the parking lot, to further provide pedestrian access around vehicular traffic.

D. Adequate off-street parking and off-street loading shall be provided in compliance with Section 17 of this Ordinance.
Based upon resident and employee information obtained from the petitioner, approximately 18 parking spaces are required on-site. 26 spaces have been provided, which would meet the requirements of the Ordinance. In addition, adequate handicapped parking facilities have been provided in accordance with ADA requirements.

E. Loading areas and drive-thru facilities shall be positioned so as to minimize internal site access problems and maneuvering conflicts, to avoid visual or noise impacts on any adjacent residential use or district, and provided in compliance with Section 17 of this Ordinance.
The use is residential in nature and no loading areas and drive-thru areas have been provided. Loading of patients near the building entrances may be necessary; however, no specific modifications are required to the buildings.

F. Whenever a non-residential use is adjacent to a residential use or district, a buffer area with screening and landscaping shall be provided in accordance with the provisions of Section 15 of this Ordinance.

As stated, the use is more residential in nature. Landscaping is shown as requested during the first phase of development. Additional trees have been provided on the north side of the property to provide a buffer between Prairie Senior Cottages II and the bank to the north.

G. General site screening and landscaping shall be provided in compliance with Section 15 of this Ordinance.
Overall, the proposed landscape plan would appear to meet the requirements of the Zoning Ordinance.

H. All exterior lighting shall be directed so as not to cast glare toward or onto the public right-of-way or neighboring residential uses or districts, and shall be in compliance with Section 14 of this Ordinance.
Exterior lighting within the parking area as well as on the building has been proposed. Such lighting would need to meet the Ordinance requirements.

I. The site drainage system shall be subject to the review and approval of the City Engineer.
The site drainage/grading plan have been approved by the City Engineer.

J. The architectural appearance and functional design of the building and site shall not be so dissimilar to the existing and potential buildings and area so as to cause a blighting influence. All sides of the principal and accessory structures are to have essentially the same or coordinated, harmonious exterior finish materials and treatment.
The principal buildings and accessory structures are coordinated and have the same exterior finish materials and treatments throughout the site. Again, the building is more residential in nature than those of the surrounding buildings. However, the appearance and design of the building/site is not so dissimilar as to cause a blighting influence.

K. Provisions shall be made for daily litter control, an interior location for recycling and trash handling and storage or an outdoor, enclosed receptacle area shall be provided in compliance with Section 14 of this Ordinance.
Provisions have been made for daily litter control. A trash enclosure is provided on the southeast corner of the building.

L. All signs and informational or visual communication devices shall be in compliance with Section 16 of this Ordinance.
Signage is existing on site. No additional signage is proposed.

M. The use and site shall be in compliance with any federal, state, or county laws or regulations that are applicable and any related permits shall be obtained and documented to the City.
The facility will be registered with the Minnesota Department of Health as a "housing with services provider" and will have a class F home care license. The petitioner shall file copies of such licenses with the City.

N. Any applicable business licenses mandated by City Code are approved and obtained.
No additional business licenses are mandated by the City Code for this particular use.

O. The hours of operation may be restricted when there is judged to be an incompatibility with a residential use or district.
The use is not open to the public, as it is a residential care facility that provides services to the residents thereof. The facility will be operational 24-hours a day; however, the operation does not appear to be incompatible with surrounding uses.

P. The use complies with the applicable performance standards of the zoning district in which it is located and where applicable, any non-conformities shall be eliminated.
The proposed use would appear to comply with the performance standards for the zoning district, in terms of parking/loading, landscaping, building materials, etc.; however, a variance is necessary for the buildings frontyard setback.

Q. Additional Stipulations. All conditions pertaining to a specific site are subject to change when the City Council, upon investigation in relation to a formal request, finds that the general public health, safety, and welfare, can be served as well or better by modifying or expanding the conditions set forth herein.
No additional stipulations.

1. In review of the standards established within Section 21 Administration and Enforcement, Article 5 Variances, Subdivision 4 Procedures (D), the following conclusions have been made (*conclusions to each requirement are shown in underlined italics)*:

An application for a variance shall not be approved unless the variance, if permitted, is in harmony with the general purposes and intent of the ordinance and is consistent with the Comprehensive Plan and findings are made that failure to grant the variance would result in practical difficulties on the applicant. Practical difficulties used in connection with the granting of a variance, means that the property owner meets all of the following criteria:

A. The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance.
The developer would like to construct a small portion of the building within the required front yard setback in a cul-de-sac with minimal traffic and that has one property owner fronting the entire length of the cul-de-sac.

B. The plight of the landowner is due to circumstances unique to the property and has not been caused by the landowner.
The design of the cul-de-sac and amount of property consumed by wetland greatly impedes the development in the northern most portion of the lot. The developer has designed the building to the best of his abilities to meet all city requirements; however, a portion of the building encroaches into the frontyard setback.

C. A variance, if granted, will not alter the essential character of the locality.
The variance does not alter the essential character of the locality. The encroachment does not impede on the safety, privacy or environment protection of the area.

D. Practical difficulties include but are not limited to, inadequate access to direct sunlight for solar energy systems.
Not applicable.

5. Economic considerations alone do not constitute practical difficulties.
Correct. Economic considerations do not play a role in this situation

Decision

The Planning Commission reviewed the request in a public hearing on September 17, 2019. No one from the public commented on this item. The Planning Commission recommended approval.

City Council Action:

STATE OF MINNESOTA
COUNTY OF ISANTI
CITY OF ISANTI

ISANTI CITY COUNCIL
CONDITIONAL USE PROCEEDINGS

In the matter of Senior Housing Facility for Lot 1, block 1, Bank Site Second Addition, Isanti Minnesota

Request: A Conditional Use Permit for a Senior Housing Facility in the Highway 65 Overlay District.

ORDER GRANTING A CONDITIONAL USE PERMIT

The above entitled matter came to be heard before the City of Isanti Planning Commission on September 17, 2019, and the Isanti City Council on October 1, 2019 on an application for a Conditional Use Permit pursuant the Isanti Zoning Ordinance, for the following described property:

Lot 1, Block 1, Bank Site Addition

IT IS ORDERED that a Conditional Use Permit be granted as stated above at the above described property subject to the following conditions.

1. The CUP is executed and recorded.

DATED: October 1, 2019

_____
Mayor Jeff Johnson

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: September 10, 2019

To: Sheila Sellman, Community Development Director

From: Jason W. Cook, P.E.
City Engineer

Subject: Prairie Senior Cottages Phase 2 – Site Plan Review - 2
City of Isanti, MN
Project No.: R13.117985

We have reviewed the site plan created by Roshell Engineering, LLC entitled "Prairie Senior Cottages Phase II" with a signature date of March 8, 2016, and a revision date of September 3, 2019.

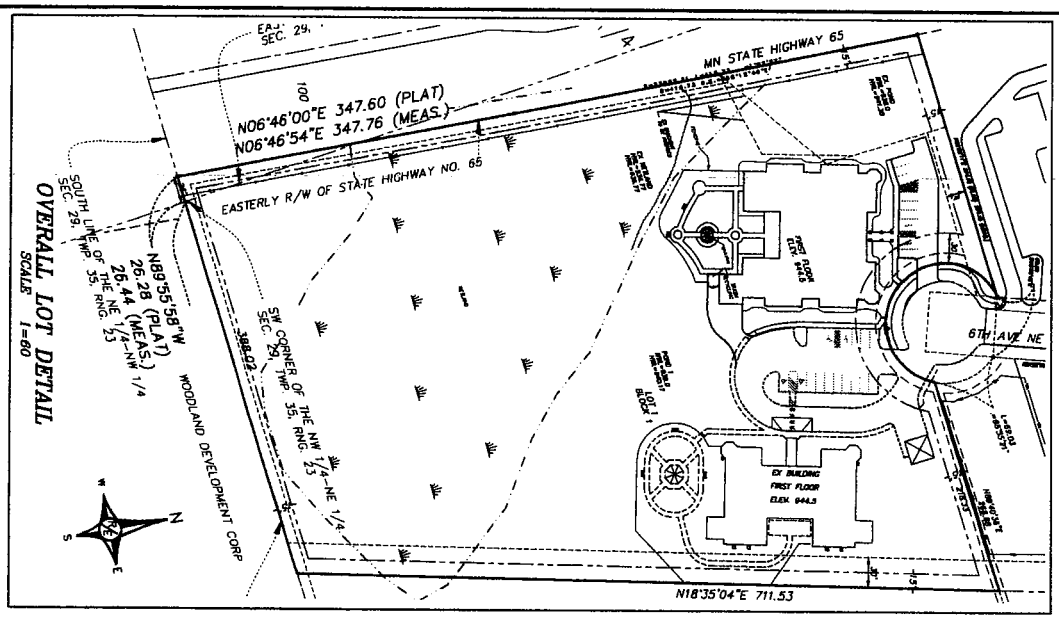
These documents were received September 10, 2019.

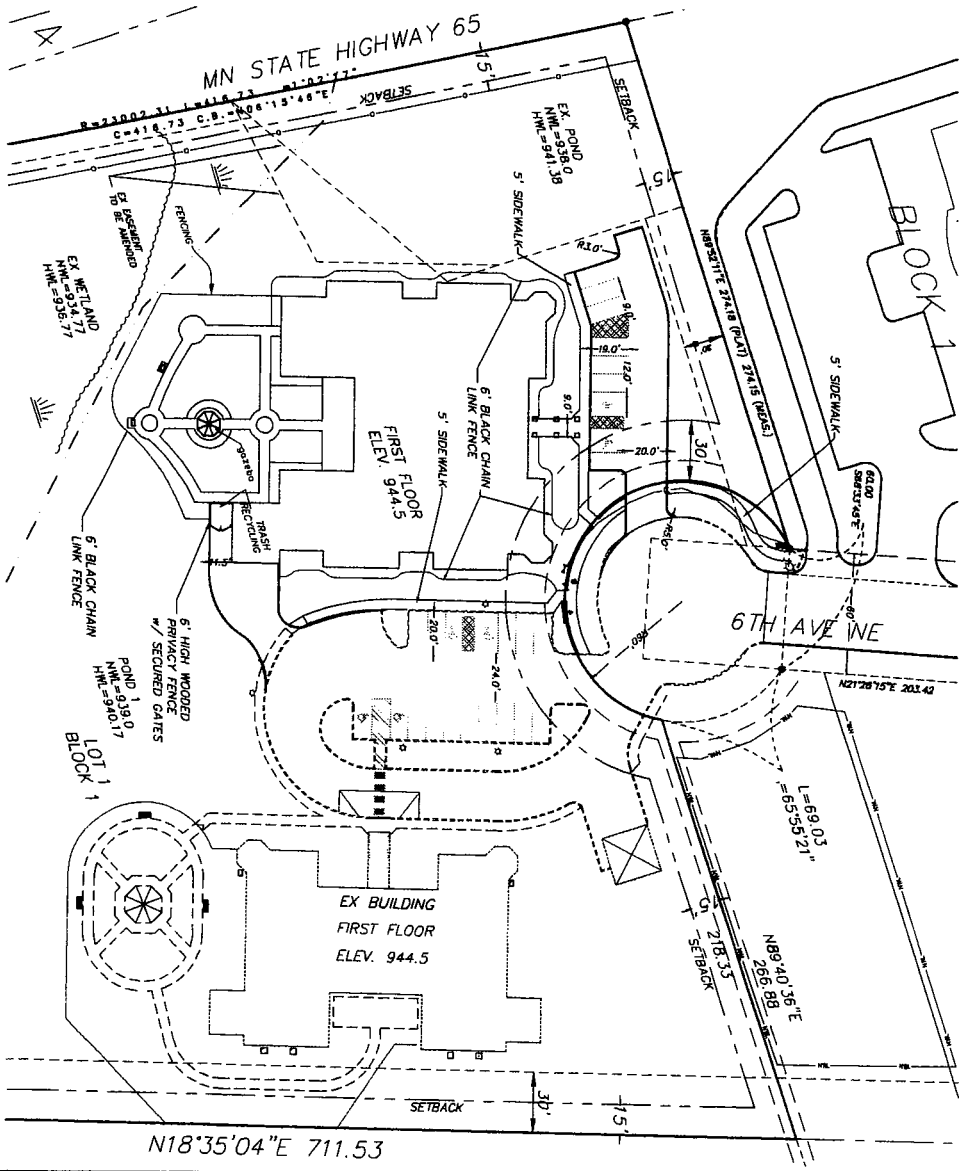
The site plan includes a proposed building with an onsite parking lot.

We have reviewed the submitted plans and have no further comments.

We recommend approval of the plan set as submitted.

Bolton & Menk is an equal opportunity employer.





C0

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE 9/9/19 REG. NO.

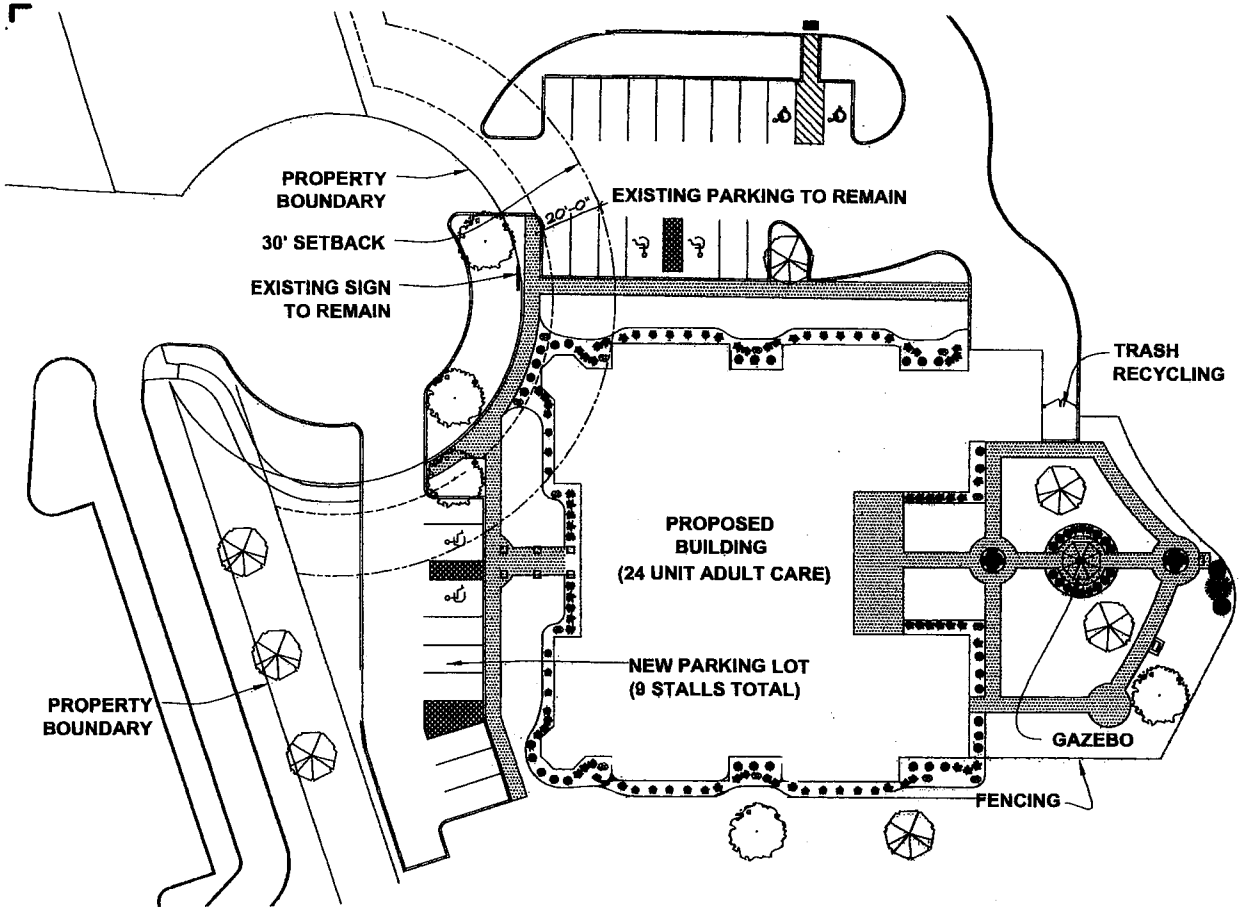
BRENT ROSHELL

PRAIRIE SENIOR COTTAGES PHASE II

OVERALL SITE PLAN
ISANTI, MINNESOTA

ROSHELL ENGINEERING, LLC
6192 267 TH CT WYOMING, MN 55092
PHONE: 763.286.0521

DATE	REVISIONS	BY
9-9-19	OVERALL LOT DETAIL	BR
	RECORD DRAWING	



1 / L1.1 LANDSCAPE PLAN
1"=40'-0"
0 20' 40' 80'
NORTH

PLANT MATERIALS SCHEDULE

KEY	COMMON NAME	BOTANICAL NAME	SIZE	NOTES
DECIDUOUS TREES				
	BOULEVARD LINDEN	TILIA AMERICANA 'BOULEVARD'	2.5" CAL.	SPECIMEN
	AUTUMN BLAZE MAPLE	ACER X FREEMANII 'GEFFERS RED'	2.5" CAL.	MULTISTEM
CONIFEROUS TREES				
	BLACK HILLS SPRUCE	PICEA GLAUCA	6' B&B	SPECIMEN
PERENNIALS				
	NORTHWIND SWITCH GRASS	PANICUM VIRGATUM 'NORTHWIND'	1 GAL.	24" OC
	KARL FOERSTER	CALAMAGROSTIS XACUTIFLORA	1 GAL.	24" OC
	RED FLAME MISCANTHUS	MISCANTHUS VAR. PURPURASCENS	1 GAL.	24" OC
	STELLA D' ORO DAYLILY	HEMEROCALLIS 'STELLA D' ORO'	1 GAL.	24" OC
	COOL SPLASH HONEYSUCKLE	DIERVILLA SESSILIFOLIA	1 GAL.	24" OC
HARDSCAPE & STONES				
	LIMESTONE BOULDER			AS NOTED
	PAVED PATIO & WALKS			AS NOTED

PLANTING AND PAVING NOTES

1. PROVIDE MULCH IN ALL LANDSCAPED AREAS
2. PLASTIC LANDSCAPE EDGING BETWEEN GRASS AND LANDSCAPE MULCH
3. FENCING TO BE 6' HIGH - BLACK CHAIN LINK
4. BITUMINOUS PARKING LOT
5. CONCRETE SURFACE ON WALK AND PATIO AREAS & TRASH/RECYCLING ENCLOSURE
6. AREA AROUND BUILDING OUT 20' ON SIDES AND TO BACK PROPERTY LINE TO BE SEEDED FOR GRASS.
7. ALL DISTURBED AREAS TO BE SODDED.
8. ALL LANDSCAPED AND SODDED AREAS TO BE IRRIGATED.

2 / L1.1 EXAMPLE OF PROPOSED GAZEBO
NOT TO SCALE

ARCHITECT OF RECORD:
OLESON +HOBBIE ARCHITECTS
OHARCHITECTS.COM
330 Stadium Road, Suite 202, Mankato, MN 56001
T: 507.385.1158

PRAIRIE SENIOR COTTAGES PHASE II

ISANTI, MN

REVISIONS:

MARK	DATE DESCRIPTION
	09-03-2019

PROJECT #: 19-09018
DRAWN BY: BMS
CHECKED BY: ELO

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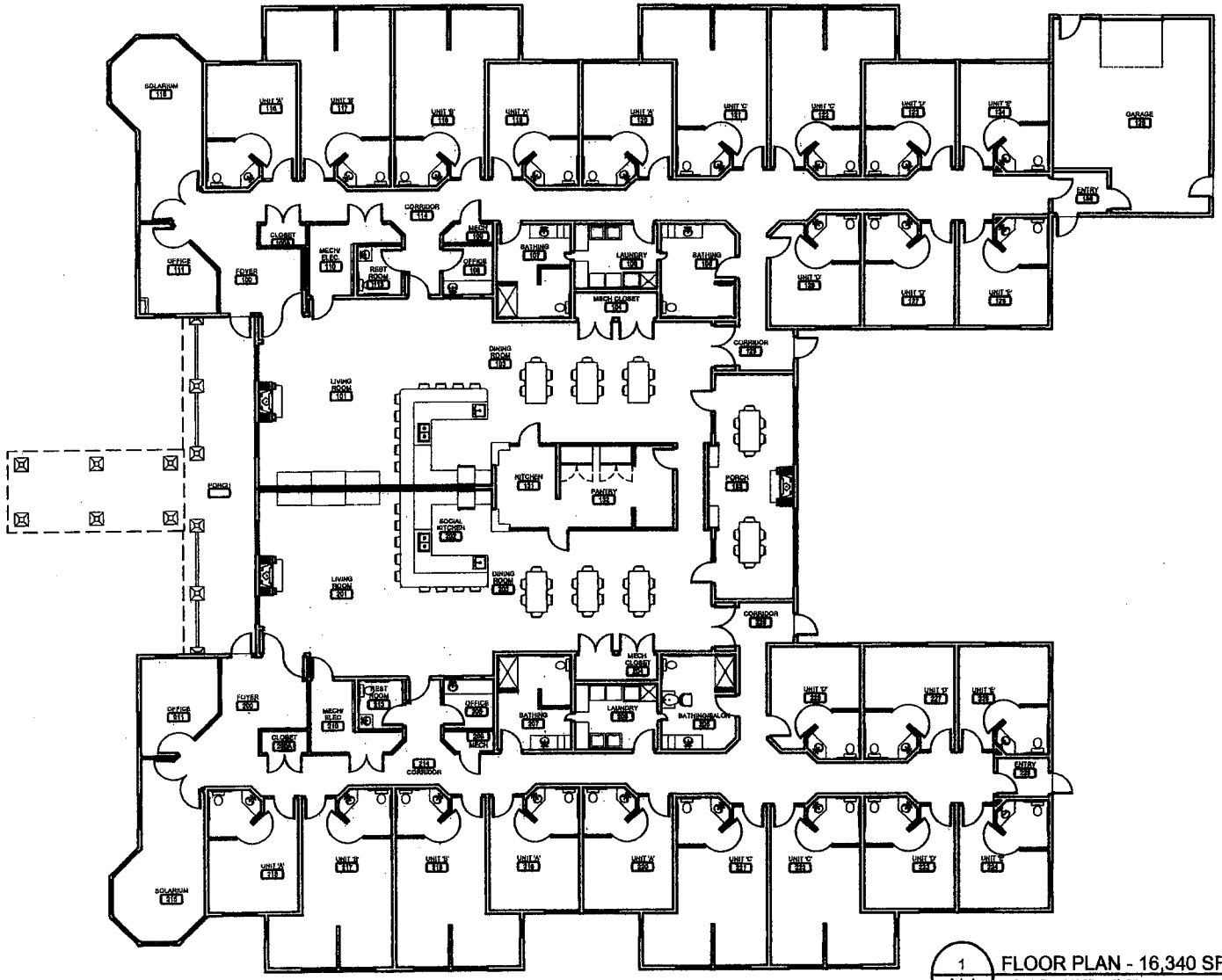
SHEET TITLE:
LANDSCAPE PLAN

SHEET:
L1.1



1 / A1.1 FLOOR PLAN - 16,340 SF (GARAGE 720 SF)
SCALE - 1/16" = 1'-0"

0' 5' 10' 20'

NORTH

ARCHITECT OF RECORD:
OLESON +HOBBIE ARCHITECTS
OHARCHITECTS.COM
ARCHITECTURE • INTERIORS • PLANNING • SUSTAINABILITY
330 Stadium Road, Suite 202, Mankato, MN 56001
T: 507.385.1158

PRAIRIE SENIOR COTTAGES PHASE II

ISANTI, MN

REVISIONS:

MARK	DATE / DESCRIPTION
	09-03-2019

PROJECT #: 19-06015

DRAWN BY: BMB
CHECKED BY: ELO

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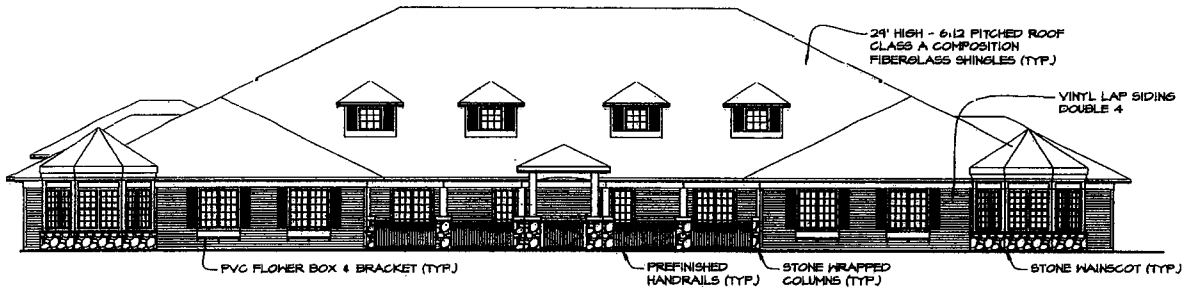
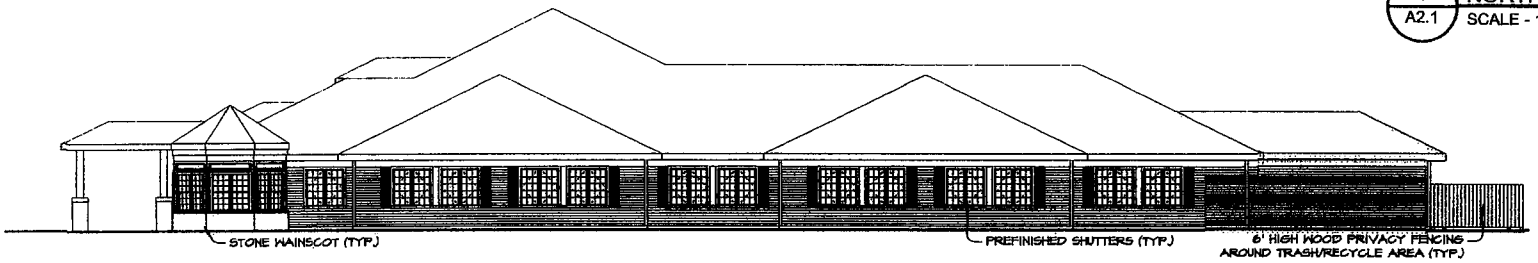
SHEET TITLE:
FLOOR PLAN

SHEET:
A1.1



1 A2.1 NORTH ELEVATION
SCALE - 1/16" = 1'-0"



2 A2.1 WEST ELEVATION
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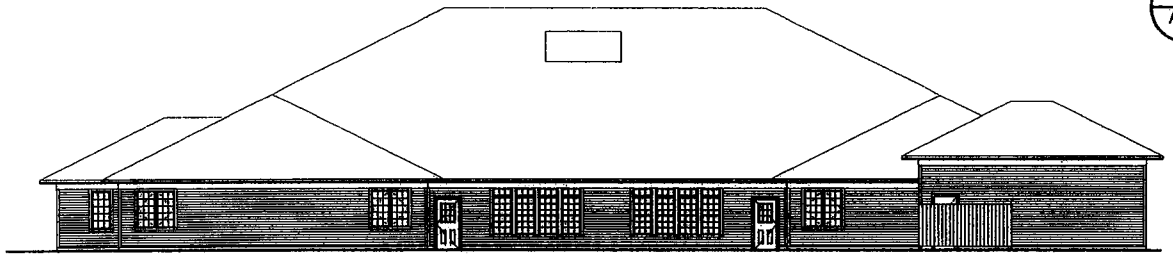
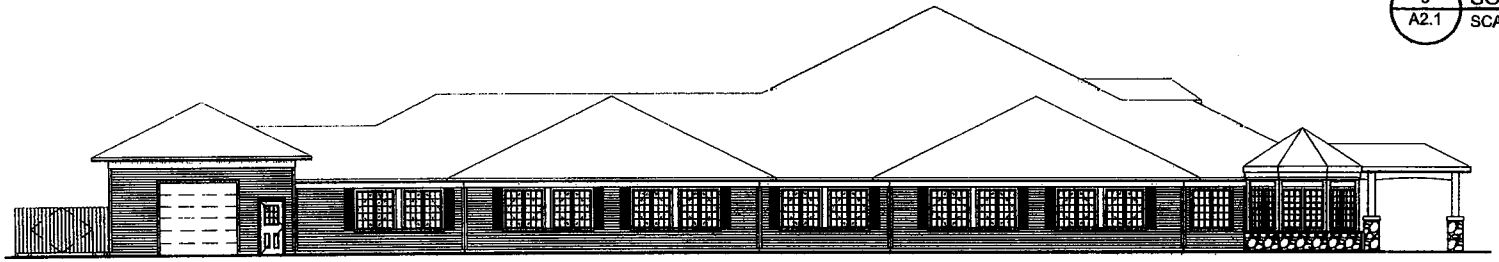


3 A2.1 SOUTH ELEVATION
SCALE - 1/16" = 1'-0"



4 A2.1 EAST ELEVATION
SCALE - 1/16" = 1'-0"

ARCHITECT OF RECORD:
OLESON +HOBBIE ARCHITECTS
OHARCHITECTS.COM
330 Stadium Road, Suite 202, Mankato, MN 56001
T: 507.385.1158

PRAIRIE SENIOR COTTAGES PHASE II

ISANTI, MN

REVISIONS:

MARK	DATE DESCRIPTION
	09-03-2019

PROJECT # : 19-03018
DRAWN BY : BMS
CHECKED BY : ELO

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SHEET TITLE:
EXTERIOR ELEVATIONS

SHEET:
A2.1

J.5.

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members of City Council**
From: Sheila Sellman, Community Development Director
Date: October 1, 2019
Subject: Resolution 2019-XXX authorization and execution of Repayment agreement for Lot 1, Block 1, Bank Site Addition with Prairie Senior Cottages LLC

Background:
The applicant is requesting to defer SAC and WAC fees for 240 days after the building permit is issued. The Developer has demonstrated to the satisfaction of the City that the Developer is unable to pay the full amount of the charges now and has asked the City to defer such charges and make them payable at a future point in time. Staff believes that the proposed development is in the best interests of the City and, therefore, the Council should defer the charges if doing so will facilitate the development and viability of the Improvements. The final numbers in the repayment agreement will be determined once final plans are submitted for approval.

Request:
Consider resolution and repayment agreement

Attachments:
- Resolution 2019-XXX
- Repayment agreement

RESOLUTION 2019-XXX

Authorization and Execution of Repayment Agreement with Prairie Senior Cottages of Isanti, LLC for Lot 1, Block 1, Bank Site Addition

WHEREAS, the City of Isanti extended the SAC and WAC Deferral program on December 19, 2017 which is documented by Resolution 2017-304 and extended the program to December 31, 2019 by Resolution 2018-268; and

WHEREAS, A boiler plate Repayment Agreement was drafted by Development Attorney and the City Council directed Staff to utilize this agreement for parties interested in SAC and WAC Deferral for commercial or residential development; and

WHEREAS, Prairie Senior Cottages of Isanti, LLC. (the "Developer") has asked the City to enter into a Repayment Agreement for the property legally described as: Lot 1, Block 1, Bank Site Addition (the "Property"); and

WHEREAS, the date of the Repayment Agreement will be when the Developer signs prior to payment of the building permit and REU and charges will be calculated at that time; and

WHEREAS, the Developer is registered, active and is in good standing with the Minnesota Secretary of State Office as of September 26, 2019.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota authorized the Mayor and City Administrator to execute the Repayment Agreement attached hereto contingent upon satisfactory proof of ownership witnessed in a recorded instrument of conveyance to the Developer.

This Resolution hereby approved by the Isanti City Council this 1st day of October 2019

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

REPAYMENT AGREEMENT

THIS AGREEMENT, made on or as of the ____ day of October, 2019, by and between the City of Isanti, Minnesota, a statutory City under the laws of the state of Minnesota (hereinafter referred to as the "City") having its principal office at 110 First Avenue N.W., Isanti, Minnesota 55040, and Prairie Senior Cottages of Isanti, LLC, a limited liability company under the laws of the State of Minnesota (hereinafter referred to as the "Developer"), having its principal office at 11800 Wayzata Blvd Minnetonka, MN 55305.

WITNESSETH:

WHEREAS, the Developer intends to construct a 17,000 square foot senior memory care building (the "Improvements") on certain real property (the "Property") in the City; and

WHEREAS, in connection with the construction of the Improvements there are certain water and sanitary sewer charges that are payable by the Developer to the City; and

WHEREAS, the Developer has demonstrated to the satisfaction of the City that the Developer is unable to pay the full amount of the charges now and has asked the City to defer such charges and make them payable at a future point in time; and

WHEREAS, the City believes that the development of the Improvements by the Developer is in the best interests of the City and, therefore, it is willing to defer the charges if doing so will facilitate the development and viability of the Improvements.

NOW, THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

ARTICLE I

Definitions

Section 1.1. Definitions. In this Agreement, unless a different meaning clearly appears from the context:

"Agreement" means this Agreement, as the same may be from time to time modified, amended, or supplemented.

"City" means the City of Isanti, Minnesota, its successors and assigns.

"County" means Isanti County, Minnesota.

"Deferred Charges" means the utility charges described in Section 3.1 of this Agreement being deferred by the City and which the Developer is obligated to pay in accordance with this Agreement.

"Developer" means Prairie Senior Cottages of Isanti, LLC, a Minnesota limited liability company, its successors and assigns.

"Event of Default" means an action by the Developer listed in Article IV of this Agreement.

"Improvements" means the 17,000 square foot senior memory care building to be constructed by the Developer on the Property.

"Property" means the real property described on the attached Schedule A to this Agreement.

"State" means the State of Minnesota.

ARTICLE II

Representations

Section 2.1. Representations by the City. The City makes the following representations as the basis for the undertaking on its part herein contained:

(a) The City is a statutory city duly organized and existing under the laws of the State. Under State law, the City has the power to enter into this Agreement and to perform its obligations hereunder.

Section 2.2. Representations by the Developer. The Developer represents that:

(a) The Developer is a limited liability company duly organized and authorized to transact business in the State, is not in violation of any provisions of its Bylaws or the laws of the State, has power to enter into this Agreement and has duly authorized the execution, delivery and performance of this Agreement by proper action of its President.

ARTICLE III

Deferred Charges

Section 3.1. Deferred Charges. The Developer owes to the City the sum of **$ TBD based on approved building plans to be submitted by Developer** in deferred utility charges. The Deferred Charges consist of **$ TBD based on current rates in place at the time of issuance of permit** in Water Connection Charges and **$ TBD based on current rates in place at the time of issuance of permit** in Sewer Connection Charges. The City has agreed to defer the payment of the Deferred Charges as described in this Agreement.

Section 3.2. Payment of the Deferred Charges. The Developer agrees that it will pay the Deferred Charges to the City on the earliest to occur of the following:

(a) on the date that is two hundred and forty (240) days after the date of this Agreement;

(b) on the date that the Developer sells or transfers the Property or Improvements, or any portion thereof; or

(c) on the date that the City issues a certificate of occupancy for the Improvements.

Interest shall accrue on the Deferred Charges at the rate of zero percent (0%) from the date hereof and continuing until the Deferred Charges and all accrued interest have been paid in full.

Section 3.3. Payment of Costs. The Developer shall pay all costs incurred by the City in connection with the preparation and implementation of this Agreement and related documents, including, without limitation, fees of attorneys related the preparation of this Agreement and related documents, if the Developer fails to complete construction of the Improvements within **two hundred and forty (240)** days after the date of this Agreement.

ARTICLE IV

Events of Default

Section 4.1. Events of Default Defined. The following shall be "Events of Default" under this Agreement and the term "Event of Default" shall mean, whenever it is used in this Agreement (unless the context otherwise provides), any one or more of the following events:

(a) Failure by the Developer to pay when due any payments required to be paid under this Agreement.

(b) The Developer of the following: (i) file any petition in bankruptcy or for any reorganization, arrangement, composition, readjustment, liquidation, dissolution, or similar relief under United States Bankruptcy Laws or any similar Federal or State Laws; or (ii) make an assignment for the benefit of its creditors; or (iii) admits, in writing, its inability to pay its debts generally as they become due; or (iv) be adjudicated, bankrupt or insolvent.

Section 4.2. City's Remedies on Default. Whenever any Event of Default by Developer referred to in Section 4.1 of this Agreement occurs, the City may take any one or more of the following actions after providing ten (10) days written notice to the Developer of the Event of Default, but only if the Event of Default has not been cured within said ten (10) days:

(a) Declare the entire outstanding balance of the Deferred Charges immediately due and payable.

(b) Terminate this Agreement.

(c) Take whatever action, including legal, equitable or administrative action, which may appear necessary or desirable to the City to collect any payments due under this Agreement, or to enforce performance and observance of any obligation, agreement, or covenant of the Developer under this Agreement.

Section 4.3. No Remedy Exclusive. No remedy herein conferred upon or reserved to the City or Developer is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the City or the Developer to exercise any remedy reserved to it, it shall not be necessary to give notice, other than such notice as may be required in this Article IV.

Section 4.4. No Additional Waiver Implied by One Waiver. In the event any agreement contained in this Agreement should be breached by either party and thereafter waived by the other party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

Section 4.5. Costs of Enforcement. Whenever any Event of Default occurs and the City shall employ attorneys or incur other expenses for the collection of payments due or to become due or for the enforcement of performance or observance of any obligation or agreement on the part of the Developer under this Agreement, the Developer agrees that it shall, within ten (10) days of written demand by the City, pay to the City the reasonable fees of such attorneys and such other expenses so incurred by the City.

ARTICLE V

Additional Provisions

Section 5.1. Representatives Not Individually Liable. No member, official, or employee of the City shall be personally liable to the Developer, or any successor in interest, in the event of any default or breach or for any amount which may become due to Developer or successor in interest or on any obligations under the terms of this Agreement.

Section 5.2. Titles of Articles and Sections. Any titles of the several parts, Articles, and Sections of the Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

Section 5.3. Notices and Demands. Except as otherwise expressly provided in this Agreement, a notice, demand, or other communication under the Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally; and

(a) in the case of the Developer, is addressed to or delivered personally to Prairie Senior Cottages of Isanti, LLC at 11800 Wayzata Blvd Minnetonka, MN 55305; and

(b) in the case of the City, is addressed to or delivered personally to the City at 110 First Avenue N.W., P.O. Box 428, Isanti, Minnesota 55040,

or at such other address with respect to either such party as that party may, from time to time, designate in writing and forward to the other as provided in this Section.

Section 5.4. Disclaimer of Relationships. The Developer acknowledges that nothing contained in this Agreement nor any act by the City or the Developer shall be deemed or construed by the Developer or by any third person to create any relationship of third-party beneficiary, principal and agent, limited or general partner, or joint venture between the City and the Developer or any third party.

Section 5.5. Modifications. This Agreement may be modified solely through written amendments hereto executed by the Developer and the City.

Section 5.6. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

Section 5.7. Judicial Interpretation. Should any provision of this Agreement require judicial interpretation, the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agent or attorney prepared the same, it being agreed that the agents and attorneys of both parties have participated in the preparation hereof.

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed in its name and behalf and the Developer has caused this Agreement to be duly executed in its name and behalf on or as of the date first above written.

CITY OF ISANTI, MINNESOTA

By _____
Its Mayor

By _____
Its City Administrator

Prairie Senior Cottages of Isanti, LLC

By _____
Its Chief Manager

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this __ day of _____, 2019, by Jeff Johnson and Josi wood, the Mayor and City Administrator of the City of Isanti, Minnesota, a statutory city under the laws of the State of Minnesota, on behalf of the City.

_____
Notary Public

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ____ day of _____, 2019, by _____, the Chief Manager of Prairie Senior Cottages of Isanti, LLC, a Limited Liability Company under the laws of the State of Minnesota, on behalf of the limited liability company.

_____
Notary Public

SCHEDULE A

Description of Property

Lot 1, Block 1, Bank Site Addition, Isanti County, Minnesota

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/19	09/25/2019	51969	1353	MARVS AUTO REPAIR	101-20200	51.45
09/19	09/25/2019	51970	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	1,200.00
09/19	09/25/2019	51971	692	ARC IRRIGATION	104-20200	238.83
09/19	09/25/2019	51972	2030	ARTISAN BEER COMPANY	609-20200	65.20
09/19	09/25/2019	51973	598	ASPEN MILLS	101-20200	17.85
09/19	09/25/2019	51974	1141	ASSURANT EMPLOYEE BENEFITS	602-20200	398.45
09/19	09/25/2019	51975	2808	BECC CORPORATION	602-20200	323.17
09/19	09/25/2019	51976	53	BELLBOY CORPORATION	609-20200	6,015.21
09/19	09/25/2019	51977	9	BERNICKS PEPSI-COLA	609-20200	2,086.40
09/19	09/25/2019	51978	368	BILLS QUALITY CLEANING	101-20200	821.00
09/19	09/25/2019	51979	1500	BOLTON & MENK INC	101-20200	15,848.00
09/19	09/25/2019	51980	2319	BREAKTHRU BEVERAGE	609-20200	5,635.55
09/19	09/25/2019	51981	2537	BROOKS, KATIE	609-20200	47.56
09/19	09/25/2019	51982	2221	C & L DISTRIBUTING	609-20200	64.00
09/19	09/25/2019	51983	1198	CENTER POINT ENERGY	601-20200	392.29
09/19	09/25/2019	51984	1815	CENTURYLINK	609-20200	881.50
09/19	09/25/2019	51985	1822	CENTURYLINK BUSINESS SERVICES	101-20200	36.24
09/19	09/25/2019	51986	2003	CLARK EQUIPMENT CO	101-20200	5,798.28
09/19	09/25/2019	51987	120	CONNEXUS ENERGY	101-20200	17,343.93
09/19	09/25/2019	51988	918	CRYSTAL SPRINGS ICE	609-20200	313.20
09/19	09/25/2019	51989	8	DAHLHEIMER DISTRIBUTING CO	609-20200	28,481.31
09/19	09/25/2019	51990	2809	DAHLHEIMER, PAMELA	609-20200	298.42
09/19	09/25/2019	51991	2244	DEZURIK INC	602-20200	8,526.60
09/19	09/25/2019	51992	897	DVS RENEWAL	101-20200	74.25
09/19	09/25/2019	51993	2478	EAST CENTRAL ENERGY	101-20200	42.85
09/19	09/25/2019	51994	55	ECM PUBLISHERS INC	101-20200	181.87
09/19	09/25/2019	51995	16	ELECTRO WATCHMAN INC	609-20200	272.53
09/19	09/25/2019	51996	912	FASTENAL COMPANY	101-20200	20.76
09/19	09/25/2019	51997	385	FEDERATED CO-OPS INC	101-20200	48.28
09/19	09/25/2019	51998	1682	FERGUSON WATERWORKS	601-20200	17.82
09/19	09/25/2019	51999	2735	GARVEY, JENNY	101-20200	7.48
09/19	09/25/2019	52000	739	HACH COMPANY	601-20200	1,044.20
09/19	09/25/2019	52001	160	HAWKINS INC	601-20200	1,348.48
09/19	09/25/2019	52002	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	276.73
09/19	09/25/2019	52003	252	ISANTI REDBIRDS	104-20200	811.59
09/19	09/25/2019	52004	1534	J. J. TAYLOR	609-20200	760.45
09/19	09/25/2019	52005	7	JOHNSON BROTHERS LIQUOR CO	609-20200	5,795.52
09/19	09/25/2019	52006	5	KAWALEK TRUCKING	609-20200	367.00
09/19	09/25/2019	52007	1338	KNIFE RIVER	101-20200	5,001.40
09/19	09/25/2019	52008	2648	LEPAGE & SONS	101-20200	744.08
09/19	09/25/2019	52009	1789	MADDEN GALANTER HANSEN, LLP	101-20200	1,846.96
09/19	09/25/2019	52010	17	MCDONALD DISTRIBUTING CO	609-20200	18,104.55
09/19	09/25/2019	52011	616	MENARDS - CAMBRIDGE	101-20200	225.42
09/19	09/25/2019	52012	281	MINNCO CREDIT UNION	108-20200	3,146.18
09/19	09/25/2019	52013	2208	MINNESOTA EQUIPMENT	101-20200	41.70
09/19	09/25/2019	52014	2597	MNSPECT, LLC.	101-20200	20,793.98
09/19	09/25/2019	52015	2080	MVTL LABORATORIES INC	602-20200	174.16
09/19	09/25/2019	52016	279	NORTHLAND LANDSCAPING	101-20200	4,375.18
09/19	09/25/2019	52017	1279	NOVAK-FLECK INC	505-20200	16,000.00
09/19	09/25/2019	52018	283	OLSON POWER & EQUIPMENT	602-20200	113.61
09/19	09/25/2019	52019	2495	PELTIER, TABITHA	603-20200	226.00
09/19	09/25/2019	52020	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,166.36
09/19	09/25/2019	52021	12	POSTMASTER	603-20200	3,883.80

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 9/26/2019 - 9/26/2019 | Sep 26, 2019 10:02AM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/19	09/26/2019	52033	1922	WEX BANK	101-20200	2,317.67
Grand Totals:						2,317.67

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/19	09/25/2019	52022	2294	PRECISION CONCRETE	101-20200	3,612.00
09/19	09/25/2019	52023	2341	RED BULL DISTRIBUTION	609-20200	180.00
09/19	09/25/2019	52024	2396	SOUTHERN GLAZERS OF MN	609-20200	616.00
09/19	09/25/2019	52025	1361	STAPLES ADVANTAGE	101-20200	430.89
09/19	09/25/2019	52026	859	SYLVESTER, MATTHEW	603-20200	990.29
09/19	09/25/2019	52027	1290	THE AMBLE GROUP	602-20200	214.29
09/19	09/25/2019	52028	1740	TOSHIBA FINANCIAL SERVICES	108-20200	295.19
09/19	09/25/2019	52029	2485	ULINE	101-20200	395.20
09/19	09/25/2019	52030	42	VIKING COCA-COLA BOTTLING CO	609-20200	198.80
09/19	09/25/2019	52031	1286	VINOCOPIA INC	609-20200	626.75
09/19	09/25/2019	52032	4	WATSON CO INC	609-20200	1,937.05
Grand Totals:						194,294.09

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

City of Isanti

Gross Payroll	82,827.63
Social Security & Medicare	4,824.10
Public Employees Retirement	8,140.37
Total City Expense	95,792.10

Pay Date 9/20/2019

Pay Period 19 (9/1-9/14/19)

K.2.

RESOLUTION 2019-XXX

RESOLUTION APPROVING DOCUMENT IMAGING AGREEMENT

WHEREAS, the need for document imaging software was discussed in 2018 and $5,000.00 included in the 2019 Budget; and,

WHEREAS, Staff reviewed service providers and options for document imaging software platforms and found Laserfiche – Cloud to best fit the needs of the City; and,

WHEREAS, staff solicited proposals and quotes attached as Exhibit A. The following quotes were received:

Minokaw Technologies	OPG-3
$4,992.00	$5,141.60

WHEREAS, a Service Agreement for one year to be reviewed annually for on-going document imaging support is herein attached as Exhibit B;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. Accept the quote from Minokaw Technologies for Laserfiche document imaging software and service for a total amount, not to exceed, $4,992.00 for the first year with funding source identified within the 2019 Budget.
2. Authorize Staff to review and enter into a Service Agreement with Minokaw Technologies for a one-year contract and possible renewal at the term of the contract.
3. Include on-going funding to continue document imaging cloud subscription, in the amount of $3,192.00, in the annual budget to be approved by City Council.

This resolution was duly adopted by the Isanti City Council this 1st day of October, 2019.

ATTEST:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

'Exhibit A'

OPEN 3 | Content Management
Process Automation
Enterprise Transformation

Business Proposal

For: City of Isanti

September 12, 2019

Laserfiche®
Run Smarter®

Document Management | Business Process Management | Enterprise Content

OPG-3 | Content Management
Process Automation
Enterprise Transformation

8030 Old Cedar Ave S, Suite 205
Bloomington, MN 55425

Mike Betker, Finance Director
City of Isanti
September 9, 2019

Dear Mr. Betker,

I am pleased to submit the attached proposal for a Laserfiche content management solution. OPG-3 the premier reseller of Laserfiche software in the Upper Midwest as well as a respected systems integrator and consultancy. OPG-3 has specialized in providing solutions to document and information management problems to government agencies. With more than 120 municipal customers we have curated a great deal of collective wisdom that we work hard to share amongst our community of practice.

OPG-3 views customer relationships as long-term, mutually beneficial partnerships where our customers benefit from our 20 years' experience and continuously multiply their ROI by using a single set of tools to solve multiple business problems. We have developed a reputation for creating innovative solutions to legacy business problems with a focus on usability and world class customer service.

We would be pleased to discuss any aspect of this proposal and to provide additional information related to our proposed solution or ability to deliver if requested. We look forward to the next steps and appreciate this opportunity.

Sincerely,

Patrick Gadient

Patrick Gadient, Solutions Manager

Office: 651-233-5076

Email: pgadient@opg-3.com

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Laserfiche Software Components 5
Cost Summary 7
Laserfiche Cloud – Initial Acquisition Cost & Annual Renewal 7

Laserfiche Cloud Licensing

Option 3 - Laserfiche Cloud License

The Laserfiche Cloud License introduces a straightforward annual fee including software licenses, hosted storage, technical support and software updates. This licensing option provides a Software as a Service (SaaS) solution hosted on Amazon Web Services.

The Cloud Named Full User License bundles the following products/functionality with each named user:

- 100 GB Storage Per User
- 10 GB Network Per User Per Month
- Web, Mobile and Desktop Clients
- Web Administration Console
- Laserfiche Scanning
- Laserfiche Snapshot
- Laserfiche Import Agent
- Forms
- Records Management
- Advanced Audit Trail with Watermark Feature
- Laserfiche Connector
- Digital Signatures
- Integrations with:
  - Microsoft Office
  - Google Drive
  - OneDrive
  - DocuSign

Laserfiche Software Components

Laserfiche is packaged to meet the needs of every department within a school district. The licensing option being offered for the Fergus Falls School District includes the below functionality.

Laserfiche Component	Description
Laserfiche Web Client	Enables users to access repository content through a web browser.
Laserfiche Mobile	Enables users to access repository content through an Android, iOS, or Windows Phone application.
Laserfiche Web Administration Console	Enables administrators to manage an installation through a web browser.
Laserfiche Snapshot	Virtually prints content into Laserfiche as a TIFF image, generates associated text for full-text searching, and allows for indexing upon import.
Laserfiche Advanced Audit Trail with Watermark Feature	Tracks attempted, and successful events performed in the repository including login, document deletion, and audit configuration modification.
Laserfiche Digital Signatures	Applies to electronic forms or to documents using a signing certificate.
Laserfiche Microsoft Office Integration	Allows for direct content import as well as indexing capabilities from a Laserfiche ribbon at the top of all Microsoft Office products. Within Outlook, emails and attachments can be imported to the repository with a single click and auto-indexed with information such as sender, subject, time received, etc.
Laserfiche Records Management	Provides integrated, DoD 5015.2 certified records management functionality to keep track of documents through their complete records lifecycle.
Laserfiche Forms	Enables organizations to collect, route and process information captured through electronic forms.
Laserfiche Connector	Provides a non-programmatic means for integrating Laserfiche with a line of business applications.
Laserfiche Quick Fields Complete	Provides batch processing capabilities assisting in automated data capture and storage through document classification, real-time lookups, zone OCR, auto-redaction, etc.

Laserfiche Quick Fields Agent	Enables scheduling of Quick Fields sessions to have them run unattended.
Laserfiche DocuSign Integration	Enables organizations to initiate a signing process with DocuSign from Laserfiche Web Client simply by choosing a document, DocuSign template, and who needs to sign it, while saving signed documents as a new version of the original.
Google Drive Integration	Enables users to quickly capture and centrally store all Google Drive content without needing to export it first.
OneDrive Integration	Enables users to quickly capture and centrally store all OneDrive and OneDrive Business content without needing to export it first.

Cost Summary

Laserfiche Cloud – Initial Acquisition Cost & Annual Renewal

The Laserfiche Cloud costing below combines the cost of licensing, hosted, storage, support and software updates into a cost that is based on a per-user fee that is prepaid annually.

Product Name	Quantity	Unit Price	Extended
Laserfiche Cloud Full User *Includes:* *Workflow* *Form Professional*	4	$648.00	$2,592.00
Laserfiche Participant User	5	$120	$600.00
Laserfiche Cloud Quick Fields Agent Subscription	1	$388.80	$388.80
Laserfiche Cloud – NCPA Cloud Discount	1	-$104.20	-$104.20
Laserfiche Cloud – Annual Subscription Cost:			**$3,580.80**

The costing below includes installation and training costs for the Laserfiche Cloud system.

Product Name	Quantity	Unit Price	Extended
Install and Configuration	1	$925.00	$925.00
Training End User and Admin	1	$740.00	$740.00
Laserfiche Cloud – Initial Software, Install and Training Cost:			**$1,665.00**

Laserfiche Cloud – Annual Cost	$3,580.80
Laserfiche Cloud – Initial Software, Install and Training Cost	$1,665.00
Laserfiche Cloud – Total Initial Acquisition Cost:	**$5,141.60**

Minokaw Technologies

Laserfiche Proposal for:

Mike Betker
Finance Director

City of Isanti
A Community for Generations.

September 11th, 2019

Dear Mike,

Thank you for the opportunity to present this proposal for the Laserfiche Enterprise Content Management (ECM) solution. Based on that conversation, I will be providing budget numbers for both a Cloud (SaaS) based solution and the Avante (on site) based solution. The main difference between the two is the Cloud solution is an annual Software as a Service (SaaS) model and with Avante, you own the software and only need to budget for the annual Software maintenance(LSAP). In addition, with the Cloud solution, most components of Laserfiche are built in where there is a separate charge for specific components with the Avante solution.

As you will see in this proposal, the budget is broken into the following areas:

- Laserfiche Cloud solution
- The Avante software and its specific components
- Annual maintenance for the software and component (also called Laserfiche Software Assurance Plan – LSAP)
- Minokaw Technologies costs for discovery, set-up and training

In addition, I have given you the total cost of ownership over 5 and 10 years. Note that an on-premise solution has other costs to consider, like a server and other software necessary to allow the server to function as well as a backup solution. In addition, there is no management of the Cloud (SaaS) instance.

Mike, thank you again for considering Laserfiche and Minokaw Technologies, and please let me know if you have any questions.

Sincerely,

Ned Weizenegger

Ned Weizenegger
218-838-9115
nedw@minokaw.com

ABOUT MINOKAW TECHNOLOGIES

Minokaw Technologies is a tribally owned technology company that specializes in the sales and service of Laserfiche enterprise content management (ECM) software. Minokaw is a subsidiary of Mille Lacs Corporate Ventures, the business arm of the Mille Lacs Band of Ojibwe. Minokaw and its employees have been using, supporting and developing Laserfiche solutions for over 15 years. Four years ago, Minokaw Technologies was started based on that Laserfiche expertise. We have created hundreds of custom business processes and document retention solutions that meet current business needs and we are proactive in recommending solutions to take full advantage of ALL aspects of the Laserfiche platform. Minokaw offers a variety of support solutions post installation to meet client specific needs and provides multiple training options .

We are a Laserfiche Gold Certified Reseller, which requires advanced training and business knowledge of the ECM platform.

ABOUT LASERFICHE

Laserfiche is the world's leading software for enterprise content management, business process automation, and productivity-boosting analytics. From digitizing documents to supporting smarter business decisions, Laserfiche provides a progressive roadmap to help organizations of all sizes embrace the benefits of digital transformation.

Since 1987, Laserfiche Enterprise Content Management software has been trusted by more than 35,000 organizations with 5 million users worldwide to manage, secure and share information. K-12 education is one of their key industries and they have people focused on solutions just on that market. They offer a K-12 Answers Community where K-12 colleagues can share questions and solutions and learn from one another. Along with winning industry awards, Laserfiche has also set the industry standard with a Department of Defense 5015.2-certified records management solution.

OUR SOLUTIONS

Laserfiche Avante is an on-site solution that empowers your organization to operate more efficiently, effectively and profitably by:

- Managing all organizational content throughout its life cycle
- Facilitating compliance with robust security and auditing features
- Integrating seamlessly with the applications employees use every day
- Streamlining operations by automating manual, repetitive processes
- Decreasing overhead costs of paper storage, office space and staff

Components

- Avante Named Full User License
- MS SQL Server with Workflow
- Forms Professional

Laserfiche Cloud is a Software as a Service (SaaS) solution which provides a central digital repository accessible from anywhere. With Laserfiche cloud you can upload, view, and modify content within a streamlined fully responsive web interface. Laserfiche Cloud offers all the benefits of Laserfiche Avante and more with most of the Laserfiche components included in the Cloud solution. Additional Components include, Advanced Audit Trail, Forms Professional, Public Portal, Records Management.

Minokaw Development and Training

Minokaw will provide development and training for the Laserfiche platform including:

- Discovery
- Server Set-up
- Forms Set-up
- Online Training

BUDGET

Cloud Software Annual Costs

Product	Quantity	Unit Price	Total
Laserfiche Cloud Solution- Full user	4	$648	$2,592.00
Laserfiche	5	$120	$600.00
Each user includes 100 GB Storage	400 GB storage	Total	$3,192.00

Minokaw Costs (Cloud System)

Product	Quantity	Unit Price	Line Total
Minokaw Provided Services • Discovery • User Training • Folder Structure • Permissions	12 Hours	$150.00	$1,800.00
		Total	$1,800.00

Avante Software Costs

Product	Quantity	Unit Price	Total
Avante Named Full User	3	$600.00	$1,800.00
Avante Participant User	10	$97.00	$970.00
Avante MS SQL Server Express	1	$1,500.00	$1,500.00
Avante Named Full User LSAP (annual)	3	$120.00	$360.00
Avante MS SQL Server Express LSAP (annual)	1	$300.00	$300.00
		Total	$4,930.00

Minokaw Costs (Avante System)

Product	Quantity	Unit Price	Line Total
Minokaw Provided Services • Discovery • Server Set-up • User Training • Folder Structure • Permissions	16 Hours	$150.00	$2,400.00
		Total	$2,400.00

Recurring cost breakdown

Cloud Software	
Year 1 Costs- Includes Consulting Costs	$4,992
Year 2 Costs	$3,192
Year 3 Costs	$3,192
Year 4 Costs	$3,192
Year 5 Costs	$3,192
5 Year Total Cost of Ownership	**$17,760**
10 Year Total Cost of Ownership	**$33,720**
On Premise Software- Does not include cost of server, storage, and backup solution, or server management	
Year 1 Costs- Includes Consulting Costs	$7,370
Year 2 Costs	$1,870
Year 3 Costs	$1,870
Year 4 Costs	$1,870
Year 5 Costs	$1,870
5 Year Total Cost of Ownership	**$14,850**
10 Year Total Cost of Ownership	**$24,200**

Minokaw Technologies

Date: 9/11/2019
Quote #COI-000005

Quote

Minokaw Technologies VAR
Services, LLC.
700 Grand Avenue
Onamia, MN 56359
218.838.9115
Attn: Ned Weizenegger
www.minokaw.com
nweizenegger@minokaw.com

City of Isanti, MN
Attn: Mike Betker
110 1st Avenue NW.
Isanti,MN 55040
MBetker@cityofisanti.us

Qty	Description	Unit Price	Line Total
4	Laserfiche Cloud full user- Annual Subscription, includes 100 GB Storage per user	$648.00	$2,592.00
5	Forms Participant Users	$120.00	$600.00
12	Laserfiche Consulting Hours- System setup, training, permissions etc.	$150.00	$1,800.00
		Total	$4,992.00

Quote are valid for 30 days
Minokaw Technologies,VAR Services LLC

Thank you for your business!

VAR SERVICES AGREEMENT

This Service Agreement ("Agreement") is effective as of **10-2-19 2019** (the "Effective Date") between **Minokaw Technologies VAR Services, LLC** ("Minokaw"), a Minnesota limited liability company, whose address is **700 Grand Avenue, Onamia, MN 56359**, and **City of Isanti, ("Client"), whose** address is **110 1st avenue NW, Isanti, MN 55040**

1. Minokaw's Services. Minokaw shall provide hardware, software and services (the "Services") described in the attached Statement of Work ("SOW"), the scope of which may be expanded or contracted pursuant to subsequent SOWs as further described at Section 7, below.

2. Client's Duties. Client shall perform its responsibilities described in the attached SOW, and any subsequently agreed upon SOWs.

3. Contracting Representative. Client appoints **Josi Wood, City Administrator** ("Contracting Representative") to represent the Client in its dealings with Minokaw. The Contracting Representative may request Services, and Client represents that Minokaw may rely upon the authority of the Contracting Representative with regard to any such requests. Minokaw shall report to the Contracting Representative.

4. Term of Agreement. This Agreement commences upon execution by Client for a term of one (1) year. Tthe term of this Agreement will automatically renew unless agreed upon in writing by both parties 30 day prior to renewal.

5. Pricing. The standard hourly rates for Laserfiche consulting from Minokaw are $175 per hour. Client will receive a rate of $150 per hour rate because they are a city. Client can buy prepaid blocks of hours at a rate of $145 per hour if they purchase at least 25 hours.

   Client will pay 100% of the Laserfiche software costs up front before Minokaw will order and pay for the software.

   Minokaw will submit invoices on a monthly basis for all Services performed under this Agreement. Client agrees to make payment in full within thirty (30) days following receipt of an invoice. All unpaid balance over thirty (90) days is subject to a $5.00 charge or 1.5% interest per month, whichever is greater. Client agrees to pay all invoices plus reasonable collection costs, including legal fees, for any invoice not paid in full. No late payment or interest shall be due on amounts disputed in good faith by Client.

6. Projects. Individual projects will be described in a written SOW when requested by client. The SOW will be prepared by Minokaw and approved and accepted by the Contracting Officer. Such SOW's, including any increase or decrease in the amount of Minokaw's compensation, will be incorporated as written amendments to this Agreement.

7. Authorizations. Unless the parties mutually agree in writing, neither party has the authority to bind the other party to any agreement with any third party.

8. Independent Contractor. The parties expressly understand and agree that Minokaw is an independent contractor, and will in no event be considered an employee of the Client. As an independent contractor, Minokaw will not be covered under the Client's workers' compensation program, and the Client will not withhold any state or federal taxes on the payment to be made hereunder and will not provide any benefits to Minokaw.

9. Subcontractors. Minokaw shall not employ any subcontractor to perform any services in the scope of Agreement, unless said subcontractor is approved in writing by the Client.

10. License Agreements. Client represents and warrants to Minokaw that performance of the Services will not violate the terms of any license agreement or other contract to which Client is bound.

11. Development Tools. Minokaw will retain the right, title, and interest in and to all software development tools, know-how, methodologies, processes, technologies and algorithms used in providing the Services, which are based on trade secrets or proprietary information of Minokaw or are otherwise owned or licensed by Minokaw. Licenses will not be deemed to have been granted by either party to any of its patents, trade secrets, trademarks or copyrights except as otherwise expressly provided in this Agreement.

12. Insurance. Minokaw, at its own expense, shall procure and maintain in force for the duration of this agreement the following minimum insurance coverages:

1. Workers' Compensation Insurance
Minokaw must provide Workers' Compensation Insurance for all its employees in accordance with the statutory requirements of the State of Minnesota. Minokaw shall also provide Employer's Liability Insurance with minimum limits as follows:

- $500,000 – Bodily Injury by Disease per employee
- $500,000 – Bodily Injury by Disease aggregate
- $500,000 – Bodily Injury by Accident

2. Commercial General Liability Insurance
Minokaw is required to maintain Commercial General Liability Insurance protecting itself and Client from claims for damages for bodily injury, including death, and from claims for property damage, which may arise from operations under this Agreement. Insurance minimum limits are as follows:

- $1,000,000 – per occurrence
- $1,000,000 – annual aggregate
- $1,000,000 – annual aggregate – Products/Completed Operations

The following coverages shall be included:

- Premises and Operations Bodily Injury and Property Damage
- Personal and Advertising Injury
- Blanket Contractual Liability
- Products and Completed Operations Liability

Client, including its elected and appointed officials, employees, and agents, must be endorsed as an Additional Insured using ISO Form CG 20 10 or equivalent for Ongoing Operations and ISO Form CG 20 37 or equivalent for Products/Completed Operations.

3. Professional/Technical (Errors and Omissions) Liability Insurance
Minokaw is required to maintain Professional Liability (Errors and Omissions) Insurance that provides coverage for all claims Minokaw may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to the Minokaw's professional services required under the contract. Minokaw is required to carry the following minimum limits:

- $1,000,000 – per occurrence
- $1,000,000 – annual aggregate

The retroactive or prior acts date of such coverage shall not be after the effective date of the contract and Minokaw shall maintain such insurance for a period of at least two (2) years, following completion of the Services. If such insurance is discontinued, extended reporting period coverage must be obtained by Minokaw to fulfill this requirement.

4. Additional Insurance Conditions

- Minokaw's policies shall be primary insurance and non-contributory to any other valid and collectible insurance available to Client with respect to any claim arising out of Minokaw's performance under this Agreement.
- An Umbrella or Excess Liability insurance policy may be used to supplement Minokaw's policy limits to satisfy the full policy limits required by this Agreement.
- Any insurance limits in excess of the minimum limits shall be available to Client.
- All policies, except professional liability, shall be endorsed with a waiver of subrogation in favor of Client.
- Minokaw is required to submit a Certificates of Insurance acceptable to Client as evidence of the required insurance coverage requirements.
- Minokaw's policies and Certificate of Insurance shall contain a provision that coverage afforded under the policies shall not be cancelled without at least thirty (30) days' advanced written notice to Client, or ten (10) days' written notice for non-payment of premium.
- Client's failure to approve or disapprove of Minokaw's policies or certificates shall not relieve Minokaw of full responsibility to maintain the required insurance.
- No representation is made that the minimum insurance requirements are sufficient to cover the obligations of Minokaw under this Agreement.

13. Termination. Either party may terminate this Agreement without cause by providing ninety (90) days written notice to the other party.

In the event Minokaw fails to conform to this Agreement or a SOW, Client must notify Minokaw of the nonconformance within five (5) business days of the nonconforming event. Minokaw will have ten (10) business days to take corrective action. If Minokaw fails to cure the nonconformance within ten (10) business days, Client may terminate this Agreement with written notice to Minokaw for nonconformance.

Minokaw may terminate this Agreement in the event Client fails to comply with agreed upon payment terms, provided that Minokaw first gives Client written notice of such termination specifying nonpayment and Client has had thirty (30) days after such notice to cure nonpayment.

14. Confidential Information. Minokaw shall treat all information received from Client ("Confidential Information") in a secret and confidential manner. All obligations to maintain the secrecy of Confidential Information remain in effect following the termination of this Agreement. Minokaw shall use Confidential Information only for the specific purpose for which Client furnished it to Minokaw. Minokaw shall not, directly or indirectly, without the prior written consent of Client, reproduce, copy, disseminate, publish, furnish, disclose, provide or otherwise make available to any person, firm, corporation, government agency, department or other unit, partnership, association, institution or other entity, any Confidential Information. However, Minokaw may share Confidential Information with third parties for the purpose of providing the Services to Client, so long as such third parties are bound by the same confidentiality standards articulated in this section. Minokaw may also disclose Confidential Information to the extent required by law or a court order. Minokaw shall promptly notify Client of any court orders requiring such a disclosure.

Minokaw shall take such steps as may be requested by Client in the effort to maintain the secrecy and confidentiality of Confidential Information. All Confidential Information, including all originals, copies,

reproductions and/or summaries thereof, remain the property of Client. Further, Client retains all rights and remedies afforded it under patent, copyright, trade secret, trademark, other intellectual property rights or any other laws designed to protect proprietary or confidential information.

Upon termination of this Agreement, each party shall return or destroy, at the direction of the other party, all of the other party's Confidential Information in its possession.

Confidential Information does not include any information that: (i) is already known to the receiving party to be free of any obligation to keep it confidential; (ii) is, or becomes, publicly known through nor wrongful act of the receiving party; (iii) is given to the receiving party from a third party without any restriction on confidentiality; (iv) is independently developed by the receiving party; (v) is disclosed to third parties by the disclosing party without any obligation of confidentiality; or (vi) is approved for release by prior written authorization of the disclosing party.

15. Indemnification. Each Party (as the "Indemnifying Party") will indemnify, defend and hold harmless the other party, its officers, directors, employees, agents, representatives and subcontractors, if any, from all liability, claims, demands, judgments and expenses (including attorneys' fees and any injury or damage to any person, including death, or damage to property) for all actions, claims, damages, losses, and expenses arising directly or indirectly as a result of any strict liability, error, omission, or negligent act or willful misconduct of the Indemnifying Party, its assignee, subcontractor, or anyone directly or indirectly employed by it or them in the performance of this Agreement, except for any claims or damages caused solely as a result of the willful misconduct of the Indemnified Party. Any claims, damages, liability, losses and expenses arising out of or resulting from or sustained in connection with the performance of work, under this Agreement, that are the result of the negligence or willful misconduct of both parties, will be apportioned on a comparative fault basis. This provision shall survive the termination of this Agreement with respect to acts or omissions that occurred prior to termination and shall be in effect during all applicable statutes of limitations.

All indemnification obligations under this section are subject to the following requirements: (i) the indemnified party shall provide the indemnifying party with prompt written notice of any claim; (ii) the indemnified party will reasonably cooperate with the indemnifying party's defense; and (iii) the indemnifying party shall not enter into any settlement or compromise of any claim without the indemnified party's prior written consent, which cannot be reasonably withheld.

16. Limited Warranty; Disclaimers. Minokaw represents and warrants that it has a valid non-exclusive, limited use license to sell, market, install, distribute, maintain, service, publicly perform, provide day to day support for and publicly display any product developed, created, written, owned, licensed, distributed, sold or marketed by Compulink Management Center, Inc. ("Laserfiche") (referred to collectively as "licensed software") to Client. Minokaw further represents and warrants that it has and will maintain the full power and authority to grant the intellectual property and other rights granted in this Agreement without further consent of any third party. Laserfiche has warranted to Minokaw that the licensed software will perform substantially in accordance with its specifications. Laserfiche's warranty remains in effect for 30 days following the installation of the licensed software at Client's location. Minokaw will provide all services in a timely, workmanlike manner, in conformity with industry best practices

Client shall notify Minokaw of any possible breach of warranty during the 30-day warranty period. If Minokaw is unable to remedy the issues articulated by Client, Minokaw shall give Laserfiche written notice during the 30-day warranty period of the breach of warranty claim. Failure of Client to notify Minokaw of any possible breach of warranty during the 30-day warranty period waives all breach of warranty claims and constitutes Client's acceptance of the licensed software as is.

Minokaw's sole responsibility following notice of a breach of warranty is to assist with Laserfiche's efforts to correct any defect or problem resulting from the licensed software. If Laserfiche cannot remedy

a defect or problem with the licensed software, Client shall return the licensed software to Minokaw, and Minokaw shall return the licensed software to Laserfiche so that Laserfiche can refund the purchase price.

The limited warranty contained in this section will not apply to any defect or problem resulting from or attributable to any non-Laserfiche enhancement, derivative work, or ancillary program, created, acquired or purchased by Client. This limited warranty is void if failure of the licensed software results from any misuse, or misapplication.

MINOKAW DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

17. Liability. Minokaw DOES NOT ACCEPT LIABILITY BEYOND THE REMEDIES SET FORTH HEREIN, INCLUDING ANY LIABILITY FOR SERVICES NOT BEING AVAILABLE FOR USE OR FOR LOST OR CORRUPTED DATA OR SOFTWARE, OR THE PROVISION OF SERVICES AND SUPPORT. Minokaw WILL NOT BE LIABLE FOR LOST PROFITS, LOSS OF BUSINESS OR OTHER CONSEQUENTIAL, SPECIAL, INDIRECT, OR PUNITIVE DAMAGES, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, OR FOR ANY CLAIM BY ANY THIRD PARTY. CLIENT ACKNOWLEDGES THAT Minokaw WOULD NOT ENTER INTO THIS AGREEMENT WITHOUT THESE LIMITATIONS ON LIABILITY.

18. Assignment. Neither party shall assign its rights or obligations under this Agreement without the prior written consent of the other party.

19. Entire Agreement and Modifications. This Agreement represents the entire agreement between the parties and supersedes any previous discussions or agreements, either verbal or written that occurred between the parties. This Agreement may not be amended except by written agreement signed by the parties hereto. In the event of any conflict or inconsistency between this Agreement and any riders, exhibits, addenda, or other document incorporated herein, this Agreement shall govern.

20. Severability. In the event that any one or more provisions of this Agreement, or attachments hereto, are held to be invalid or otherwise unenforceable, the enforceability of the remaining provisions will not be impaired.

21. Waiver. Client understands and agrees that Minokaw has the right at all times to enforce the provisions of this Agreement in strict accordance with the terms thereof, notwithstanding any conduct or custom on the part of Minokaw in refraining from so doing at any time or times; and further, that the failure of Minokaw at any time or times to enforce Minokaw's rights under said provisions strictly in accordance with the same shall not be construed as having created a custom in any way or manner contrary to the specific terms and provisions of this Agreement or as having in any way or manner modified, altered or waived the same. No waiver by Minokaw of any default or breach by Client herein will be construed as a waiver of any subsequent default or breach.

22. Regulatory Compliance. This Agreement is contingent on any necessary initial and continued approvals and licenses from any regulatory authorities having jurisdiction over the parties or the subject matter of this Agreement. Each party shall promptly apply to the appropriate regulatory authorities for any licenses and approvals necessary for that party to perform under this Agreement, shall diligently pursue its applications and pay all associated costs and fees, and shall otherwise cooperate with any requests, inquiries, or investigations of any regulatory authorities or law enforcement agencies in connection with Minokaw or this Agreement. If any license or approval necessary for either party to perform under this Agreement is denied, suspended, or revoked, this Agreement shall be void effective the date of the denial, suspension, or revocation, provided, however, that if the denial, suspension, or revocation affects performance of the Agreement in part only, the parties may by mutual agreement continue to perform under this Agreement to the extent it is unaffected by the denial, suspension, or revocation.

23. Non-solicitation. Client agrees that it, or anyone working for or at the direction of Client, will not attempt to hire Minokaw employees while Minokaw is providing Client with Services or for up to one (1) year after termination of this Agreement. Additionally, if Client is approached by an employee of Minokaw seeking employment, Client agrees not to pursue hiring while it is receiving Services from Minokaw or up to one (1) year after termination of this Agreement. If Client breaches this provision, the parties agree that Minokaw will have lost the benefit of the training and development of and will incur significant costs and time in training and replacement of the affected employee(s), significantly affecting Minokaw's ability to provide Services to other clients. The parties agree that the exact costs of such harms will be difficult to determine. The parties agree that liquidated damages in the amount of $50,000.00 per employee will be payable by Client if it breaches this provision. The parties agree that such liquidated damages are not a penalty and represent a reasonable effort by the parties to agree in advance on an estimate of the damages Minokaw will suffer as a result of Client's failure to comply with this provision.

24. Third-party Beneficiary. No provision of this Agreement is intended to benefit any party other than Client and Minokaw and their authorized successors and assignees, if any, and no provision of this Agreement will be enforceable by any other party pursuant to a third-party beneficiary theory or any other theory.

25. Force Majeure. (a) If a Force Majeure Event prevents a party from complying with any obligation under this agreement, that inability to comply will not constitute breach if (1) that party uses reasonable efforts to perform those obligations, (2) that party's inability to perform those obligations is not due to its failure to (A) take reasonable measures to protect itself against events of the same type as that Force Majeure Event or (B) develop and maintain a reasonable contingency plan to respond to events of the same type as that Force Majeure Event, and (3) that party complies with section (c). (b) "Force Majeure Event" means, with respect to a party, any event or circumstance, whether or not foreseeable, that was not caused by that party (such as acts of god or public enemies, terrorism, insurrection or riot, fire, flood, explosion, earthquake, tornado, serious accident, strike, labor trouble or work interruption, loss of an IP address or other disruption to internet connection).. (c) If a Force Majeure Event occurs, the noncomplying party shall promptly notify the other party of occurrence of that Force Majeure Event, its effect on performance, and how long the noncomplying party expects it to last. Thereafter the noncomplying party shall update that information as reasonably necessary. During a Force Majeure Event, the noncomplying party shall use reasonable efforts to limit damages to the other party and to resume its performance under this agreement.

26. Governing Law. The parties agree that this agreement will be construed in accordance with the laws of the state of Minnesota.

27. Dispute Resolution. The parties agree that they have a mutual desire to resolve agreement related disputes expeditiously, informally, and at the lowest possible level. Disputes will be informally addressed by The City of Isanti's City Administrator, and Minokaw's Chief Executive Officer. If the problem is not resolved at the initial level, it will be referred to mediation which will be conducted by a certified mediator jointly agreed to by, and whose cost will be equally split by, each party. Any settlement reached in mediation will be final.

28. Interpretation. Each party has had adequate opportunity to review this Agreement. Any interpretation of this Agreement will be made without regard to authorship or negotiation.

29. Headings. The section headings contained in this Agreement are for reference purpose only and will not affect the meaning or interpretation of this Agreement.

30. Lobbying

The undersigned representative of Minokaw certifies, to the best of his/her knowledge and belief, that:

A. No Federal appropriated funds have been paid or will be paid, by or on behalf of Contractor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of

Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract; the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, Contractor shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

C. Minokaw shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, or cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

31. Exclusion and Debarment

Each Party represents and warrants that no adverse action by the federal government that will or may result in mandatory or permissive exclusion from a federal healthcare program pursuant to 42 U.S.C. §1320a-7 has occurred or is pending or threatened against it, its principals, its affiliates, or to the best of its knowledge, against any of its employees, agents or subcontractors providing services under this Agreement. Each Party additionally represents and warrants that neither it, its principals, its affiliates, and to the best of its knowledge, its employees, its agents, nor its subcontractors providing services under this Agreement are suspended, debarred, or otherwise determined to be ineligible for award of contract, grant or cooperative agreement by any federal, state, or other governmental body.

Each Party shall immediately provide written notice to the other Party of (1) its receipt of a notice of an adverse action by the federal government against any of the individuals or entities specified above that will or may result in mandatory or permissive exclusion from a federal healthcare program pursuant to 42 U.S.C. §1320a-7, (2) the date of any adjudication or determination that any of the individuals or entities specified above has committed any action that would subject it/them to mandatory or permissive exclusion under 42 U.S.C. §1320a-7, or (3) a notice of an adverse action by a governmental body against any of the individuals or entities specified above that will or may result in a determination of ineligibility for award of contract, grant or cooperative agreement. In the event either Party fails to provide the other Party with such written notice, or it is discovered that either Party's representations contained herein are false, the other Party has the right to immediately terminate this Agreement.

32. Execution of Agreement. This Agreement may be executed in two or more counterparts, each of which will be deemed an original and all of which together constitute one and the same instrument. A faxed or scanned and emailed copy of this Agreement serves for all purposes in the same manner as an original.

IN WITNESS WHEREOF, the parties hereunto set their hands as the date first written above:

MINOKAW TECHNOLOGIES VAR SERVICES, LLC	City of Isanti
Angela Litchy Digitally signed by Angela Litchy Date: 2019.09.19 11:48:07 -05'00'	
Signature of	Signature
Chief Executive Officer Title	Mayor Title

K.3.

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members of City Council**
From: Sheila Sellman, Community Development Director
Date: October 1, 2019
Subject: **RESOLUTION NO. 2019-XXX, A RESOLUTION AUTHORIZING A RELEASE OF THE LETTER OF CREDIT FOR GRANGER MACHINE INC.**

Background:
Granger Machine Inc is requesting the release of their Letter of Credit (LOC). The release is for the completion of the parking lot improvements. The City Engineer and Community Development Director have approved the reduction.

Attachments:

- Resolution 2019-XXX
- Request from Granger

RESOLUTION 2019-XXX

AUTHORIZING A RELEASE OF THE LETTER OF CREDIT FOR GRANGER MACHINE INC.

WHEREAS, Granger Machine Inc. has submitted a written request for the release of the letter of credit for parking lot improvements; and,

WHEREAS, Granger Machine Inc. has successfully installed the parking lot expansion; and,

WHEREAS, the Community Development Director and City Engineer have reviewed the request and recommended approval.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that the requested release of the letter of credit be hereby **APPROVED** as requested, **BE IT FURTHER RESOLVED** that the City Council of the City of Isanti authorizes City Staff to execute said release.

This Resolution was duly adopted by Isanti City Council this 1st day of October, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
City Clerk/Human Resources

Granger
MACHINE INC

Dale Shortell
Granger Machine Inc.
512 1st Ave N
Isanti, MN 55040
9/18/19

Sheila Sellman
Community Development Director
City Of Isanti
110 1st Ave NW, Isanti, MN 55040

Dear Sheila:

We have complete our parking lot project and on behalf of Granger Machine Inc. I would like to request the City of Isanti to release our letter of credit (LOC).

The bank information who issued/holds the LOC is:

Flagship Bank
711 sixth ave NE
Isanti, MN 55040

Sincerely,

Dale Shortell

Dale Shortell

General Manager
Granger Machine Inc.
Direct Dial 763-452-1949
Granger Main Phone 763-444-3725 Fax 763-444-3748
dale@grangermachine.com

K.4.

A Community For Generations.

Isanti

Request for City Council Action

To:	**Mayor Johnson and Members of City Council**
From:	Sheila Sellman, Community Development Director
Date:	October 1, 2019
Subject:	Resolution 2019-XXX approving final plat for Villages on the Rum 6th Addition

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Background:
The Preliminary plat for Villages on the Rum 6th Addition was approved by the City Council on August 7, 2019 with conditions. The conditions have been met and the final plat has been submitted for approval. The Planning Commission recommends approval.

The proposed plat creates 16 single family detached lots. The final plat meets the conditions of the preliminary plat. A development agreement will be drafted and will be on a future council agenda for consideration.

Request:
Consider resolution of approval.

Attachments:
- Resolution 2019-XXX
- Findings of Fact
- Final Plat

RESOLUTION 2019-XXX

A RESOLUTION APPROVING THE FINAL PLAT VILLAGES ON THE RUM 6TH ADDITION

WHEREAS, Semler Homes Inc, has applied for Final Plat approval for Villages on the Rum 6th Addition, which is legally described as Lots 74-97, Block 4, Villages on the Rum Addition, Isanti County, Isanti, Minnesota; and,

WHEREAS, the City of Isanti Planning Commission considered the final plat of Villages on the Rum 6th Addition during the regular Planning Commission meeting held on September 17, 2019; and,

WHEREAS, the City of Isanti Planning Commission has recommended approval of the Final Plat Villages on the Rum 6th Addition; and,

WHEREAS, the City of Isanti City Council reviewed the Final Plat during the regularly scheduled meeting on October 1, 2019

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Isanti, Minnesota, that it adopts the Findings of Fact and Conclusion related to the requested Final Plat Villages on the Rum 6th Addition and **BE IT FURTHER RESOLVED** that the requested Final Plat Villages on the Rum 6th Addition be approved.

Adopted by the City of Isanti City Council on this 1st day of October, 2019.

Attest:

_____

Mayor Jeff Johnson

_____

Katie Brooks
Human Resources/City Clerk

FINDINGS OF FACT AND CONCLUSION

Request

Request from Semler Homes Inc, for Final Plat Approval of Villages on the Rum Addition, which is legally described as Lots 74-97, Block 4, Villages on the Rum Addition, Isanti County, Isanti, Minnesota; and,

Findings of Fact

1. The applicant has made an application for a Final Plat Approval of Villages on the Rum 6th Addition Isanti County, Minnesota.
2. The property is legally described as Lots 74-97, Block 4, Villages on the Rum Addition, Isanti County, Isanti, Minnesota; and,
3. The Applicant is requesting Final Plat Approval in an effort to create 16 lots.
4. The property is zoned "R-3" medium density Residential.
5. The Final Plat was reviewed by the Planning Commission on Tuesday, September 17, 2019 at 7:00 p.m.at City Hall within the Council Chambers.

Conditions

1. The Developer must enter into a development agreement with the City of Isanti.
2. Setbacks are as follows:
    a. Front: 5 feet
    b. Side: 5 feet, 10 feet in-between buildings
    c. Rear: 25 feet from adjacent right-of-way
3. The housing architecture shall be similar to a 1920's-1940's Vintage home, including Bungalow, Craftsman, Arts & Crafts, Victorian styles. The architectural styles of "Houses by Mail", by Katherine Cole Stevenson are incorporated by reference. This book is available in the Community Development Department.

Conclusions

1. The platting of the property would appear to meet the lot requirements and setback requirements as provided within the zoning ordinance for properties located within the "R-3" medium density residential.
2. The platting of the property would appear to meet the Design Standards as required by Ordinance No. 536.
3. The final plat meets the conditions set forth in Resolution 2019-205 approving the preliminary plat.

Decision

Planning Commission Recommendation: The Planning Commission recommend approval as presented at the September 17, 2019 meeting.

City Council:

VILLAGES ON THE RUM SIXTH ADDITION

CITY OF ISANTI
COUNTY OF ISANTI
SEC. 30, TWP. 35, RGE. 23

KNOW ALL PERSONS BY THESE PRESENTS: That Semler Construction, Inc., a Minnesota corporation, owner of the following described property:

Lots 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, and 105, Block 4, VILLAGES ON THE RUM, Common Interest Community Number 5, Isanti County, Minnesota.

Have caused the same to be surveyed and platted as VILLAGES ON THE RUM SIXTH ADDITION and do hereby dedicate to the public for public use the public ways and the drainage and utility easements as shown on this plat.

In witness whereof said Semler Construction, Inc., a Minnesota corporation, has caused these presents to be signed by its proper officer this _____ day of _____, 20____.

SEMLER CONSTRUCTION, INC.

_____
Jason M. Semler, President

STATE OF _____
COUNTY OF _____
This instrument was acknowledged before me on _____ by Jason M. Semler, President of Semler Construction, Inc., a Minnesota corporation, on behalf of the corporation.

_____ (Signed)
_____ (Printed)
Notary Public, _____
My commission expires _____

I Daniel S. Hanson do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20____.

_____
Daniel S. Hanson, Licensed Land Surveyor
Minnesota License No. 52140

STATE OF _____
COUNTY OF _____
This instrument was acknowledged before me on _____ by Daniel S. Hanson.

_____ (Signed)
_____ (Printed)
Notary Public, _____
My commission expires _____

CITY COUNCIL, CITY OF ISANTI, MINNESOTA

We hereby certify that on this _____ day of _____, 20____, the City Council of Isanti, Minnesota approved this plat and that conditions of Minnesota Statutes, Section 505.03, Subd. 2, have been fulfilled.

CITY COUNCIL, CITY OF ISANTI, MINNESOTA

By: _____ Mayor By: _____ City Administrator

CITY PLANNING COMMISSION

Approved by the Planning Commission of the City of Isanti, Minnesota this _____ day of _____, 20____.

By: _____ Chairperson Attest: _____ Secretary

COUNTY SURVEYOR

I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this _____ day of _____, 20____.

By: _____
Isanti County Surveyor
Minnesota Licensed Surveyor No. _____

CITY ENGINEER

Recommended for approval this _____ day of _____, 20____.

_____
Isanti City Engineer

COUNTY ATTORNEY

Approved as to form and execution this _____ day of _____, 20____.

_____
Isanti County Attorney

COUNTY AUDITOR/TREASURER

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 20____ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this _____ day of _____, 20____.

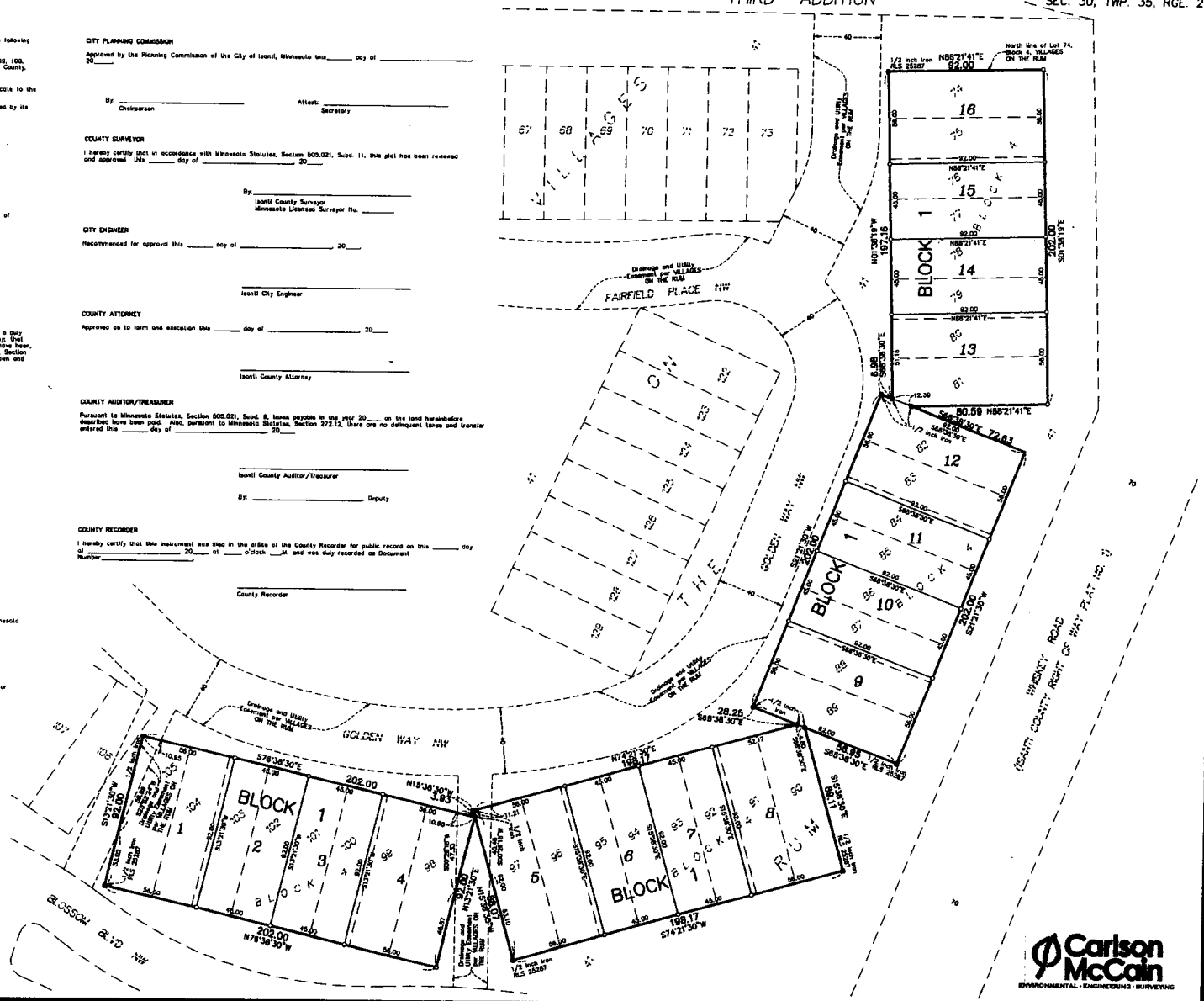
_____
Isanti County Auditor/Treasurer

By: _____ Deputy

COUNTY RECORDER

I hereby certify that this instrument was filed in the office of the County Recorder for public record on this _____ day of _____, 20____, at ____ o'clock __M. and was duly recorded as Document Number _____.

_____
County Recorder



GRAPHIC SCALE
0 15 30 60
(SCALE IN FEET)
1 INCH = 60 FEET

For the purposes of this plat, the North line of Lot 74, Block 4, VILLAGES ON THE RUM is assumed to have a bearing of North 88 degrees 21 minutes 41 seconds East.

○ Denotes 3/8 inch by 14 inch Rebar, set or to be set within one year of recording of this plat and marked with Carlson number 52140

● Denotes Found Iron Monument unless otherwise noted

Carlson McCain
ENVIRONMENTAL · ENGINEERING · SURVEYING

RESOLUTION 2019-XXX **K.5.**

A RESOLUTION AUTHORIZING EXTERIOR PAINTING OF THE POLICE DEPARTMENT/FIRE STATION FACILITY

WHEREAS, The City of Isanti and the Isanti Area Joint Operating Fire District (IAJOFD) desires to perform improvements by painting the exterior of the facility; and,

WHEREAS, the facility will be painted tan to match other city facilities with red overhead doors; and,

WHEREAS, the IAJOFD and City will share the cost of the proposed improvement by a 50/50 split; and,

WHEREAS, based on quotes received, the City will contribute an amount, not to exceed, $5,000.00 with funding identified as 101-42110-401; and,

WHEREAS, authorize the Finance Director to amend the 2019 budget by increasing budgeted expenditures in account 101-42110-401 by $2,700.00 by reducing budgeted expenditures in 101-41500-500 and 101-42110-500 by $1,313.00 and $1,387.00 respectively; and,

WHEREAS, this resolution supercedes Res 2017-264 for exterior painting of the facility;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, that approval is given for the IAJOFD to coordinate painting the exterior of the facility and the City will pay 50% of the cost for such work, not to exceed, $5,000.00.

This Resolution is hereby approved by the Isanti City Council this 1st day of October, 2019.

Attest: Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

K.6.

RESOLUTION 2019-XXX

APPROVING APPLICATION FOR AN EXEMPT GAMBLING PERMIT FOR CAMBRIDGE-ISANTI ARENA CORPORATION

WHEREAS, the City has received an application for an exempt gambling permit from Cambridge-Isanti Arena Corporation to hold a raffle event on March 1, 2020 at the Ice Arena, 600 1st Ave NW Isanti, MN; and,

WHEREAS, the applicant estimates the value of prizes to be awarded is $7,500 and will require state approval; and,

WHEREAS, the City of Isanti has no objection to the conduct of lawful gambling by the applicant, in accordance with law, at the designated location; and,

WHEREAS, the applicant, JP Wright, has successfully passed a background check by the Isanti Police Department;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve an Exempt Gambling Permit to Cambridge-Isanti Arena Corporation for the event to be held on March 1st, 2020 at the Ice Arena, 600 1st Ave NW Isanti, MN 55040.

This Resolution is hereby approved by the Isanti City Council this 1st day of October 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

A Community For Generations.

Isanti

City of Isanti
110-1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

APPLICATION FOR AN EXEMPT GAMBLING PERMIT

Applicant Instructions:

1. Fee upon application is $50.00 and must be made payable to **City of Isanti.**

Name of Organization: Cambridge Isanti Arena Corp

Address of Organization: 600 1st Ave NW. Isanti, MN 55040

Name and address of the officers and person accounting for receipts. expenses, and profits for the event:

Name	Address	Phone No.
Robin Hvidston		
Guy Lillemo		
JP Wright		

Type of Event: Raffle Date of event: All season - March 1st

Use of Proceeds: Capital upgrades to arena - New drawing Zamboni

Location and address of event:

Ice Arena - 600 1st Ave NW. Isanti, MN 55040

Estimated value of prizes to be awarded: $7,500

Name of applicant: JP Wright Applicant's phone number

Signature of applicant: JP

Date: 9.17.19

Approved by City Council _____ Resolution # _____

POS = 3 / 311

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K.7.

RESOLUTION 2019-XXX

APPROVING APPLICATION FOR AN EXEMPT GAMBLING PERMIT FOR RUM RIVER BMX FIRE AND ICE FINALS

WHEREAS, the City has received an application for an exempt gambling permit from Rum River BMX to hold a raffle event on December 14th 2019 and December 15th 2019 at the Rum River BMX Arena, 101 Isanti Pkwy NW; and,

WHEREAS, the applicant estimates the value of prizes to be awarded is $5,000 and will require state approval; and,

WHEREAS, the City of Isanti has no objection to the conduct of lawful gambling by the applicant, in accordance with law, at the designated location; and,

WHEREAS, the applicant, Sean Peregrine Wilson, has successfully passed a background check by the Isanti Police Department;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve an Exempt Gambling Permit to Rum River BMX for the event to be held on December 14th 2019 and December 15th 2019 at Rum River BMX Arena, 101 Isanti Pkwy Isanti, MN 55040.

This Resolution is hereby approved by the Isanti City Council this 1st day of October 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

A Community For Generations.

Isanti

City of Isanti
110-1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

APPLICATION FOR LOCAL GAMBLING PERMIT

Applicant Instructions:

1. Fee upon application is $50.00 and must be made payable to **City of Isanti.**

Name of Organization: Rum River BMX

Address of Organization: 101 Isanti Pkwy NW Isanti MN 55040

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Sean Wilson
Name Address Phone No.

Cherie Sullivan
Name Address Phone No.

Name Address Phone No.

Type of Event: Fire + Ice Finals Date of Event: DEC 14th & 15th 2019

Type of gambling activity your organization will conduct: 50/50 Raffle

Use of Proceeds: Offset costs of event and awards

Isanti Indoor Arena 100 Isanti Pkwy NW Isanti MN 55040
Location and address of event:

Estimated value of prizes to be awarded: $5000.00

Name of applicant: SEAN Wilson Applicant's phone number:

Signature of applicant:

Date: 9/20/19

Approved by City Council _____ Resolution # _____

POS = 3 /311

K.8.

RESOLUTION 2019-XXX

APPROVING APPLICATION FOR AN EXEMPT GAMBLING PERMIT FOR RUM RIVER BMX SPOKETACULAR EVENT

WHEREAS, the City has received an application for an exempt gambling permit from Rum River BMX to hold an event on October 26th 2019 through October 27th 2019 at Rum River BMX, Isanti, MN; and

WHEREAS, the applicant estimates the value of prizes to be awarded is $1,500; and,

WHEREAS, the City of Isanti has no objection to the conduct of lawful gambling by the applicant, in accordance with law, at the designated location; and,

WHEREAS, the applicant, Sean Peregrine Wilson, has successfully passed a background check by the Isanti Police Department;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the application for an exempt gambling permit is approved for the following dates: October 26th 2019 and October 27th 2019 at Rum River BMX;

BE IT FURTHER RESOLVED, that approval is subject to the approval for such permits under laws of the State of Minnesota and their compliance with all laws.

This Resolution is hereby approved by the Isanti City Council this 1st day of October 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources / City Clerk

A Community For Generations.

Isanti

APPLICATION FOR LOCAL GAMBLING PERMIT

City of Isanti
110-1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

Applicant Instructions:

1. Fee upon application is $50.00 and must be made payable to **City of Isanti.**

Name of Organization: Rum River BMX

Address of Organization: 101 Isanti Pkwy NW Isanti MN 55040

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Sean Wilson
Name Address Phone No.

Cherie Sullivan
Name Address Phone No.

Name Address Phone No.

Type of Event: 50/50 at Racing (Spoketacular) Date of Event: Oct 26th + 27th 2019

Type of gambling activity your organization will conduct: 50/50

Use of Proceeds: Offset cost of event and awards

Isanti Indoor Arena 101 Isanti Pkwy Isanti MN 55040
Location and address of event:

Estimated value of prizes to be awarded: $1500.00

Name of applicant: Sean P. Wilson Applicant's phone number:

Signature of applicant:

Date: 9/20/19

Approved by City Council Resolution #

POS = 3 /311

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RESOLUTION 2019-XXX

APPROVING EXEMPT GAMBLING PERMIT TO MOTHER SETON GUILD/ ST. ELIZABETH ANN SETON

WHEREAS, St. Elizabeth Ann Seton Church has applied for an Exempt Gambling Permit for a church raffle event to be held at 207 Whisky Road NW Isanti, MN 55040 on December 1st, 2019; and,

WHEREAS, the value of prizes for each raffle will be less than $1,500; and,

WHEREAS, the City of Isanti has no objection to the conduct of lawful gambling by the applicant, in accordance with law, at the designated location; and,

WHEREAS, the applicant, Kathy Minkler, has successfully passed a background check by the Isanti Police Department;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to approve an Exempt Gambling Permit to St. Elizabeth Ann Seton for the event to be held on December 1st, 2019 at 207 Whisky Road NW Isanti, MN 55040.

This Resolution is hereby approved by the Isanti City Council this 1st day of October, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

APPLICATION FOR AN EXEMPT GAMBLING PERMIT

City of Isanti
110-1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

Applicant Instructions:

1. Fee upon application is $50.00 and must be made payable to **City of Isanti.**

Name of Organization: Mother Seton Guild / St Elizabeth Ann Seton

Address of Organization: 207 Co Rd 23, Isanti Mn 55040

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Kathy MinKler _____ _____
Name Address Phone No.

Deb Hermanson _____ _____
Name Address Phone No.

_____ _____
Name Address Phone No.

Type of Event: Raffle Date of event: Dec 1, 2019

Use of Proceeds: Community projects

Location and address of event:

207 Co Rd 23 NW, Isanti @ the Church

Estimated value of prizes to be awarded: $800

Name of applicant: Kathleen Krenik MinKler Applicant's phone number: _____

Signature of applicant: Kathleen Krenik MinKler

Date: 9/20/19

Approved by City Council _____ Resolution # _____

POS = 3 / 311

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mcd 9/20/19 ✓

RESOLUTION NO. 2019-XXX

RESOLUTION APPROVING THE REMOVAL OF WEEDS IN SIDEWALKS AND BIKEPATHS

WHEREAS, the weeds in bike paths and sidewalk curb lines are becoming overgrown, doing damage to the infrastructure and aesthetically do not look their best; and,

WHEREAS, the weeds would be killed by spraying herbicide by Public Works; and,

WHEREAS, the city is not responsible for accidental sod fatality; and,

WHEREAS, the weeds along bike paths and sidewalks along main corridor entries to the City (Whiskey Road, Heritage Ave, Main St) will be sprayed on a regular basis; and,

WHEREAS, the weeds along sidewalks not listed above will be sprayed on an as needed basis;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to spray for weeds along bike paths and main corridor entry points on a monthly basis and weeds along all other sidewalks will be sprayed with herbicide on an as needed basis.

This resolution was duly adopted by the Isanti City Council this 1st day of October, 2019.

ATTEST:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

K.11.

To: Mayor Johnson and City Council Members

From: John Jacobi, Liquor Store Manager

Date: September 25, 2019

Subject: Donation Request for 12th Annual MMBA Food Drive promotion in-store

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Background:
Each year the MMBA supports a food drive for the sole purpose of raising funds as well as food donations to help support local food shelves in our area. I am requesting that we promote this program in-store and customers can donate non perishable food items or a cash donation in any amount they wish to help support this program. The dates of the donations are October 1st through October 31st 2019.

RESOLUTION 2019-XXX

APPROVING DONATION BOX AT LIQUOR STORE

WHEREAS, on October 1, 2019 City Council approved a donation box policy; and

WHEREAS, Isanti Liquor is requesting use of a donation box at the liquor store in support of the "MMBA Food Drive"; and,

WHEREAS, the Donation Policy has been reviewed the request and recommended its approval;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Isanti, Minnesota hereby approves placement of a donation box for the "MMBA Food Drive" at the Isanti Liquor Store from October 1, 2019 through October 31, 2019.

Adopted by the Isanti City Council this 1st day of October 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

12th Annual MMBA Food Drive Promotes Community Value

In an effort to help members Promote the Community Value of their Municipal Liquor Operation, MMBA, in partnership with Coors Light is coordinating the *Twelfth Annual Municipal Liquor Food Drive* **benefiting your local food shelf.**

As in previous years, there will be two competition brackets, based on 2017 annual sales:

$1,000,000 and Above & Below $1,000,000

The individual facility (not city) in each category with the highest weight donated will earn a $1,000 donation to their local food shelf from Coors Light and MMBA.

In addition:

Through a random drawing, ten $100 donations will be made to food shelves of participating facilities, other than the category winners. So, everyone has a chance to win!

Here are additional details:

- The food drive will run from October 1 – October 31, 2019.
- Each participating MMBA member will collect dry food, can goods & cash for donation to your local food shelf of choice. **Anything your food shelf will accept is eligible to be counted, including, but not limited to, field produce and canned / bottled water.**

NOTE:

Each $1 in cash donations will be counted as 3 pounds of food.

- At the end of the event (November 1), please take the collected food and cash to the food shelf to be weighed. (Contact the MMBA office if you need assistance locating your local food shelf.)

  A week or so after the conclusion of the event, send the MMBA office the information at: kaspszak@outlook.com.

- Coordinate signs with your Coors Light Distributor.

- Here are some successful ideas to promote the event:

  - ✓ Facility product discount for those donating food
  - ✓ Stapling a flyer to carry-out bags
  - ✓ Displaying the food in the front of the store to catch customer eyes
  - ✓ Reference or total focus in advertising mediums
  - ✓ Coors Light wholesaler could build a platform of Coors Light cases for the food to display on, or a wall of cases around an area where donations will be placed.
  - ✓ Local newspaper story
  - ✓ Collect contributions by participating in other community events

Questions:

MMBA: kaspszak@outlook.com
Jon Chance: jon.chance@millercoors.com

Thanks for your participation!!!!!

RESOLUTION 2019-XXX

K.12.

RESOLUTION ACCEPTING TOWING PROPOSAL

WHEREAS, the City of Isanti has determined it is in the City's best interest to receive proposals for towing services; and,

WHEREAS, an ad was placed in the official newspaper requesting proposals for towing services; and,

WHEREAS, one proposal was received from Kopps Towing DBA Leafs Towing; and,

WHEREAS, Kopps Towing DBA Leafs Towing was found to fit the needs of the City;

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept the Towing Proposal from Kopps Towing DBA Leafs Towing and direct staff to prepare a contract for towing services.

This resolution was duly adopted by the Isanti City Council this 1st day of October, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

KOPPS TOWING DBA LEAFS TOWING
http://www.leafstowing.net/
791 Garfield Street South
Cambridge MN 55008

TOWING PROPOSAL FOR THE CITY OF ISANTI

Leafs Towing is a family run business that has been established since 2004. Danny Leaf (owner) has been doing towing and recovery since 1988. Leaf's offers 24/7 service for those in need! We currently have two locations in Braham and Cambridge, Minnesota. Leaf's Towing would be proud to represent the City of Isanti with professional work and proper response times.

Specialty Services

Heavy-Duty Towing & Recovery
Light-Duty Towing & Roadside Services
Emergency Roadside Services For Autos, Vans, SUVs, Light Trucks, Motor Homes
Jump-starts
Fuel Delivery
Lockouts
Standard Vehicle Tire Changes
Local & Long-Distance Towing
Roadside Services for Trucks

- Leafs Towing is the only exclusive AAA provider for the entire county of Isanti.

References

- City of Cambridge (contact Todd Schuster)
- MN State Troopers (contact James Johnson)
- City of Braham (contact Eric Baumgart)

Service Philosophy

Leaf's Towing has been in operation for over 15 years. We are a family owned business dedicated to provide fast, honest, and reliable service to those in need. Realizing through the years that someone's day has gone bad when having to call a tow truck, we strive to make their day better from that point on!

Staffing

- 6 Full time drivers with clean DVS records, background checks done annually offering professional and courtesy 24 hour towing services.
- Full time office assistant that offers information and release of impounds from 9:00am to 4:30pm Monday - Friday (excluding holidays). Weekend hours are only available for impound releases (Saturday from 10am-12pm, and Sunday from 10am - 11am.)

Equipment

- 2019 F550 Wrecker
- 2015 Chevy Wrecker
- 2016 Freightliner Heavy Duty
- 2019 Freightliner Flat Bed
- 2019 F550 Flat Bed
- 2018 Chevy 3500 Century 312

Quote for Services Form

Towing Services

Towing Service (vehicle)	$ 150.00 All Impound/Custody -
Towing Service (other*)	100-200.00 depending on size & weight
Mileage	3.00 to 7.00 Depends on make & model
Night Rate	150.00
Flatbed Service	150.00
Winching Only	100.00 Starting
Winching w/tow	150.00 flat plus winching starts at 100.00
Towing Related Labor	75.00 per Hour
Admin Charge	35.00
Dolly Fee	35.00
License Plate Removal	free
Accident Scene	
Clean-up	25 to 50.00 (15 min increments
Fuel Surcharge	none
Roadside Assistance	50. to 125.00 Depending on service
Storage Fee (Vehicle)	35.00 per day / Impound
Storage Fee (other*)	50.00
Forfeiture Vehicle Towing	75.00 if it goes to Isanti P.D. lot.
PD/City Car Towing	75.00 With in City Limits
City Trucks / Semi Wrecker	$ 175.00 and up and loaded mileage 2.25.00

Price Adjustment over term of contract (if any) We will discuss if need to raise.

*Other includes towing/storage of forfeited or impounded ATVs, Boats, Snowmobiles, Trailers, etc.

Leafs Towing & Rec
Name of Company

Travis Leafy president
Authorized Signature/Title

7915 Garfield St.
Cambridge MN 55008
Address

9-23-19
Date

RESOLUTION 2019-XXX

K.13.

A RESOLUTION APPROVING A CONTRACT WITH LEAF'S TOWING & RECOVERY

WHEREAS, the City of Isanti has determined it is in the City's best interest to receive proposals for towing services; and,

WHEREAS, an ad was placed in the official newspaper requesting proposals for towing services; and,

WHEREAS, one proposal was received from Kopps Towing DBA Leafs Towing; and,

WHEREAS, the City Council accepted Leaf's Towing & Recovery Proposal and directed staff to prepare a contract for towing services; and,

WHEREAS, staff has prepared a contract, Exhibit A, for towing services and Kopps Towing DBA Leafs Towing has agreed to the contract and provided the City with a signed copy;

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the contract with Kopps Towing DBA Leafs Towing as attached.

This resolution was duly adopted by the Isanti City Council this 1st day of October, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

CITY OF ISANTI AGREEMENT FOR TOWING, STORING AND IMPOUNDING MOTOR VEHICLES

Agreement entered as of the 8th day of October, 2019, between Kopps Towing DBA Leafs Towing (hereafter "Provider"), and the City of Isanti, Minnesota (hereinafter "City of Isanti").

WHEREAS, Provider is a Minnesota limited liability company in good standing engaged in the business of, among other things, towing, storing, and impounding motor vehicles (hereafter collectively referred to as "Towing Services"); and,

WHEREAS, Provider maintains facilities for the performance of its Towing Services at 791 Garfield Street S., Cambridge, MN 55008; and,

WHEREAS, the Isanti Police Department is a municipal police agency providing police related services to the City of Isanti, with offices at 401 1st Ave. NW Isanti MN 55040; and,

WHEREAS, the City of Isanti, in the provision of its police-related services has, from time- to-time, need of services such as those Provider performs; and,

WHEREAS, by the proposal dated September 3, 2019, Provider submitted to the City of Isanti a written proposal/bid under which it is willing to provide its Towing Services to the City of Isanti; and,

WHEREAS, the City Council of the City of Isanti, at their October 1, 2019 regular meeting accepted the proposal/ bid from the Provider for Provider to perform its Towing Services for the City of Isanti and the Isanti Police Department and directed staff to prepare a contract, of which the terms and conditions are set forth below; and,

WHEREAS, Provider desires to provide its Towing Services to the City of Isanti under the terms and conditions set forth below.

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

SERVICES

1. Provider will perform its Towing Services as requested by the City of Isanti through its Police Officers, Public Services Director or Designee, and/or Isanti County Central Communications (hereafter "Dispatch").

2. Provider shall, subject to the terms of this Agreement, determine, in its sole discretion, the manner in which it shall perform its Towing Services. However, Provider shall always perform its Towing Services consistent with any applicable local, state, or federal laws, rules, regulations, or ordinances.

3. The Towing Services Provider shall perform including, but are not limited to: 1) towing motor vehicles by winch, flatbed, or dolly; 2) storing towed motor vehicles; 3) storing impounded motor vehicles; 4) providing secure storage areas for motor vehicles towed and/or impounded, 5) releasing motor vehicles upon proper authorization and consistent with the provisions of this agreement; and, 6) towing disabled police department vehicles by winch, flatbed or dolly.

4. Provider shall also perform such other services customarily performed by towing service providers. Such services include, but are not limited to, removing and/or sweeping debris off the traveled portion of the road and off any paved shoulder adjacent to the traveled portion of the road at accident sites, removing license plates upon an officer's request, and transporting vehicle owners from accident sites to Provider's premises or locations in close proximity to the accident site.

IMPOUNDED VEIDCLES

5. Impounded vehicles include, but are not limited to vehicles which constitute or contain evidence of a crime, or include vehicles which are seized subject to forfeiture from the owner. By operation of law, such vehicles may become the property or bailment of the City of Isanti. The City of Isanti retains all rights of ownership or liens on such vehicles, including the right to convert such vehicles as if abandoned to the Provider and/or City ofIsanti.

FEES

6. Provider shall be compensated for its Towing Services as set forth in Appendix A attached hereto.

7. Unless otherwise provided, all fees for Towing Services performed by Provider are the responsibility of the party towed and not the responsibility of the City of Isanti or their agents and/or representatives. **Provider is solely responsible for collecting any fees to which it may be entitled for its Towing Services.**

RESPONSE TIME

8. Provider shall respond to the scene where its Towing Services have been requested with such equipment and personnel as may be required to perform its services within 30 minutes of a Dispatch' s request to the Provider.

9. In the event Provider is unable to respond as requested within the time provided in the previous paragraph, it shall notify Dispatch of the same and the reason therefore. The officer who initiated the request shall then, in his or her sole discretion, direct Provider to continue to the scene, or cancel Provider and procure the needed services from another entity.

INSURANCE

10. Provider shall, at all times during the period within which this agreement is in effect, maintain insurance coverage and provide the City of Isanti current proof thereof in a form acceptable to the City of Isanti. The coverage maintained must apply to any facility utilized by Provider to perform its Towing Services as well as any personnel, vehicle, and/or equipment utilized by Provider. The types of coverage Provider shall maintain and/or the minimum amounts of coverage to be provided thereunder shall be as follows:

    a. Workers' Compensation,

    b. Garage Keepers Liability with Comprehensive and Collision,

    c. Comprehensive General Liability- $1,000,000 minimum, and

    d. Automobile Liability- $1,000,000 minimum.

11. **Provider shall name the City of Isanti as a "certificate holder" and an "additional insured" for general liability and vehicle liability** on any certificate of insurance provided purporting to satisfy Provider's obligations under the previous paragraph and shall provide the City of Isanti with a copy of the certificate of insurance.

STORAGE FACILITIES

12. Provider shall maintain either indoor or outdoor storage for a minimum of twenty (20) motor vehicles. This storage area shall be located within six (6) miles of the City of Isanti. The outside storage area shall be fenced with a minimum seven (7) foot chain link fence.

13. In the event storage space is needed for motor vehicles in excess of twenty (20) vehicles, Provider shall provide the same at no additional cost to the City of Isanti. In the event Provider finds it necessary to store towed and/or impounded vehicles at a facility other than the one it maintains at the address listed herein; it shall notify the City of Isanti of the location of the facility where such vehicles are to be stored. The fencing requirements set forth in paragraph 11 hereof shall be applicable to such other facility.

14. Upon request, Provider shall store towed and/or impounded vehicles in indoor storage and provide, on a twenty-four (24) hour basis access to said vehicles to the City of Isanti so that they may be searched, tested, inspected or otherwise processed as may be necessary.

EQUIPMENT REQUIREMENTS

15. Provider shall maintain at least one vehicle sufficient to perform any and all of the above- described services on a seven days of the week, twenty-four (24) hour basis.

Provider shall maintain such other vehicles and equipment as may be necessary to comply with its obligations under this agreement.

RELEASE OF VEHICLES AND PROPERTY

16. Provider shall not release any vehicle entering its facilities as a result of the performance of its Towing Services hereunder and designated to be held by the towing sheet then in use without prior written authorization from an officer.

17. In no event shall Provider release any property situated in any vehicle entering Provider's facilities as a result of the performance of its Towing Services hereunder without prior authorization from an officer. Upon authorization from an officer, the property shall be released.

18. Upon the release of any vehicle towed pursuant to this Agreement, Provider shall provide the police department with an itemized statement detailing the charges for its Towing Services for the vehicle released.

19. Provider shall maintain "office hours" for the release of vehicles or for the release of property contained in a vehicle as a result of the performance of its Towing Services hereunder as follows:

Monday - Friday	9:00 a.m. to 3:00 p.m.
Saturday	By Appointment
Sunday Morning	By Appointment
Holidays	By Appointment.

20. In the event of extraordinary or emergency situations, an officer may request access to vehicles and/or property contained therein at times outside of regularly scheduled "office hours." Provider will make reasonable efforts to make vehicles and/or personal property available for inspection or release on an as needed basis.

INDEMNIFICATION AND RELEASE

21. Provider hereby agrees to indemnify and hold harmless the City of Isanti, the Isanti Police Department, and any other of their agents and/or representatives from any and all claims, causes of action, fees (including legal fees) and damages arising as a result of Provider's performance of its Towing Services hereunder.

22. In consideration of this Agreement, Provider, for itself, its agents, representatives, predecessors, successors, and assigns, hereby releases and discharges the City of Isanti, the Isanti Police Department and their agents, representatives, predecessors, successors, and

assigns of and from any and all claims, damages, demands, actions, causes of action or suits in law or equity of whatsoever kind or nature, whether known or unknown, arising out of any claims that were or might be alleged in the connection with Provider's performance of its Towing Services, and any related services, hereunder.

23. This release is binding upon and shall inure to the benefit of the parties' successors and assigns.

24. Provider acknowledges that members of the public who have had their motor vehicles towed and/or impounded often appear at Provider's premises in a state of emotional stress. Notwithstanding this fact, Provider agrees that all of its personnel will treat members of the public with whom they interact as a result of the Towing Services performed hereunder in a calm, respectful, polite, courteous, professional and businesslike manner.

25. Provider shall post a Fee Schedule similar or identical to the one set forth in Appendix A hereto in a conspicuous place within its premises so that members of the public may view the same.

26. Provider shall not charge members of the public for Towing Services provided hereunder an amount more than set forth in the Fee Schedule contained in Appendix A.

DURATION/TERMINATION

27. Unless terminated pursuant to the terms of the next paragraph, this Agreement shall be in effect for the five-year period of October 8, 2019 to September 30, 2024.

28. Either party may terminate this Agreement at any time, without cause, and for whatever reason, upon sixty (60) day's written notice to the other.

29. Upon the termination of this Agreement pursuant to paragraphs 27 and 28, Provider agrees to hold and maintain all vehicles at its facilities, at no additional cost, for a period not to exceed six (6) months. Upon release of the vehicles being held during this six (6) month time period, Provider shall be compensated for its services as set forth in Appendix A attached hereto.

MISCELLANEOUS

30. Provider hereby represents that it currently has in place, and shall maintain in place at all times during the period of this Agreement, such licenses, permits, authorization, approvals or the like as may be required to perform the Towing Services contemplated by this Agreement.

31. Provider agrees that it will not assign or otherwise purport to sell its rights and obligations hereunder without prior written notice to and the written approval of the City of Isanti.

32. Provider shall, upon request, supply copies of any specific documents requested by the City of Isanti. The Provider shall supply documents which show its compliance with local, state, or federal law and include, but are not limited to, those notices required to dispose of stored vehicles. In no instance may the Provider dispose of any impounded vehicle without the express consent of the City of Isanti or the Chief of Police, or their designee.

33. Provider shall not maintain or operate an automobile reduction or salvage yard at any facility it may own and/or operate in the city of Isanti.

34. This Agreement shall be construed under the laws of the state of Minnesota.

37. In the event any provision of this Agreement is held to be unenforceable, the parties hereto specifically agree that the remaining provisions of this Agreement are intended to remain in full force and effect.

38. The parties hereto consent to the jurisdiction of the District Court of the State of Minnesota for the resolution of any disputes hereunder and agree to venue in the County of Isanti.

39. Provider represents that it has duly complied with any and all of the requirements prerequisite to its entering into this Agreement and the individual signing below on behalf of Provider has been duly authorized, by resolution, to enter into the same.

40. The subheadings hereto (e.g. "Services", "Fees", etc.) are utilized for purposes of convenience and are not intended to have any specific legal meaning in their own right.

41. All notices and demands required hereunder shall be in writing and shall be deemed given when personally delivered or deposited in the United States mail, certified or registered, postage prepaid, return receipt requested, addressed to the party at its address as follows:

Provider: Kopps Towing DBA Leafs Towing
791 Garfield St S
Cambridge, MN 55008

City of Isanti: Isanti Police Department
401 1st Ave
PO Box 428
Isanti, MN 55040
ATTENTION: Chief of Police

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year first written.

SIGNED:

Owner
Kopps Towing DBA Leafs Towing

CITY OF ISANTI

Jeff Johnson
Mayor

Attest

City Clerk/ Human Resources

APPENDIX A

TOWING FEE SCHEDULE

Police Ordered	City of Isanti
Towing (vehicle) - All impound/custody	$ 150.00
Towing (1 Ton+) - Depending on make/model	$ 100.00 – 200.00
Mileage (loaded)	$ 3.00 – 7.00
Night Rate 9:00 pm - 7:00 am	$ 150.00
Flatbed Service	$ 150.00
Winching (starting and per hour)	$ 100.00
Towing Related Labor (per hour)	$ 75.00
Admin Charge	$ 35.00
Dolly Fee	$ 35.00
License Plate Removal	$ 0.00
Accident Scene Clean Up (15 minute increments)	$ 25.00 – 50.00
Fuel Surcharge	None
Roadside Assistance (Depending on Service)	$ 50.00 – 125.00
Storage Fee (Impound per day)	$ 35.00
Storage Fee (other* per day)	$ 50.00
Forfeiture Car Towing (if it goes to Isanti PD lot)	$ 75.00
PD/City Car Towing (within City limits)	$ 75.00
City Trucks / Semi Wrecker	$ 175.00 – 225.00 and up

K.14.

RESOLUTION 2019-XXX

DESIGNATING POLLING PLACES IN CITY OF ISANTI FOR 2020 ELECTIONS

WHEREAS, Minnesota Statutes § 204B.16 requires the governing body of each municipality to designate, by ordinance or resolution, a polling place for each election precinct; by December 31st of each pre-election year. These polling places are designated for the following calendar year of 2020; and,

WHEREAS, the City Council of the City of Isanti has created Precinct 1 (City Hall) and Precinct 2 (Isanti Community Center) with Official Polling Places, as adopted and designated in Resolution 2015-288; and,

WHEREAS, the City of Isanti Council re-designates a polling place location for each precinct in accordance with all state statutes;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, hereby designates the polling places for each precinct as follows:

1. The official Polling Place location for Election Precinct 1 is Isanti City Hall, 110 First Avenue NW, Isanti, Minnesota 55040.

2. The official Polling Place location for Election Precinct 2 is Isanti Community Center, 208.5 First Avenue NW, Isanti, Minnesota 55040.

This Resolution is hereby approved by the Isanti City Council this 1st day of October, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.
Isanti

To: Mayor Johnson and Councilmembers
From: Katie Brooks, Human Resources/City Clerk
Date: October 1, 2019
Subject: Employee Health Insurance Benefits Provider Change

Background:
Human Resources and other staff have met with the City's benefit consultants to look for better financial options for health insurance benefits. Currently, the City offers employee health insurance through the Resource Training & Solutions Co-op and the new provider option would be through the Public Employees Insurance Program (PEIP). The Co-op rates have had a substantial increase to the budget over the past few years while PEIP has remained level.

Information and employee input was shared at the Committee of the Whole meeting. The vast majority was in favor to switch to PEIP which would save the City approximately $ 141,070.00 and lower the tax rate increase from 9.7% to 6.0%. Committee of the whole recommended to give employees who elect the city's HSA insurance plan the IRS maximum amount of HSA (Health Saving Account) contribution to offset the high out of pocket maximum. Staff who receive the reimbursement for opting out of the City's health care plan will remain unchanged.

Recommendation:
Committee of the Whole reviewed the proposed change September 17, 2019 and recommends approval as written.

Request:
Staff is requesting action on this item.

Attachment:
Resolution 2019-XXX

RESOLUTION 2019-XXX

APPROVING THE CHANGE IN PROVIDERS FOR EMPLOYEE HEALTH INSURANCE

WHEREAS, the option for changing to Public Employees Insurance Program (PEIP) has been presented to reduce cost for the City and the Employees health insurance; and,

WHEREAS, Staff discussed the options at Committee of the Whole on September 17, 2019; and,

WHEREAS, Committee of the Whole recommended leaving the current Plan with Resource Training Co-op and becoming a member of the PEIP program and provide the IRS maximum benefit contribution for each employee who elects the Health Savings Account (HSA) plan for eligible employees.

WHEREAS, PEIP would go into effect January 1, 2020;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. Authorize Staff to sign all documentation to remove the City of Isanti from the Resource Training Co-op and enter into a two-year agreement with the Public Employees Insurance Program (PEIP).
2. The City of Isanti will begin offering PEIP to employees effective January 1, 2020 and employees may choose either the Advantage or HSA plan.
3. Staff who elects the HSA PEIP plan will receive the IRS maximum amount contributed by the City in bi-annual increments to their HSA account. The amount will be prorated if less than a full year is worked.
4. Current and new staff who receive reimbursement for opting out of the City's health insurance will continue to receive the current reimbursement amount.
5. A Personnel Policy update and MOU for union contracts will be completed to reflect the change.

This resolution was duly adopted by the Isanti City Council this 1st day of October, 2019.

ATTEST: _____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

K.16.

RESOLUTION 2019-XXX

RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF ISANTI AND I.E.O.U., LOCAL 49, AFL-CIO REGARDING ARTICLE 17.1 HEALTH INSURANCE

WHEREAS, a proposed Memorandum of Understanding (MOU) has been prepared by staff and reviewed by the City Labor Attorney; and,

WHEREAS, Union Business Agent Bergerson has reviewed and recommended approval of the proposed MOU;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the proposed MOU between the City of Isanti and I.E.U.O., Local 49, AFL-CIO, regarding Health Insurance is hereby approved.

This Resolution is hereby approved by the Isanti City Council this 1st day of October, 2019.

Attest: _____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF ISANTI
AND
INTERNATIONAL UNION OF OPERATING ENGINEERS
LOCAL NO. 49, AFL-CIO

This Memorandum of Understanding is entered into by the City of Isanti, Minnesota ("City") and International Union of Operating Engineers Local No. 49 ("Union") representing employees in the City's Public Works Department.

WHEREAS, the City and the Union are parties to a collective bargaining agreement effective January 1, 2020 through December 31, 2022; and

WHEREAS, the City Council Committee of the Whole met on September 17, 2019 to discuss the 2020 health insurance renewal, and recommended changing its health and medical insurance plan to the Public Employees Insurance Program (PEIP), as described in Minnesota Statutes §43A.316.

NOW THEREFORE, the parties agree as follows:

1. Article 17 of the collective bargaining agreement is modified as follows:

   17.1 Health Insurance. The EMPLOYER will provide a health and medical care insurance program to all full-time EMPLOYEEs. The EMPLOYER will pay 100% of the premium for single coverage health insurance. EMPLOYEEs choosing dependent care health coverage will be required to pay according to the current City policy in place as of 3/24/10. Essentially EMPLOYEE contributions toward the premium costs of dependent coverage will increase by the same percentages as the City's overall policy cost increase for the foreseeable future, however it is agreed that the current contribution policy will continue beyond the term of this AGREEMENT only if re-negotiated and agreed upon as part of any future labor agreement between the EMPLOYER and the UNION. Part-time EMPLOYEEs regularly scheduled to work thirty (30) hours or more per week shall receive pro-rata health insurance benefits. The EMPLOYER shall have sole discretion in choosing and designating the health and medical care group insurance plan, provided that such plan shall be the same plan as available to non-union EMPLOYEEs of the City and shall provide coverage and benefits at least equivalent to the coverages provided under the ~~Blue Cross/Blue Shield Group Plan as set forth in the attached Schedule B~~ Public Employee Insurance Program (PEIP). For the duration of the 2020-2022 collective bargaining agreement, the EMPLOYER will offer EMPLOYEEs the choice of coverage pursuant to the PEIP Advantage Health Plan and the PEIP HSA Compatible Plan.

2. For the duration of the 2020-2022 collective bargaining agreement only, the City will contribute the annual IRS defined maximum to the employee's HSA account on a bi-annual basis in January and July of the calendar year for those benefit-eligible employees who are eligible to receive an HSA contribution and elect the PEIP HSA Compatible Plan. This provision shall sunset effective December 31, 2022.

3. For the duration of the 2020-2022 collective bargaining agreement only, the City will continue to offer a $443.75 per month taxable Opt Out Waiver payment for those benefit-eligible employees not electing health insurance coverage, upon presentation of certification for proof of coverage pursuant to City policy. This provision shall sunset effective December 31, 2022.

4. This Memorandum of Understanding represents the complete agreement between the parties on this matter.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed this _____ day of _____, 2019.

For City of Isanti:

Jeff Johnson, Mayor

Josi Wood, City Administrator

For I.U.O.E:

I.U.O.E Business Agent

I.U.O.E Union Steward

RESOLUTION 2019-XXX

RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF ISANTI AND L.E.L.S., LOCAL 217, REGARDING ARTICLE 22.1 HEALTH INSURANCE

WHEREAS, a proposed Memorandum of Understanding (MOU) has been prepared by staff and reviewed by the City Labor Attorney; and,

WHEREAS, Union Business Agent Ryan has reviewed and recommended approval of the proposed MOU;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the proposed MOU between the City of Isanti and L.E.L.S., Local #217, regarding Health Insurance is hereby approved.

This Resolution is hereby approved by the Isanti City Council this 1st day of October, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF ISANTI
AND
LAW ENFORCEMENT LABOR SERVICES, INC. LOCAL #217

This Memorandum of Understanding is by and between the City of Isanti, Minnesota ("City") and Law Enforcement Labor Services, Inc., Local #217 ("Union"). The Union is the exclusive representative for the bargaining unit noted above. The City and the Union are collectively referred to as the parties.

WHEREAS, the City and the Union are parties to a collective bargaining agreement effective January 1, 2020 through December 31, 2022; and

WHEREAS, the City Council Committee of the Whole met on September 17, 2019 to discuss the 2020 health insurance renewal, and recommended changing its health and medical insurance plan to the Public Employees Insurance Program (PEIP), as described in Minnesota Statute §43A.316.

NOW THEREFORE, the parties agree as follows:

1. Article 22 of the collective bargaining agreement is modified as follows:

   22.1 Health Insurance. The Employer will provide a health and medical care insurance program to all employees. The Employer will pay 100% of the premium for single coverage health insurance. Employees choosing dependent care health coverage will be required to pay according to current City policy applicable to all City employees. Essentially, Employee contributions toward the premium costs of dependent coverage will increase or decrease by the same percentages as the City's overall policy cost increase or decrease for the health care coverage for the duration of this Agreement.

   Effective 07/01/2011 and for the duration of this Agreement, the Employer will provide a plan with coverage and benefits at least equivalent to the coverage provided under the ~~Blue Cross/Blue Shield "120 Group Plan." as set forth in the attached Appendix 'C'~~ Public Employee Insurance Program (PEIP). For the duration of the 2020-2022 collective bargaining agreement, the Employer will offer Employees the choice of coverage pursuant to the PEIP Advantage Health Plan and the PEIP HSA Compatible Plan.

2. For the duration of the 2020-2022 collective bargaining agreement only, the City will contribute the annual IRS defined maximum to the employee's HSA account on a bi-annual basis in January and July of the calendar year for those benefit-eligible employees who are eligible to receive an HSA contribution and elect the PEIP HSA Compatible Plan. This provision shall sunset effective December 31, 2022.

3. For the duration of the 2020-2022 collective bargaining agreement only, the City will continue to offer a $443.75 per month taxable Opt Out Waiver payment for those benefit-eligible employees not electing health insurance coverage, upon presentation of certification for proof of coverage pursuant to City policy. This provision shall sunset effective December 31, 2022.

4. This Memorandum of Understanding represents the complete agreement between the parties on this matter.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed this _____ day of _____, 2019.

For City of Isanti: **For LELS Local #217:**

Jeff Johnson, Mayor

Josi Wood, City Administrator

LELS Business Agent

LELS Union Steward

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
September 24, 2019
City Council Chambers

1. Meeting Opening.

A. Call to Order.
Zdon called the meeting to order at 6:00 p.m.

B. Pledge of Allegiance
Everyone stood for the Pledge of Allegiance

C. Roll Call
Members Present: James Witte, Aaron Zdon, and Brian Thum
Members Absent: Mayor Jeff Johnson
Staff Present: Jenny Garvey, Parks, Recreation and Culture Manager,

D. Agenda Modifications
Zdon asked if there were any agenda modifications, Zdon asked to add to Parks Update about the skate park. Motion by Witte, second by Thum to approve the agenda for the September 24, 2019 PRC board meeting.

2. Approval of Minutes from July 23, 2019, Parks, Recreation, and Culture Board Meeting
Motion by Witte and second by Thum; all in favor. Minutes were unanimously approved.

3. Receive the Parks, Trails and Open Space plan
Garvey reviewed that the Comp Plan was previously handed out to the board and they were to review and bring back comments/suggestions. Garvey will review and compile the results of all the board members comments and bring back these at a later time. Zdon had emailed his prior to the meeting to Garvey and the others will be able to email their completed lists by Monday Sept 30.

4. Snow Sledding Hill
Garvey reviewed that back in 2018, the park board was provided a brief idea of having a sledding hill within the city, which was a part of the 2018 annual council goals. The idea was presented to the PRC board but did not have much discussion and nothing further was discussed. Staff is bringing back this item to discuss further and provide staff with some direction. Staff has reached out to our insurance carrier but has not heard back from them. Some others items that the board should consider are: staff time to maintain, amount of snow fall, lighting, Bluebird park has one natural hill, however it is not a high grade, obstacles for sledders: trees, bushes, fencing, drainage, etc, parking, walking distance and restrooms. Another option would be to purchase a snow making machine, to assist with snow and to allow for a steeper grade of hill, staff did a

brief search and found units for about $3,000. Again, more items to consider are staff time to make snow, make hill, maintain hill, maintain machine, weather conditions, etc. Garvey also mentioned that at Bluebird the design of the park has an amphitheater and that council will be looking at this more in 2020. Zdon mentioned that this was bid out and had plans back in about 2008 and that it fell through as the economy turned. Zdon stated that Bluebird hill would be a good option, and its not a steep hill. Witte mentioned that he has seen kids sledding on south passage by a drainage area for younger kids. Zdon also mentioned a pile of dirt that he has seen at Andover and Coon Rapids. Zdon and Witte mentioned the soccer field hill and that the top of the hill has a fence so it doesn't provide much of an area at the top and that maybe a snow machine could be added to this area to provide the steepness and the top area that is needed but not sure if we have the water supply. Garvey mentioned that water supply could come from the hydrants as we do for making the outdoor rink. Zdon then mentioned that we could try Bluebird with a sign that its for sledding. Witte mentioned the idea of River Bluff Preserve and knocking down trees, however this would have to be quite a few and was then decided that was not a good option as safety would be a big factor with trees. Zdon mentioned that the board is exploring it and for simplicity, that Bluebird is the option to proceed with, get a sign made and for cost. Zdon mentioned the snow-making machine would also be able to provide more snow and that we can look into this more as the budget process comes about.

5. Dog Park Amenities

Garvey reported the dog park opened up this past May and staff was asked to explore ideas to add more amenities and a bench. The park has been well received and is getting used a lot, staff has increased pick up from Monday and Fridays, to Mon, Wed, Fri. Garvey continued that the Rotary Club of Cambridge & Isanti, donated money to the city to be used for the dog park. A new bench has arrived and Public works will install it this fall as we see where the best option to place it will be as it will be in concrete. The Rotary club stated that the remaining dollars can be used for amenities to be placed within the dog park. Garvey presented a few ideas and concepts/pictures she found to review. Public works can make some of these items as they are made out of wood. Tires were presented as ideas to place around. Zdon mentioned that staff to look into if Public works is available to utilize their skill to build items and that we also check with dog trainers as far as spacing or heights for amenities. Garvey mentioned that she will research a bit with organizations, as Isanti County has a K9 unit and an area where they have amenities. Witte mentioned the drainage corrugated pipe is a good option to add. Garvey mentioned we have procured a couple of large tires to add to the park. Zdon stated that he liked the concept of them being partially buried and Witte stated he liked the painted idea. Witte also mentioned he liked the hoop style of tires for jumping through. Zdon stated that Public works can review ideas and see what is possible for them to build. Garvey stated that this area doesn't have the requirements that a children's playground has so we are able to save some funds building items on our own. Zdon asked if the bench donated by the Rotary will have a plaque. Garvey replied that it has the word Rotary designed into the bench itself and that other amenities will have a small plaque added similar to ones we have on tables that the Rotary Club has donated.

6. DNR Funded Projects

Garvey reviewed that staff received information from the DNR that we have some items that need attention for projects that the city received grant funding for from the state when these parks were built, after the DNR did a tour of these locations. We received information on three parks: Mattson, Unity and the Soccer complex. Staff has asked the DNR for clarification on a few of these items as they were unclear. One item we received was to add a funding sign, however after clarification this is one item that we do not need to duplicate signs that we already have within the park regarding the funding source, but the ones we are missing will be put up by Public works. Garvey continued with that she has been in contact with the soccer association regarding the picnic table at the shelter and will add it under the picnic shelter. Public works is working on the adding accessible parking signage and the funding sign was added to the picnic shelter. Mattson park had the funding sign added to the south park sign and another area that the DNR pointed out was the porta potty and accessibility on the grass. Garvey reviewed that the porta potty will need to be placed on a concrete slab to assist with the ADA accessibility item that was pointed out. Garvey continued with the accessibility to each of the playground areas, and Zdon stated that we would do a sidewalk off of the sidewalk and to connect and what makes the most sense to connect these together. Zdon stated that Public works can use there best judgement to place the sidewalks within the park area to connect these elements. Garvey described a placement for the porta potty to be placed and board agreed to have staff place it as they best judge it to go. The other items are being worked on or are completed and the one remaining one we need direction on is the picnic tables within Mattson. Zdon clarified to that we need to address this items as they have been brought to our attention. Garvey stated that she clarified with Mia, DNR person, that we do not have a deadline for this items that they are providing this as information and to make sure we are working on them. Zdon stated that we could budget to add the picnic tables. Garvey reviewed that Unity has the funding sign, it was just overlooked and the gate entrance width will need to be adjusted as this was built before ADA standards. Zdon gave staff direction to further research the safety factors and requirements for ballfields and a gate idea was mentioned to be added as an option. Witte asked if it had to be in the specific area, which is doesn't have to be in that exact but in the dugout area and in each dugout. Motion by Witte to add 2 ADA picnic tables at Mattson park, second by Thum. Motion carries unanimously.

7. Parks Updates

Garvey reviewed the summer items of the street dance, Celebrate Isanti, the 5k walk/run had a good amount registered but only half showed up the day of. The three street dances were well attended with Good for Gary with the highest attendance. Curious creatures was cancelled for Sept due to low enrollment, and with the next one is scheduled for Oct 8. Unity park project is finished and looks wonderful. Zdon added to the agenda that there are a few holes in the skate park equipment on the south ramp that will need to be fixed and fasteners will need to be adjusted. Garvey added that the switch for the skate park lights will be looked into as they go off at 10pm, but what time do they come on at? Zdon stated he was there at about 8pm, but the

lights were not on. Garvey finished with the Farmers Market ends Sept 13 and the community garden ends Oct 13.

8. Adjournment

Motion by Witte, second by Thum to adjourn the September 24, 2019 meeting of the Parks, Recreation and Culture Board. Motion was approved.

The meeting adjourned at 6:43 PM

Dated at Isanti, Minnesota this 24th day of September, 2019.

Respectfully Submitted,

Jenny Garvey
Parks, Recreation and Culture Manager

ADDENDUM TO AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, OCTOBER 1, 2019 – 7:00 P.M.
CITY HALL

E. Proclamations/Commendations/Certificate Awards

ADD E.2 Proclamation to observe October 1 to October 7, 2019 as Minnesota Manufacturing Week

F. Approve City Council Minutes

G. Announcements

H. Council Committee Reports

I. Public Hearings

J. Business Items

K. Consent Agenda

L. Other Communications

Adjournment

minnesota MANUFACTURING WEEK

E.2

Proclamation

Whereas: Manufacturing is a dynamic and robust industry, crucial to the health and strength of Minnesota's diverse economy; and

Whereas: Manufacturing added $52.7 billion to Minnesota's economy in 2018, representing the second-largest contribution (14 percent) to the state's gross domestic product by any industry; and

Whereas: Workers took home $21.6 billion in wages from Minnesota manufacturing jobs in 2018, the second-largest total payroll among private sector industries; and

Whereas: Manufactured exports brought $21 billion into the Minnesota economy in 2018; and

Whereas: Manufacturing in Minnesota pays an average annual wage of $67,098, which is 15 percent higher than the state's overall average wage; and

Whereas: Manufacturing provides 322,000 highly skilled, well-paying jobs, which significantly contribute to Minnesota's high standard of living and economic vitality.

Now, therefore, I, Jeff Johnson, Mayor of Isanti, do hereby proclaim that the week of October 1 to October 7, 2019 shall be observed as:

MINNESOTA MANUFACTURING WEEK

in the City of Isanti on this 1st day of October, Two Thousand and Nineteen.

_____

MAYOR, Jeff Johnson

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, OCTOBER 15, 2019 – 7:00 P.M.
CITY HALL

I. Citizens Input

II. Agenda

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Minutes
1. October 1, 2019- Regular Meeting of the City Council
2. August 7, 2019- Economic Development Authority

G. Announcements

1.	Park, Recreation, & Culture Board Meeting	Tuesday, October 22, 2019 at 6:00 p.m.
2.	City Council Meeting	Tuesday, November 5, 2019 at 7:00 p.m.
3.	EDA Meeting	Tuesday, November 5, 2019 *(Following the City Council Meeting)*

H. Council Committee Reports

I. <u>Public Hearings</u>
1. Resolution 2019-XXX Resolution to Authorize Nuisance Abatement for Property Located at 112 Elizabeth Street SW

J. <u>Business Items</u>

K. <u>Approve Consent Agenda</u>
1. Consider Accounts Payable in the Amount of $375,905.10 Payroll in the Amount of $104,503.87 and Third Quarter Payroll for Council/ Boards/ Commissions in the Amount of $9,334.64
2. Resolution 2019-XXX Approving the Development Agreement for Villages on the Rum 6th Addition
3. Resolution 2019-XXX Approving the Development Agreement for Prairie Senior Cottages Phase II
4. Resolution 2019-XXX Accept OPEB Actuarial Valuation Quote from Hildi Inc.
5. Resolution 2019-XXX Accepting Full-Time Police Officer Joshua Anderson's Letter of Resignation
6. Resolution 2019-XXX Approving Resignation of Reserve Officer Dan Richardson
7. Resolution 2019-XXX Accepting Part-Time Liquor Store Clerk Letter of Resignation for Lacey Hanson
8. Resolution 2019-XXX Approving the Flexible Benefit Options for Eligible Employees

L. <u>Other Communications</u>
1. September Police Department Reports
2. September Code Enforcement Officer Report
3. September Building Inspector Report
4. October Engineering Project Status Report

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, OCTOBER 1, 2019 – 7:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley and Dan Collison

Members Absent: Steve Lundeen

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Community Development Director Sheila Sellman, Chief of Police Travis Muyres, Police Officer Mike Vogel, Police Officer Josh Anderson, Police Officer Jeremy Welfring, Police Lieutenant John McCarty and Police Investigator Dusten Noreen

Others Present: Matthew Carlson, Terry Ranua, Mark Reller, Jill Reller, Commissioner Mike Warring, Kristi McCarty, Deputy Burkart, Deputy VanDerVegt and Reserve Officer Brokert.

D. Adopt Agenda

Addendum:
Add E.2 Proclamation to observe October 1 to October 7, 2019 as Minnesota Manufacturing Week

E. Proclamations/Commendations/Certificate Award

1. Swearing in of New Police Lieutenant John McCarty

Chief of Police Travis Muyres administered the Oath of Office to New Police Lieutenant John McCarty followed by a picture.

2. Proclamation to observe October 1 to October 7, 2019 as Minnesota Manufacturing Week

Mayor Johnson read the proclamation.

F. Approve City Council Minutes

1. September 17, 2019 - Regular Meeting of the City Council
2. September 17, 2019 - Committee of the Whole Meeting
3. August 7, 2019 - Planning Commission Meeting
4. August 20, 2019 - Planning Commission Meeting
5. July 23, 2019- Parks, Recreation and Culture Board Meeting

Motion by Collison, second by Bergley to approve minutes as presented. Motion passed 4-0. Motion carried.

G. Announcements

1. Committee of the Whole	Tuesday, October 15, 2019 at 5:00 p.m.
2. City Council Meeting	Tuesday, October 15, 2019 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, October 15, 2019 *(Immediately following the City Council Meeting)*
4. Park, Recreation, & Culture Board Meeting	Tuesday, October 22, 2019 at 6:00 p.m.

H. Council Committee Reports
None

I. Public Hearings
None

J. Business Items
1. Designating Representatives for City Commissions and Advisory Boards for 2019
    a. **Resolution 2019-257** Accepting Rod Barrows Letter of Resignation on EDA Board

Motion by Bergley, second by Collison to approve the resolution as presented. Motion passed 4-0. Motion carried.

    b. **Resolution 2019-258** Amending Resolution 2019-202 for Replacing Jeff Johnson on Park, Recreation and Culture Board and Vacant Seat on the EDA Board

Mayor Johnson shared that this resolution is to replace him with another councilmember as he is no longer able to attend these scheduled meetings. Gordon stated that he will be the council representative for Park, Recreation and Culture Board meetings.
Motion by Bergley, second by Collison to approve resolution with Jimmy Gordon to attend Park, Recreation and Culture Board meetings. Motion passed 4-0. Motion carried.

City Administrator Josi Wood

2. **Resolution 2019-259** Approving a Special Event Permit Application for The CBD Joint Grand Opening *(Matt Carlson)*

Matt Carlson shared that the grand opening event will be from 1 to 5 p.m. with a catering company that will be serving pork sandwiches with sides. Carlson further shared that 93X will be there doing a live broadcast.
Motion by Bergley, second by Collison to approve the resolution as presented. Motion passed 3-1 with Gordon voting nay. Motion carried.

3. **Ordinance- 710** Amending the Code for the City of Isanti, Chapter 216 Nuisances

Mayor Johnson shared that this ordinance was discussed at Committee of the Whole on September 17, 2019 with recommendations to revise the ordinance to include 10 p.m. to 7 a.m. on weekdays and 11 p.m. to 8 a.m. on weekends.
Motion by Collison, second by Gordon to approve Ordinance as presented. Motion passed 4-0. Motion carried.

Community Development Director Sheila Sellman

4. **Resolution 2019-260** Approval of a Site Plan and Variance for Prairie Senior Cottages 2.

Community Development Director Sheila Sellman shared that this is a Site Plan Variance and a Conditional Use Permit. Sellman continued to share a Conditional Use Permit is required for a Senior Facility in the zoning district. Sellman further shared that this was before City Council in 2010 and 2016. An extension was needed because the timeframe expired so they are back again asking to do this project and looking to break ground this Fall. The request is for a second building and the proposed building meets the city code requirements. Planning Commission held a Public Hearing and recommended approval.
Motion by Collison, second by Bergley to approve resolution as presented. Motion passed 4-0. Motion carried.

5. **Resolution 2019-261** Authorization and Execution of Repayment Agreement for Lot 1, Block 1, Bank Site Addition with Prairie Senior Cottages of Isanti, LLC.

Community Development Director Sheila Sellman shared that this is for Prairie Senior Cottages and their request is for the SAC and WAC fees be deferred for the 240 days after the building permit is issued. Sellman continued to share that this has been done in the past and this was also approved for them back in 2016.

Motion by Gordon, second by Collison to approve resolution as presented. Motion passed 4-0. Motion carried.

K. Approve Consent Agenda

1. Accounts Payable in the Amount of $196,611.76 Payroll in the Amount of $95,792.10
2. **Resolution 2019-262** Approving Document Imaging Agreement
3. **Resolution 2019-263** Release of Letter of Credit for Granger Machine Parking Lot Expansion
4. **Resolution 2019-264** Final Plat Villages on the Rum 6th Addition
5. **Resolution 2019-265** Authorizing Exterior Painting of the Police Department/ Fire Station Facility
6. **Resolution 2019-266** Approving Exempt Gambling Permit for Cambridge-Isanti Arena Corporation for Raffle
7. **Resolution 2019-267** Approving Exempt Gambling Permit for Rum River BMX Fire and Ice Event
8. **Resolution 2019-268** Approving Exempt Gambling Permit for Rum River BMX Spoketacular Event
9. **Resolution 2019-269** Approving Exempt Gambling Permit for Mother Seton Guild/ St. Elizabeth Ann Seton
10. **Resolution 2019-270** Approving the Removal of Weeds in Sidewalks and Bikepaths
11. **Resolution 2019-271** Approving Donation Box at Liquor Store
12. **Resolution 2019-272** Accepting Towing Proposal
13. **Resolution 2019-273** Approving a Contract with Leaf's Towing and Recovery
14. **Resolution 2019-274** Designation Polling Places in the City of Isanti for 2020 Elections
15. **Resolution 2019-275** Approving the Change in Providers for Employee Health Insurance
16. **Resolution 2019-276** Approving a Memorandum of Understanding Between the City of Isanti and I.E.O.U., Local 49, AFL-CIO Regarding Article 17.1 Health Insurance
17. **Resolution 2019-277** Approving a Memorandum of Understanding Between the City of Isanti and L.E.L.S., Local 217, Regarding Article 22.1 Health Insurance

Motion by Bergley, second by Collison to approve Consent Agenda as presented. Motion passed 4-0. Motion carried.

L. Other Communications

1. Draft Minutes from the September 24, 2019 Parks, Recreation, and Culture Board Meeting

Adjournment

Motion to adjourn by Collison, second by Bergley. Motion passed 4-0. Motion carried. The meeting was adjourned at 7:33 p.m.

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
August 7, 2019
Isanti City Hall

1. **Call to Order**
   The meeting was called to order at 8:11pm.
   a. **Pledge of Allegiance**
   b. **Roll Call**
      Members Present: Jeff Johnson, Dan Collison, Paul Bergley, Steve Lundeen, Jimmy Gordon, Jill Reller, and Rod Barrows

      Members Absent: None

      Staff Present: City Administrator Josi Wood, Community Development Director Sheila Sellman, and Finance Director Mike Betker

2. **Approval of the Agenda:** Motion by Lundeen, Second by Collison to approve. Motion passed 7-0

3. **Approve Minutes of July 2, 2019 Regular Economic Development Authority Meeting**
   Motion by Bergley, second by Lundeen to approve. Motion passed 7-0.

4. **Other Business / Updates / Communications**
   a. **Consider Resolution 2019-3, awarding Quote for lease of Isanti EDA Owned Crop Land.** Sellman gave the staff report recommending awarding the lease to Calendar Farms in the amount of $6,719.38/year for 2020. Motion by Lundeen Second by Collison to approve Resolution 2019-3. Motion passed 7-0

   b. **Senior Housing Discussion**
      Sellman discussed the potential of a Senior housing development interested in developing in Isanti. The potential developer wanted to know if the EDA would consider Tax Increment Financing TIF. The Commission had a general discussion and would entertain the idea of TIF for the right project.

5. **Adjournment:** Motion by Lundeen second by Collison to adjourn at 8:20pm. Motion passed 7-0.

Respectfully Submitted,

Sheila Sellman, Secretary

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Matt Lindholm, Planner
Date: October 15, 2019
Subject: Resolution 2019-XXX Resolution to authorize nuisance abatement for property located at 112 Elizabeth Street SW

Background:
On September 3, 2019, Matt Lindholm, Planner issued a notification letter citing "Outdoor storage of vehicles not in street operable condition" for property located at 112 Elizabeth Street SW. The letter indicated that the vehicle without wheels, either be in street operable condition, stored in a garage, or removed from the property. At this time, the City requested that these issues be taken care of by September 17, 2019. If the property owner was unable to make the corrections in the required time, they were invited to contact the City. In the meantime, the City received no correspondence or contact from the owner.

After inspections on September 20 and September 24, 2019, an Administrative Citation of $200 was issued to the owner for failure to remedy the code compliance issue. The Administrative Citation had a due date of October 4, 2019. At the time of drafting this memo, the citation has not been paid and the city has not been contacted.

A public hearing notice was sent to the property owner on October 1, 2019, with a public hearing date of October 15, 2019. Notice was also published in the *Isanti County News* on October 10, 2019.

On the day this memo was completed for the Council packet the property remained in violation with no apparent progress being made therefore staff recommends the abatement process and towing the vehicle at the owner's expense.

Request:
Staff requests that the City Council consider the resolution for abatement

Attachments:
- Resolution 2019-XXX
- Photos of the property
- Public notice newspaper ad
- Citation issued

RESOLUTION NO. 2019-XXX

RESOLUTION TO AUTHORIZE NUISANCE ABATEMENT FOR PROPERTY LOCATED AT 112 ELIZABETH STREET SW

WHEREAS, the property owner of 112 Elizabeth St SW is in violation of City Code 216-2 (L) affecting health and safety; and,

WHEREAS, a formal letter of violation was sent to the property owner on September 3, 2019; and,

WHEREAS, the deadline for compliance was September 17, 2019 and was not met; and,

WHEREAS, the City served notice to the property owners regarding the violation and abatement process under City Code 216-6; and,

WHEREAS, City Code 216-6 provides for calling a public hearing in order to abate a violation; and,

WHEREAS, notice of the Public Hearing was provided to the property owner; and,

WHEREAS, City Code 216-6 allows the Council to abate the property for compliance.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1. Staff shall enlist the city contracted towing company to remove the vehicle in violation from the property.
2. Once the work is complete the city will send a bill for the cost to the property owner.
3. If such bill is not paid an assessment shall be made.

This Resolution is hereby approved by the Isanti City Council this 15th day of October, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

Vehicle without tires

Vehicle without tires

CITY OF ISANTI
MINNESOTA
PUBLIC NOTICE
CITY COUNCIL
PUBLIC HEARING ON
OCTOBER 15, 2019

Notice is hereby given that on **Tuesday, October 15, 2019, at 7:00 P.M., at the Isanti City Hall located at 110 First Avenue NW, Isanti, Minnesota;** the City Council will hold a Public Hearing on the following item(s):

PUBLIC NUISANCE ABATEMENT AT 112 ELIZABETH AVE SW IN THE CITY OF ISANTI

BY THE ORDER OF THE CITY OF ISANTI, MINNESOTA
Matt Lindholm
Planner

Published in the
County News Review
October 10, 2019
983618

Public hearing newspaper ad

A Community For Generations.

Isanti

September 3, 2019

Freddie Mac Seasoned Credit Risk Transfer Trust
8950 Cypress Waters Blvd
Coppell, TX 75019

OR

Current resident
112 Elizabeth St SW
Isanti, MN 55040

Greetings,

A City Code violation was noted at your property.

Violation description: **Outdoor storage of vehicles not in street operable condition**

We understand that no one enjoys receiving a city code violation and that most residents aren't aware that these codes exist. Please read the details below carefully and make the necessary corrections prior to the due date. City codes help keep our community safe, friendly, and beautiful. I am here to help you remove this violation on your property, located at 112 Elizabeth St SW in Isanti.

Your due date to come into compliance is on or before September 17, 2019. In order to be in compliance, the vehicles currently parked/stored on property, must be in street operable condition, be stored in the garage or removed from the property.

Please note that in the event of a repeat violation of the same or similar nature, which was previously cleared, occurring within a twelve, (12) month period from date of this letter, on this property, owned by the same property owner, the violation will be immediately issued an Administrative Citation. See ordinance details below.

If you feel that there has been an error or you are unable to make the corrections in the required time or need help understanding how to return your property into compliance, please contact me. **Please contact Matt at (763) 444-5512** or email to **codeandzoning@cityofisanti.us**

Respectfully,

Matt Lindholm

Matt Lindholm
Planner

By Order of:

THE CITY OF ISANTI
Cc: Property File

Enclosed: General Legislation, Chapter 216

Reference number: 19-09-01

Violation: **NUISANCES**
Ordinance: General Legislation Chapter 216
Description: §216-2 The following are hereby declared to be nuisances affecting health:

L. Any outside storage of rubbish, salvage materials, junk, vehicles without current license plates, **not in street operable condition**, or not currently insured; or miscellaneous refuse when the same is construed by the City Council to be a menace or a nuisance to the public health, safety, or general welfare and to have a depressing influence on property values in the area.

To view this code on the web, please visit http://ecode360.com/9545294

Action must be taken on or before September 17, 2019. Failure to come into compliance prior to the due date will result in an administrative citation from the City of Isanti, which carries a fine of up to $200 per day that the violation continues to exist. A 10% late fee will also be assessed after 10 days of non-payment or non-compliance. City code violations that are not resolved may also be referred to the City Council for abatement which will be done at the homeowner's expense and may result in a lien upon the property. Additionally, the City of Isanti may turn over non-compliant property owners to the Police Department for criminal prosecution. Property owners wishing to appeal an administrative citation may elect to moderate the violation with a neutral 3rd party if they notify the City within 10 calendar days of the issuance of an administrative citation.

A Community For Generations.
Isanti

110 First Ave NW, PO Box 428
Isanti, MN 55040

(763) 444-5512 Main Line
(763) 444-5560 Fax

September 24, 2019

Freddie Mac Seasoned Credit Risk Transfer Trust
8950 Cypress Waters Blvd
Coppell, TX 75019

Greetings,

On September 3, 2019 the City of Isanti notified the property owner that the property at 112 Elizabeth St SW in Isanti, MN was in violation of city ordinance in regards to the outdoor storage of vehicles not in street operable condition. No one has not contacted our office to discuss this matter and the violation remains. This is an Administrative Citation for the violations listed below.

ORDINANCE	DESCRIPTION	ACTION NEEDED TO BE CORRECTED	FINE	DUE DATE
Ch 216-2	Outdoor storage of vehicles not in street operable condition.	The vehicles currently parked/stored on the property, must street operable condition, be stored in the garage or removed from the property.	$200	Oct. 4, 2019

In order to avoid further penalties, you will need to pay the fine **AND** correct the violation by the due date or request an Administrative Hearing in writing. Please feel free to contact me, Mon—Fri 8:00 am to 4:30 pm, at (763) 444-5512 or email: mlindholm@cityofisanti.us.

A 10% late fee will be assessed after 10 days of non-payment and/or non-compliance, on October 7, 2019. For each 30 day period beyond October 7, 2019 that this fine remains unpaid, a 10% fee is assessed (see attached fee schedule). City code violations that are not resolved may also be referred to the City Council for abatement which will be done at the homeowner's expense and may result in a lien upon the property. Additionally, the City of Isanti may turn over non-compliant property owners to the Police Department for criminal prosecution. Property owners wishing to appeal an administrative citation may elect to moderate the violation with a neutral 3rd party if they notify the City within 10 calendar days of the issuance of this administrative citation. Each day a violation exists constitutes a separate offense and is subject to additional fines.

Respectfully,

Matt Lindholm

Matt Lindholm
Planner

Enclosed: Administrative Citation Brochure
Gen. Prev. § 65 Administrative citations.
Late fee schedule

By Order of:
THE CITY OF ISANTI
Cc: Property File
Current resident

Ordinance: General Previsions Chapter 65

§ 65-5 Administrative citations.

A. A person authorized to enforce provisions of the City Code may issue an administrative citation upon belief that a Code violation has occurred. The citation must be issued in person or by first-class mail to the person responsible for the violation. The citation must state the date, time, and nature of the offense, the identity of the person issuing the citation, the amount of the scheduled fine, and the manner for paying the fine or appealing the citation. The administrative citation shall be deemed served upon deposit in the US mail to the address of the violator, certificate of said service by the official issuing the citation. If the City seeks to impose more than one fine for a continuing violation, a separate citation shall be issued for each violation date.

B. The person responsible for the violation must either pay the scheduled fine or request a hearing within 10 calendar days after issuance of the citation. Payment of the fine constitutes admission of the violation. A late payment fee of 10% of the scheduled fine amount will be imposed. The fines may be rescinded if compliance is achieved by the compliance date provided.

C. A hearing request must be made in writing and executed by the property owner or person with an ownership interest in the property. It must minimally state the name and mailing address of that person, the person's relationship to the property involved, and a brief statement why the citation is in error and a hearing is being requested.

D. A property owner may request an extension to come into compliance, which may be granted or denied by the City. If an extension to come into compliance is requested and granted, and the property owner does not come into compliance by the extension date, the administrative fine imposed with the citation for the violation shall not be rescinded. Additionally, a request for an extension to the compliance deadline shall constitute an admission to the violation, and a waiver of a right to request a hearing under Subsection C above.

§ 65-7 Recovery of civil penalties.

A. If a civil penalty is not paid within the time specified, it constitutes:
   (1) A personal obligation of the violator;
   (2) An obligation of a business or person(s) that is conducting an activity licensed by the City if the violation relates to the maintenance of the property or to an activity, use or delivery of services associated with the business or activity; and
   (3) A lien upon the real property upon which the violation occurred if the violation relates to the maintenance of the property or to an activity, use or delivery of City services associated with the property.

B. A lien may be assessed against the property and collected in the same manner as taxes. The lien may include the administrative and legal costs incurred by the City in connection with collecting the unpaid administrative penalty. Prior to assessing the lien against the property, the City must attempt to obtain voluntary payment of the administrative penalty and provide the property owner listed on the tax record with notice and an opportunity to be heard.

C. A personal obligation may be collected by any appropriate legal means.

D. A late payment fee of 10% of the fine will be assessed for each thirty-day period, or part thereof, that the fine remains unpaid after the due date.

E. During the time that a civil penalty remains unpaid, no City approval will be granted for a license, permit, or other City approval sought after by the violator or for the property.

F. Failure to pay a fine is grounds for suspending, revoking, denying, or not renewing a license or permit associated with the violation.

G. The City reserves the authority to use the abatement process as outlined within Chapter 216, Nuisances, in lieu of or in addition to the process outlined within this chapter.

Accrued Late Fee Schedule

Original Fine	$200.00
1 to 30 day(s) late	$220.00
31 to 60 days late	$240.00
61 to 90 days late	$260.00
91 to 120 days late	$280.00
121 to 150 days late	$300.00
151 to 180 days late	$320.00
181 to 210 days late	$340.00
211 to 240 days late	$360.00
241 to 270 days late	$380.00
271 to 300 days late	$400.00
301 to 330 days late	$420.00
331 to 360 days late	$440.00

To view online, visit: http://ecode360.com/29665776

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 10/2/2019 - 10/2/2019 | Oct 02, 2019 10:25AM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/19	10/02/2019	52035	1503	7-UP BOTTLING	609-20200	154.30
10/19	10/02/2019	52036	2335	BCBSM	101-20200	20.16
10/19	10/02/2019	52037	9	BERNICKS PEPSI-COLA	609-20200	613.90
10/19	10/02/2019	52038	2020	BOYLE, EUGENE	101-20200	2,717.20
10/19	10/02/2019	52039	2221	C & L DISTRIBUTING	609-20200	114.30
10/19	10/02/2019	52040	1241	CENTRAL WOOD PRODUCTS	101-20200	360.00
10/19	10/02/2019	52041	1629	CITY OF ISANTI	101-20200	15,532.55
10/19	10/02/2019	52042	2759	CIVICPLUS	108-20200	6,675.00
10/19	10/02/2019	52043	2243	D & G ELECTRIC INC	101-20200	901.05
10/19	10/02/2019	52044	8	DAHLHEIMER DISTRIBUTING CO	609-20200	1,353.65
10/19	10/02/2019	52045	1941	DELTA DENTAL	861-20200	2,486.35
10/19	10/02/2019	52046	257	EARL F. ANDERSEN - DIV. OF SAFTEY SIGNS	101-20200	272.55
10/19	10/02/2019	52047	1682	FERGUSON WATERWORKS	601-20200	9.53
10/19	10/02/2019	52048	2028	FURTHER	101-20200	38.35
10/19	10/02/2019	52049	2028	FURTHER	861-20200	192.19
10/19	10/02/2019	52050	1566	GLENS TIRE	101-20200	412.50
10/19	10/02/2019	52051	2761	GRATITUDE FARMS	101-20200	250.00
10/19	10/02/2019	52052	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	50.29
10/19	10/02/2019	52053	188	ISANTI COUNTY SHERIFF	101-20200	133.20
10/19	10/02/2019	52054	252	ISANTI REDBIRDS	104-20200	90.07
10/19	10/02/2019	52055	162	ISANTI RENTAL	101-20200	82.95
10/19	10/02/2019	52056	7	JOHNSON BROTHERS LIQUOR CO	609-20200	12,752.28
10/19	10/02/2019	52057	5	KAWALEK TRUCKING	609-20200	249.80
10/19	10/02/2019	52058	1338	KNIFE RIVER	603-20200	56.00
10/19	10/02/2019	52059	434	LITTLE FALLS MACHINE	101-20200	726.12
10/19	10/02/2019	52060	131	MACQUEEN EQUIPMENT INC	603-20200	386.90
10/19	10/02/2019	52061	17	MCDONALD DISTRIBUTING CO	609-20200	4,410.75
10/19	10/02/2019	52062	616	MENARDS - CAMBRIDGE	101-20200	61.10
10/19	10/02/2019	52063	110	METAL COATING & MFG CO	101-20200	33.53
10/19	10/02/2019	52064	2591	MILLE LACS COUNTY SHERIFF OFFICE	101-20200	995.00
10/19	10/02/2019	52065	1536	MINNESOTA DEED	219-20200	833.33
10/19	10/02/2019	52066	2208	MINNESOTA EQUIPMENT	101-20200	110.94
10/19	10/02/2019	52067	2080	MVTL LABORATORIES INC	601-20200	43.20
10/19	10/02/2019	52068	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,912.59
10/19	10/02/2019	52069	2406	QUALITY FLOW SYSTEMS INC	602-20200	1,660.00
10/19	10/02/2019	52070	1113	RJM DISTRIBUTING INC	609-20200	172.35
10/19	10/02/2019	52071	2396	SOUTHERN GLAZERS OF MN	609-20200	18,709.42
10/19	10/02/2019	52072	2554	SPECIALTY SOLUTIONS	101-20200	1,182.86
10/19	10/02/2019	52073	1442	ST. LOUIS MRO INC	101-20200	45.00
10/19	10/02/2019	52074	315	ST.PAUL STAMP WORKS	101-20200	31.95
10/19	10/02/2019	52075	2156	SUMMIT COMPANIES	101-20200	16.00
10/19	10/02/2019	52076	1290	THE AMBLE GROUP	101-20200	156.20
10/19	10/02/2019	52077	2485	ULINE	101-20200	68.44
10/19	10/02/2019	52078	42	VIKING COCA-COLA BOTTLING CO	609-20200	148.07
10/19	10/02/2019	52079	4	WATSON CO INC	609-20200	1,920.45
10/19	10/02/2019	52080	780	WINE MERCHANTS	609-20200	88.00
Grand Totals:						80,230.37

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/19	10/01/2019	52034	645	BARROWS, ROD	101-20200	75,000.00
Grand Totals:						75,000.00

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/19	10/09/2019	52086	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	125.00
10/19	10/09/2019	52087	2343	ADVANTAGE SIGNS	101-20200	398.95
10/19	10/09/2019	52088	692	ARC IRRIGATION	104-20200	1,959.20
10/19	10/09/2019	52089	53	BELLBOY CORPORATION	609-20200	7,226.48
10/19	10/09/2019	52090	9	BERNICKS PEPSI-COLA	609-20200	1,907.85
10/19	10/09/2019	52091	368	BILLS QUALITY CLEANING	609-20200	521.00
10/19	10/09/2019	52092	2621	BUREAU OF CRIM. APPREHENSION	101-20200	180.00
10/19	10/09/2019	52093	2487	CAPITOL BEVERAGE SALES	609-20200	17.00
10/19	10/09/2019	52094	1198	CENTER POINT ENERGY	601-20200	382.43
10/19	10/09/2019	52095	1822	CENTURYLINK BUSINESS SERVICES	101-20200	31.82
10/19	10/09/2019	52096	1629	CITY OF ISANTI	226-20200	777.56
10/19	10/09/2019	52097	1736	COMM OF MMB, TREAS DIV	101-20200	1,980.00
10/19	10/09/2019	52098	2161	COMPASS MINERALS	101-20200	16,773.83
10/19	10/09/2019	52099	918	CRYSTAL SPRINGS ICE	609-20200	250.83
10/19	10/09/2019	52100	8	DAHLHEIMER DISTRIBUTING CO	609-20200	16,440.10
10/19	10/09/2019	52101	2720	DEFIANT DISTRIBUTORS	609-20200	177.70
10/19	10/09/2019	52102	2628	DUFF COMPANIES	101-20200	50.00
10/19	10/09/2019	52103	966	EAST CENTRAL SOLID	603-20200	3,040.50
10/19	10/09/2019	52104	55	ECM PUBLISHERS INC	101-20200	299.00
10/19	10/09/2019	52105	1635	FANTH, VICTOR	601-20200	40.00
10/19	10/09/2019	52106	1682	FERGUSON WATERWORKS	601-20200	24.35
10/19	10/09/2019	52107	2812	FORTERRA PIPE & PRECAST	603-20200	800.00
10/19	10/09/2019	52108	2028	FURTHER	101-20200	38.35
10/19	10/09/2019	52109	2028	FURTHER	861-20200	184.89
10/19	10/09/2019	52110	134	GOPHER STATE ONE-CALL INC	601-20200	151.20
10/19	10/09/2019	52111	2761	GRATITUDE FARMS	101-20200	250.00
10/19	10/09/2019	52112	160	HAWKINS INC	602-20200	9,679.59
10/19	10/09/2019	52113	1534	J. J. TAYLOR	609-20200	933.95
10/19	10/09/2019	52114	7	JOHNSON BROTHERS LIQUOR CO	609-20200	10,366.96
10/19	10/09/2019	52115	2647	JOHNSON CONTROLS	101-20200	578.40
10/19	10/09/2019	52116	5	KAWALEK TRUCKING	609-20200	212.40
10/19	10/09/2019	52117	1773	KLERSY,SCOT	603-20200	219.98
10/19	10/09/2019	52118	434	LITTLE FALLS MACHINE	101-20200	107.92
10/19	10/09/2019	52119	17	MCDONALD DISTRIBUTING CO	609-20200	11,330.20
10/19	10/09/2019	52120	616	MENARDS - CAMBRIDGE	601-20200	344.37
10/19	10/09/2019	52121	2364	METERING & TECHNOLOGY	601-20200	3,707.83
10/19	10/09/2019	52122	281	MINNCO CREDIT UNION	101-20200	2,142.98
10/19	10/09/2019	52123	1044	MINNEAPOLIS FINANCE	101-20200	101.70
10/19	10/09/2019	52124	194	MN DEPT OF HEALTH	601-20200	3,397.00
10/19	10/09/2019	52125	1945	MN DEPT OF LABOR	101-20200	2,925.71
10/19	10/09/2019	52126	176	MN DEPT OF REVENUE	101-20200	25,245.00
10/19	10/09/2019	52127	1551	MN DNR	101-20200	30.67
10/19	10/09/2019	52128	1996	MN GFOA	101-20200	60.00
10/19	10/09/2019	52129	2080	MVTL LABORATORIES INC	602-20200	130.96
10/19	10/09/2019	52130	2792	ONE DIVERSIFIED LLC	920-20200	30,576.50
10/19	10/09/2019	52131	617	PAUSTIS & SONS	609-20200	957.00
10/19	10/09/2019	52132	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,453.03
10/19	10/09/2019	52133	2630	RAPP, JORDAN	601-20200	33.87
10/19	10/09/2019	52134	2341	RED BULL DISTRIBUTION	609-20200	252.00
10/19	10/09/2019	52135	2031	RESOURCE TRAINING	861-20200	32,418.50
10/19	10/09/2019	52136	2810	SCHLEPER, PETER J.	104-20200	1,800.00
10/19	10/09/2019	52137	2756	SELLMAN, SHEILA	108-20200	5.45
10/19	10/09/2019	52138	554	STEVES TIRE SERVICE	101-20200	2,322.43

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/19	10/09/2019	52139	2156	SUMMIT COMPANIES	101-20200	16.00
10/19	10/09/2019	52140	2793	TEAM LAB	602-20200	767.00
10/19	10/09/2019	52141	2813	TRUSTWORTHY GLASS	101-20200	9,885.00
10/19	10/09/2019	52142	1820	URBANS HARDWARE	602-20200	140.37
10/19	10/09/2019	52143	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
10/19	10/09/2019	52144	686	VERIZON WIRELESS	609-20200	1,269.65
10/19	10/09/2019	52145	42	VIKING COCA-COLA BOTTLING CO	609-20200	429.80
10/19	10/09/2019	52146	4	WATSON CO INC	609-20200	3,146.08
10/19	10/09/2019	52147	1922	WEX BANK	609-20200	3,447.63
10/19	10/09/2019	52148	2475	WHITE BEAR IT SOLUTIONS, LLC	609-20200	2,759.90
10/19	10/09/2019	52149	2811	XCCENT ENTERPRISES, LLC	920-20200	727.86
10/19	10/09/2019	52150	2067	ZABINSKI BUSINESS	609-20200	660.00
Grand Totals:						220,674.73

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

M = Manual Check, V = Void Check

City of Isanti

Gross Payroll	90,693.61
Social Security & Medicare	5,127.92
Public Employees Retirement	8,682.34
Total City Expense	104,503.87

Pay Date 10/4/2019

Pay Period 20 (9/15-9/28/19)

City of Isanti

Gross Payroll	8,671.25
Social Security & Medicare	663.37
Total City Expense	9,334.62

Pay Date 10/4/2019

Pay Period: Q3CCPay19 (7/1-9/30/19)

K.2.

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members of City Council**
From: Sheila Sellman, Community Development Director
Date: October 15, 2019
Subject: Resolution 2019-XXX a resolution approving the Development Agreement for Villages on the Rum 6th Addition

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Background:
On October 1, 2019 the City approved the final plat for Villages on the Rum 6th Addition. As part of the development process a development agreement is required. The applicant has reviewed the agreement and has no concerns or comments.

Request:
Approve the Development Agreement for Villages on the Rum 6th Addition

Attachments:
- Resolution 2019-XXX
- Development agreement

RESOLUTION NO. 2019-XXX

A RESOLUTION APPROVING THE DEVELOPMENT AGREEMENT FOR VILLAGES ON THE RUM 6TH ADDITION

WHEREAS, Semler Homes, Inc. has an approved final plat known as Villages on the Rum 6th Addition consisting of 16 residential lots; and,

WHEREAS, a Development Agreement for Villages on the Rum 6th Addition has been prepared and reviewed by the Developer and is ready for consideration by the City Council of the City of Isanti; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves this Resolution with the following conditions:

1) A Letter of Credit in an amount approved by the City Engineer and in form approved by the City Attorney is submitted to the City.

2) Prior to the signing of the development agreement any outstanding escrows, fees and/or financial guarantees, as stated within the development agreement, shall be established and/or paid.

IT IS FINALLY RESOLVED, that the City Council of the City of Isanti, Minnesota hereby direct the Mayor and City staff to execute said development agreement.

This Resolution hereby approved by the City Council of the City of Isanti this 15th day of October, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
City Clerk/Human Resources

CITY OF ISANTI

ISANTI COUNTY, MINNESOTA

DEVELOPMENT AGREEMENT

VILLAGES ON THE RUM 6TH ADDITION

THIS AGREEMENT (the "Agreement"), is made and entered into this ____ day of _____, 2019, between the **CITY OF ISANTI,** a Minnesota municipality organized under the laws of the State of Minnesota (hereinafter referred to as "City") and **Semler Construction Inc.**, a Minnesota corporation (hereinafter referred to as "Developer").

RECITALS:

WHEREAS, the City Council of the City has, by Resolution No. 2019-264, on October 1, 2019 approved a Final Plat, known as "Villages on the Rum 6th Addition" ("The Plat") and adopted findings of fact and conclusions with conditions; and

WHEREAS, the Final Plat of Villages on the Rum 6th Addition, contemplates development 16 residential housing units ("Lots"); and

WHEREAS, it is the policy of the City to enter into development contracts as contemplated in Minnesota Statutes 462.358, Subd. 2(a); and

WHEREAS, the City and Developer desire to set forth their respective rights and obligations in this Agreement.

NOW, THEREFORE, in consideration of the Recitals, the premises and of the mutual promises and conditions contained herein, it is agreed by the City and the Developer as follows:

1. Development Agreement Provisions. Subject to such changes as may be agreed between the City and the Developer(s), the Preliminary Plat and all subsequent Final Plats to follow shall include the following provisions:

2. Escrow for City Costs and Fees. Developer shall, contemporaneously with execution of each Development Agreement, deposit with the City an escrow of $5,000.00 to cover the cost of legal fees, engineering fees, administrative expenses and other costs related to the Development. Any funds remaining in the escrow account(s) after the completion of the applicable Final Plat shall be refunded to the Developer. During the final plat process, in the event that the escrow account is depleted, the Developer shall post additional sums of money to replenish the account to a maximum of $5,000.00 to cover projected City costs as determined by the City. The escrow account shall always have a balance of no less than $1,000.00. The Developer shall be entitled, upon request, to an itemized statement of all costs and fees charged against the Developer's escrow account.

3. Road System. The Developer will be using the existing private road system consisting of the following roads:

1. Golden Way NW
2. Fairfield Place NW

4. Developer Installed Improvements. The Developer shall construct the following described improvements for the Development, which are hereinafter collectively called "Developer Installed Improvements." These improvements, once installed, shall be privately maintained though a Homeowner's Association. The Developer agrees to City inspection of all Developer Installed Improvements and payment for said inspection services.

a. The Developer is responsible for abandoning existing water services that will not be used for this development in accordance with City requirements.

b. Where grading is required, soils inspection and compaction testing shall be conducted by a registered professional engineer on all areas where soil has been disturbed. All grading shall be done in accordance with a Grading Plan approved by the City Engineer. A minimum of one (1) compaction test shall be obtained for every two (2) foot increment of fill that is placed. A summary of all inspections and compaction tests shall be provided to the City upon completion of the grading. The Developer shall provide a 79G, final compaction report for each lot that has more than two (2) feet of fill. It is recognized that the property may have been rough graded prior to the date of the Development Agreement.

e. All utilities, including electricity, telephone, cable and natural gas, shall be installed underground where possible within platted utility easements or roadway rights-of-way.

5. Erosion Control. Soil stabilization shall be employed throughout the development as required to ensure the integrity of the soils. The Developer shall use topsoil, mulching, seeding, silt fence, and other such means as are approved by the City to prevent erosion of the soils. An erosion control plan shall be submitted by the Developer and approved by the City Engineer before a grading permit is issued for the Development. Before any grading is started on site, all erosion control measures, as shown on the erosion control plan approved by the City, shall be installed. The Developer shall be responsible for compliance with the approved erosion control plan. The Developer will be given a telephone notice when an unsatisfactory condition exists that is determined to be the Developer's responsibility. Work to correct said unsatisfactory condition shall commence within forty-eight (48) hours from the time of the telephone notice. If said work is not commenced within forty-eight (48) hours of said telephone notice, the City is hereby given the right to enter upon the property and to proceed to do the required work at the expense of the Developer. If it is determined that the unsatisfactory condition could result in degradation of downstream water quality, the Developer shall, upon telephone notice, immediately proceed to correct said unsatisfactory condition. If the Developer does not immediately respond to said unsatisfactory condition, the City is hereby given the right to enter upon the property and correct said condition at the expense

of the Developer. The City shall be entitled to all of its reasonable costs and expenses associated with correction work done under this paragraph, including, but not limited to legal, fiscal and engineering costs. The City may at its option invoice the said costs for direct payment from the Developer or proceed to draw on the Developer's escrow established under paragraph 7 or the financial guarantee provided under paragraph 19. The erosion control plan shall be in accordance with the Minnesota Pollution Control Agency's NPDES Phase II requirements.

6. Street Repair: It is anticipated that heavy construction equipment will be using City and County roads to access the Plat, including, but not limited to, Whiskey Road NW, and Hillock Street NW. The Developer shall be responsible for the reconstruction and/or repair of said street(s) identified as damaged by the City of Isanti following completion of construction within the Plat. Said reconstruction shall return the street(s) to an equal or better condition than existed prior to commencement of the Development. Plans for such work shall be approved by the City Engineer prior to commencement of reconstruction or repair work. The Developer shall instruct all construction crews to ensure that the properties adjacent to this Plat have access to their property at all times during construction.

7. Notice to Proceed: The Developer agrees not to commence any grading, utility or street work within the Development until first receiving a written "Notice to Proceed" from the City Engineer.

8. Lowest Floor Elevations. No building shall be constructed on any of the Lots herein unless the lowest floor elevation is at least two (2) feet above the 100-year flood elevation or two (2) feet above the high groundwater elevation, whichever is greater, for the subject property. Additionally, the lowest floor elevation shall be specifically referenced and designated, for each Lot, on a certificate of survey, which survey shall be provided to the City before any building permits are issued.

9. House Sizes and Locations – Planned Unit Development. The house sizes and locations for those houses shall be as follows:

Setbacks:
Front: 5 feet
Side: 5 feet, 10 feet in-between buildings
Rear: 25 feet from adjacent right-of-way

Housing:
The housing architecture shall be similar to a 1920's-1940's Vintage home, including Bungalow, Craftsman, Arts & Crafts, Victorian styles. The architectural styles of "Houses by Mail", by Katherine Cole Stevenson are incorporated by reference. This book is available in the Community Development Department.

10. Plat Conditions. All general and special conditions, plans, special provisions, proposals, specifications and contracts for the Plat shall be and hereby are made apart of this Agreement by reference as if fully set out herein in full.

11. Miscellaneous Provisions. The Developer specifically understands that approval for Villages on the Rum 6th Addition is given subject to the following requirements:

a. The Final Plat must be submitted by the Developer to the City for signatures (and the Mylar "hard shells" must be fully executed) within one hundred twenty (120) days of the Council motion giving Final Plat approval or else said approval shall be null and void. The Developer will record the plat with the County and will pay for all costs pertaining to Plat recording. The Developer shall also submit the Final Plat and in electronic format. The electronic format shall be the most current version of AUTOCAD in NAD 83 Isanti County Coordinates for mapping purposes.

b. Final Plat approval shall be contingent upon compliance with grading, storm water drainage, and utility plan approval by the City.

c. All applicable conditions of Plat approval must be met before any deeds are stamped for recording and prior to the recording of the Final Plat at the Isanti County Recorder's Office.

d. No building or other permits shall be issued, until the Final Plat has been recorded with the Isanti County Recorder.

e. The Developer shall pay all fees relating to this subdivision, including the cost of recording documents relating to Developer's responsibilities hereunder with Isanti County.

f. Exterior lighting or advertising activities on the site shall comply with City ordinance regarding same.

g. The Developer is responsible for complying with the provisions of the MPCA's NPDES Stormwater Permit. Where the MPCA and City requirements differ, the more stringent or restrictive requirement shall govern.

h. The Developer shall permit access to the land herein for periodic inspection to assure conformance with the conditions herein.

i. The Developer shall remove all temporary soil stabilization and erosion control devices, such as silt fencing, before the escrow held by the City is returned to the Developer.

j. No material deviations from the approved Final Plat and or construction plans shall be allowed unless approved in writing by the City.

k. The Developer shall provide the City with legal descriptions of all parcels of land that are to be subdivided as a part of this project.

l. A certificate of survey shall be provided by the builder to the Building Inspector for each Lot at the time a building permit is requested for that Lot. The Developer shall also provide to the City a certificate indicating that all Lots in the Development are graded as per the grading plan submitted.

m. Deed restriction shall advise owners of all lots of the requirements of this Development Agreement as follows: THE LAND WITHIN THIS PLAT, INCLUDING THE LAND CONVEYED HEREIN, IS BOUND BY RESTRICTIONS IN A DEVELOPMENT AGREEMENT. SAID DEVELOPMENT AGREEMENT IS ON FILE AT THE OFFICE OF THE ISANTI COUNTY RECORDER FILED AS DOCUMENT NO. _____.

n. The Developer is responsible for the installation of mailboxes according to the United Stated Postal Service regulations. The Developer shall work with the local Postmaster to identify mailbox locations. The mailboxes must be installed before a Certificate of Occupancy is issued.

12. Special Provisions. The following shall apply:

a. Homeowners Association – As a condition of approval, the Developer agrees to form a homeowner's association or become a member of the existing association, which membership is mandatory for the owners of all housing units within the Development. The homeowner's association is responsible for operation, maintenance and repair of all Development Installed Improvements, including sanitary sewer, watermain and water services, and storm water improvements. They shall be maintained in accordance with all City Code and City Engineering and Public Works standards. The Developer agrees to provide a copy of the homeowner's association documents to the City, with approval subject to review of the City Attorney.

b. The Developer agrees to pay liquidated damages to the City if any Lot, upon which a home has been built, has a real estate closing to an individual intending to use such home as a residence before a certificate of occupancy has been issued for that Lot. Specifically, the Developer agrees to immediately pay to the City liquidated damages in the amount of one thousand dollars ($1000.00) for each such closing which occurs in violation of this paragraph. The City shall be authorized to retain an appropriate percentage of the financial guarantee referred to in paragraph 19 as security for payment of any liquidated damages owed to the City.

c. The Developer agrees to pay liquidated damages to the City, in the amount of five hundred dollars ($500.00), if the Developer encroaches upon any City road right-of-way or utility easement without first obtaining a written permit from the City expressly authorizing said encroachment. The City shall be authorized to retain an appropriate percentage of the financial guarantee referred to above as security for payment of any liquidated damages owed to the City.

d. Sodding and Seeding Requirements. All boulevards, public areas, and storm water drainage areas shall be initially seeded and stabilized at completion of mass grading operation by the developer. Prior to issuance of a certificate of occupancy of a single-family residence, it shall be the responsibility of the builder or home

owner to install sodding in all lot front yards, side yards, and back yards per City Zoning Ordinance. Said sodding shall be complete, established and growing within sixty (60) days of issuance of a Certificate of Occupancy, except that, if the Certificate of Occupancy is issued between the dates of October 1 and May 1, then the sodding required herein shall be complete, established and growing no later than July 1 of the following year with the appropriate escrow established for the lot.

(1) All Lots shall receive four (4) inches of premium top soil (as defined by MNDOT, from a source approved by the City Engineer) prior to sodding, in accordance with City Ordinance 445, Zoning Ordinance.

(2) All seeded areas in the development shall be tilled to loosen compacted soils and receive 4 inches of topsoil. MNDOT #25 seed mix shall be used for all constructed storm water ponds and replacement areas.

13. Warranty of Title. The Developer warrants and represents to the City that it is the fee owner of the land described in the Plat and that it has authority to execute the Development Agreement and agree to the conditions hereof. The Developer also represents and warrants that the use for which this Development is sought will not violate any restrictive covenants applying to the property.

14. Lien Waivers – Copies of signed and recorded lien waivers are required from each of the Developer's Contractors and Subcontractors. The Lien Waivers shall be submitted to and approved by the City Engineer prior to accepting the Developer Installed Municipal Improvements and starting the warranty period.

15. Binding Effect. This Agreement shall be deemed to be a restrictive covenant and the terms and conditions hereof shall run with the land described herein and be binding on and inure to the benefit of the heirs, representatives and assigns of the parties hereto, and shall be binding upon all future owners of all or any part of the subdivision, and shall be deemed covenants running with the land. Reference herein to the Developers, if there

be more than one, shall mean each and all of them. This Agreement shall be placed of record so as to give notice hereof to subsequent purchasers and successor owners. The cost of said recording shall be borne by the Owner.

16. Restrictions on Transfer/Indemnification.

a. Indemnification. The Developer agrees to defend and hold the City, and its officials, employees and agents, harmless against any and all claims, demands, lawsuits, judgments, damages, penalties, costs and expenses, including reasonable attorney's fees, arising out of actions or omissions by the Developer, its employees and agents, in connection with the Development.

b. Enforcement by City; Damages. The Developer acknowledges the right of the City to enforce the terms of the Development Agreement against the Developer, by action for specific performance or damages, or both, or by any other legally authorized means. The Developer also acknowledges that its failure to perform any or all of its obligations under the Development Agreement may result in substantial damages to the City; that in the event of default by the Developer, the City may commence legal action to recover all damages, losses and expenses sustained by the City; and that such expenses may include, but are not limited to, the reasonable fees of legal counsel employed with respect to the enforcement of the Development Agreement.

17. Hold Harmless Agreement. The Developer acknowledges that its failure to control erosion in accordance with the plans and exhibits as contained herein may cause flooding and/or damage to adjoining property owners. In such event, the Developer agrees to hold the City harmless and indemnify the City from claims of all third parties or the Developer for damages arising out of such flooding and/or damages.

Further, in the event the City undertakes any corrective actions to prevent or minimize any such flooding and/or damage, the Developer agrees to hold the City harmless and indemnify the City from claims of all third parties for damages arising out of said corrective action by the City, and agrees to reimburse the City for all out of pocket expenses incurred by the City arising out of the corrective action including, but not

limited to, any cost necessary to re-landscape disrupted soils located within the Development.

18. Insurance. The Developer will provide and maintain or cause to be maintained at all times during the process of construction of the Developer Installed Municipal Improvements until six (6) months after acceptance of all Developer Installed Municipal Improvements and, from time to time at the request of the City, furnish with proof of payment of premiums on:

a. Comprehensive general liability insurance (including operations, contingent liability, operations of subcontractors, completed operations and contractual liability insurance) together with an Owner's Contractor's Policy with limits against bodily injury, including death, and property damage (to include, but not be limited to damages caused by erosion or flooding) which may arise out of the Developer's work or work of any of its subcontractors. Limits for bodily injury or death shall not be less than $500,000.00 for one person and $1,000,000.00 for each occurrence; limits for property damage shall not be less than $200,000.00 for each occurrence. The City, City Engineer, and Developer's Engineer shall be additional named insureds on said policy. The Developer shall file a copy of the insurance coverage with the City.

b. Worker's compensation insurance as required by statute.

19. Events of Default.

a. Events of Default Defined. The following shall be "Events of Default" under the Development Agreement and the term "Event of Default" shall mean, whenever it is used in the Development Agreement, any one or more of the following events:

(1) Failure by the Developer to observe or perform any covenant, condition, obligation or agreement on its part to be observed or performed under the Development Agreement.

b. Remedies on Default. Whenever any Event of Default occurs, the City may take any one or more of the following:

(1) The City may suspend its performance under the Development Agreement until it receives assurances from the Developer, deemed adequate by the City, that the Developer will cure its default and continue its performance under the Development Agreement. Suspension of performance includes the right of the City to withhold permits including, but not limited to, building permits.

(2) The City may initiate such action, including legal, equitable or administrative action, as is necessary for the City to secure performance of any provision of the Development Agreement or recover any amounts due under the Development Agreement from the Developer, or immediately draw on the financial guarantees provided by the Developer pursuant to the Development Agreement.

(3) The City may draw upon any escrow or financial guarantee established pursuant to this Agreement.

(4) The Developer agrees that if the escrow or financial guarantee is insufficient or terminates, the City has the right to use the special assessment process under Minnesota Statute, Chapter 429, to construct and pay for uncompleted Developer Installed Municipal Improvements or to correct and repair any improvements under warranty. This constitutes a petition to under take such public improvements under Minnesota Statutes, Chapter 429.

20. Notice and Demands. Except as otherwise expressly provided in the Development Agreement, a notice, demand or other communication under this Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally; to the addresses as follows:

a. Developer Level Construction, LLC
20891 145th Street NW
Elk River, MN 53330

b. City

City of Isanti
City Administrator
P.O. Box 428
Isanti, MN 55040

Either party may designate an additional or another address upon giving notice to the other party pursuant to this paragraph.

21. Disclaimer of Relationship. Nothing contained in this Agreement or any Development Agreement nor any act by the City or the Developer shall be deemed or construed by any person to create any relationship of a third-party beneficiary, principal and agent, limited or general partner, or joint venture among the City, the Developer, and/or any third party.

22. Receipt Acknowledgment. The City shall acknowledge receipt of the funds received at the time the Development Agreement is signed.

23. Other Provisions

a. Modifications. The Development Agreement may be modified solely through written amendments hereto executed by the Developer and the City.

b. Counterparts. The Development Agreement may be executed in any number of counterparts, each one of which shall constitute one and the same instrument.

c. Judicial Interpretation. Should any provision of the Development Agreement require judicial interpretation, the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself of through its agent or

attorney prepared the same, it being agreed that the agents and attorneys of both parties have participated in the preparation thereof.

d. Governing Law. The Development Agreement shall be construed under the laws of the State of Minnesota.

e. Severable Provisions. If any word, phrase, clause or part of this Agreement is found unenforceable, the balance of the Agreement shall remain in full force and effect.

The Remainder of this page is left intentionally blank.

IN WITNESS WHEREOF, the City and Developer have caused this Agreement to be duly executed on the day and year first above written.

CITY OF ISANTI

By_____
Mayor

By_____
City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF ISANTI)

On this _____day of _____, 2019, before me, a Notary Public, personally appeared Jeff Johnson and Josi Wood, of the City of Isanti, a Minnesota municipality within the State of Minnesota, and that said instrument was signed on behalf of the City of Isanti by the Mayor and City Administrator and, hereby acknowledge said instrument to be the free act and deed of said City of Isanti.

_____
Notary Public

Semler Construction, Inc.

By_____

Its_____

STATE OF MINNESOTA)

) ss.

COUNTY OF RAMSEY)

On this _____ day of _____, 2019, before me, a Notary Public, within and for said County and State, personally appeared _____ to me personally known, who, being by me duly sworn did say that she/he is the _____ of Semler Constriction Inc., a Minnesota corporation, named in the foregoing instrument, and that said instrument was signed on behalf of said corporation and acknowledged said instrument to be the free act and deed of said corporation.

_____

Notary Public

This document was drafted by:

City of Isanti
110 1st Avenue North
P.O. 428
Isanti, MN 55040-0428
Telephone: 763-444-5512

RESOLUTION 2019-264

A RESOLUTION APPROVING THE FINAL PLAT VILLAGES ON THE RUM 6TH ADDITION

WHEREAS, Semler Homes Inc, has applied for Final Plat approval for Villages on the Rum 6th Addition, which is legally described as Lots 74-97, Block 4, Villages on the Rum Addition, Isanti County, Isanti, Minnesota; and,

WHEREAS, the City of Isanti Planning Commission considered the final plat of Villages on the Rum 6th Addition during the regular Planning Commission meeting held on September 17, 2019; and,

WHEREAS, the City of Isanti Planning Commission has recommended approval of the Final Plat Villages on the Rum 6th Addition; and,

WHEREAS, the City of Isanti City Council reviewed the Final Plat during the regularly scheduled meeting on October 1, 2019

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Isanti, Minnesota, that it adopts the Findings of Fact and Conclusion related to the requested Final Plat Villages on the Rum 6th Addition and **BE IT FURTHER RESOLVED** that the requested Final Plat Villages on the Rum 6th Addition be approved.

Adopted by the City of Isanti City Council on this 1st day of October, 2019.

Attest:

Katie Brooks
Human Resources/City Clerk

Mayor Jeff Johnson

VILLAGES ON THE RUM SIXTH ADDITION

CITY OF ISANTI
COUNTY OF ISANTI
SEC. 30, TWP. 35, RGE. 23

KNOW ALL PERSONS BY THESE PRESENTS: That Semler Construction, Inc., a Minnesota corporation, owner of the following described property:

Lots 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, and 105, Block 4, VILLAGES ON THE RUM, Common Interest Community Number 3, Isanti County, Minnesota.

Have caused the same to be surveyed and platted as VILLAGES ON THE RUM SIXTH ADDITION and do hereby dedicate to the public for public use the public ways and the drainage and utility easements as shown on this plat.

In witness whereof said Semler Construction, Inc., a Minnesota corporation, has caused these presents to be signed by its proper officer this _____ day of _____, 20___.

SEMLER CONSTRUCTION, INC.

_____
Jason M. Semler, President

STATE OF _____
COUNTY OF _____
This instrument was acknowledged before me on _____ by Jason M. Semler, President of Semler Construction, Inc., a Minnesota corporation, on behalf of the corporation.

_____ (Signed)
_____ (Printed)
Notary Public, _____
My commission expires _____

I Daniel S. Hanson do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20___.

_____
Daniel S. Hanson, Licensed Land Surveyor
Minnesota License No. 52140

STATE OF _____
COUNTY OF _____
This instrument was acknowledged before me on _____ by Daniel S. Hanson.

_____ (Signed)
_____ (Printed)
Notary Public, _____
My commission expires _____

CITY COUNCIL, CITY OF ISANTI, MINNESOTA

We hereby certify that on this _____ day of _____, 20___, the City Council of Isanti, Minnesota approved this plat and that conditions of Minnesota Statutes, Section 505.03, Subd. 2, have been fulfilled.

CITY COUNCIL, CITY OF ISANTI, MINNESOTA

By _____, Mayor By _____, City Administrator

CITY PLANNING COMMISSION

Approved by the Planning Commission of the City of Isanti, Minnesota this _____ day of _____, 20___.

By: _____ Chairperson Attest: _____ Secretary

COUNTY SURVEYOR

I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this _____ day of _____, 20___.

By: _____
Isanti County Surveyor
Minnesota Licensed Surveyor No. _____

CITY ENGINEER

Recommended for approval this _____ day of _____, 20___.

_____
Isanti City Engineer

COUNTY ATTORNEY

Approved as to form and execution this _____ day of _____, 20___.

_____
Isanti County Attorney

COUNTY AUDITOR/TREASURER

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 20___ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this _____ day of _____, 20___.

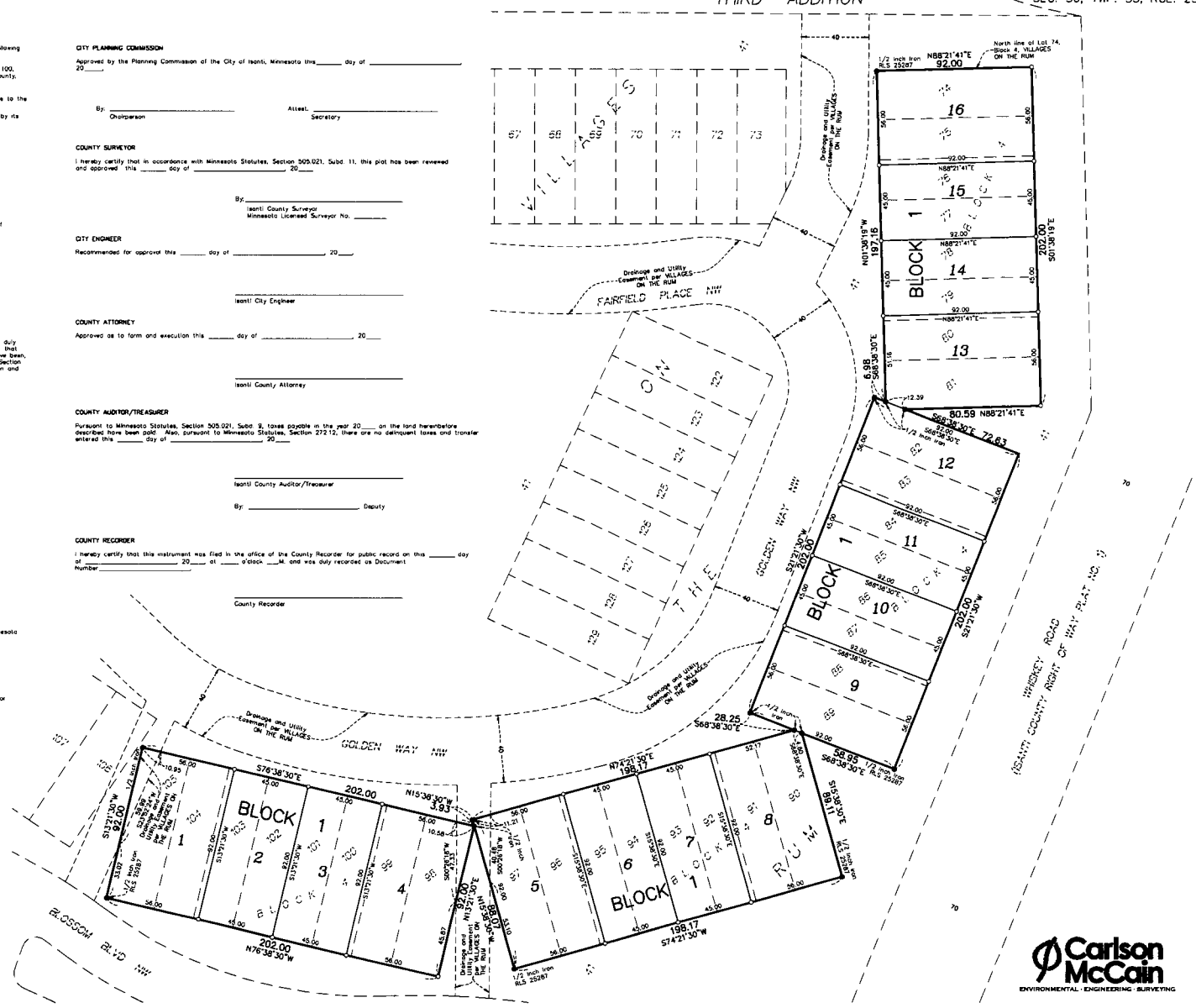
_____
Isanti County Auditor/Treasurer

By: _____ Deputy

COUNTY RECORDER

I hereby certify that this instrument was filed in the office of the County Recorder for public record on this _____ day of _____, 20___ at _____ o'clock ___M. and was duly recorded as Document Number _____.

_____
County Recorder



GRAPHIC SCALE
0 15 30 60
(SCALE IN FEET)
1 INCH = 60 FEET

For the purposes of this plat, the North line of Lot 74, Block 4, VILLAGES ON THE RUM is assumed to have a bearing of North 88 degrees 21 minutes 41 seconds East.

○ Denotes 5/8 inch by 14 inch Rebar, set or to be set within one year of recording of this plat and marked with license number 52140

● Denotes Found Iron Monument unless otherwise noted

Carlson McCain
ENVIRONMENTAL · ENGINEERING · SURVEYING

CITY of ISANTI LANDSCAPE CODE

A. TREE REQUIREMENTS. THE FOLLOWING QUANTITY AND TYPE OF TREES ARE REQUIRED.
a.A. ONE TREE PER 50FT OF STREET FRONTAGE AS A MINIMYM
a.B. ALL RESIDENTIAL PROPERTIES SHALL PROVIDE A MINIMUM OF TWO (2) TREES.
a.C. RESIDENTIAL LOTS EXCEEDING 8,000 SQUARE FEET IN AREA SHALL PROVIDE A MINIMUM OF THREE (3)TREES UPON THE PROPERTY.
a.D. CORNER LOTS AND LOTS EXCEEDING 12,000 SQUARE FEET IN AREA SHALL PROVIDE A MINIMUM OF FOUR (4) TREES.
a.E. WHEN CALCULATING THE NUMBER OF REQUIRED TREES, WHETHER BASED UPON LOT AREA OR LOT FRONTAGE, THE GREATER OF THE TWO SHALL BE PROVIDED.
a.F. TREES SHALL BE OF VARYING SPECIES AND SHALL BE IN ACCORDANCE WITH THE CITY TREE LISTS, AS PRESENTED WITHIN THE SECTION. IF FOUR (4) OR MORE TREES ARE USED, THE TREES SHALL BE OF AT LEAST THREE (3) DIFFERENT SPECIES. IF SEVEN (7) OR MORE TREES ARE PLANTED, TREES SHALL BE OF AT LEAST FOUR (4) DIFFERENT SPECIES. OTHER TYPES OF

- TWO TREES SHALL BE INSTALLED BY THE BUILDER/HOMEOWNER.

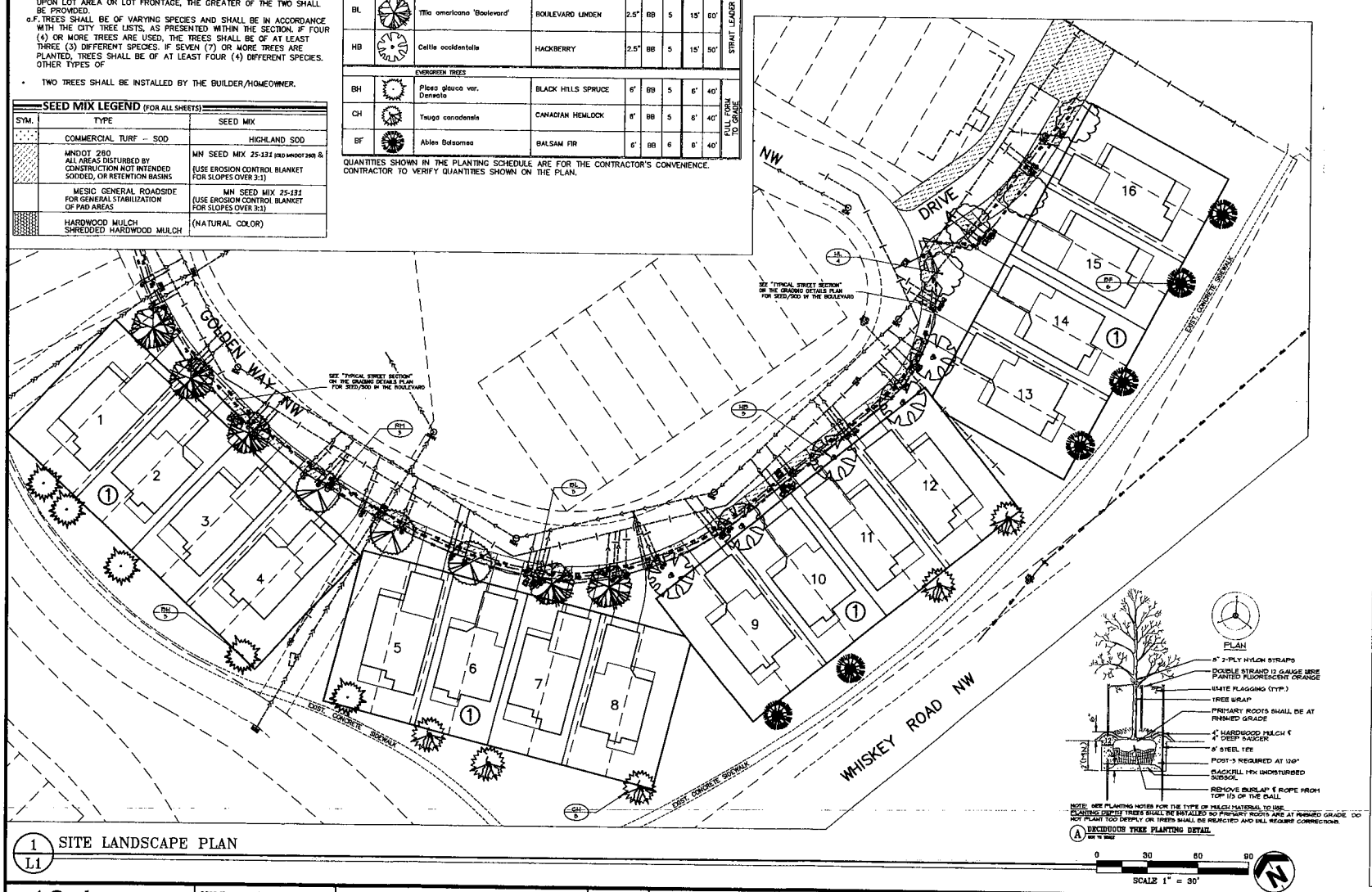
SEED MIX LEGEND (FOR ALL SHEETS)

SYM.	TYPE	SEED MIX
	COMMERCIAL TURF – SOD	HIGHLAND SOD
	MNDOT 260 ALL AREAS DISTURBED BY CONSTRUCTION NOT INTENDED SODDED, OR RETENTION BASINS	MN SEED MIX 25-131 (OLD MNDOT 260) & (USE EROSION CONTROL BLANKET FOR SLOPES OVER 3:1)
	MESIC GENERAL ROADSIDE FOR GENERAL STABILIZATION OF PAD AREAS	MN SEED MIX 25-131 (USE EROSION CONTROL BLANKET FOR SLOPES OVER 3:1)
	HARDWOOD MULCH SHREDDED HARDWOOD MULCH	(NATURAL COLOR)

LANDSCAPE LEGEND

KEY		BOTANICAL NAME	COMMON NAME	SIZE	ROOT	QTY.	INSTALL HEIGHT	MATURE HEIGHT	
		DECIDUOUS TREES							
RM		Acer rubrum 'Nothwoods'	NORTHWOODS MAPLE	2.5"	BB	3	14'	50'	STRAIT LEADER NO "V" CROTCH
HL		Gleditsia triacanthos var. inermis 'Shademaster'	SHADEMASTER HONEYLOCUST	2.5"	BB	4	10'	50'	
BL		Tilia americana 'Boulevard'	BOULEVARD LINDEN	2.5"	BB	5	15'	60'	
HB		Celtis occidentalis	HACKBERRY	2.5"	BB	5	15'	50'	
		EVERGREEN TREES							
BH		Picea glauca var. Densata	BLACK HILLS SPRUCE	6'	BB	5	6'	40'	FULL FORM TO GRADE
CH		Tsuga canadensis	CANADIAN HEMLOCK	8'	BB	5	8'	40'	
BF		Abies Balsamea	BALSAM FIR	6'	BB	6	8'	40'	

QUANTITIES SHOWN IN THE PLANTING SCHEDULE ARE FOR THE CONTRACTOR'S CONVENIENCE. CONTRACTOR TO VERIFY QUANTITIES SHOWN ON THE PLAN.



1 L1 SITE LANDSCAPE PLAN

A DECIDUOUS TREE PLANTING DETAIL

0 30 60 90
SCALE 1" = 30'

PLANTING NOTES

1. ALL PLANTS MUST BE HEALTHY, VIGOROUS MATERIAL, FREE OF PESTS AND DISEASE AND BE CONTAINER GROWN OR BALLED AND BURLAPPED AS INDICATED IN THE LANDSCAPE LEGEND.
2. ALL TREES MUST BE STRAIGHT TRUNKED AND FULL HEADED AND MEET ALL REQUIREMENTS SPECIFIED.
3. THE LANDSCAPE ARCHITECT RESERVES THE RIGHT TO REJECT ANY PLANTS WHICH ARE DEEMED UNSATISFACTORY BEFORE, DURING, OR AFTER INSTALLATION.
4. NO SUBSTITUTIONS OF PLANT MATERIAL SHALL BE ACCEPTED UNLESS APPROVED IN WRITING BY THE LANDSCAPE ARCHITECT.
5. ALL PLANTING STOCK SHALL CONFORM TO THE "AMERICAN STANDARD FOR NURSERY STOCK," ANSI–Z80, LATEST EDITION, OF THE AMERICAN ASSOCIATION OF NURSERYMEN, INC. AND SHALL CONSTITUTE MINIMUM QUALITY REQUIREMENTS FOR PLANT MATERIALS.
6. EXISTING TREES AND SHRUBS TO REMAIN SHALL BE PROTECTED TO THE DRIP LINE FROM ALL CONSTRUCTION TRAFFIC, STORAGE OF MATERIALS ETC. WITH 4' HT. ORANGE PLASTIC SAFETY FENCING ADEQUATELY SUPPORTED BY STEEL FENCE POSTS 8' O.C. MAXIMUM SPACING.
7. ALL PLANT MATERIAL QUANTITIES, SHAPES OF BEDS AND LOCATIONS SHOWN ARE APPROXIMATE. CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLETE COVERAGE OF ALL PLANTING BEDS AT SPACING SHOWN AND ADJUSTED TO CONFORM TO THE EXACT CONDITIONS OF THE SITE. THE LANDSCAPE ARCHITECT SHALL APPROVE THE STAKING LOCATION OF ALL PLANT MATERIALS PRIOR TO INSTALLATION.
8. ALL PLANTING AREAS MUST BE COMPLETELY MULCHED AS SPECIFIED.
9. MULCH: SHREDDED HARDWOOD MULCH, CLEAN AND FREE OF NOXIOUS WEEDS OR OTHER DELETERIOUS MATERIAL. IN ALL MASS PLANTING BEDS AND FOR TREES, UNLESS INDICATED AS ROCK MULCH ON DRAWINGS. SUBMIT SAMPLE TO LANDSCAPE ARCHITECT PRIOR TO DELIVERY ON–SITE FOR APPROVAL. DELIVER MULCH ON DAY OF INSTALLATION. USE 4" FOR SHRUB BEDS, AND 3" FOR PERENNIAL/GROUND COVER BEDS, UNLESS OTHERWISE DIRECTED.
10. PLACE LANDSCAPE FILTER FABRIC UNDER ALL MULCHED AREAS. FILTER FABRIC SHALL BE 100% INTERWOVEN 5.1oz NEEDLE PUNCHED POLYPROPYLENE FABRIC MANUFACTURED BY DEWITT. USE PRO 5 "WEED BARRIER" OR APPROVED EQUAL.
11. PLACE EDGING BETWEEN ALL PLANTING/ROCK BEDS AND TURF. EDGING SHALL BE POLY.
12. THE PLAN TAKES PRECEDENCE OVER THE LANDSCAPE LEGEND IF DISCREPANCIES EXIST. THE SPECIFICATIONS TAKE PRECEDENCE OVER THE PLANTING NOTES AND GENERAL NOTES.
13. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL MULCHES AND PLANTING SOIL QUANTITIES TO COMPLETE THE WORK SHOWN ON THE PLAN. VERIFY ALL QUANTITIES SHOWN ON THE LANDSCAPE LEGEND.
14. LONG–TERM STORAGE OF MATERIALS OR SUPPLIES ON–SITE WILL NOT BE ALLOWED.
15. THE CONTRACTOR SHALL KEEP PAVEMENTS, PLANTERS AND BUILDINGS CLEAN AND UNSTAINED. ALL PEDESTRIAN AND VEHICLE ACCESS TO BE MAINTAINED THROUGHOUT CONSTRUCTION PERIOD. ALL WASTES SHALL BE PROMPTLY REMOVED FROM THE SITE. ANY PLANT STOCK NOT PLANTED ON DAY OF DELIVERY SHALL BE HEELED IN AND WATERED UNTIL INSTALLATION. PLANTS NOT MAINTAINED IN THIS MANNER WILL BE REJECTED. ANY DAMAGE TO EXISTING FACILITIES SHALL BE REPAVED AT THE CONTRACTOR'S EXPENSE.
16. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLYING WITH ALL APPLICABLE CODES, REGULATIONS, AND PERMITS GOVERNING THE WORK.
17. LOCATE AND VERIFY ALL UTILITIES, INCLUDING IRRIGATION LINES, WITH THE OWNER FOR PROPRIETARY UTILITIES AND GOPHER STATE ONE CALL AT 454–0002 (TWIN CITIES METRO AREA) OR 800–252–1166 (GREATER MINNESOTA) 48 HOURS BEFORE DIGGING. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND REPAIR OF ANY DAMAGES TO SAME. NOTIFY THE LANDSCAPE ARCHITECT OF ANY CONFLICTS TO FACILITATE PLANT RELOCATION.
18. USE ANTI–DESICCANT (MILTIPRUF OR APPROVED EQUAL) ON DECIDUOUS PLANTS MOVED IN LEAF AND FOR EVERGREENS MOVED ANYTIME. APPLY AS PER MANUFACTURER'S INSTRUCTION. ALL EVERGREENS SHALL BE SPRAYED IN THE LATE FALL FOR WINTER PROTECTION DURING WARRANTY PERIOD.
19. PLANTING SOIL FOR TREES, SHRUBS AND GROUND COVERS: FERTILE FRIABLE LOAM CONTAINING A LIBERAL AMOUNT OF HUMUS AND CAPABLE OF SUSTAINING VIGOROUS PLANT GROWTH. IT SHALL COMPLY WITH MN/DOT SPECIFICATION 3877 TYPE B SELECT TOPSOIL MIXTURE SHALL BE FREE FROM RUBBISH, SUBSOIL, STONES, CHEMICALS, NOXIOUS WEEDS, ETC. SOIL MIXTURE SHALL HAVE A PH BETWEEN 6.0 AND 7.5 AND 10–0–10 FERTILIZER AT THE RATE OF 3 POUNDS PER CUBIC YARD. IN PLANTING BEDS INCORPORATE THIS MIXTURE THROUGHOUT THE ENTIRE BED BY ROTOTILLING IT INTO THE TOP 12" OF SOIL.
20. ALL PLANTS SHALL BE GUARANTEED FOR TWO COMPLETE GROWING SEASON (APRIL 1 – NOVEMBER 1), UNLESS OTHERWISE SPECIFIED. THE GUARANTEE SHALL COVER THE FULL COST OF REPLACEMENT INCLUDING LABOR AND PLANTS.
21. CONTRACTOR SHALL NOTIFY THE LANDSCAPE ARCHITECT AT LEAST 3 DAYS PRIOR TO PLANNED DELIVERY. THE CONTRACTOR SHALL NOTIFY THE LANDSCAPE ARCHITECT AT LEAST 24 HOURS IN ADVANCE OF BEGINNING PLANT INSTALLATION.
22. SEASONS/TIME OF PLANTING AND SEEDING: NOTE: THE CONTRACTOR MAY ELECT TO PLANT IN OFF–SEASONS ENTIRELY AT HIS/HER RISK.
    DECIDUOUS POTTED PLANTS: 4/1 – 6/1; 9/21 – 11/1
    DECIDUOUS /B&B: 4/1 – 5/1; 9/21 – 11/1
    EVERGREEN POTTED PLANTS: 4/1 – 6/1; 9/21–11/1
    EVERGREEN B&B: 4/1 – 5/1; 9/21 – 11/1
    SOD/LAWN SEEDING: 4/1 – 6/1; 7/20 – 9/20
    NATIVE MIX SEEDING: 4/1 – 7/20; 9/20–10/20
23. MAINTENANCE SHALL BEGIN IMMEDIATELY AFTER EACH PORTION OF THE WORK IS IN PLACE. PLANT MATERIAL SHALL BE PROTECTED AND MAINTAINED UNTIL THE INSTALLATION OF THE PLANTS IS COMPLETE, INSPECTION HAS BEEN MADE, AND PLANTINGS ARE ACCEPTED EXCLUSIVE OF THE GUARANTEE. MAINTENANCE SHALL INCLUDE WATERING, CULTIVATING, MULCHING, REMOVAL OF DEAD MATERIALS, RE–SETTING PLANTS TO PROPER GRADE AND KEEPING PLANTS IN A PLUMB POSITION. AFTER ACCEPTANCE, THE OWNER SHALL ASSUME MAINTENANCE RESPONSIBILITIES. HOWEVER, THE CONTRACTOR SHALL CONTINUE TO BE RESPONSIBLE FOR KEEPING THE TREES PLUMB THROUGHOUT THE GUARANTEE PERIOD.
24. ANY PLANT MATERIAL WHICH DIES, TURNS BROWN, OR DEFOLIATES (PRIOR TO TOTAL ACCEPTANCE OF THE WORK) SHALL BE PROMPTLY REMOVED FROM THE SITE AND REPLACED WITH MATERIAL OF THE SAME SPECIES, QUANTITY, AND SIZE AND MEETING ALL LANDSCAPE LEGEND SPECIFICATIONS.
25. WATERING: MAINTAIN A WATERING SCHEDULE WHICH WILL THOROUGHLY WATER ALL PLANTS ONCE A WEEK. IN EXTREMELY HOT, DRY WEATHER, WATER MORE OFTEN AS REQUIRED BY INDICATIONS OF HEAT STRESS SUCH AS WILTING LEAVES. CHECK MOISTURE UNDER MULCH PRIOR TO WATERING TO DETERMINE NEED. CONTRACTOR SHALL MAKE THE NECESSARY ARRANGEMENTS FOR WATER.
26. CONTRACTOR SHALL REQUEST IN WRITING, A FINAL ACCEPTANCE INSPECTION.
27. ALL DISTURBED AREAS TO BE TURF SEEDED, ARE TO RECEIVE 4" TOP SOIL, SEED, MULCH, AND WATER UNTIL A HEALTHY STAND OF GRASS IS OBTAINED.
28. ALL DISTURBED AREAS TO RECEIVE NATIVE WETLAND SEEDED, ARE TO RECEIVE ENGINEERED SOIL, SEED, MULCH, AND WATER UNTIL A HEALTHY STAND OF GRASS IS OBTAINED.

Carlson McCain | • environmental • engineering • surveying
3890 Pheasant Ridge Drive NE, Suite 100
Blaine, MN 55449
Phone: (763) 489-7900
Fax: (763) 489-7959
www.carlsonmccain.com

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the State of Minnesota

Print Name: James A. Kalkes, RLA
Signature: James A. Kalkes
Date: 6/21/19 License #: 45071

Drawn: JAK
Designed: JAK
Date: 6/21/19

Revisions:
1.

SEMLER CONSTRUCTION, INC.
209 - 1st Avenue E.
Cambridge, MN 55008

VILLAGES ON THE RUM SIXTH ADDITION
Isanti, Minnesota

LANDSCAPE PLAN

L1 of 1

New Date: 06/21/19 P:\Jobs\5311 - 5340\5313 - Villages on the rum\cad\landscape\5313-landscape.dwg

Villages on the Rum I Owners' Association
c/o Gaughan Association Management
56 East Broadway Ave., Suite 200
Forest Lake, MN 55025
612-238-4400

April 15, 2019

BOARD ACTION APPROVED WITHOUT MEETING

On April 11, 2019, the Board of Directors of Villages on the Rum I Owners' Association unanimously approved for Semler Construction to re-plat the 32 townhome lots on the north side of Blossom Boulevard into single family home (bay home) lots to continue to build within the association. Patty Koljonen abstained from the vote due to a conflict of interest.

Lauren Cichy, Community Manager

4/15/19
Date

Villages on the Rum I Owners' Association
c/o Gaughan Association Management
56 East Broadway Ave., Suite 200
Forest Lake, MN 55025
612-238-4400

September 5, 2019

BOARD ACTION APPROVED WITHOUT MEETING

On August 16, 2019 the Board of Directors of Villages on the Rum I Owners' Association unanimously approved of the landscaping plan provided by Semler Construction for the re-platting of the townhome lots into bay home (single family) lots at Villages on the Rum I Owners' Association. Patty Koljonen abstained from the vote due to a conflict of interest.

Cichy

Lauren Cichy, Community Manager

9/5/19

Date

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members of City Council**
From: Sheila Sellman, Community Development Director
Date: October 15, 2019
Subject: Resolution 2019-XXX a resolution approving the Development Agreement for Prairie Senior Cottages Phase 2

Background:
On October 1, 2019 the City approved a Site plan, Conditional Use Permit and Variance for the development of a 16,340 square foot senior facility. The applicant has reviewed the agreement and has no concerns or comments.

Request:
Approve the Development Agreement for Prairie Senior Cottages Phase 2

Attachments:
- Resolution 2019-XXX
- Development agreement

RESOLUTION NO. 2019-XXX

A RESOLUTION APPROVING THE DEVELOPMENT AGREEMENT FOR PRAIRIE SENIOR COTTAGES PHASE 2

WHEREAS, Prairie Senior Cottages of Isanti, LLC. has been approved for Phase 2 known as Senior Prairie Cottage two, consisting of one 16,340 square foot senior facility; and,

WHEREAS, a Development Agreement for Prairie Senior Cottages phase 2 has been prepared and reviewed by the Developer and is ready for consideration by the City Council of the City of Isanti; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves this Resolution with the following conditions:

1) Prior to the signing of the development agreement any outstanding escrows, fees and/or financial guarantees, as stated within the development agreement, shall be established and/or paid.

IT IS FINALLY RESOLVED, that the City Council of the City of Isanti, Minnesota hereby direct the Mayor and City staff to execute said development agreement.

This Resolution hereby approved by the City Council of the City of Isanti this 15th day of October, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
City Clerk/Human Resources

CITY OF ISANTI
ISANTI COUNTY, MINNESOTA
DEVELOPMENT AGREEMENT
PRAIRIE SENIOR COTTAGES PHASE 2

DRAFT

THIS AGREEMENT (the "Agreement"), is made and entered into this ____ day of _____, 2019, between the **CITY OF ISANTI,** a Minnesota municipality organized under the laws of the State of Minnesota (hereinafter referred to as "City") and **Prairie Senior Cottages of Isanti, LLC.,** a Minnesota limited liability company (hereinafter referred to as "Developer").

RECITALS:

WHEREAS, the City Council of the City has, by Resolution No. 2019-260, on October 1, 2019 approved a Site Plan, Conditional Use Permit and Variance for Prairie Senior Cottages Phase 2 ("The development") and adopted findings of fact and conclusions with conditions; and

WHEREAS, the development has been approved for the construction of a 16,340 square foot senior facility; and

WHEREAS, it is the policy of the City to enter into development contracts as contemplated in Minnesota Statutes 462.358, Subd. 2(a); and

WHEREAS, the City and Developer desire to set forth their respective rights and obligations in this Agreement.

NOW, THEREFORE, in consideration of the Recitals, the premises and of the mutual promises and conditions contained herein, it is agreed by the City and the Developer as follows:

1. Development Agreement Provisions. Subject to such changes as may be agreed between the City and the Developer(s), the development shall include the following provisions:

2. Escrow for City Costs and Fees. Developer shall, contemporaneously with execution of each Development Agreement, deposit with the City an escrow of $5,000.00 to cover the cost of legal fees, engineering fees, administrative expenses and other costs related to the Development. Any funds remaining in the escrow account(s) after the completion of the applicable development shall be refunded to the Developer. During the development process, in the event that the escrow account is depleted, the Developer shall post additional sums of money to replenish the account to a maximum of $5,000.00 to cover projected City costs as determined by the City. The escrow account shall always have a balance of no less than $1,000.00. The Developer shall be entitled, upon request, to an itemized statement of all costs and fees charged against the Developer's escrow account.

3. Developer Installed Improvements. The Developer shall construct the following described improvements for the Development, which are hereinafter collectively called "Developer Installed Improvements." The Developer agrees to City inspection of all Developer Installed Improvements and payment for said inspection services.

a. Where grading is required, soils inspection and compaction testing shall be conducted by a registered professional engineer on all areas where soil has been disturbed. All grading shall be done in accordance with a Grading Plan approved by the City Engineer. A minimum of one (1) compaction test shall be obtained for every two (2) foot increment of fill that is placed. A summary of all inspections and compaction tests shall be provided to the City upon completion of the grading. The Developer shall provide a 79G, final compaction report for each

DRAFT

lot that has more than two (2) feet of fill. It is recognized that the property may have been rough graded prior to the date of the Development Agreement.

e. All utilities, including electricity, telephone, cable and natural gas, shall be installed underground where possible within platted utility easements or roadway rights-of-way.

4. Erosion Control. Soil stabilization shall be employed throughout the development as required to ensure the integrity of the soils. The Developer shall use topsoil, mulching, seeding, silt fence, and other such means as are approved by the City to prevent erosion of the soils. An erosion control plan shall be submitted by the Developer and approved by the City Engineer before a grading permit is issued for the Development. Before any grading is started on site, all erosion control measures, as shown on the erosion control plan approved by the City, shall be installed. The Developer shall be responsible for compliance with the approved erosion control plan. The Developer will be given a telephone notice when an unsatisfactory condition exists that is determined to be the Developer's responsibility. Work to correct said unsatisfactory condition shall commence within forty-eight (48) hours from the time of the telephone notice. If said work is not commenced within forty-eight (48) hours of said telephone notice, the City is hereby given the right to enter upon the property and to proceed to do the required work at the expense of the Developer. If it is determined that the unsatisfactory condition could result in degradation of downstream water quality, the Developer shall, upon telephone notice, immediately proceed to correct said unsatisfactory condition. If the Developer does not immediately respond to said unsatisfactory condition, the City is hereby given the right to enter upon the property and correct said condition at the expense of the Developer. The City shall be entitled to all of its reasonable costs and expenses associated with correction work done under this paragraph, including, but not limited to legal, fiscal and engineering costs. The City may at its option invoice the said costs for direct payment from the Developer or proceed to draw on the Developer's escrow established under paragraph 7 or the financial guarantee provided under paragraph 19. The erosion control plan shall be in accordance with the Minnesota Pollution Control Agency's NPDES Phase II requirements.

DRAFT

5. Street Repair: It is anticipated that heavy construction equipment will be using City and County roads to access the development, including, but not limited to, Golden Way Street NE and 6th Avenue NE. The Developer shall be responsible for the reconstruction and/or repair of said street(s) identified as damaged by the City of Isanti following completion of construction within the development. Said reconstruction shall return the street(s) to an equal or better condition than existed prior to commencement of the Development. Plans for such work shall be approved by the City Engineer prior to commencement of reconstruction or repair work. The Developer shall instruct all construction crews to ensure that the properties adjacent to this development have access to their property at all times during construction.

6. Notice to Proceed: The Developer agrees not to commence any grading, utility or street work within the Development until first receiving a written "Notice to Proceed" from the City Engineer.

7. Lowest Floor Elevations. No building shall be constructed on any of the Lots herein unless the lowest floor elevation is at least two (2) feet above the 100-year flood elevation or two (2) feet above the high groundwater elevation, whichever is greater, for the subject property. Additionally, the lowest floor elevation shall be specifically referenced and designated, for each Lot, on a certificate of survey, which survey shall be provided to the City before any building permits are issued.

8. Development Conditions. All general and special conditions, plans, special provisions, proposals, specifications and contracts for the development shall be and hereby are made apart of this Agreement by reference as if fully set out herein in full.

9. Miscellaneous Provisions. The Developer specifically understands that approval for Prairie Senior Cottages phase 2 is given subject to the following requirements:

a. No building or other permits shall be issued, until the development agreement has been recorded with the Isanti County Recorder.

DRAFT

b. The Developer shall pay all fees relating to this development, including the cost of recording documents relating to Developer's responsibilities hereunder with Isanti County.

c. Exterior lighting or advertising activities on the site shall comply with City ordinance regarding same.

d. The Developer is responsible for complying with the provisions of the MPCA's NPDES Stormwater Permit. Where the MPCA and City requirements differ, the more stringent or restrictive requirement shall govern.

e. The Developer shall permit access to the land herein for periodic inspection to assure conformance with the conditions herein.

f. The Developer shall remove all temporary soil stabilization and erosion control devices, such as silt fencing, before the escrow held by the City is returned to the Developer.

g. No material deviations from the approved development plans and or construction plans shall be allowed unless approved in writing by the City.

h. A certificate of survey shall be provided by the builder to the Building Inspector for each Lot at the time a building permit is requested for that Lot. The Developer shall also provide to the City a certificate indicating that all Lots in the Development are graded as per the grading plan submitted.

i. Deed restriction shall advise owners of all lots of the requirements of this Development Agreement as follows: THE LAND WITHIN THIS PLAT, INCLUDING THE LAND CONVEYED HEREIN, IS BOUND BY RESTRICTIONS IN A DEVELOPMENT AGREEMENT. SAID DEVELOPMENT AGREEMENT IS ON FILE AT THE OFFICE OF THE ISANTI COUNTY RECORDER FILED AS DOCUMENT NO. _____.

10. Special Provisions. The following shall apply:

a. The Developer agrees to pay liquidated damages to the City, in the amount of five hundred dollars ($500.00), if the Developer encroaches upon any City road right-of-way or utility easement without first obtaining a written permit from the City expressly authorizing said encroachment. The City shall be authorized to

DRAFT

retain an appropriate percentage of the financial guarantee referred to above as security for payment of any liquidated damages owed to the City.

b. Sodding and Seeding Requirements. All boulevards, public areas, and storm water drainage areas shall be initially seeded and stabilized at completion of mass grading operation by the developer. Sodding shall be complete, established and growing within sixty (60) days of issuance of a Certificate of Occupancy, except that, if the Certificate of Occupancy is issued between the dates of October 1 and May 1, then the sodding required herein shall be complete, established and growing no later than July 1 of the following year with the appropriate escrow established for the lot.

(1) All Lots shall receive four (4) inches of premium top soil (as defined by MNDOT, from a source approved by the City Engineer) prior to sodding, in accordance with City Ordinance 445, Zoning Ordinance.

(2) All seeded areas in the development shall be tilled to loosen compacted soils and receive 4 inches of topsoil. MNDOT #25 seed mix shall be used for all constructed storm water ponds and replacement areas.

11. Warranty of Title. The Developer warrants and represents to the City that it is the fee owner of the land described in this agreement and that it has authority to execute the Development Agreement and agree to the conditions hereof. The Developer also represents and warrants that the use for which this Development is sought will not violate any restrictive covenants applying to the property.

12. Lien Waivers – Copies of signed and recorded lien waivers are required from each of the Developer's Contractors and Subcontractors. The Lien Waivers shall be submitted to and approved by the City Engineer prior to accepting the Developer Installed Municipal Improvements and starting the warranty period.

13. Binding Effect. This Agreement shall be deemed to be a restrictive covenant and the terms and conditions hereof shall run with the land described herein and be binding

DRAFT

on and inure to the benefit of the heirs, representatives and assigns of the parties hereto, and shall be binding upon all future owners of all or any part of the subdivision, and shall be deemed covenants running with the land. Reference herein to the Developers, if there be more than one, shall mean each and all of them. This Agreement shall be placed of record so as to give notice hereof to subsequent purchasers and successor owners. The cost of said recording shall be borne by the Owner.

14. Restrictions on Transfer/Indemnification.

a. Indemnification. The Developer agrees to defend and hold the City, and its officials, employees and agents, harmless against any and all claims, demands, lawsuits, judgments, damages, penalties, costs and expenses, including reasonable attorney's fees, arising out of actions or omissions by the Developer, its employees and agents, in connection with the Development.

b. Enforcement by City; Damages. The Developer acknowledges the right of the City to enforce the terms of the Development Agreement against the Developer, by action for specific performance or damages, or both, or by any other legally authorized means. The Developer also acknowledges that its failure to perform any or all of its obligations under the Development Agreement may result in substantial damages to the City; that in the event of default by the Developer, the City may commence legal action to recover all damages, losses and expenses sustained by the City; and that such expenses may include, but are not limited to, the reasonable fees of legal counsel employed with respect to the enforcement of the Development Agreement.

15. Hold Harmless Agreement. The Developer acknowledges that its failure to control erosion in accordance with the plans and exhibits as contained herein may cause flooding and/or damage to adjoining property owners. In such event, the Developer agrees to hold the City harmless and indemnify the City from claims of all third parties or the Developer for damages arising out of such flooding and/or damages.

Further, in the event the City undertakes any corrective actions to prevent or minimize any such flooding and/or damage, the Developer agrees to hold the City harmless and indemnify the City from claims of all third parties for damages arising out of said

DRAFT

corrective action by the City, and agrees to reimburse the City for all out of pocket expenses incurred by the City arising out of the corrective action including, but not limited to, any cost necessary to re-landscape disrupted soils located within the Development.

16. Insurance. The Developer will provide and maintain or cause to be maintained at all times during the process of construction of the Developer Installed Municipal Improvements until six (6) months after acceptance of all Developer Installed Municipal Improvements and, from time to time at the request of the City, furnish with proof of payment of premiums on:

a. Comprehensive general liability insurance (including operations, contingent liability, operations of subcontractors, completed operations and contractual liability insurance) together with an Owner's Contractor's Policy with limits against bodily injury, including death, and property damage (to include, but not be limited to damages caused by erosion or flooding) which may arise out of the Developer's work or work of any of its subcontractors. Limits for bodily injury or death shall not be less than $500,000.00 for one person and $1,000,000.00 for each occurrence; limits for property damage shall not be less than $200,000.00 for each occurrence. The City, City Engineer, and Developer's Engineer shall be additional named insureds on said policy. The Developer shall file a copy of the insurance coverage with the City.

b. Worker's compensation insurance as required by statute.

17. Events of Default.

a. Events of Default Defined. The following shall be "Events of Default" under the Development Agreement and the term "Event of Default" shall mean, whenever it is used in the Development Agreement, any one or more of the following events:

(1) Failure by the Developer to observe or perform any covenant, condition, obligation or agreement on its part to be observed or performed under the Development Agreement.

DRAFT

b. Remedies on Default. Whenever any Event of Default occurs, the City may take any one or more of the following:

(1) The City may suspend its performance under the Development Agreement until it receives assurances from the Developer, deemed adequate by the City, that the Developer will cure its default and continue its performance under the Development Agreement. Suspension of performance includes the right of the City to withhold permits including, but not limited to, building permits.

(2) The City may initiate such action, including legal, equitable or administrative action, as is necessary for the City to secure performance of any provision of the Development Agreement or recover any amounts due under the Development Agreement from the Developer, or immediately draw on the financial guarantees provided by the Developer pursuant to the Development Agreement.

(3) The City may draw upon any escrow or financial guarantee established pursuant to this Agreement.

(4) The Developer agrees that if the escrow or financial guarantee is insufficient or terminates, the City has the right to use the special assessment process under Minnesota Statute, Chapter 429, to construct and pay for uncompleted Developer Installed Municipal Improvements or to correct and repair any improvements under warranty. This constitutes a petition to under take such public improvements under Minnesota Statutes, Chapter 429.

DRAFT

18. Notice and Demands. Except as otherwise expressly provided in the Development Agreement, a notice, demand or other communication under this Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally; to the addresses as follows:

a. Developer Prairie Senior Cottages of Isanti LLC

720 Cornelia Street
North Mankato MN 56003

b. City

City of Isanti
City Administrator
P.O. Box 428
Isanti, MN 55040

Either party may designate an additional or another address upon giving notice to the other party pursuant to this paragraph.

19. Disclaimer of Relationship. Nothing contained in this Agreement or any Development Agreement nor any act by the City or the Developer shall be deemed or construed by any person to create any relationship of a third-party beneficiary, principal and agent, limited or general partner, or joint venture among the City, the Developer, and/or any third party.

20. Receipt Acknowledgment. The City shall acknowledge receipt of the funds received at the time the Development Agreement is signed.

21. Other Provisions

a. Modifications. The Development Agreement may be modified solely through written amendments hereto executed by the Developer and the City.

b. Counterparts. The Development Agreement may be executed in any number of counterparts, each one of which shall constitute one and the same instrument.

c. Judicial Interpretation. Should any provision of the Development Agreement require judicial interpretation, the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself of through its agent or

DRAFT

attorney prepared the same, it being agreed that the agents and attorneys of both parties have participated in the preparation thereof.

d. Governing Law. The Development Agreement shall be construed under the laws of the State of Minnesota.

e. Severable Provisions. If any word, phrase, clause or part of this Agreement is found unenforceable, the balance of the Agreement shall remain in full force and effect.

The Remainder of this page is left intentionally blank.

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IN WITNESS WHEREOF, the City and Developer have caused this Agreement to be duly executed on the day and year first above written.

CITY OF ISANTI

By_____
Mayor

By_____
City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF ISANTI)

On this _____ day of _____, 2019, before me, a Notary Public, personally appeared Jeff Johnson and Josi Wood, of the City of Isanti, a Minnesota municipality within the State of Minnesota, and that said instrument was signed on behalf of the City of Isanti by the Mayor and City Administrator and, hereby acknowledge said instrument to be the free act and deed of said City of Isanti.

_____
Notary Public

DRAFT

Prairie Senior Cottages of Isanti, LLC.

By_____

Its_____

STATE OF MINNESOTA)

) ss.

COUNTY OF RAMSEY)

On this _____ day of _____, 2019, before me, a Notary Public, within and for said County and State, personally appeared _____ to me personally known, who, being by me duly sworn did say that she/he is the _____ of Prairie Senior Cottages of Isanti, LLC., a Minnesota Limited Liability Company, named in the foregoing instrument, and that said instrument was signed on behalf of said corporation and acknowledged said instrument to be the free act and deed of said corporation.

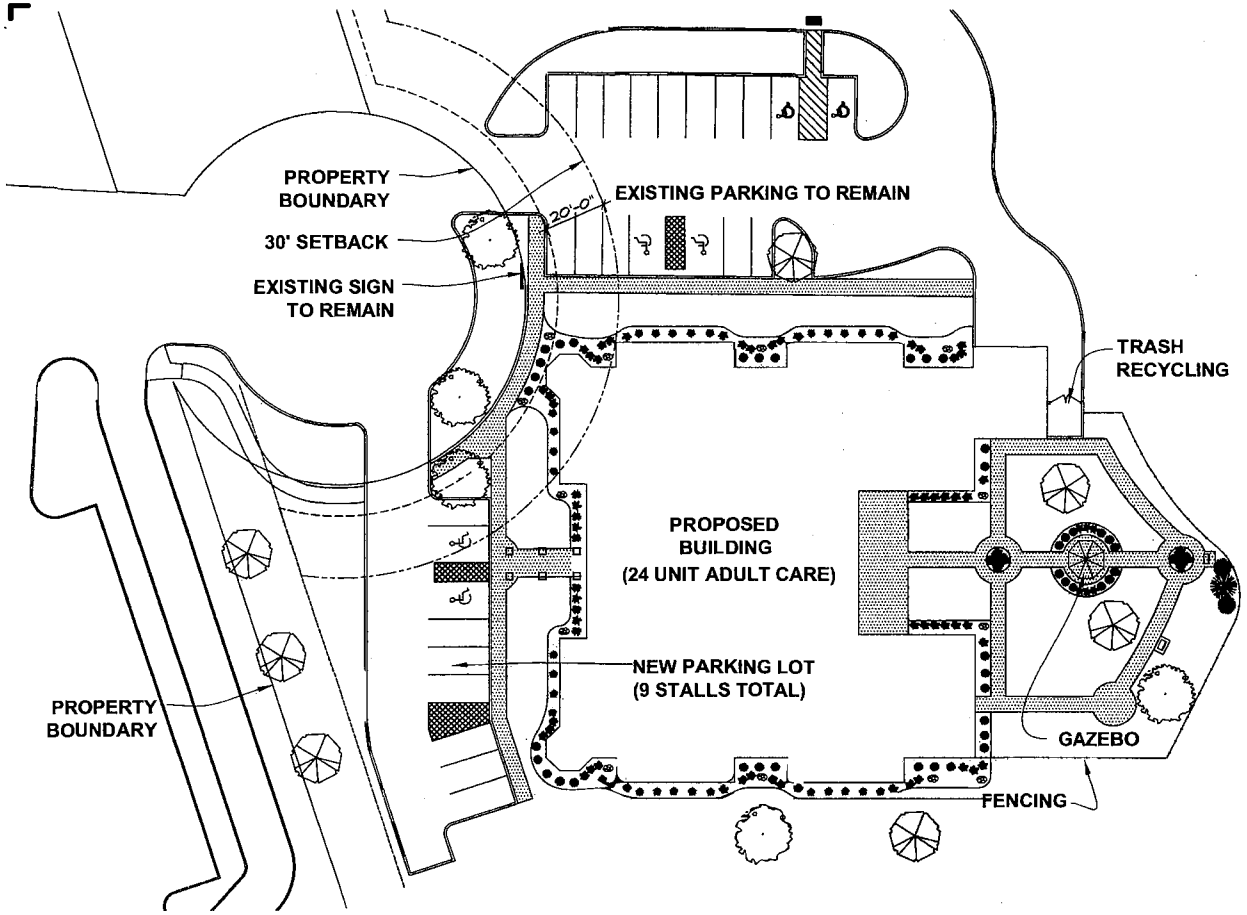
DRAFT

_____

Notary Public

This document was drafted by:

City of Isanti
110 1st Avenue North
P.O. 428
Isanti, MN 55040-0428
Telephone: 763-444-5512



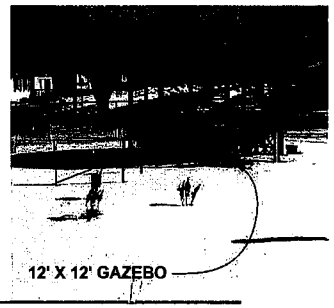
1 / L1.1 LANDSCAPE PLAN
1"=40'-0"
NORTH
0 20' 40' 80'

PLANT MATERIALS SCHEDULE

KEY	COMMON NAME	BOTANICAL NAME	SIZE	NOTES
DECIDUOUS TREES				
	BOULEVARD LINDEN	TILIA AMERICANA 'BOULEVARD'	2.5" CAL.	SPECIMEN
	AUTUMN BLAZE MAPLE	ACER X FREEMANII 'SEFFERS RED'	2.5" CAL	MULTISTEM
CONIFEROUS TREES				
	BLACK HILLS SPRUCE	PICEA GLAUCA	6' B&B	SPECIMEN
PERENNIALS				
	NORTHWIND SWITCH GRASS	PANICUM VIRGATUM 'NORTHWIND'	1 GAL.	24" OC
	KARL FOERSTER	CALAMAGROSTIS XACUTIFLORA	1 GAL.	24" OC
	RED FLAME MISCANTHUS	MISCANTHUS VAR. PURPURASCENS	1 GAL.	24" OC
	STELLA D' ORO DAYLILY	HEMEROCALLIS 'STELLA D' ORO'	1 GAL.	24" OC
	COOL SPLASH HONEYSUCKLE	DIERVILLA SESSILIFOLIA	1 GAL.	24" OC
HARDSCAPE & STONES				
	LIMESTONE BOULDER			AS NOTED
	PAVED PATIO & WALKS			AS NOTED

PLANTING AND PAVING NOTES

1. PROVIDE MULCH IN ALL LANDSCAPED AREAS
2. PLASTIC LANDSCAPE EDGING BETWEEN GRASS AND LANDSCAPE MULCH
3. FENCING TO BE 6' HIGH - BLACK CHAIN LINK
4. BITUMINOUS PARKING LOT
5. CONCRETE SURFACE ON WALK AND PATIO AREAS & TRASH/RECYCLING ENCLOSURE
6. AREA AROUND BUILDING OUT 25' ON SIDES AND TO BACK PROPERTY LINE TO BE SEEDED FOR GRASS.
7. ALL DISTURBED AREAS TO BE SODDED.
8. ALL LANDSCAPED AND SODDED AREAS TO BE IRRIGATED.



2 / L1.1 EXAMPLE OF PROPOSED GAZEBO
NOT TO SCALE

ARCHITECT OF RECORD:
OLESON +HOBBIE ARCHITECTS
OHARCHITECTS.COM
ARCHITECTURE + INTERIORS + PLANNING + SUSTAINABILITY
330 Stadium Road, Suite 202, Mankato, MN 56001
T: 507.385.1158

PRAIRIE SENIOR COTTAGES PHASE II

ISANTI, MN

REVISIONS:

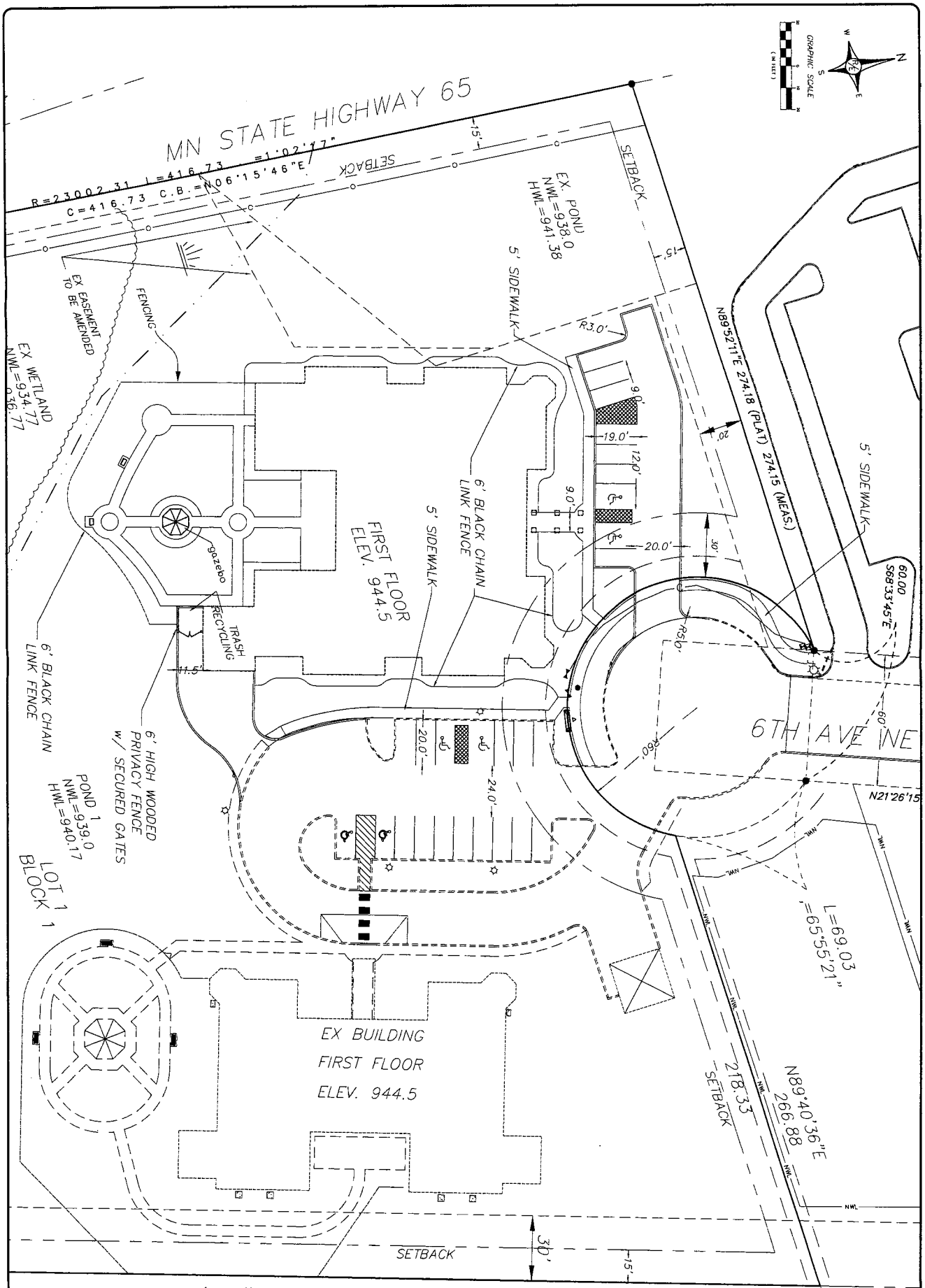
MARK	DATE DESCRIPTION
	09-03-2019

PROJECT # : 19-030IS
DRAWN BY : BMS
CHECKED BY : ELO

©2019 Oleson + Hobbie Architects, LLC

SHEET TITLE:
LANDSCAPE PLAN

SHEET:
L1.1



CO

DRAWN BR
DATE 9/2/19
SCALE AS SHOWN
PROJECT RE-13
CHECKED
APPROVED

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE 9/2/19 REG. NO.

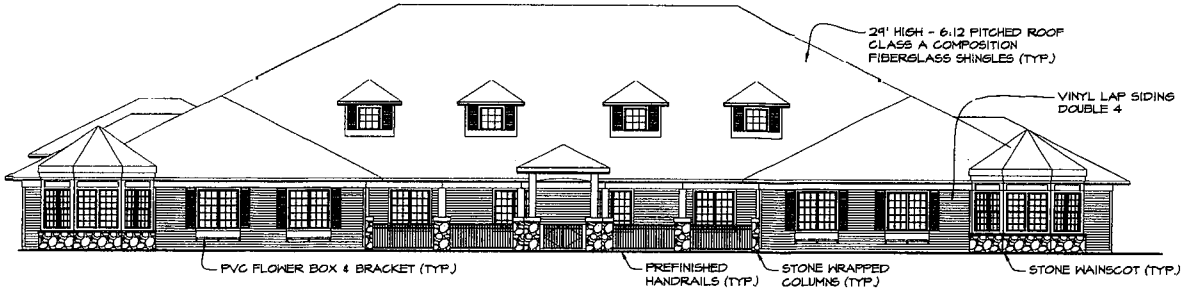
BRENT ROSHELL

PRAIRIE SENIOR COTTAGES PHASE II

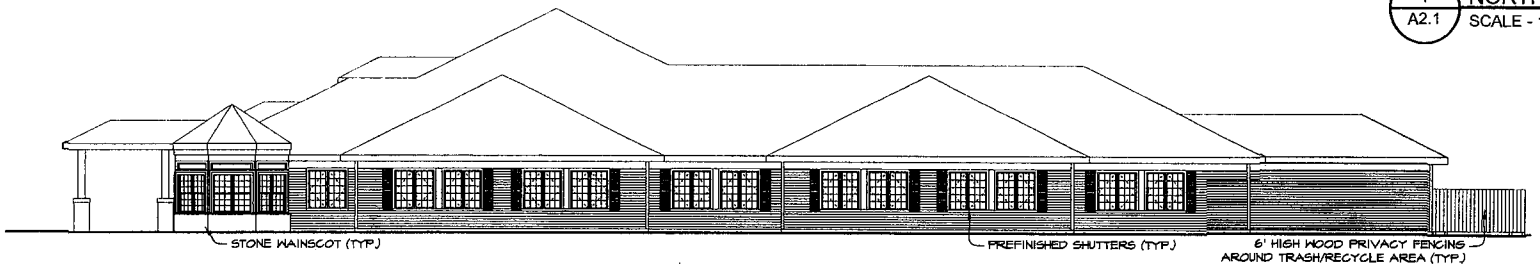
OVERALL SITE PLAN
ISANTI, MINNESOTA

ROSHELL ENGINEERING, LLC
6192 267 TH CT WYOMING, MN 55092
PHONE: 763.286.0521

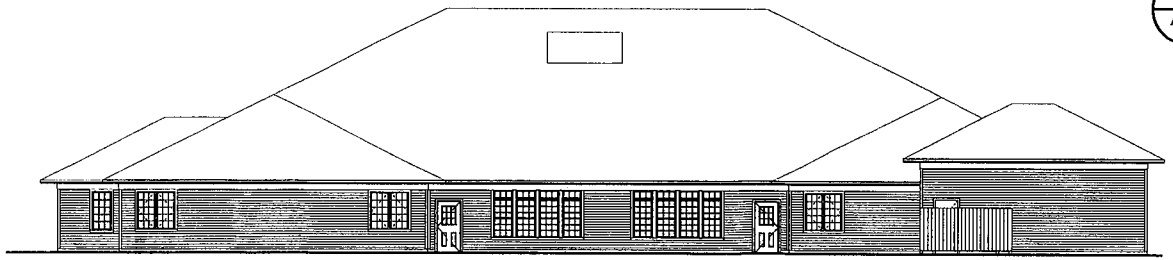
DATE	REVISIONS
	RECORD DRAWING



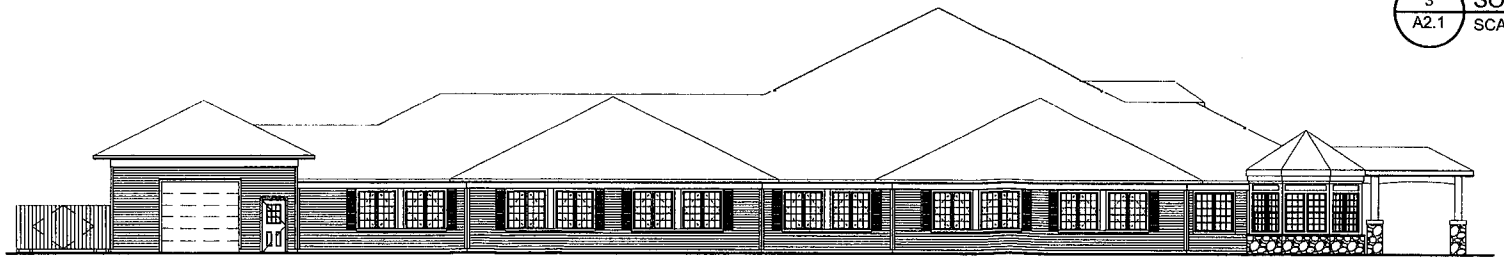
1 / A2.1 NORTH ELEVATION
SCALE - 1/16" = 1'-0"



2 / A2.1 WEST ELEVATION
SCALE - 1/16" = 1'-0"



3 / A2.1 SOUTH ELEVATION
SCALE - 1/16" = 1'-0"



4 / A2.1 EAST ELEVATION
SCALE - 1/16" = 1'-0"

ARCHITECT OF RECORD:
OLESON +HOBBIE ARCHITECTS
OHARCHITECTS.COM
ARCHITECTURE • INTERIORS • PLANNING • SUSTAINABILITY
330 Stadium Road, Suite 202, Mankato, MN 56001
T: 507.385.1158

PRAIRIE SENIOR COTTAGES PHASE II

ISANTI, MN

REVISIONS:

MARK	DESCRIPTION	DATE
		09-03-2019

PROJECT # : 19-030IS
DRAWN BY : BMS
CHECKED BY : ELO

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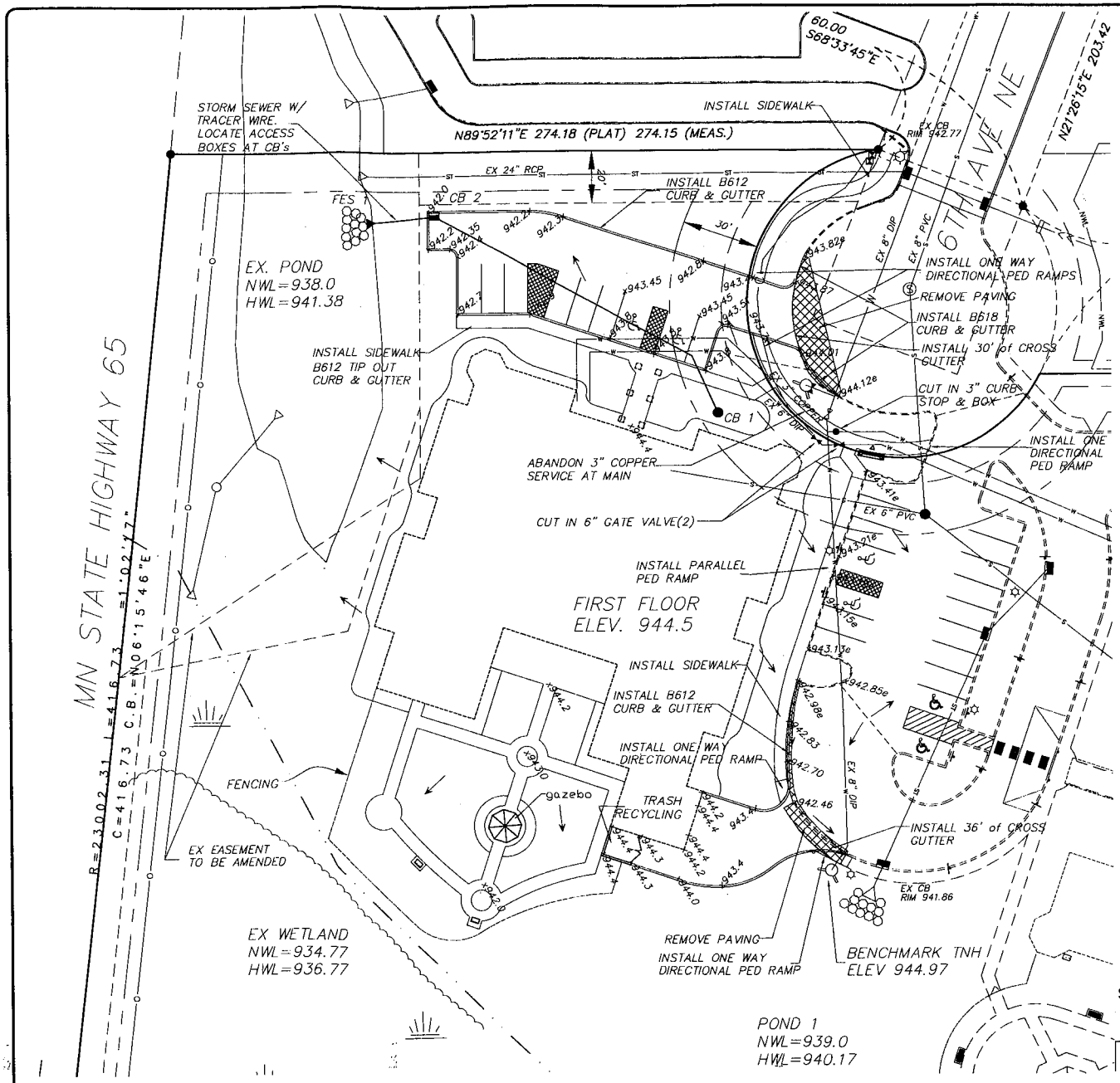
SHEET TITLE:
EXTERIOR ELEVATIONS

SHEET:
A2.1



N
W E
S
GRAPHIC SCALE
(IN FEET)

GENERAL NOTES:

1. CONSTRUCT STREETS AND PAVED AREAS USING APPROVED MATERIALS, METHODS OF PLACEMENT, AND TESTING REQUIRED BY GOVERNING SPECIFICATIONS OF THE CITY AND THE STATE OF MINNESOTA DEPARTMENT OF TRANSPORTATION.
2. FURNISH AND INSTALL PROPOSED UTILITIES USING APPROVED MATERIALS, METHODS OF PLACEMENT, AND TESTING AS REQUIRED BY THE CITY.
3. LOCATION AND DEPTH OF ANY PUBLIC AND PRIVATELY OWNED UTILITIES SHOWN ON THIS PLAN ARE ONLY APPROXIMATE, AND MUST BE VERIFIED BY THE CONTRACTOR.

OTHER UTILITIES MAY EXIST AND IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO OBTAIN AND VERIFY THE LOCATION OF SUCH. CONTACT GOPHER STATE ONE CALL SYSTEM.

4. SEE ARCHITECTURAL PLANS FOR ADDITIONAL DIMENSIONS AND INFORMATION.
5. SEE SHEET D1 FOR CONSTRUCTION DETAILS AND OTHER REQUIREMENTS.
6. DIRECT ROOF DRAINAGE TOWARDS GRASSED AREAS WHEN PRACTICABLE.
7. SPOT ELEVATIONS ARE AT GUTTERLINE UNLESS OTHERWISE NOTED.

TOP OF 8" PVC SANITARY MAIN = 933.6
BOTTOM 6" DIP WATER SERVICE = 935.3

TOP OF 6" PVC SANITARY SERVICE = 933.9
BOTTOM 6" DIP WATER MAIN = 935.3

SANITARY SEWER INSTALLATION MUST COMPLY WITH ASTM STANDARD D2321

STORM SEWER SHALL HAVE A TRACER WIRE W/ ACCESS BOXES AT CATCH BASINS.

STORM SEWER SCHEDULE

INLET MH #	OUTLET MH #	PIPE LENGTH (FEET)	PIPE DIA. (IN)	PIPE SLOPE (%)	INVERT ELEVATION INLET	INVERT ELEVATION OUTLET	RIM ELEVATION INLET	RIM ELEVATION OUTLET	PIPE MAT'L	PRECAST TYPE	CASTING
CB 1	CB 2	136	8	1.00	940.00	938.62	942.80	941.90	SDR 26	27" DIA	R 1733
CB 2	FES 1	26	12	0.50	938.29	938.16	941.90	938.16	RCP	48" DIA	R 3067-V

DATE	REVISIONS
3/25/16	TRASH ENCL. STALLS, SIDEWALK, BR
6/20/16	SEC. SEWER & WATER SERVICES, BR
	RECORD DRAWING

ROSHELL ENGINEERING, LLC
6192 267 TH CT WYOMING, MN 55092
PHONE: 763.286.0521

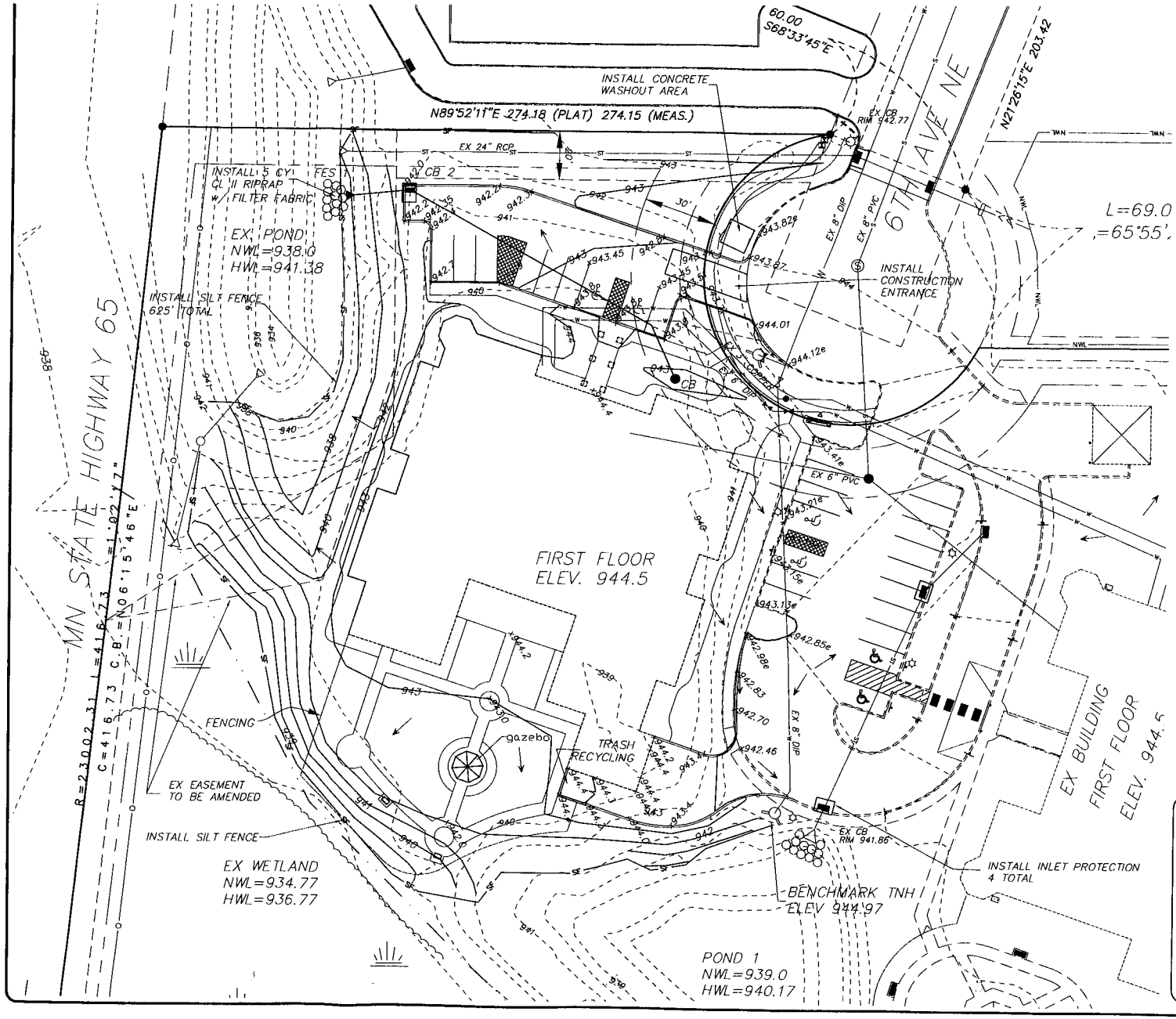
PRAIRIE SENIOR COTTAGES PHASE II
ISANTI, MINNESOTA

PAVING AND UTILITY PLAN

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
DATE 3/8/16 REG. NO.
BRENT ROSHELL

DRAWN BP
DATE 3-8-16
SCALE AS SHOWN
PROJECT 16-12
ORDERED
APPROVED

C1



GENERAL NOTES:

1. CONSTRUCT STREETS AND PAVED AREAS USING APPROVED MATERIALS, METHODS OF PLACEMENT, AND TESTING REQUIRED BY GOVERNING SPECIFICATIONS OF THE CITY AND THE STATE OF MINNESOTA DEPARTMENT OF TRANSPORTATION.
2. FURNISH AND INSTALL PROPOSED UTILITIES USING APPROVED MATERIALS, METHODS OF PLACEMENT, AND TESTING AS REQUIRED BY THE CITY.
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   OTHER UTILITIES MAY EXIST AND IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO OBTAIN AND VERIFY THE LOCATION OF SUCH. CONTACT GOPHER STATE ONE CALL SYSTEM.
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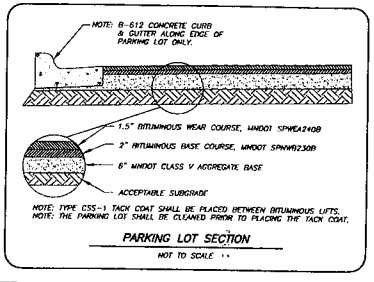
6. DIRECT ROOF DRAINAGE TOWAROS GRASSED AREAS WHEN PRACTICABLE.
7. SPOT ELEVATIONS ARE AT GUTTERLINE UNLESS OTHERWISE NOTED.
8. ALL DISTURBED AREAS SHALL BE SODDED.



NOTE: TYPE CSS-1 TACK COAT SHALL BE PLACED BETWEEN BITUMINOUS LIFTS.
NOTE: THE PARKING LOT SHALL BE CLEANED PRIOR TO PLACING THE TACK COAT.

PARKING LOT SECTION

NOT TO SCALE

DATE	REVISIONS	BY
3/24/16	TRASH ENCL, STALLS, SIDEWALK	BR
2/2/16	PER PAPPS, SIDEWALK	BR

ROSHELL ENGINEERING, LLC
6192 267 TH CT WYOMING, MN 55092

PRAIRIE SENIOR COTTAGES PHASE II

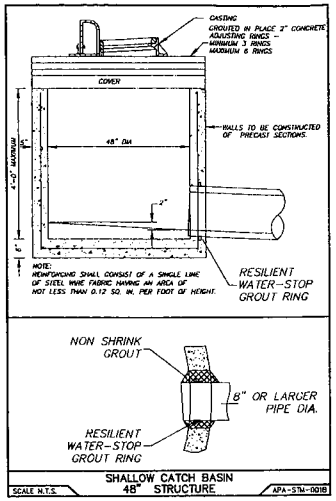
GRADING DRAINAGE &

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE 3/8/16

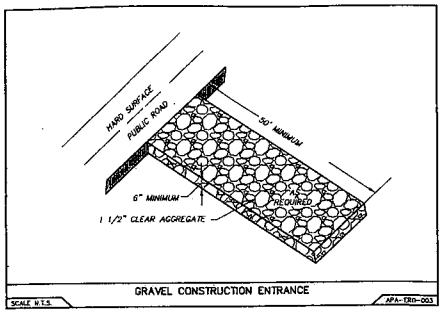
DESIGN BR
DATE 3/8/16
SCALE AS SHOWN
PROJECT

C2



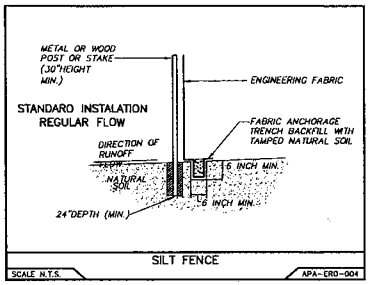
SHALLOW CATCH BASIN 48" STRUCTURE

SCALE N.T.S. APA-STM-0018



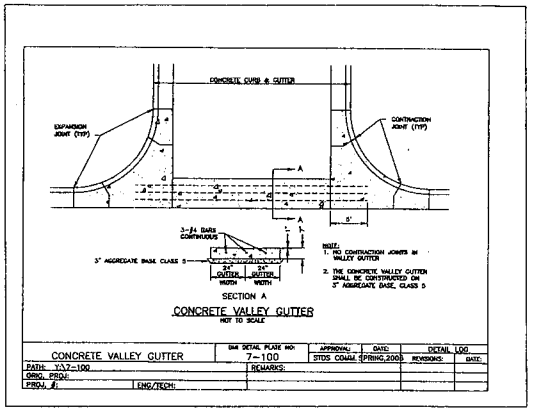
GRAVEL CONSTRUCTION ENTRANCE

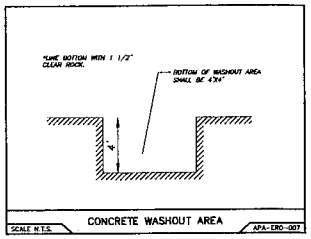
SCALE N.T.S. APA-ERO-003



SILT FENCE

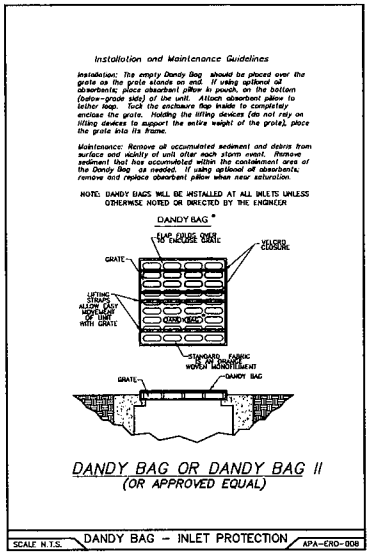
SCALE N.T.S. APA-ERO-004





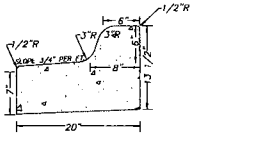
CONCRETE WASHOUT AREA

SCALE N.T.S. APA-ERO-007

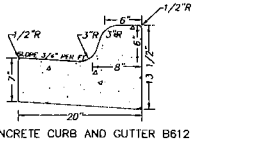


DANDY BAG OR DANDY BAG II
(OR APPROVED EQUAL)

SCALE N.T.S. DANDY BAG – INLET PROTECTION APA-ERO-008



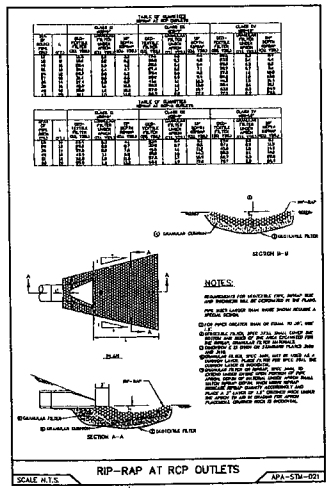
CONCRETE CURB AND GUTTER B612 OUTFALL



CONCRETE CURB AND GUTTER B612

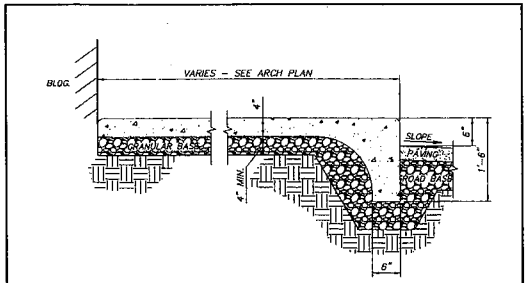
CONCRETE CURB AND GUTTER D412 AND B612

SCALE N.T.S. APA-STR-003A



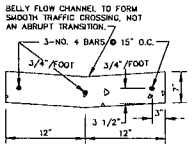
RIP-RAP AT RCP OUTLETS

SCALE N.T.S. APA-STM-021



INTEGRAL WALK AND CURB DETAIL

SCALE N.T.S. APA-STR-022



CONCRETE "V" GUTTER

SCALE N.T.S. APA-STR-006

BY	DATE	REVISIONS
BR	3/24/18	TRASH ENCL. STALLS, SIDEWALK
BR	9/3/19	ADD CROSS GUTTER DETAIL

BEFORE DRAWING

ROSHELL ENGINEERING, LLC
6192 267 TH CT WYOMING, MN 55092
PHONE: 763.286.0521

PRAIRIE SENIOR COTTAGES PHASE II
CIVIL DETAILS
ISANTI, MINNESOTA

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
DATE 3/9/18 REG. NO. 20572
Brett Roshell
BRETT ROSHELL

DRAWN BR
DATE 3/9/18
SCALE -
PROJECT RE-12
CHECKED BTR
APPROVED BTR

C3

ROSHELL ENGINEERING, LLC
6192 267 TH CT WYOMING, MN 55092
PHONE: 763.286.0521

DATE	REVISIONS	BY
3/24/16	TRASH ENC. STALLS, SIDEWALK	BR
	RECORD DRAWING	

PRAIRIE SENIOR COTTAGES PHASE II

CIVIL DETAILS

ISANTI, MINNESOTA

DRAWN	BR
DATE	3/24/16
SCALE	-
PROJECT	RC-12
CHECKED	BR
APPROVED	BR

C4

STORMWATER POLLUTION PREVENTION PLAN (SWPPP) NARRATIVE

PROJECT SITE EVALUATION, ASSESSMENT, AND PLANNING
THIS NARRATIVE IS TO SERVE AS A GUIDANCE PLAN AND MUST BE AMENDED AND MODIFIED AS SITE CONDITIONS CHANGE DURING CONSTRUCTION.

PROJECT LOCATION/DESCRIPTION
PROJECT/SITE NAME: PRAIRIE SENIOR COTTAGES PHASE II
PROJECT NUMBERS: 16-12
PROJECT LOCATION: STREET: 6TH AVE CITY/TOWNSHIP: ISANTI COUNTY: ISANTI
STATE: MINNESOTA ZIP: 55056
LATITUDE/LONGITUDE: 45.5057/-93.2945 SECTION: 20 TOWNSHIP: 33N RANGE: 23W

CONTACT INFORMATION/RESPONSIBLE PARTIES
PRAIRIE SENIOR COTTAGES PHASE II OWNS THE LAND AND EASEMENT AREAS ASSOCIATED WITH THE PROJECT. PRAIRIE SENIOR COTTAGES PHASE II IS THE OWNER PERMITTEE APPLYING FOR PERMIT COVERAGE AND WILL BE RESPONSIBLE FOR DEVELOPING THIS SWPPP AND THE LONG-TERM MAINTENANCE PLAN OF THE PERMANENT STORMWATER MANAGEMENT SYSTEM FOR THIS PROJECT (IF APPLICABLE). THE OWNER WILL ENSURE THAT THE DESCRIBED WORK IN THE SWPPP IS BEING COMPLETED BY THE OPERATOR PERMITTEE.

OWNER/PERMITTEE: PRAIRIE SENIOR COTTAGES PHASE II
STREET
CITY, MN ZIP
PHONE NO

THE PRIMARY CONTRACTOR WILL ENTER INTO A CONTRACT WITH THE OWNER TO COMPLETE THE REQUIRED WORK FOR THIS PROJECT. THE PRIMARY CONTRACTOR WILL BECOME (UNDER CONTRACT) THE OPERATOR CO-PERMITTEE ON THE NPDES PERMIT (THROUGH EXECUTION OF A NPDES PERMIT MODIFICATION FORM), AND THEREBY AGREE TO IMPLEMENT THIS SWPPP IN COOPERATION WITH THE OWNER. THE OPERATOR IS RESPONSIBLE FOR DEVELOPING A CHAIN OF RESPONSIBILITY PRIOR TO STARTING CONSTRUCTION (REFER TO SWPPP AMENDMENT SECTION). THE NPDES PERMIT MODIFICATION FORM SHALL BE SUBMITTED TO THE MPCA AFTER THE PROJECT IS AWARDED TO THE PRIMARY CONTRACTOR, PRIOR TO LETTING THE PROJECT.

THE OPERATOR WILL INSURE THAT INDIVIDUALS OVERSEEING OR IMPLEMENTING THE SWPPP HAVE BEEN PROPERLY TRAINED AND THAT CERTIFICATIONS WILL BE MADE AVAILABLE UPON REQUEST. THIS INCLUDES ANY SUB-CONTRACTORS THAT THE OPERATOR EMPLOYS UNDER SEPARATE CONTRACT. THE OPERATOR WILL PROVIDE THE CONTACT INFORMATION FOR THE EROSION CONTROL SUPERVISOR, SITE SUPERINTENDENT/FOREMAN, AND BMP INSTALLERS. THE EROSION CONTROL SUPERVISOR SHALL BE A RESPONSIBLE EMPLOYEE OF THE PRIME CONTRACTOR AND/OR DULY AUTHORIZED BY THE PRIME CONTRACTOR TO REPRESENT THE PRIME CONTRACTOR ON ALL MATTERS PERTAINING TO THE NPDES CONSTRUCTION STORMWATER PERMIT COMPLIANCE. THE EROSION CONTROL SUPERVISOR SHALL HAVE AUTHORITY OVER ALL OPERATOR OPERATIONS WHICH INFLUENCE NPDES PERMIT COMPLIANCE, INCLUDING GRADING, EXCAVATION, BRIDGE CONSTRUCTION, CULVERT INSTALLATION, UTILITY WORK, CLEARING/GRUBBING, DEWATERING, AND ANY OTHER OPERATION THAT INCREASES THE EROSION POTENTIAL ON THE PROJECT.

THE OPERATOR WILL PERFORM A PRECONSTRUCTION SITE VISIT TO ADDRESS ANY AREAS OF CONCERN PERTAINING TO ENVIRONMENTAL COMPLIANCE. THE OPERATOR WILL IMPLEMENT AND MAINTAIN BMPS FOR THE DURATION OF CONSTRUCTION PROJECT. THE OPERATOR WILL COMPLETE THE REQUIRED SITE INSPECTIONS TO REMAIN IN COMPLIANCE WITH NPDES PERMIT REQUIREMENTS PART II.B, II.C, III.B-F, IV, V, AND APPLICABLE CONSTRUCTION ACTIVITY REQUIREMENTS FOUND IN APPENDIX A, PART C.

OPERATOR/PERMITTEE: (TO BE DETERMINED THROUGH TRANSFER OF NPDES-CSW PERMIT)

ROSHELL ENGINEERING, LLC HAS BEEN CONTRACTED BY THE OWNER TO DEVELOP THE SWPPP PLAN FOR THIS PROJECT. THIS SWPPP WAS PREPARED BY AN INDIVIDUAL THAT HAS BEEN PROPERLY TRAINED IN ACCORDANCE TOM PART III.F OF THE NPDES PERMIT (CERTIFICATION CARDS ARE AVAILABLE UPON REQUEST). ROSHELL ENGINEERING, LLC WILL OFFER GUIDANCE FOR COMPLIANCE WITH THE NPDES PERMIT BEFORE, DURING, AND AFTER CONSTRUCTION OF THE PROJECT.

SWPPP DEVELOPER:
ROSHELL ENGINEERING (BRENT ROSHELL)
6192 267TH CT WYOMING, MN 55092
763-286-0521/ROSHELLENGINEERING@GMAIL.COM

WATER RESOURCE ENGINEER:
ROSHELL ENGINEERING (BRENT ROSHELL)
6192 267 TH CT WYOMING, MN 55092

AGENCY CONTACTS

AGENCY	PERMIT	NAME	PHONE NUMBER/E-MAIL
MPCA (EMERGENCY)	N/A	STATE DUTY OFFICER	1-800-422-0798
MPCA	NPDES-CSW #XXXXXXXXX	SCOTT FOX	651-757-2368/ SCOTT.FOX@STATE.MN.US
ACOE	SECTION 404	OFFICER	651-290-5525
DNR	N/A	N/A	N/A

PROJECT DESCRIPTION & SCHEDULE
PRAIRIE SENIOR COTTAGES PHASE II IS A HEALTH CARE FACILITY TO BE CONSTRUCTED IN 1 PHASE. THE CONSTRUCTION ACTIVITIES WILL INCLUDE GRADING, PAVING, UTILITIES, AND SURFACE DRAINAGE. EXPOSED SOIL STABILIZATION WILL OCCUR AFTER GRADING OPERATIONS. EXISTING STREETS ARE IN PLACE TO SERVE THE PROPERTY. STORM WATER PONDS ARE IN PLACE TO SERVE THE FACILITY.

TENTATIVE CONSTRUCTION SCHEDULE (OPERATOR SHOULD PROVIDE ESTIMATED CONSTRUCTION SCHEDULE TO THE ENGINEER)

CONSTRUCTION ACTIVITIES:	
CLEARING & GRUBBING OPERATIONS, GRADING, TEMP.	SEPT 2019
POND	N/A
BRIDGE	N/A
CULVERT REMOVAL AND REPLACEMENT	N/A
CURB & GUTTER/SIDEWALK	N/A
SMALL UTILITIES	N/A
PAVING	N/A
INITIAL TURF	NOV 2019
LANDSCAPING, FINAL TURF, MISC.	NOV 2019 - MAY 2020

PRE-CONSTRUCTION IMPERVIOUS SURFACE AND DISTURBED AREA CALCULATIONS
TOTAL AREA TO BE DISTURBED - 1.38 ACRES
IMPERVIOUS AREA: PRE-CONSTRUCTION = 0.0/POST-CONSTRUCTION = 0.64 ACRES
NET INCREASE OF IMPERVIOUS AREA = 0.64 ACRES

PERMANENT STORMWATER MANAGEMENT SYSTEMS
THE NPDES PERMANENT WATER QUALITY VOLUME (PART III.D) FROM THE NET NEW IMPERVIOUS SURFACES OF THE PROJECT IS PROVIDED IN THE EXISTING PONDS.

LOCATION OF SWPPP COMPONENTS DESCRIPTION	TITLE	LOCATION
SWPPP NARRATIVE	STORM WATER POLLUTION PREVENTION PLAN NARRATIVE	SHEET C5 & C6
SITE CONDITIONS	STORM WATER POLLUTION PREVENTION PLAN NARRATIVE	SHEET C5 & C6
SITE MAP (SOILS, WATER RESOURCES, POTENTIAL POLLUTANT GENERATING ACTIVITIES)	SWPPP WATER RESOURCES & SOILS MAP, SWPPP NARRATIVE	SHEET C5 & C6
CONSTRUCTION PHASING/STAGING, BUFFERS & AREAS NOT TO BE DISTURBED	SWPPP NARRATIVE	
DIRECTION OF FLOW (PRE- & POST-CONSTRUCTION	DRAINAGE PLAN	SHEET C2
IMPERVIOUS SURFACES	CONSTRUCTION PLAN & PROFILE	SHEET C2
TEMPORARY EROSION & SEDIMENT CONTROL BMPS/STEEP SLOPES (3:1), DNR FISH EXCLUSION "WORK IN WATER RESTRICTIONS - REFER TO SWPPP",	TEMPORARY EROSION AND SEDIMENT CONTROL PLAN, SWPPP NARRATIVE	SHEET C2
PERMANENT EROSION CONTROL BMPS	TURF ESTABLISHMENT PLAN, SWPPP NARRATIVE	SHEET C2
STORM SEWER	DRAINAGE PLAN	SHEET C2
GRADING	GRADING PLAN	SHEET C2
ESTIMATED BMP QUANTITIES	ESTIMATED QUANTITIES	SHEET C2
BMP DETAILS/SPECIFICATIONS	MISC. DETAILS, SWPPP NARRATIVE	SHEET C3 & C4
HYDROLOGIC/WATER QUALITY MODELING		N/A

EXISTING SITE CONDITIONS, SOILS, & WATER RESOURCES
SOILS AND NATIVE TOPSOIL: NATIVE TOPSOIL WILL BE STRIPPED AND STOCKPILED AND FINAL GRADING OPERATIONS, WHERE INDICATED IN THE CONSTRUCTION PLANS AND SPECIFICATIONS. METHODS AND EQUIPMENT TO MINIMIZE SOIL COMPACTION (IN PROPOSED INFILTRATION AREAS, DRIP LINE OF TREES TO BE PRESERVED, ETC.) SHALL BE DETERMINED BY THE OPERATOR'S SWPPP AMENDMENT. TRACKED VEHICLES ARE PREFERRED AND WHEELED VEHICLES ARE DISCOURAGED IN THESE AREAS.

DESCRIPTION OF RECEIVING WATERS (LOCATED WITHIN 1-MILE): STORMWATER FROM THIS PROJECT WILL BE CONVEYED INTO SEVERAL EXISTING STORM SEWER PIPES AND EXISTING STORMWATER PONDS. PROJECT DISCHARGE POINTS. THE NPDES PERMANENT WATER QUALITY VOLUME (PART III.D) FROM THE NET NEW IMPERVIOUS SURFACES OF THE PROJECT IS PROVIDED IN THE CONSTRUCTED PONDS.

DESCRIPTION OF IMPAIRED WATERS OR WATER SUBJECT TO TMDLS: A SPECIAL AND IMPAIRED WATERS SEARCH WAS COMPLETED USING THE MPCA SEARCH ENGINE (HTTP://PCA-GIS02.PCA.STATE.MN.US/CSW/INDEX.HTML) ON 3-7-2016 BASED ON THIS REVIEW, THE FOLLOWING SPECIAL OR IMPAIRED WATERS (WITH CONSTRUCTION RELATED IMPAIRMENTS) ARE LOCATED WITHIN ONE MILE OF, AND DOWNSTREAM OF ANY PROJECT DISCHARGE POINTS: NONE

C.1.A EXPOSED SOILS: OPERATOR SHALL STABILIZE ALL EXPOSED SOIL AREAS WITH (7) DAYS AFTER THE CONSTRUCTION ACTIVITY IN THAT PORTION OF THE SITE HAS TEMPORARILY OR PERMANENTLY CEASED (APPENDIX A.C.1.A).

C.1.B TEMPORARY BASIN: UPERATOR SHALL ADHERE TO THE REQUIREMENTS DESCRIBED IN PART III.C. 1-5 OF THE NPDES CONSTRUCTION PERMIT FOR COMMON DRAINAGE LOCATIONS THAT SERVE AN AREA WITH FIVE (10) OR MORE ACRES DISTURBED. NOT APPLICABLE

C.2 POST CONSTRUCTION: THE WATER QUALITY VOLUME THAT MUST BE TREATED BY THE PROJECT'S PERMANENT STORMWATER MANAGEMENT SYSTEM DESCRIBED IN PART III.D. SHALL BE ONE (1) INCH OF RUNOFF FROM THE NEW IMPERVIOUS SURFACES CREATED BY THE PROJECT. WHERE SITE CONDITIONS ALLOW, AT LEAST ONE (1) INCH OF THE WATER QUALITY VOLUME MUST BE INFILTRATED. SEE PART III.U. FOR MORE INFORMATION ON INFILTRATION DESIGN AND APPROPRIATE SITE CONDITIONS. IF IT IS DETERMINED THAT SITE CONDITIONS ARE NOT APPROPRIATE FOR INFILTRATION (E.G. LACK OF 3 FT. OF SEPARATION TO SEASONALLY SATURATED GROUND WATER, PROXIMITY TO BEDROCK, CONTAMINATED SOILS) THE REASONS SHOULD BE DOCUMENTED IN THE SWPPP FOR THE PROJECT. INFILTRATION IS NOT REQUIRED IN HYDROLOGIC SOIL GROUP D SOILS. NOT APPLICABLE.

C.3 BUFFER ZONE: AN UNDISTURBED BUFFER ZONE OF NOT LESS THAN 50 LINEAR FEET FROM THE SPECIAL WATER (NOT INCLUDING TRIBUTARIES) SHALL BE MAINTAINED AT ALL TIMES. EXCEPTIONS FROM THIS REQUIREMENT FOR AREAS, SUCH AS WATER CROSSINGS, LIMITED WATER ACCESS AND RESTORATION OF THE BUFFER ARE ALLOWED IF THE PERMITTEE FULLY DOCUMENTS IN THE SWPPP THE CIRCUMSTANCES AND REASONS THAT THE BUFFER ENCROACHMENT IS NECESSARY. REPLACEMENT OF EXISTING IMPERVIOUS SURFACE WITHIN THE BUFFER IS ALLOWED UNDER THIS PERMIT. ALL POTENTIAL WATER QUALITY, SCENIC AND OTHER ENVIRONMENTAL IMPACTS OF THESE EXCEPTIONS MUST BE MINIMIZED BY THE USE OF ADDITIONAL OR REDUNDANT BMPS AND DOCUMENTED IN THE SWPPP FOR THE PROJECT.
C.4 ENHANCED RUNOFF CONTROLS: THE PERMANENT STORMWATER MANAGEMENT SYSTEM MUST BE DESIGNED SUCH THAT THE PRE- AND POST-PROJECT RUNOFF RATE AND VOLUME FROM THE 1 AND 2-YEAR 24-HOUR PRECIPITATION EVENTS REMAIN THE SAME OR ARE REDUCED. NOT APPLICABLE

C.5 TEMPERATURE CONTROLS: THE PERMANENT STONMWATER MANAGEMENT SYSTEM MUST BE DESIGN SUCH THAT THE DISCHARGE FROM THE PROJECT WILL MINIMIZE ANY INCREASE IN THE TEMPERATURE OF TROUT STREAM RECEIVING WATERS RESULTING FROM THE 3-AND 2-YEAR 24-HOUR PRECIPITATION EVENTS. THIS INCLUDES ALL TRIBUTARIES OF DESIGNATED TROUT STREAMS WITHIN THE SECTION THAT THE TROUT STREAM IS LOCATED. PROJECTS THAT DISCHARGE TO TROUT STREAMS MUST MINIMIZE THE IMPACT USING ONE OR MORE OF THE FOLLOWING MEASURES, IN ORDER OF PREFERENCE:
A. MINIMIZE NEW IMPERVIOUS SURFACES.
B. MINIMIZE THE DISCHARGE FROM THE CONNECTED IMPERVIOUS SURFACES BY DISCHARGING TO VEGETATED AREAS, OR GRASS SWALES, AND THROUGH THE USE OF OTHER NON-STRUCTURAL CONTROLS.
C. INFILTRATION OR EVAPO-TRANSPIRATION OF RUNOFF IN EXCESS OF PRE-PROJECT CONDITIONS UP TO THE 2-YEAR 24-HOUR PRECIPITATION EVENT.

POTENTIAL FOR SEDIMENT AND/OR OTHER POLLUTANT(S) DISCHARGING FROM THE PROJECT SITE
THE TEMPORARY EROSION AND SEDIMENT CONTROL BMPS IN THIS SWPPP HAVE BEEN DESIGNED TO MINIMIZE THE POTENTIAL OF SEDIMENTS DISCHARGING OFF SITE FROM A 0.5 INCH RAINFALL WITHIN A 24-HOUR PERIOD. THE NOAA ATLAS 14 POINT PRECIPITATION FREQUENCY ESTIMATE FOR THE PROJECT LOCATION WAS REVIEWED AND USED FOR ANTICIPATED INSPECTION FREQUENCY, BMP DESIGN, AND ESTIMATING CONSTRUCTION ACTIVITIES IN THIS SWPPP. ATLAS 14 RESULTS DO NOT NECESSARILY REFLECT ANY DESIGN CRITERIA IN THE PERMANENT STORMWATER MANAGEMENT SYSTEM.

ROUTINE INSPECTION AND BMP MAINTENANCE BY THE OPERATOR IS CRUCIAL IN ENSURING THE FUNCTIONALITY OF EACH BMP. STEEP SLOPES AND OTHER ENVIRONMENTALLY SENSITIVE AREAS THAT ARE AT A HIGHER RISK OF SEDIMENTATION ARE DEFINED IN THE SWPPP (IF APPLICABLE).

CONSTRUCTION PHASING/STAGING, BUFFERS, & AREAS NOT TO BE DISTURBED
THE PRESERVED AREAS OF EXISTING VEGETATION WILL BE IDENTIFIED ON THE PLAN SHEETS AS "DO NOT DISTURB AREA". THE OPERATOR IS RESPONSIBLE FOR PRESERVING A 50 FOOT NATURAL BUFFER OR (IF UNFEASIBLE) PROVIDE REDUNDANT SEDIMENT CONTROL BMPS, WHEN A SURFACE WATER IS LOCATED WITHIN 50 FEET AND RECEIVES DRAINAGE FROM THE PROJECTS GRADING LIMITS. THIS REQUIREMENT DOES NOT APPLY TO ADJACENT ROAD SIDE DITCHES, JUDICIAL/COUNTY DITCHES, STORMWATER CONVEYANCES, STORM DRAIN INLETS, AND SEDIMENT BASINS.

THERE IS NO CONSTRUCTION PHASING OR STAGING DEFINED BY THE OWNER FOR THIS PROJECT. THE SCHEDULE FOR INSTALLING TEMPORARY BMPS SHALL BE INCORPORATED INTO THE OPERATOR'S WEEKLY SCHEDULE FOR EACH CONSTRUCTION STAGE AND PRESENTED TO THE OWNER'S REPRESENTATIVE 9PER MNDOT SPEC 1717.D).

ENVIRONMENTALLY SENSITIVE AREAS
STEEP SLOPES: EXISTING AND PROPOSED SLOPES 3 IN 3 (33.33% AND STEEPER) THAT ARE PROPOSED TO BE DISTURBED ARE ILLUSTRATED ON THE STEEP SLOPES MAYBE TEMPORARILY CREATED DURING GRADING OPERATIONS, AT WHICH TIME TEMPORARY BMPS MUST BE IMPLEMENTED BY THE OPERATOR (THROUGH AN APPROVED SWPPP AMENDMENT) WITHIN 24 DAYS OF NO LONGER WORKING THE STEEP SLOPE.

CONTAMINATED PROPERTIES: THE MPCA'S "WHAT'S IN MY NEIGHBORHOOD" DATABASE (PCA-GIS02.PCA.STATE.MN.US/WIMN2/INDEX.HTML) WAS REVIEWED ON 3-7-16. THE RESULTS OF THIS REVIEW SHOW NO KNOWN CONTAMINATED PROPERTIES OR LEAK SOURCES LOCATED WITHIN AND ADJACENT TO THE PROJECT LIMITS. NO PRE-EXISTING HAZARDOUS MATERIALS OR WASTES ARE ANTICIPATED TO BE IMPACTED BY THE PROJECT.

STORMWATER POLLUTION MITIGATION MEASURES (AS IDENTIFIED FROM ENVIRONMENTAL REVIEW): NO FORMAL ENVIRONMENTAL REVIEW WAS REQUIRED FOR THIS PROJECT, THEREFORE, NO ADDITIONAL STORMWATER RELATED MITIGATION MEASURES APPLY.

KARST AREAS: THERE ARE NO KNOWN KARST AREAS WITHIN OR ADJACENT TO THE PROJECT LIMITS.

SITE PLAN REQUIRED AREAS: NO AREAS OF "HIGH ENVIRONMENTAL RISKS" ARE KNOWN TO BE LOCATED WITHIN OR IMMEDIATELY ADJACENT TO THE PROJECT LIMITS.
EACH SITE PLANS MUST DETAIL PROPOSED ACTIVITIES, CORRESPONDING SCHEDULING, STAGING, TEMPORARY EROSION AND SEDIMENT CONTROLS, AND BMP DETAILS PER SECTION 1717 OF THE MNDOT STANDARD SPECIFICATIONS FOR CONSTRUCTION. SITE PLANS MUST BE APPROVED BY PROJECT ENGINEER PRIOR TO INITIATING THE SPECIFIED WORK WITHIN EACH SITE PLAN AREA.

FLOOD CONTINGENCY PLAN: NO PROJECT ACTIVITIES ARE LOCATED WITHIN A 100-YEAR FLOODPLAIN OR FLOODWAY. THEREFORE, A FLOOD CONTINGENCY PLAN IS NOT REQUIRED. THE PROJECT ENGINEER (AT THEIR DISCRETION) MAY REQUIRE A PREVENTATIVE FLOOD CONTINGENCY PLAN FOR SPECIFIC PROJECT ACTIVITIES AND AREAS THAT ARE NOT LOCATED IN A 100-YEAR FLOODPLAIN OR FLOODWAY.

FISH EXCLUSION DATES: OPERATOR IS PROHIBITED FROM CONDUCTING IN-STREAM WORK DURING THE FISH SPAWNING AND MIGRATION DATES OF APRIL 15 TO JUNE 30 FOR NON-TROUT WATERS. IF WORK MUST BE CONDUCTING DURING THIS TIMEFRAME, CONTRACTOR SHALL CONTACT THE LOCAL DNR FISHERIES MANAGER FOR WRITTEN APPROVAL PRIOR TO CONDUCTING THE IN-STREAM WORK.

AQUATIC INVASIVE SPECIES: ALL IN-STREAM AND DEWATERING EQUIPMENT SHALL BE DECONTAMINATED OF ALL AQUATIC PLANTS AND PROHIBIT INVASIVE SPECIES PRIOR TO USING WITHIN SURFACE WATERS ON-SITE AND TRANSPORTING OFF-SITE. ALL DECONTAMINATION ACTIVITIES SHALL MEET THE CHAPTER 3 STANDARDS OF THE MINNESOTA DNR'S BEST PRACTICES MANUAL FOR MEETING DNR GENERAL PUBLIC WATERS WORK PERMIT GP 2004-001.

WETLANDS
WETLANDS, IF ANY, WITHIN THE PROJECT AREA AND MUST BE PROTECTED TO THE MAXIMUM EXTENT POSSIBLE.

APPLICABLE FEDERAL, TRIBAL, STATE OR LOCAL PROGRAMS
THE PROJECT FALLS UNDER THE JURISDICTION OF SEVERAL ENTITIES, AS IDENTIFIED IN THE "AGENCY CONTACTS" TABLE OF PAGE 1 OF THE SWPPP. THE MORE STRINGENT OF LOCAL VS. STATE VS. FEDERAL RULES SHALL APPLY WHERE THEY CONFLICT. INFORMATION PERTAINING TO THE STATE NPDES PERMIT CAN BE FOUND AT: (HTTP://WWW.PCA.STATE.MN.US/INDEX.PHP/WATER/WATER-TYPES-AND-PROGRAMS/STORMWATER/CONSTRUCTION-STORMWATER/INDEX.HTML). THE OPERATOR IS RESPONSIBLE TO COMPLY WITH ALL APPLICABLE PERMITS, MNDOT SPECIAL PROVISION, MNDOT SPEC BOOK (2014 EDITION), MNDOT SPECIFICATIONS 1717.

DATE	REVISIONS	BY
7/24/16	TRASH ENCL., STALLS, SIDEWALK	BR
9/23/19	DATES	BR

BEFORE YOU DIG - CALL GOPHER STATE ONE CALL AT 651-454-0002 OR 811 AT LEAST 48 HOURS BEFORE YOU DIG, NOT INCLUDING WEEKENDS AND HOLIDAYS. CONTRACTOR SHALL CONTACT ALL UTILITIES WITHIN THE LIMITS OF CONSTRUCTION AND ARRANGE FOR THE LOCATION OF ALL UNDERGROUND UTILITIES BEFORE BEGINNING EXCAVATION.

ROSHELL ENGINEERING, LLC
6192 267 TH CT WYOMING, MN 55092
PHONE: 763.286.0521

PRAIRIE SENIOR COTTAGES PHASE II
SWPPP
ISANTI, MINNESOTA

DRAWN	BR
DATE	3/8/16
SCALE	-
PROJECT	16-12
CHECKED	BTR
APPROVED	BTR

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
DATE 3/8/16 REG. NO. 46011
BRENT ROSHELL

C5

SEQUENCE OF CONSTRUCTION/TIMING OF BMP INSTALLATION

NO CONSTRUCTION OPERATIONS, INCLUDING REMOVALS, THAT REQUIRE EROSION & SEDIMENT CONTROL PER THE SWPPP CAN COMMENCE UNTIL THE OPERATOR'S EROSION CONTROL SUPERVISOR CERTIFIES THE PROPER INSTALLATION OF BMP'S AND A CHAIN OF RESPONSIBILITY FOR SWPPP IMPLEMENTATION IS CREATED FOR ALL OPERATORS ON THE SITE. PERIMETER SEDIMENT CONTROLS (SILT FENCE, INLET PROTECTION, CONSTRUCTION ENTRANCES, ETC.) SHALL BE INSTALLED PRIOR TO THE START OF CONSTRUCTION. THESE PRACTICES SHALL REMAIN IN PLACE UNTIL FINAL STABILIZATION IS ACHIEVED. OPERATOR SHALL IMPLEMENT THE NECESSARY ON SITE BMP'S IN ACCORDANCE WITH THE NPDES PERMIT REQUIREMENTS TO PREVENT NUISANCE CONDITIONS (MN RULES 7050.0210) FROM ANY DISCHARGES UNDER COVERAGE OF THE NPDES PERMIT. IN SOME CASES, MULTIPLE OR REDUNDANT APPLICATIONS OF SOME BMP'S MAY BE NEEDED TO MEET THESE REQUIREMENTS.

INSPECTION, SWPPP AMENDMENTS, RECORD KEEPING, & TRAINING

1. THE SWPPP CHAIN OF RESPONSIBILITY MUST BE AMENDED BY THE OPERATOR WHEN THE IDENTITY OF RESPONSIBLE SITE OPERATORS (EROSION CONTROL SUPERVISOR, SUB-CONTRACTORS, ETC.) ARE KNOWN.
2. THE OPERATOR MUST INSPECT THE ENTIRE CONSTRUCTION SITE AT LEAST ONCE EVERY SEVEN (7) DAYS DURING ACTIVE CONSTRUCTION AND WITHIN 24 HOURS AFTER A RAINFALL EVENT GREATER THAN 0.5 INCHES IN 24 HOURS. THE OPERATOR SHALL PROVIDE A RAINFALL GAUGE ON-SITE, WITHIN ONE MILE OF THE SITE, OR SOURCE OF THE WEATHER REPORTING SYSTEM THAT USES SITE SPECIFIC RAINFALL DATA FROM RADAR SUMMARIES. THE LOCATION AND SOURCE OF THE RAINFALL GAUGE OR REPORTING SYSTEM MUST BE DOCUMENTED IN THE FIRST SWPPP INSPECTION REPORT. THE INSPECTION FREQUENCY MAY BE REDUCED TO ONCE PER MONTH, IF SITE CONDITIONS MEET PART IV.E.9 OF THE NPDES PERMIT. ALL INSPECTIONS AND MAINTENANCE CONDUCTED MUST BE RECORDED IN WRITING BY THE OPERATOR AND RETAINED WITH THE SWPPP. RECORDS OF EACH INSPECTION AND MAINTENANCE ACTIVITY SHALL INCLUDE:
   A. DATE, TIME AND NAME OF PERSON(S) CONDUCTING INSPECTIONS;
   B. FINDINGS OF INSPECTIONS, INCLUDING RECOMMENDATIONS FOR CORRECTIVE ACTIONS;
   C. CORRECTIVE ACTIONS TAKEN (INCLUDING DATES, TIMES AND PARTY COMPLETING MAINTENANCE ACTIVITIES); INCLUDING DOCUMENTATION/PHOTOS OF IMPLEMENTED BMPS INTENDED TO CORRECT A PROBLEM BUT FAILED.
   D. DATE AND AMOUNT OF ALL RAINFALL EVENTS GREATER THAN ½ INCH (0.5 INCHES) IN 24 HOURS;
   E. DOCUMENTATION OF CHANGES MADE TO THE SWPPP.
3. SWPPP AMENDMENTS AND SITE PLANS WILL BE PREPARED BY THE OPERATOR AND SUBMITTED TO THE OWNER FOR REVIEW AND WRITTEN APPROVAL BY THE PROJECT OWNER (OR DESIGNATED REPRESENTATIVE). ALL OWNER ACCEPTED AND DENIED SWPPP AMENDMENTS AND SITE PLANS MUST BE RECORDED IN WRITING RETAINED WITH THE SWPPP.
4. THE SWPPP SHALL BE AMENDED TO INCLUDE ADDITIONAL OR MODIFIED BMPS, DESIGNED TO CORRECT IDENTIFIED PROBLEMS OR ADDRESS SITUATIONS (UNDER PART III.B OF THE NPDES PERMIT), PRIOR TO CONDUCTING SPECIFIC STAGES/PHASES OF THE PROJECT, AS REQUIRED BY THE OWNER AND DEFINED IN THIS PROJECT SWPPP.

SUMMARY OF OPERATOR PREPARED SWPPP AMENDMENT	SWPPP AMENDMENTS (REQUIRED BY OWNER) SWPPP AMENDMENT DETAILS	SUBMITTAL TIMEFRAME
OPERATOR CHAIN OF RESPONSIBILITY	REFER TO "CONTACT INFORMATION/ RESPONSIBLE PARTIES" SECTION	7 DAYS PRIOR TO INITIATING WORK
BMP AMENDMENTS	SUBSTITUTED, ADDITIONAL, OR REDUNDANT BMPS TO COMPENSATE FOR FAILING/FAILED BMPS	DURING/AFTER CONSTRUCTION ACTIVITIES
METHODS TO MINIMIZE SOIL COMPACTION	REFER TO "EXISTING SITE CONDITIONS, SOILS AND WATER RESOURCES" SECTION	7 DAYS PRIOR TO WORK WITHIN INFILTRATION BASINS AND PRESERVED TREE AREAS
STEEP SLOPES PHASING PLAN	REFER TO "ENVIRONMENTALLY SENSITIVE AREAS" SECTION	
SPILL PREVENTION & RESPONSE PLAN	REFER TO "POLLUTION PREVENTION MEASURES"	7 DAYS PRIOR TO INITIATING WORK
DEWATERING PLAN	REFER TO "DEWATERING" SECTION	7 DAYS PRIOR TO ACTIVITY

1. THE SWPPP (ORIGINAL OR COPIES), ALL CHANGES TO THE SWPPP, PROJECT MANUAL, AND INSPECTIONS/MAINTENANCE RECONUS MUST BE KEPT AT THE SITE DURING CONSTRUCTION BY THE OPERATOR WHO HAS OPERATIONAL CONTROL OF THAT PORTION OF THE SITE. THE SWPPP CAN BE KEPT IN THE FIELD OFFICE OR ON SITE VEHICLE DURING NORMAL WORKING HOURS.
2. THE OPERATOR MUST ASSIGN A TRAINED INDIVIDUAL (S) (PURSUANT TO PARTS III.A.3 & III.E) TO OVERSEE THE IMPLEMENTATION, MAINTENANCE, AND REPAIR OF BMPS. THIS INDIVIDUAL (S) SHALL PERFORM INSPECTIONS, REVISE/AMEND THE SWPPP (DOCUMENT IN SWPPP AS NECESSARY), AND BE AVAILABLE FUR AN ONSITE INSPECTION WITHIN 72 HOURS UPON REQUEST BY THE PERMITTED OWNER FOR ITS DESIGNEE), LOCAL GOVERNMENT UNITS, OR MPCA.

POLLUTION PREVENTION MANAGEMENT MEASURES

POTENTIAL SOURCES OF POLLUTANTS FROM CONSTRUCTION ACTIVITIES INCLUDE:

- SEDIMENT AND FUGITIVE DUST GENERATED FROM CLEARING AND GRUBBING, IMPORT/EXPORT OPERATIONS, REMOVALS/COMPACTION, MASS/FINE GRADING, EXCAVATIONS, TRENCHING, TOPSOIL STRIPING STOCKPILING, WET/DRY PAVEMENT CUTTING, STREET CONSTRUCTION.
- BASIC/ACIDIC PH LEVELS FROM CURB AND GUTTER, MANHOLE STRUCTURES, SIDEWALKS, DRIVEWAY APRONS, FOUNDATIONS, BRIDGE ABUTMENTS, WET/DRY PAVEMENT CUTTING, MASONRY WASHOUT/CLEANOUT.
- EXCESS NUTRIENTS FROM LANDSCAPING INSTALLATIONS, SOIL ADDITIVES, FERTILIZATION, MULCHING.
- HYDROCARBONS FROM STREET CONSTRUCTION, DEMOLITION/REMOVALS, WET/DRY PAVEMENT CUTTING.

OPERATOR WILL COMPLY WITH ALL OF THE POLLUTION PREVENTION AND MANAGEMENT MEASURES IDENTIFIED IN THE NPDES-CSW PERMIT. OPERATOR WILL SUBMIT A SPILL PREVENTION AND RESPONSE PLAN (SPRP) TO THE ENGINEER PRIOR TO ANY CONSTRUCTION ACTIVITY. THE SPRP MUST SATISFACTORY ADDRESS (AT A MINIMUM) THE FOLLOWING NPDES REQUIREMENTS BY THE PROPOSED IMPLEMENTATION AND MAINTENANCE OF APPROPRIATE BMPS:

NO EXPOSURE: CONSTRUCTION AND BUILDING PRODUCTS (THAT HAVE THE POTENTIAL TO LEACH POLLUTANTS), PESTICIDES, HERBICIDES, INSECTICIDES, FERTILIZERS, TREATMENT CHEMICALS, AND LANDSCAPING MATERIALS MUST BE UNDER COVER (PLASTIC SHEETING OR TEMPORARY ROOFS) TO MINIMALIZE CONTACT WITH STORMWATER AND PRECIPITATION.

SOLID WASTE: (SEDIMENT, ASPHALT, CONCRETE MILLINGS, CONSTRUCTION, AND DEMOLITION DEBRIS) AND OTHER WASTES MUST BE DISPOSED OF PROPERLY AND SHALL COMPLY WITH MPCA DISPOSAL REQUIREMENTS (CH. 7035).

HAZARDOUS MATERIALS: (E.G. GAS, DIESEL, OIL, ANTIFREEZE, PAINT SOLVENTS, SOAPS, DETERGENTS, WOOD PRESERVATIVES, CLEANING SOLVENTS, CURING COMPOUNDS, ACIDS, ETC.) MUST BE STORED IN SEALED CONTAINERS (WITH SECONDARY SPILL CONTAINMENT) IN RESTRICTED ACCESS AREAS TO PREVENT VANDALISM. STORAGE AND DISPOSAL OF HAZARDOUS WASTE AND MATERIALS MUST BE IN COMPLIANCE WITH MPCA REGULATIONS (CH. 7045) INCLUDING SECONDARY CONTAINMENT.

PORTABLE TOILETS: MUST BE POSITIONED AND SECURED SO THEY ARE NOT TIPPED OR KNOCKED OVER. WASTE MUST BE DISPOSED OF PROPERLY IN ACCORDANCE WITH MPCA GUIDELINES (CH. 7041).

EQUIPMENT/VEHICLE FUELING, EXTERNAL WASHING, AND MAINTENANCE PRACTICES: WHEN VEHICLE FUELING, MAINTENANCE, OR EXTERNAL WASHING MUST OCCUR ON-SITE, THE ACTIVITY IS LIMITED TO A CONTAINED PORTION OF THE STAGING AREA, UNLESS INFEASIBLE THROUGH A SWPPP AMENDMENT. PROCEDURES FOR SPILL RESPONSE AND MATERIALS FOR CONTAINMENT AND CLEAN UP (DRIP PANS, DRY ABSORBENTS, AND SPILL KITS) WILL BE AVAILABLE AT ALL TIMES ON-SITE. ENGINE DEGREASING IS PROHIBITED ON-SITE.

CONCRETE, STUCCO, PAINT, CURING COMPOUNDS, SOLVENTS, AND OTHER WASHOUT WASTES: TEMPORARY OR LONG-TERM STORAGE OF WASHOUT WASTE IS PROHIBITED ON-SITE (SLURRY MUST BE HAULED IMMEDIATELY OFF-SITE). OPERATOR MUST SUBMIT A CONCRETE WASHOUT PLAN TO THE PROJECT ENGINEER FOR APPROVAL OF ALL ON-SITE WASHOUT LOCATIONS. ON-SITE WASHOUT LOCATIONS MUST BE LOCATED 200 FEET FROM AN ENVIRONMENTALLY SENSITIVE AREA AND SURFACE WATERS, HAVE "CONCRETE WASHOUT AREA" SIGNAGE, AND BE CONTAINED IN A LEAK PROOF CONTAINER OR IMPERMEABLE LINER. LIQUID AND SOLID WASTES SHOULD NOT CONTACT THE GROUND (UNLESS PERMITTED IN THE CONCRETE WASHOUT PLAN), BE CONTAINED TO PREVENT RUNOFF FROM THE WASHOUT LOCATION, AND MUST BE DISPOSED OF PROPERLY AND IN COMPLIANCE WITH MPCA REGULATIONS.

BURNING: BURNING OF GARBAGE, CONSTRUCTION DEBRIS, TREES, BRUSH, OR OTHER VEGETATIVE MATERIAL IS NOT ALLOWED ON-SITE, UNLESS PRIOR APPROVAL IS GRANTED BY THE OWNER.

EROSION CONTROL PRACTICES, PROCEDURES, & MAINTENANCE STANDARDS

THE OPERATOR IS RESPONSIBLE FOR THE INSTALLATION, OPERATION, AND CONTINUED MAINTENANCE OF ALL TEMPORARY AND PERMANENT WATER QUALITY MANAGEMENT BMPS, AS WELL AS ALL EROSION PREVENTION AND SEDIMENT CONTROL BMPS, FOR THE DURATION OF THE CONSTRUCTION WORK AT TH SITE, UNTIL FINAL STABILIZATION IS ACHIEVED. ALL BMPS MUST BE ADEQUATELY LOCATED, DESIGNED, INSTALLED, AND MAINTAINED TO PREVENT EROSION FROM A MINIMUM 0.5 INCH TOTAL RAINFALL EVENT WITHIN 24 HOURS.

ALL NONFUNCTIONAL BMPS MUST BE REPAIRED, REPLACED, OR SUPPLEMENTED WITH FUNCTIONAL BMPS BY THE END OF THE NEXT BUSINESS DAY AFTER DISCOVERY, OR AS SOON AS FIELD CONDITIONS ALLOW ACCESS UNLESS ANOTHER TIME FRAME IS SPECIFIED IN THE SWPPP. ALL ERODED MATERIAL THAT LEAVES THE SITE SHALL BE COLLECTED BY THE OPERATOR AND RETURNED TO THE SITE AT THE OPERATOR'S EXPENSE AND INCIDENTAL TO THE PROJECT COST.

TEMPORARY OR PERMANENT STABILIZATION SHALL BE INITIATED AS SOON AS POSSIBLE, BUT NO LATER THAN THE END OF THE NEXT WORK DAY FOLLOWING THE DAY EARTH-DISTURBING ACTIVITIES IN THAT PORTION OF THE SITE HAS TEMPORARILY OR PERMANENTLY CEASED. ALL EXPOSED SOIL AREAS SHALL BE STABILIZED WITHIN 14 DAYS AFTER THE CONSTRUCTION ACTIVITY IN THAT PORTION OF THE SITE HAS TEMPORARILY OR PERMANENTLY CEASED. INITIATED STABILIZATION IS DEFINED AS COMPLETING ONE (OR MORE) OF THE FOLLOWING: SOIL PREPARATION FOR VEGETATION; MULCHING (OR OTHER TEMPORARY NON-VEGETATIVE BMP); SEEDING/PLANTING; OR SCHEDULING STABILIZATION MEASURES TO BE FULLY INSTALLED AND COMPLETED WITHIN THE 14 DAY TIMEFRAME.

ALL EXPOSED SOILS WITHIN 200 FEET AND DRAINING TO A DNR PUBLIC WATERS MUST BE STABILIZED WITHIN 24 HOURS OF TEMPORARILY OR PERMANENTLY CEASING WORK, DURING THE FISH SPAWNING PERIOD. TEMPORARY STOCKPILES WITHOUT SIGNIFICANT SILT, CLAY OR ORGANIC COMPONENTS (E. G., CLEAN AGGREGATE STOCKPILES, DEMOLITION CONCRETE STOCKPILES, SAND STOCKPILES) AND THE CONSTRUCTED BASE COMPONENTS OF ROADS, PARKING LOTS AND SIMILAR SURFACES ARE EXEMPT FROM THIS REQUIREMENT, BUT MUST BE IN COMPLIANCE WITH PART IV.C.5.

TEMPORARY STABILIZATION BMPS SHALL ONLY BE IMPLEMENTED WHEN PERMANENT STABILIZATION BMPS CANNOT BE IMPLEMENTED WITHIN THE 14 DAY TIMEFRAME FOR EXPOSED SOILS.

TEMPORARY/PERMANENT DRAINAGE DITCHES & SWALES: THE NORMAL WETTED PERIMETER (2-YEAR, 24-HOUR PRECIPITATION EVENT) OF ANY TEMPORARY OR PERMANENT DRAINAGE DITCH, CHANNEL, OR SWALE THAT DRAINS WATER FROM ANY PORTION OF THE CONSTRUCTION SITE, OR DIVERTS WATER AROUND THE SITE, MUST BE STABILIZED WITHIN THE LAST 200 LINEAL FEET FROM THE PROPERTY EDGE, OR FROM THE POINT OF DISCHARGE INTO ANY SURFACE WATER WITHIN THE LIMITS OF CONSTRUCTION. STABILIZATION REMAINING OF THE REMAINING PORTIONS OF THE CHANNEL MUST BE STABILIZED WITHIN 14 DAYS. ALL STORMWATER CONVEYANCE CHANNELS MUST USE EROSION CONTROL AND VELOCITY DISSIPATION DEVICES WITHIN AND ALONG THE LENGTH OF THE CHANNEL AND AT ANY OUTLETS. TEMPORARY OR PERMANENT DITCHES OR SWALES THAT ARE BEING USED AS A TEMPORARY SEDIMENT CONTAINMENT SYSTEM (WITH PROPERLY DESIGNED ROCK DITCH CHECKS, BIO ROLLS, SILT DIKES ETC.) DO NO NEED TO BE STABILIZED. THESE AREAS MUST BE STABILIZED WITHIN 24 HOURS AFTER NO LONGER BEING USED AS A SEDIMENT CONTAINMENT SYSTEM. MULCH, HYDROMULCH, TACKIFIER, OR POLYACRYLAMIDE BELOW THE WETTED PERIMETER OF A DITCH, SWALE, OR OTHER SURFACE WATER CONVEYANCE IS NOT ACCEPTABLE STABILIZATION.

EROSION CONTROL BLANKETS/MATS: OPERATOR SHALL VERIFY DURING REGULAR INSPECTIONS THAT NO GULLIES, RILLS, OR SCOUR HOLES HAVE FORMED UNDER EROSION CONTROL BLANKETS AND MATS. ALL REPAIRS MUST BE COMPLETED WITHIN 24 HOURS OF DISCOVERY, OR AS SOON AS FIELD CONDITIONS ALLOW ACCESS.

MULCH: OPERATOR MUST APPLY MULCH IN A UNIFORM PATTERN OVER THE DISTURBED SOILS, TO ACHIEVE A MINIMUM OF 90% GROUND COVER.

DUST CONTROL: DUST FROM THE SITE WILL BE CONTROLLED BY INCREASED STREET SWEEPING AND/OR USING A MOBILE PRESSURE-TYPE DISTRIBUTION TRUCK TO APPLY POTABLE WATER TO DISTURBED AREAS. THE MOBILE UNIT WILL APPLY WATER AT A RATE NECCSSARY TO PREVENT RUNOFF AND PONDING.

STORM SEWER OUTLETS: PIPE OUTLETS MUST HAVE TEMPORARY OR PERMANENT ENERGY DISSIPATION WITHIN 24 HOURS AFTER HYDRAULIC CONNECTION TO A RECEIVING SURFACE WATER.

TEMPORARY & PERMANENT EROSION CONTROL BMPS

TYPE 1 MULCH: APPLY TO DISTURBED SLOPES LESS THAN 1:3 WITH BLOWER EQUIPMENT OR CONCURRENTLY WITH HYDROMULCH AT 2 TONS/ACRE. IMMEDIATELY OVERSPRAY (IF NOT HYDROMULCHED) WITH TACKIFIER (PER MANUFACTURES RECOMMENDED RATES) OR DISC-ANCHORED.

RAPID STABILIZATION METHOD #3: THIS WORK SHALL CONSIST OF OPERATIONS NECESSARY TO RAPIDLY STABILIZE SMALL CRITICAL AREAS WITHIN 200 FT OF SURFACE WATERS, TO PREVENT OFF SITE SEDIMENTATION AND OR TO COMPLY WITH PERMIT REQUIREMENTS. INSTALL PER MNDOT SPECIFACTIONS 25/03.3N.

RAPID STABILIZATION METHOD #4: (WOOD FIBER, NATURAL NET ONLY) IS AN ACCEPTABLE BMP FOR DISTURBED AREAS ADJACENT TO ENVIRONMENTALLY SENSITIVE AREAS, SURFACE WATERS, AND WITHIN THE LAST 200 FEET OF DITCH BOTTOMS.

TEMPORARY WINTER COVER: AREAS OF EXPOSED SOILS THAT ARE NOT COMPLETED BEFORE THE WINTER WILL BE STABILIZED WITH TYPE #3 (CERTIFIED AS WEED FREE) ADJACENT TO WETLAND OR STURMWATER PONDS. ALL OTHER DISTURBED AREAS SHALL BE STABILIZED WITH TYPE #1 MULCH, UNLESS ALTERNATIVE MORE PROTECTIVE BMPS ARE SPECIFIC WITHIN THE SWPPP. ALL EXPOSED SOILS SHALL BE STABILIZED BEFORE CONSTRUCTION IS COMPLETED FOR THE SEASON.

HYDRO-MULCH TYPE #5: HYDRAULIC SOIL STABILIZER IN COMBINATION WITH A TACKIFIER WILL BE INSTALLED PER MANUFACTURES SPECIFICATIONS TO EXPOSED SOILS AREAS TO PROVIDE TEMPORARY LONG-TERM OR PERMANENT COVER FOR VEGETATION ESTABLISHMENT.

SEDIMENT CONTROL PRACTICES, PROCEDURES, & MAINTENANCE STANDARDS

DOWN GRADIENT SYSTEMS: IF THE DOWN GRADIENT TREATMENT SYSTEM IS OVERLOADED, ADDITIONAL UP GRADIENT SEDIMENT CONTROL PRACTICES OR REDUNDANT BMPS MUST BE INSTALLED TO ELIMINATE THE OVERLOADING, AND THE SWPPP MUST BE AMENDED TO IDENTIFY THESE ADDITIONAL PRACTICES.

PERIMETER CONTROL BMPS (SILT FENCES, CHIP/SLASH MULCH SACKS, BIOROLLS, FLOATING SILT CURTAIN, ETC.): PERIMETER CONTROL BMPS SHALL BE INSTALLED ON ALL DOWN GRADIENT PERIMETERS AND UPGRADIENT OF ANY BUFFER AREAS, PRIOR TO INITIATING UPGRADIENT LAND DISTURBANCE ACTIVITIES. UPLAND PERIMETER CONTROLS BMPS SHALL BE PLACED AS CLOSE AS POSSIBLE TO FOLLOW A SINGLE CONTOUR ELEVATION. ALL SILT FENCES MUST BE REPAIRED, REPLACED, OR MAINTAINED WHEN THEY BECOME NONFUNCTIONAL OR THE SEDIMENT REACHES ½ OF THE HEIGHT OF THE FENCE. ALL REPAIRS MUST BE COMPLETED BY THE END OF THE NEXT BUSINESS DAY AFTER DISCOVERY, OR AS SOON AS FIELD CONDITIONS ALLOW ACCESS. FLOATING SILT CURTAIN SHALL BE INSTALLED AS CLOSE TO THE SHORELINE AS POSSIBLE FOR SHORELAND/IN-WATER SHORT-TERM CONSTRUCTION ACTIVITIES. AFTER THE SHORT-TERM ACTIVITY IS COMPLETE, AN UPLAND PERIMETER CONTROL MUST BE INSTALLED IF EXPOSED SOILS CONTINUE TO DRAIN TO THE SURFACE WATER.

TEMPORARY & PERMANENT SEDIMENT CONTROL BMPS

WIMCO INLET PROTECTION AT ALL CATCH BASINS

SILT FENCE ALONG PROJECT PERIMETER

TEMPORARY ROCK ENTRANCE FOR CONSTRUCTION OPERATIONS.

50 FOOT NATURAL BUFFER (S): REFER TO "CONSTRUCTION PHASING/STAGING, BUFFERS, & AREAS NOT TO BE DISTURBED" SECTION OF THIS SWPPP.

TEMPORARY SEDIMENTATION BASINS: WHERE TEN (10) OR MORE ACRES OR DISTURBED SOIL DRAIN TO A COMMON LOCATION, A TEMPORARY SEDIMENT BASIN MUST BE PROVIDED PRIOR TO RUNOFF LEAVING THE CONSTRUCTION SITE OR ENTERING SURFACE WATERS. ALL TEMPORARY BASINS SHALL BE CONSTRUCTED AND OPERATIONAL PRIOR TO GRADING TEN (10) OR MORE ACRES. BASINS MUST PROVIDE A LIVE STORAGE VOLUME FROM A TWO YEAR 24-HOUR STORM EVENT FROM EACH ACRE (DISTURBED AND UNDISTURBED) DRAINING TO THE BASIN. AT A MINIMUM, IF CALCULATIONS ARE NOT PERFORMED THE BASIN SHALL PROVIDE 3,600 CUBIC FEET OF LIVE STORAGE FROM EACH ACRE. THE BASIN INTAKE MUST BE DESIGNED TO WITHDRAW WATER FROM THE SURFACE, PREVENT SHORT CIRCUITING AND THE DISCHARGE OF FLOATING DEBRIS, INCLUDE AN EMERGENCY OVERFLOW ABOVE THE LIVE STORAGE ELEVATION, AND PROVIDE ENERGY DISSIPATION AT THE BASIN OUTLET. BASINS MUST BE DRAINED AND SEDIMENT REMOVED WHEN THE DEPTH OF COLLECTED SEDIMENT IN THE BASIN REACHES ½ THE LIVE STORAGE VOLUME. DRAINAGE AND REMOVAL MUST BE COMPLETED WITHIN 72 HOURS OF DISCOVERY, OR AS SOON AS FIELD CONDITIONS ALLOW ACCESS. IF A BASIN IS INFEASIBLE WITHIN THE PROJECT LIMITS, EQUIVALENT SEDIMENT CONTROL BMPS MUST BE IMPLEMENTED AND DOCUMENTED IN THE SWPPP OR SWPPP AMENDMENT.

SEDIMENT TRAPS: WHERE A TEMPORARY SEDIMENT BASIN MEETING THE REQUIREMENTS OF THIS PART IS INFEASIBLE, EQUIVALENT SEDIMENT CONTROLS SUCH AS SMALLER SEDIMENT BASINS, AND/OR SEDIMENT TRAPS, SILT FENCES, VEGETATIVE BUFFER STRIPS, OR ANY APPROPRIATE COMBINATION OF MEASURES ARE REQUIRED FOR ALL DOWN-SLOPE BOUNDARIES OF THE CONSTRUCTION AREA AND FOR SIDE-SLOPE BOUNDARIES AS DICTATED BY INDIVIDUAL SITE CONDITIONS. IN DETERMINING WHETHER INSTALLING A SEDIMENT BASIN INS INFEASIBLE, THE PERMITTEE(S) MUST CONSIDER PUBLIC SAFETY AND MAY CONSIDER FACTORS SUCH AS SITE SOILS, SLOPE, AND AVAILABLE AREA ON SITE. THIS DETERMINATION OF INFEASIBILITY MUST BE DOCUMENTED IN THE SWPPP PER PART III.A.5.m.

TEMPORARY STOCKPILES: ALL STOCKPILES MUST HAVE SILT FENCE OR EQUIVALENT PERIMETER SEDIMENT CONTROLS IMPLEMENTED AND MAINTAINED AT ALL TIMES. PILES CANNOT BE PLACED IN BUFFER AREAS OR SURFACE WATERS, INCLUDING STORMWATER CONVEYANCES SUCH AS CURB AND GUTTER SYSTEMS, OR CONDUITS AND DITCHES UNLESS THERE IS A BYPASS IN PLACE TO PREVENT STORMWATER RUN-ON INTO THE STOCKPILE.

CONSTRUCTION SITE ENTRANCE/VEHICLE TRACKING: OPERATOR MUST MINIMIZE SEDIMENT FROM LEAVING THE CONSTRUCTION SITE (OR ONTO STREETS WITH FINE SITE) BY IMPLEMENTING BMPS SUCH AS ROCK PADS, SLASH MULCH, CONCRETE OR STEEL WASH RACKS, OR EQUIVALENT SYSTEMS. STREET SWEEPING MUST BE USED DAILY DURING CONSTRUCTION OPERATIONS IF SUCH BMPS ARE NOT ADEQUATE TO PREVENT SEDIMENT FROM BEING TRACKED ONTO THE STREET. TRACKED SEDIMENT MUST BE REMOVED FROM ALL PAVED SURFACES (ON AND OFF-SITE) WITHIN 24 HOURS OF DISCOVERY, OR SOONER AS DIRECTED BY THE PROJECT OWNER. MULTIPLE STREET SWEEPINGS AT THE OPERATOR'S EXPENSE MAY BE REQUIRED ON ALL ENTRY/EXIT POINTS TO THE SITE AT THE DISCRETION OF THE PROJECT OWNER.

SURFACE WATERS: INCLUDING OFF-SITE AND DOWNSTREAM DRAINAGE DITCHES, CATCH BASINS, AND CONVEYANCE SYSTEMS, MUST BE INSPECTED FOR EVIDENCE OF EROSION AND SEDIMENT DEPOSITION. THE REMOVAL AND STABILIZATION OF EXPOSED SOILS MUST TAKE PLACE WITHIN SEVEN (7) DAYS OF DISCOVERY UNLESS PRECLUDED BY LEGAL, REGULATORY, OR PHYSICAL ACCESS CONSTRAINTS. IF PRECLUDED, REMOVAL AND STABILIZATION MUST TAKE PLACE WITHIN SEVEN (7) CALENDAR DAYS OF OBTAINING ACCESS. THE PERMITTEES ARE RESPONSIBLE FOR CONTACTING ALL LOCAL, REGIONAL, STATE AND FEDERAL AGENCIES AND RECEIVING ANY APPLICABLE PERMITS, PRIOR TO CONDUCTING ANY WORK.

INLET PROTECTION: ALL STORM DRAIN INLETS (INCLUDING DOWN GRADIENT, UFF-SITE) MUST BE PROTECTED BY APPROPRIATE BMPS DURING CONSTRUCTION UNTIL ALL SOURCES WITH POTENTIAL FOR DISCHARGING TO THE INLET HAVE BEEN STABILIZED. SILT FENCE IS NOT AN ACCEPTABLE CATCH BASIN INLET PROTECTION BMP. CONTRACTOR SHALL CLEAN, REMOVE AND DISPOSE OF SEDIMENT, AND/OR REPLACE STORM DRAIN INLET PROTECTION ON A ROUTINE BASIS TO ENSURE THE DEVICE IS FULLY FUNCTIONAL PRIOR TO THE NEXT FORECASTED PRECIPITATION EVENT (50% OR GREATER) INLET PROTECTION MAY BE REMOVED FOR A PARTICULAR INLET IF A SPECIFIC SAFETY CONCERN (STREET FLOODING/FREEZING) HAS BEEN IDENTIFIED AND THE PERMITTEE(S) HAVE RECEIVED WRITTEN CORRESPONDENCE FROM THE JURISDICTIONAL AUTHORITY (E.G. CITY/COUNTY/TOWNSHIP/MNDOT ENGINEER) VERIFYING THE NEED FOR REMOVAL. WRITTEN CORRESPONDENCE MUST BE DOCUMENTED IN THE SWPPP AND AVAILABLE WITHIN 72 HOURS UPON REQUEST. PERMISSION TO REMOVE INLET PROTECTION BASED ON A SPECIFIC SAFETY CONCERN MUST STILL BE OBTAINED FROM THE LOCAL JURISDICTIONAL AUTHORITY WITHIN 30 DAYS OF REMOVAL.

CHEMICAL TREATMENTS: OPERATOR MUST AMEND THE SWPPP TO INCLUDE THE INTENDED USES AND LOCATIONS OF FLOCCULANTS, POLYMERS, AND OTHER SEDIMENTATION TREATMENT CHEMICALS. CHEMICAL TREATMENTS MAY ONLY BE APPLIED IN AREAS WHERE TREATED STORMWATER IS DIRECTED TO A RECEIVING SEDIMENT CONTROL SYSTEM (NOT DIRECTLY DISCHARGED TO NATURAL WATER BODIES). THIS INCLUDES DOCUMENTING THE EXPECTED SOIL TYPES, MANUFACTURER'S RECOMMENDED DOSING, APPLICATION RATES/QUANTITIES, AND MONITORING RESULTS (TURBIDITY, PH).

DEWATERING, STREAM DIVERSION, AND BASIN DRAINING

DEWATERING, STREAM DIVERSION, OR BASIN DRAINING IS ANTICIPATED DURING CONSTRUCTION OF THIS PROJECT. DITCH REALIGNMENT, CULVERT CONSTRUCTION, AND NEW POND GRADING WILL REQUIRE SITE DEWATERING. WHEN DEWATERING OR BASIN DRAINING IS REQUIRED, THE CONTRACTOR SHALL SUBMIT A DEWATERING PLAN AND NARRATIVE TO THE PROJECT ENGINEER FOR APPROVAL PRIOR TO UNDERTAKING THESE ACTIVITIES. DEWATERING PLAN MUST INCLUDE BMPS TO PREVENT SEDIMENT TRANSPORT, EROSION, AND ADVERSE IMPACTS TO DOWNSTREAM RECEIVING WATERS. THE DEWATERING PLAN MUST ALSO INCLUDE ANY SPECIFIC CHEMICAL TREATMENTS (FLOC, POLYMERS, ETC.) THAT WILL BE USED. IF AN APPROVED TMDL WASTE LOAD ALLOCATION IS ESTABLISHED FOR CONSTRUCTION ACTIVITIES ON A RECEIVING WATERBODY, THE OPERATOR MUST IMPLEMENT ALL NECESSARY BMP'S TO MEET THE ASSIGNED WLA. THE DEWATERING PLAN AND DNR APPROPRIATIONS PERMIT WILL BECOME PART OF THE SWPPP. WATER THAT IS TURBID OR HAS SEDIMENT MUST BE DISCHARGED TO A TEMPORARY OR PERMANENT SEDIMENTATION BASIN (AND/OR OTHER APPROPRIATE BMPS) AS THE FIRST CONNECTION POINT SITE WHENEVER POSSIBLE. DISCHARGE FROM THE TEMPORARY OR PERMANENT SEDIMENTATION BASIN MUST BE VISUALLY CHECKED TO ENSURE ADEQUATE TREATMENT IS OBTAINED IN THE BASIN AND THAT NUISANCE CONDITIONS (SEE MINN. R. 7050.0210, SUBP. 2), IMPACTS TO WETLANDS, AND EROSION IN RECEIVING CHANNELS OR ON DOWNSLOPE PROPERTIES WILL NOT RESULT FROM THE DISCHARGE. THE DISCHARGE MUST BE DISPERSED OVER NATURAL ROCK RIPRAP, SAND BAGS, PLASTIC SHEETING, OR OTHER ACCEPTED ENERGY DISSIPATION MEASURES. ADEQUATE SEDIMENTATION CONTROL MEASURES AND ADDITIONAL FILTRATION BMPS ARE REQUIRED FOR DISCHARGE WATER THAT CONTAINS SUSPENDED SOLIDS, OIL, OR GREASE.

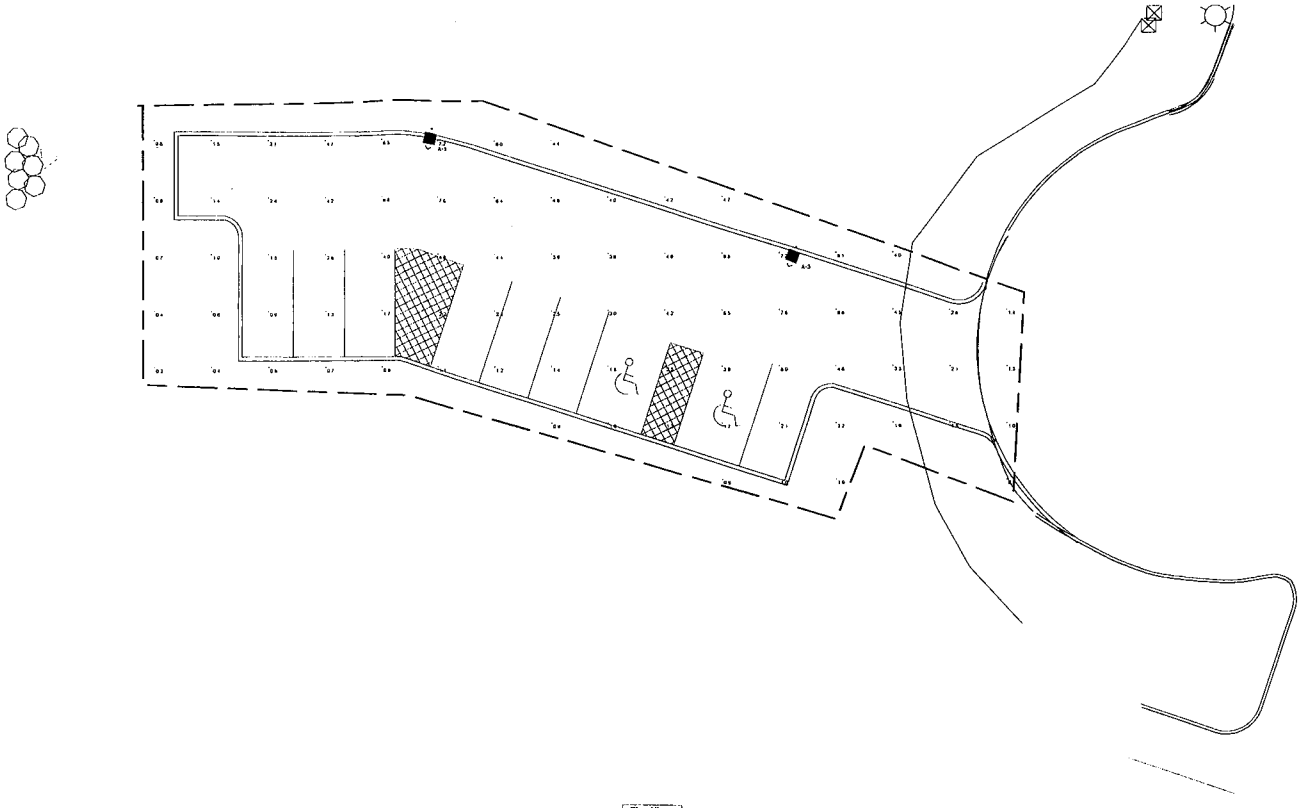
FINAL STABILIZATION

FINAL STABILIZATION IS ACHIEVED WHEN THE FOLLOWING FOUR PARAMETERS ARE COMPLETED, PRIOR TO SUBMISSION OF THE NOTICE OF TERMINATION TO MPCA. SEE PERMANENT EROSION CONTROL PRACTICES FOR SPECIFIC METHODS AND APPLICATIONS.

1. 70% VEGETATIVE COVER: ALL SOIL DISTURBING ACTIVITIES AT THE SITE HAVE BEEN COMPLETED AND ALL EXPOSED SOILS ARE STABILIZED BY A UNIFORM, LIVE PERENNIAL VEGETATIVE COVER WITH A DENSITY OF 70% OVER THE ENTIRE PERVIOUS SURFACE AREA, OR OTHER EQUIVALENT MEANS NECESSARY TO PREVENT SOIL FAILURE UNDER EROSIVE CONDITIONS. REFER TO PART IV.G.5 IF THE PROJECT IS ON AGRICULTURAL LAND.
2. FINAL CLEAN OUT OF PERMANENT STORMWATER MANAGEMENT SYSTEMS & CONVEYANCE SYSTEMS: ALL SEDIMENT MUST BE REMOVED FROM PERMANENT STORMWATER MANAGEMENT SYSTEMS, CONVEYANCE SYSTEMS, AND DITCHES MUST BE STABILIZED WITH PERMANENT COVER.
3. REMOVAL OF ALL TEMPORARY SYNTHETIC BMPS: ALL TEMPORARY SYNTHETIC AND STRUCTURAL EROSION PREVENTION AND SEDIMENT CONTROL BMPS, (SUCH AS SILT FENCE) MUST BE REMOVED ON THE PORTIONS OF THE SITE FOR WHICH THE PERMITTEE IS RESPONSIBLE. BMPS DESIGNED TO DECOMPOSE ON SITE (SUCH AS SOME COMPOST LOGS) MAY BE LEFT IN PLACE.
4. OPERATOR PROVIDES THE OWNER ALL INSPECTION AND SWPPP AMENDMENT RECORDS FOR THE PROJECT: OWNER IS RESPONSIBLE FOR KEEPING ALL RECORDS (AS DEFINED IN PART II.E.1-5) ON FILE FOR THREE YEARS AFTER SUBMITTAL OF THE NOTICE OF TERMINATION.

BY	DATE	REVISIONS
BP	7/23/16	TRASH ENCL, STALLS, SIDEWALK

ROSHELL ENGINEERING, LLC
6192 267 TH CT WYOMING, MN 55092
PHONE: 763.286.0521



Plan View
Scale - 1" = 10ft

Schedule									
Symbol	Label	Quantity	Manufacturer	Catalog Number	Description	Lamp	Filename	Light Loss Factor	Wattage
	A	2	PHILIPS STONCO	AL1SD-MW-G1-AR-3-B-BZ	PHILIPS STONCO AREA LIGHT, TYPE 3 OPTICS		E_AL1SD-MW-G1-3-B.ies	1	148.9

PHILIPS
Stonco

Site & Area

The Philips Stonco Area light features energy saving LED technology ideal for pedestrian and area lighting applications. The Area light is available with Type 3 and Type 4 distributions in five lumen packages, providing up to 24,300 lumens.

Ordering guide

Example: AL-SC-MW-G1-AR-3-B-BZ

Luminaire	Voltage	LED Color - Generation	Mounting	Dist Button	Voltage	Controls	Finish
AL	[1]	MW-G1	AR	3 Type 3 4 Type 4	B 100-277Vac	N Non-dimming (ANSI* standard value)	BZ Bronze

1 Mounting requires pole. Adder is included on 4" round poles.
2 Not available with A, 300 only

Housing
Aluminum die-cast housing with attachable post. Accepts removable doors for internal wire connection.

IP Rating
LED light engine rated IP66. Driver compartment rated to IP66.

Vibration Resistance
3G vibration rating. Test conforms to standards set forth by ANSI C136.31. Testing includes vibration in 3G acceleration in all three axes.

Electrical
Driver efficiency (>90% at full load)
Available in 120-277V (Max Compliant drivers). Field compliant. Surge protector standard (OVLP per ANSI/IEEE C62.41.2.

LED Board and Array
Zhaga 300 LEDs. Color temperature 4000K, +/- 250K. Minimum CRI of 70. Metal core substrate.

Optical System
Type 3 and 4 distributions available.

LED Thermal Management
The housing design allows the one piece housing to provide excellent thermal management critical to long LED system life.

Infrared Motion Response
Integral (AR) motion sensor mounted integral to driver enclosure and is available at the factory. Sensor has 6 pre-focused, mirrored segments providing up to 40' and occupancy coverage area up to 4,000 sq ft (367 m² in diameter). Motion required for option (MS) is not dependent on the following factors.

The motion sensor is set for a maximum 30% (1 if there is low natural light detected by the integrated photocell and no motion.

When motion is detected by the PIR sensor, the luminaire goes to full power/light output.

Lowering on times factory set at 30% with a minimum default to "full power" prior to dimming back to low. When no motion is detected for 1 minutes the motion response system reduces the wattage by 70% to 30% of the nearest matched wattage entering the light level.

Housing
Standard luminaire arm mounts to square poles. Round pole adapter. Included with every luminaire designed for 4" OD poles.

Energy Saving Benefits
System efficacy up to 126lm/W with significant energy saving and Dusk to Dawn and Astro timeclock.

Listings
cULus listed to the UL 1598 standard, suitable for Wet Locations. Suitable for use in ambient from -30° to 40° C (-22° to 104°F).

All product configurations are DesignLights Consortium® qualified

Finish
Each luminaire receives a durable and abrasion resistant, electrostatically applied, thermally cured, high-solid polyester (DGC) bronze polyester powder coat finish. Standard color is bronze (BZ).

Limited Warranty
Luminaires, LED arrays, and drivers are all covered by a 5-year limited warranty. See philips.com/warranties for details.

stonco_AreaLight_SpecSheet_091117_page1of 2

Prairie Cottage
North Lot

Designer
Date
9/5/2019
Scale
Not to Scale
Drawing No.
Summary

RESOLUTION 2019-260

A RESOLUTION APPROVING THE SITE PLAN/BUILDING APPEARANCE AND CONDITIONAL USE PERMIT REQUESTED FOR THE CONSTRUCTION OF PRAIRIE SENIOR COTTAGES II AND A VARIANCE TO THE FRONT YARD SETBACK ON THE PROPERTY LEGALLY DESCRIBED AS LOT 1, BLOCK 1, BANK SITE SECOND ADDITION

WHEREAS, Prairie Senior Cottages is requesting Site Plan/Building Appearance, Conditional Use Permit and Variance approval to allow for the construction of Prairie Senior Cottages II and to allow for less than the required front yard setback on the property legally described as Lot 1, Block 1, Bank Site Second Addition; and,

WHEREAS, the property is located within the "B-2" General Business District with Highway 65 Overlay, which permits senior residential care facilities with approval of a conditional use permit, and;

WHEREAS, the applicant is requesting a variance to the front yard setback from thirty (30) feet to ten (10) feet; and,

WHEREAS, the City of Isanti Planning Commission evaluated the request against the criteria established in Ordinance No. 445 Zoning, Section 21 Administration and Enforcement, Article 5 Variances, Subdivision 4(A), noting that the proposal met all of the criteria noted; and,

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the requested Site Plan, Conditional Use Permit and Variance on September 17, 2019; and,

WHEREAS, the City of Isanti Planning Commission recommended approval of the requested Site Plan/Building Appearance, Conditional Use Permit and Variance subject to the conditions as listed below based upon the Findings of Fact and Conclusion as presented; and,

WHEREAS, the City Council reviewed the requested Site Plan/Building Appearance, Conditional Use Permit and Variance at its regularly scheduled meeting on October 1, 2019; and,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA, that it adopts the Findings of Fact and Conclusion related to the requested Site Plan/Building Appearance, Conditional Use Permit and Variance and **BE IT FURTHER RESOLVED** that the requested Site Plan/Building Appearance, Conditional Use Permit and Variance for the property legally described herein, be hereby approved with the following conditions:

1. Execute and record a development agreement with the City of Isanti.
2. Execute and record the Conditional Use Permit.
3. No Additional Signage is permitted.

Adopted by the Isanti City Council on this 1st day of October 2019

Mayor Jeff Johnson

Attest:

Katie Brooks
Human Resources/City Clerk

STATE OF MINNESOTA
COUNTY OF ISANTI
CITY OF ISANTI

ISANTI CITY COUNCIL
CONDITIONAL USE PROCEEDINGS

In the matter of Senior Housing Facility for Lot 1, block 1, Bank Site Second Addition, Isanti Minnesota

Request: A Conditional Use Permit for a Senior Housing Facility in the Highway 65 Overlay District.

ORDER GRANTING A CONDITIONAL USE PERMIT

The above entitled matter came to be heard before the City of Isanti Planning Commission on September 17, 2019, and the Isanti City Council on October 1, 2019 on an application for a Conditional Use Permit pursuant the Isanti Zoning Ordinance, for the following described property:

Lot 1, Block 1, Bank Site Second Addition

IT IS ORDERED that a Conditional Use Permit be granted as stated above at the above described property subject to the following conditions.

1. The CUP is executed and recorded.

DATED: October 1, 2019

Mayor Jeff Johnson

RESOLUTION 2019-261

Authorization and Execution of Repayment Agreement with Prairie Senior Cottages of Isanti, LLC for Lot 1, Block 1, Bank Site Second Addition

WHEREAS, the City of Isanti extended the SAC and WAC Deferral program on December 19, 2017 which is documented by Resolution 2017-304 and extended the program to December 31, 2019 by Resolution 2018-268; and

WHEREAS, A boiler plate Repayment Agreement was drafted by Development Attorney and the City Council directed Staff to utilize this agreement for parties interested in SAC and WAC Deferral for commercial or residential development; and

WHEREAS, Prairie Senior Cottages of Isanti, LLC. (the "Developer") has asked the City to enter into a Repayment Agreement for the property legally described as: Lot 1, Block 1, Bank Site Second Addition (the "Property"); and

WHEREAS, the date of the Repayment Agreement will be when the Developer signs prior to payment of the building permit and REU and charges will be calculated at that time; and

WHEREAS, the Developer is registered, active and is in good standing with the Minnesota Secretary of State Office as of September 26, 2019.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota authorized the Mayor and City Administrator to execute the Repayment Agreement attached hereto contingent upon satisfactory proof of ownership witnessed in a recorded instrument of conveyance to the Developer.

This Resolution hereby approved by the Isanti City Council this 1st day of October 2019

Mayor Jeff Johnson

Attest:

Katie Brooks
Human Resources / City Clerk

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: October 15, 2019
Subject: GASB 75 OPEB Valuation

Background:
The Governmental Accounting Standards Board (GASB) issued Statement 75 in June of 2015. GASB 75 replaced GASB 45 and became effective for employer fiscal years beginning after June 15th 2017. GASB 75 examines the unfunded liability of Other Post-Employment Benefits (OPEB), requiring that the entire unfunded liability go on the face of the financial statements.

When retirees are allowed to stay on the City health insurance plan; even when they are paying the full cost of premiums, there is an implicit subsidy. The subsidy arises from the increased premiums that everyone pays as a result of having a retiree(s) on the plan who are likely to have a higher claims experience and hence drive premiums for the entire group higher than they would otherwise have been. This amount must be calculated using very specific actuarial guidelines.

GASB 75 affects the City in a way that GASB 45 did not because GASB 75 does away with the community rating exception to the implicit subsidy liability.

GASB 75 requires a full actuarial valuation at least every two years. During the "off" years between actuarial valuations the city will need a simplified GASB 75 accounting report to comply with the new liability measurement rules. The "off" year reports are considerably easier and less expensive to prepare.

Recommendation:
Resolution 2018-094 approved GASB 75 OPEB Valuation services as provided by Hildi Inc. for fiscal years 2018 and 2019. The attached contract would provide the same services for fiscal years 2020 and 2021. Staff is recommending that Council continue contracted services with Hildi Inc.

Request:
Staff is requesting action on this item.

Attachments:
- Resolution Accepting Quote for 2020 Actuarial Valuation for Other Post-Employment Benefits and 2021 Reporting Disclosures
- Hildi Inc. Quote

RESOLUTION 2019-XXX

RESOLUTION ACCEPTING QUOTE FOR 2020 ACTUARIAL VALUATION OF OTHER POST-EMPLOYMENT BENEFITS AND 2021 REPORTING DISCLOSURES

WHEREAS, Governmental Accounting Standards Board Statement 75 requires an examination of the unfunded liability of Other Post-Employment Benefits; and

WHEREAS, GASB Statement 75 requires a full actuarial valuation at least every two years; and

WHEREAS, updated disclosures, based on the actuarial valuation, are required in the years following the required valuation; and

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to accept the quote from Hildi Inc. for 2020 actuarial valuation of other post-employment benefits in the amount of $2,100.00 and 2021 reporting disclosures services in the amount of $500.00.

This Resolution is hereby approved by the Isanti City Council this 15th day of October, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

AGREEMENT FOR CONSULTING SERVICES

This Agreement for Consulting Services ("Agreement") is entered into and dated September 27, 2019 by and between Hildi Inc. with offices located at 14852 Scenic Heights Road, Suite 205, Minneapolis, MN 55344 (hereinafter referred to as the "Consultant") and City of Isanti with offices located at 110 1st Avenue NW, Isanti, MN 55040 (hereinafter referred to as the "Company"). Company and Consultant are jointly referred to as the "parties."

IN CONSIDERATION OF THE MUTUAL PROMISES CONTAINED HEREIN, AND FOR OTHER GOOD AND VALUABLE CONSIDERATION, THE SUFFICIENCY OF WHICH IS HEREBY ACCEPTED, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. Description of Services. Consultant will perform certain services for Company upon terms and conditions specified herein and as such services are more particularly described in Exhibit(s), which are attached hereto and incorporated by this reference.

2. Prices and Payment. Company agrees to pay Consultant the fees set forth in the applicable Exhibit(s). Consultant anticipates invoicing the Company monthly for services provided. Payment will be due in full within fifteen (15) days of receipt of Consultant's invoice. Company agrees to pay interest on all overdue amounts at a rate of twelve percent (12%) per annum or the rate allowed by law, which ever is less, plus costs of collection, court costs, and reasonable attorney fees on all such amounts.

3. Travel Expenses. Company agrees to reimburse Consultant for its reasonable and necessary out-of-pocket lodging, transportation, and food incurred at the Company's request. Consultant agrees to provide reasonable expense documentation. Whenever possible, Consultant agrees to take advantage of travel discounts. All air travel by Consultant shall be on major national or regional airlines, and Consultant and its representatives may keep their frequent flier miles earned for their personal usage.

4. Ownership of Work Product. Ownership of, and all rights in, the work product which is the subject matter of this Agreement (the "Work"), including trademarks, patents and copyrights applicable to same, shall belong exclusively to Company. The parties expressly agree to consider as a "work made for hire" any Work ordered or commissioned by the Company which qualifies as such under the United States copyright laws. To the extent that the Work cannot be a "work made for hire" or where necessary for any other reason, Consultant will provide Company with all such assignments of rights, covenants and other assistance which may be required for Company, through trademark, patent or copyright applications or otherwise, to obtain the full benefit of the rights provided for herein. If the Work contains materials previously developed or copyrighted by Consultant or others, Consultant grants and agrees to grant to Company, or

obtain for Company, an unrestricted, royalty-free license to use and copy such materials. Any license so granted or obtained shall include the right for Company to grant an unrestricted, royalty-free license to any affiliate of Company. Consultant is allowed to retain one copy of the Work for archival purposes. Consultant shall place a copyright notice on the Work at Company's request. The Work shall be considered "Information" under the Section entitled "Nondisclosure."

5. Nondisclosure. Any technical or business information, including, but not limited to, computer programs, files, specifications, drawings, sketches, models, samples, tools, cost data, customer information, financial data, business or marketing plans or other data, whether oral, written or otherwise ("Information"), furnished or disclosed to Consultant hereunder or in contemplation hereof, shall remain Company's property. No license, express or implied, under any trademark, patent or copyright is granted by Company to Consultant by virtue of such disclosure. All such information in written, graphic or other tangible form shall be returned to the Company immediately upon request and copies shall be returned to the Company or, at Company's option, certified by Consultant as having been located and destroyed. Consultant shall be allowed to retain one copy of the Information for archival purposes. Unless such Information was previously known to Consultant free of any obligation to keep it confidential, is lawfully obtained by Consultant from any source other than Company or has been or is subsequently made public by Company or a nonparty to this Agreement, is approved for release by written authorization of the Company, or is required by law to be disclosed in response to a valid order of a court of competent jurisdiction or authorized governmental agency, provided the Company receives adequate notice to allow it to request a protective order and the Consultant reasonably cooperates with the Company's efforts to receive a protective order, it shall be kept confidential by Consultant for the benefit of Company, shall be used only in performing under this Agreement and shall not be used for other purposes except upon such terms as may be agreed upon by Company in writing. Consultant shall take reasonable steps to protect such Information to a similar extent that Consultant protects its own Information.

6. Liability. Consultant shall indemnify Company and its affiliates against, and shall hold Company and its affiliates harmless from, any loss, damage, expense or liability that may in any way arise out of or result from the performance of Consultant hereunder and caused by or resulting from the gross negligence or intentional misconduct of Consultant, including but not limited to any knowing infringement, or claim of infringement, of any patent, trademark, copyright, trade secret or other proprietary right of a third party or of Consultant or anyone claiming through Consultant who may be eligible to terminate any assignment or transfer made hereunder pursuant to the terms of the copyright laws up to the amount paid by the Company to the Consultant under a given applicable Exhibit(s). Consultant shall defend or settle, at its own expense, any action or suit against Company or its affiliates for which it is responsible hereunder. Company shall notify Consultant of any such claim, action or suit and shall

reasonably cooperate with the Consultant (at Consultant's expense) to facilitate the defense of any such claim.

7. Limitation. In no event shall company or consultant be liable, one to the other, for indirect, special, incidental, or consequential damages arising out of or in connection with the furnishing, performance or use of any products or services provided pursuant to this agreement.

8. Limited Warranties. Consultant warrants and represents that it has full authority to enter into this Agreement and to consummate the transactions contemplated hereby and that this Agreement is not in conflict with any other agreement to which Consultant is a party or by which it may be bound.

   Consultant warrants and represents that Consultant has the proper skill, training and background so as to be able to perform in a competent and professional manner and that all work will be performed in accordance with professional standards in the industry and/or field.

9. Headings. Section headings used in this Agreement are for convenience only, have no legal significance, and in no way change the construction or meaning of the terms hereof.

10. Insurance. Upon request by Company, Consultant shall provide to Company, copies of certificates of insurance evidencing the workers compensation, general liability and automobile insurance coverage that Consultant has in effect and Consultant shall maintain such insurance in effect through the duration of the Agreement.

11. Amendment and Waiver. No provision of this Agreement may be modified, waived, terminated or amended except by a written instrument executed by the parties. No waiver of a material breach of any provision of this Agreement shall constitute a waiver of any subsequent breach of the same or other provisions hereof.

12. Relationship. The Consultant shall be and act as an independent contractor hereunder, and neither Consultant nor any employee, agent, associate, representative or subcontractor shall be deemed to be employees of the Company for any purpose whatsoever.

13. Force Majeure. Neither party will be liable for any failure or delay in performance due to any cause beyond its reasonable control, including, but not limited to acts of nature, strikes, fire, flood, explosion, riots, or wars, provided that personnel changes, including unanticipated employee departures, shall not be considered to be an event or condition of force majeure.

14. Notices. All notices and other communications required or permitted under this Agreement shall be in writing, and hand delivered or sent by registered or certified mail, return-receipt requested, postage prepaid, or by overnight delivery service and shall be effective upon receipt at the following addresses or as either party shall have notified the other party:

If to Company:

Mr. Mike Betker
Finance Director
City of Isanti
110 1st Avenue NW
Isanti, MN 55040

If to Consultant:

Hildi Inc.
14852 Scenic Heights Road
Suite 205
Minneapolis, MN 55344
Attn: Jill Urdahl, FSA
President/Consulting Actuary

15. Assignment. Consultant shall not assign this Agreement or delegate the services to be performed hereunder, in whole or in part, or any of its rights, interest, or obligations hereunder without Company's express written consent.

16. Law Government. This Agreement shall be governed by the laws of the State of Minnesota, without regard to or application of conflicts of law rules or principles.

17. Taxes. Consultant shall assume full responsibility for the payment of all taxes imposed by any federal, state, local taxes or foreign taxing authority and all contributions imposed or required under unemployment insurance, social security and income tax laws, with respect to performance of services for Company hereunder.

18. Termination. Any Exhibit(s) to this Agreement may be terminated by either party upon thirty (30) days written notice to the other party. This Agreement may be terminated by either party upon ninety (90) days written notice to the other party. Company agrees to pay for all services provided by Consultant and related travel expenses incurred by Consultant through the date of termination of the Exhibit(s) and/or the Agreement as applicable.

19. Entire Agreement. This constitutes the entire agreement between the parties regarding the subject matter hereof. This Agreement shall be binding on the affiliates, administrators, executors, heirs, successors in interest, or assigns of Consultant.

IN WITNESS WHEREOF, authorized representatives of the Company and the Consultant have executed this Agreement in duplicate.

Company: City of Isanti	**Consultant: Hildi Inc.**
By:_____ (Authorized Signature)	By:_____ (Authorized Signature)
Name:_____ (Print or Type)	Name: Jill Urdahl
Title:_____ (Print or Type)	Title: President
Date:_____	Date:_____

(Please Note: A signature is required on both page 5 and Exhibit 1. Thank you.)

Exhibit 1 to
AGREEMENT FOR CONSULTING SERVICES
Consultant and Rate Schedule

Consultant Representative's Name	Title	Effective Start Date	Expected End Date
Hildi Inc. Actuaries and Consultants	Consulting Actuaries	January 1, 2020	December 31, 2021

Base Fees

The approximate budget for Hildi Inc. consulting services is as follows:

	2020 Fiscal Year	2021 Fiscal Year
GASB 75	$2,100	January 1, 2020 actuarial valuation to be used as base results. GASB 75 disclosures to be developed for the year ending December 31, 2021. Approximately $500

These Base Actuarial Fees include the following:

- An Actuarial Report including all information required by the GASB Statements. Hildi Inc. will provide an electronic copy and three hard copies.
- A results meeting by conference call to discuss the results.
- Teleconferencing with the actuaries on pending or anticipated issues which may affect the actuarial valuation/report. If any work is needed based on one of the outcomes of a teleconference, a fee will be agreed upon before any work is initiated.
- Periodic memos and telephone calls to provide updates on developments that may affect future actuarial reports.

All quotes assume the plan provisions and assumptions remain unchanged from the last actuarial valuation or year-end disclosure. Additional charges may occur if there is out of scope work due to an OPEB Trust, changes in funding or investment policy for the OPEBs, changes in plan provisions or assumptions, or changes in the GASB disclosure requirements.

SERVICES OR REQUIREMENTS:

The Agreement for Consulting Services is dated September 27, 2019.

Company: City of Isanti

_____
(Authorized Signature)

_____
(Date)

Consultant: Hildi Inc.

_____
(Authorized Signature)

_____
(Date)

(Please Note: A signature is required on both page 5 and Exhibit 1. Thank you.)

K.5.

RESOLUTION 2019-XXX

ACCEPTING FULL-TIME POLICE OFFICER JOSHUA ANDERSON'S LETTER OF RESIGNATION

WHEREAS, Full-Time Police Officer Joshua Anderson has submitted a letter of resignation to the City of Isanti on October 9th, 2019; and,

WHEREAS, the effective date of this two-week resignation is October 23rd, 2019; and,

WHEREAS, Joshua Anderson is leaving employment in good standing.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve as follows:

1. That the resignation of Joshua Anderson is hereby accepted effective October 23rd, 2019.

2. That Human Resources/City Clerk and Chief of Police are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 15th day of October, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

K.6.

RESOLUTION 2019-XXX

APPROVING RESIGNATION OF RESERVE OFFICER DAN RICHARDSON

WHEREAS, Dan Richardson is a Reserve Officer with the Police Department; and,

WHEREAS, Richardson submitted a letter of resignation from his position; and,

WHEREAS, Staff recommends to accept Dan Richardson's resignation;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to accept the resignation of Dan Richardson.

This resolution was duly adopted by the Isanti City Council this 15th day of October, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

K.7.

RESOLUTION 2019-XXX

ACCEPTING PART-TIME LIQUOR STORE CLERK LETTER OF RESIGNATION FOR LACEY HANSON

WHEREAS, part-time Liquor Store Clerk, Lacey Hanson has submitted a letter of resignation to the City of Isanti, Human Resources on October 11, 2019; and,

WHEREAS, the effective date of this resignation is October 11, 2019; and,

WHEREAS, Lacey Hanson is not leaving employment in good standing due to not fulfilling the two-week (14 day) notice resignation policy;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve as follows:

1. That the resignation of Lacey Hanson is hereby accepted October 11, 2019.

2. That Human Resources/City Clerk and Liquor Store Manager are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 15th day of October, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

A Community For Generations.
Isanti

K.8.

To: Mayor Johnson and Councilmembers
From: Katie Brooks, Human Resources/City Clerk
Date: October 15, 2019
Subject: Employee Insurance Benefits Options

Background:
September 17, 2019 Committee of the Whole discussed the changes and options to our current benefits for January 2020. October 1, 2019 City Council approved resolution 2019-275 supporting the health provider change for employee health insurance. The changes have required the City of Isanti to leave the Co-op to become members of PEIP (Public Employees Insurance Program). The City has updated the Personnel Policy, Flexible Benefit- Cafeteria 125 Plan, Summary Description and Adoption Agreement to be in compliance with the Affordable Care Act (ACA) requirements for benefit options offered to eligible employees beginning January 1, 2020.

Changes include:

- Adoption of Flexible Benefit – Cafeteria 125 Plan and supporting materials
- Enrollment in Public Employees Insurance Program (PEIP)
- Health Savings Account with city contribution option with IRS maximum for eligible employees who select the HSA plan [$3550/single $7100 Family]. Does not include a catch-up limit.
- Current and new staff will receive the amount of $443.70 per month for health insurance "opt-out" reimbursement as an option in the Flexible Benefits Plan.

Recommendation:
City Council has approved the initial changes October 1, 2019 and recommends final approval as written.

Request:
Staff is requesting action on this item.

Attachments:

- Resolution 2019-XXX
- Flexible Benefits Plan Basic Plan Document
- Summary Description of Flexible Benefits Plan
- Adoption Agreement- Flexible Benefit Plan
- Updated Personnel Policy: Section 8 Benefits

RESOLUTION 2019-XXX

APPROVING THE FLEXIBLE BENEFIT OPTIONS FOR ELIGIBLE EMPLOYEES

WHEREAS, staff has updated the Flexible Benefit Cafeteria Plan 125 to meet ACA compliance and updated the personnel policy effective January 1, 2020; and,

WHEREAS, staff discussed the options for employee health insurance at Committee of the Whole on September 17, 2019, and passed Resolution 2019- 275 at City Council October 1, 2019; and,

WHEREAS, the IRS maximum benefit contribution for each employee who elects the Health Savings Account (HSA) plan for eligible employees will be $3,550 for single coverage and $7,100 for family coverage bi-annually; and,

WHEREAS, future and current staff will continue to receive the amount of $443.75 per month to "opt-out" of health insurance coverage as a benefit option;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. Employees will now have a Flexible Benefit Cafeteria Plan 125 for their benefit options.
2. The new Basic Flexible Benefit Plan Document is attached in Exhibit A
3. The Summary Description for Flexible Benefits is attached in Exhibit B
4. The Adoption Agreement is attached in Exhibit C
5. The Personnel Policy update is attached in Exhibit D
6. IRS maximum will be contributed by the City is $3,550 for single coverage and $7,100 for family coverage bi-annually
7. Future and current staff will continue to receive up to $443.75 per month to "opt-out" of health insurance coverage as a benefit option.

This resolution was duly adopted by the Isanti City Council this 1st day of October, 2019.

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.
Isanti

City of Isanti

Flexible Benefit Plan
Adoption Agreement

This is the Adoption Agreement referred to in the Flexible Benefit Plan Basic Plan Document ("Basic Plan Document"). The Adoption Agreement plus the Basic Plan Document constitute the "Plan."

The Employer hereby makes the following selections:

Employer Information

Employer Name:	City of Isanti
Address:	110- 1st Ave PO Box 428
City, State, Zip:	Isanti, MN 55040
Phone/Fax Number:	763-444-5512

Section Number References: The section numbers below correlate to the section numbers found in the Basic Plan Document.

Article II: Definitions

2.2 Available Benefit(s) means:

Very Important Note: The Basic Plan Document describes all of the Available Benefits that can be provided through the Plan. However, it is through the Adoption Agreement that the specific portions of the Basic Plan Document are activated. An Available Benefit must both (1) be checked below, and (2) have the corresponding Article of the Adoption Agreement (if any) completed, in order for the provision regarding that Available Benefit in the Basic Plan Document to be activated and part of the Plan.

Premium Contributions:	Expense Reimbursement:	Other:
☒Group Medical Benefits	☒ Dependent Care Expense Reimbursement Plan	☒ HSA Contribution Feature
☒Group Dental Benefits	☒Medical Expense Reimbursement Plan	☒ Cash Payment
☒Group Vision Benefits	☐ Limited Scope Medical Expense Reimbursement Plan	☒ Individual Premium Feature
☒ Group Term Life Benefits and/or AD&D Benefits		
☒Long Term Disability Benefits		
☒Short Term Disability Benefits		

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2.6 Claims Administrator:

☒Plan Administrator

☒Other (please provide additional information below):

Name: League of Minnesota Cities

Address: 145 University Ave West

City, State, Zip: St. Paul, MN 55103

Phone/Fax Number: 651-281-1200

2.13 Effective Date: 1/1/2020

(Month, day, year)

Is this a restatement: ☐Yes ☒No If yes, original effective Date:

2.19 Employer means: City of Isanti

2.20 See 4.4 below regarding Employer Contribution

2.21 Entry Date:

☐The date on which the Employee becomes eligible to participate in the Plan.

☒The first day of the month coinciding with or following the date on which the Employee becomes eligible to participate in the Plan

☐Other:

2.31 Plan Name: City of Isanti Flexible Benefits Plan

2.33 A Plan Year commences on the first day of: January

And ends on the last day of: December

Article III: Eligibility and Participation

3.1 General eligibility requirements are as follows:

☒ Minimum number of hours (describe, including whether Employee must actually work, or be scheduled to work, the hours and the period over which the required hours must be worked (e.g., per week, per month, etc.)): **30+ hours per week**

☐ Length of Service (describe):

☒ Employment Classification (e.g., union, part-time, full-time) (describe): **Full-time and Part-time benefit eligible (30+ hours a week)**

☐ Other (describe, including any Available Benefits(s) with different eligibility and participation requirements):

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3.1 Eligibility requirements for elected officials:

☐ Elected officials are subject to the general eligibility requirements identified above

☐ Elected officials are eligible to participate without satisfying the general eligibility requirements identified above.

☒ Elected officials are not eligible to participate.

3.3(b) Special rule for new hires described in the Basic Plan Document:

☒Applies.

☐Does not apply.

Article IV: Contributions

4.1 Salary reduction contributions shall occur:

☐Every payroll period.

☒Only two payroll periods per month (bi-weekly).

☐Monthly.

4.2 Imputation of income:

☐Pre-tax contributions with imputation of income of "fair market value" (see 4.2(a) in the Basic Plan Document).

☒After-tax payments of the "fair market value" (see 4.2(b) in the Basic Plan Document).

4.4 Employer Contribution

- Amount of the Employer Contribution towards Available Benefits for the Plan Year is as follows:

☒ None

☐ Amount of the Employer Contribution is: _____

- Frequency of the Employer Contribution:

☐ Per pay period.

☐ Per month.

☐ Per year on the first day of the Plan Year.

- ***Restrictions***, if any, on the Employer Contribution

(Describe): _____

- Continuation of Employer Contribution during an unpaid leave (except as required by applicable law):

☐ Employer Contributions do not continue.

☐ Employer Contributions continue.

- For Participants joining the Plan mid-Plan Year, the Employer Contribution is:

☐ Pro-rated.

☒ Unchanged (i.e., the entire Employer Contribution for the Plan Year is available.)

FMLA Leave. FMLA requires maintenance of the status quo for group health benefits. To the extent any portion of the Employer Contribution has been allocated to pay for the cost of Available Benefits that are group health benefits (e.g., Group Medical Benefits, Group Dental Benefits, Group Vision

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Benefits, Medical Expense Reimbursement Plan, Limited Scope Expense Reimbursement Plan), the Employer Contribution must continue to be made during the leave.

Article V: Elections

Initial Election of Premium Contributions (e.g. toward Group Medical Benefits, Group Dental Benefits, etc.):

☒ As provided in the Basic Plan Document (i.e., affirmative election required to pay premiums pre-tax).

☐ An Eligible Employee is deemed to have elected to participate and to pay the Participant's share of the cost of such Available Benefits through pre-tax salary reduction unless (1) the Eligible Employee specifically elects not to participate with respect to such Available Benefit(s) and notifies the Plan Administrator in writing on or before the close of the Election Period, or (2) such deemed Election is otherwise prohibited by law.

5.2(a) Ongoing Annual Election of Premium Contributions (e.g., Group Medical Benefits, Group Dental Benefits, etc.):

☒ As provided in the Basic Plan Document (i.e., automatic election to pay premiums pre-tax).

☐ Affirmative election required to pay cost of benefits on a pre-tax basis through the Plan each year.

5.3 Irrevocable election rules are modified as follows: None

Article VI: Plan Administration

6.1(b) Plan Administrator means:

☒ As provided in the Basic Plan Document (i.e., the Employer).

6.7(a) For paper claims, reimbursement of eligible expenses shall be made at least:

☐ Weekly

☐ Monthly

☒ Other (Describe): As claims are submitted

6.7(b) Electronic payment for Medical Expense Reimbursement Plan is:

☐ N/A – no Medical Expense Reimbursement Plan is included.

☒ Available.

☐ Not Available.

6.8 Claims determination and appeal procedures:

☒ As provided in the Basic Plan Document.

☐ Other (Describe): _____

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Article IX: Group Medical Benefits- PEIP

☒ Available

☐ Not Available

Insurance Premiums paid through the Plan are:

☐ Included in the Participant's gross income (after-tax).

☒ Excluded from the Participant's gross income (pre-tax).

Group Medical Benefits are provided in accordance with the applicable Insurance Contracts, HMO agreements, other medical benefit agreements, and/or self-insured plan documents identified in Exhibit A attached to this Adoption Agreement.

Article X: Group Dental Benefits

☒ Available

☐ Not Available

Insurance Premiums paid through the Plan are:

☐ Included in the Participant's gross income (after-tax).

☒ Excluded from the Participant's gross income (pre-tax).

Group Dental Benefits are provided in accordance with the applicable Insurance Contracts, DMO agreements, other dental benefit agreements, and/or self-insured plan documents identified in Exhibit A attached to this Adoption Agreement.

Article XI: Group Vision Benefits

☒ Available

☐ Not Available

Insurance Premiums paid through the Plan are:

☐ Included in the Participant's gross income (after-tax).

☒ Excluded from the Participant's gross income (pre-tax).

Article XII: Group Term Life Benefits and AD&D

☒ Available

☐ Not Available

Insurance Premiums paid through the Plan are:

☒ Included in the Participant's gross income (after-tax) after $50,000.

☒ Excluded from the Participant's gross income (pre-tax) up to $50,000.

Article XIII: Short Term Disability Benefits

☒ Available

☐ Not Available

Insurance Premiums paid through the Plan are:
☒ Included in the Participant's gross income (after-tax).
☐ Excluded from the Participant's gross income (pre-tax).

Article XIV: Long Term Disability Benefits
☒ Available
☐ Not Available

Insurance Premiums paid through the Plan are:
☒ Included in the Participant's gross income (after-tax).
☐ Excluded from the Participant's gross income (pre-tax).

Article XV: - Aflac Benefits: Accidental Advantage, Critical Illness, Critical Care, Cancer Protection Individual Premium Plan
☒ Available
☐ Not Available

Insurance Premiums paid through the Plan are:
☐ Included in the Participant's gross income (after-tax).
☒ Excluded from the Participant's gross income (pre-tax) Not including Short/ Long term disability.

Article XVI: Dependent Care Expense Reimbursement Plan- FSA
☒ Available
☐ Not Available

Insurance Premiums paid through the Plan are:
☐ Included in the Participant's gross income (after-tax).
☒ Excluded from the Participant's gross income (pre-tax).

16.3(a) Claims Run-Out Period means:
☐ The 60-day period following the end of Plan Year.
☒ The 90-day period following the end of Plan Year.
☐ Other (Describe): _____

16.8 Maximum Reimbursement: See the Basic Plan Document for the statutory limits. To implement further limits on the maximum available to employees, describe those limits in Section 16.12(b) below.

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16.9 Reimbursement of Dependent Care Expenses following termination of participation:

☐ Expenses incurred while a Participant may be reimbursed if submitted within the Claims Run-out Period identified in Section 16.3(a).

☒ Expenses incurred while a Participant may be reimbursed if submitted within **90** days following termination of participation.

☐ Expenses incurred during the Plan Year (whether while a Participant or after participation ceases) may be reimbursed if submitted within the Claims Run-Out Period identified in Section 16.3(a).

☐ No reimbursement of expenses shall occur following termination of participation.

16.12(b) Other dependent care limitations are as follows:

☒ N/A

☐ Other (Describe): _____

Article XVII: Medical Expense Reimbursement Plan- FSA

☒ Available

☐ Not Available

Insurance Premiums paid through the Plan are:

☐ Included in the Participant's gross income (after-tax).

☒ Excluded from the Participant's gross income (pre-tax).

17.3(a) Claims Run-Out Period means:

☐ The 60-day period following the end of Plan Year.

☒ The 90-day period following the end of Plan Year.

☐ Other

(Describe): _____

17.3(b) Dependent means:

(a) An individual who:

(1) is your child (son, daughter, stepson, stepdaughter, adopted child, eligible foster child, or child placed for adoption); and

(2) will not attain age 27 during the relevant calendar year.

(b) An individual who:

(1) is your child (son, daughter, stepson, stepdaughter, adopted child, eligible foster child, or child placed for adoption), brother, sister, stepbrother, or stepsister, or a descendant of any such person;

(2) has the same principal place of abode as you for at least one-half of the relevant year;

(3) will not attain age 19 (or age 24 if a full time student) during the relevant year or is permanently and totally disabled;

(4) did not provide over half of his/her own support during the relevant year;

(5) is a citizen, national, or resident of the United States, or a resident of Canada or Mexico;

(6) is younger than you; and

(7) does not file a joint tax return with his or her spouse.

(c) An individual who:

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(1) is your child (or a descendant of a child), brother, sister, stepbrother, or stepsister, parent (or a parent's ancestor), stepparent, brother or sister's son or daughter, parent's brother or sister, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, or sister-in-law or, if not such a relative, an individual who has the same principal place of abode as you and is a member of your household;
(2) has received more than one-half of his/her support from you during the relevant year;
(3) is not your qualifying child or the qualifying child of anyone else (i.e., does not satisfy the requirements of paragraph (a) above with respect to any person); and
(4) is a citizen, national, or resident of the United States, or a resident of Canada or Mexico.

☒As provided in the Basic Plan Document

☐Other Describe: _____

17.3(d) Medical Expense means:

☒ As provided in the Basic Plan Document.

☐ Other (Describe): _____

17.6 With respect to orthodontia expenses:

☐ Expenses for orthodontia care shall be deemed incurred and may be reimbursed when the Participant makes an advance payment for the orthodontia care.

☒ Expenses for orthodontia care are incurred and may be reimbursed only as the care is provided.

17.8 Maximum Elections

- The maximum election a Participant may make for a Plan Year is:
- The amount of the maximum salary reduction contributions that may be made under Section 125(i) of the Code.
- For a "short" Plan Year, the maximum election is:

☐ Not applicable.
☐ Pro-rated.
☒ Unchanged.

- For Participants joining the Plan mid-Plan Year, the maximum election is:

☐ Pro-rated.
☒ Unchanged (i.e., the entire Employer Contribution for the Plan Year is available).

Uniform Coverage. Because the full amount of a Participant's election (including salary reduction and allocation of Employer Contributions) under the Medical Expense Reimbursement Plan is available starting on the first day of the Plan Year (even though contributions are made over the course of the entire Plan Year), the amount of the maximum relates to the amount of risk the Employer assumes with respect to funding benefits under this plan.

17.9 Reimbursement of Medical Expenses following termination of participation:

☐ Expenses incurred while a Participant may be reimbursed if submitted within the claims run-out period identified in Section 13.12.

☒ Expenses incurred while a Participant may be reimbursed if submitted within **90** days following termination of participation.
☐ No reimbursement of expenses shall occur following termination of participation (unless required under COBRA).

17.12(a) Claims Grace Period:
☐ A Claims Grace Period is available under the Medical Expense Reimbursement Plan.
☒ A Claims Grace Period is not available under the Medical Expense Reimbursement Plan.

17.12(b) Carryover:
☐ Carryover is available under the Medical Expense Reimbursement Plan.
☒ Carryover is not available under the Medical Expense Reimbursement Plan.

17.14 Qualified Reservist Distributions:
☒ Qualified Reservist Distributions are available under the Medical Expense Reimbursement Plan.
☐ Qualified Reservist Distributions are not available under the Medical Expense Reimbursement Plan.

17.17(e) Other Medical Expense Reimbursement Plan limitations are as follows:
☒ None
☐ Other Describe: _____

Article XVIII: HSA Contribution Feature
☒ Available- *Only if eligible health plan is elected.
☐ Not Available

Insurance Premiums paid through the Plan are:
☐ Included in the Participant's gross income (after-tax).
☒ Excluded from the Participant's gross income (pre-tax).

18.3(b) HSA means:
☒ An HSA provided through a trustee/custodian selected by the Employer.
☐ An HSA provided through any trustee/custodian selected by the Participant.

18.3(d) High Deductible Health Plan means:
☒ As provided in the Basic Plan Document (i.e., the Employer-sponsored High Deductible Health Plan).
☐ Any health plan constituting a high deductible health plan under Section 223 of the Code (i.e. a qualified health plan to be offered with a HSA).

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18.5 Certification of HSA Eligibility:

☐ A Certification of HSA Eligibility is required to participate in the HSA Contribution Feature.

☒ A Certification of HSA Eligibility is not required to participate in the HSA Contribution Feature.

Article XIX: Cash Payment

☒ Available

☐ Not Available

Insurance Premiums paid through the Plan are:

☒ Included in the Participant's gross income (after-tax).

☐ Excluded from the Participant's gross income (pre-tax).

19.2 Restrictions on the Cash Payment available:

☐ N/A – no restrictions.

☒ Other (Describe): Must have other health insurance benefits outside of employment with the City of Isanti.

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Article XX: Individual Premium Plan

☒ Available

☐ Not Available

Insurance Premiums paid through the Plan are:

☐ Included in the Participant's gross income (after-tax).

☒ Excluded from the Participant's gross income (pre-tax).

20.3(a) Claims Run-Out Period means:

☐ The 60-day period following the end of Plan Year.

☒ The 90-day period following the end of Plan Year.

☐ Other (Describe): _____

20.3(b) Dependent means:

☒ As provided in the Basic Plan Document.

☐ Other (Describe): _____

20.3(g) Insurance Contract means:

☒ As provided in the Basic Plan Document (i.e., all accident and health coverages except major medical coverage).

☐ All accident and health coverages (except as provided in the Basic Plan Document) other than coverages offered by the Employer on a group basis.

☐ Other Describe: _____

20.7 Reimbursement of Individual Premium Expenses following termination of participation:

☐ Expenses incurred while a Participant may be reimbursed if submitted within claims run-out period identified in Section 17.3(a).

☒ Expenses incurred ***while a Participant*** may be reimbursed if submitted within 90 days following termination of participation.

☐ Expenses incurred during the Plan Year (whether while a Participant or after participation ceases) may be reimbursed if submitted within the claims run-out period identified in Section 17.3(a).

☐ No reimbursement of expenses shall occur following termination of participation.

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Insurer/Provider Information: EXHIBIT A

Group Medical Benefits
Name of Insurer/Provider: **PEIP**: Public Employee Insurance Program
Address: _____
City, State, Zip: _____
Phone #: _____
Group #: _____

Group Dental Benefits
Name of Insurer/Provider: **Delta Dental**
Address: _____
City, State, Zip: _____
Phone #: _____
Group #: _____

Group Vision Benefits
Name of Insurer/Provider: **Eye Med**
Address: _____
City, State, Zip: _____
Phone #: _____
Group #: _____

FSA /HSA Contribution Feature
Name of Vendor: **Further**
Address: _____
City, State, Zip: _____
Phone #: _____
Group #: _____

Group Term Life Benefits and/or AD&D Benefits
Name of Insurer/Provider: **Sun Life**
Address: _____
City, State, Zip: _____
Phone #: _____
Group #: _____

Long Term Disability Benefits
Name of Insurer/Provider: **Aflac**
Address: _____
City, State, Zip: _____
Phone #: _____
Group #: _____

Short Term Disability Benefits
Name of Insurer/Provider: **Aflac**
Address: _____
City, State, Zip: _____
Phone #: _____
Group #: _____

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Acknowledgements

This Plan has been duly adopted or authorized to be adopted by the Employer's managing body Portions of this Plan are intended to be a "covered entity" for purposes of the Health Insurance Portability and Accountability Act (HIPAA).

EMPLOYER: _____

Date: _____ By: _____

Its: _____

SECTION 8.

BENEFITS

Flexible Benefit- Cafeteria 125 Plan

The City will contribute a monthly amount toward group health, dental and life insurance benefits for each eligible employee and his/her dependents. Eligible employees are full time employees and employees working thirty (30) hours per week or the equivalent of 130 hours or more a month. New employees are required to return applications within 30 days of eligibility. The amount(s) to be contributed will be determined annually by the City Council.

Insurance coverage is effective the 1st day of the first full month of employment for all eligible employees.

- The City pays the full cost of the health insurance premium for single coverage.
  - If the plan includes an HSA, the City will annually review the amount contributed to employees based on IRS guidelines.
- The City pays the full cost of Dental for the employee and dependents.
- The City pays the full cost of Life Insurance and AD&D for the employee in the amount of $25,000

The City may provide elective flexible benefits as outlined within the Flexible Benefit Plan/Cafeteria 125 summary plan document.

Cash Reimbursement is outlined in the summary plan document as an elected benefit to eligible employees who "opt out" of the City benefits.

For information about flexible benefits, coverage and eligibility requirements, employees should refer to the summary plan description or contact Human Resources.

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Isanti Police Department Monthly Report

September 2019

Reported Crime	Month to Date	Year to Date
Theft	20	89
Assault	3	24
Vandalism/Damage to Property	1	30
Narcotics	2	21
Burglary	1	10
Domestics	6	52
Crim Sex	0	3
Robbery	0	0
Loud Party/Disturbance	11	106
Medical	27	249
Permit to Purchase	5	51
Security Check / Extra Patrol	281	2,330

Traffic Offenses	Month to Date	Year to Date
No Insurance	9	52
DUI	2	19
Accidents	5	70
Hit & Run	1	8
Warrant P/U	3	26
Speed	62	267
DAR/DAS	2	38
Administrative Citations (Including Speed)	37	263

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	84,355	1,808	14,475
Ford Explorer 224	67,952	1,281	15,051
Ford F150 225	24,027	758	7,839
Chevy Silverado 220	Out of Service	0	305
Chevy Impala 223	93,700	626	3,777
Dodge Durango 226	6,361	901	6,361
Dodge Durango 227	2,657	1711	2657

CEZT REPORT

CATEGORY	*CURRENT*	*LAST MO*	*2 MOS*	*3 MOS*	*4 MOS*	*5 MOS*	*6 MOS*
TOTAL CASES YTD	**329**	**324**	**312**	**213**	**187**	**172**	**167**
TOTAL OPEN CASES	**15**	**12**	**14**	**22**	**17**	**17**	**68**
VIOLATIONS CLOSED THIS PERIOD	**5**	**101**	**7**	**25**	**1**	**1**	**23**
NEW ISSUES THIS PERIOD	**5**	**10**	**99**	**26**	**15**	**5**	**145**
CAN-Proh Animals	0	0	0	0	0	0	0
CCV-Comm Vehicle Storage	0	0	0	0	0	0	0
CDO--Dogs	0	0	0	0	0	0	0
CPA-Park & Store	2	2	2	4	2	1	0
CSN-Snow Removal	0	0	0	0	0	0	0
CSP-Admin Permits/Solicitors/Peddlers	0	0	0	0	0	0	0
CST--Fish Houses, PODS, Rolloffs	0	0	0	0	0	0	0
GAR - Garage Sales	0	0	0	0	0	0	0
H2O-Water restrictions	0	0	0	0	0	0	0
NEX-Exterior Structure, Paint/Repair	0	0	0	0	0	0	0
NGA-Garbage Service & Storage	0	0	0	0	0	0	0
NGR--Grass Length	1	4	30	15	9	0	0
NJU--Junk/Brush	2	1	65	5	2	3	0
NOX-Noxious Weeds	0	0	0	0	0	0	0
NUV-Unlicensed vehicle or missing plates	0	0	0	0	0	0	0
RNT-Unlicensed rental	0	0	0	2	0	0	0
SGN-Signs	0	3	2	0	0	0	0
UNP-Unpermitted work	0	0	0	0	2	1	145
ZAC-Accessory Building	0	0	0	0	0	0	0
ZFE-Fence	0	0	0	0	0	0	0
ZTD--Temporary Dwelling	0	0	0	0	0	0	0
Compliance Letters Mailed this period	5	13	100	44	5	5	145
Administrative Citations Issues/period	1	0	1	0	0	0	0
Criminal Citations Issued/period	0	0	0	0	0	0	0
Abated Properties/Period	0	0	1	3	0	0	0
Admin Hearings Requested	0	0	1	0	0	0	0
Admin Hearings Held w positive judgement	0	0	0	0	0	0	0
Criminal trials w positive judgement	0	0	0	0	0	0	0
AVERAGE TIME TO COMPLIANCE	**20**	**15**	**18**	**11**	**7**	**15**	**20**

L.2.

CITY OF ISANTI MONTHLY REPORT

September 2019

RESIDENTIAL	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
	Month	YTD	Month	YTD	Month	Quarter	Month	YTD	Month	YTD
FENCE	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
ROOF / SIDING	5	33	$0.00	$0.00	$5.00	$17.00	$400.00	$2,640.00		
DECK	3	37	$16,673.36	$234,501.12	$8.34	$50.10	$658.35	$9,062.81		
LL FINISH	1	15	$12,920.00	$267,824.25	$6.46	$16.45	$400.95	$8,181.18		
REMODEL / ADDITION	1	6	$18,000.00	$154,744.38	$9.00	$9.00	$524.70	$3,724.85		
GARAGE / SHED	2	7	$45,402.00	$114,873.20	$22.70	$29.32	$1,260.60	$3,422.10		
MISCELLANEOUS	14	133	$18,250.00	$38,145.00	$22.13	$63.13	$2,131.45	$17,502.73		
SINGLE DWELLINGS	11	66	$2,077,060.88	$12,567,113.99	$1,151.03	$2,445.49	$28,014.80	$166,094.40		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	5	102	$0.00	$6,459.86	$5.00	$46.00	$375.00	$7,677.75		
PLUMBING	4	96	$0.00	$0.00	$4.00	$42.00	$216.00	$7,664.00		
RESIDENTIAL TOTAL	**46**	**495**	**$2,188,306.24**	**$13,383,661.80**	**$1,233.66**	**$2,718.49**	**$33,981.85**	**$225,969.82**		
COMMERCIAL										
NEW BUILDINGS	0	1	$0.00	$400,000.00	$0.00	$200.00	$0.00	$4,785.00		
REMODEL / ADDITION	0	7	$0.00	$136,600.00	$0.00	$38.50	$0.00	$3,451.80		
PLUMBING	1	7	$46,000.00	$81,108.00	$23.00	$32.60	$1,138.50	$2,419.55		
MECHANICAL	2	5	$25,700.00	$84,700.00	$16.85	$44.60	$858.78	$2,319.04		
ROOF / SIDING	0	2	$0.00	$100,265.00	$0.00	$0.00	$0.00	$2,204.40		
MISCELLANEOUS	6	31	$65,000.00	$580,965.00	$34.50	$57.43	$1,964.53	$12,856.58		
COMMERCIAL TOTAL	**9**	**53**	**$136,700.00**	**$1,383,638.00**	**$74.35**	**$373.13**	**$3,961.81**	**$28,036.37**		
RESIDENTIAL/COMMERCIAL TOTAL	**55**	**548**	**$2,325,006.24**	**$14,767,299.80**	**$1,308.01**	**$3,091.62**	**$37,943.66**	**$254,006.19**	**$45,207.00**	**$368,861.00**

YEARLY BUILDING PERMIT COMPARISONS THRU 9/30/2019

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
2014	387	29	0	2	$13,786,410.00	$156,729.66	$237,723.17
2015	358	31	0	0	$7,057,395.06	$128,358.63	$231,507.00
2016	457	56	0	4	$19,529,839.23	$268,814.04	$649,496.88
2017	543	74	0	2	$13,702,145.50	$233,851.17	$588,312.80
2018	541	73	0	2	$19,000,316.71	$293,753.83	$420,206.00
2019	548	66	0	1	$14,767,299.80	$254,006.19	$368,861.00

MONTHLY COMPARISON FOR 2019

Month	# Permits	Permit Value	Permit Fees
January	38	$146,958.00	$6,526.70
February	32	$753,514.64	$13,387.05
March	31	$1,758,333.77	$23,512.96
April	57	$1,533,973.19	$26,563.15
May	75	$2,113,444.42	$36,380.79
June	77	$2,826,947.17	$44,688.35
July	97	$2,700,831.62	$46,878.78
August	84	$581,290.75	$17,337.20
September	55	$2,325,006.24	$37,943.66
October	2	$27,000.00	$787.55
November	0	$0.00	$0.00
December	0	$0.00	$0.00
Totals	548	$14,767,299.80	$254,006.19

L.4.

BOLTON & MENK
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7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
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MEMORANDUM

Date: October 9, 2019

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W. Cook, P.E.
City Engineer

Subject: Project Status Report
Isanti, MN
Project No.: R13.117985

Please find listed below a status report of the current projects in the City of Isanti:

1) Annexed Parcel Service Extensions

Construction is planned to be completed this month.

2) TH 65 & Cajima Street RCUT Improvements

This project has been rescheduled to be completed in the spring due to weather.

5) Legacy Pines 2nd Addition

We have reviewed the proposed plans and await submittal of the revised documents.

6) Villages on the Rum 6th Addition

Once the Final Plat is completed and filed, construction may begin this fall.

7) Dollar General

We will continue to provide inspections during City infrastructure improvements.

8) MS4 Implementation

We will continue to assist the City as requested to meet MS4 requirements.

In addition to the current projects listed above we have completed and accepted 54 private developments and 73 city contracts since being selected as your City Engineer in 2008.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

K.8.a.

CITY OF ISANTI
FLEXIBLE BENEFIT PLAN
BASIC PLAN DOCUMENT

Effective January 1, 2020

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ARTICLE I.
INTRODUCTION

1.1 **Establishment**. The establishment and Effective Date of the Plan are as set forth in the Adoption Agreement.

1.2 **Purpose**. The purpose of the Plan is to provide Participants with a choice between cash and certain "qualified benefits" as defined in Section 125 of the Code. The Plan is intended to qualify as a "cafeteria plan" under Section 125 of the Code so that Available Benefits a Participant elects to receive under the Plan will be eligible for exclusion from the Participant's gross income to the fullest extent possible under the Code.

1.3 **HIPAA Privacy and Security Rules**. Portions of this Plan are "covered entities" for purposes of the Privacy Rules and the Security Rules.

1.4 **Gender and Number**. Pronoun references in this Plan shall be deemed to be of any gender relevant to the context, and words used in the singular may also include the plural.

ARTICLE II.
DEFINITIONS

The following words and phrases are used in this Plan and shall have the meanings set forth in this Article unless a different meaning is clearly required by the context or is defined within an Article.

2.1 **Adoption Agreement** means the separate Adoption Agreement that shall be executed by the Employer adopting the Plan. The Adoption Agreement contains Employer-specific information and the Employer's selections of options under the Plan.

2.2 **Available Benefits** means the benefits made available through this Plan as indicated in the Adoption Agreement.

2.3 **Cafeteria Plan Regulations** means any final regulations, or proposed regulations on which employers may rely, issued by the Department of Treasury under Section 125 of the Code.

2.4 **Cash Payment** means the amount received by a Participant described in Article XIX, if applicable.

2.5 **Change in Status** means the situations that permit an Eligible Employee or Participant to make a change in his or her Election mid-Plan Year and include events that:

(a) change an Eligible Employee's or Participant's legal (under applicable state and federal law) marital status;

(b) change the number of an Eligible Employee's or Participant's dependents (as defined in Section 5.3);

(c) change an Eligible Employee's or Participant's employment status, or the employment status of the Participant's Spouse or dependents (as defined in Section 5.3);

(d) cause an Eligible Employee's or Participant's dependent (as defined in Section 5.3) to satisfy or cease to satisfy the eligibility requirements for an Available Benefit; and

(e) change the place of residence of an Eligible Employee or Participant, or his or her Spouse or dependents (as defined in Section 5.3).

2.6 **Claims Administrator** means the entity that is responsible for processing claims for benefits under the Plan, including a third party appointed under Section 6.1(c). The Claims Administrator shall be identified in the Adoption Agreement.

2.7 **Claims Grace Period** means—

(a) **Grace Period**. An eligible expense incurred prior to the fifteenth day of the third calendar month following the close of the Plan Year shall be deemed to have been incurred for purposes of both the preceding Plan Year and the current Plan Year. Such period of time shall be referred to as the "Grace Period." For example, if the Plan Year is the calendar year, a claim incurred on March 1, 2020 shall be deemed to have been incurred for purposes of both the Plan Year running from January 1 through December 31, 2019, and the Plan Year running from January 1 through December 31, 2020, and shall be reimbursed from contributions made during either Plan Year in accordance with part (c) hereof.

(b) **Processing of Claims**. Claims incurred during the Grace Period, and submitted prior to the close of the Claims Run-Out Period, shall be first allocated to and

reimbursed from the Participant's respective reimbursement-type account for the preceding Plan Year until such reimbursement-type account is exhausted. Thereafter, any such claims shall be allocated to and reimbursed from the Participant's reimbursement-type account for the current Plan Year. Claims incurred during the Grace Period will be allocated based upon the date the claim is received. Once a claim is allocated, there shall be no changes, modifications, or adjustments to the allocation of the account. In accordance with this part (b), a claim incurred during the preceding Plan Year and submitted during the Claims Run-Out Period will be processed subsequent to a previously submitted claim incurred during the Grace Period, even if the account from the preceding Plan Year is exhausted by reimbursement of the claim incurred during the Grace Period.

(c) **Elections**. No adjustment to a Participant's election for the current Plan Year shall be made or allowed based upon the amount of claims reimbursed from the prior Plan Year's account in accordance with part (b) hereof.

2.8 **Claims Run-Out Period** means the period of time following the end of the Plan Year during which claims incurred during such Plan Year (and applicable Grace Period) may be submitted as provided in the Available Benefit, as defined in each Available Benefit provision in which such term is used.

2.9 **Code** means the Internal Revenue Code of 1986, as amended from time to time.

2.10 **Compensation** means the total salary, wages, bonuses, pay for overtime, vacation pay, sick pay, pay for shift differentials, and other cash compensation paid by the Employer to a Participant (without regard to any salary reduction under this Plan or any pre-tax program recognized under the Code), but excluding reimbursed expenses, car expense allowances, credits for benefits under any plan of deferred compensation to which the Employer contributes, and any additional compensation payable in a form other than cash.

2.11 **Covered Individual** means a person, including a Participant, a Dependent of a Participant, a Spouse of a Participant, and any other person, appropriately covered under an Available Benefit subject to the Consolidated Omnibus Budget Reconciliation Act of 1985, as amended ("COBRA"), and, as reflected in the Public Health Services Act, as amended ("PHSA").

2.12 **Dependent** means "Dependent" as defined in each Available Benefit provision in which such term is used. Dependent is not necessarily the same as a dependent for tax purposes. See the definition of Tax Dependent in Section 2.38.

2.13 **Effective Date** means the date specified in the Adoption Agreement on which the Plan, or Plan restatement, is effective and applicable to the Eligible Employees and Participants.

2.14 **Election** means the choice of Available Benefits and means of payment made by the Participant, as described in Article V.

2.15 **ePHI** means PHI maintained or transmitted in electronic media including, but not limited to, electronic storage media (i.e., hard drives, digital memory medium) and transmission media used to exchange information in electronic storage media (i.e., internet, extranet, and other networks). PHI transmitted via facsimile and telephone is not considered to be transmissions via electronic media.

2.16 **Election Period** means the period of time identified by the Plan Administrator prior to the start of a Plan Year during which a Participant may change his or her Election. For a Participant who enters the Plan other than at the start of a Plan Year, Election Period means the period of time identified by the Plan Administrator prior to the date on which the Eligible Employee begins participation during which an Eligible Employee may make an Election or change a deemed Election.

2.17 **Eligible Employee** means each Employee who has met the eligibility requirements of Section 3.1.

2.18 **Employee** means any person (including elected officials) employed by the Employer and on the Employer's W-2 payroll on or after the Effective Date, except that it shall not include:

(a) any self-employed individual as described in Section 401(c) of the Code;

(b) any employee included within a unit of employees covered by a collective bargaining unit unless such agreement expressly provides for coverage of the employee under this Plan;

(c) any employee who is a nonresident alien and receives no earned income from the Employer from sources within the United States;

(d) any employee who is a leased employee as defined in Section 414(n)(2) of the Code;

(e) an individual classified by the Employer as a contract worker, independent contractor, temporary employee, or casual employee, whether or not any such persons are on the Employer's W-2 payroll or are determined by the IRS or others to be common-law employees of the Employer; or

(f) any individual who performs services for the Employer but who is paid by a temporary or other employment or staffing agency such as "Kelly," "Manpower," etc., whether or not such individuals are determined by the IRS or others to be common-law employees of the Employer.

2.19 **Employer** means the Employer named in the Adoption Agreement, any affiliate that, with the consent of the Employer, becomes an Employer by adopting the Plan, and any successor employer that assumes the obligations of the Employer.

2.20 **Employer Contribution** means amounts, if any, described in the Adoption Agreement that have not been actually or constructively received by the Participant that are made available to the Participant by the Employer for the purpose of electing Available Benefits under the Plan.

2.21 **Entry Date** means the date(s) specified by the Employer in the Adoption Agreement as of which Eligible Employees may become Participants in this Plan, provided all necessary forms have been completed.

2.22 **ERISA** means the Employee Retirement Income Security Act of 1974, as amended. Governmental entities, public schools, and some church-related entities and some Indian Tribe operations are not subject to ERISA.

2.23 **Highly Compensated Individual** means individuals who are highly compensated as defined in Section 125(e)(2) of the Code.

2.24 **Highly Compensated Participant** means Participants who are highly compensated as defined in Section 125(e)(1) of the Code.

2.25 **HIPAA** means Health Insurance Portability and Accountability Act of 1996, and regulations thereunder, as amended from time to time.

2.26 **HSA** means a health savings account within the meaning of Section 223 of the Code.

2.27 **Insurer** means any insurance company that has issued a policy through which benefits are made available under this Plan.

2.28 **IRS** means the Internal Revenue Service.

2.29 **PHI** means health information that:

(a) is created or received by a health care provider, health plan, or health care clearinghouse;

(b) relates to the past, present and future physical or mental health or condition of an individual (including "genetic information" as that term is defined in the Genetic Information Nondiscrimination Act of 2008); the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and

(c) either identifies the individual or reasonably could be used to identify the individual.

PHI includes ePHI.

2.30 **Participant** means an Eligible Employee who participates in the Plan in accordance with Article III and has not ceased to be a Participant under Section 3.4.

2.31 **Plan** means the cafeteria plan established by and reflected in the completed Adoption Agreement and Basic Plan Document, as each may be amended from time to time. This Plan shall be known by the name indicated in the Adoption Agreement.

2.32 **Plan Administrator** means the entity determined under Section 6.1.

2.33 **Plan Year** means the twelve-month period commencing on the first day of the month elected in the Adoption Agreement and ending on the last day of the twelfth month following. A "short" Plan Year consists of less than a twelve-month period and must be indicated in the Adoption Agreement.

2.34 **Privacy Rules** means the *Standards and Privacy of Individually Identifiable Health Information* at 45 C.F.R. Part 160 and Part 164 at subparts A and E.

2.35 **Security Rules** means the *Security Standards and Implementation Specifications* at 45 C.F.R. Part 160 and Part 164, subpart C.

2.36 **Spouse** means an individual who is (a) legally married to a Participant (under applicable state law), and (b) who is treated as a "spouse" under the Code.

2.37 **Summary of Health Information** means "summary health information" as defined in 45 C.F.R. Section 164.504, which generally defines "summary health information" to include information, which may be PHI, that summarizes claims history, claims expenses, or the type of claims experienced by individuals receiving benefits under the Plan from which certain identifiers have been deleted.

2.38 **Tax Dependent** means an individual (other than the Participant and the Participant's Spouse) with respect to whom amounts expended for medical care are excluded from the Participant's gross income under Section 105(b) of the Code, as amended.

ARTICLE III.
ELIGIBILITY AND PARTICIPATION

3.1 **Eligibility Requirements**. Each Employee shall be eligible to participate in this Plan upon meeting the eligibility requirements as set forth in the Adoption Agreement. Notwithstanding the foregoing, if specifically provided in Adoption Agreement, all Employees who are elected officials shall not be eligible to participate in this Plan without meeting the eligibility requirements set forth in the Adoption Agreement.

3.2 **Notification to Participants**. The Plan Administrator shall provide each Eligible Employee written notice of the Employee's eligibility to participate in the Plan in sufficient time to enable such Eligible Employee to submit an application for participation in the Plan on or before the applicable Entry Date.

3.3 **Application for Participation.**

(a) **Generally**. In general, unless an Eligible Employee is deemed to have made an Election as provided in Section 5.1, to become a Participant, an Eligible Employee shall execute and deliver to the Plan Administrator, prior to the applicable Entry Date, an application signed by the Eligible Employee in which the Eligible Employee:

(i) applies to participate in the Plan;
(ii) designates the required portion of Compensation for the pre-tax and after-tax (if any) contributions;
(iii) makes a benefit Election; and
(iv) supplies any other pertinent information that the Plan Administrator may reasonably require.

By signing such application or agreement, the Eligible Employee shall be deemed for all purposes to have agreed to participate and to conform to the requirements of the Plan. Such application or agreement may be the same as, or separate from, the application or agreement required to participate in any Available Benefit under this Plan. Alternatively, or in addition to the foregoing application process, the Plan Administrator may require or permit application of same scope by electronic means. Except as provided in paragraph (b) below, participation shall begin on a Participant's Entry Date or, if later, the first payroll following submission of the application (to the extent such an application is required for a particular Available Benefit).

(b) **Newly Hired**. Unless specifically provided otherwise in the Adoption Agreement, for new hires, an Eligible Employee shall execute and deliver to the Plan Administrator within thirty (30) days of employment, such written application. In this situation, participation in this Plan is retroactive to the date of hire pursuant to Cafeteria Plan Regulations. However, salary reduction contributions to pay for coverage during the period preceding the submission of the application shall be taken prospectively from compensation paid following submission of the application.

3.4 **Termination of Participation**. A Participant automatically ceases to be a Participant at midnight of the earliest of the following dates:

(a) the date of the death of the Participant;
(b) the date of termination of the Participant's employment with the Employer;

(c) the date on which the Participant's coverage under the last Available Benefit terminates (determined without regard to any continuation coverage provided to the Participant under such Available Benefit in accordance with applicable law or any coverage provided in lieu thereof);
(d) the date of the Participant's failure to meet the eligibility requirements of Section 3.1, as may be amended from time to time; or
(e) the date of termination of the Plan in accordance with Article VII.

Note: This provision applies to *participation* in this Plan. With respect to the Available Benefits that involve premium payments for other plans sponsored by the Employer, coverage under the underlying plan may extend beyond the date a Participant ceases to be a Participant in this Plan.

In the event the Plan does not learn that a Participant has automatically ceased to be a Participant until a date after the date participation ceased, participation will be terminated retroactively and the Plan shall be entitled to recover any benefits paid after the date participation is terminated. Termination of participation in this Plan shall not prevent a former Participant from continuation coverage, conversion coverage or benefits under the respective Available Benefit plans if and to the extent provided by such plans.

3.5 **Conditions of Participation**. As a condition of participation and receipt of benefits under this Plan, the Participant agrees to:
(a) observe all Plan rules and regulations;
(b) consent to inquiries by the Plan Administrator with respect to any provider of services involved in a claim under this Plan;
(c) submit to the Plan Administrator all notifications, reports, bills, and other information required by the Plan or which the Plan Administrator may reasonably require; and
(d) repay any overpayments or incorrect payments received under the Plan.

Failure to do so relieves the Plan, Plan Administrator, and Claims Administrator from any and all obligations under this Plan.

3.6 **Participation in Available Benefit Plans**. In order to elect a specific Available Benefit provided under this Plan, a Participant must elect that Available Benefit on such forms as the Plan Administrator may require (unless the benefit is provided to all Participants) and, if the cost of that Available Benefit is not fully paid by the Employer, shall be required to share the cost of the Available Benefit as provided in Article IV. Further, the Participant must meet any eligibility, participation, etc., requirements applicable to that Available Benefit in accordance with the terms of the underlying plan through which the Available Benefit is provided.

ARTICLE IV.
CONTRIBUTIONS

4.1 **Salary Reduction Contributions**. To the extent the cost of an Available Benefit exceeds the Employer Contribution (if any), a Participant may elect in accordance with the Election procedures described in Article V to receive his or her full Compensation in cash, or to have a portion of such Compensation applied by the Employer toward the Participant's share of the cost of Available Benefits. If so elected, the Participant's Compensation will be reduced, and an amount equal to the reduction shall be allocated by the Employer to the Available Benefits designated by the Participant. A Participant's Compensation shall be reduced by pro-rata amounts of the Participant's total salary reduction Election. Salary reduction is done on a pre-tax basis before any withholdings have been made for eligible Benefits as identified in the Adoption Agreement. The frequency of salary reduction contributions shall be as specified in the Adoption Agreement. Notwithstanding the foregoing, if participation in an Available Benefit extends to the last day of the month in which a Participant's employment terminates, if necessary, additional salary reduction contributions shall be taken from the Participant's final pay check to pay for the coverage provided during the period of time following the date on which the Participant's employment terminates.

4.2 **Imputation of Income**. To the extent a Participant participates in an Available Benefit that covers a Dependent who is not the Participant's Spouse or Tax Dependent, one of the following provisions will apply as specified in the Adoption Agreement:

(a) The entire cost of coverage for which the Participant is responsible shall be paid pre-tax through this Plan and the fair market value of the coverage for that Dependent shall be imputed as income to the Participant as the coverage is provided (pursuant to Cafeteria Plan Regulations). This provision applies regardless of whether the cost of coverage is paid by salary reduction or allocation of available Employer Contributions, if any.

(b) The cost of coverage for which the Participant is responsible shall be paid on an after-tax basis up to the amount of the fair market value of the coverage provided to that Dependent. To the extent the cost of coverage for which the Participant is responsible exceeds that fair market value, the remaining cost of coverage may be paid pre-tax through this Plan. To the extent the cost of coverage for which the Participant is responsible is less than that fair market value, the excess of the fair market value over the after-tax payments shall be imputed as income to the Participant as coverage is provided.

4.3 **Salary Deduction Contributions**. The Employer may require that amounts for which the Participant is responsible, but which cannot be paid with pre-tax dollars through salary reduction described above, be funded with after-tax dollars pursuant to a salary deduction agreement. Such salary deductions shall be made on a periodic basis and relate to a Participant's Compensation after taxes and withholdings have been made.

4.4 **Employer Contribution.** The Employer may make a fixed dollar contribution per Plan Year, or portion of the Plan Year (e.g., month, pay period), per Participant. The amount of the Employer Contribution and any additional restrictions on the use thereof shall be identified in the Adoption Agreement and communicated to the Participants prior to the start of each Plan Year so that they may consider it in making their Elections. The amount

of the Employer Contribution may change from year to year as announced by the Employer prior to the Plan Year start and reflected in the Adoption Agreement. Unless specifically provided otherwise in the Adoption Agreement, no Employer Contribution shall be credited to any Employee during an unpaid leave of absence, whether authorized or unauthorized, unless required by the Family Medical Leave Act ("FMLA"), if applicable. Unless specifically provided otherwise in the Adoption Agreement, Employees who are not eligible for participation on the first day of the Plan Year shall have their annual Employer Contribution pro-rated by multiplying the annual available Employer Contribution by a fraction, the numerator of which is the number of months the Employee is eligible for participation for the Plan Year, the denominator which is twelve.

4.5 **Maximum Under the Plan**. Under no circumstances may a Participant's total salary reduction exceed the sum of (a) the cost of benefits paid on a pre-tax basis provided through insurance or insurance-type Available Benefits plus (b) the maximum Election amounts permitted under the other Available Benefits minus (c) the Employer Contribution, if any.

4.6 **No Trust**. Nothing in this Plan is intended to require the establishment of a trust. The portion of benefits paid under this Plan attributable to Employer Contributions, if any, is paid from the Employer's general assets. The portion of benefits paid under this Plan attributable to Participant contributions including, but not limited to, salary reduction amounts, is paid from the Employer's general assets.

ARTICLE V.
ELECTION OF AVAILABLE BENEFITS

Initial Elections. Unless otherwise specified in the Adoption Agreement, upon initial eligibility, an affirmative Election to participate is required as part of the application to participate described in 3.3. If the Election Period ends and an Election has not been received by the Plan Administrator, the Eligible Employee will be deemed to have elected not to participate in the Flexible Benefit Plan.

5.1 **Subsequent Annual Elections**. During the Election Period prior to each subsequent Plan Year, each Participant shall be given the opportunity to make a new Election. Such new Election may include the following:

(a) an Eligible Employee who is not participating may elect to begin participating by electing Available Benefits during the Election Period;

(b) a Participant may terminate participation in the Plan; or

(c) a Participant may elect different Available Benefits or different levels of Available Benefits.

An Election must have been made, or deemed to have been made, prior to the start of the Plan Year to which it relates.

5.2 **Failure to Elect**. A Participant who does not make a new Election during the Election Period prior to each Plan Year:

(a) **Automatic Election**. With respect to Available Benefits providing for the payment of premiums for group insurance and insurance-type coverages, unless otherwise specified in the Adoption Agreement, an Eligible Employee shall be deemed, unless prohibited by law, to have elected to pay any portion of the cost for which the Eligible Employee is responsible through salary reduction unless (1) the Eligible Employee specifically elects not to participate with respect to such Available Benefit(s) and notifies the Plan Administrator in writing on or before the close of the Election Period, or (2) such deemed Election is otherwise prohibited by law.

(b) **Affirmative Elections**. With respect to other Available Benefits, shall be deemed to have elected not to participate in such Available Benefits for the upcoming Plan Year.

5.3 **Elections Irrevocable**.

For purposes of this Section 5.4, the term "dependent" shall mean (1) a Tax Dependent if the Election relates to an Available Benefit providing health benefits, or (2) a Qualifying Individual (as defined in Article XVI) if the Election relates to the Dependent Care Expense Reimbursement Plan.

Unless modified in the Adoption Agreement, an Election becomes effective and shall be irrevocable for the Plan Year or the remainder of the Plan Year except under the following circumstances:

(a) **Change in Status**. A Participant may change or terminate his or her actual or deemed Election under the Plan upon the occurrence of a Change in Status, but only if such change or termination is made on account of and corresponds with a Change

in Status that affects coverage eligibility of a Participant, a Participant's Spouse, or a Participant's dependent (referred to as the general consistency requirement). The Plan Administrator (in its sole discretion) shall determine, based on prevailing IRS guidance, whether a requested change is on account of and corresponds with a Change in Status. Assuming that the general consistency requirement is satisfied, a requested change must also satisfy the following specific consistency requirements in order for a Participant to be able to alter his or her Election based on that change.

(1) **Loss of Dependent Eligibility**. For a Change in Status involving a Participant's divorce, annulment or legal separation from a Spouse, the death of a Spouse or a dependent, or a dependent ceasing to satisfy the eligibility requirements for coverage, a Participant may only elect to cancel accident or health insurance, or insurance-type, coverage for the Spouse involved in the divorce, annulment, or legal separation, the deceased Spouse or dependent, or the dependent that ceased to satisfy the eligibility requirements. Canceling coverage for any other individual under these circumstances fails to correspond with that Change in Status.

(2) **Gain of Coverage Eligibility Under Another Employer's Plan**. For a Change in Status in which a Participant, a Participant's Spouse, or a Participant's dependent gains eligibility for coverage under another employer's cafeteria plan (or another employer's qualified benefit plan) as a result of a change in marital status or a change in employment status, a Participant may elect to cease or decrease coverage only if that coverage becomes actually effective or is increased under the other employer's plan.

(3) **Dependent Care Expense Reimbursement Plan**. With respect to the Dependent Care Expense Reimbursement Plan, a Participant may change or terminate his or her Election only if (i) such a change or termination is made on account of and corresponds with a Change in Status that affects eligibility for coverage under the Plan; or (ii) the Election change is on account of and corresponds with a Change in Status that affects eligibility of dependent care expenses for the tax exclusion available under the Code.

(4) **Group Term Life Insurance and Disability Income Coverage**. For a Change of Status involving a Participant's legal marital status or the employment status of a Participant's Spouse or dependent (disregarding the requirement that the event cause a loss or gain of eligibility), a Participant may elect either to increase or to decrease group term life insurance or disability income coverage offered under the Plan.

(5) **COBRA Coverage.** If the Participant becomes eligible for COBRA (or similar health plan continuation coverage under state law) under a group health plan sponsored by the Employer, the Participant may increase the Election for that Available Benefit to pay for such coverage provided the Participant is still eligible under the Plan and still receiving Compensation.

(b) **HIPAA Special Enrollment Rights**. If a Participant, a Participant's Spouse, and/or a Participant's dependent enrolls in a group health plan that is an Available Benefit of this Plan and subject to the HIPAA special enrollment rights provided by Code § 9801(f), the Participant may make a new election that corresponds with the special enrollment. For purposes of this provision (1) an Election to add previously eligible dependents as a result of the acquisition of a new Spouse or dependent child (a/k/a the Tag-along Rule), shall be considered consistent with the special enrollment right; and (2) a HIPAA special enrollment Election attributable to the

birth or adoption of a new dependent child may be effective retroactive (up to thirty (30) days), provided it applies to Compensation not yet currently available.

(c) **Certain Judgments, Decrees and Orders**. If a judgment, decree, or order (an "Order") resulting from a divorce, legal separation, annulment or change in legal custody (including a qualified medical child support order) requires accident or health coverage for a Participant's dependent child (including a foster child who is a dependent of the Participant), a Participant may: (1) change his or her Election to provide coverage for the dependent child (provided that the Order requires the Participant to provide coverage and subject to the provisions of the underlying group health plan); or (2) change his or her Election to revoke coverage for the dependent child if the Order requires that another individual (including the Participant's Spouse or former Spouse) provide coverage under that individual's plan.

(d) **Medicare and Medicaid**. If a Participant, a Participant's Spouse, or a Participant's dependent who is enrolled in a health or accident benefit under this Plan (including the Medical Expense Reimbursement Plan and the Limited Scope Medical Expense Reimbursement Plan) becomes entitled to Medicare or Medicaid (other than coverage consisting solely of benefits under Section 1928 of the Social Security Act providing for pediatric vaccines), the Participant may prospectively reduce or cancel the health or accident coverage of the person becoming entitled to Medicare or Medicaid. Further, if a Participant, a Participant's Spouse, or a Participant's dependent who has been entitled to Medicare or Medicaid loses eligibility for such coverage, then the Participant may prospectively elect to commence or increase the health or accident coverage provided under this Plan (including the Medical Expense Reimbursement Plan and the Limited Scope Medical Expense Reimbursement Plan) of the person losing entitlement to Medicare or Medicaid.

NOTE: Certain changes to Medicaid coverage also create a HIPAA special enrollment right. Election changes based upon HIPAA special enrollment rights are described above.

(e) **Change in Cost**.

(1) **Automatic Increase or Decrease for Insignificant Cost Changes**. If the cost of an Available Benefit (other than Medical Expense Reimbursement Plan and the Limited Scope Medical Expense Reimbursement Plan) increases or decreases during a Plan Year by an insignificant amount, then the pre-tax contributions or after-tax contributions (as applicable) under each affected Participant Election shall be prospectively increased or decreased to reflect such change. The Plan Administrator, on a reasonable and consistent basis, will automatically effectuate this prospective increase or decrease in Participant contributions in accordance with such cost changes. The Plan Administrator (in its sole discretion) will decide, in accordance with prevailing IRS guidance, whether increases or decreases in costs are "insignificant" based upon all the surrounding facts and circumstances (including, but not limited to, the dollar amount or percentage of the cost change).

(2) **Significant Cost Increases**. If the Plan Administrator determines that the cost of an Available Benefit (other than Medical Expense Reimbursement Plan and the Limited Scope Medical Expense Reimbursement Plan)

significantly increases during a Plan Year, the Participant may, on a prospective basis, either: (i) make a corresponding increase in his or her Election, (ii) enroll in another benefit package option providing similar coverage and make a corresponding Election change, or (iii) revoke his or her Election if no other benefit package option providing similar coverage is available. The Plan Administrator (in its sole discretion) will decide, in accordance with prevailing IRS guidance, whether a cost increase is significant and what constitutes "similar coverage" based upon all the surrounding facts and circumstances.

(3) **Significant Cost Decrease.** If the Plan Administrator determines that the cost of an Available Benefit (other than Medical Expense Reimbursement Plan and the Limited Scope Medical Expense Reimbursement Plan) significantly decreases during a Plan Year: (i) an Eligible Employee or Participant may commence participation in such Available Benefit; and (ii) the Plan Administrator shall automatically effectuate a prospective decrease in a Participant's Election with respect to such Available Benefit in accordance with the cost decrease.

(f) **Change in Coverage**.

(1) **Significant Curtailment**. If the Plan Administrator determines that coverage under an Available Benefit (other than Medical Expense Reimbursement Plan and the Limited Scope Medical Expense Reimbursement Plan) is significantly curtailed during a Plan Year, the Participant may prospectively enroll in another benefit package option providing similar coverage and make a corresponding Election change. Coverage under an accident or health plan is deemed "significantly curtailed" only if there is an overall reduction in coverage provided to Participants under the Plan so as to constitute reduced coverage to Participants in general. The Plan Administrator (in its sole discretion) will decide, in accordance with prevailing IRS guidance, whether a curtailment is "significant," and whether a benefit package option constitutes "similar coverage" based upon all the surrounding facts and circumstances.

(2) **Loss of Coverage.** If the Plan Administrator determines that coverage under an Available Benefit (other than Medical Expense Reimbursement Plan and the Limited Scope Medical Expense Reimbursement Plan) is lost during a Plan Year, the Participant may, on a prospective basis: (i) enroll in another benefit package option providing similar coverage and make a corresponding Election change, or (ii) revoke his or her Election if no other benefit package option providing similar coverage is available. Coverage under an accident or health plan is deemed "lost" only if there is a complete loss of coverage under the benefit package option (e.g., due to elimination of the benefit package option or application of an annual or lifetime maximum) or other fundamental loss of coverage. The Plan Administrator (in its sole discretion) will decide, in accordance with prevailing IRS guidance, whether a "loss" has occurred, and whether a benefit package option constitutes "similar coverage" based upon all the surrounding facts and circumstances.

(3) **Addition or Improvement of an Available Benefit**. If during a Plan Year, the Plan adds a new Available Benefit or a new benefit package option under the Available Benefit (other than the Medical Expense

Reimbursement Plan and the Limited Scope Medical Expense Reimbursement Plan), or if coverage under an existing Available Benefit (other than the Medical Expense Reimbursement Plan and the Limited Scope Medical Expense Reimbursement Plan) is significantly improved: (i) an affected Participant may prospectively change his/her Election with respect to the newly-added or improved Available Benefit; and (ii) an Eligible Employee may commence participation in such Available Benefit. The Plan Administrator (in its sole discretion) will decide, in accordance with prevailing IRS guidance, whether an Available Benefit has been "significantly improved" based upon all the surrounding facts and circumstances.

(4) **Change Under Another Employer-Sponsored Plan**. A Participant may make a prospective Election change (other than with respect to the Medical Expense Reimbursement Plan and the Limited Scope Medical Expense Reimbursement Plan) that is on account of and corresponds with a change made under another employer-sponsored plan (including a plan of the Employer or a plan of another employer), provided (i) the other cafeteria plan or qualified benefits plan permits its participants to make an Election change that would be permitted under the Cafeteria Plan Regulations, or (ii) this Plan permits Participants to make an Election for a Plan Year period of coverage which is different from the plan year period of coverage under the other cafeteria plan or Available Benefit. The Plan Administrator shall determine, based on prevailing IRS guidance, whether a requested change is on account of and corresponds with a change made under another employer-sponsored plan.

(5) **Loss of Governmental or Educational Coverage**. A Participant may prospectively change his or her Election to add group health coverage for the Participant or his or her Spouse or dependent, if such individual(s) loses coverage under any group health coverage sponsored by a governmental or educational institution including, but not limited to, the following: a state children's health insurance program ("SCHIP") under Title XXI of the Social Security Act; a medical care program of an Indian Tribal government (as defined in Code § 7701(a)(40)), the Indian Health Service, or a tribal organization; a state health benefits risk pool; or a foreign government group health plan, subject to the terms and limitations of the applicable benefit package option(s).

(6) **Enrollment in Marketplace Coverage.**

(i) A Participant who has made an Election to pay for Group Medical Benefits may revoke that Election if the following conditions are satisfied:

(A) The Participant either (I) is eligible to enroll in a qualified health plan through a public insurance exchange (the "Marketplace") via a special enrollment period (as provided in any guidance issued by the Department of Health and Human Services or any other applicable guidance), or (II) seeks to enroll in a qualified health plan through the Marketplace during the Marketplace's annual open enrollment period;

(B) The Participant cancels coverage under the Group Medical Benefits in accordance with the requirements of that plan; and

(C) The Participant, and any related individuals who were also enrolled in the Group Medical Benefits, have enrolled in or intend to enroll in a qualified health plan through the Marketplace that will be effective no later than the day immediately following the last day for which coverage under the Group Medical Benefits was effective (i.e., there is no break in coverage). The Employer may rely on the reasonable representation of the Participant that the requirements of this paragraph (C) are met.

(ii) Unless determined by the IRS not to be available, a Participant who has made an Election to pay for Group Medical Benefits may reduce that Election if the following conditions are satisfied:

(A) The Participant's Spouse and/or dependents either (I) are eligible to enroll in a qualified health plan through the Marketplace via a special enrollment period (as provided in any guidance issued by the Department of Health and Human Services or any other applicable guidance), or (II) seek to enroll in a qualified health plan through the Marketplace during the Marketplace's annual open enrollment period;

(B) The Participant cancels coverage under the Group Medical Benefits for such Spouse and/or dependents in accordance with the requirements of that plan; and

(C) Such Spouse and/or dependents have enrolled in or intend to enroll in a qualified health plan through the Marketplace that will be effective no later than the day immediately following the last day for which the coverage under the Group Medical Benefits was effective (i.e., there is no break in coverage). The Employer may rely on the reasonable representation of the Participant that the requirements of this paragraph (C) are met.

(g) **Reduction in Hours Without Loss of Eligibility.** A Participant who has made an Election to pay for Group Medical Benefits may revoke that Election if the following conditions are satisfied:

(1) The Participant has been in an employment status under which the Participant was reasonably expected to average at least thirty (30) hours of service per week;

(2) The Participant has experienced a change in employment status such that the Participant will reasonably be expected to average less than thirty (30) hours of service per week after the change but nevertheless will remain eligible for Group Medical Benefits;

(3) The Participant cancels coverage under the Group Medical Benefits in accordance with the requirements of that plan; and

(4) The Participant, and any related individuals who were also enrolled in the Group Medical Benefits, have enrolled or intend to enroll in other medical coverage that provides minimum essential coverage and that will be effective no later than the first day of the second month following the month in which coverage under the Group Medical Benefits ends. The Employer may rely on the reasonable representation of the Participant that the requirements of this paragraph (4) are met.

(h) **Family and Medical Leave Act.** A Participant taking a leave governed by the Family and Medical Leave Act of 1993 ("FMLA") may revoke or change an Election as may be provided for under the FMLA and the Employer's FMLA policy required thereunder, provided the Employer is subject to FMLA.

(i) **Special Rule for HSA Contribution Feature**. A Participant may change his or her Election with respect to the HSA Contribution Feature prospectively at least on a monthly basis. A Participant may also revoke his or her Election with respect to the HSA Contribution Feature prospectively if the Participant becomes ineligible to make or have made HSA contributions under the HSA Contribution Feature.

(j) **Other**. The Plan Administrator shall have the discretion to allow a change to or termination of an Election to the extent such change or termination is the result of any other situation informally recognized by the IRS as providing an exception to the general rule that Elections are irrevocable (e.g., corrections of mistakes, changes to meet nondiscrimination requirements, failure to satisfy underwriting).

A Participant entitled to make a new Election under this Section must do so within thirty (30) days of the event. An Employee who is eligible to elect benefits but declined to do so during the initial Election period, or during a subsequent Election period, may file a new Election within thirty (30) days of the occurrence of an event described above, but only if the new Election is made on account of and corresponds with the event. Subject to the provisions of the underlying group health plan, Elections made to add medical coverage for a newborn or newly adopted dependent child pursuant to a HIPAA special enrollment right may be retroactive for up to thirty (30) days. All other new Elections shall be effective prospectively immediately following the date the Participant files the new Election with the Plan Administrator. Elections made pursuant to this Section shall be effective for the balance of the Plan Year in which the Election is made unless a subsequent event (described above) allows a further Election change.

5.4 **Rehire and Eligibility Loss**. Termination of employment shall automatically revoke any Election. Former Participants who are rehired:

(a) After thirty (30) days following a termination of employment, shall have two "periods of coverage;" that period prior to the termination of employment and that period following the re-employment of the terminated Employee. Expenses incurred prior to the termination of employment shall be subject to the Election in effect upon termination; while the Employee shall have an opportunity to make a new Election and expenses incurred after re-employment shall be subject to the Election made upon re-employment.

(b) Within thirty (30) days following a termination of employment, shall have the Election in effect prior to the termination of employment reinstated upon re-employment.

5.5 **Benefit Descriptions**. While an Election to receive one or more of the Available Benefits may be made under this Plan, the benefits themselves may be provided in accordance with Plan documents or contracts which describe the types and amounts of benefits available, the requirements for participation, procedures for submitting claims, and the other terms and conditions of coverage. Such underlying Plan documents or contracts, if any, are incorporated into this Plan by reference.

5.6 **Forfeiture**. Any amounts, whether obtained through salary reduction, salary deduction, Employer Contributions, or otherwise, under this Plan which cannot be distributed by the Plan Administrator to cover the cost of Available Benefits for the applicable Plan Year, shall be forfeited by the Participant. Forfeited amounts, in accordance with the Cafeteria Plan Regulations, may be: (a) retained by the Employer, (b) used to defray the reasonable administrative costs of the Plan, (c) used to reduce required salary reduction amounts for the immediately following Plan Year on a reasonable and uniform basis, and/or (d) returned to the Participants on a reasonable and uniform basis. Under no circumstances shall the Plan Administrator establish an outside formal or informal arrangement under which the forfeited amounts are allocated among Participants based (directly or indirectly) on their individual claims experience under the Plan.

5.7 **Limitations on Benefits**. Benefits shall be limited as determined by the Plan Administrator in accordance with Section 6.15 for the purpose of ensuring compliance with any nondiscrimination requirement applicable to the Plan or an Available Benefit.

ARTICLE VI.
ADMINISTRATION

6.1 **Plan Administrator.**

(a) The Plan Administrator shall be responsible for the general supervision of the Plan. The Plan Administrator shall have the discretionary authority to control and manage the operation and administration of the Plan, including but not limited to, the interpretation and application of the terms of the Plan. The Plan Administrator shall perform any and all acts necessary or appropriate for the proper management and administration of the Plan.

(b) The Employer shall be the Plan Administrator unless provided otherwise in the Adoption Agreement. The Employer shall also be the Plan Administrator if the person or persons so designated cease to be the Plan Administrator.

(c) The Plan Administrator may designate an individual or entity to act on its behalf with respect to certain powers, duties, responsibilities, etc. with respect to the operation and administration of this Plan. Where benefits under this Plan are provided through an insurance company, Health Maintenance Organization ("HMO"), or Dental Maintenance Organization ("DMO"), or similar entity, that entity shall be the Claims Administrator with respect to those benefits. In all other situations, the Plan Administrator shall be the Claims Administrator unless the Plan Administrator contracts with a third party to act on its behalf and that other entity is identified in the Adoption Agreement.

6.2 **Agent for Service of Legal Process.** The agent for service of legal process for the Plan is the Plan Administrator.

6.3 **Allocation of Responsibility for Administration.** The Plan Administrator shall have the sole responsibility for the administration of this Plan as is specifically described in this Plan. The designated representatives of the Plan Administrator shall have only those specific powers, duties, responsibilities, and obligations as are specifically given to them under this Plan. The Plan Administrator warrants that any directions given, information furnished, or action taken by it shall be in accordance with the provisions of the Plan authorizing or providing for such direction, information or action. It is intended under this Plan that the Plan Administrator shall be responsible for the proper exercise of its own powers, duties, responsibilities, and obligations under this Plan and shall not be responsible for any act or failure to act of another Employee of the Employer. Neither the Plan Administrator (including any designee) nor the Employer makes any guarantee to any Participant in any manner for any loss or other event because of the Participant's participation in this Plan.

6.4 **Rules and Decisions.** Except as otherwise specifically provided in the Plan, the Plan Administrator may adopt such rules and procedures as it deems necessary, desirable, or appropriate to fulfill the purposes of the Plan. All rules and decisions of the Plan Administrator shall be uniformly and consistently applied to all Participants in similar circumstances. When making a determination or calculation, the Plan Administrator shall be entitled to rely upon information furnished by a Participant, the Employer, or legal counsel.

6.5 **Procedures**. The Plan Administrator may act at a meeting or in writing. The Plan Administrator may adopt by-laws and regulations as it deems desirable for the conduct of the Plan's affairs and as are consistent with the terms of the Plan.

6.6 **Records and Reports**. The Plan Administrator shall be responsible for complying with all reporting, filing and disclosure requirements for the Plan.

6.7 **Claim for Benefits**. This Section addresses the requirements for claims for reimbursement-type Available Benefits chosen in the Adoption Agreement and the provisions of general applicability. Claims requirements for other Available Benefits shall be handled in accordance with the governing documents for those Available Benefits.

A Participant may apply to the Claims Administrator for reimbursement of eligible expenses incurred during such Plan Year (and applicable Grace Period) by submitting a paper claim, or, if provided in the Adoption Agreement, through electronic payment as described below:

(a) **Paper Claims**. A Participant may make a claim by completing a claim form and submitting such form to the Claims Administrator (or its designee) setting forth at least the following:

(1) the amount, date and nature of the expense, including the identity of the individual who incurred the expense;

(2) the name of the person or entity to which the expense was paid;

(3) the Participant's statement that the expense has not been reimbursed and the Participant will not seek reimbursement for the expense; and

(4) such other information as the Claims Administrator may require.

Such claim form shall be accompanied by bills, invoices, receipts, or other statements from an independent third party, or by an explanation of benefits ("EOB") issued by a health plan, stating the eligible expense has been incurred and the amount of the expense. The Claims Administrator is entitled to rely on the information provided on the claim form in processing claims under this Plan. Where circumstances beyond the Participant's control prevent submission within the described time frame, notice of a claim with an explanation of the circumstances may be accepted by the Claims Administrator as a timely filing. Claims shall be determined in accordance with Article VI.

Reimbursement shall be made in accordance with the schedule identified in the Adoption Agreement. Claims (including all information substantiating the claim) must be submitted by the deadline established and communicated by the Claims Administrator. Reimbursements shall be made from the Participant's respective reimbursement-type account for eligible expenses incurred during the applicable Plan Year for which the Participant submits the required documentation.

(b) **Electronic Payment – Medical Expense Reimbursement Plan and Limited Scope Medical Expense Reimbursement Plan**. If selected in the Adoption Agreement, a Participant may receive reimbursement of an eligible expense under the Medical Expense Reimbursement Plan and the Limited Scope Medical Expense Reimbursement Plan (if applicable) by use of an electronic payment card (to the extent made available by the Claims Administrator) at the time the eligible expense

is incurred. The use of the electronic payment card shall be subject following conditions:

(1) The electronic payment card may be used only while a Participant is employed by the Employer.

(2) The balance of the electronic payment card shall be limited to the amount in the applicable Participant's reimbursement-type account(s).

(3) A Participant must certify in writing prior to issuance of the electronic payment card that:

  (i) the electronic payment card will be used only for eligible expenses that have not been reimbursed under any other plan covering similar benefits; and

  (ii) the Participant will not seek reimbursement for any expense paid with the electronic payment card under any other plan covering benefits.

The electronic payment card shall include a statement providing that each use of the card shall constitute a reaffirmation of the certification.

(4) The electronic payment card may be used only at merchants: (i) who have health care related merchant category codes other than the drug store or pharmacies merchant category code; (ii) who have the drug store or pharmacies merchant category code and with respect to whom 90% of the store's gross receipts during the prior taxable year consisted of items that qualify as expenses for medical care under Section 213(d) of the Code (a "90% pharmacy"); or (iii) who participate in an inventory information approval system developed by the card provider that verifies, at the time of purchase, that the goods being purchased constitute medical care.

(5) Each time the electronic payment card is used, a Participant shall obtain and retain a third party statement from the health care provider containing the information necessary to substantiate that the expense paid by the card was an eligible expense.

(6) Claims shall be substantiated in one of the following manners:

  (i) The Participant shall provide, upon request by the Claims Administrator (or its designee), the third party statement with respect to the claim.

  (ii) For eligible expenses, the payment was made to a merchant who is a health care provider and it matches a specific co-payment the Participant has under a group medical or group dental plan sponsored by the Employer or a multiple of that co-payment of not more than five (5) times the dollar amount of the co-payment.

  (iii) For eligible expenses, the payment was made to a merchant who is a health care provider and is for an expense with the same amount, duration, and health care provider as a previously approved expense under this Plan.

  (iv) For eligible expenses, the payment was made to a merchant who is a health care provider and the electronic claim file with respect to the expense is accompanied by an electronic or written confirmation from the health care provider that identifies the nature of the expense and verifies the amount and date of service and that the expense is an eligible expense.

(v) For eligible expenses, the electronic payment card is used at a merchant (of any kind) that participates in an inventory information approval system developed by the card provider that verifies, at the time of purchase, that the goods being purchased constitute medical care.

(7) Special rules apply to the use of the electronic payment card to purchase over-the-counter drugs and medicines other than insulin. Notwithstanding the rules described above regarding the use of the card to purchase medical care, the card may be used to purchase such over-the-counter drugs and medicines only in the following circumstances:

(i) At any 90% pharmacy if the expense is substantiated after the purchase in accordance with paragraph (6)(i) above.

(ii) At drug stores, pharmacies, non-health care merchants that have pharmacies, and mail order or web-based merchants that sell prescription drugs if (a) the cardholder presents the prescription to the pharmacist; (b) the pharmacist assigns a prescription number and dispenses the over-the-counter drug or medicine in accordance with applicable law; (c) the pharmacy retains a record of the transaction, including the name on prescription, prescription number, date, and the amount of the purchase; (d) the pharmacy's records are accessible by the employer or its agent; (e) the debit card system does not allow over-the-counter drugs or medicines without a prescription number; and (f) the expense is substantiated in accordance with the standard rules described above in paragraph (6).

(ii) At merchants having healthcare related merchant codes (other than merchants described in item ii above) if the expense is substantiated in accordance with the standard rules described above in paragraph (6).

(8) A Participant shall repay the Plan for a payment with respect to any claim not substantiated (and therefore not eligible for reimbursement) as required above. The Plan shall handle collection of unsubstantiated claims as required under the Code and the Cafeteria Plan Regulations.

(9) The use of an electronic payment card does not constitute a "claim" under the claims procedures.

6.8 **Determination of Benefits**. This Section addresses the claims determination and appeal procedures for reimbursement-type Available Benefits chosen in the Adoption Agreement, and the provisions of general applicability. The following procedures shall apply unless alternative procedures are specifically provided in the Adoption Agreement. Claims determination and appeal procedures for other Available Benefits shall be handled in accordance with the governing documents for those Available Benefits.

(a) **Initial Determination**. The Plan Administrator, or Plan Administrator's designee, shall notify a person within thirty (30) days of receipt of a written claim for benefits of that person's eligibility or non-eligibility for benefits under the Plan. If it is determined that a person is not eligible for benefits or for full benefits, the notice shall set forth:

(1) the specific reasons for the denial;

(2) a specific reference to the provision of the Plan on which the denial is based;
(3) a description of any additional information or material necessary for the claimant to perfect the claim and an explanation of why it is needed; and
(4) an explanation of the Plan's claims review procedure and other appropriate information as to the steps to be taken if the Participant wishes to have the claim reviewed.

If the Plan Administrator, or Plan Administrator's designee, determines that there are special circumstances requiring additional time to make a decision, the Plan Administrator, or Plan Administrator's designee, shall notify the Participant of the special circumstances and the date by which a decision is expected to be made, and may extend the time for up to an additional fifteen (15) days.

(b) **Appeals.** If a Participant is determined by the Plan Administrator, or Plan Administrator's designee, not to be eligible for benefits, or if the Participant believes that he or she is entitled to greater or different benefits, the Participant shall have the opportunity to have the claim reviewed by the Plan Administrator, or Plan Administrator's designee, by filing a petition an appeal within one hundred eighty (180) days after receipt by the Participant of the notice issued by the Employer, or the Employer's designee. The appeal shall state the specific reasons the Participant believes he or she is entitled to benefits or greater or different benefits.

Within sixty (60) days after receipt of the appeal, the Plan Administrator, or Plan Administrator's designee, shall afford the Participant (and the Participant's counsel, if any) an opportunity to present the Participant's position to the Plan Administrator, or Plan Administrator's designee, orally or in writing, and the Participant (or the Participant's counsel) shall have the right to review the pertinent documents.

(c) **Decision on Appeal.** The Plan Administrator shall notify the Participant of its decision on appeal in writing within said sixty (60) day period of said decision. If it is determined that a person is not eligible for benefits or for full benefits the notice shall set forth:
(i) the specific reasons for the denial; and
(ii) a specific reference to the provision of the Plan on which the denial is based.

In the event of the death of a Participant, the same procedure shall be applicable to the Participant's beneficiaries.

6.9 **Authorization of Benefit Payments**. The Plan Administrator shall issue directions to the Employer concerning all benefits which are to be paid from Employer's assets, pursuant to the provisions of the Plan, and shall warrant at the time the directions are provided that all such directions are in accordance with the Plan.

6.10 **Overpayments.** If a payment for benefits is made by the Plan in excess of the benefit to which a Covered Individual is entitled under the Plan, the Plan shall have the right to recover such overpayment from the payee. Repayment of an overpayment is a condition of participation in the Plan.

6.11 **Inability to Locate Payee.** If benefits are due under this Plan and the Plan Administrator is unable, after reasonable attempts to do so, to locate the Participant to whom such benefits are payable, such benefits shall be handled in accordance with applicable state law regarding unclaimed property or escheat. For purposes of the foregoing, the Plan Administrator shall be deemed to be unable to locate a Participant if a check issued for

benefits payable under the Plan has been sent to the payee's last known address and has not been cashed within three (3) years of its date of issuance.

6.12 **Facility of Payment.** Whenever, in the Plan Administrator's opinion, a person entitled to receive any payment of a benefit or installment under the Plan is under a legal disability or is incapacitated in any way so as to be unable to manage their financial affairs, the Plan Administrator may request the Employer to make payments to such person, or the Plan Administrator may request the Employer to apply the payment for the benefit of such person in such manner as the Plan Administrator considers advisable. Any payment of a benefit, or installment, in accordance with the provisions of this Section, shall be a complete discharge of any liability for the making of such payment under the provisions of the Plan.

6.13 **Other Powers and Duties of the Administrator**. The Plan Administrator shall also have such other duties and powers as may be necessary to discharge its duties under the Plan including, but not limited to, the following:

(a) discretion to construe and interpret the Plan in a non-discriminatory manner, to decide all questions of eligibility, except to the extent the eligibility determinations are governed by an insurance contract, and to determine all questions arising in the administration and application of the Plan, except to the extent such eligibility determinations are governed by an insurance contract;

(b) to receive from the Employer and from Participants such information as shall be necessary for the proper administration of the Plan;

(c) to furnish the Employer, upon request, such annual reports with respect to the administration of the Plan as are reasonable and appropriate; and

(d) to appoint individuals to assist in the administration of the Plan and any other agents the Plan Administrator deems advisable, including legal and actuarial counsel. The Plan Administrator shall not have the power to add to, subtract from, or modify any of the terms of the Plan, to change or add to any benefits provided by the Plan, or to waive or fail to apply any requirements of eligibility for a benefit under this Plan.

6.14 **Indemnification**. To the maximum extent allowed by, and in accordance with applicable law, the Employer shall indemnify and hold harmless any Employee that is deemed to be a fiduciary against any and all losses, claims, damages, expense (including court costs and attorneys' fees), and liability arising from the Employee's duties and responsibilities in connection with the Plan, unless the same is determined to be intentional or willful.

6.15 **Changes by the Plan Administrator**. If the Plan Administrator determines before or during any Plan Year, the Plan may fail to satisfy any nondiscrimination requirement imposed by the Code or other applicable law, the Plan Administrator may take such action as the Plan Administrator deems appropriate, under rules uniformly applicable to similarly situated Participants, to further compliance with such requirements or limitation. Such action may include, without limitation, a modification of Elections by Highly Compensated Participants with or without consent of such Employees and/or a re-characterization within the Plan Year of benefits provided under the Plan as taxable income with or without consent of such Employees.

6.16 **Plan Interpretation.** This Plan will be administered in accordance with its terms. The Plan Administrator and/or a fiduciary acting as a fiduciary with respect to this Plan, to the

extent that such individual or entity is acting in its fiduciary capacity, shall have the complete and final authority, responsibility, and control, in its sole discretion, to manage, administer and operate this Plan, to make factual findings, to construe the terms of this Plan, and to determine all questions arising in connection with the administration, interpretation, and application of this Plan, including, but not limited to, the eligibility and coverage of individuals and the authorization or denial of payment or reimbursement of benefits. All determinations and decisions will be binding on this Plan, Covered Individuals, claimants, and all interested parties.

ARTICLE VII.
PLAN AMENDMENT AND TERMINATION

7.1 **Employer Amendments**. The Employer reserves the right to amend the Plan, or any portion of the Plan, at any time. The Employer expressly may make any amendment it determines necessary or desirable, with or without retroactive effect, to comply with the law. Such amendments shall not affect any right to benefits that accrued prior to such amendment. Such amendment shall be made in writing and in accordance with Section 8.4.

7.2 **Employer's Right to Terminate**. Although the Employer expects the Plan to be maintained for an indefinite time, the Employer reserves the right to terminate the Plan or any portion of the Plan at any time. In the event of the dissolution, merger, consolidation, or reorganization of the Employer, the Plan shall terminate unless the Plan is continued by a successor to the Employer in accordance with the resolution of such successor's managing body. Such termination shall not affect any right to benefits that accrued prior to any termination. Such action shall be taken in writing and in accordance with Section 8.4.

ARTICLE VIII.
GENERAL PROVISIONS

8.1 **Plan Not a Contract of Employment**. The Plan is not an employment contract and does not assure the continued employment of any Employee or Participant for any period of time. Nothing contained in the Plan shall interfere with the Employer's right to discharge an Employee or Participant at any time, regardless of the effect such discharge may have upon the individual as a Participant in this Plan.

8.2 **No Right to Employer's Assets**. No Employee, Participant or beneficiary thereof shall have any right to, or interest in, any assets of the Employer upon termination of employment, or otherwise except as provided from time to time under this Plan, and then only to the extent of the benefits payable under the Plan to such Employee, Participant or beneficiary thereof. In addition, the Claims Administrator shall not be liable in any manner for such payments.

8.3 **Non-Alienation of Benefits**. Benefits payable under this Plan shall not be subject to anticipation, alienation, sale, transfer, execution, or levy of any kind either voluntary or involuntary, including any such liability which is for alimony or other payments for the support of a Spouse or former Spouse, or for any other relative of the Participant, prior to actually being received by the person entitled to the benefit under the terms of the Plan. Any attempt to anticipate, alienate, sell, transfer, assign, pledge, encumber, charge or otherwise dispose of any right to benefits payable under the Plan shall be void. The Employer, Plan Administrator and/or Claims Administrator shall not in any manner be made liable for, or subject to, the debts, contracts, liabilities, engagements or torts of any person entitled to benefits under the Plan.

8.4 **Action by Employer**. Whenever the Employer, under the terms of this Plan, is permitted or required to do or perform any act or matter or thing, it shall be done and performed by the managing body of the Employer or such representatives of the Employer as the managing body may designate.

8.5 **No Guarantee of Tax Consequences**. Notwithstanding any provision in this Plan to the contrary, neither this Plan nor the Employer make any commitment or guarantee that any amounts paid to or on behalf of a Participant under this Plan will be excludable from the Participant's gross income for federal or state income tax purposes. It shall be the obligation of each Participant to determine whether each payment is excludable from the Participant's gross income for federal and state income tax purposes, and to notify the Employer if the Participant has reason to believe that any such payment is not so excludable.

8.6 **Indemnification of Employer by Participants**. To the maximum extent allowed by, and in accordance with, applicable law, if any Participant receives one or more payments or reimbursements under this Plan that are not for eligible expenses, such Participant shall indemnify and reimburse the Employer for any liability it may incur for failure to withhold federal or state income tax or Social Security tax from such payment or reimbursements. However, such indemnification and reimbursement shall not exceed the amount of additional federal and state income tax that the Participant would have owed if the payments or reimbursements had been made to the Participant as regular cash

compensation, plus the Participant's share of any Social Security tax that would have been paid on such compensation, less any such additional income and Social Security tax actually paid by the Participant.

8.7 **Benefits Provided Through Third Parties.** In the case of any Available Benefit provided through a third party (e.g., an insurance company pursuant to a contract or policy with that third party), if there is any conflict or inconsistency between the description of benefits contained in this Plan and the contract or policy, the terms of the contract or policy shall control, unless prohibited by applicable law or specifically addressed in this Plan.

8.8 **Mistakes and Errors.** It is recognized that in the administration of the Plan, certain administrative and accounting errors may be made or situations may arise by reason of factual errors in information supplied to the Employer or the Plan Administrator. The Employer and/or the Plan Administrator shall have the power to take such equitable steps as may be necessary to correct the mathematical, accounting or factual errors, as they, in their sole discretion, determine(s) to be appropriate.

8.9 **Limitation on Liability**. The Employer does not guarantee benefits payable under any insurance policy or other similar contract described or referred to herein, and any benefits thereunder shall be the exclusive responsibility of the Insurer or other entity that is required to provide such benefits under such policy or contract.

8.10 **Governing Law**. This Plan shall be construed and enforced according to the laws of the State of Minnesota except to the extent preempted by federal law.

8.11 **Family and Medical Leave Act of 1993**. Notwithstanding any provision of this Plan to contrary, this Plan shall be operated and maintained in a manner consistent with the Family and Medical Leave Act of 1993 ("FMLA") and the Employer's FMLA policy required thereunder, provided the Employer is subject to FMLA.

8.12 **Uniformed Services Employment and Reemployment Rights Act of 1994**. Notwithstanding any provision of this Plan to the contrary, this Plan shall be operated and maintained in a manner consistent with the Uniformed Services Employment and Reemployment Act of 1994 ("USERRA"). The Plan Administrator may, within the parameters of the law, establish uniform policies by which to provide such continuation coverage required by USERRA, which shall be incorporated herein by reference.

8.13 **Genetic Information Nondiscrimination Act of 2008**. Notwithstanding any provision of this Plan to contrary, this Plan shall be operated and maintained in a manner consistent with the Genetic Information Nondiscrimination Act of 2008 ("GINA").

ARTICLE IX.
GROUP MEDICAL BENEFITS

9.1 **Purpose**. The purpose of this Article is to provide for the pre-tax payment opportunity for Group Medical Benefits under this Plan as an Available Benefit. The Employer provides Group Medical Benefits through one or more "plans" within the meaning of Sections 105 and 106 of the Code.

9.2 **Separate Written Plan**. For purposes of Sections 105 and 106 of the Code, this Article shall constitute a separate written plan providing for the reimbursement or direct payment of Insurance Premium expenses. To the extent necessary, other provisions of the Plan are incorporated by reference.

9.3 **Definitions**.

(a) **Dependent** means an individual (e.g., Spouse, child, domestic partner, etc.) who qualifies as a "dependent" under the terms and conditions of the applicable plan document governing the Group Medical Benefits.

(b) **Group Medical Benefits** means the medical coverage made available by the Employer through this Article to which the Insurance Premiums relate. It does not include individual Insurance Contracts.

(c) **HMO** means a health maintenance organization authorized to do business in the state in which it operates with which an agreement has been entered for the purpose of providing benefits under the Plan.

(d) **Highly Compensated Individual** means an individual who is highly compensated as defined in Section 105(h)(5) of the Code.

(e) **Insurance Contract** means (1) any insurance contract secured from an insurance company or HMO authorized to do business in the state in which such contract is issued, which has been obtained for the purpose of providing benefits under this portion of the Plan; or (2) a self-insured plan administered by a third party.

(f) **Insurance Premiums** means the amount that must be paid on a periodic basis in return for coverage under the Insurance Contract.

9.4 **Terms, Conditions and Limitations**. The Employer shall secure the necessary Insurance Contracts from third party providers regulated by the State in which they operate with respect to the provision of Group Medical Benefits, and/or establish the necessary self-insured program. Coverage shall begin, benefits shall be provided, and coverage shall terminate in accordance with the applicable Insurance Contracts Such Insurance Contracts are identified in Exhibit A (attached to the Adoption Agreement) and expressly incorporated into and made part of this Plan.

9.5 **Payments**. The Plan Administrator shall make Insurance Premium payments for the Group Medical Benefits on behalf of the Participant in an amount necessary to provide the benefit applicable to the Participant under this portion of the Plan for the applicable Plan Year. Such payments shall be made from Employer Contributions, if any, provided by the Employer under the Plan and, if necessary, contributions made in accordance with the salary reduction arrangement and other arrangements applicable to the Participant under the terms of the Plan. The appropriate portions shall depend on the coverage elected by the Participant. The Plan Administrator shall also make such payments on behalf of the Participant's Dependents who are enrolled in the Group Medical Benefits. To the extent

a Dependent is provided coverage under the Group Medical Benefits and that Dependent is not the Participant's Spouse or Tax Dependent, the tax consequence of such coverage shall be addressed as described in Section 4.2.

9.6 **Nondiscrimination**. To the extent the Group Medical Benefits are subject to Section 105(h) of the Code or Section 2716 of the Public Health Services Act, they shall not discriminate in favor of Highly Compensated Individuals with respect to eligibility to participate or benefits. If the Plan Administrator determines the Group Medical Benefits are or may be discriminatory, the Plan Administrator may take action permitted by law to avoid such a result as described in Section 6.15.

9.7 **Medical Child Support Orders**. Notwithstanding any provision of this Plan to the contrary, this Plan shall recognize child support orders regarding coverage under the Group Medical Benefits to the extent required by applicable law.

9.8 **Continuation of Coverage**. Continued coverage shall be provided under the Group Medical Benefits if and to the extent required under the Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA"), as amended and as reflected in the Public Services Act, as amended ("PHSA"). To the extent not otherwise contained in the Plan, the Plan Administrator may, within the parameters of the law, establish uniform policies by which to provide such continuation coverage, which shall be incorporated herein by reference. There shall also be compliance with Minnesota law concerning continuation of coverage to the extent not preempted by federal law.

9.9 **HIPAA.** The Group Medical Benefits shall comply with the Privacy Rules and Security Rules under HIPAA (if applicable) as further provided in the Insurance Contract. In addition, the Group Medical Benefits shall comply with the portability requirements under HIPAA.

ARTICLE X.
GROUP DENTAL BENEFITS

10.1 **Purpose**. The purpose of this Article is to provide for the pre-tax payment opportunity for Group Dental Benefits under this Plan as an Available Benefit. The Employer provides Group Dental Benefits through one or more "plans" within the meaning of Sections 105 and 106 of the Code.

10.2 **Separate Written Plan**. For purposes of Sections 105 and 106 of the Code, this Article shall constitute a separate written plan providing for the reimbursement or direct payment of Insurance Premium expenses. To the extent necessary, other provisions of the Plan are incorporated by reference.

10.3 **Definitions.**

(a) **Dependent** means an individual (e.g., Spouse, child, domestic partner, etc.) who qualifies as a "dependent" under the terms and conditions of the applicable plan document governing the Group Dental Benefits.

(b) **DMO** means a dental maintenance organization authorized to do business in the state in which an agreement has been entered for the purpose of providing benefits under this portion of the Plan.

(c) **Group Dental Benefits** means the dental coverage made available by the Employer through this Article to which the Insurance Premiums relate. It does not include individual Insurance Contracts.

(d) **Highly Compensated Individual** means an individual who is highly compensated as defined in Section 105(h)(5) of the Code.

(e) **Insurance Contract** means (1) any insurance contract secured from an insurance company or DMO authorized to do business in the state in which such contract is issued, which has been obtained for the purpose of providing benefits under this portion of the Plan; or (2) a self-insured plan administered by a third party.

(f) **Insurance Premiums** means the amount that must be paid on a periodic basis in return for coverage under the Insurance Contract.

10.4 **Terms, Conditions and Limitations**. The Employer shall secure the necessary Insurance Contracts from third party providers with respect to the provision of Group Dental Benefits and/or establish the necessary self-insured program. Coverage shall begin, benefits shall be provided, and coverage shall terminate in accordance with the applicable Insurance Contracts Such Insurance Contracts are identified in Exhibit A (attached to the Adoption Agreement) and expressly incorporated into and made part of this Plan.

10.5 **Payments**. The Plan Administrator shall make Insurance Premium payments for the Group Dental Benefits on behalf of the Participant in an amount necessary to provide the benefit applicable to the Participant under this portion of the Plan for the applicable Plan Year. Such payments shall be made from Employer Contributions, if any, provided by the Employer under the Plan and, if necessary, contributions made in accordance with the salary reduction arrangement and other arrangements applicable to the Participant under the terms of the Plan. The appropriate portions shall depend on the coverage elected by the Participant. The Plan Administrator shall also make such payments on behalf of the Participant's Dependents who are enrolled in the Group Dental Benefits. To the extent a Dependent is provided coverage under the Group Dental Benefits and that Dependent is

not the Participant's Spouse or Tax Dependent, the tax consequence of such coverage shall be addressed as described in Section 4.2.

10.6 **Nondiscrimination**. To the extent the Group Dental Benefits are self-insured and, as a result, are subject to Section 105(h) of the Code, they shall not discriminate in favor of Highly Compensated Individuals with respect to eligibility to participate or benefits. If the Plan Administrator determines that the Group Dental Benefits may be discriminatory, the Plan Administrator may take action permitted by law to avoid such a result as described in Section 6.15. If the Group Dental Benefits fail any applicable nondiscrimination requirements, Highly Compensated Individuals shall have taxable income imputed to the extent required by law.

10.7 **Medical Child Support Orders**. Notwithstanding any provision of this Plan to the contrary, this Plan shall recognize child support orders regarding coverage under the Group Dental Benefits to the extent required by applicable law.

10.8 **Continuation of Coverage**. Continued coverage shall be provided under the Group Dental Benefits if and to the extent required under the Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA"), as amended and as reflected in the Public Health Services Act, as amended ("PHSA"). To the extent not otherwise contained in the Plan, the Plan Administrator may, within the parameters of the law, establish uniform policies by which to provide such continuation coverage. There shall also be compliance with Minnesota law concerning continuation of coverage to the extent not preempted by federal law.

10.9 **HIPAA.** The Group Dental Benefits shall comply with the Privacy Rules and Security Rules under HIPAA (if applicable) as further provided in the Insurance Contract.

ARTICLE XI.
GROUP VISION BENEFITS

11.1 **Purpose**. The purpose of this Article is to provide for the pre-tax payment opportunity for Group Vision Benefits under this Plan as an Available Benefit. The Employer provides Group Vision Benefits through one or more "plans" within the meaning of Sections 105 and 106 of the Code.

11.2 **Separate Written Plan**. For purposes of Sections 105 and 106 of the Code, this Article shall constitute a separate written plan providing for the reimbursement or direct payment of Insurance Premium expenses. To the extent necessary, other provisions of the Plan are incorporated by reference.

11.3 **Definitions**.

(a) **Dependent** means an individual (e.g., Spouse, child, domestic partner, etc.) who qualifies as a "dependent" under the terms and conditions of the applicable plan document governing the Group Vision Benefits.

(b) **Group Vision Benefits** means the vision coverage made available by the Employer through this Article to which the Insurance Premiums relate. It does not include individual Insurance Contracts.

(c) **Highly Compensated Individual** means an individual who is highly compensated as defined in Section 105(h)(5) of the Code.

(d) **Insurance Contract** means (1) any insurance contract secured from an insurance company authorized to do business in the state in which such contract is issued, which has been obtained for the purpose of providing benefits under this portion of the Plan; or (2) a self-insured plan administered by a third party.

(e) **Insurance Premiums** means the amount that must be paid on a periodic basis in return for coverage under the Insurance Contract.

11.4 **Terms, Conditions and Limitations**. The Employer shall secure the necessary Insurance Contracts from third party providers with respect to the provision of Group Dental Benefits and/or establish the necessary self-insured program. Coverage shall begin, benefits shall be provided, and coverage shall terminate in accordance with the applicable Insurance Contracts. Such Insurance Contracts are identified in Exhibit A (attached to the Adoption Agreement) and expressly incorporated into and made part of this Plan.

11.5 **Payments**. The Plan Administrator shall make Insurance Premium payments for the Group Vision Benefits on behalf of the Participant in an amount necessary to provide the benefit applicable to the Participant under this portion of the Plan for the applicable Plan Year. Such payments shall be made from Employer Contributions, if any, provided by the Employer under the Plan and, if necessary, contributions made in accordance with the salary reduction arrangement and other arrangements applicable to the Participant under the terms of the Plan. The appropriate portions shall depend on the coverage elected by the Participant. The Plan Administrator shall also make such payments on behalf of the Participant's Dependents who are enrolled in the Group Vision Benefits. To the extent a Dependent is provided coverage under the Group Vision Benefits and that Dependent is not the Participant's Spouse or Tax Dependent, the tax consequence of such coverage shall be addressed as described in Section 4.2.

11.6 **Nondiscrimination**. To the extent the Group Vision Benefits are self-insured and, as a result, are subject to Section 105(h) of the Code, they shall not discriminate in favor of Highly Compensated Individuals with respect to eligibility to participate or benefits. If the Plan Administrator determines that the Group Vision Benefits are or may be discriminatory, the Plan Administrator may take action permitted by law to avoid such a result as described in Section 6.15. If the Group Vision Benefits fail any applicable nondiscrimination requirements, Highly Compensated Individuals shall have taxable income imputed to the extent required by law.

11.7 **Medical Child Support Orders**. Notwithstanding any provision of this Plan to the contrary, this Plan shall recognize child support orders regarding coverage under the Group Vision Benefits to the extent required by applicable law.

11.8 **Continuation of Coverage**. Continued coverage shall be provided under the Group Vision Benefits if and to the extent required under the Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA"), as amended, and, as reflected in the Public Health Services Act ("PHSA"), as amended. To the extent not otherwise contained in the Plan, the Plan Administrator may, within the parameters of the law, establish uniform policies by which to provide such continuation coverage. There shall also be compliance with Minnesota law concerning continuation of coverage to the extent not preempted by federal law.

11.9 **HIPAA.** The Group Vision Benefits shall comply with the Privacy Rules and Security Rules under HIPAA (if applicable) as further provided in the Insurance Contract.

ARTICLE XII.
GROUP TERM LIFE BENEFITS AND/OR GROUP ACCIDENTAL DEATH & DISMEMBERMENT ("AD&D") BENEFITS

12.1 **Purpose**. The purpose of this Article is to provide for the pre-tax payment opportunity for Group Term Life Benefits and/or Group Accidental Death & Dismemberment ("AD&D") Benefits under this Plan as an Available Benefit up to $50,000. Benefits in excess of $50,000 will be after-tax. The Employer provides Group Term Life Benefits and/or Group AD&D Benefits through one or more "plans" within the meaning of Sections 79, 105, and 106 of the Code.

Note: This Article does not permit pre-tax payment of Insurance Premiums for coverage other than Participant coverage (e.g., no spousal or dependent coverage).

12.2 **Separate Written Plan**. For purposes of Sections 79, 105 and 106 of the Code, this Article shall constitute a separate written plan providing for the reimbursement or direct payment of Insurance Premium expenses. To the extent necessary, other provisions of the Plan are incorporated by reference.

12.3 **Definitions**.

(a) **Group AD&D Benefits** means the accidental death and dismemberment insurance coverage made available by the Employer through this Article to which the Insurance Premiums relate. It does not include individual Insurance Contracts.

(b) **Group Term Life Benefits** means the group term life insurance coverage made available by the Employer through this Article to which the Insurance Premiums relate. It does not include individual Insurance Contracts.

(c) **Insurance Contract** means any insurance contract secured from an insurance company authorized to do business in the state in which such contract is issued, which has been obtained for the purpose of providing benefits under this portion of the Plan.

(d) **Insurance Premiums** means the amount that must be paid on a periodic basis in return for group coverage under the Insurance Contract(s).

12.4 **Terms, Conditions and Limitations**. The Employer shall secure the necessary Insurance Contracts or other benefit agreements from third party providers. Coverage shall begin, benefits shall be provided, and coverage shall terminate in accordance with the applicable Insurance Contracts or other benefit agreements. Such Insurance Contracts or agreements are identified in Exhibit A (attached to the Adoption Agreement) and expressly incorporated into and made part of this Plan.

12.5 **Payments**. The Plan Administrator shall make Insurance Premium payments for the Group Term Life Benefits and/or Group AD&D Benefits on behalf of the Participant in an amount necessary to provide the benefit applicable to the Participant under this portion of the Plan for the applicable Plan Year. Such payments shall be made from Employer Contributions, if any, provided by the Employer under the Plan and, if necessary, contributions made in accordance with the salary reduction arrangement and other arrangements applicable to the Participant under the terms of the Plan. The appropriate portions shall depend on the coverage elected by the Participant.

12.6 **Limitation on Group Term Life Benefits**. The cost of Group Term Life Benefits on the Participant's life paid by the Employer shall not be included in the Participant's gross income to the extent the face amount of the Insurance Contract(s) does not exceed $50,000. If the face amount of the Insurance Contract(s) paid by the Employer exceeds $50,000, the cost of the coverage in excess of $50,000 shall be imputed to the Participant as income in accordance with Section 79 of the Code and the Cafeteria Plan Regulations. For purposes of this limitation, coverage paid by the Participant on a pre-tax basis is considered "paid by the Employer." Under no circumstances shall the coverage on the life of persons covered through the Participant be paid through this Plan.

12.7 **Tax Consequences of AD&D Benefits**. It is intended that the Insurance Premiums paid by the Employer (including pre-tax payments paid by the Participant through this portion of the Plan) for a Participant's Group AD&D Benefits shall be excluded in the Participant's gross income under Section 106 of the Code. Any benefits received as a result of the Insurance Contract under this portion of the Plan shall be included in the recipient's gross income to the extent required under the applicable provision(s) of the Code.

12.8 **Continuation/Conversion of Coverage**. There shall be compliance with applicable state law regarding continuation of coverage and conversion of coverage to the extent such state laws are not preempted by federal law. In addition, any continuation and conversion rights provided under the terms of the Insurance Contract(s) through which benefits are provided shall be available to the extent they are not prohibited or preempted by federal law.

ARTICLE XIII.
SHORT TERM DISABILITY BENEFITS

13.1 **Purpose**. The purpose of this Article is to provide for the payment opportunity for Short Term Disability Benefits under this Plan as an Available Benefit. This benefit premium is paid for with after-tax participant contributions.

13.2 **Definitions**.

(a) **Insurance Contract** means (1) any insurance contract secured from an insurance company authorized to do business in the state in which such contract is issued, which has been obtained for the purpose of providing benefits under this Plan; or (2) a self-insured plan administered by a third party.

(b) **Insurance Premiums** means the amount that must be paid on a periodic basis in return for group coverage under the Insurance Contract.

(c) **Short Term Disability Benefits** means the short term disability coverage made available by the Employer to which the Insurance Premiums relate. It does not include individual insurance contracts.

13.3 **Terms, Conditions and Limitations**. The Employer shall secure the necessary Insurance Contracts or other short term disability benefit agreements from third party providers. Coverage shall begin, benefits shall be provided, and coverage shall terminate in accordance with the applicable Insurance Contracts or other short term disability benefit agreements, and/or self-insured plan documents. Such Insurance Contracts, agreements, and plan documents are identified in Exhibit A (attached to the Adoption Agreement) and expressly incorporated into and made part of this Plan.

13.4 **Payments**. The Plan Administrator shall make Insurance Premium payments for the Short Term Disability Benefits on behalf of the Participant in an amount necessary to provide the benefit applicable to the Participant under this portion of the Plan for the applicable Plan Year. Such payments shall be made from Employer Contributions, and, if necessary, contributions made in accordance with the salary reduction or other arrangements applicable to the Participant under the terms of the Plan. The appropriate portions shall depend on the coverage elected by the Participant.

13.5 **Tax Consequences**. As provided in the Adoption Agreement, the premiums paid by the Employer (including payments paid by the Participant through this portion of the Plan) for a Participant's Short Term Disability Benefits shall either be (a) included in the Participant's gross income, or (b) excluded from the Participant's gross income under Section 106 of the Code. If such premiums are included in the Participant's gross income, any benefits received as a result of the coverage purchased under this portion of the Plan shall be excluded in the recipient's gross income to the extent allowed under applicable provision(s) of the Code. If such premiums are excluded from the Participant's gross income, any benefits received as a result of the coverage purchased under this portion of the Plan shall be included in the recipient's gross income to the extent required under applicable provision(s) of the Code.

ARTICLE XIV.
LONG TERM DISABILITY BENEFITS

14.1 **Purpose**. The purpose of this Article is to provide for the payment opportunity for Long Term Disability Benefits under this Plan as an Available Benefit. This benefit premium is paid for with after-tax participant contributions.

14.2 **Definitions**.

(a) **Insurance Contract** means (1) any insurance contract secured from an insurance company authorized to do business in the state in which such contract is issued, which has been obtained for the purpose of providing benefits under this Plan; or (2) a self-insured plan administered by a third party.

(b) **Insurance Premiums** means the amount that must be paid on a periodic basis in return for group coverage under the Insurance Contract.

(c) **Long Term Disability Benefits** means the long term disability coverage made available by the Employer to which the Insurance Premiums relate. It does not include individual long term disability Insurance Contracts.

14.3 **Terms, Conditions and Limitations**. The Employer shall secure the necessary Insurance Contracts or other long term disability benefit agreements from third party providers. Coverage shall begin, benefits shall be provided, and coverage shall terminate in accordance with the applicable Insurance Contracts or other agreements, and/or self-insured plan documents. Such Insurance Contracts, agreements, and plan documents are identified in Exhibit A (attached to the Adoption Agreement) and expressly incorporated into and made part of this Plan.

14.4 **Payments**. The Plan Administrator shall make Insurance Premium payments for the Long Term Disability Benefits on behalf of the Participant in an amount necessary to provide the benefit applicable to the Participant under this portion of the Plan for the applicable Plan Year. Such payments shall be made from Employer Contributions and, if necessary, contributions made in accordance with the salary reduction or other arrangements applicable to the Participant under the terms of the Plan. The appropriate portions shall depend on the coverage elected by the Participant.

14.5 **Tax Consequences**. As provided in the Adoption Agreement, the premiums paid by the Employer (including payments paid by the Participant through this portion of the Plan) for a Participant's Long Term Disability Benefits shall either be (a) included in the Participant's gross income, or (b) excluded from the Participant's gross income under Section 106 of the Code. If such premiums are included in the Participant's gross income, any benefits received as a result of the coverage purchased under this portion of the Plan shall be excluded in the recipient's gross income to the extent allowed under applicable provision(s) of the Code. If such premiums are excluded from the Participant's gross income, any benefits received as a result of the coverage purchased under this portion of the Plan shall be included in the recipient's gross income to the extent required under applicable provision(s) of the Code.

ARTICLE XV.
AFLAC BENEFITS

15.1 **Purpose**. The purpose of this Article is to provide for the payment opportunity for Aflac Election Benefits under this Plan as an Available Benefit. The Employer provides Aflac Benefits through one or more "plans" within the meaning of Sections 105 and 106 of the Code.

15.2 **Separate Written Plan**. For purposes of Sections 105 and 106 of the Code, this Article shall constitute a separate written plan providing for the reimbursement or direct payment of Insurance Premium expenses. To the extent necessary, other provisions of the Plan are incorporated by reference.

15.3 **Definitions**.

(a) **Insurance Contract** means (1) any insurance contract secured from an insurance company authorized to do business in the state in which such contract is issued, which has been obtained for the purpose of providing benefits under this Plan; or (2) a self-insured plan administered by a third party.

(b) **Insurance Premiums** means the amount that must be paid on a periodic basis in return for group coverage under the Insurance Contract.

15.4 **Terms, Conditions and Limitations**. The Employer shall secure the necessary Insurance Contracts or other benefit agreements from third party providers. Coverage shall begin, benefits shall be provided, and coverage shall terminate in accordance with the applicable Insurance Contracts or other agreements, and/or self-insured plan documents. Such Insurance Contracts, agreements, and plan documents are identified in Exhibit A (attached to the Adoption Agreement) and expressly incorporated into and made part of this Plan.

15.5 **Payments**. The Plan Administrator shall make Insurance Premium payments for the Aflac Benefits on behalf of the Participant in an amount necessary to provide the benefit applicable to the Participant under this portion of the Plan for the applicable Plan Year. Such payments shall be made from Employer Contributions and, if necessary, contributions made in accordance with the salary reduction or other arrangements applicable to the Participant under the terms of the Plan. The appropriate portions shall depend on the coverage elected by the Participant.

15.6 **Tax Consequences**. As provided in the Adoption Agreement, the premiums paid by the Employer (including payments paid by the Participant through this portion of the Plan) for a Participant's Aflac Benefits shall either be (a) included in the Participant's gross income, or (b) excluded from the Participant's gross income under Section 106 of the Code. If such premiums are included in the Participant's gross income, any benefits received as a result of the coverage purchased under this portion of the Plan shall be excluded in the recipient's gross income to the extent allowed under applicable provision(s) of the Code. If such premiums are excluded from the Participant's gross income, any benefits received as a result of the coverage purchased under this portion of the Plan shall be included in the recipient's gross income to the extent required under applicable provision(s) of the Code.

ARTICLE XVI.
DEPENDENT CARE EXPENSE REIMBURSEMENT PLAN

16.1 **Purpose**. The purpose of this Article is to provide Participants with the opportunity to be reimbursed for eligible Dependent Care Expenses under this Plan as an Available Benefit under the Plan. This Article is intended to qualify as a "dependent care assistance program" under Section 129 of the Code so that payments received under this portion of the Plan are excludable from the gross income of the Participant under Section 129(a) of the Code.

16.2 **Separate Written Plan**. For purposes of Section 129 of the Code, this Article shall constitute a separate written plan providing reimbursement of certain Dependent Care Expenses. To the extent necessary, other provisions of the Plan are incorporated by reference.

16.3 **Definitions**.

(a) **Claims Run-Out Period** means the period beginning on the first day following the close of the Plan Year and ending on the date specified in the Adoption Agreement.

(b) **Dependent Care Account ("DC Account")** means the record keeping account established by the Plan Administrator for each Plan Year for each Participant from whom an Election to create such an account is received.

(c) **Dependent Care Center** shall have the meaning given such term in Sections 21(b)(2)(C) and 21(b)(2)(D) of the Code: a facility that (1) complies with all applicable laws and regulations of the state and town, city or village in which it is located; (2) provides care for more than six individuals (other than individuals who reside at the facility); and (3) receives a fee, payment or grant for providing services for any of the individuals (regardless of whether such facility is operated for profit).

(d) **Dependent Care Expenses** means amounts paid by the Participant for services that would be considered employment-related expenses under Section 21(b)(2) of the Code, any applicable proposed or final regulations issued thereunder, or any guidance issued by the IRS interpreting or applying any of the foregoing. Employment-related expenses for purposes of this Plan include expenses incurred to enable a Participant to be Gainfully Employed during any period for which there are one or more Qualifying Individuals with respect to the Participant for (1) household services, and (2) care of a Qualifying Individual. However, employment-related expenses which are incurred for services outside the Participant's household shall be considered Dependent Care Expenses only if incurred for the care of a Qualifying Individual described in Section 16.3(i)(1)(i) below or a Qualifying Individual not described in Section 16.3(i)(1)(i) below who regularly spends at least eight (8) hours each day in the Participant's household. Dependent Care Expenses do not include expenses which are incurred for services provided by a Dependent Care Center if such center does not comply with all applicable laws and regulations of the applicable state or other unit of local government which regulates the center. In addition, Dependent Care Expenses shall not include any amounts paid to an individual who:

(1) is a child of such Participant (within the meaning of Section 152(f)(1) of the Code) who is under the age of nineteen (19) at the close of such taxable year;

(2) with respect to whom, for such taxable year, a deduction is allowable under Section 151(c) of the Code (relating to personal exemptions for dependents) to such Participant or the Spouse of such Participant;
(3) is the Spouse of the Participant at any time during the taxable year; or
(4) is the parent of the Participant's child who is a Qualifying Individual.

(e) **Earned Income** shall have the meaning given such term in Section 32(c)(2) of the Code (which refers to wages, salaries, tips and other Employee Compensation as well as net earnings from self-employment), but shall not include any amounts reimbursed by the Employer under this portion of the Plan. Further, if a Participant's Spouse is a Student or incapable of caring for himself or herself, the provisions of Section 21(d)(2) of the Code shall apply in determining the Earned Income of that Spouse. Generally, this Section provides that a Spouse of a Participant shall be deemed to have Earned Income of not less than $250 per month if there is one Qualifying Individual with respect to the Participant or $500 per month if there are two or more Qualifying Individuals with respect to the Participant.

(f) **Gainfully Employed** means the earning of income for services performed or the period of active search for gainful employment. Nominal reimbursement for volunteer work is not considered gainful employment.

(g) **Highly Compensated Employees** means Employees who are "highly compensated" as defined in Section 414(q) of the Code.

(h) **Non-Highly Compensated Participants** means Employees who are not Highly Compensated Employees.

(i) **Qualifying Individual** means a person for whom expenses can be submitted for reimbursement.

(1) A Qualifying Individual is:
  i) the Participant's "qualifying child" under Section 152 of the Code who is under age thirteen (13);
  ii) the Participant's "qualifying child" under Section 152 of the Code (determined without regard to Sections 152(b)(1) and (b)(2) of the Code) who is mentally or physically unable to care for himself or herself;
  iii) the Participant's "qualifying relative" under Section 152 of the Code (determined without regard to Sections 152(b)(1), (b)(2), and (d)(1)(B) of the Code) who: (1) is mentally or physically unable to care for himself or herself, and (2) has the same principal place of abode as the Participant for at least one-half of the year; or
  iv) the Participant's Spouse who: (1) is mentally or physically unable to care for himself or herself, and (2) has the same principal place of abode as the Participant for at least one-half of the year
(2) With the exception of two parents that file income taxes jointly, only one person is entitled to treat the child as a Qualifying Individual. Where

multiple people are involved, there are two special rules to determine which person is entitled to treat the child as a Qualifying Individual.

i) **Divorced or Separated Parents, or Parents Living Apart.** If a child's parents are divorced, legally separated, separated pursuant to a written agreement, or live apart at all times during the last six (6) months of the calendar year, a special rule applies if: (i) the child is under age 13 or is mentally or physically unable to care for himself or herself; (ii) the child receives more than 50% of his or her support from the parents (in aggregate); and (iii) the child resides with the parents (in aggregate) for more than 50% of the year. In such situations, the child is the Qualifying Individual of the custodial parent even if the custodial parent has released the right to claim the child as a dependent. The custodial parent is the parent identified in Section 152(e) of the Code (i.e., generally the parent with whom the child resides for the greater number of nights during the calendar year or, if the child resides with both parents for an equal number of nights, the parent with the higher adjusted gross income for the year).

ii) **Two or More Persons Claiming a Child as a Qualifying Individual.** If the special rule described above regarding divorce, etc. does not apply, the special tie-breaker rules of Section 152(c)(4) of the Code may apply. If an individual is a qualifying child (as defined in Section 152 of the Code) with respect to more than one person, then:

a. If both persons are the individual's parents and they file a joint federal income tax return, the child is the Qualifying Individual of both parents.

b. If both persons are the individual's parents and they file separate federal income tax returns, then the child is the Qualifying Individual of the parent with whom the child resided for the longest period of time during the calendar year (or, if child resides with both parents for the same amount of time during the year, the parent with the highest adjusted gross income for the year). However, if that parent (i.e., the custodial parent or the parent with the highest adjusted gross income) does not claim the child as a qualifying child (as defined in Section 152 of the Code) for any purpose (i.e., a dependent care expense reimbursement program, the earned income credit, the dependency deduction, the child tax credit, and the dependent care credit), then the child is the Qualifying Individual of the other parent (i.e., the non-custodial parent or the parent with the lowest adjusted gross income). This is the one person that is entitled to treat the child as a Qualifying Individual.

c. If one person is the individual's parent and the other is not, the child is the Qualifying Individual of the parent. However, if the parent does not claim the child as a qualifying child (as defined in Section 152 of the Code) for any purpose (i.e., a dependent care expense reimbursement program, the earned income credit, the dependency deduction, the child tax credit, and the dependent care credit), then the child is the Qualifying Individual of the other person (i.e., the

non-parent). This is the one person that is entitled to treat the child as a Qualifying Individual.

d. If neither person is the individual's parent, the child is the Qualifying Individual of the person with the highest adjusted gross income for the year in question. However, if that person does not claim the child as a qualifying child (as defined in Section 152 of the Code) for any purpose (i.e., a dependent care expense reimbursement program, the earned income credit, the dependency deduction, the child tax credit, and the dependent care credit), then the child is the Qualifying Individual of the other person (i.e., the person with the lowest adjusted gross income). This is the one person that is entitled to treat the child as a Qualifying Individual.

(j) **Student** shall have the meaning provided in Section 21(e)(7) of the Code which means an individual who during each of five (5) calendar months during the taxable year is a full time student at an educational organization which normally maintains a regular facility and curriculum and normally has a regularly enrolled body of students in attendance at the place where its educational activities are regularly carried on as provided in Sections 21(e)(8) and 170(b)(1)(A)(ii) of the Code.

16.4 **Dependent Care Account**. The DC Account will be credited as of each date contributions are made pursuant to Article IV with a pro-rated portion of the Participant's Election for the Plan Year. A Participant's DC Account will be decreased from time to time in the amount of payments made to the Participant for eligible Dependent Care Expenses incurred during the Plan Year.

16.5 **Claims Determination**. Claim submission, determination, and appeals shall be handled in accordance with Article VI.

16.6 **Incurred Expenses**. To be reimbursable, an eligible Dependent Care Expense must have been incurred after participation in this portion of the Plan began and during the Plan Year for which reimbursement is claimed. An expense is "incurred" when the Participant is provided with the care which gives rise to the eligible Dependent Care Expense, not when the service is billed or paid. Reimbursement shall not be made for future or projected expenses.

16.7 **Reimbursement of Expense**. The Participant shall be reimbursed as specified in Section 6.7 from the Participant's DC Account for eligible Dependent Care Expenses incurred during the applicable Plan Year for which the Participant submits the documentation required under Article VI. In no case shall a payment be made which exceeds the balance in the Participant's DC Account at the time reimbursement is processed. Claims for reimbursement with respect to a Plan Year must be submitted prior to the close of the Claims Run-Out Period for such Plan Year.

If a claim for reimbursement exceeds the available balance in the Participant's DC Account, the excess part of the claim will be carried over and paid as the Participant's DC Account becomes adequate. Under no circumstances (a) will any balance remaining in a Participant's DC Account at the end of the Plan Year be carried over to the next Plan Year,

or (b) will an otherwise eligible Dependent Care Expense be carried over to the next Plan Year.

16.8 **Maximum Reimbursement**. The maximum reimbursement which a Participant may receive in a tax year under this portion of the Plan shall be the lesser of:

(a) the Participant's Earned Income for the tax year;

(b) the actual or deemed Earned Income of the Participant's Spouse for the tax year; or

(c) $5,000 (or in the case of a Participant who is married and filing a separate income tax return from his or her Spouse, $2,500) or IRS defined limit.

This maximum includes the Employer Contribution, if any, DC Account forfeitures and the Participant's salary reduction. If a Participant is married and the Spouse of the Participant also participates in a dependent care program under Section 129 of the Code, the combined reimbursements may not exceed the limits described above for the tax year. It shall be the Participant's responsibility to monitor the combined reimbursements.

16.9 **Reimbursement Upon Termination of Participation**. If an individual ceases to be a Participant in this portion of the Plan during a Plan Year, no further contributions will be credited to the DC Account. Reimbursements shall continue as specified in the Adoption Agreement.

16.10 **Participant's Death**. In the event a Participant dies having incurred an eligible Dependent Care Expense which (a) would have been reimbursable out of the Participant's DC Account had the Participant not died, and (b) for which a person or the Participant's estate has paid for or assumed liability, reimbursement may be made to that person or the estate for that payment or assumption. The remainder of the Participant's DC Account shall be forfeited in accordance with Section 5.7.

16.11 **Nondiscrimination.** This portion of the Plan shall not discriminate in favor of Highly Compensated Employees or their Dependents with respect to eligibility, contributions or benefits. The average eligible Dependent Care Expenses paid to Non-Highly Compensated Employees shall be at least fifty-five percent (55%) of the average eligible Dependent Care Expenses paid to Highly Compensated Employees. If benefits are provided through salary reduction agreements, Employees with annual compensation less than $25,000 may be excluded. If the Plan Administrator determines that the Plan is or will be discriminatory, the Plan Administrator may take any action permitted by law to avoid such result in accordance with Section 6.15. If this portion of the Plan fails any applicable nondiscrimination requirements, Highly Compensated Employees shall have taxable income imputed to the extent required by law.

16.12 **Dependent Care Limitations.**

(a) Reimbursement or payment of eligible Dependent Care Expenses shall be made to the Participant only in the event and to the extent that such reimbursement or payment is: (1) not otherwise provided under any insurance policy, whether the premium on such policy is paid by the Employer or an individual, and (2) not provided for or reimbursable under any other plan or policy.

(b) Other limitations, if any, shall be set forth in the Adoption Agreement.

16.13 **Reporting and Disclosure**. Each Participant must be furnished with a written statement showing the amounts paid under this portion of the Plan by an Employer on behalf of the

Participant for a calendar year. The statement must be furnished before January 31st of the following year. If the actual amount paid is not known by this deadline, the Employer may report a reasonable estimate of the amounts paid under this portion of the Plan.

ARTICLE XVII.
MEDICAL EXPENSE REIMBURSEMENT PLAN

17.1 **Purpose**. The purpose of this Article is to provide Participants with the opportunity to be reimbursed for certain eligible Medical Expenses as an Available Benefit under the Plan. This Article is intended to qualify as a self-insured medical reimbursement plan under Section 105 of the Code so that payments received under this portion of the Plan are excludable from the gross income of the Participant under Section 105(b) of the Code.

17.2 **Separate Written Plan**. For purposes of Section 105 of the Code, this Article shall constitute a separate written plan providing for the reimbursement of certain Medical Expenses. To the extent necessary, other provisions of the Plan are incorporated by reference.

17.3 **Definitions**.

(a) **Claims Run-Out Period** means the period beginning on the first day following the close of the Plan Year or, if applicable, the Grace Period and ending on the date specified in the Adoption Agreement.

(b) **Dependent** means, unless otherwise specified in the Adoption Agreement, Tax Dependent.

(c) **Highly Compensated Individual** means an individual who is highly compensated as defined in Section 105(h)(5) of the Code.

(d) **Medical Expense** means, unless otherwise limited in the Adoption Agreement, an expense incurred during the applicable Plan Year by a Participant, Spouse, or Dependent for medical care as defined in Section 213 of the Code, excluding premiums for health coverage and long-term care coverage. Medical care generally refers to the diagnosis, cure, treatment, or prevention of disease or for the purpose of affecting any structure or function of the body. Also included, are reasonable transportation expenses for and essential to medical care. If "Medical Expense" includes over-the-counter drugs and medicines, such expenses shall constitute Medical Expenses only to the extent allowed by Section 106(f) of the Code.

(e) **Medical Expense Account ("ME Account")** means the record keeping account established by the Plan Administrator for each Plan Year for each Participant from whom an Election to create such an account is received.

17.4 **Medical Expense Account**. The ME Account will be credited with the amount elected by the Participant and the amount of the carryover, if any, at the beginning of the Plan Year. A Participant's ME Account will be decreased from time to time in the amount of payments made to the Participant for eligible Medical Expenses incurred during the Plan Year and the Grace Period, if applicable.

17.5 **Claims Determination**. Claim submission, determination, and appeals shall be handled in accordance with Article VI.

17.6 **Incurred Expenses**. To be reimbursable, an eligible Medical Expense must have been incurred after participation in this portion of the Plan began and during the Plan Year for which reimbursement is claimed or the Grace Period related to such Plan Year, if applicable. An expense is "incurred" when the Participant is provided with the care which gives rise to the eligible Medical Expense, not when the service is billed or paid. Reimbursement shall not be made for future projected expenses. Notwithstanding the

foregoing, pursuant to and in accordance with the Cafeteria Plan Regulations, if specifically provided in the Adoption Agreement, the Plan may reimburse Medical Expenses for orthodontia care in advance.

17.7 **Reimbursement of Expense**. The Participant shall be reimbursed as specified in Section 6.7 from the Participant's ME Account for eligible Medical Expenses incurred during the applicable Plan Year and the Grace Period, if applicable, for which the Participant submits the documentation required under Article VI. An amount up to the sum of the Participant's Election and the carryover, if any, and reduced as of any particular time for prior reimbursements for the same Plan Year, and the Grace Period, if applicable, shall be available for reimbursement at all times during the Plan Year, and the Grace Period, if applicable. Claims for reimbursement within a Plan Year, and Grace Period, if applicable, must be submitted prior to the close of the Claims Run-Out Period for such Plan Year and the Grace Period, if applicable.

In no case shall a payment be made which exceeds the balance in the Participant's ME Account at the time reimbursement is processed. If a claim for reimbursement exceeds the balance in the Participant's ME Account, the excess part of the claim will be denied. Except as provided in Section 17.12(b), under no circumstances (a) will any balance remaining in a Participant's ME Account at the end of the Plan Year, and the Grace Period, if applicable, be carried over to the next Plan Year, or (b) will an otherwise eligible Medical Expense be carried over to the next Plan Year.

17.8 **Maximum Election.** The maximum election a Participant may make for a Plan Year under this portion of the Plan shall be the dollar amount indicated in the Adoption Agreement. The maximum election amount applies to the Participant, Spouse, and Dependent children on an aggregate basis, not an individual basis. For Plan Years that are less than 12 months, unless indicated otherwise in the Adoption Agreement, this maximum shall be pro-rated by multiplying the applicable maximum by a fraction with a numerator of the number of months in the short Plan Year and with a denominator of 12. For Participants beginning participation in the Plan mid-Plan Year, unless indicated otherwise in the Adoption Agreement, this maximum shall be pro-rated by multiplying the applicable maximum by a fraction with a numerator of the number of complete calendar months remaining in the Plan Year at the time the Participant begins participation and with a denominator of 12. Notwithstanding the foregoing, a Participant may not make salary reduction contributions to the Medical Expense Reimbursement Plan in excess of any maximum imposed under applicable law.

17.9 **Reimbursement Upon Termination of Participation**. If an individual ceases to be a Participant in this portion of the Plan, coverage shall cease (which means that reimbursements shall cease) unless benefits under the Plan are continued as provided in Section 17.14, if applicable. If coverage ceases, reimbursements for eligible Medical Expenses incurred before participation terminated will continue to be made as provided in the Adoption Agreement.

17.10 **Participant's Death**. In the event a Participant dies having incurred an eligible Medical Expense (a) which would have been reimbursable out of the Participant's ME Account had the Participant not died, and (b) for which a person or the Participant's estate has paid for or assumed liability for the expense, reimbursement may be made to that person or the

estate for that payment or assumption. The remainder of the Participant's ME Account shall be forfeited in accordance with Section 5.7.

17.11 **Nondiscrimination**. This portion of the Plan shall not discriminate in favor of Highly Compensated Individuals as to eligibility to participate or benefits. If the Plan Administrator determines that this portion of the Plan is or may be discriminatory, the Plan Administrator may take action permitted by law to avoid such result as provided in Section 6.15. If the Plan fails any applicable nondiscrimination requirements, Highly Compensated Individuals shall have taxable income imputed to the extent required by law.

17.12 **ME Account Forfeitures. Forfeiture**

(a) **ME Account Claims Grace Period**. If selected in the Adoption Agreement, the Claims Grace Period shall apply to this Available Benefit.

(b) **Carryover.** If selected in the Adoption Agreement, a limited carryover of ME Account balances from Plan Year to Plan Year will be provided in accordance with the following conditions and restrictions:

(1) The amount that may be carried over is limited to the lesser of (i) $500, or (ii) the balance of the Participant's ME Account.

(2) The balance of a Participant's ME Account available for the carryover shall be determined upon expiration of the Claims Run-out Period. Notwithstanding the foregoing, the balance of the Participant's ME Account as of midnight on the last day of the Plan Year, up to the amount specified in paragraph (1) above, shall be available to reimburse Medical Expenses incurred on and after the first day of the new Plan Year. The Claims Administrator will administer claims submitted during the Claim Run-out Period ~~(including~~ allocating claims between the Participant's carryover balance and the Participant's election for the new Plan Year (if any)) in a manner consistent with applicable law (including regulatory guidance). For purposes of this paragraph, the balance of a Participant's ME Account at any point in time shall be equal to the amount credited to the ME Account for the Plan Year minus claims paid to date with respect to that Plan Year.

(3) In general, a carryover made in accordance herewith shall occur within the Medical Expense Reimbursement Plan. However, if the Plan includes a Limited Scope Medical Expense Reimbursement Plan, a Participant entitled to an ME Account carryover in accordance herewith shall receive the carryover to a Limited Scope ME Account if: (i) the Participant enrolls in the Limited Scope Medical Expense Reimbursement Plan for the following Plan Year, or (ii) the Participant directs the Plan Administrator, by no later than the last day of the Plan Year from which the carryover is to be made and in accordance with procedures adopted by the Plan Administrator, to make the carryover to the Limited Scope Medical Expense Reimbursement Plan.

(4) In general, a carryover made in accordance herewith shall occur automatically. However, a Participant entitled to an ME Account carryover in accordance herewith may elect, by no later than the last day of the Plan Year from which the carryover is to be made and in accordance with procedures adopted by the Plan Administrator, to waive the carryover.

(5) Unless otherwise required under applicable law (including regulatory guidance), a carryover of an ME Account balance shall be available only to

individuals who are eligible to make elections under the Medical Expense Reimbursement Plan as of the first day of the Plan Year to which the carryover will be made (regardless of whether the individual actually elects to participate).

(6) A carryover shall not count against the maximum reimbursement a Participant may receive as specified in Section 17.8.

(c) **Claims Run-out Period**. Except as otherwise provided in this Section 17.12, (1). amounts attributed to a Participant's ME Account for any Plan Year shall be used only to reimburse the Participant for eligible Medical Expenses incurred during such Plan Year and its Claims Grace Period (if applicable), and (2) any balance remaining in a Participant's ME Account for a Plan Year shall be forfeited following the end of Claims Run-Out Period in accordance with Section 5.7. The Plan Administrator may extend this period in the event the Participant cannot obtain proper documentation until after the expiration of the period. Such forfeited amount shall not be distributed in cash, carried over to the next Plan Year or used by the Participant for any other purpose.

17.13 **Medical Child Support Orders**. Notwithstanding any provision of this Plan to the contrary, this Plan shall recognize child support orders regarding coverage under this Medical Expense Reimbursement Plan to the extent required by applicable law.

17.14 **Qualified Reservist Distribution**. If the Adoption Agreement provides that such distributions are available, a Participant may request, in writing on a form provided by the Plan Administrator, a "Qualified Reservist Distribution" from the Participant's ME Account if: (a) the Participant is a member of the Army National Guard, the Army Reserve, the Navy Reserve, the Marine Corps Reserve, the Air National Guard, the Air Force Reserve, the Coast Guard Reserve, or the Reserve Corps of the Public Health Service; and (b) the Participant has been ordered or called to active duty for either (1) at least one hundred eighty (180) days, or (2) an indefinite period of time. Such request must be made on or after the date of the order or call to active duty and before the last day of the Plan Year. A copy of the order or call to duty must accompany the form. The amount available to the Participant as a Qualified Reservist Distribution shall be the amount contributed to the ME Account as of the date of the request minus any reimbursements of Medical Expenses provided under the ME Account as of that date. Such distributions shall be included in the Participant's taxable income and shall be subject to normal wage withholding requirements to the extent required by law. If a balance remains in the Participant's ME Account following the Qualified Reservist Distribution, the Participant may continue to submit claims for reimbursement.

17.15 **Continuation of Coverage**. Continued coverage under the Medical Expense Reimbursement Plan shall be provided as required under the Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA"), as amended and as reflected in the Public Health Services Act, as amended ("PHSA"). To the extent not contained in the Plan, the Plan Administrator may, within the parameters of the law, establish uniform policies by which to provide such continuation coverage, which shall be incorporated herein by reference.

17.16 **HIPAA.** The Medical Expense Reimbursement Plan shall comply with the Privacy Rules and Security Rules under HIPAA (if applicable) as further provided in Article XXI.

17.17 **Further Limitations on Benefits.**

(a) This Article does not cover expenses incurred for any loss caused by or resulting from injury or disease for which benefits are payable under any worker's compensation law or other employer, union, association or governmental sponsored group insurance plan.

(b) This Article does not cover expenses incurred for any loss caused by or resulting from injury or disease for which benefits are received by the Participant, the Participant's Spouse or the Participant's Dependent under any health and accident insurance policy or program, whether or not premiums are paid by the Employer or the Participant, the Participant's Spouse or the Participant's Dependent child.

(c) Amounts reimbursed under a dependent care assistance program described in Section 129 of the Code shall not be reimbursed under this Plan.

(d) A Participant in the Plan may not participate under this Article and contribute to an HSA.

(e) Other limitations, if any, shall be set forth in the Adoption Agreement.

17.18 **Patient Protection and Affordable Care Act.** The Medical Expense Reimbursement Plan is intended to be an excepted benefit under HIPAA because:

(a) All Participants of this Available Benefit are eligible for Group Medical Benefits, and

(b) The maximum reimbursement available does not exceed the greater of (1) two times the Participant's salary reduction election or (2) the Participant's salary reduction election plus $500.

Accordingly, certain mandates of the Patient Protection and Affordable Care Act, as amended, including the preventative care mandate, do not apply to the Medical Expense Reimbursement Plan.

ARTICLE XVIII.
HSA CONTRIBUTION FEATURE

18.1 **Purpose**. The purpose of this Article is to provide for the pre-tax funding of an HSA under this Plan as an Available Benefit.

18.2 **Separate Written Plan**. For purposes of Section 223 of the Code, this Article shall constitute a separate written plan. To the extent necessary, other provisions of the Plan are incorporated by reference.

18.3 **Definitions**.

(a) **Certification of HSA Eligibility** means the form (if any) provided by the Plan Administrator in which the Participant certifies he or she is eligible for HSA contributions.

(b) **HSA** means a health savings accounts under Section 223 of the Code established and owned by a Participant to which contributions are made under this portion of the Plan. The Employer does not sponsor a Participant's HSA, and a Participant's HSA is not an employer-sponsored group health plan. If provided in the Adoption Agreement, to participate in this HSA Contribution Feature, the HSA must be established at a trustee/custodian selected by the Employer.

(c) **HSA Contribution Feature** means the portion of the Plan described in this Article, which consists of contributions to a Participant's HSA through salary reduction and Employer Contributions, if any.

(d) **High Deductible Health Plan** means, unless otherwise specified in the Adoption Agreement, a "qualifying high deductible health plan" under Section 223(c)(2) of the Code sponsored by the Employer.

(e) **Permitted Insurance or Permitted Coverage** means:

(1) insurance in which substantially all of the coverage relates to liabilities incurred under workers' compensation laws, tort liabilities, liabilities related to ownership or use of property, or similar liabilities as specified by the IRS;

(2) insurance for specified disease or illness (e.g., cancer insurance);

(3) insurance that pays a fixed amount per day (or other period) of hospitalization (e.g., hospital indemnity insurance);

(4) coverage for accidents, disability, dental care, vision care, preventive care, or long-term care;

(5) some medical reimbursement accounts and health reimbursement arrangements ("HRAs") (e.g., limited scope medical reimbursement accounts and HRAs, suspended HRAs, post-deductible medical reimbursement accounts and HRAs, and retirement HRAs); and

(6) some wellness programs and employee assistance programs (e.g., those that do not provide significant benefits in the nature of non-preventive medical care or treatment).

18.4 **Eligibility.** To be eligible for HSA contributions, the Employee must:

(a) be eligible to participate in this Plan under Section 3.1;

(b) be covered by the High Deductible Health Plan;

(c) not be claimed as another person's dependent for purposes of such person's federal income tax return;

(d) not be actually covered by Medicare; and

(e) not have any health coverage other than Permitted Insurance, Permitted Coverage, or coverage under a high deductible health plan (as defined under Section 223(c)(2) of the Code), whether or not such coverage is sponsored by the Employer.

18.5 **Certification of Eligibility.** Notwithstanding anything in this Plan to the contrary if specifically indicated in the Adoption Agreement, in order to receive HSA contributions, at the time of enrollment, the Participant must provide to the Plan Administrator a Certification of HSA Eligibility. Thereafter, such certification may be requested periodically by the Plan Administrator.

18.6 **Contributions.**

(a) **Employer Contributions.** Employer Contributions, if any, will be contributed to the Participant's HSA at the times established by the Employer.

(b) **Employee Contributions.** Amounts withheld from a Participant's Compensation pursuant to an agreement authorizing salary reduction with respect to this Available Benefit shall be contributed to the Participant's HSA as soon as administratively feasible.

18.7 **Limits on Contributions.** Contributions made by a Participant and/or on a Participant's behalf (i.e., Employer Contributions) into the HSA under this Plan are limited in accordance with the following rules.

(a) **General Limit.** During a taxable year, total contributions to all health savings account owned by a Participant cannot exceed a statutory indexed amount.

(b) **Catch Up Contributions.** An additional "catch-up" amount (determined on a monthly basis) can be contributed for eligible individuals who attain age 55 before the close of the taxable year.

(c) **Pro-rated Limit if Not Eligible on December 1st.** If a Participant is eligible for HSA contributions during a taxable year but ceases to be eligible prior to December 1st of that taxable year, the contribution limit for that taxable year shall be determined by multiplying 1/12 of the applicable limit by the number of months the first day of which the Participant was eligible for HSA contributions. This pro-rated limit shall apply to all contributions made during the applicable taxable year, including those contributions made prior to the date on which the Participant ceased to be eligible for HSA contributions.

(d) **Special Rule if Eligible on December 1st.** If a Participant becomes eligible for HSA contributions during the taxable year and is eligible on December 1st of such year, the Participant shall be deemed to have been eligible for each month in such taxable year and may make or receive HSA contributions up to the full annual limit. This special rule applies to all contributions made during the applicable taxable year, including contributions made prior to or after December 1st.

> **Example:** An Eligible Employee becomes eligible for HSA contributions on July 1st and remains eligible through December 1st. The Eligible Employee may begin making contributions to his or her HSA through this Plan on July 1st at a rate pursuant to which the full annual contribution will have been made by the end of the taxable year.

If a Participant to whom this special rule applies ceases to be eligible for HSA contributions within the twelve (12) month period beginning with the last month of such taxable year other than by reason of death or disability (as described in Section

72(m)(7) of the Code), then any contribution made in excess of the annual limit under the general rule described above will be included in the Participant's gross income and will be subject to an excise tax as provided in Section 223(b)(8)(B) of the Code.

(e) **Special Rule for Married Participants.** If the Participant is married and both the Participant and Participant's Spouse have coverage under a high deductible health plan (as defined in Section 223 of the Code), the applicable limit is divided equally between them (unless they agree to a different allocation).

(f) **Rollover Contributions.** Rollover contributions may also be made to the HSA from another health savings account or from an Archer MSA. Rollover contributions are not subject to the contribution limit described above.

(g) **Treatment of Excess Contributions.** To the extent total contributions to a Participant's health savings accounts made during the taxable year exceed the applicable limit on such contributions, then the contributions in excess of the limit shall be included in the Participant's gross income and shall be subject to an excise tax as provided in Section 4973(g) of the Code, unless returned in accordance with Section 223(f)(3) of the Code.

18.8 **Investment of HSA Funds.** A Participant may invest his or her HSA funds as allowed by the HSA trustee/custodian. The Employer shall have no control or responsibility for how a Participant's HSA funds are invested

18.9 **Tax Consequences**. It is intended that the HSA contributions made under this Plan shall be excluded from the Participant's gross income under Section 223 of the Code.

18.10 **Distribution of HSA Funds.** The Employer shall have no responsibility or control over distributions made from a Participant's HSA. The Employer shall have no responsibility to substantiate expenses for which such distributions are made. Sections 6.7 and 6.8 of this Plan shall not apply to distributions from a Participant's HSA. A Participant need not be a Participant in this Plan, be covered by a High Deductible Health Plan of this Employer, nor be covered by any other high deductible health plan in order to receive a distribution from the Participant's HSA.

18.11 **Reporting.** The Employer shall be responsible for reporting contributions made to a Participant's HSA through this Plan on the Participant's Form W-2. Participants shall be responsible for reporting contributions to their HSAs and distributions from their HSAs on appropriate forms. Participants shall also be responsible for determining whether an HSA distribution is taxable.

18.12 **Continuation of Coverage**. This HSA Contribution Feature and the underlying HSAs are not group health plans for purposes of the Consolidated Omnibus Budget Reconciliation Act of 1985, ("COBRA"), as amended, and reflected in the Public Health Services Act ("PHSA"), as amended, the Family and Medical Leave Act ("FMLA"), and the Uniformed Services Employment and Reemployment Rights Act of 1994 ("USERRA"). COBRA, FMLA, and USERRA do not apply to this HSA Contribution Feature and the underlying HSAs.

ARTICLE XIX.
CASH PAYMENT

19.1 **Purpose**. The purpose of this Article is to describe the Cash Payment available under this Plan as an Available Benefit. Any portion of the Employer Contribution that is not allocated for the purposes of benefits under this Plan may be available to the Participant in cash.

19.2 **Terms, Conditions and Limitations**. A Participant is entitled to allocate the Employer Contribution to pay for Available Benefits. To the extent a Participant does not allocate all of the Employer Contributions to other Available Benefits available under this Plan, a Participant shall receive a Cash Payment equal to the amount of the unallocated Employer Contribution, subject to any restrictions specified in the Adoption Agreement.

19.3 **Payment**. Cash Payments shall be made at least monthly and within the month that the Employer Contribution would otherwise have been allocated for Available Benefits. Cash Payments shall be made only to Participants. If a Participant ceases to meet the eligibility requirements, then Cash Payments cease.

19.4 **Tax Consequences**. Any Cash Payment received through the Plan is taxable income to the Participant.

ARTICLE XX.
INDIVIDUAL PREMIUM FEATURE

20.1 **Purpose**. The purpose of this Article is to provide for the pre-tax payment opportunity for certain individual Insurance Premiums under this Plan as an Available Benefit.

20.2 **Separate Written Plan**. For purposes of Sections 105 and 106 of the Code, this Article shall constitute a separate written plan providing for the reimbursement or direct payment of individual Insurance Premium expenses. To the extent necessary, other provisions of the Plan are incorporated by reference.

20.3 **Definitions**.

(a) **Claims Run-Out Period** means the period beginning on the first day following the close of the Plan Year and ending on the date specified in the Adoption Agreement.

(b) **Dependent** means, unless indicated otherwise in the Adoption Agreement, a Tax Dependent.

(c) **HMO** means a health maintenance organization authorized to do business in the state in which such health maintenance organization agreement is issued, that has been individually obtained by a Participant for the purpose of providing benefits under this Individual Premium Feature. For purposes of this Article, HMO coverage only includes coverage issued on a non-group, individual basis.

(d) **Highly Compensated Individual** means an individual who is highly compensated as defined in Section 105(h)(5) of the Code.

(e) **Individual Premium Account** (**"IP Account"**) means the record keeping account established by the Plan Administrator for each Plan Year for each Participant from whom an Election to create such an account is received.

(f) **Individual Premium Feature** means this Article of the Plan that permits pre-tax payment of the cost of certain coverage issued on a non-group, individual basis.

(g) **Insurance Contract** means, unless otherwise specified in the Adoption Agreement, an accident or health insurance contract secured from an insurance company or HMO, authorized to do business in the state in which such insurance contract is issued, that has been individually obtained by a Participant for the purpose of providing benefits under this Individual Premium Feature. For purposes of this Article, Insurance Contract coverage only includes coverage issued on a non-group, individual basis to the extent permitted under law. Insurance Contract includes "specialty" coverages (e.g., cancer, vision, hospital indemnity, transplant, etc.) unless otherwise specified in the Adoption Agreement. Notwithstanding the foregoing, major medical coverage, Medicare Part B, Medicare Part D, and Medicare supplement coverage, long-term care coverage, and individual insurance policies purchased through a public exchange are specifically excluded.

(h) **Insurance Premiums** means the amount that must be paid on a periodic basis in return for coverage under the Insurance Contract.

20.4 **Terms, Conditions, and Limitations**. The Participant shall secure the necessary Insurance Contract. Coverage shall begin, benefits shall be provided, and coverage shall terminate in accordance with the applicable Insurance Contract. The Insurance Contract may provide coverage to the Participant's Spouse and Dependents in addition to the Participant. To the extent a Dependent is provided coverage and that Dependent is not the Participant's Spouse or Tax Dependent, the tax consequence of such coverage shall be addressed as described in Section 4.2. The Insurance Contract may not by its terms violate

the provisions of a cafeteria plan within the meaning of Section 125 of the Code including but not limited to operating to defer compensation.

20.5 **Individual Premium Account**. The IP Account will be credited as of each date contributions are made pursuant to Article IV with an amount equal to the allocation, if any, which the Participant has elected. A Participant's IP Account will be decreased from time to time in the amount of payments made to, or on behalf of, the Participant for eligible Insurance Premiums.

20.6 **Payments**. Claim payments under the Individual Premium Feature shall be administered by the Plan Administrator and/or the Claims Administrator as specified in the Adoption Agreement. The Plan Administrator and/or Claims Administrator shall, as specified in the Adoption Agreement, either:

(a) directly pay the issuer of the Insurance Contract; or

(b) reimburse the Participant after the Participant has incurred the Insurance Premium.

A claim for reimbursement must be made in accordance with Section 6.7. Benefits shall be determined in accordance with Section 6.8.

Payments (or reimbursements) shall also be made on behalf of the Participant's Spouse and Dependents, if the Participant has elected to have them covered under this portion of the Plan and they are eligible for coverage under the applicable Insurance Contracts. Such payments (or reimbursements) shall be made from Employer Contributions and, if necessary, contributions made in accordance with the salary reduction arrangement and other arrangements applicable to the Participant under the terms of the Individual Premium Feature. Under no circumstances will Insurance Premiums payments (or reimbursements) be made with Employer Contributions or other contributions from one Plan Year for coverage actually received in a different Plan Year.

In no case shall a payment be made which exceeds the balance in the Participant's IP Account at the time reimbursement is processed. Claims for reimbursement within a Plan Year must be submitted prior to the close of the Claims Run-Out Period for such Plan Year.

20.7 **Reimbursement Upon Termination of Participation**. If an individual ceases to be a Participant in this portion of the Plan during a Plan Year, no further contributions will be credited to the IP Account. Reimbursements shall continue as provided in the Adoption Agreement.

20.8 **IP Account Forfeiture**. Amounts attributed to a Participant's IP Account for any Plan Year shall be used only to reimburse the Participant for eligible Insurance Premiums incurred during such Plan Year. Any balance remaining in a Participant's IP Account for a Plan Year shall be forfeited following the Claims Run-Out Period and shall be forfeited in accordance with Section 5.7. The Plan Administrator may extend this period in the event the Participant cannot obtain proper documentation until after the expiration of the period. Such forfeited amount shall not be distributed in cash, carried over to the next Plan Year or used by the Participant for any other purpose.

20.9 **Medical Child Support Orders**. Notwithstanding any provision of this Plan to the contrary, this Plan shall recognize child support orders regarding coverage under the Insurance Contract to the extent required by applicable law.

20.10 **Tax Consequences of the Individual Premium Feature**. It is intended that the Insurance Premiums (including pre-tax payments paid by the Participant through this portion of the Plan) for a Participant's Insurance Contract shall be excluded from the Participant's gross income under Section 106 of the Code. Any benefits received as a result of the Insurance Contract under this portion of the Plan shall be excluded from the recipient's gross income to the extent permitted under Section 105(b) of the Code. With respect to coverage that covers a Dependent other than the Participant's Spouse or Tax Dependent, it is intended that (a) value of the coverage be imputed as taxable income to the Participant as provided in Section 4.2, and (b) the value of any benefits received as a result of such coverage under the Individual Premium Feature be excluded from the recipient's gross income to the extent permitted under Section 104(a)(3) of the Code.

ARTICLE XXI.
HIPAA PROVISIONS

The Privacy Rules and Security Rules under HIPAA apply to the Medical Expense Reimbursement Plan and Limited Scope Medical Expense Reimbursement Plan (if available), unless such Available Benefits have less than fifty (50) Participants and the Employer is the Claims Administrator for such Available Benefits.

21.1 **Use and Disclosure of PHI**. The covered entity will use PHI to the extent of and in accordance with the uses and disclosures permitted by HIPAA. Specifically, the covered entity will use and disclose PHI for purposes related to health care treatment, payment for health care and health care operations. The covered entity will also use and disclose PHI as required by law and as permitted by authorization of the subject of PHI. If the covered entity discloses PHI to the Employer in accordance with this Article XXI, the Employer may use and further disclosure PHI for the same purposes and in the same situations as the covered entity may use and disclose PHI, provided that such use or disclosure is for covered entity administration functions performed by the Employer for the covered entity or is required by law or permitted by authorization. All uses and disclosures of PHI, whether by the covered entity or by Employer, shall be limited to the minimum PHI necessary to accomplish the intended purpose of the use or disclosure in accordance with HIPAA. Notwithstanding the foregoing, neither the covered entity nor the Employer shall use PHI that is genetic information in a manner that is prohibited by the Genetic Information Nondiscrimination Act of 2008.

(a) **Payment** includes activities undertaken by the covered entity to obtain premiums or determine or fulfill its responsibility for coverage and provision of benefits that relate to an individual to whom health care is provided. These activities include, but are not limited to, the following:

(1) determination of eligibility, coverage and cost sharing amounts (for example, cost of a benefit, plan maximums and co-payments as determined for an individual's claim);
(2) coordination of benefits;
(3) adjudication of health benefits claims (including appeals and other payment disputes);
(4) subrogation of health benefit claims;
(5) establishing employee contributions;
(6) risk adjusting amounts due based on enrollee health status and demographic characteristics;
(7) billing, collection activities, and related health care data processing;
(8) claims management and related health care data processing, including auditing payments, investigating and resolving payment disputes and responding to participant inquiries about payments;
(9) obtaining payment under a contract for reinsurance (including stop-loss and excess of loss insurance);
(10) medical necessity reviews or reviews of appropriateness of care or justification of charges;
(11) utilization review, including pre-certification, preauthorization, concurrent review and retrospective review;
(12) disclosure to consumer reporting agencies related to the collection of premiums or reimbursement (the following PHI may be disclosed for

payment purposes: name and address, date of birth, Social Security number, payment history, account number and name and address of provider and/or health plan); and

(13) reimbursement to the covered entity.

(b) **Health care operations** include, but are not limited to, the following activities:

(1) quality assessment;

(2) population-based activities relating to improving health or reducing health care costs, protocol development, case management and care coordination, disease management, contacting health care providers and patients with information about treatment alternatives and related functions;

(3) rating provider and plan performance, including accreditation, certification, licensing or credentialing activities;

(4) underwriting, premium rating and other activities relating to the creation, renewal or replacement of a contract of health insurance or health benefits, and ceding, securing or placing a contract for reinsurance of risk relating to health care claims (including stop-loss insurance and excess of loss insurance);

(5) conducting or arranging for medical review, legal services and auditing function, including fraud and abuse detection and compliance programs;

(6) business planning and development, such as conducting cost-management and planning-related analyses related to managing and operating the covered entity, including formulary development and administration, development or improvement of payment methods or coverage policies;

(7) business management and general administration activities of the covered entity, including, but not limited to:

(i) management activities relating to the implementation of and compliance with HIPAA's administrative simplification requirements;

(ii) customer service, including data analyses for policyholders.

(8) resolution of internal grievances; and

(9) due diligence in connection with the sale or transfer of assets to a potential successor in interest, if the potential successor in interest is a covered entity under HIPAA or following completion of the sale or transfer, will become a covered entity.

21.2 **Employer's Obligations under the Privacy Rules**. Under the Privacy Rules, the covered entity may not disclose PHI to the Employer unless the Employer certifies that the Plan document has been amended to provide that the Plan will make such disclosures only upon receipt of a certification from the Employer that the Plan has been amended to include certain conditions to the Employer's receipt of PHI and that Employer agrees to those conditions. By adopting this Plan document, the Employer certifies that the Plan has been amended as required by the Privacy Rules and that it agrees to the following conditions, thereby allowing the Plan to disclose PHI to the Employer. The Employer agrees to:

(a) not use or further disclose PHI other than as permitted or required by the plan document or as required by law;

(b) ensure that any agents, including a subcontractor, to whom the Employer provides PHI received from the covered entity agree to the same restrictions and conditions that apply to the Employer with respect to such PHI;

(c) not use or disclose PHI for employment related actions and decision unless authorized by an individual;
(d) not use or disclose PHI in connection with any other benefit or employee benefit plan of the Employer unless authorized by an individual;
(e) report to the Plan any PHI use or disclosure of which it becomes aware that is inconsistent with the uses or disclosures permitted hereunder and/or may constitute a "breach" as that term is defined in HIPAA;
(f) make PHI available for access by the individual who is the subject of the PHI in accordance with HIPAA;
(g) make PHI available for amendment and incorporate any amendments to PHI in accordance with HIPAA;
(h) make available the information required to provide an accounting of disclosures in accordance with HIPAA;
(i) make internal practices, books and records relating to the use and disclosure of PHI received from the plan available to the HHS Secretary for the purposes of determining the covered entity's compliance with HIPAA; and
(j) if feasible, return or destroy all PHI received for the covered entity that the Employer still maintains in any form, and retain no copies of such PHI when no longer needed for the purpose for which disclosure was made (or if return or destruction is not feasible, limit further uses and disclosures to those purposes that make the return or destruction infeasible).

21.3 **Employer's Obligations under Security Rules**. If the Employer creates, receives, maintains, or transmits ePHI (other than enrollment and disenrollment information and Summary Health Information, which are not subject to these restrictions), the Employer will:
(a) implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of ePHI;
(b) ensure that any agents, including subcontractors, who create, receive, maintain, or transmit ePHI on behalf of the covered entity implement reasonable and appropriate security measures to protect the ePHI;
(c) report to the covered entity any Security Incident of which it becomes aware; and
(d) implement reasonable and appropriate security measures to ensure that only those persons identified below have access to ePHI and that such access is limited to the purposes identified below.

21.4 **Adequate separation between the covered entity and the Employer must be maintained**. In accordance with HIPAA, only the following employees or classes of employees may be given access to PHI:
(a) the person employed in the position that is given primary responsibility for performing the Employer's duties as the covered entity Administrator of the Available Benefits; and
(b) staff designated by the person described in (a) above.

21.5 **Limitation of PHI Access and Disclosure**. The person(s) described above may only have access to and use and disclose PHI for administration functions that the Employer performs for the covered entity.

21.6 **Noncompliance Issues**. If the person(s) described above does not comply with this plan document, the Employer shall provide a mechanism for resolving issues of noncompliance including, but not limited to, disciplinary sanctions.

ARTICLE XXII.
CONTINUATION COVERAGE

22.1 **What are my continuation rights under COBRA?**

The Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") requires most employers with twenty (20) or more employees to offer employees and their families (spouse and/or dependent children) the opportunity to pay for a temporary extension of health coverage (called "continuation coverage") at group rates in certain instances where health coverage under employer sponsored group health plan(s) would otherwise end. There is no requirement that a person be insurable to elect continuation coverage. However, a person who continues coverage may have to pay all of the premium for the continuation coverage. The Group Medical Plan, Group Dental Plan, Group Vision Plan, and Medical Expense Reimbursement Plan shall be operated consistent with COBRA and pursuant to COBRA policies and procedures contained in a separate document and is incorporated by reference into this Flexible Benefits Plan. This document is available to you upon request, at no charge.

22.2 **What are my continuation rights under USERRA?**

If you are called to active duty in the uniformed services, you may elect to continue coverage for you and your eligible dependents under USERRA for a period of up to 24 months. You and your eligible dependents qualify for this extension if you are called into active or reserve duty, whether voluntary or involuntary, in the Armed Forces, the Army National Guard, the Air National Guard, full-time National Guard duty (under a federal, not a state, call-up), the commissioned corps of the Public Health Services and any other category of persons designated by the President of the United States. This continuation right is similar to, and runs concurrent with, your continuation right under COBRA (if any). The Group Medical Plan, Group Dental Plan, Group Vision Plan, and Medical Expense Reimbursement Plan shall be operated consistent with USERRA and pursuant to USERRA policies and procedures contained in a separate document and is incorporated by reference into this Flexible Benefits Plan. This document is available to you upon request, at no charge.

22.3 **What are my continuation and/or conversion rights for group health plan coverage under state law?**

Minnesota requires continuation and conversion of group health plan coverage (including medical, dental, and vision coverage) upon certain events. These laws may apply to both insured and self-insured plans other than health flexible spending accounts. Your continuation and conversion rights, and the rights of those who are covered through you, are described in the separate materials that have been provided to you either directly by the carrier (the insurance company) or by your Employer. If you have not been provided this information, you should contact the Plan Administrator.

22.4 **What are my continuation and/or conversion rights for group term life insurance coverage under state law?**

Minnesota requires continuation and conversion of group-term life insurance. Your continuation and conversion rights, and the rights of those who are covered through you, are described in the separate materials that have been provided to you either directly by the carrier (the insurance company) or by your Employer. If you have not been provided this information, you should contact the Plan Administrator.

K.8.a.

CITY OF ISANTI
FLEXIBLE BENEFIT PLAN
BASIC PLAN DOCUMENT

Effective January 1, 2020

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ARTICLE I.
INTRODUCTION

1.1 **Establishment**. The establishment and Effective Date of the Plan are as set forth in the Adoption Agreement.

1.2 **Purpose**. The purpose of the Plan is to provide Participants with a choice between cash and certain "qualified benefits" as defined in Section 125 of the Code. The Plan is intended to qualify as a "cafeteria plan" under Section 125 of the Code so that Available Benefits a Participant elects to receive under the Plan will be eligible for exclusion from the Participant's gross income to the fullest extent possible under the Code.

1.3 **HIPAA Privacy and Security Rules**. Portions of this Plan are "covered entities" for purposes of the Privacy Rules and the Security Rules.

1.4 **Gender and Number**. Pronoun references in this Plan shall be deemed to be of any gender relevant to the context, and words used in the singular may also include the plural.

ARTICLE II.
DEFINITIONS

The following words and phrases are used in this Plan and shall have the meanings set forth in this Article unless a different meaning is clearly required by the context or is defined within an Article.

2.1 **Adoption Agreement** means the separate Adoption Agreement that shall be executed by the Employer adopting the Plan. The Adoption Agreement contains Employer-specific information and the Employer's selections of options under the Plan.

2.2 **Available Benefits** means the benefits made available through this Plan as indicated in the Adoption Agreement.

2.3 **Cafeteria Plan Regulations** means any final regulations, or proposed regulations on which employers may rely, issued by the Department of Treasury under Section 125 of the Code.

2.4 **Cash Payment** means the amount received by a Participant described in Article XIX, if applicable.

2.5 **Change in Status** means the situations that permit an Eligible Employee or Participant to make a change in his or her Election mid-Plan Year and include events that:

(a) change an Eligible Employee's or Participant's legal (under applicable state and federal law) marital status;

(b) change the number of an Eligible Employee's or Participant's dependents (as defined in Section 5.3);

(c) change an Eligible Employee's or Participant's employment status, or the employment status of the Participant's Spouse or dependents (as defined in Section 5.3);

(d) cause an Eligible Employee's or Participant's dependent (as defined in Section 5.3) to satisfy or cease to satisfy the eligibility requirements for an Available Benefit; and

(e) change the place of residence of an Eligible Employee or Participant, or his or her Spouse or dependents (as defined in Section 5.3).

2.6 **Claims Administrator** means the entity that is responsible for processing claims for benefits under the Plan, including a third party appointed under Section 6.1(c). The Claims Administrator shall be identified in the Adoption Agreement.

2.7 **Claims Grace Period** means—

(a) **Grace Period**. An eligible expense incurred prior to the fifteenth day of the third calendar month following the close of the Plan Year shall be deemed to have been incurred for purposes of both the preceding Plan Year and the current Plan Year. Such period of time shall be referred to as the "Grace Period." For example, if the Plan Year is the calendar year, a claim incurred on March 1, 2020 shall be deemed to have been incurred for purposes of both the Plan Year running from January 1 through December 31, 2019, and the Plan Year running from January 1 through December 31, 2020, and shall be reimbursed from contributions made during either Plan Year in accordance with part (c) hereof.

(b) **Processing of Claims**. Claims incurred during the Grace Period, and submitted prior to the close of the Claims Run-Out Period, shall be first allocated to and

reimbursed from the Participant's respective reimbursement-type account for the preceding Plan Year until such reimbursement-type account is exhausted. Thereafter, any such claims shall be allocated to and reimbursed from the Participant's reimbursement-type account for the current Plan Year. Claims incurred during the Grace Period will be allocated based upon the date the claim is received. Once a claim is allocated, there shall be no changes, modifications, or adjustments to the allocation of the account. In accordance with this part (b), a claim incurred during the preceding Plan Year and submitted during the Claims Run-Out Period will be processed subsequent to a previously submitted claim incurred during the Grace Period, even if the account from the preceding Plan Year is exhausted by reimbursement of the claim incurred during the Grace Period.

(c) **Elections**. No adjustment to a Participant's election for the current Plan Year shall be made or allowed based upon the amount of claims reimbursed from the prior Plan Year's account in accordance with part (b) hereof.

2.8 **Claims Run-Out Period** means the period of time following the end of the Plan Year during which claims incurred during such Plan Year (and applicable Grace Period) may be submitted as provided in the Available Benefit, as defined in each Available Benefit provision in which such term is used.

2.9 **Code** means the Internal Revenue Code of 1986, as amended from time to time.

2.10 **Compensation** means the total salary, wages, bonuses, pay for overtime, vacation pay, sick pay, pay for shift differentials, and other cash compensation paid by the Employer to a Participant (without regard to any salary reduction under this Plan or any pre-tax program recognized under the Code), but excluding reimbursed expenses, car expense allowances, credits for benefits under any plan of deferred compensation to which the Employer contributes, and any additional compensation payable in a form other than cash.

2.11 **Covered Individual** means a person, including a Participant, a Dependent of a Participant, a Spouse of a Participant, and any other person, appropriately covered under an Available Benefit subject to the Consolidated Omnibus Budget Reconciliation Act of 1985, as amended ("COBRA"), and, as reflected in the Public Health Services Act, as amended ("PHSA").

2.12 **Dependent** means "Dependent" as defined in each Available Benefit provision in which such term is used. Dependent is not necessarily the same as a dependent for tax purposes. See the definition of Tax Dependent in Section 2.38.

2.13 **Effective Date** means the date specified in the Adoption Agreement on which the Plan, or Plan restatement, is effective and applicable to the Eligible Employees and Participants.

2.14 **Election** means the choice of Available Benefits and means of payment made by the Participant, as described in Article V.

2.15 **ePHI** means PHI maintained or transmitted in electronic media including, but not limited to, electronic storage media (i.e., hard drives, digital memory medium) and transmission media used to exchange information in electronic storage media (i.e., internet, extranet, and other networks). PHI transmitted via facsimile and telephone is not considered to be transmissions via electronic media.

2.16 **Election Period** means the period of time identified by the Plan Administrator prior to the start of a Plan Year during which a Participant may change his or her Election. For a Participant who enters the Plan other than at the start of a Plan Year, Election Period means the period of time identified by the Plan Administrator prior to the date on which the Eligible Employee begins participation during which an Eligible Employee may make an Election or change a deemed Election.

2.17 **Eligible Employee** means each Employee who has met the eligibility requirements of Section 3.1.

2.18 **Employee** means any person (including elected officials) employed by the Employer and on the Employer's W-2 payroll on or after the Effective Date, except that it shall not include:

(a) any self-employed individual as described in Section 401(c) of the Code;

(b) any employee included within a unit of employees covered by a collective bargaining unit unless such agreement expressly provides for coverage of the employee under this Plan;

(c) any employee who is a nonresident alien and receives no earned income from the Employer from sources within the United States;

(d) any employee who is a leased employee as defined in Section 414(n)(2) of the Code;

(e) an individual classified by the Employer as a contract worker, independent contractor, temporary employee, or casual employee, whether or not any such persons are on the Employer's W-2 payroll or are determined by the IRS or others to be common-law employees of the Employer; or

(f) any individual who performs services for the Employer but who is paid by a temporary or other employment or staffing agency such as "Kelly," "Manpower," etc., whether or not such individuals are determined by the IRS or others to be common-law employees of the Employer.

2.19 **Employer** means the Employer named in the Adoption Agreement, any affiliate that, with the consent of the Employer, becomes an Employer by adopting the Plan, and any successor employer that assumes the obligations of the Employer.

2.20 **Employer Contribution** means amounts, if any, described in the Adoption Agreement that have not been actually or constructively received by the Participant that are made available to the Participant by the Employer for the purpose of electing Available Benefits under the Plan.

2.21 **Entry Date** means the date(s) specified by the Employer in the Adoption Agreement as of which Eligible Employees may become Participants in this Plan, provided all necessary forms have been completed.

2.22 **ERISA** means the Employee Retirement Income Security Act of 1974, as amended. Governmental entities, public schools, and some church-related entities and some Indian Tribe operations are not subject to ERISA.

2.23 **Highly Compensated Individual** means individuals who are highly compensated as defined in Section 125(e)(2) of the Code.

2.24 **Highly Compensated Participant** means Participants who are highly compensated as defined in Section 125(e)(1) of the Code.

2.25 **HIPAA** means Health Insurance Portability and Accountability Act of 1996, and regulations thereunder, as amended from time to time.

2.26 **HSA** means a health savings account within the meaning of Section 223 of the Code.

2.27 **Insurer** means any insurance company that has issued a policy through which benefits are made available under this Plan.

2.28 **IRS** means the Internal Revenue Service.

2.29 **PHI** means health information that:

(a) is created or received by a health care provider, health plan, or health care clearinghouse;

(b) relates to the past, present and future physical or mental health or condition of an individual (including "genetic information" as that term is defined in the Genetic Information Nondiscrimination Act of 2008); the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and

(c) either identifies the individual or reasonably could be used to identify the individual.

PHI includes ePHI.

2.30 **Participant** means an Eligible Employee who participates in the Plan in accordance with Article III and has not ceased to be a Participant under Section 3.4.

2.31 **Plan** means the cafeteria plan established by and reflected in the completed Adoption Agreement and Basic Plan Document, as each may be amended from time to time. This Plan shall be known by the name indicated in the Adoption Agreement.

2.32 **Plan Administrator** means the entity determined under Section 6.1.

2.33 **Plan Year** means the twelve-month period commencing on the first day of the month elected in the Adoption Agreement and ending on the last day of the twelfth month following. A "short" Plan Year consists of less than a twelve-month period and must be indicated in the Adoption Agreement.

2.34 **Privacy Rules** means the *Standards and Privacy of Individually Identifiable Health Information* at 45 C.F.R. Part 160 and Part 164 at subparts A and E.

2.35 **Security Rules** means the *Security Standards and Implementation Specifications* at 45 C.F.R. Part 160 and Part 164, subpart C.

2.36 **Spouse** means an individual who is (a) legally married to a Participant (under applicable state law), and (b) who is treated as a "spouse" under the Code.

2.37 **Summary of Health Information** means "summary health information" as defined in 45 C.F.R. Section 164.504, which generally defines "summary health information" to include information, which may be PHI, that summarizes claims history, claims expenses, or the type of claims experienced by individuals receiving benefits under the Plan from which certain identifiers have been deleted.

2.38 **Tax Dependent** means an individual (other than the Participant and the Participant's Spouse) with respect to whom amounts expended for medical care are excluded from the Participant's gross income under Section 105(b) of the Code, as amended.

ARTICLE III.
ELIGIBILITY AND PARTICIPATION

3.1 **Eligibility Requirements**. Each Employee shall be eligible to participate in this Plan upon meeting the eligibility requirements as set forth in the Adoption Agreement. Notwithstanding the foregoing, if specifically provided in Adoption Agreement, all Employees who are elected officials shall not be eligible to participate in this Plan without meeting the eligibility requirements set forth in the Adoption Agreement.

3.2 **Notification to Participants**. The Plan Administrator shall provide each Eligible Employee written notice of the Employee's eligibility to participate in the Plan in sufficient time to enable such Eligible Employee to submit an application for participation in the Plan on or before the applicable Entry Date.

3.3 **Application for Participation.**

(a) **Generally**. In general, unless an Eligible Employee is deemed to have made an Election as provided in Section 5.1, to become a Participant, an Eligible Employee shall execute and deliver to the Plan Administrator, prior to the applicable Entry Date, an application signed by the Eligible Employee in which the Eligible Employee:

(i) applies to participate in the Plan;
(ii) designates the required portion of Compensation for the pre-tax and after-tax (if any) contributions;
(iii) makes a benefit Election; and
(iv) supplies any other pertinent information that the Plan Administrator may reasonably require.

By signing such application or agreement, the Eligible Employee shall be deemed for all purposes to have agreed to participate and to conform to the requirements of the Plan. Such application or agreement may be the same as, or separate from, the application or agreement required to participate in any Available Benefit under this Plan. Alternatively, or in addition to the foregoing application process, the Plan Administrator may require or permit application of same scope by electronic means. Except as provided in paragraph (b) below, participation shall begin on a Participant's Entry Date or, if later, the first payroll following submission of the application (to the extent such an application is required for a particular Available Benefit).

(b) **Newly Hired**. Unless specifically provided otherwise in the Adoption Agreement, for new hires, an Eligible Employee shall execute and deliver to the Plan Administrator within thirty (30) days of employment, such written application. In this situation, participation in this Plan is retroactive to the date of hire pursuant to Cafeteria Plan Regulations. However, salary reduction contributions to pay for coverage during the period preceding the submission of the application shall be taken prospectively from compensation paid following submission of the application.

3.4 **Termination of Participation**. A Participant automatically ceases to be a Participant at midnight of the earliest of the following dates:

(a) the date of the death of the Participant;
(b) the date of termination of the Participant's employment with the Employer;

(c) the date on which the Participant's coverage under the last Available Benefit terminates (determined without regard to any continuation coverage provided to the Participant under such Available Benefit in accordance with applicable law or any coverage provided in lieu thereof);
(d) the date of the Participant's failure to meet the eligibility requirements of Section 3.1, as may be amended from time to time; or
(e) the date of termination of the Plan in accordance with Article VII.

Note: This provision applies to *participation* in this Plan. With respect to the Available Benefits that involve premium payments for other plans sponsored by the Employer, coverage under the underlying plan may extend beyond the date a Participant ceases to be a Participant in this Plan.

In the event the Plan does not learn that a Participant has automatically ceased to be a Participant until a date after the date participation ceased, participation will be terminated retroactively and the Plan shall be entitled to recover any benefits paid after the date participation is terminated. Termination of participation in this Plan shall not prevent a former Participant from continuation coverage, conversion coverage or benefits under the respective Available Benefit plans if and to the extent provided by such plans.

3.5 **Conditions of Participation**. As a condition of participation and receipt of benefits under this Plan, the Participant agrees to:
(a) observe all Plan rules and regulations;
(b) consent to inquiries by the Plan Administrator with respect to any provider of services involved in a claim under this Plan;
(c) submit to the Plan Administrator all notifications, reports, bills, and other information required by the Plan or which the Plan Administrator may reasonably require; and
(d) repay any overpayments or incorrect payments received under the Plan.

Failure to do so relieves the Plan, Plan Administrator, and Claims Administrator from any and all obligations under this Plan.

3.6 **Participation in Available Benefit Plans**. In order to elect a specific Available Benefit provided under this Plan, a Participant must elect that Available Benefit on such forms as the Plan Administrator may require (unless the benefit is provided to all Participants) and, if the cost of that Available Benefit is not fully paid by the Employer, shall be required to share the cost of the Available Benefit as provided in Article IV. Further, the Participant must meet any eligibility, participation, etc., requirements applicable to that Available Benefit in accordance with the terms of the underlying plan through which the Available Benefit is provided.

ARTICLE IV.
CONTRIBUTIONS

4.1 **Salary Reduction Contributions**. To the extent the cost of an Available Benefit exceeds the Employer Contribution (if any), a Participant may elect in accordance with the Election procedures described in Article V to receive his or her full Compensation in cash, or to have a portion of such Compensation applied by the Employer toward the Participant's share of the cost of Available Benefits. If so elected, the Participant's Compensation will be reduced, and an amount equal to the reduction shall be allocated by the Employer to the Available Benefits designated by the Participant. A Participant's Compensation shall be reduced by pro-rata amounts of the Participant's total salary reduction Election. Salary reduction is done on a pre-tax basis before any withholdings have been made for eligible Benefits as identified in the Adoption Agreement. The frequency of salary reduction contributions shall be as specified in the Adoption Agreement. Notwithstanding the foregoing, if participation in an Available Benefit extends to the last day of the month in which a Participant's employment terminates, if necessary, additional salary reduction contributions shall be taken from the Participant's final pay check to pay for the coverage provided during the period of time following the date on which the Participant's employment terminates.

4.2 **Imputation of Income**. To the extent a Participant participates in an Available Benefit that covers a Dependent who is not the Participant's Spouse or Tax Dependent, one of the following provisions will apply as specified in the Adoption Agreement:

(a) The entire cost of coverage for which the Participant is responsible shall be paid pre-tax through this Plan and the fair market value of the coverage for that Dependent shall be imputed as income to the Participant as the coverage is provided (pursuant to Cafeteria Plan Regulations). This provision applies regardless of whether the cost of coverage is paid by salary reduction or allocation of available Employer Contributions, if any.

(b) The cost of coverage for which the Participant is responsible shall be paid on an after-tax basis up to the amount of the fair market value of the coverage provided to that Dependent. To the extent the cost of coverage for which the Participant is responsible exceeds that fair market value, the remaining cost of coverage may be paid pre-tax through this Plan. To the extent the cost of coverage for which the Participant is responsible is less than that fair market value, the excess of the fair market value over the after-tax payments shall be imputed as income to the Participant as coverage is provided.

4.3 **Salary Deduction Contributions**. The Employer may require that amounts for which the Participant is responsible, but which cannot be paid with pre-tax dollars through salary reduction described above, be funded with after-tax dollars pursuant to a salary deduction agreement. Such salary deductions shall be made on a periodic basis and relate to a Participant's Compensation after taxes and withholdings have been made.

4.4 **Employer Contribution.** The Employer may make a fixed dollar contribution per Plan Year, or portion of the Plan Year (e.g., month, pay period), per Participant. The amount of the Employer Contribution and any additional restrictions on the use thereof shall be identified in the Adoption Agreement and communicated to the Participants prior to the start of each Plan Year so that they may consider it in making their Elections. The amount

of the Employer Contribution may change from year to year as announced by the Employer prior to the Plan Year start and reflected in the Adoption Agreement. Unless specifically provided otherwise in the Adoption Agreement, no Employer Contribution shall be credited to any Employee during an unpaid leave of absence, whether authorized or unauthorized, unless required by the Family Medical Leave Act ("FMLA"), if applicable. Unless specifically provided otherwise in the Adoption Agreement, Employees who are not eligible for participation on the first day of the Plan Year shall have their annual Employer Contribution pro-rated by multiplying the annual available Employer Contribution by a fraction, the numerator of which is the number of months the Employee is eligible for participation for the Plan Year, the denominator which is twelve.

4.5 **Maximum Under the Plan**. Under no circumstances may a Participant's total salary reduction exceed the sum of (a) the cost of benefits paid on a pre-tax basis provided through insurance or insurance-type Available Benefits plus (b) the maximum Election amounts permitted under the other Available Benefits minus (c) the Employer Contribution, if any.

4.6 **No Trust**. Nothing in this Plan is intended to require the establishment of a trust. The portion of benefits paid under this Plan attributable to Employer Contributions, if any, is paid from the Employer's general assets. The portion of benefits paid under this Plan attributable to Participant contributions including, but not limited to, salary reduction amounts, is paid from the Employer's general assets.

ARTICLE V.
ELECTION OF AVAILABLE BENEFITS

Initial Elections. Unless otherwise specified in the Adoption Agreement, upon initial eligibility, an affirmative Election to participate is required as part of the application to participate described in 3.3. If the Election Period ends and an Election has not been received by the Plan Administrator, the Eligible Employee will be deemed to have elected not to participate in the Flexible Benefit Plan.

5.1 **Subsequent Annual Elections**. During the Election Period prior to each subsequent Plan Year, each Participant shall be given the opportunity to make a new Election. Such new Election may include the following:

(a) an Eligible Employee who is not participating may elect to begin participating by electing Available Benefits during the Election Period;

(b) a Participant may terminate participation in the Plan; or

(c) a Participant may elect different Available Benefits or different levels of Available Benefits.

An Election must have been made, or deemed to have been made, prior to the start of the Plan Year to which it relates.

5.2 **Failure to Elect**. A Participant who does not make a new Election during the Election Period prior to each Plan Year:

(a) **Automatic Election**. With respect to Available Benefits providing for the payment of premiums for group insurance and insurance-type coverages, unless otherwise specified in the Adoption Agreement, an Eligible Employee shall be deemed, unless prohibited by law, to have elected to pay any portion of the cost for which the Eligible Employee is responsible through salary reduction unless (1) the Eligible Employee specifically elects not to participate with respect to such Available Benefit(s) and notifies the Plan Administrator in writing on or before the close of the Election Period, or (2) such deemed Election is otherwise prohibited by law.

(b) **Affirmative Elections**. With respect to other Available Benefits, shall be deemed to have elected not to participate in such Available Benefits for the upcoming Plan Year.

5.3 **Elections Irrevocable**.

For purposes of this Section 5.4, the term "dependent" shall mean (1) a Tax Dependent if the Election relates to an Available Benefit providing health benefits, or (2) a Qualifying Individual (as defined in Article XVI) if the Election relates to the Dependent Care Expense Reimbursement Plan.

Unless modified in the Adoption Agreement, an Election becomes effective and shall be irrevocable for the Plan Year or the remainder of the Plan Year except under the following circumstances:

(a) **Change in Status**. A Participant may change or terminate his or her actual or deemed Election under the Plan upon the occurrence of a Change in Status, but only if such change or termination is made on account of and corresponds with a Change

in Status that affects coverage eligibility of a Participant, a Participant's Spouse, or a Participant's dependent (referred to as the general consistency requirement). The Plan Administrator (in its sole discretion) shall determine, based on prevailing IRS guidance, whether a requested change is on account of and corresponds with a Change in Status. Assuming that the general consistency requirement is satisfied, a requested change must also satisfy the following specific consistency requirements in order for a Participant to be able to alter his or her Election based on that change.

(1) **Loss of Dependent Eligibility**. For a Change in Status involving a Participant's divorce, annulment or legal separation from a Spouse, the death of a Spouse or a dependent, or a dependent ceasing to satisfy the eligibility requirements for coverage, a Participant may only elect to cancel accident or health insurance, or insurance-type, coverage for the Spouse involved in the divorce, annulment, or legal separation, the deceased Spouse or dependent, or the dependent that ceased to satisfy the eligibility requirements. Canceling coverage for any other individual under these circumstances fails to correspond with that Change in Status.

(2) **Gain of Coverage Eligibility Under Another Employer's Plan**. For a Change in Status in which a Participant, a Participant's Spouse, or a Participant's dependent gains eligibility for coverage under another employer's cafeteria plan (or another employer's qualified benefit plan) as a result of a change in marital status or a change in employment status, a Participant may elect to cease or decrease coverage only if that coverage becomes actually effective or is increased under the other employer's plan.

(3) **Dependent Care Expense Reimbursement Plan**. With respect to the Dependent Care Expense Reimbursement Plan, a Participant may change or terminate his or her Election only if (i) such a change or termination is made on account of and corresponds with a Change in Status that affects eligibility for coverage under the Plan; or (ii) the Election change is on account of and corresponds with a Change in Status that affects eligibility of dependent care expenses for the tax exclusion available under the Code.

(4) **Group Term Life Insurance and Disability Income Coverage**. For a Change of Status involving a Participant's legal marital status or the employment status of a Participant's Spouse or dependent (disregarding the requirement that the event cause a loss or gain of eligibility), a Participant may elect either to increase or to decrease group term life insurance or disability income coverage offered under the Plan.

(5) **COBRA Coverage.** If the Participant becomes eligible for COBRA (or similar health plan continuation coverage under state law) under a group health plan sponsored by the Employer, the Participant may increase the Election for that Available Benefit to pay for such coverage provided the Participant is still eligible under the Plan and still receiving Compensation.

(b) **HIPAA Special Enrollment Rights**. If a Participant, a Participant's Spouse, and/or a Participant's dependent enrolls in a group health plan that is an Available Benefit of this Plan and subject to the HIPAA special enrollment rights provided by Code § 9801(f), the Participant may make a new election that corresponds with the special enrollment. For purposes of this provision (1) an Election to add previously eligible dependents as a result of the acquisition of a new Spouse or dependent child (a/k/a the Tag-along Rule), shall be considered consistent with the special enrollment right; and (2) a HIPAA special enrollment Election attributable to the

birth or adoption of a new dependent child may be effective retroactive (up to thirty (30) days), provided it applies to Compensation not yet currently available.

(c) **Certain Judgments, Decrees and Orders**. If a judgment, decree, or order (an "Order") resulting from a divorce, legal separation, annulment or change in legal custody (including a qualified medical child support order) requires accident or health coverage for a Participant's dependent child (including a foster child who is a dependent of the Participant), a Participant may: (1) change his or her Election to provide coverage for the dependent child (provided that the Order requires the Participant to provide coverage and subject to the provisions of the underlying group health plan); or (2) change his or her Election to revoke coverage for the dependent child if the Order requires that another individual (including the Participant's Spouse or former Spouse) provide coverage under that individual's plan.

(d) **Medicare and Medicaid**. If a Participant, a Participant's Spouse, or a Participant's dependent who is enrolled in a health or accident benefit under this Plan (including the Medical Expense Reimbursement Plan and the Limited Scope Medical Expense Reimbursement Plan) becomes entitled to Medicare or Medicaid (other than coverage consisting solely of benefits under Section 1928 of the Social Security Act providing for pediatric vaccines), the Participant may prospectively reduce or cancel the health or accident coverage of the person becoming entitled to Medicare or Medicaid. Further, if a Participant, a Participant's Spouse, or a Participant's dependent who has been entitled to Medicare or Medicaid loses eligibility for such coverage, then the Participant may prospectively elect to commence or increase the health or accident coverage provided under this Plan (including the Medical Expense Reimbursement Plan and the Limited Scope Medical Expense Reimbursement Plan) of the person losing entitlement to Medicare or Medicaid.

NOTE: Certain changes to Medicaid coverage also create a HIPAA special enrollment right. Election changes based upon HIPAA special enrollment rights are described above.

(e) **Change in Cost**.

(1) **Automatic Increase or Decrease for Insignificant Cost Changes**. If the cost of an Available Benefit (other than Medical Expense Reimbursement Plan and the Limited Scope Medical Expense Reimbursement Plan) increases or decreases during a Plan Year by an insignificant amount, then the pre-tax contributions or after-tax contributions (as applicable) under each affected Participant Election shall be prospectively increased or decreased to reflect such change. The Plan Administrator, on a reasonable and consistent basis, will automatically effectuate this prospective increase or decrease in Participant contributions in accordance with such cost changes. The Plan Administrator (in its sole discretion) will decide, in accordance with prevailing IRS guidance, whether increases or decreases in costs are "insignificant" based upon all the surrounding facts and circumstances (including, but not limited to, the dollar amount or percentage of the cost change).

(2) **Significant Cost Increases**. If the Plan Administrator determines that the cost of an Available Benefit (other than Medical Expense Reimbursement Plan and the Limited Scope Medical Expense Reimbursement Plan)

significantly increases during a Plan Year, the Participant may, on a prospective basis, either: (i) make a corresponding increase in his or her Election, (ii) enroll in another benefit package option providing similar coverage and make a corresponding Election change, or (iii) revoke his or her Election if no other benefit package option providing similar coverage is available. The Plan Administrator (in its sole discretion) will decide, in accordance with prevailing IRS guidance, whether a cost increase is significant and what constitutes "similar coverage" based upon all the surrounding facts and circumstances.

(3) **Significant Cost Decrease.** If the Plan Administrator determines that the cost of an Available Benefit (other than Medical Expense Reimbursement Plan and the Limited Scope Medical Expense Reimbursement Plan) significantly decreases during a Plan Year: (i) an Eligible Employee or Participant may commence participation in such Available Benefit; and (ii) the Plan Administrator shall automatically effectuate a prospective decrease in a Participant's Election with respect to such Available Benefit in accordance with the cost decrease.

(f) **Change in Coverage**.

(1) **Significant Curtailment**. If the Plan Administrator determines that coverage under an Available Benefit (other than Medical Expense Reimbursement Plan and the Limited Scope Medical Expense Reimbursement Plan) is significantly curtailed during a Plan Year, the Participant may prospectively enroll in another benefit package option providing similar coverage and make a corresponding Election change. Coverage under an accident or health plan is deemed "significantly curtailed" only if there is an overall reduction in coverage provided to Participants under the Plan so as to constitute reduced coverage to Participants in general. The Plan Administrator (in its sole discretion) will decide, in accordance with prevailing IRS guidance, whether a curtailment is "significant," and whether a benefit package option constitutes "similar coverage" based upon all the surrounding facts and circumstances.

(2) **Loss of Coverage.** If the Plan Administrator determines that coverage under an Available Benefit (other than Medical Expense Reimbursement Plan and the Limited Scope Medical Expense Reimbursement Plan) is lost during a Plan Year, the Participant may, on a prospective basis: (i) enroll in another benefit package option providing similar coverage and make a corresponding Election change, or (ii) revoke his or her Election if no other benefit package option providing similar coverage is available. Coverage under an accident or health plan is deemed "lost" only if there is a complete loss of coverage under the benefit package option (e.g., due to elimination of the benefit package option or application of an annual or lifetime maximum) or other fundamental loss of coverage. The Plan Administrator (in its sole discretion) will decide, in accordance with prevailing IRS guidance, whether a "loss" has occurred, and whether a benefit package option constitutes "similar coverage" based upon all the surrounding facts and circumstances.

(3) **Addition or Improvement of an Available Benefit**. If during a Plan Year, the Plan adds a new Available Benefit or a new benefit package option under the Available Benefit (other than the Medical Expense

Reimbursement Plan and the Limited Scope Medical Expense Reimbursement Plan), or if coverage under an existing Available Benefit (other than the Medical Expense Reimbursement Plan and the Limited Scope Medical Expense Reimbursement Plan) is significantly improved: (i) an affected Participant may prospectively change his/her Election with respect to the newly-added or improved Available Benefit; and (ii) an Eligible Employee may commence participation in such Available Benefit. The Plan Administrator (in its sole discretion) will decide, in accordance with prevailing IRS guidance, whether an Available Benefit has been "significantly improved" based upon all the surrounding facts and circumstances.

(4) **Change Under Another Employer-Sponsored Plan**. A Participant may make a prospective Election change (other than with respect to the Medical Expense Reimbursement Plan and the Limited Scope Medical Expense Reimbursement Plan) that is on account of and corresponds with a change made under another employer-sponsored plan (including a plan of the Employer or a plan of another employer), provided (i) the other cafeteria plan or qualified benefits plan permits its participants to make an Election change that would be permitted under the Cafeteria Plan Regulations, or (ii) this Plan permits Participants to make an Election for a Plan Year period of coverage which is different from the plan year period of coverage under the other cafeteria plan or Available Benefit. The Plan Administrator shall determine, based on prevailing IRS guidance, whether a requested change is on account of and corresponds with a change made under another employer-sponsored plan.

(5) **Loss of Governmental or Educational Coverage**. A Participant may prospectively change his or her Election to add group health coverage for the Participant or his or her Spouse or dependent, if such individual(s) loses coverage under any group health coverage sponsored by a governmental or educational institution including, but not limited to, the following: a state children's health insurance program ("SCHIP") under Title XXI of the Social Security Act; a medical care program of an Indian Tribal government (as defined in Code § 7701(a)(40)), the Indian Health Service, or a tribal organization; a state health benefits risk pool; or a foreign government group health plan, subject to the terms and limitations of the applicable benefit package option(s).

(6) **Enrollment in Marketplace Coverage.**

(i) A Participant who has made an Election to pay for Group Medical Benefits may revoke that Election if the following conditions are satisfied:

(A) The Participant either (I) is eligible to enroll in a qualified health plan through a public insurance exchange (the "Marketplace") via a special enrollment period (as provided in any guidance issued by the Department of Health and Human Services or any other applicable guidance), or (II) seeks to enroll in a qualified health plan through the Marketplace during the Marketplace's annual open enrollment period;

(B) The Participant cancels coverage under the Group Medical Benefits in accordance with the requirements of that plan; and

(C) The Participant, and any related individuals who were also enrolled in the Group Medical Benefits, have enrolled in or intend to enroll in a qualified health plan through the Marketplace that will be effective no later than the day immediately following the last day for which coverage under the Group Medical Benefits was effective (i.e., there is no break in coverage). The Employer may rely on the reasonable representation of the Participant that the requirements of this paragraph (C) are met.

(ii) Unless determined by the IRS not to be available, a Participant who has made an Election to pay for Group Medical Benefits may reduce that Election if the following conditions are satisfied:

(A) The Participant's Spouse and/or dependents either (I) are eligible to enroll in a qualified health plan through the Marketplace via a special enrollment period (as provided in any guidance issued by the Department of Health and Human Services or any other applicable guidance), or (II) seek to enroll in a qualified health plan through the Marketplace during the Marketplace's annual open enrollment period;

(B) The Participant cancels coverage under the Group Medical Benefits for such Spouse and/or dependents in accordance with the requirements of that plan; and

(C) Such Spouse and/or dependents have enrolled in or intend to enroll in a qualified health plan through the Marketplace that will be effective no later than the day immediately following the last day for which the coverage under the Group Medical Benefits was effective (i.e., there is no break in coverage). The Employer may rely on the reasonable representation of the Participant that the requirements of this paragraph (C) are met.

(g) **Reduction in Hours Without Loss of Eligibility.** A Participant who has made an Election to pay for Group Medical Benefits may revoke that Election if the following conditions are satisfied:

(1) The Participant has been in an employment status under which the Participant was reasonably expected to average at least thirty (30) hours of service per week;

(2) The Participant has experienced a change in employment status such that the Participant will reasonably be expected to average less than thirty (30) hours of service per week after the change but nevertheless will remain eligible for Group Medical Benefits;

(3) The Participant cancels coverage under the Group Medical Benefits in accordance with the requirements of that plan; and

(4) The Participant, and any related individuals who were also enrolled in the Group Medical Benefits, have enrolled or intend to enroll in other medical coverage that provides minimum essential coverage and that will be effective no later than the first day of the second month following the month in which coverage under the Group Medical Benefits ends. The Employer may rely on the reasonable representation of the Participant that the requirements of this paragraph (4) are met.

(h) **Family and Medical Leave Act.** A Participant taking a leave governed by the Family and Medical Leave Act of 1993 ("FMLA") may revoke or change an Election as may be provided for under the FMLA and the Employer's FMLA policy required thereunder, provided the Employer is subject to FMLA.

(i) **Special Rule for HSA Contribution Feature**. A Participant may change his or her Election with respect to the HSA Contribution Feature prospectively at least on a monthly basis. A Participant may also revoke his or her Election with respect to the HSA Contribution Feature prospectively if the Participant becomes ineligible to make or have made HSA contributions under the HSA Contribution Feature.

(j) **Other**. The Plan Administrator shall have the discretion to allow a change to or termination of an Election to the extent such change or termination is the result of any other situation informally recognized by the IRS as providing an exception to the general rule that Elections are irrevocable (e.g., corrections of mistakes, changes to meet nondiscrimination requirements, failure to satisfy underwriting).

A Participant entitled to make a new Election under this Section must do so within thirty (30) days of the event. An Employee who is eligible to elect benefits but declined to do so during the initial Election period, or during a subsequent Election period, may file a new Election within thirty (30) days of the occurrence of an event described above, but only if the new Election is made on account of and corresponds with the event. Subject to the provisions of the underlying group health plan, Elections made to add medical coverage for a newborn or newly adopted dependent child pursuant to a HIPAA special enrollment right may be retroactive for up to thirty (30) days. All other new Elections shall be effective prospectively immediately following the date the Participant files the new Election with the Plan Administrator. Elections made pursuant to this Section shall be effective for the balance of the Plan Year in which the Election is made unless a subsequent event (described above) allows a further Election change.

5.4 **Rehire and Eligibility Loss**. Termination of employment shall automatically revoke any Election. Former Participants who are rehired:

(a) After thirty (30) days following a termination of employment, shall have two "periods of coverage;" that period prior to the termination of employment and that period following the re-employment of the terminated Employee. Expenses incurred prior to the termination of employment shall be subject to the Election in effect upon termination; while the Employee shall have an opportunity to make a new Election and expenses incurred after re-employment shall be subject to the Election made upon re-employment.

(b) Within thirty (30) days following a termination of employment, shall have the Election in effect prior to the termination of employment reinstated upon re-employment.

5.5 **Benefit Descriptions**. While an Election to receive one or more of the Available Benefits may be made under this Plan, the benefits themselves may be provided in accordance with Plan documents or contracts which describe the types and amounts of benefits available, the requirements for participation, procedures for submitting claims, and the other terms and conditions of coverage. Such underlying Plan documents or contracts, if any, are incorporated into this Plan by reference.

5.6 **Forfeiture**. Any amounts, whether obtained through salary reduction, salary deduction, Employer Contributions, or otherwise, under this Plan which cannot be distributed by the Plan Administrator to cover the cost of Available Benefits for the applicable Plan Year, shall be forfeited by the Participant. Forfeited amounts, in accordance with the Cafeteria Plan Regulations, may be: (a) retained by the Employer, (b) used to defray the reasonable administrative costs of the Plan, (c) used to reduce required salary reduction amounts for the immediately following Plan Year on a reasonable and uniform basis, and/or (d) returned to the Participants on a reasonable and uniform basis. Under no circumstances shall the Plan Administrator establish an outside formal or informal arrangement under which the forfeited amounts are allocated among Participants based (directly or indirectly) on their individual claims experience under the Plan.

5.7 **Limitations on Benefits**. Benefits shall be limited as determined by the Plan Administrator in accordance with Section 6.15 for the purpose of ensuring compliance with any nondiscrimination requirement applicable to the Plan or an Available Benefit.

ARTICLE VI.
ADMINISTRATION

6.1 **Plan Administrator.**

(a) The Plan Administrator shall be responsible for the general supervision of the Plan. The Plan Administrator shall have the discretionary authority to control and manage the operation and administration of the Plan, including but not limited to, the interpretation and application of the terms of the Plan. The Plan Administrator shall perform any and all acts necessary or appropriate for the proper management and administration of the Plan.

(b) The Employer shall be the Plan Administrator unless provided otherwise in the Adoption Agreement. The Employer shall also be the Plan Administrator if the person or persons so designated cease to be the Plan Administrator.

(c) The Plan Administrator may designate an individual or entity to act on its behalf with respect to certain powers, duties, responsibilities, etc. with respect to the operation and administration of this Plan. Where benefits under this Plan are provided through an insurance company, Health Maintenance Organization ("HMO"), or Dental Maintenance Organization ("DMO"), or similar entity, that entity shall be the Claims Administrator with respect to those benefits. In all other situations, the Plan Administrator shall be the Claims Administrator unless the Plan Administrator contracts with a third party to act on its behalf and that other entity is identified in the Adoption Agreement.

6.2 **Agent for Service of Legal Process.** The agent for service of legal process for the Plan is the Plan Administrator.

6.3 **Allocation of Responsibility for Administration.** The Plan Administrator shall have the sole responsibility for the administration of this Plan as is specifically described in this Plan. The designated representatives of the Plan Administrator shall have only those specific powers, duties, responsibilities, and obligations as are specifically given to them under this Plan. The Plan Administrator warrants that any directions given, information furnished, or action taken by it shall be in accordance with the provisions of the Plan authorizing or providing for such direction, information or action. It is intended under this Plan that the Plan Administrator shall be responsible for the proper exercise of its own powers, duties, responsibilities, and obligations under this Plan and shall not be responsible for any act or failure to act of another Employee of the Employer. Neither the Plan Administrator (including any designee) nor the Employer makes any guarantee to any Participant in any manner for any loss or other event because of the Participant's participation in this Plan.

6.4 **Rules and Decisions.** Except as otherwise specifically provided in the Plan, the Plan Administrator may adopt such rules and procedures as it deems necessary, desirable, or appropriate to fulfill the purposes of the Plan. All rules and decisions of the Plan Administrator shall be uniformly and consistently applied to all Participants in similar circumstances. When making a determination or calculation, the Plan Administrator shall be entitled to rely upon information furnished by a Participant, the Employer, or legal counsel.

6.5 **Procedures**. The Plan Administrator may act at a meeting or in writing. The Plan Administrator may adopt by-laws and regulations as it deems desirable for the conduct of the Plan's affairs and as are consistent with the terms of the Plan.

6.6 **Records and Reports**. The Plan Administrator shall be responsible for complying with all reporting, filing and disclosure requirements for the Plan.

6.7 **Claim for Benefits**. This Section addresses the requirements for claims for reimbursement-type Available Benefits chosen in the Adoption Agreement and the provisions of general applicability. Claims requirements for other Available Benefits shall be handled in accordance with the governing documents for those Available Benefits.

A Participant may apply to the Claims Administrator for reimbursement of eligible expenses incurred during such Plan Year (and applicable Grace Period) by submitting a paper claim, or, if provided in the Adoption Agreement, through electronic payment as described below:

(a) **Paper Claims**. A Participant may make a claim by completing a claim form and submitting such form to the Claims Administrator (or its designee) setting forth at least the following:

(1) the amount, date and nature of the expense, including the identity of the individual who incurred the expense;

(2) the name of the person or entity to which the expense was paid;

(3) the Participant's statement that the expense has not been reimbursed and the Participant will not seek reimbursement for the expense; and

(4) such other information as the Claims Administrator may require.

Such claim form shall be accompanied by bills, invoices, receipts, or other statements from an independent third party, or by an explanation of benefits ("EOB") issued by a health plan, stating the eligible expense has been incurred and the amount of the expense. The Claims Administrator is entitled to rely on the information provided on the claim form in processing claims under this Plan. Where circumstances beyond the Participant's control prevent submission within the described time frame, notice of a claim with an explanation of the circumstances may be accepted by the Claims Administrator as a timely filing. Claims shall be determined in accordance with Article VI.

Reimbursement shall be made in accordance with the schedule identified in the Adoption Agreement. Claims (including all information substantiating the claim) must be submitted by the deadline established and communicated by the Claims Administrator. Reimbursements shall be made from the Participant's respective reimbursement-type account for eligible expenses incurred during the applicable Plan Year for which the Participant submits the required documentation.

(b) **Electronic Payment – Medical Expense Reimbursement Plan and Limited Scope Medical Expense Reimbursement Plan**. If selected in the Adoption Agreement, a Participant may receive reimbursement of an eligible expense under the Medical Expense Reimbursement Plan and the Limited Scope Medical Expense Reimbursement Plan (if applicable) by use of an electronic payment card (to the extent made available by the Claims Administrator) at the time the eligible expense

is incurred. The use of the electronic payment card shall be subject following conditions:

(1) The electronic payment card may be used only while a Participant is employed by the Employer.

(2) The balance of the electronic payment card shall be limited to the amount in the applicable Participant's reimbursement-type account(s).

(3) A Participant must certify in writing prior to issuance of the electronic payment card that:

  (i) the electronic payment card will be used only for eligible expenses that have not been reimbursed under any other plan covering similar benefits; and

  (ii) the Participant will not seek reimbursement for any expense paid with the electronic payment card under any other plan covering benefits.

The electronic payment card shall include a statement providing that each use of the card shall constitute a reaffirmation of the certification.

(4) The electronic payment card may be used only at merchants: (i) who have health care related merchant category codes other than the drug store or pharmacies merchant category code; (ii) who have the drug store or pharmacies merchant category code and with respect to whom 90% of the store's gross receipts during the prior taxable year consisted of items that qualify as expenses for medical care under Section 213(d) of the Code (a "90% pharmacy"); or (iii) who participate in an inventory information approval system developed by the card provider that verifies, at the time of purchase, that the goods being purchased constitute medical care.

(5) Each time the electronic payment card is used, a Participant shall obtain and retain a third party statement from the health care provider containing the information necessary to substantiate that the expense paid by the card was an eligible expense.

(6) Claims shall be substantiated in one of the following manners:

  (i) The Participant shall provide, upon request by the Claims Administrator (or its designee), the third party statement with respect to the claim.

  (ii) For eligible expenses, the payment was made to a merchant who is a health care provider and it matches a specific co-payment the Participant has under a group medical or group dental plan sponsored by the Employer or a multiple of that co-payment of not more than five (5) times the dollar amount of the co-payment.

  (iii) For eligible expenses, the payment was made to a merchant who is a health care provider and is for an expense with the same amount, duration, and health care provider as a previously approved expense under this Plan.

  (iv) For eligible expenses, the payment was made to a merchant who is a health care provider and the electronic claim file with respect to the expense is accompanied by an electronic or written confirmation from the health care provider that identifies the nature of the expense and verifies the amount and date of service and that the expense is an eligible expense.

(v) For eligible expenses, the electronic payment card is used at a merchant (of any kind) that participates in an inventory information approval system developed by the card provider that verifies, at the time of purchase, that the goods being purchased constitute medical care.

(7) Special rules apply to the use of the electronic payment card to purchase over-the-counter drugs and medicines other than insulin. Notwithstanding the rules described above regarding the use of the card to purchase medical care, the card may be used to purchase such over-the-counter drugs and medicines only in the following circumstances:

(i) At any 90% pharmacy if the expense is substantiated after the purchase in accordance with paragraph (6)(i) above.

(ii) At drug stores, pharmacies, non-health care merchants that have pharmacies, and mail order or web-based merchants that sell prescription drugs if (a) the cardholder presents the prescription to the pharmacist; (b) the pharmacist assigns a prescription number and dispenses the over-the-counter drug or medicine in accordance with applicable law; (c) the pharmacy retains a record of the transaction, including the name on prescription, prescription number, date, and the amount of the purchase; (d) the pharmacy's records are accessible by the employer or its agent; (e) the debit card system does not allow over-the-counter drugs or medicines without a prescription number; and (f) the expense is substantiated in accordance with the standard rules described above in paragraph (6).

(ii) At merchants having healthcare related merchant codes (other than merchants described in item ii above) if the expense is substantiated in accordance with the standard rules described above in paragraph (6).

(8) A Participant shall repay the Plan for a payment with respect to any claim not substantiated (and therefore not eligible for reimbursement) as required above. The Plan shall handle collection of unsubstantiated claims as required under the Code and the Cafeteria Plan Regulations.

(9) The use of an electronic payment card does not constitute a "claim" under the claims procedures.

6.8 **Determination of Benefits**. This Section addresses the claims determination and appeal procedures for reimbursement-type Available Benefits chosen in the Adoption Agreement, and the provisions of general applicability. The following procedures shall apply unless alternative procedures are specifically provided in the Adoption Agreement. Claims determination and appeal procedures for other Available Benefits shall be handled in accordance with the governing documents for those Available Benefits.

(a) **Initial Determination**. The Plan Administrator, or Plan Administrator's designee, shall notify a person within thirty (30) days of receipt of a written claim for benefits of that person's eligibility or non-eligibility for benefits under the Plan. If it is determined that a person is not eligible for benefits or for full benefits, the notice shall set forth:

(1) the specific reasons for the denial;

(2) a specific reference to the provision of the Plan on which the denial is based;
(3) a description of any additional information or material necessary for the claimant to perfect the claim and an explanation of why it is needed; and
(4) an explanation of the Plan's claims review procedure and other appropriate information as to the steps to be taken if the Participant wishes to have the claim reviewed.

If the Plan Administrator, or Plan Administrator's designee, determines that there are special circumstances requiring additional time to make a decision, the Plan Administrator, or Plan Administrator's designee, shall notify the Participant of the special circumstances and the date by which a decision is expected to be made, and may extend the time for up to an additional fifteen (15) days.

(b) **Appeals.** If a Participant is determined by the Plan Administrator, or Plan Administrator's designee, not to be eligible for benefits, or if the Participant believes that he or she is entitled to greater or different benefits, the Participant shall have the opportunity to have the claim reviewed by the Plan Administrator, or Plan Administrator's designee, by filing a petition an appeal within one hundred eighty (180) days after receipt by the Participant of the notice issued by the Employer, or the Employer's designee. The appeal shall state the specific reasons the Participant believes he or she is entitled to benefits or greater or different benefits.

Within sixty (60) days after receipt of the appeal, the Plan Administrator, or Plan Administrator's designee, shall afford the Participant (and the Participant's counsel, if any) an opportunity to present the Participant's position to the Plan Administrator, or Plan Administrator's designee, orally or in writing, and the Participant (or the Participant's counsel) shall have the right to review the pertinent documents.

(c) **Decision on Appeal.** The Plan Administrator shall notify the Participant of its decision on appeal in writing within said sixty (60) day period of said decision. If it is determined that a person is not eligible for benefits or for full benefits the notice shall set forth:
(i) the specific reasons for the denial; and
(ii) a specific reference to the provision of the Plan on which the denial is based.

In the event of the death of a Participant, the same procedure shall be applicable to the Participant's beneficiaries.

6.9 **Authorization of Benefit Payments**. The Plan Administrator shall issue directions to the Employer concerning all benefits which are to be paid from Employer's assets, pursuant to the provisions of the Plan, and shall warrant at the time the directions are provided that all such directions are in accordance with the Plan.

6.10 **Overpayments.** If a payment for benefits is made by the Plan in excess of the benefit to which a Covered Individual is entitled under the Plan, the Plan shall have the right to recover such overpayment from the payee. Repayment of an overpayment is a condition of participation in the Plan.

6.11 **Inability to Locate Payee.** If benefits are due under this Plan and the Plan Administrator is unable, after reasonable attempts to do so, to locate the Participant to whom such benefits are payable, such benefits shall be handled in accordance with applicable state law regarding unclaimed property or escheat. For purposes of the foregoing, the Plan Administrator shall be deemed to be unable to locate a Participant if a check issued for

benefits payable under the Plan has been sent to the payee's last known address and has not been cashed within three (3) years of its date of issuance.

6.12 **Facility of Payment.** Whenever, in the Plan Administrator's opinion, a person entitled to receive any payment of a benefit or installment under the Plan is under a legal disability or is incapacitated in any way so as to be unable to manage their financial affairs, the Plan Administrator may request the Employer to make payments to such person, or the Plan Administrator may request the Employer to apply the payment for the benefit of such person in such manner as the Plan Administrator considers advisable. Any payment of a benefit, or installment, in accordance with the provisions of this Section, shall be a complete discharge of any liability for the making of such payment under the provisions of the Plan.

6.13 **Other Powers and Duties of the Administrator**. The Plan Administrator shall also have such other duties and powers as may be necessary to discharge its duties under the Plan including, but not limited to, the following:

(a) discretion to construe and interpret the Plan in a non-discriminatory manner, to decide all questions of eligibility, except to the extent the eligibility determinations are governed by an insurance contract, and to determine all questions arising in the administration and application of the Plan, except to the extent such eligibility determinations are governed by an insurance contract;

(b) to receive from the Employer and from Participants such information as shall be necessary for the proper administration of the Plan;

(c) to furnish the Employer, upon request, such annual reports with respect to the administration of the Plan as are reasonable and appropriate; and

(d) to appoint individuals to assist in the administration of the Plan and any other agents the Plan Administrator deems advisable, including legal and actuarial counsel. The Plan Administrator shall not have the power to add to, subtract from, or modify any of the terms of the Plan, to change or add to any benefits provided by the Plan, or to waive or fail to apply any requirements of eligibility for a benefit under this Plan.

6.14 **Indemnification**. To the maximum extent allowed by, and in accordance with applicable law, the Employer shall indemnify and hold harmless any Employee that is deemed to be a fiduciary against any and all losses, claims, damages, expense (including court costs and attorneys' fees), and liability arising from the Employee's duties and responsibilities in connection with the Plan, unless the same is determined to be intentional or willful.

6.15 **Changes by the Plan Administrator**. If the Plan Administrator determines before or during any Plan Year, the Plan may fail to satisfy any nondiscrimination requirement imposed by the Code or other applicable law, the Plan Administrator may take such action as the Plan Administrator deems appropriate, under rules uniformly applicable to similarly situated Participants, to further compliance with such requirements or limitation. Such action may include, without limitation, a modification of Elections by Highly Compensated Participants with or without consent of such Employees and/or a re-characterization within the Plan Year of benefits provided under the Plan as taxable income with or without consent of such Employees.

6.16 **Plan Interpretation.** This Plan will be administered in accordance with its terms. The Plan Administrator and/or a fiduciary acting as a fiduciary with respect to this Plan, to the

extent that such individual or entity is acting in its fiduciary capacity, shall have the complete and final authority, responsibility, and control, in its sole discretion, to manage, administer and operate this Plan, to make factual findings, to construe the terms of this Plan, and to determine all questions arising in connection with the administration, interpretation, and application of this Plan, including, but not limited to, the eligibility and coverage of individuals and the authorization or denial of payment or reimbursement of benefits. All determinations and decisions will be binding on this Plan, Covered Individuals, claimants, and all interested parties.

ARTICLE VII.
PLAN AMENDMENT AND TERMINATION

7.1 **Employer Amendments**. The Employer reserves the right to amend the Plan, or any portion of the Plan, at any time. The Employer expressly may make any amendment it determines necessary or desirable, with or without retroactive effect, to comply with the law. Such amendments shall not affect any right to benefits that accrued prior to such amendment. Such amendment shall be made in writing and in accordance with Section 8.4.

7.2 **Employer's Right to Terminate**. Although the Employer expects the Plan to be maintained for an indefinite time, the Employer reserves the right to terminate the Plan or any portion of the Plan at any time. In the event of the dissolution, merger, consolidation, or reorganization of the Employer, the Plan shall terminate unless the Plan is continued by a successor to the Employer in accordance with the resolution of such successor's managing body. Such termination shall not affect any right to benefits that accrued prior to any termination. Such action shall be taken in writing and in accordance with Section 8.4.

ARTICLE VIII.
GENERAL PROVISIONS

8.1 **Plan Not a Contract of Employment**. The Plan is not an employment contract and does not assure the continued employment of any Employee or Participant for any period of time. Nothing contained in the Plan shall interfere with the Employer's right to discharge an Employee or Participant at any time, regardless of the effect such discharge may have upon the individual as a Participant in this Plan.

8.2 **No Right to Employer's Assets**. No Employee, Participant or beneficiary thereof shall have any right to, or interest in, any assets of the Employer upon termination of employment, or otherwise except as provided from time to time under this Plan, and then only to the extent of the benefits payable under the Plan to such Employee, Participant or beneficiary thereof. In addition, the Claims Administrator shall not be liable in any manner for such payments.

8.3 **Non-Alienation of Benefits**. Benefits payable under this Plan shall not be subject to anticipation, alienation, sale, transfer, execution, or levy of any kind either voluntary or involuntary, including any such liability which is for alimony or other payments for the support of a Spouse or former Spouse, or for any other relative of the Participant, prior to actually being received by the person entitled to the benefit under the terms of the Plan. Any attempt to anticipate, alienate, sell, transfer, assign, pledge, encumber, charge or otherwise dispose of any right to benefits payable under the Plan shall be void. The Employer, Plan Administrator and/or Claims Administrator shall not in any manner be made liable for, or subject to, the debts, contracts, liabilities, engagements or torts of any person entitled to benefits under the Plan.

8.4 **Action by Employer**. Whenever the Employer, under the terms of this Plan, is permitted or required to do or perform any act or matter or thing, it shall be done and performed by the managing body of the Employer or such representatives of the Employer as the managing body may designate.

8.5 **No Guarantee of Tax Consequences**. Notwithstanding any provision in this Plan to the contrary, neither this Plan nor the Employer make any commitment or guarantee that any amounts paid to or on behalf of a Participant under this Plan will be excludable from the Participant's gross income for federal or state income tax purposes. It shall be the obligation of each Participant to determine whether each payment is excludable from the Participant's gross income for federal and state income tax purposes, and to notify the Employer if the Participant has reason to believe that any such payment is not so excludable.

8.6 **Indemnification of Employer by Participants**. To the maximum extent allowed by, and in accordance with, applicable law, if any Participant receives one or more payments or reimbursements under this Plan that are not for eligible expenses, such Participant shall indemnify and reimburse the Employer for any liability it may incur for failure to withhold federal or state income tax or Social Security tax from such payment or reimbursements. However, such indemnification and reimbursement shall not exceed the amount of additional federal and state income tax that the Participant would have owed if the payments or reimbursements had been made to the Participant as regular cash

compensation, plus the Participant's share of any Social Security tax that would have been paid on such compensation, less any such additional income and Social Security tax actually paid by the Participant.

8.7 **Benefits Provided Through Third Parties.** In the case of any Available Benefit provided through a third party (e.g., an insurance company pursuant to a contract or policy with that third party), if there is any conflict or inconsistency between the description of benefits contained in this Plan and the contract or policy, the terms of the contract or policy shall control, unless prohibited by applicable law or specifically addressed in this Plan.

8.8 **Mistakes and Errors.** It is recognized that in the administration of the Plan, certain administrative and accounting errors may be made or situations may arise by reason of factual errors in information supplied to the Employer or the Plan Administrator. The Employer and/or the Plan Administrator shall have the power to take such equitable steps as may be necessary to correct the mathematical, accounting or factual errors, as they, in their sole discretion, determine(s) to be appropriate.

8.9 **Limitation on Liability**. The Employer does not guarantee benefits payable under any insurance policy or other similar contract described or referred to herein, and any benefits thereunder shall be the exclusive responsibility of the Insurer or other entity that is required to provide such benefits under such policy or contract.

8.10 **Governing Law**. This Plan shall be construed and enforced according to the laws of the State of Minnesota except to the extent preempted by federal law.

8.11 **Family and Medical Leave Act of 1993**. Notwithstanding any provision of this Plan to contrary, this Plan shall be operated and maintained in a manner consistent with the Family and Medical Leave Act of 1993 ("FMLA") and the Employer's FMLA policy required thereunder, provided the Employer is subject to FMLA.

8.12 **Uniformed Services Employment and Reemployment Rights Act of 1994**. Notwithstanding any provision of this Plan to the contrary, this Plan shall be operated and maintained in a manner consistent with the Uniformed Services Employment and Reemployment Act of 1994 ("USERRA"). The Plan Administrator may, within the parameters of the law, establish uniform policies by which to provide such continuation coverage required by USERRA, which shall be incorporated herein by reference.

8.13 **Genetic Information Nondiscrimination Act of 2008**. Notwithstanding any provision of this Plan to contrary, this Plan shall be operated and maintained in a manner consistent with the Genetic Information Nondiscrimination Act of 2008 ("GINA").

ARTICLE IX.
GROUP MEDICAL BENEFITS

9.1 **Purpose**. The purpose of this Article is to provide for the pre-tax payment opportunity for Group Medical Benefits under this Plan as an Available Benefit. The Employer provides Group Medical Benefits through one or more "plans" within the meaning of Sections 105 and 106 of the Code.

9.2 **Separate Written Plan**. For purposes of Sections 105 and 106 of the Code, this Article shall constitute a separate written plan providing for the reimbursement or direct payment of Insurance Premium expenses. To the extent necessary, other provisions of the Plan are incorporated by reference.

9.3 **Definitions**.

(a) **Dependent** means an individual (e.g., Spouse, child, domestic partner, etc.) who qualifies as a "dependent" under the terms and conditions of the applicable plan document governing the Group Medical Benefits.

(b) **Group Medical Benefits** means the medical coverage made available by the Employer through this Article to which the Insurance Premiums relate. It does not include individual Insurance Contracts.

(c) **HMO** means a health maintenance organization authorized to do business in the state in which it operates with which an agreement has been entered for the purpose of providing benefits under the Plan.

(d) **Highly Compensated Individual** means an individual who is highly compensated as defined in Section 105(h)(5) of the Code.

(e) **Insurance Contract** means (1) any insurance contract secured from an insurance company or HMO authorized to do business in the state in which such contract is issued, which has been obtained for the purpose of providing benefits under this portion of the Plan; or (2) a self-insured plan administered by a third party.

(f) **Insurance Premiums** means the amount that must be paid on a periodic basis in return for coverage under the Insurance Contract.

9.4 **Terms, Conditions and Limitations**. The Employer shall secure the necessary Insurance Contracts from third party providers regulated by the State in which they operate with respect to the provision of Group Medical Benefits, and/or establish the necessary self-insured program. Coverage shall begin, benefits shall be provided, and coverage shall terminate in accordance with the applicable Insurance Contracts Such Insurance Contracts are identified in Exhibit A (attached to the Adoption Agreement) and expressly incorporated into and made part of this Plan.

9.5 **Payments**. The Plan Administrator shall make Insurance Premium payments for the Group Medical Benefits on behalf of the Participant in an amount necessary to provide the benefit applicable to the Participant under this portion of the Plan for the applicable Plan Year. Such payments shall be made from Employer Contributions, if any, provided by the Employer under the Plan and, if necessary, contributions made in accordance with the salary reduction arrangement and other arrangements applicable to the Participant under the terms of the Plan. The appropriate portions shall depend on the coverage elected by the Participant. The Plan Administrator shall also make such payments on behalf of the Participant's Dependents who are enrolled in the Group Medical Benefits. To the extent

a Dependent is provided coverage under the Group Medical Benefits and that Dependent is not the Participant's Spouse or Tax Dependent, the tax consequence of such coverage shall be addressed as described in Section 4.2.

9.6 **Nondiscrimination**. To the extent the Group Medical Benefits are subject to Section 105(h) of the Code or Section 2716 of the Public Health Services Act, they shall not discriminate in favor of Highly Compensated Individuals with respect to eligibility to participate or benefits. If the Plan Administrator determines the Group Medical Benefits are or may be discriminatory, the Plan Administrator may take action permitted by law to avoid such a result as described in Section 6.15.

9.7 **Medical Child Support Orders**. Notwithstanding any provision of this Plan to the contrary, this Plan shall recognize child support orders regarding coverage under the Group Medical Benefits to the extent required by applicable law.

9.8 **Continuation of Coverage**. Continued coverage shall be provided under the Group Medical Benefits if and to the extent required under the Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA"), as amended and as reflected in the Public Services Act, as amended ("PHSA"). To the extent not otherwise contained in the Plan, the Plan Administrator may, within the parameters of the law, establish uniform policies by which to provide such continuation coverage, which shall be incorporated herein by reference. There shall also be compliance with Minnesota law concerning continuation of coverage to the extent not preempted by federal law.

9.9 **HIPAA.** The Group Medical Benefits shall comply with the Privacy Rules and Security Rules under HIPAA (if applicable) as further provided in the Insurance Contract. In addition, the Group Medical Benefits shall comply with the portability requirements under HIPAA.

ARTICLE X.
GROUP DENTAL BENEFITS

10.1 **Purpose**. The purpose of this Article is to provide for the pre-tax payment opportunity for Group Dental Benefits under this Plan as an Available Benefit. The Employer provides Group Dental Benefits through one or more "plans" within the meaning of Sections 105 and 106 of the Code.

10.2 **Separate Written Plan**. For purposes of Sections 105 and 106 of the Code, this Article shall constitute a separate written plan providing for the reimbursement or direct payment of Insurance Premium expenses. To the extent necessary, other provisions of the Plan are incorporated by reference.

10.3 **Definitions.**

(a) **Dependent** means an individual (e.g., Spouse, child, domestic partner, etc.) who qualifies as a "dependent" under the terms and conditions of the applicable plan document governing the Group Dental Benefits.

(b) **DMO** means a dental maintenance organization authorized to do business in the state in which an agreement has been entered for the purpose of providing benefits under this portion of the Plan.

(c) **Group Dental Benefits** means the dental coverage made available by the Employer through this Article to which the Insurance Premiums relate. It does not include individual Insurance Contracts.

(d) **Highly Compensated Individual** means an individual who is highly compensated as defined in Section 105(h)(5) of the Code.

(e) **Insurance Contract** means (1) any insurance contract secured from an insurance company or DMO authorized to do business in the state in which such contract is issued, which has been obtained for the purpose of providing benefits under this portion of the Plan; or (2) a self-insured plan administered by a third party.

(f) **Insurance Premiums** means the amount that must be paid on a periodic basis in return for coverage under the Insurance Contract.

10.4 **Terms, Conditions and Limitations**. The Employer shall secure the necessary Insurance Contracts from third party providers with respect to the provision of Group Dental Benefits and/or establish the necessary self-insured program. Coverage shall begin, benefits shall be provided, and coverage shall terminate in accordance with the applicable Insurance Contracts Such Insurance Contracts are identified in Exhibit A (attached to the Adoption Agreement) and expressly incorporated into and made part of this Plan.

10.5 **Payments**. The Plan Administrator shall make Insurance Premium payments for the Group Dental Benefits on behalf of the Participant in an amount necessary to provide the benefit applicable to the Participant under this portion of the Plan for the applicable Plan Year. Such payments shall be made from Employer Contributions, if any, provided by the Employer under the Plan and, if necessary, contributions made in accordance with the salary reduction arrangement and other arrangements applicable to the Participant under the terms of the Plan. The appropriate portions shall depend on the coverage elected by the Participant. The Plan Administrator shall also make such payments on behalf of the Participant's Dependents who are enrolled in the Group Dental Benefits. To the extent a Dependent is provided coverage under the Group Dental Benefits and that Dependent is

not the Participant's Spouse or Tax Dependent, the tax consequence of such coverage shall be addressed as described in Section 4.2.

10.6 **Nondiscrimination**. To the extent the Group Dental Benefits are self-insured and, as a result, are subject to Section 105(h) of the Code, they shall not discriminate in favor of Highly Compensated Individuals with respect to eligibility to participate or benefits. If the Plan Administrator determines that the Group Dental Benefits may be discriminatory, the Plan Administrator may take action permitted by law to avoid such a result as described in Section 6.15. If the Group Dental Benefits fail any applicable nondiscrimination requirements, Highly Compensated Individuals shall have taxable income imputed to the extent required by law.

10.7 **Medical Child Support Orders**. Notwithstanding any provision of this Plan to the contrary, this Plan shall recognize child support orders regarding coverage under the Group Dental Benefits to the extent required by applicable law.

10.8 **Continuation of Coverage**. Continued coverage shall be provided under the Group Dental Benefits if and to the extent required under the Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA"), as amended and as reflected in the Public Health Services Act, as amended ("PHSA"). To the extent not otherwise contained in the Plan, the Plan Administrator may, within the parameters of the law, establish uniform policies by which to provide such continuation coverage. There shall also be compliance with Minnesota law concerning continuation of coverage to the extent not preempted by federal law.

10.9 **HIPAA.** The Group Dental Benefits shall comply with the Privacy Rules and Security Rules under HIPAA (if applicable) as further provided in the Insurance Contract.

ARTICLE XI.
GROUP VISION BENEFITS

11.1 **Purpose**. The purpose of this Article is to provide for the pre-tax payment opportunity for Group Vision Benefits under this Plan as an Available Benefit. The Employer provides Group Vision Benefits through one or more "plans" within the meaning of Sections 105 and 106 of the Code.

11.2 **Separate Written Plan**. For purposes of Sections 105 and 106 of the Code, this Article shall constitute a separate written plan providing for the reimbursement or direct payment of Insurance Premium expenses. To the extent necessary, other provisions of the Plan are incorporated by reference.

11.3 **Definitions**.

(a) **Dependent** means an individual (e.g., Spouse, child, domestic partner, etc.) who qualifies as a "dependent" under the terms and conditions of the applicable plan document governing the Group Vision Benefits.

(b) **Group Vision Benefits** means the vision coverage made available by the Employer through this Article to which the Insurance Premiums relate. It does not include individual Insurance Contracts.

(c) **Highly Compensated Individual** means an individual who is highly compensated as defined in Section 105(h)(5) of the Code.

(d) **Insurance Contract** means (1) any insurance contract secured from an insurance company authorized to do business in the state in which such contract is issued, which has been obtained for the purpose of providing benefits under this portion of the Plan; or (2) a self-insured plan administered by a third party.

(e) **Insurance Premiums** means the amount that must be paid on a periodic basis in return for coverage under the Insurance Contract.

11.4 **Terms, Conditions and Limitations**. The Employer shall secure the necessary Insurance Contracts from third party providers with respect to the provision of Group Dental Benefits and/or establish the necessary self-insured program. Coverage shall begin, benefits shall be provided, and coverage shall terminate in accordance with the applicable Insurance Contracts. Such Insurance Contracts are identified in Exhibit A (attached to the Adoption Agreement) and expressly incorporated into and made part of this Plan.

11.5 **Payments**. The Plan Administrator shall make Insurance Premium payments for the Group Vision Benefits on behalf of the Participant in an amount necessary to provide the benefit applicable to the Participant under this portion of the Plan for the applicable Plan Year. Such payments shall be made from Employer Contributions, if any, provided by the Employer under the Plan and, if necessary, contributions made in accordance with the salary reduction arrangement and other arrangements applicable to the Participant under the terms of the Plan. The appropriate portions shall depend on the coverage elected by the Participant. The Plan Administrator shall also make such payments on behalf of the Participant's Dependents who are enrolled in the Group Vision Benefits. To the extent a Dependent is provided coverage under the Group Vision Benefits and that Dependent is not the Participant's Spouse or Tax Dependent, the tax consequence of such coverage shall be addressed as described in Section 4.2.

11.6 **Nondiscrimination**. To the extent the Group Vision Benefits are self-insured and, as a result, are subject to Section 105(h) of the Code, they shall not discriminate in favor of Highly Compensated Individuals with respect to eligibility to participate or benefits. If the Plan Administrator determines that the Group Vision Benefits are or may be discriminatory, the Plan Administrator may take action permitted by law to avoid such a result as described in Section 6.15. If the Group Vision Benefits fail any applicable nondiscrimination requirements, Highly Compensated Individuals shall have taxable income imputed to the extent required by law.

11.7 **Medical Child Support Orders**. Notwithstanding any provision of this Plan to the contrary, this Plan shall recognize child support orders regarding coverage under the Group Vision Benefits to the extent required by applicable law.

11.8 **Continuation of Coverage**. Continued coverage shall be provided under the Group Vision Benefits if and to the extent required under the Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA"), as amended, and, as reflected in the Public Health Services Act ("PHSA"), as amended. To the extent not otherwise contained in the Plan, the Plan Administrator may, within the parameters of the law, establish uniform policies by which to provide such continuation coverage. There shall also be compliance with Minnesota law concerning continuation of coverage to the extent not preempted by federal law.

11.9 **HIPAA.** The Group Vision Benefits shall comply with the Privacy Rules and Security Rules under HIPAA (if applicable) as further provided in the Insurance Contract.

ARTICLE XII.
GROUP TERM LIFE BENEFITS AND/OR GROUP ACCIDENTAL DEATH & DISMEMBERMENT ("AD&D") BENEFITS

12.1 **Purpose**. The purpose of this Article is to provide for the pre-tax payment opportunity for Group Term Life Benefits and/or Group Accidental Death & Dismemberment ("AD&D") Benefits under this Plan as an Available Benefit up to $50,000. Benefits in excess of $50,000 will be after-tax. The Employer provides Group Term Life Benefits and/or Group AD&D Benefits through one or more "plans" within the meaning of Sections 79, 105, and 106 of the Code.

Note: This Article does not permit pre-tax payment of Insurance Premiums for coverage other than Participant coverage (e.g., no spousal or dependent coverage).

12.2 **Separate Written Plan**. For purposes of Sections 79, 105 and 106 of the Code, this Article shall constitute a separate written plan providing for the reimbursement or direct payment of Insurance Premium expenses. To the extent necessary, other provisions of the Plan are incorporated by reference.

12.3 **Definitions**.

(a) **Group AD&D Benefits** means the accidental death and dismemberment insurance coverage made available by the Employer through this Article to which the Insurance Premiums relate. It does not include individual Insurance Contracts.

(b) **Group Term Life Benefits** means the group term life insurance coverage made available by the Employer through this Article to which the Insurance Premiums relate. It does not include individual Insurance Contracts.

(c) **Insurance Contract** means any insurance contract secured from an insurance company authorized to do business in the state in which such contract is issued, which has been obtained for the purpose of providing benefits under this portion of the Plan.

(d) **Insurance Premiums** means the amount that must be paid on a periodic basis in return for group coverage under the Insurance Contract(s).

12.4 **Terms, Conditions and Limitations**. The Employer shall secure the necessary Insurance Contracts or other benefit agreements from third party providers. Coverage shall begin, benefits shall be provided, and coverage shall terminate in accordance with the applicable Insurance Contracts or other benefit agreements. Such Insurance Contracts or agreements are identified in Exhibit A (attached to the Adoption Agreement) and expressly incorporated into and made part of this Plan.

12.5 **Payments**. The Plan Administrator shall make Insurance Premium payments for the Group Term Life Benefits and/or Group AD&D Benefits on behalf of the Participant in an amount necessary to provide the benefit applicable to the Participant under this portion of the Plan for the applicable Plan Year. Such payments shall be made from Employer Contributions, if any, provided by the Employer under the Plan and, if necessary, contributions made in accordance with the salary reduction arrangement and other arrangements applicable to the Participant under the terms of the Plan. The appropriate portions shall depend on the coverage elected by the Participant.

12.6 **Limitation on Group Term Life Benefits**. The cost of Group Term Life Benefits on the Participant's life paid by the Employer shall not be included in the Participant's gross income to the extent the face amount of the Insurance Contract(s) does not exceed $50,000. If the face amount of the Insurance Contract(s) paid by the Employer exceeds $50,000, the cost of the coverage in excess of $50,000 shall be imputed to the Participant as income in accordance with Section 79 of the Code and the Cafeteria Plan Regulations. For purposes of this limitation, coverage paid by the Participant on a pre-tax basis is considered "paid by the Employer." Under no circumstances shall the coverage on the life of persons covered through the Participant be paid through this Plan.

12.7 **Tax Consequences of AD&D Benefits**. It is intended that the Insurance Premiums paid by the Employer (including pre-tax payments paid by the Participant through this portion of the Plan) for a Participant's Group AD&D Benefits shall be excluded in the Participant's gross income under Section 106 of the Code. Any benefits received as a result of the Insurance Contract under this portion of the Plan shall be included in the recipient's gross income to the extent required under the applicable provision(s) of the Code.

12.8 **Continuation/Conversion of Coverage**. There shall be compliance with applicable state law regarding continuation of coverage and conversion of coverage to the extent such state laws are not preempted by federal law. In addition, any continuation and conversion rights provided under the terms of the Insurance Contract(s) through which benefits are provided shall be available to the extent they are not prohibited or preempted by federal law.

ARTICLE XIII.
SHORT TERM DISABILITY BENEFITS

13.1 **Purpose**. The purpose of this Article is to provide for the payment opportunity for Short Term Disability Benefits under this Plan as an Available Benefit. This benefit premium is paid for with after-tax participant contributions.

13.2 **Definitions**.

(a) **Insurance Contract** means (1) any insurance contract secured from an insurance company authorized to do business in the state in which such contract is issued, which has been obtained for the purpose of providing benefits under this Plan; or (2) a self-insured plan administered by a third party.

(b) **Insurance Premiums** means the amount that must be paid on a periodic basis in return for group coverage under the Insurance Contract.

(c) **Short Term Disability Benefits** means the short term disability coverage made available by the Employer to which the Insurance Premiums relate. It does not include individual insurance contracts.

13.3 **Terms, Conditions and Limitations**. The Employer shall secure the necessary Insurance Contracts or other short term disability benefit agreements from third party providers. Coverage shall begin, benefits shall be provided, and coverage shall terminate in accordance with the applicable Insurance Contracts or other short term disability benefit agreements, and/or self-insured plan documents. Such Insurance Contracts, agreements, and plan documents are identified in Exhibit A (attached to the Adoption Agreement) and expressly incorporated into and made part of this Plan.

13.4 **Payments**. The Plan Administrator shall make Insurance Premium payments for the Short Term Disability Benefits on behalf of the Participant in an amount necessary to provide the benefit applicable to the Participant under this portion of the Plan for the applicable Plan Year. Such payments shall be made from Employer Contributions, and, if necessary, contributions made in accordance with the salary reduction or other arrangements applicable to the Participant under the terms of the Plan. The appropriate portions shall depend on the coverage elected by the Participant.

13.5 **Tax Consequences**. As provided in the Adoption Agreement, the premiums paid by the Employer (including payments paid by the Participant through this portion of the Plan) for a Participant's Short Term Disability Benefits shall either be (a) included in the Participant's gross income, or (b) excluded from the Participant's gross income under Section 106 of the Code. If such premiums are included in the Participant's gross income, any benefits received as a result of the coverage purchased under this portion of the Plan shall be excluded in the recipient's gross income to the extent allowed under applicable provision(s) of the Code. If such premiums are excluded from the Participant's gross income, any benefits received as a result of the coverage purchased under this portion of the Plan shall be included in the recipient's gross income to the extent required under applicable provision(s) of the Code.

ARTICLE XIV.
LONG TERM DISABILITY BENEFITS

14.1 **Purpose**. The purpose of this Article is to provide for the payment opportunity for Long Term Disability Benefits under this Plan as an Available Benefit. This benefit premium is paid for with after-tax participant contributions.

14.2 **Definitions**.

(a) **Insurance Contract** means (1) any insurance contract secured from an insurance company authorized to do business in the state in which such contract is issued, which has been obtained for the purpose of providing benefits under this Plan; or (2) a self-insured plan administered by a third party.

(b) **Insurance Premiums** means the amount that must be paid on a periodic basis in return for group coverage under the Insurance Contract.

(c) **Long Term Disability Benefits** means the long term disability coverage made available by the Employer to which the Insurance Premiums relate. It does not include individual long term disability Insurance Contracts.

14.3 **Terms, Conditions and Limitations**. The Employer shall secure the necessary Insurance Contracts or other long term disability benefit agreements from third party providers. Coverage shall begin, benefits shall be provided, and coverage shall terminate in accordance with the applicable Insurance Contracts or other agreements, and/or self-insured plan documents. Such Insurance Contracts, agreements, and plan documents are identified in Exhibit A (attached to the Adoption Agreement) and expressly incorporated into and made part of this Plan.

14.4 **Payments**. The Plan Administrator shall make Insurance Premium payments for the Long Term Disability Benefits on behalf of the Participant in an amount necessary to provide the benefit applicable to the Participant under this portion of the Plan for the applicable Plan Year. Such payments shall be made from Employer Contributions and, if necessary, contributions made in accordance with the salary reduction or other arrangements applicable to the Participant under the terms of the Plan. The appropriate portions shall depend on the coverage elected by the Participant.

14.5 **Tax Consequences**. As provided in the Adoption Agreement, the premiums paid by the Employer (including payments paid by the Participant through this portion of the Plan) for a Participant's Long Term Disability Benefits shall either be (a) included in the Participant's gross income, or (b) excluded from the Participant's gross income under Section 106 of the Code. If such premiums are included in the Participant's gross income, any benefits received as a result of the coverage purchased under this portion of the Plan shall be excluded in the recipient's gross income to the extent allowed under applicable provision(s) of the Code. If such premiums are excluded from the Participant's gross income, any benefits received as a result of the coverage purchased under this portion of the Plan shall be included in the recipient's gross income to the extent required under applicable provision(s) of the Code.

ARTICLE XV.
AFLAC BENEFITS

15.1 **Purpose**. The purpose of this Article is to provide for the payment opportunity for Aflac Election Benefits under this Plan as an Available Benefit. The Employer provides Aflac Benefits through one or more "plans" within the meaning of Sections 105 and 106 of the Code.

15.2 **Separate Written Plan**. For purposes of Sections 105 and 106 of the Code, this Article shall constitute a separate written plan providing for the reimbursement or direct payment of Insurance Premium expenses. To the extent necessary, other provisions of the Plan are incorporated by reference.

15.3 **Definitions**.

(a) **Insurance Contract** means (1) any insurance contract secured from an insurance company authorized to do business in the state in which such contract is issued, which has been obtained for the purpose of providing benefits under this Plan; or (2) a self-insured plan administered by a third party.

(b) **Insurance Premiums** means the amount that must be paid on a periodic basis in return for group coverage under the Insurance Contract.

15.4 **Terms, Conditions and Limitations**. The Employer shall secure the necessary Insurance Contracts or other benefit agreements from third party providers. Coverage shall begin, benefits shall be provided, and coverage shall terminate in accordance with the applicable Insurance Contracts or other agreements, and/or self-insured plan documents. Such Insurance Contracts, agreements, and plan documents are identified in Exhibit A (attached to the Adoption Agreement) and expressly incorporated into and made part of this Plan.

15.5 **Payments**. The Plan Administrator shall make Insurance Premium payments for the Aflac Benefits on behalf of the Participant in an amount necessary to provide the benefit applicable to the Participant under this portion of the Plan for the applicable Plan Year. Such payments shall be made from Employer Contributions and, if necessary, contributions made in accordance with the salary reduction or other arrangements applicable to the Participant under the terms of the Plan. The appropriate portions shall depend on the coverage elected by the Participant.

15.6 **Tax Consequences**. As provided in the Adoption Agreement, the premiums paid by the Employer (including payments paid by the Participant through this portion of the Plan) for a Participant's Aflac Benefits shall either be (a) included in the Participant's gross income, or (b) excluded from the Participant's gross income under Section 106 of the Code. If such premiums are included in the Participant's gross income, any benefits received as a result of the coverage purchased under this portion of the Plan shall be excluded in the recipient's gross income to the extent allowed under applicable provision(s) of the Code. If such premiums are excluded from the Participant's gross income, any benefits received as a result of the coverage purchased under this portion of the Plan shall be included in the recipient's gross income to the extent required under applicable provision(s) of the Code.

ARTICLE XVI.
DEPENDENT CARE EXPENSE REIMBURSEMENT PLAN

16.1 **Purpose**. The purpose of this Article is to provide Participants with the opportunity to be reimbursed for eligible Dependent Care Expenses under this Plan as an Available Benefit under the Plan. This Article is intended to qualify as a "dependent care assistance program" under Section 129 of the Code so that payments received under this portion of the Plan are excludable from the gross income of the Participant under Section 129(a) of the Code.

16.2 **Separate Written Plan**. For purposes of Section 129 of the Code, this Article shall constitute a separate written plan providing reimbursement of certain Dependent Care Expenses. To the extent necessary, other provisions of the Plan are incorporated by reference.

16.3 **Definitions**.

(a) **Claims Run-Out Period** means the period beginning on the first day following the close of the Plan Year and ending on the date specified in the Adoption Agreement.

(b) **Dependent Care Account ("DC Account")** means the record keeping account established by the Plan Administrator for each Plan Year for each Participant from whom an Election to create such an account is received.

(c) **Dependent Care Center** shall have the meaning given such term in Sections 21(b)(2)(C) and 21(b)(2)(D) of the Code: a facility that (1) complies with all applicable laws and regulations of the state and town, city or village in which it is located; (2) provides care for more than six individuals (other than individuals who reside at the facility); and (3) receives a fee, payment or grant for providing services for any of the individuals (regardless of whether such facility is operated for profit).

(d) **Dependent Care Expenses** means amounts paid by the Participant for services that would be considered employment-related expenses under Section 21(b)(2) of the Code, any applicable proposed or final regulations issued thereunder, or any guidance issued by the IRS interpreting or applying any of the foregoing. Employment-related expenses for purposes of this Plan include expenses incurred to enable a Participant to be Gainfully Employed during any period for which there are one or more Qualifying Individuals with respect to the Participant for (1) household services, and (2) care of a Qualifying Individual. However, employment-related expenses which are incurred for services outside the Participant's household shall be considered Dependent Care Expenses only if incurred for the care of a Qualifying Individual described in Section 16.3(i)(1)(i) below or a Qualifying Individual not described in Section 16.3(i)(1)(i) below who regularly spends at least eight (8) hours each day in the Participant's household. Dependent Care Expenses do not include expenses which are incurred for services provided by a Dependent Care Center if such center does not comply with all applicable laws and regulations of the applicable state or other unit of local government which regulates the center. In addition, Dependent Care Expenses shall not include any amounts paid to an individual who:

(1) is a child of such Participant (within the meaning of Section 152(f)(1) of the Code) who is under the age of nineteen (19) at the close of such taxable year;

(2) with respect to whom, for such taxable year, a deduction is allowable under Section 151(c) of the Code (relating to personal exemptions for dependents) to such Participant or the Spouse of such Participant;
(3) is the Spouse of the Participant at any time during the taxable year; or
(4) is the parent of the Participant's child who is a Qualifying Individual.

(e) **Earned Income** shall have the meaning given such term in Section 32(c)(2) of the Code (which refers to wages, salaries, tips and other Employee Compensation as well as net earnings from self-employment), but shall not include any amounts reimbursed by the Employer under this portion of the Plan. Further, if a Participant's Spouse is a Student or incapable of caring for himself or herself, the provisions of Section 21(d)(2) of the Code shall apply in determining the Earned Income of that Spouse. Generally, this Section provides that a Spouse of a Participant shall be deemed to have Earned Income of not less than $250 per month if there is one Qualifying Individual with respect to the Participant or $500 per month if there are two or more Qualifying Individuals with respect to the Participant.

(f) **Gainfully Employed** means the earning of income for services performed or the period of active search for gainful employment. Nominal reimbursement for volunteer work is not considered gainful employment.

(g) **Highly Compensated Employees** means Employees who are "highly compensated" as defined in Section 414(q) of the Code.

(h) **Non-Highly Compensated Participants** means Employees who are not Highly Compensated Employees.

(i) **Qualifying Individual** means a person for whom expenses can be submitted for reimbursement.

(1) A Qualifying Individual is:
  i) the Participant's "qualifying child" under Section 152 of the Code who is under age thirteen (13);
  ii) the Participant's "qualifying child" under Section 152 of the Code (determined without regard to Sections 152(b)(1) and (b)(2) of the Code) who is mentally or physically unable to care for himself or herself;
  iii) the Participant's "qualifying relative" under Section 152 of the Code (determined without regard to Sections 152(b)(1), (b)(2), and (d)(1)(B) of the Code) who: (1) is mentally or physically unable to care for himself or herself, and (2) has the same principal place of abode as the Participant for at least one-half of the year; or
  iv) the Participant's Spouse who: (1) is mentally or physically unable to care for himself or herself, and (2) has the same principal place of abode as the Participant for at least one-half of the year
(2) With the exception of two parents that file income taxes jointly, only one person is entitled to treat the child as a Qualifying Individual. Where

multiple people are involved, there are two special rules to determine which person is entitled to treat the child as a Qualifying Individual.

i) **Divorced or Separated Parents, or Parents Living Apart.** If a child's parents are divorced, legally separated, separated pursuant to a written agreement, or live apart at all times during the last six (6) months of the calendar year, a special rule applies if: (i) the child is under age 13 or is mentally or physically unable to care for himself or herself; (ii) the child receives more than 50% of his or her support from the parents (in aggregate); and (iii) the child resides with the parents (in aggregate) for more than 50% of the year. In such situations, the child is the Qualifying Individual of the custodial parent even if the custodial parent has released the right to claim the child as a dependent. The custodial parent is the parent identified in Section 152(e) of the Code (i.e., generally the parent with whom the child resides for the greater number of nights during the calendar year or, if the child resides with both parents for an equal number of nights, the parent with the higher adjusted gross income for the year).

ii) **Two or More Persons Claiming a Child as a Qualifying Individual.** If the special rule described above regarding divorce, etc. does not apply, the special tie-breaker rules of Section 152(c)(4) of the Code may apply. If an individual is a qualifying child (as defined in Section 152 of the Code) with respect to more than one person, then:

a. If both persons are the individual's parents and they file a joint federal income tax return, the child is the Qualifying Individual of both parents.

b. If both persons are the individual's parents and they file separate federal income tax returns, then the child is the Qualifying Individual of the parent with whom the child resided for the longest period of time during the calendar year (or, if child resides with both parents for the same amount of time during the year, the parent with the highest adjusted gross income for the year). However, if that parent (i.e., the custodial parent or the parent with the highest adjusted gross income) does not claim the child as a qualifying child (as defined in Section 152 of the Code) for any purpose (i.e., a dependent care expense reimbursement program, the earned income credit, the dependency deduction, the child tax credit, and the dependent care credit), then the child is the Qualifying Individual of the other parent (i.e., the non-custodial parent or the parent with the lowest adjusted gross income). This is the one person that is entitled to treat the child as a Qualifying Individual.

c. If one person is the individual's parent and the other is not, the child is the Qualifying Individual of the parent. However, if the parent does not claim the child as a qualifying child (as defined in Section 152 of the Code) for any purpose (i.e., a dependent care expense reimbursement program, the earned income credit, the dependency deduction, the child tax credit, and the dependent care credit), then the child is the Qualifying Individual of the other person (i.e., the

non-parent). This is the one person that is entitled to treat the child as a Qualifying Individual.

d. If neither person is the individual's parent, the child is the Qualifying Individual of the person with the highest adjusted gross income for the year in question. However, if that person does not claim the child as a qualifying child (as defined in Section 152 of the Code) for any purpose (i.e., a dependent care expense reimbursement program, the earned income credit, the dependency deduction, the child tax credit, and the dependent care credit), then the child is the Qualifying Individual of the other person (i.e., the person with the lowest adjusted gross income). This is the one person that is entitled to treat the child as a Qualifying Individual.

(j) **Student** shall have the meaning provided in Section 21(e)(7) of the Code which means an individual who during each of five (5) calendar months during the taxable year is a full time student at an educational organization which normally maintains a regular facility and curriculum and normally has a regularly enrolled body of students in attendance at the place where its educational activities are regularly carried on as provided in Sections 21(e)(8) and 170(b)(1)(A)(ii) of the Code.

16.4 **Dependent Care Account**. The DC Account will be credited as of each date contributions are made pursuant to Article IV with a pro-rated portion of the Participant's Election for the Plan Year. A Participant's DC Account will be decreased from time to time in the amount of payments made to the Participant for eligible Dependent Care Expenses incurred during the Plan Year.

16.5 **Claims Determination**. Claim submission, determination, and appeals shall be handled in accordance with Article VI.

16.6 **Incurred Expenses**. To be reimbursable, an eligible Dependent Care Expense must have been incurred after participation in this portion of the Plan began and during the Plan Year for which reimbursement is claimed. An expense is "incurred" when the Participant is provided with the care which gives rise to the eligible Dependent Care Expense, not when the service is billed or paid. Reimbursement shall not be made for future or projected expenses.

16.7 **Reimbursement of Expense**. The Participant shall be reimbursed as specified in Section 6.7 from the Participant's DC Account for eligible Dependent Care Expenses incurred during the applicable Plan Year for which the Participant submits the documentation required under Article VI. In no case shall a payment be made which exceeds the balance in the Participant's DC Account at the time reimbursement is processed. Claims for reimbursement with respect to a Plan Year must be submitted prior to the close of the Claims Run-Out Period for such Plan Year.

If a claim for reimbursement exceeds the available balance in the Participant's DC Account, the excess part of the claim will be carried over and paid as the Participant's DC Account becomes adequate. Under no circumstances (a) will any balance remaining in a Participant's DC Account at the end of the Plan Year be carried over to the next Plan Year,

or (b) will an otherwise eligible Dependent Care Expense be carried over to the next Plan Year.

16.8 **Maximum Reimbursement**. The maximum reimbursement which a Participant may receive in a tax year under this portion of the Plan shall be the lesser of:

(a) the Participant's Earned Income for the tax year;

(b) the actual or deemed Earned Income of the Participant's Spouse for the tax year; or

(c) $5,000 (or in the case of a Participant who is married and filing a separate income tax return from his or her Spouse, $2,500) or IRS defined limit.

This maximum includes the Employer Contribution, if any, DC Account forfeitures and the Participant's salary reduction. If a Participant is married and the Spouse of the Participant also participates in a dependent care program under Section 129 of the Code, the combined reimbursements may not exceed the limits described above for the tax year. It shall be the Participant's responsibility to monitor the combined reimbursements.

16.9 **Reimbursement Upon Termination of Participation**. If an individual ceases to be a Participant in this portion of the Plan during a Plan Year, no further contributions will be credited to the DC Account. Reimbursements shall continue as specified in the Adoption Agreement.

16.10 **Participant's Death**. In the event a Participant dies having incurred an eligible Dependent Care Expense which (a) would have been reimbursable out of the Participant's DC Account had the Participant not died, and (b) for which a person or the Participant's estate has paid for or assumed liability, reimbursement may be made to that person or the estate for that payment or assumption. The remainder of the Participant's DC Account shall be forfeited in accordance with Section 5.7.

16.11 **Nondiscrimination.** This portion of the Plan shall not discriminate in favor of Highly Compensated Employees or their Dependents with respect to eligibility, contributions or benefits. The average eligible Dependent Care Expenses paid to Non-Highly Compensated Employees shall be at least fifty-five percent (55%) of the average eligible Dependent Care Expenses paid to Highly Compensated Employees. If benefits are provided through salary reduction agreements, Employees with annual compensation less than $25,000 may be excluded. If the Plan Administrator determines that the Plan is or will be discriminatory, the Plan Administrator may take any action permitted by law to avoid such result in accordance with Section 6.15. If this portion of the Plan fails any applicable nondiscrimination requirements, Highly Compensated Employees shall have taxable income imputed to the extent required by law.

16.12 **Dependent Care Limitations.**

(a) Reimbursement or payment of eligible Dependent Care Expenses shall be made to the Participant only in the event and to the extent that such reimbursement or payment is: (1) not otherwise provided under any insurance policy, whether the premium on such policy is paid by the Employer or an individual, and (2) not provided for or reimbursable under any other plan or policy.

(b) Other limitations, if any, shall be set forth in the Adoption Agreement.

16.13 **Reporting and Disclosure**. Each Participant must be furnished with a written statement showing the amounts paid under this portion of the Plan by an Employer on behalf of the

Participant for a calendar year. The statement must be furnished before January 31st of the following year. If the actual amount paid is not known by this deadline, the Employer may report a reasonable estimate of the amounts paid under this portion of the Plan.

ARTICLE XVII.
MEDICAL EXPENSE REIMBURSEMENT PLAN

17.1 **Purpose**. The purpose of this Article is to provide Participants with the opportunity to be reimbursed for certain eligible Medical Expenses as an Available Benefit under the Plan. This Article is intended to qualify as a self-insured medical reimbursement plan under Section 105 of the Code so that payments received under this portion of the Plan are excludable from the gross income of the Participant under Section 105(b) of the Code.

17.2 **Separate Written Plan**. For purposes of Section 105 of the Code, this Article shall constitute a separate written plan providing for the reimbursement of certain Medical Expenses. To the extent necessary, other provisions of the Plan are incorporated by reference.

17.3 **Definitions**.

(a) **Claims Run-Out Period** means the period beginning on the first day following the close of the Plan Year or, if applicable, the Grace Period and ending on the date specified in the Adoption Agreement.

(b) **Dependent** means, unless otherwise specified in the Adoption Agreement, Tax Dependent.

(c) **Highly Compensated Individual** means an individual who is highly compensated as defined in Section 105(h)(5) of the Code.

(d) **Medical Expense** means, unless otherwise limited in the Adoption Agreement, an expense incurred during the applicable Plan Year by a Participant, Spouse, or Dependent for medical care as defined in Section 213 of the Code, excluding premiums for health coverage and long-term care coverage. Medical care generally refers to the diagnosis, cure, treatment, or prevention of disease or for the purpose of affecting any structure or function of the body. Also included, are reasonable transportation expenses for and essential to medical care. If "Medical Expense" includes over-the-counter drugs and medicines, such expenses shall constitute Medical Expenses only to the extent allowed by Section 106(f) of the Code.

(e) **Medical Expense Account ("ME Account")** means the record keeping account established by the Plan Administrator for each Plan Year for each Participant from whom an Election to create such an account is received.

17.4 **Medical Expense Account**. The ME Account will be credited with the amount elected by the Participant and the amount of the carryover, if any, at the beginning of the Plan Year. A Participant's ME Account will be decreased from time to time in the amount of payments made to the Participant for eligible Medical Expenses incurred during the Plan Year and the Grace Period, if applicable.

17.5 **Claims Determination**. Claim submission, determination, and appeals shall be handled in accordance with Article VI.

17.6 **Incurred Expenses**. To be reimbursable, an eligible Medical Expense must have been incurred after participation in this portion of the Plan began and during the Plan Year for which reimbursement is claimed or the Grace Period related to such Plan Year, if applicable. An expense is "incurred" when the Participant is provided with the care which gives rise to the eligible Medical Expense, not when the service is billed or paid. Reimbursement shall not be made for future projected expenses. Notwithstanding the

foregoing, pursuant to and in accordance with the Cafeteria Plan Regulations, if specifically provided in the Adoption Agreement, the Plan may reimburse Medical Expenses for orthodontia care in advance.

17.7 **Reimbursement of Expense**. The Participant shall be reimbursed as specified in Section 6.7 from the Participant's ME Account for eligible Medical Expenses incurred during the applicable Plan Year and the Grace Period, if applicable, for which the Participant submits the documentation required under Article VI. An amount up to the sum of the Participant's Election and the carryover, if any, and reduced as of any particular time for prior reimbursements for the same Plan Year, and the Grace Period, if applicable, shall be available for reimbursement at all times during the Plan Year, and the Grace Period, if applicable. Claims for reimbursement within a Plan Year, and Grace Period, if applicable, must be submitted prior to the close of the Claims Run-Out Period for such Plan Year and the Grace Period, if applicable.

In no case shall a payment be made which exceeds the balance in the Participant's ME Account at the time reimbursement is processed. If a claim for reimbursement exceeds the balance in the Participant's ME Account, the excess part of the claim will be denied. Except as provided in Section 17.12(b), under no circumstances (a) will any balance remaining in a Participant's ME Account at the end of the Plan Year, and the Grace Period, if applicable, be carried over to the next Plan Year, or (b) will an otherwise eligible Medical Expense be carried over to the next Plan Year.

17.8 **Maximum Election.** The maximum election a Participant may make for a Plan Year under this portion of the Plan shall be the dollar amount indicated in the Adoption Agreement. The maximum election amount applies to the Participant, Spouse, and Dependent children on an aggregate basis, not an individual basis. For Plan Years that are less than 12 months, unless indicated otherwise in the Adoption Agreement, this maximum shall be pro-rated by multiplying the applicable maximum by a fraction with a numerator of the number of months in the short Plan Year and with a denominator of 12. For Participants beginning participation in the Plan mid-Plan Year, unless indicated otherwise in the Adoption Agreement, this maximum shall be pro-rated by multiplying the applicable maximum by a fraction with a numerator of the number of complete calendar months remaining in the Plan Year at the time the Participant begins participation and with a denominator of 12. Notwithstanding the foregoing, a Participant may not make salary reduction contributions to the Medical Expense Reimbursement Plan in excess of any maximum imposed under applicable law.

17.9 **Reimbursement Upon Termination of Participation**. If an individual ceases to be a Participant in this portion of the Plan, coverage shall cease (which means that reimbursements shall cease) unless benefits under the Plan are continued as provided in Section 17.14, if applicable. If coverage ceases, reimbursements for eligible Medical Expenses incurred before participation terminated will continue to be made as provided in the Adoption Agreement.

17.10 **Participant's Death**. In the event a Participant dies having incurred an eligible Medical Expense (a) which would have been reimbursable out of the Participant's ME Account had the Participant not died, and (b) for which a person or the Participant's estate has paid for or assumed liability for the expense, reimbursement may be made to that person or the

estate for that payment or assumption. The remainder of the Participant's ME Account shall be forfeited in accordance with Section 5.7.

17.11 **Nondiscrimination**. This portion of the Plan shall not discriminate in favor of Highly Compensated Individuals as to eligibility to participate or benefits. If the Plan Administrator determines that this portion of the Plan is or may be discriminatory, the Plan Administrator may take action permitted by law to avoid such result as provided in Section 6.15. If the Plan fails any applicable nondiscrimination requirements, Highly Compensated Individuals shall have taxable income imputed to the extent required by law.

17.12 **ME Account Forfeitures. Forfeiture**

(a) **ME Account Claims Grace Period**. If selected in the Adoption Agreement, the Claims Grace Period shall apply to this Available Benefit.

(b) **Carryover.** If selected in the Adoption Agreement, a limited carryover of ME Account balances from Plan Year to Plan Year will be provided in accordance with the following conditions and restrictions:

(1) The amount that may be carried over is limited to the lesser of (i) $500, or (ii) the balance of the Participant's ME Account.

(2) The balance of a Participant's ME Account available for the carryover shall be determined upon expiration of the Claims Run-out Period. Notwithstanding the foregoing, the balance of the Participant's ME Account as of midnight on the last day of the Plan Year, up to the amount specified in paragraph (1) above, shall be available to reimburse Medical Expenses incurred on and after the first day of the new Plan Year. The Claims Administrator will administer claims submitted during the Claim Run-out Period ~~(including~~ allocating claims between the Participant's carryover balance and the Participant's election for the new Plan Year (if any)) in a manner consistent with applicable law (including regulatory guidance). For purposes of this paragraph, the balance of a Participant's ME Account at any point in time shall be equal to the amount credited to the ME Account for the Plan Year minus claims paid to date with respect to that Plan Year.

(3) In general, a carryover made in accordance herewith shall occur within the Medical Expense Reimbursement Plan. However, if the Plan includes a Limited Scope Medical Expense Reimbursement Plan, a Participant entitled to an ME Account carryover in accordance herewith shall receive the carryover to a Limited Scope ME Account if: (i) the Participant enrolls in the Limited Scope Medical Expense Reimbursement Plan for the following Plan Year, or (ii) the Participant directs the Plan Administrator, by no later than the last day of the Plan Year from which the carryover is to be made and in accordance with procedures adopted by the Plan Administrator, to make the carryover to the Limited Scope Medical Expense Reimbursement Plan.

(4) In general, a carryover made in accordance herewith shall occur automatically. However, a Participant entitled to an ME Account carryover in accordance herewith may elect, by no later than the last day of the Plan Year from which the carryover is to be made and in accordance with procedures adopted by the Plan Administrator, to waive the carryover.

(5) Unless otherwise required under applicable law (including regulatory guidance), a carryover of an ME Account balance shall be available only to

individuals who are eligible to make elections under the Medical Expense Reimbursement Plan as of the first day of the Plan Year to which the carryover will be made (regardless of whether the individual actually elects to participate).

(6) A carryover shall not count against the maximum reimbursement a Participant may receive as specified in Section 17.8.

(c) **Claims Run-out Period**. Except as otherwise provided in this Section 17.12, (1). amounts attributed to a Participant's ME Account for any Plan Year shall be used only to reimburse the Participant for eligible Medical Expenses incurred during such Plan Year and its Claims Grace Period (if applicable), and (2) any balance remaining in a Participant's ME Account for a Plan Year shall be forfeited following the end of Claims Run-Out Period in accordance with Section 5.7. The Plan Administrator may extend this period in the event the Participant cannot obtain proper documentation until after the expiration of the period. Such forfeited amount shall not be distributed in cash, carried over to the next Plan Year or used by the Participant for any other purpose.

17.13 **Medical Child Support Orders**. Notwithstanding any provision of this Plan to the contrary, this Plan shall recognize child support orders regarding coverage under this Medical Expense Reimbursement Plan to the extent required by applicable law.

17.14 **Qualified Reservist Distribution**. If the Adoption Agreement provides that such distributions are available, a Participant may request, in writing on a form provided by the Plan Administrator, a "Qualified Reservist Distribution" from the Participant's ME Account if: (a) the Participant is a member of the Army National Guard, the Army Reserve, the Navy Reserve, the Marine Corps Reserve, the Air National Guard, the Air Force Reserve, the Coast Guard Reserve, or the Reserve Corps of the Public Health Service; and (b) the Participant has been ordered or called to active duty for either (1) at least one hundred eighty (180) days, or (2) an indefinite period of time. Such request must be made on or after the date of the order or call to active duty and before the last day of the Plan Year. A copy of the order or call to duty must accompany the form. The amount available to the Participant as a Qualified Reservist Distribution shall be the amount contributed to the ME Account as of the date of the request minus any reimbursements of Medical Expenses provided under the ME Account as of that date. Such distributions shall be included in the Participant's taxable income and shall be subject to normal wage withholding requirements to the extent required by law. If a balance remains in the Participant's ME Account following the Qualified Reservist Distribution, the Participant may continue to submit claims for reimbursement.

17.15 **Continuation of Coverage**. Continued coverage under the Medical Expense Reimbursement Plan shall be provided as required under the Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA"), as amended and as reflected in the Public Health Services Act, as amended ("PHSA"). To the extent not contained in the Plan, the Plan Administrator may, within the parameters of the law, establish uniform policies by which to provide such continuation coverage, which shall be incorporated herein by reference.

17.16 **HIPAA.** The Medical Expense Reimbursement Plan shall comply with the Privacy Rules and Security Rules under HIPAA (if applicable) as further provided in Article XXI.

17.17 **Further Limitations on Benefits.**

(a) This Article does not cover expenses incurred for any loss caused by or resulting from injury or disease for which benefits are payable under any worker's compensation law or other employer, union, association or governmental sponsored group insurance plan.

(b) This Article does not cover expenses incurred for any loss caused by or resulting from injury or disease for which benefits are received by the Participant, the Participant's Spouse or the Participant's Dependent under any health and accident insurance policy or program, whether or not premiums are paid by the Employer or the Participant, the Participant's Spouse or the Participant's Dependent child.

(c) Amounts reimbursed under a dependent care assistance program described in Section 129 of the Code shall not be reimbursed under this Plan.

(d) A Participant in the Plan may not participate under this Article and contribute to an HSA.

(e) Other limitations, if any, shall be set forth in the Adoption Agreement.

17.18 **Patient Protection and Affordable Care Act.** The Medical Expense Reimbursement Plan is intended to be an excepted benefit under HIPAA because:

(a) All Participants of this Available Benefit are eligible for Group Medical Benefits, and

(b) The maximum reimbursement available does not exceed the greater of (1) two times the Participant's salary reduction election or (2) the Participant's salary reduction election plus $500.

Accordingly, certain mandates of the Patient Protection and Affordable Care Act, as amended, including the preventative care mandate, do not apply to the Medical Expense Reimbursement Plan.

ARTICLE XVIII.
HSA CONTRIBUTION FEATURE

18.1 **Purpose**. The purpose of this Article is to provide for the pre-tax funding of an HSA under this Plan as an Available Benefit.

18.2 **Separate Written Plan**. For purposes of Section 223 of the Code, this Article shall constitute a separate written plan. To the extent necessary, other provisions of the Plan are incorporated by reference.

18.3 **Definitions**.

(a) **Certification of HSA Eligibility** means the form (if any) provided by the Plan Administrator in which the Participant certifies he or she is eligible for HSA contributions.

(b) **HSA** means a health savings accounts under Section 223 of the Code established and owned by a Participant to which contributions are made under this portion of the Plan. The Employer does not sponsor a Participant's HSA, and a Participant's HSA is not an employer-sponsored group health plan. If provided in the Adoption Agreement, to participate in this HSA Contribution Feature, the HSA must be established at a trustee/custodian selected by the Employer.

(c) **HSA Contribution Feature** means the portion of the Plan described in this Article, which consists of contributions to a Participant's HSA through salary reduction and Employer Contributions, if any.

(d) **High Deductible Health Plan** means, unless otherwise specified in the Adoption Agreement, a "qualifying high deductible health plan" under Section 223(c)(2) of the Code sponsored by the Employer.

(e) **Permitted Insurance or Permitted Coverage** means:

(1) insurance in which substantially all of the coverage relates to liabilities incurred under workers' compensation laws, tort liabilities, liabilities related to ownership or use of property, or similar liabilities as specified by the IRS;

(2) insurance for specified disease or illness (e.g., cancer insurance);

(3) insurance that pays a fixed amount per day (or other period) of hospitalization (e.g., hospital indemnity insurance);

(4) coverage for accidents, disability, dental care, vision care, preventive care, or long-term care;

(5) some medical reimbursement accounts and health reimbursement arrangements ("HRAs") (e.g., limited scope medical reimbursement accounts and HRAs, suspended HRAs, post-deductible medical reimbursement accounts and HRAs, and retirement HRAs); and

(6) some wellness programs and employee assistance programs (e.g., those that do not provide significant benefits in the nature of non-preventive medical care or treatment).

18.4 **Eligibility.** To be eligible for HSA contributions, the Employee must:

(a) be eligible to participate in this Plan under Section 3.1;

(b) be covered by the High Deductible Health Plan;

(c) not be claimed as another person's dependent for purposes of such person's federal income tax return;

(d) not be actually covered by Medicare; and

(e) not have any health coverage other than Permitted Insurance, Permitted Coverage, or coverage under a high deductible health plan (as defined under Section 223(c)(2) of the Code), whether or not such coverage is sponsored by the Employer.

18.5 **Certification of Eligibility.** Notwithstanding anything in this Plan to the contrary if specifically indicated in the Adoption Agreement, in order to receive HSA contributions, at the time of enrollment, the Participant must provide to the Plan Administrator a Certification of HSA Eligibility. Thereafter, such certification may be requested periodically by the Plan Administrator.

18.6 **Contributions.**

(a) **Employer Contributions.** Employer Contributions, if any, will be contributed to the Participant's HSA at the times established by the Employer.

(b) **Employee Contributions.** Amounts withheld from a Participant's Compensation pursuant to an agreement authorizing salary reduction with respect to this Available Benefit shall be contributed to the Participant's HSA as soon as administratively feasible.

18.7 **Limits on Contributions.** Contributions made by a Participant and/or on a Participant's behalf (i.e., Employer Contributions) into the HSA under this Plan are limited in accordance with the following rules.

(a) **General Limit.** During a taxable year, total contributions to all health savings account owned by a Participant cannot exceed a statutory indexed amount.

(b) **Catch Up Contributions.** An additional "catch-up" amount (determined on a monthly basis) can be contributed for eligible individuals who attain age 55 before the close of the taxable year.

(c) **Pro-rated Limit if Not Eligible on December 1st.** If a Participant is eligible for HSA contributions during a taxable year but ceases to be eligible prior to December 1st of that taxable year, the contribution limit for that taxable year shall be determined by multiplying 1/12 of the applicable limit by the number of months the first day of which the Participant was eligible for HSA contributions. This pro-rated limit shall apply to all contributions made during the applicable taxable year, including those contributions made prior to the date on which the Participant ceased to be eligible for HSA contributions.

(d) **Special Rule if Eligible on December 1st.** If a Participant becomes eligible for HSA contributions during the taxable year and is eligible on December 1st of such year, the Participant shall be deemed to have been eligible for each month in such taxable year and may make or receive HSA contributions up to the full annual limit. This special rule applies to all contributions made during the applicable taxable year, including contributions made prior to or after December 1st.

> **Example:** An Eligible Employee becomes eligible for HSA contributions on July 1st and remains eligible through December 1st. The Eligible Employee may begin making contributions to his or her HSA through this Plan on July 1st at a rate pursuant to which the full annual contribution will have been made by the end of the taxable year.

If a Participant to whom this special rule applies ceases to be eligible for HSA contributions within the twelve (12) month period beginning with the last month of such taxable year other than by reason of death or disability (as described in Section

72(m)(7) of the Code), then any contribution made in excess of the annual limit under the general rule described above will be included in the Participant's gross income and will be subject to an excise tax as provided in Section 223(b)(8)(B) of the Code.

(e) **Special Rule for Married Participants.** If the Participant is married and both the Participant and Participant's Spouse have coverage under a high deductible health plan (as defined in Section 223 of the Code), the applicable limit is divided equally between them (unless they agree to a different allocation).

(f) **Rollover Contributions.** Rollover contributions may also be made to the HSA from another health savings account or from an Archer MSA. Rollover contributions are not subject to the contribution limit described above.

(g) **Treatment of Excess Contributions.** To the extent total contributions to a Participant's health savings accounts made during the taxable year exceed the applicable limit on such contributions, then the contributions in excess of the limit shall be included in the Participant's gross income and shall be subject to an excise tax as provided in Section 4973(g) of the Code, unless returned in accordance with Section 223(f)(3) of the Code.

18.8 **Investment of HSA Funds.** A Participant may invest his or her HSA funds as allowed by the HSA trustee/custodian. The Employer shall have no control or responsibility for how a Participant's HSA funds are invested

18.9 **Tax Consequences**. It is intended that the HSA contributions made under this Plan shall be excluded from the Participant's gross income under Section 223 of the Code.

18.10 **Distribution of HSA Funds.** The Employer shall have no responsibility or control over distributions made from a Participant's HSA. The Employer shall have no responsibility to substantiate expenses for which such distributions are made. Sections 6.7 and 6.8 of this Plan shall not apply to distributions from a Participant's HSA. A Participant need not be a Participant in this Plan, be covered by a High Deductible Health Plan of this Employer, nor be covered by any other high deductible health plan in order to receive a distribution from the Participant's HSA.

18.11 **Reporting.** The Employer shall be responsible for reporting contributions made to a Participant's HSA through this Plan on the Participant's Form W-2. Participants shall be responsible for reporting contributions to their HSAs and distributions from their HSAs on appropriate forms. Participants shall also be responsible for determining whether an HSA distribution is taxable.

18.12 **Continuation of Coverage**. This HSA Contribution Feature and the underlying HSAs are not group health plans for purposes of the Consolidated Omnibus Budget Reconciliation Act of 1985, ("COBRA"), as amended, and reflected in the Public Health Services Act ("PHSA"), as amended, the Family and Medical Leave Act ("FMLA"), and the Uniformed Services Employment and Reemployment Rights Act of 1994 ("USERRA"). COBRA, FMLA, and USERRA do not apply to this HSA Contribution Feature and the underlying HSAs.

ARTICLE XIX.
CASH PAYMENT

19.1 **Purpose**. The purpose of this Article is to describe the Cash Payment available under this Plan as an Available Benefit. Any portion of the Employer Contribution that is not allocated for the purposes of benefits under this Plan may be available to the Participant in cash.

19.2 **Terms, Conditions and Limitations**. A Participant is entitled to allocate the Employer Contribution to pay for Available Benefits. To the extent a Participant does not allocate all of the Employer Contributions to other Available Benefits available under this Plan, a Participant shall receive a Cash Payment equal to the amount of the unallocated Employer Contribution, subject to any restrictions specified in the Adoption Agreement.

19.3 **Payment**. Cash Payments shall be made at least monthly and within the month that the Employer Contribution would otherwise have been allocated for Available Benefits. Cash Payments shall be made only to Participants. If a Participant ceases to meet the eligibility requirements, then Cash Payments cease.

19.4 **Tax Consequences**. Any Cash Payment received through the Plan is taxable income to the Participant.

ARTICLE XX.
INDIVIDUAL PREMIUM FEATURE

20.1 **Purpose**. The purpose of this Article is to provide for the pre-tax payment opportunity for certain individual Insurance Premiums under this Plan as an Available Benefit.

20.2 **Separate Written Plan**. For purposes of Sections 105 and 106 of the Code, this Article shall constitute a separate written plan providing for the reimbursement or direct payment of individual Insurance Premium expenses. To the extent necessary, other provisions of the Plan are incorporated by reference.

20.3 **Definitions**.

(a) **Claims Run-Out Period** means the period beginning on the first day following the close of the Plan Year and ending on the date specified in the Adoption Agreement.

(b) **Dependent** means, unless indicated otherwise in the Adoption Agreement, a Tax Dependent.

(c) **HMO** means a health maintenance organization authorized to do business in the state in which such health maintenance organization agreement is issued, that has been individually obtained by a Participant for the purpose of providing benefits under this Individual Premium Feature. For purposes of this Article, HMO coverage only includes coverage issued on a non-group, individual basis.

(d) **Highly Compensated Individual** means an individual who is highly compensated as defined in Section 105(h)(5) of the Code.

(e) **Individual Premium Account** (**"IP Account"**) means the record keeping account established by the Plan Administrator for each Plan Year for each Participant from whom an Election to create such an account is received.

(f) **Individual Premium Feature** means this Article of the Plan that permits pre-tax payment of the cost of certain coverage issued on a non-group, individual basis.

(g) **Insurance Contract** means, unless otherwise specified in the Adoption Agreement, an accident or health insurance contract secured from an insurance company or HMO, authorized to do business in the state in which such insurance contract is issued, that has been individually obtained by a Participant for the purpose of providing benefits under this Individual Premium Feature. For purposes of this Article, Insurance Contract coverage only includes coverage issued on a non-group, individual basis to the extent permitted under law. Insurance Contract includes "specialty" coverages (e.g., cancer, vision, hospital indemnity, transplant, etc.) unless otherwise specified in the Adoption Agreement. Notwithstanding the foregoing, major medical coverage, Medicare Part B, Medicare Part D, and Medicare supplement coverage, long-term care coverage, and individual insurance policies purchased through a public exchange are specifically excluded.

(h) **Insurance Premiums** means the amount that must be paid on a periodic basis in return for coverage under the Insurance Contract.

20.4 **Terms, Conditions, and Limitations**. The Participant shall secure the necessary Insurance Contract. Coverage shall begin, benefits shall be provided, and coverage shall terminate in accordance with the applicable Insurance Contract. The Insurance Contract may provide coverage to the Participant's Spouse and Dependents in addition to the Participant. To the extent a Dependent is provided coverage and that Dependent is not the Participant's Spouse or Tax Dependent, the tax consequence of such coverage shall be addressed as described in Section 4.2. The Insurance Contract may not by its terms violate

the provisions of a cafeteria plan within the meaning of Section 125 of the Code including but not limited to operating to defer compensation.

20.5 **Individual Premium Account**. The IP Account will be credited as of each date contributions are made pursuant to Article IV with an amount equal to the allocation, if any, which the Participant has elected. A Participant's IP Account will be decreased from time to time in the amount of payments made to, or on behalf of, the Participant for eligible Insurance Premiums.

20.6 **Payments**. Claim payments under the Individual Premium Feature shall be administered by the Plan Administrator and/or the Claims Administrator as specified in the Adoption Agreement. The Plan Administrator and/or Claims Administrator shall, as specified in the Adoption Agreement, either:

(a) directly pay the issuer of the Insurance Contract; or

(b) reimburse the Participant after the Participant has incurred the Insurance Premium.

A claim for reimbursement must be made in accordance with Section 6.7. Benefits shall be determined in accordance with Section 6.8.

Payments (or reimbursements) shall also be made on behalf of the Participant's Spouse and Dependents, if the Participant has elected to have them covered under this portion of the Plan and they are eligible for coverage under the applicable Insurance Contracts. Such payments (or reimbursements) shall be made from Employer Contributions and, if necessary, contributions made in accordance with the salary reduction arrangement and other arrangements applicable to the Participant under the terms of the Individual Premium Feature. Under no circumstances will Insurance Premiums payments (or reimbursements) be made with Employer Contributions or other contributions from one Plan Year for coverage actually received in a different Plan Year.

In no case shall a payment be made which exceeds the balance in the Participant's IP Account at the time reimbursement is processed. Claims for reimbursement within a Plan Year must be submitted prior to the close of the Claims Run-Out Period for such Plan Year.

20.7 **Reimbursement Upon Termination of Participation**. If an individual ceases to be a Participant in this portion of the Plan during a Plan Year, no further contributions will be credited to the IP Account. Reimbursements shall continue as provided in the Adoption Agreement.

20.8 **IP Account Forfeiture**. Amounts attributed to a Participant's IP Account for any Plan Year shall be used only to reimburse the Participant for eligible Insurance Premiums incurred during such Plan Year. Any balance remaining in a Participant's IP Account for a Plan Year shall be forfeited following the Claims Run-Out Period and shall be forfeited in accordance with Section 5.7. The Plan Administrator may extend this period in the event the Participant cannot obtain proper documentation until after the expiration of the period. Such forfeited amount shall not be distributed in cash, carried over to the next Plan Year or used by the Participant for any other purpose.

20.9 **Medical Child Support Orders**. Notwithstanding any provision of this Plan to the contrary, this Plan shall recognize child support orders regarding coverage under the Insurance Contract to the extent required by applicable law.

20.10 **Tax Consequences of the Individual Premium Feature**. It is intended that the Insurance Premiums (including pre-tax payments paid by the Participant through this portion of the Plan) for a Participant's Insurance Contract shall be excluded from the Participant's gross income under Section 106 of the Code. Any benefits received as a result of the Insurance Contract under this portion of the Plan shall be excluded from the recipient's gross income to the extent permitted under Section 105(b) of the Code. With respect to coverage that covers a Dependent other than the Participant's Spouse or Tax Dependent, it is intended that (a) value of the coverage be imputed as taxable income to the Participant as provided in Section 4.2, and (b) the value of any benefits received as a result of such coverage under the Individual Premium Feature be excluded from the recipient's gross income to the extent permitted under Section 104(a)(3) of the Code.

ARTICLE XXI.
HIPAA PROVISIONS

The Privacy Rules and Security Rules under HIPAA apply to the Medical Expense Reimbursement Plan and Limited Scope Medical Expense Reimbursement Plan (if available), unless such Available Benefits have less than fifty (50) Participants and the Employer is the Claims Administrator for such Available Benefits.

21.1 **Use and Disclosure of PHI**. The covered entity will use PHI to the extent of and in accordance with the uses and disclosures permitted by HIPAA. Specifically, the covered entity will use and disclose PHI for purposes related to health care treatment, payment for health care and health care operations. The covered entity will also use and disclose PHI as required by law and as permitted by authorization of the subject of PHI. If the covered entity discloses PHI to the Employer in accordance with this Article XXI, the Employer may use and further disclosure PHI for the same purposes and in the same situations as the covered entity may use and disclose PHI, provided that such use or disclosure is for covered entity administration functions performed by the Employer for the covered entity or is required by law or permitted by authorization. All uses and disclosures of PHI, whether by the covered entity or by Employer, shall be limited to the minimum PHI necessary to accomplish the intended purpose of the use or disclosure in accordance with HIPAA. Notwithstanding the foregoing, neither the covered entity nor the Employer shall use PHI that is genetic information in a manner that is prohibited by the Genetic Information Nondiscrimination Act of 2008.

(a) **Payment** includes activities undertaken by the covered entity to obtain premiums or determine or fulfill its responsibility for coverage and provision of benefits that relate to an individual to whom health care is provided. These activities include, but are not limited to, the following:

(1) determination of eligibility, coverage and cost sharing amounts (for example, cost of a benefit, plan maximums and co-payments as determined for an individual's claim);
(2) coordination of benefits;
(3) adjudication of health benefits claims (including appeals and other payment disputes);
(4) subrogation of health benefit claims;
(5) establishing employee contributions;
(6) risk adjusting amounts due based on enrollee health status and demographic characteristics;
(7) billing, collection activities, and related health care data processing;
(8) claims management and related health care data processing, including auditing payments, investigating and resolving payment disputes and responding to participant inquiries about payments;
(9) obtaining payment under a contract for reinsurance (including stop-loss and excess of loss insurance);
(10) medical necessity reviews or reviews of appropriateness of care or justification of charges;
(11) utilization review, including pre-certification, preauthorization, concurrent review and retrospective review;
(12) disclosure to consumer reporting agencies related to the collection of premiums or reimbursement (the following PHI may be disclosed for

payment purposes: name and address, date of birth, Social Security number, payment history, account number and name and address of provider and/or health plan); and

(13) reimbursement to the covered entity.

(b) **Health care operations** include, but are not limited to, the following activities:

(1) quality assessment;

(2) population-based activities relating to improving health or reducing health care costs, protocol development, case management and care coordination, disease management, contacting health care providers and patients with information about treatment alternatives and related functions;

(3) rating provider and plan performance, including accreditation, certification, licensing or credentialing activities;

(4) underwriting, premium rating and other activities relating to the creation, renewal or replacement of a contract of health insurance or health benefits, and ceding, securing or placing a contract for reinsurance of risk relating to health care claims (including stop-loss insurance and excess of loss insurance);

(5) conducting or arranging for medical review, legal services and auditing function, including fraud and abuse detection and compliance programs;

(6) business planning and development, such as conducting cost-management and planning-related analyses related to managing and operating the covered entity, including formulary development and administration, development or improvement of payment methods or coverage policies;

(7) business management and general administration activities of the covered entity, including, but not limited to:

(i) management activities relating to the implementation of and compliance with HIPAA's administrative simplification requirements;

(ii) customer service, including data analyses for policyholders.

(8) resolution of internal grievances; and

(9) due diligence in connection with the sale or transfer of assets to a potential successor in interest, if the potential successor in interest is a covered entity under HIPAA or following completion of the sale or transfer, will become a covered entity.

21.2 **Employer's Obligations under the Privacy Rules**. Under the Privacy Rules, the covered entity may not disclose PHI to the Employer unless the Employer certifies that the Plan document has been amended to provide that the Plan will make such disclosures only upon receipt of a certification from the Employer that the Plan has been amended to include certain conditions to the Employer's receipt of PHI and that Employer agrees to those conditions. By adopting this Plan document, the Employer certifies that the Plan has been amended as required by the Privacy Rules and that it agrees to the following conditions, thereby allowing the Plan to disclose PHI to the Employer. The Employer agrees to:

(a) not use or further disclose PHI other than as permitted or required by the plan document or as required by law;

(b) ensure that any agents, including a subcontractor, to whom the Employer provides PHI received from the covered entity agree to the same restrictions and conditions that apply to the Employer with respect to such PHI;

(c) not use or disclose PHI for employment related actions and decision unless authorized by an individual;
(d) not use or disclose PHI in connection with any other benefit or employee benefit plan of the Employer unless authorized by an individual;
(e) report to the Plan any PHI use or disclosure of which it becomes aware that is inconsistent with the uses or disclosures permitted hereunder and/or may constitute a "breach" as that term is defined in HIPAA;
(f) make PHI available for access by the individual who is the subject of the PHI in accordance with HIPAA;
(g) make PHI available for amendment and incorporate any amendments to PHI in accordance with HIPAA;
(h) make available the information required to provide an accounting of disclosures in accordance with HIPAA;
(i) make internal practices, books and records relating to the use and disclosure of PHI received from the plan available to the HHS Secretary for the purposes of determining the covered entity's compliance with HIPAA; and
(j) if feasible, return or destroy all PHI received for the covered entity that the Employer still maintains in any form, and retain no copies of such PHI when no longer needed for the purpose for which disclosure was made (or if return or destruction is not feasible, limit further uses and disclosures to those purposes that make the return or destruction infeasible).

21.3 **Employer's Obligations under Security Rules**. If the Employer creates, receives, maintains, or transmits ePHI (other than enrollment and disenrollment information and Summary Health Information, which are not subject to these restrictions), the Employer will:
(a) implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of ePHI;
(b) ensure that any agents, including subcontractors, who create, receive, maintain, or transmit ePHI on behalf of the covered entity implement reasonable and appropriate security measures to protect the ePHI;
(c) report to the covered entity any Security Incident of which it becomes aware; and
(d) implement reasonable and appropriate security measures to ensure that only those persons identified below have access to ePHI and that such access is limited to the purposes identified below.

21.4 **Adequate separation between the covered entity and the Employer must be maintained**. In accordance with HIPAA, only the following employees or classes of employees may be given access to PHI:
(a) the person employed in the position that is given primary responsibility for performing the Employer's duties as the covered entity Administrator of the Available Benefits; and
(b) staff designated by the person described in (a) above.

21.5 **Limitation of PHI Access and Disclosure**. The person(s) described above may only have access to and use and disclose PHI for administration functions that the Employer performs for the covered entity.

21.6 **Noncompliance Issues**. If the person(s) described above does not comply with this plan document, the Employer shall provide a mechanism for resolving issues of noncompliance including, but not limited to, disciplinary sanctions.

ARTICLE XXII.
CONTINUATION COVERAGE

22.1 **What are my continuation rights under COBRA?**

The Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") requires most employers with twenty (20) or more employees to offer employees and their families (spouse and/or dependent children) the opportunity to pay for a temporary extension of health coverage (called "continuation coverage") at group rates in certain instances where health coverage under employer sponsored group health plan(s) would otherwise end. There is no requirement that a person be insurable to elect continuation coverage. However, a person who continues coverage may have to pay all of the premium for the continuation coverage. The Group Medical Plan, Group Dental Plan, Group Vision Plan, and Medical Expense Reimbursement Plan shall be operated consistent with COBRA and pursuant to COBRA policies and procedures contained in a separate document and is incorporated by reference into this Flexible Benefits Plan. This document is available to you upon request, at no charge.

22.2 **What are my continuation rights under USERRA?**

If you are called to active duty in the uniformed services, you may elect to continue coverage for you and your eligible dependents under USERRA for a period of up to 24 months. You and your eligible dependents qualify for this extension if you are called into active or reserve duty, whether voluntary or involuntary, in the Armed Forces, the Army National Guard, the Air National Guard, full-time National Guard duty (under a federal, not a state, call-up), the commissioned corps of the Public Health Services and any other category of persons designated by the President of the United States. This continuation right is similar to, and runs concurrent with, your continuation right under COBRA (if any). The Group Medical Plan, Group Dental Plan, Group Vision Plan, and Medical Expense Reimbursement Plan shall be operated consistent with USERRA and pursuant to USERRA policies and procedures contained in a separate document and is incorporated by reference into this Flexible Benefits Plan. This document is available to you upon request, at no charge.

22.3 **What are my continuation and/or conversion rights for group health plan coverage under state law?**

Minnesota requires continuation and conversion of group health plan coverage (including medical, dental, and vision coverage) upon certain events. These laws may apply to both insured and self-insured plans other than health flexible spending accounts. Your continuation and conversion rights, and the rights of those who are covered through you, are described in the separate materials that have been provided to you either directly by the carrier (the insurance company) or by your Employer. If you have not been provided this information, you should contact the Plan Administrator.

22.4 **What are my continuation and/or conversion rights for group term life insurance coverage under state law?**

Minnesota requires continuation and conversion of group-term life insurance. Your continuation and conversion rights, and the rights of those who are covered through you, are described in the separate materials that have been provided to you either directly by the carrier (the insurance company) or by your Employer. If you have not been provided this information, you should contact the Plan Administrator.

K.8.b.

SUMMARY DESCRIPTION
OF THE
CITY OF ISANTI
FLEXIBLE BENEFITS PLAN

Effective January 1, 2020

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INTRODUCTION

Your employer, City of Isanti ("Employer"), is pleased to sponsor an employee benefit program known as the City of Isanti Flexible Benefits Plan (the "Flexible Benefits Plan") for its employees. Under federal tax laws, it is also known as a "cafeteria plan." The Employer provides you with the opportunity to use pre-tax dollars to pay certain benefit costs by entering into a salary reduction arrangement. This arrangement helps you because many of the benefits you elect are nontaxable; you should save social security and income taxes on the amount of your salary reduction.

This summary describes the basic features of the Flexible Benefits Plan, how it operates, and how you can get the maximum advantage from it. It is only a summary of the key parts of the Flexible Benefits Plan, and a brief description of your rights as a Participant. To make use of this Flexible Benefits Plan, be sure to proceed through this booklet carefully so that you can make informed decisions that are right for you.

If there is a conflict between the underlying Plan document and this summary, the intention is for the Flexible Benefits Plan document to govern.

NOTE: The Employer is a Minnesota public sector entity. Therefore, the Employee Retirement Income Security Act of 1974 ("ERISA") does not apply to this Flexible Benefits Plan, including any of the benefits made available through it.

HOW TO USE THIS DOCUMENT

This document summarizes the benefits available through the Flexible Benefit Plan. The Flexible Benefit Plan is the mechanism through which you make selections from the available benefits and choose to pay your share of the cost on a pre-tax, tax favored basis. The Flexible Benefit Plan "sits on top" of the benefits made available through it. This means you must meet the requirements for coverage under the particular benefit ***and*** meet the requirements for participation in the Flexible Benefits Plan. There are ***two levels of requirements***, the Flexible Benefit Plan requirements and the particular benefit requirements. Just because coverage changes with respect to the particular benefit does not necessarily mean your participation in the Flexible Benefits Plan changes. ***It is your responsibility to become familiar with the Summary Description and ask questions if you do not understand how the requirements impact you.***

PART I.
GENERAL INFORMATION ABOUT THE PLAN

1.1 What is the purpose of the Flexible Benefits Plan?

The purpose of the Flexible Benefits Plan is to allow eligible employees to use funds provided through employee salary reduction and Employer Contributions (if any) to choose (and pay for) certain benefits made available by the Employer.

1.2 When did the Flexible Benefits Plan take effect?

This Flexible Benefits Plan became effective January 1, 2020.

The Flexible Benefits Plan operates on a Plan Year running from January 1 through December 31.

1.3 What benefits are offered through the Flexible Benefits Plan?

This Flexible Benefits Plan makes the following benefits available ("Available Benefits"):

Premium Contributions:

- Group Medical Benefits
  - The group medical benefit allows a Participant to pay the employee's share of the cost for medical coverage made available by the Employer with pre-tax dollars through salary reduction and Employer Contributions (if any).
- Group Dental Benefits
  - The group dental benefit allows a Participant to pay the employee's share of the cost for dental coverage made available by the Employer with pre-tax dollars through salary reduction and Employer Contributions (if any).
- Group Vision Benefits
  - The group vision benefit allows a Participant to pay the employee's share of the cost for vision coverage made available by the Employer with pre-tax dollars through salary reduction and Employer Contributions (if any).
- Group Term Life Benefits and/or Group AD&D Benefits
  - The group term life benefit allows a Participant to pay the employee's share of the cost for group term life insurance coverage made available by the Employer with pre-tax dollars through salary reduction and Employer Contributions (if any).
  - The accidental death and dismemberment benefit allows a Participant to pay the employee's share of the cost for group accidental death and dismemberment coverage made available by the Employer with pre-tax dollars through salary reduction and Employer Contributions (if any).
- Short Term Disability Benefits
  - The short term disability benefit allows a Participant to pay the employee's share of the cost for short term disability coverage made available by the Employer with after-tax dollars through salary reduction and Employer Contributions (if any).
- Long Term Disability Benefits
  - The long term disability benefit allows a Participant to pay the employee's share of the cost for long term disability coverage made available by the Employer with after-tax dollars through salary reduction and Employer Contributions (if any).

- Aflac Benefits
  - The Aflac Benefit allows a Participant to pay the employee's share of the cost for elective coverage for Accident Advantage, Critical Illness, Critical Care and Cancer Protection made available by the Employee with pre-tax dollars through salary reduction.

Expense Reimbursement:

- Dependent Care Expense Reimbursement Plan
  - The dependent care reimbursement benefit allows a Participant to fund an account with pre-tax dollars through salary reduction and Employer Contributions (if any) that may be used to reimburse the Participant for eligible dependent care expenses.
- Medical Expense Reimbursement Plan
  - The medical expense reimbursement benefit allows a Participant to fund an account with pre-tax dollars through salary reduction and Employer Contributions (if any) that may be used to reimburse the Participant for eligible medical expenses.

Other:

- HSA Contribution Feature
  - The HSA contribution feature allows a Participant to make contributions to an HSA with pre-tax dollars through salary reduction and to receive contributions to an HSA through Employer Contributions (if any).
- Cash Payment
  - The cash payment benefit allows a Participant who has health coverage outside of the City to receive cash in lieu of using the Employer Contribution to pay for other benefits provided through the Flexible Benefits Plan. Cash payments are taxable to the Participant.
- Individual Premium Feature
  - The individual premium feature allows a Participant to pay the employee's share of the cost of certain individual insurance policies with pre-tax dollars through salary reduction and Employer Contributions (if any).

1.4 Who can participate in the Flexible Benefits Plan?

Each employee who is full time and each employee who works at least thirty (30) hours per week on a regular basis is eligible to participate in the Flexible Benefits Plan. Employees who work less than 40 hrs per week will have benefits at a pro-rated cost.

Individuals who satisfy the eligibility requirements are called "Eligible Employees." Those Eligible Employees who actually participate in the Flexible Benefits Plan are called "Participants." There are certain exceptions. They are described in the underlying Plan document. You will be notified if you fall within one of the exceptions.

"**Employee**" means a common-law employee of the Employer (including elected officials) who is on the Employer's W-2 payroll, except that the term "Employee" does not include any common-law employee who is a leased employee (including, but not limited to, an individual defined in Internal Revenue Code § 414(n)), or any common-law employee who is an individual classified by the Employer as a contract worker, independent contractor, temporary employee or casual employee, whether or not any such person is on the Employer's W-2 payroll. The term "Employee" also does not include any individual who performs services for the Employer but who is paid by a temporary or other employment agency such as "Kelly," "Manpower," etc., or any employee covered under a collective bargaining agreement unless the collective bargaining agreement so provides. The term "Employee" includes "former employees" for the limited purpose of allowing continued eligibility for benefits as provided hereunder after an employee ceases to be employed by the Employer.

1.5 When do I become a Participant and how long does participation last?

For newly eligible Employees, participation may begin the first day of the month coinciding with or following the date on which the Employee becomes eligible to participate in the Plan or, if later, the first day of the first pay period following your completion and submission of any required enrollment forms. If they are required, you must submit the enrollment forms within the time period established and communicated to you by the Plan Administrator.

SPECIAL RULE FOR NEWLY HIRED EMPLOYEES: A special rule applies to new hires. Notwithstanding the foregoing, if you enroll within 30 days following your date of hire, your enrollment will be effective as of your date of hire. Any salary reduction contributions covering this retroactive coverage period will be taken from compensation earned after you complete and submit the enrollment forms.

If you do not become a Participant when first eligible, you may become a Participant at the start of any subsequent Plan Year.

As a condition to participation in the Flexible Benefits Plan, you must also:

(a) observe all Plan rules and regulations;

(b) agree to inquiries by the Plan Administrator with respect to any physician, hospital, or other provider of medical care or other services covered by this Flexible Benefits Plan;

(c) submit to the Plan Administrator all notifications, reports, bills, and other information that the Plan Administrator may reasonably require; and

(d) agree to repay any overpayments or incorrect payments you receive from the Flexible Benefits Plan.

Participation continues until you elect not to participate, you are no longer an Eligible Employee, the Flexible Benefits Plan terminates, your contributions cease, or your participation is terminated for cause.

1.6 How do I enroll and make benefit elections?

(a) **Generally**. The Plan Administrator will provide you with the forms necessary to enroll and make elections, including information about the costs of the various Available Benefits.

(b) **Initial Enrollment**. If you become an Eligible Employee other than at the start of a Plan Year, the initial enrollment period takes place at the time you become eligible to participate as described in Section 1.5. If you do not make an election during the initial enrollment period, you must wait until the next annual enrollment period to begin participation.

(c) **Annual Enrollment**. The annual enrollment period for the coming Plan Year begins and ends on or before the last day of each Plan Year. If you do not make an election during the annual enrollment period, you will be deemed to have elected to not participate in the Flexible Benefits Plan for the coming Plan Year.

NOTE: Enrollment forms received after the close of the enrollment period shall be void.

CAUTION: With limited exceptions, once made, elections remain in effect for the entire Plan Year. The exceptions are described below at Question 1.8.

1.7 What is the maximum election I can make under the Flexible Benefits Plan?

The maximum election available under this Flexible Benefits Plan is the sum of the cost of all Available Benefits elected (or deemed elected). Please refer to the other parts of this summary for additional information regarding maximum elections applicable to particular Available Benefits.

1.8 Can I change my election during Plan Year?

Unless you experience an event described below, you cannot change your election regarding participation in the Flexible Benefits Plan or the benefits you have selected during the Plan Year. You may change your elections only during the annual enrollment period, and then, only for the coming Plan Year. However, your elections will terminate automatically if you cease to be eligible to participate in the Flexible Benefits Plan. In addition, there are several other exceptions to this general rule.

Caution: The circumstances in which you are allowed to change your election, as further described below, are based upon the facts and circumstances of each particular situation. The descriptions of the rules below are general in nature. ***It is important to work through all possible bases for changing your election***. If you have questions regarding the application of the rules to your specific fact situation, please contact the Plan Administrator immediately. Any request to change your election must be within the deadline described below.

NOTE: The exceptions to the general rule that elections are irrevocable for the Plan Year are determined under regulations issued by the IRS.

NOTE: For purposes of this Section 1.8, if the election relates to an Available Benefit involving health benefits (e.g., Group Medical Plan, Group Dental Plan, Medical Expense Reimbursement Plan), the term "dependent" means a "tax dependent" as defined below in Section 1.16. If the election relates to the Dependent Care Expense Reimbursement Plan, the term "dependent" means a "qualifying individual" as defined in that plan.

(a) **Change in Status.** You may change or revoke your previous election during the Plan Year if one or more of the following changes in status occur:

(1) a change in your legal marital status, including marriage, divorce, death of your spouse, legal separation or annulment;

(2) a change in the number of your dependents, including birth of a child, adoption or placement for adoption of a dependent, or death of a dependent;

(3) any of the following events that change your employment status or the employment status of your spouse or dependent: termination or commencement of employment, a reduction or increase in hours worked, a switch between part-time and full-time, a strike or lockout, a change in worksite, commencement or return from an unpaid leave of absence, a switch between hourly and salaried, a switch between union and non-union, or any similar event;

(4) an event causing a dependent to satisfy or cease to satisfy the eligibility requirements applicable under an Available Benefit provided or paid for through this Flexible Benefits Plan; or

(5) a change in place of residence for you, your spouse or your dependent.

A change or revocation shall be allowed in these circumstances only if such change or revocation is made on account of, and corresponds with, the change in status and the change in status affects eligibility for coverage under a plan sponsored by the Employer or another employer (referred to as the general consistency requirement). The Plan Administrator (in its sole discretion) shall determine, based on prevailing IRS guidance, whether a requested change or revocation satisfies the general consistency requirement.

Example: An employee enrolls in single coverage under the Employer's Group Medical Plan and elects to pay the cost of that coverage through the Flexible Benefits Plan. The employee also elects to participate in the Medical Expense Reimbursement Plan. During the Plan Year, the employee gets married. If the employee enrolls his or her new spouse in the Group Medical Plan, the employee may change his or her election to pay the increased cost of that coverage through the Flexible Benefits Plan. In addition, the employee may increase his or her election under the Medical Expense Reimbursement Plan.

A requested change or revocation must also satisfy the following specific consistency requirements in order for you to be able to alter your election based on the change in status:

(1) **Loss of Dependent Eligibility.** For a change in status involving your divorce, annulment or legal separation from your spouse, the death of your spouse or dependent, or your dependent ceasing to satisfy the eligibility

requirements for coverage, you may elect to change your election only to reflect the cancellation of group health plan coverage for the affected spouse or dependent. Canceling coverage for any other individual under these circumstances fails to correspond with that change in status. For example, if you have elected group medical coverage for you, your spouse, and your child, and you divorce during the Plan Year, you may drop your ex-spouse from the coverage and make an election change under this Flexible Benefits Plan to reflect the reduced cost of coverage. However, you would not be allowed to change your election to reflect the reduced cost attributable to dropping coverage for yourself or your child.

(2) **Gain of Coverage Eligibility Under Another Employer's Plan**. If you, your spouse, or your dependent gains eligibility for coverage under another employer's plan as a result of a change in marital status or a change in employment status, you may elect to terminate or decrease your election under this Flexible Benefits Plan on account of that change in status only if coverage becomes effective or is increased under the other employer's plan.

(3) **Dependent Care Expense Reimbursement Plan**. With respect to the Dependent Care Expense Reimbursement Plan (if available), you may change or terminate your election only if (i) the change or termination is made on account of and corresponds with a change in status that affects eligibility for coverage under the Flexible Benefit Dependent Care Expense Reimbursement Plan; or (ii) the election change is on account of and corresponds with a change in status that affects eligibility of dependent care expenses for the tax exclusion available under the Internal Revenue Code. For example, if your child attains age 13 during the Plan Year, you may terminate your election under the Dependent Care Expense Reimbursement Plan because your child is no longer eligible to participate in the Dependent Care Expense Reimbursement Plan (i.e., she is no longer a qualifying individual).

(4) **Group Term Life Insurance and Disability Income Coverage**. For a change of status involving your legal marital status or the employment status of your spouse or dependent, you may increase or decrease your group term life insurance or disability income coverage and change your election under the Flexible Benefits Plan to pay the increased or decreased cost of such coverage without regard to the requirement that the event cause a loss or gain of eligibility.

(5) **COBRA Coverage**. If you, your spouse, and/or your dependent elects COBRA continuation coverage (or similar health plan continuation coverage under state law) with respect to a group health plan sponsored by the Employer, you may increase your election for the purpose of paying the cost of the increased premium for such continuation coverage, provided you are still eligible under the Flexible Benefits Plan and are receiving compensation from the Employer.

(b) **Other Change in Election Events.** You may also change or revoke your previous election during the Plan Year in the following circumstances.

(1) **HIPAA Special Enrollment Rights.** In certain cases, individuals are allowed to enroll in the Employer's Group Medical Plan pursuant to HIPAA special enrollment at times other than open enrollment. Generally, special enrollment is available upon: (i) acquiring a new spouse or dependent, (ii) losing other group coverage, (iii) effective April 1, 2009, losing coverage under Medicaid or a state children's health insurance program ("SCHIP"), and (iv) effective April 1, 2009, becoming eligible for a subsidy under Medicaid or SCHIP for coverage under the Employer's group health plan. (Please refer to the plan documentation for the Group Medical Plan for additional information regarding HIPAA special enrollment, including information regarding the situations in which special enrollment is available and the deadline for requesting special enrollment under that plan.)

If you, your spouse, and/or your dependent actually enroll in the Group Medical Plan pursuant to HIPAA special enrollment, then you may make a new election under the Flexible Benefits Plan to pay the cost of that new or increased coverage. For purposes of this provision an election to add previously eligible dependents as a result of the acquisition of a new spouse or dependent child (a/k/a the Tag-along Rule), shall be considered consistent with the special enrollment right.

Note: There are two separate steps involved in making an election change under this exception. You and/or your spouse and dependents must enroll in the Group Medical Plan within the HIPAA special enrollment time period required under that plan. If such enrollment in the Group Medical Plan changes your share of the cost of coverage, you must also request a change to your election under the Flexible Benefits Plan in accordance with the procedures described below. The time period described below begins to run on the effective date of the special enrollment in the Group Medical Plan. It is the coverage attributable to the HIPAA special enrollment that triggers the need to change election under the Flexible Benefits Plan.

(2) **Certain Judgments, Decrees and Orders.** If a judgment, decree, or order (an "Order") resulting from a divorce, legal separation, annulment or change in legal custody (including a qualified medical child support order) requires you to cover your child (including a foster child who is your dependent) under the Group Medical Plan, Group Dental Plan, Group Vision Plan, the Medical Expense Reimbursement Plan, or the Limited Scope Medical Expense Reimbursement Plan, you may change your election to pay the increased cost of coverage incurred to add the dependent child to your coverage. If an Order requires another individual to provide health coverage for your child (including a foster child who is your dependent) and the child is currently enrolled in the Group Medical Plan, Group Dental Plan, Group Vision Plan, or the Medical Expense Reimbursement Plan, you may

terminate coverage for the child and change your election to reflect the reduced cost of coverage (if any), provided the other individual actually provides coverage to the child as required by the Order. For example, if you have enrolled in single coverage under the Group Medical Plan, become divorced during the Plan Year, and are ordered to provide coverage to your child following the divorce, you may increase your election to pay the additional cost of the child's coverage under the Group Medical Plan.

(3) **Medicare and Medicaid.** If you, your spouse, or your dependent is enrolled in the Group Medical Plan, Group Dental Plan, or Group Vision Plan, such individual subsequently enrolls in Medicare or Medicaid, and such individual's coverage under the Employer's plan is cancelled, you may change your election to reflect the reduced cost of coverage (if any) under the applicable Employer-sponsored group health plan. You may also reduce or cancel your election with respect to the Medical Expense Reimbursement Plan. Further, if you, your spouse, or your dependent has been enrolled in Medicare or Medicaid, such individual loses eligibility for such coverage, and such individual enrolls in the Group Medical Plan, Group Dental Plan, or Group Vision Plan, you may change your election to reflect the increased cost of coverage (if any) under the applicable Employer-sponsored group health plan. You may also make or increase your election with respect to the Medical Expense Reimbursement Plan.

NOTE: Certain changes to an individual's Medicaid coverage also create a HIPAA special enrollment right. Election changes based upon HIPAA special enrollment rights are described above.

(c) **Change in Cost.**

NOTE: Although the Plan Administrator will be aware of an increase or decrease in the cost of many Available Benefits, you will need to notify the Plan Administrator of any changes to the cost of benefits under the Dependent Care Expense Reimbursement Plan. For example, if the cost of day care services for your dependent increases or decreases during the Plan Year (e.g., rates are changed, you change dependent care service providers, etc.), you may be able to change your election to correspond to the cost change.

(1) **Automatic Increase or Decrease for Insignificant Cost Changes.** If the cost of coverage increases or decreases during a Plan Year by an insignificant amount, then your election to pay the cost of such coverage through the Flexible Benefits Plan shall be automatically increased or decreased to reflect such change in the cost. The Plan Administrator (in its sole discretion) will decide, in accordance with prevailing IRS guidance, whether increases or decreases in costs are "insignificant" based upon all the surrounding facts and circumstances (including, but not limited to, the dollar amount or percentage of the cost change).

NOTE: This rule does not allow changes to your election under the Medical Expense Reimbursement Plan and the Limited Scope Medical Expense Reimbursement Plan (if available).

(2) **Significant Cost Increases**. If the Plan Administrator determines that the cost of coverage significantly increases during a Plan Year, you may either: (i) increase your election to pay the additional cost, (ii) enroll in another benefit package option providing similar coverage and change your election (if necessary) to pay the cost of that option through the Flexible Benefits Plan, or (iii) cancel the underlying coverage and revoke your election to pay the cost of that coverage through the Flexible Benefits Plan if no other benefit package option providing similar coverage is available. For example, if the cost of one option under the Group Medical Plan significantly increases during the Plan Year, you may increase your election to pay the increased cost or enroll in another option available under the Group Medical Plan and change your election to correspond to the new cost of Group Medical Plan coverage. If there is only one Group Medical Plan option, you may increase your election to pay the increased cost of that option or cancel Group Medical Plan coverage and revoke your election to pay for that coverage through the Flexible Benefits Plan. The Plan Administrator (in its sole discretion) will decide, in accordance with prevailing IRS guidance, whether a cost increase is significant and what constitutes "similar coverage" based upon all the surrounding facts and circumstances.

NOTE: This rule does not allow changes to your election under the Medical Expense Reimbursement Plan and the Limited Scope Medical Expense Reimbursement Plan (if available).

(3) **Significant Cost Decrease.** If the Plan Administrator determines that the cost of coverage significantly decreases during a Plan Year: (i) you may enroll in the coverage and make or change your election to pay the cost of such coverage through the Flexible Benefits Plan; or (ii) if you are already enrolled in the underlying coverage and are paying the cost of such coverage through the Flexible Benefits Plan, the Plan Administrator will automatically decrease your election to pay the cost of such coverage in accordance with the cost decrease.

NOTE: This rule does not allow changes to your election under the Medical Expense Reimbursement Plan and the Limited Scope Medical Expense Reimbursement Plan (if available).

(4) **Cause of Cost Changes.** For purposes of this rule, a change in cost allowing an election change can result from action taken by you (e.g., switching between full-time and part-time employment) or your Employer (e.g.,

changing the amount of Employer Contribution toward the cost of coverage).

(5) **Application to Dependent Care Reimbursement Plan.** This rule does not apply to changes in cost if the dependent care provider is your relative.

(d) **Change in Coverage.**

(1) **Significant Curtailment.** If the Plan Administrator determines your coverage, or the coverage of your spouse or dependent, is significantly curtailed during a Plan Year, you may enroll in another benefit package option providing similar coverage and make a corresponding election change to pay for that new coverage through the Flexible Benefits Plan. Coverage is "significantly curtailed" only if there is an overall reduction in coverage provided to participants under the plan so as to constitute reduced coverage to all participants in general (e.g., a significant increase in the deductible, copays, or out-of-pocket maximum applicable under the plan). The Plan Administrator (in its sole discretion) will decide, in accordance with prevailing IRS guidance, whether a curtailment is "significant," and whether a benefit package option constitutes "similar coverage" based upon all the surrounding facts and circumstances.

NOTE: This rule does not allow changes to your election under the Medical Expense Reimbursement Plan and the Limited Scope Medical Expense Reimbursement Plan (if available).

(2) **Loss of Coverage.** If the Plan Administrator determines that your coverage, or the coverage of your spouse or dependent, is lost during a Plan Year, you may: (i) enroll in another option providing similar coverage and make a corresponding election change to pay for that new coverage through the Flexible Benefits Plan, or (ii) if no other option providing similar coverage is available, cancel the underlying coverage and revoke your election to pay the cost of such coverage through this Flexible Benefits Plan. Coverage is deemed "lost" only if there is a complete loss of coverage (e.g., the benefit plan option is eliminated or an annual or lifetime maximum is reached) or other fundamental loss of coverage (e.g., a substantial decrease in the health care providers available under the option or a reduction in benefits for a specific type of medical condition with respect to which you or your spouse or dependent is currently receiving treatment. The Plan Administrator (in its sole discretion) will decide, in accordance with prevailing IRS guidance, whether a "loss" has occurred, and whether a benefit package option constitutes "similar coverage" based upon all the surrounding facts and circumstances.

Application to Dependent Care Expense Reimbursement Plan. This rule allows you to change your election under the Dependent Care Expense Reimbursement Plan to reflect changes regarding your dependent care

provider, including: (1) the termination of one provider and the hiring of another provider, and (2) the termination of a provider because a relative becomes available to care for your child at no cost. You will need to notify the Plan Administrator of any such change in coverage under the Dependent Care Expense Reimbursement Plan.

NOTE: This rule does not allow changes to your election under the Medical Expense Reimbursement Plan and the Limited Scope Medical Expense Reimbursement Plan (if available).

(3) **Addition or Improvement of an Available Benefit.** If during a Plan Year, a new plan or plan option is offered, or if coverage under an existing plan or option is significantly improved, you may enroll in the new or improved coverage and make or change your election to pay the cost of such coverage through the Flexible Benefits Plan. The Plan Administrator (in its sole discretion) will decide, in accordance with prevailing IRS guidance, whether an Available Benefit has been "significantly improved" based upon all the surrounding facts and circumstances.

NOTE: This rule does not allow changes to your election under the Medical Expense Reimbursement Plan and the Limited Scope Medical Expense Reimbursement Plan (if available).

(4) **Change Under Another Employer-Sponsored Plan.** You may make an election change that is on account of and corresponds with a change made under another employer-sponsored plan (including a plan of the Employer or a plan of another employer) if: (i) the other plan permits its participants to make an election change that would be permitted under the prevailing IRS guidance, or (ii) the Plan Year of this Flexible Benefits Plan is different from the plan year under the other plan. For example, if your spouse drops your coverage during open enrollment under his or her employer's group medical plan and you enroll in the Employer's Group Medical Plan, you may make or change your election to pay for such coverage through the Flexible Benefits Plan.

NOTE: This rule does not allow changes to your election under the Medical Expense Reimbursement Plan and the Limited Scope Medical Expense Reimbursement Plan (if available).

(5) **Loss of Governmental or Educational Coverage.** If you add coverage under an Employer-sponsored group health plan (e.g., the Group Medical Plan, Group Dental Plan, or Group Vision Plan) for yourself or your spouse or dependent because such individual has lost coverage under any health coverage sponsored by a governmental or educational institution (including, but not limited to, the following: a medical care program of an Indian Tribal government, the Indian Health Service, or a tribal organization; a state

health benefits risk pool; or a foreign government health plan), you may make or change your election to pay the cost of such coverage under the Flexible Benefits Plan.

NOTE: Certain changes to an individual's coverage under a state children's health insurance program ("SCHIP") create a HIPAA special enrollment right. Election changes based upon HIPAA special enrollment rights are described above.

NOTE: This rule does not allow changes to your election under the Medical Expense Reimbursement Plan and the Limited Scope Medical Expense Reimbursement Plan (if available).

(e) **Reduction in Hours Without Loss of Eligibility.** If you have made an election to pay for Group Medical Plan coverage, you may revoke that election if the following conditions are satisfied:

(1) You have been in an employment status under which you were reasonably expected to average at least thirty (30) hours of service per week;

(2) You have experienced a change in employment status such that you will reasonably be expected to average less than thirty (30) hours of service per week after the change but nevertheless will remain eligible for the Group Medical Plan;

(3) You cancel coverage under the Group Medical Plan in accordance with the requirements of that plan; and

(4) You, and any related individuals who were also enrolled in the Group Medical Plan, have enrolled or intend to enroll in other medical coverage that provides minimum essential coverage and that will be effective no later than the first day of the second month following the month in which coverage under the Group Medical Plan ends. The Plan Administrator may rely on your reasonable representation that the requirements of this paragraph (4) are met.

(f) **Family and Medical Leave Act.** If you take a leave governed by the Family and Medical Leave Act of 1993 ("FMLA"), you may revoke or change an election as may be provided for under the FMLA and the Employer's FMLA policy required thereunder, provided the Employer is subject to FMLA.

(g) **Special Rule for HSA Contribution Feature**. If the HSA Contribution Feature is an Available Benefit, you may change your election with respect to the HSA Contribution Feature prospectively on at least a monthly basis. You may also revoke your election with respect to the HSA Contribution Feature prospectively if you become ineligible to make or have made HSA contributions under the HSA Contribution Feature.

(h) **Other**. The Plan Administrator shall have the discretion to allow a change to, or termination of, an election to the extent such change or termination is the result of any other situation informally recognized by the IRS as providing an exception to

the general rule that elections are irrevocable (e.g., corrections of mistakes, failure to satisfy underwriting). If the Plan Administrator determines before or during any Plan Year that the Flexible Benefits Plan or an Available Benefit may fail to satisfy any nondiscrimination requirement imposed by the Internal Revenue Code or other applicable law, the Plan Administrator may take such action as the Plan Administrator deems appropriate, under rules uniformly applicable to similarly situated Participants, to further compliance with such requirements or limitation. Such action may include, without limitation, a modification of your election downward with or without your consent.

(i) **Change Must Relate to Event.** Your election change must be on account of and consistent with the status change that has occurred. In general, that means the event must result in a change in coverage, including eligibility for coverage, that changes the cost.

(j) **Effective Date of Change.** Subject to the provisions of the underlying group health plan, an election made to pay the cost of medical coverage for a newborn or newly adopted dependent child pursuant to a HIPAA special enrollment right may be retroactive for up to thirty (30) days, provided it applies to compensation not yet currently available. All other new elections shall be effective prospectively on the first day of the month immediately following the date the Participant experiences the event. The date of the event counts as day one. Elections made pursuant to this Section shall be effective for the balance of the Plan Year in which the election is made unless a subsequent event (described above) allows a further election change.

Procedures for Requesting a Change. If a change in election is allowed under the rules described above, you must inform the Plan Administrator of your desire to change your election and the basis for that change within thirty (30) days of the occurrence of the event allowing the change.

1.9 Who holds the funds I have set aside under the Flexible Benefits Plan?

Your salary reduction contributions are held in the Employer's general assets. There is no separate trust.

1.10 What if I terminate my employment during the Plan Year?

If your employment with the Employer terminates during the Plan Year, your active participation with this Flexible Benefits Plan ceases and your elections are terminated. You will not be able to make any more contributions under this Flexible Benefits Plan. You may, however, be entitled to continuation coverage with respect to the underlying benefit plan. See the part of this summary entitled "Continuation Coverage" for additional information.

If you are rehired after thirty (30) days following a termination of employment and again become a Participant, you will have two "periods of coverage" – that period prior to the termination of employment and that period following the re-employment. Expenses incurred prior to the termination of employment shall be subject to the election in effect upon termination. Upon re-employment, you shall have an opportunity to make a new election and expenses incurred after re-employment shall be subject to the election made upon re-employment.

If you are rehired within thirty (30) days following a termination of employment, your election in effect prior to the termination of employment will be reinstated upon re-employment.

1.11 Will I have any administrative costs under the Flexible Benefits Plan?

No. The entire cost of administering the Flexible Benefits Plan is paid by the Employer, from Plan forfeitures, or a combination of both.

1.12 How long will the Flexible Benefits Plan remain in effect?

Although the Employer expects to maintain the Flexible Benefits Plan (including each of the Available Benefits) indefinitely, it has the right to amend or terminate the Flexible Benefits Plan in whole or in part at any time. It is also possible that future changes in state or federal tax laws may require that the Flexible Benefits Plan be amended or terminated accordingly. You will be informed if any changes are made to the Flexible Benefits Plan.

1.13 Are my benefits taxable?

Since the Flexible Benefits Plan is intended to meet certain requirements of the federal tax laws, many of the benefits you receive under the Flexible Benefits Plan will not be currently taxable to you. However, neither the Employer nor the Plan Administrator can guarantee the tax treatment of benefits with respect to any Participant, as individual circumstances may produce differing results. If you are uncertain, you should consult your own tax advisor.

You should realize that any medical expense you pay or are reimbursed on a pre-tax basis under this Flexible Benefits Plan cannot be claimed as a medical expense deduction on your income tax return. However, unless your medical expenses exceed ten percent (10%) of your adjusted gross income, you are not permitted to use the deduction anyway.

Any reimbursements made with pre-tax dollars for dependent care expenses affect your ability to claim the dependent care credit. This is explained further in the description of the Dependent Care Expense Reimbursement Plan later in this summary.

If the Plan Administrator determines before or during any Plan Year the Flexible Benefits Plan may fail to satisfy any nondiscrimination requirement imposed by the Internal Revenue Code, the Plan Administrator may take such action as the Plan Administrator deems appropriate, under rules uniformly applicable to similarly situated Participants, to further compliance with such requirements or limitation. Such action may include, without limitation, a re-characterization within the Plan Year of benefits provided under the Flexible Benefits Plan as taxable income, with or without consent of the affected Participants.

1.14 What is the impact on my Social Security benefits?

Participating in the Flexible Benefits Plan will reduce the amount of your taxable compensation. Accordingly, your Social Security benefits, which are based upon your taxable compensation, may be affected at your retirement. However, the tax savings you obtain through participation in the Flexible Benefits Plan often will offset any reduction in your future Social Security benefits.

1.15 What contributions are made to the Flexible Benefits Plan?

(a) **Employer Contribution.** The Employer may make a fixed dollar contribution per Plan Year, or portion of a Plan Year (e.g., month, pay period), per Participant (the "Employer Contribution"). The amount of the Employer Contribution may change from year to year as announced by the Employer prior to the Plan Year start. The Employer may designate different amounts for different groups of Eligible Employees. The Employer Contribution, including any additional limitations or restrictions thereon, shall be communicated to you prior to the start of the Plan Year as part of the election materials. The portion of the Employer Contribution not used to pay for benefits shall be paid in taxable compensation as a Cash Payment. No Employer Contribution shall be credited to any Employee during a period of leave of absence, whether authorized or unauthorized, unless required by the Family Medical Leave Act ("FMLA"). Employees who are not eligible for participation on the first day of the Plan Year shall have their annual Employer Contribution pro-rated by multiplying the annual available Employer Contribution by a fraction, the numerator of which is the number of months the Employee is eligible for participation for the Plan Year, the denominator which is twelve.

(b) **Salary Reduction Contributions**. To the extent the cost of an Available Benefit exceeds the Employer Contribution (if any), you may elect in accordance with the election procedures described in Section 1.6 to receive your full compensation in cash, or to have a portion of such compensation applied by the Employer toward your share of the cost of Available Benefits. If so elected, your compensation will be reduced, and an amount equal to the reduction will be allocated by the Employer to the Available Benefits you have designated. The frequency of salary reduction contributions shall be the first two payroll periods per month. Notwithstanding the forgoing, if participation in an Available Benefit extends to the last day of the month in which your employment terminates, if necessary, additional salary reduction contributions shall be taken from your final pay check to pay for the coverage provided during the period of time following the date on which your employment terminates.

(c) **Salary Deduction Contributions.** Sometimes the Internal Revenue Code or your Employer does not allow payment with pre-tax dollars. Payments which may be made with after-tax dollars may be paid through a salary deduction agreement. A salary deduction agreement provides for a payroll deduction to be made throughout a Plan Year out of your compensation ***after*** taxes and withholdings have been made.

1.16 What if coverage is provided to someone other than your spouse and tax dependents?

If you participate in a group health plan that properly covers a dependent who is not your "spouse" or "tax dependent," the entire cost of coverage for which you are responsible shall be paid pre-tax through this Flexible Benefits Plan and the fair market value of the coverage for that Dependent shall be imputed as income to you as the coverage is provided. This provision applies regardless of whether the cost of coverage is paid by salary reduction or allocation of available Employer Contributions (if any).

NOTE: This discussion of tax treatment assumes the individuals receiving coverage through you are properly covered under the terms of the group health plan. For example, a child must be properly covered as a child under the terms of the particular plan. If properly covered under the terms of the Available Benefit, then this Questions 1.16 addresses the tax treatment of that coverage.

For purposes of this Flexible Benefits Plan, **"spouse"** means a person to whom you are legally married in accordance with applicable state law.

For purposes of this Flexible Benefits Plan, **"tax dependent"** generally includes an individual who satisfies the requirements of paragraph (a), (b), or (c) below:

(a) An individual who:
- (1) is your child (son, daughter, stepson, stepdaughter, adopted child, eligible foster child, or child placed for adoption); and
- (2) will not attain age 27 during the relevant calendar year.

(b) An individual who:
- (1) is your child (son, daughter, stepson, stepdaughter, adopted child, eligible foster child, or child placed for adoption), brother, sister, stepbrother, or stepsister, or a descendant of any such person;
- (2) has the same principal place of abode as you for at least one-half of the relevant year;
- (3) will not attain age 19 (or age 24 if a full time student) during the relevant year or is permanently and totally disabled;
- (4) did not provide over half of his/her own support during the relevant year;
- (5) is a citizen, national, or resident of the United States, or a resident of Canada or Mexico;
- (6) is younger than you; and
- (7) does not file a joint tax return with his or her spouse.

(c) An individual who:
- (1) is your child (or a descendant of a child), brother, sister, stepbrother, or stepsister, parent (or a parent's ancestor), stepparent, brother or sister's son or daughter, parent's brother or sister, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, or sister-in-law or, if not such a relative, an individual who has the same principal place of abode as you and is a member of your household;
- (2) has received more than one-half of his/her support from you during the relevant year;
- (3) is not your qualifying child or the qualifying child of anyone else (i.e., does not satisfy the requirements of paragraph (a) above with respect to any person); and
- (4) is a citizen, national, or resident of the United States, or a resident of Canada or Mexico.

NOTE: The definition of "tax dependent" is different than the definition applicable under the Internal Revenue Code for purposes of identifying who you may claim as an exemption on your federal income tax return. For additional information, please contact the Plan Administrator or your tax advisor.

1.17 How are claims determined?

NOTE: This claims determination procedure only covers issues related to the Flexible Benefits Plan (e.g., the ability to pay for benefits on a pre-tax basis and the election of Available Benefits), claims for reimbursement under the Dependent Care Expense Reimbursement Plan and Medical Expense Reimbursement Plan. Claims for other benefits (e.g., claims under the major medical and dental coverages or individual insurance policies) are handled under the claims determination procedures in those separate plans or policies.

(a) **Claim Submission**. Unless a separate procedure is provided with respect to an Available Benefit, a claim for benefits must be made in writing and submitted to the Plan Administrator. Please refer to the sections of this summary describing each Available Benefit for additional information.

(b) **Benefits Denials**. The Claims Administrator will decide your claim within a reasonable time not longer than thirty (30) days after it is received. This time period may be extended for an additional fifteen (15) days for matters beyond the control of the Claims Administrator. You will receive written notice of any extension, indicating the reasons for the extension and the date by which a decision is expected to be made. If your claim is incomplete, and the Claims Administrator notifies you of that fact, the time period for deciding your claim will be suspended from the date the notice is provided through the date on which you respond or by which you are supposed to respond. You will be given at least forty-five (45) days in which to respond. The Claims Administrator may secure independent medical or other advice and require such other evidence as it deems necessary to decide your claim.

If the Claims Administrator denies your claim, in whole or in part, you will be furnished with a written notice of adverse benefit determination setting forth:

(1) the specific reason or reasons for the denial;
(2) reference to the specific Plan provision on which the denial is based;
(3) a description of any additional material or information necessary for you to complete your claim and an explanation of why such material or information is necessary; and
(4) appropriate information as to the steps to be taken if you wish to appeal the Claims Administrator's determination, including your right to submit written comments and have them considered, and your right to review (on request and at no charge) relevant documents and other information.

(c) **Appealing a Denial**. If your claim is denied in whole or in part, you may appeal to the Plan Administrator for a review of the denied claim. Your appeal must be made in writing within one hundred eighty (180) days of the Plan Administrator's initial

notice of adverse benefit determination or you will lose your right to appeal your denial.

(d) **Decision upon Appeal**. The Plan Administrator will review and decide your appeal within a reasonable time not longer than sixty (60) days after it is submitted and will notify you of its decision in writing. If the decision on appeal affirms the initial denial of your claim, you will be furnished with a notice of adverse benefit determination on review setting forth:

(1) the specific reason(s) for the denial; and

(2) the specific Plan provision(s) on which the decision is based.

1.18 Who has authority to interpret the Plan?

To the fullest extent permitted under applicable law, the fiduciaries of the Plan (including each Available Benefit) shall have the authority and discretion to interpret and apply the terms of the Plan and the Available Benefit.

PART II.
GROUP MEDICAL BENEFITS

2.1 What benefits are provided?

An important feature of the Flexible Benefits Plan is the opportunity it provides you to pay your share of the cost of medical coverage on a pre-tax basis. The medical coverage is provided through your Employer and is referred to herein as the "Group Medical Plan." Your share of the cost for that coverage is paid with the allocation of Employer Contributions (if any) and pre-tax dollars through salary reduction under this portion of the Flexible Benefits Plan.

The Group Medical Plan is described in separate materials which have been provided to you either directly by the carrier (the insurance company or HMO) or by your Employer. Those descriptive materials are incorporated into this summary description by reference. If you have not been provided this information, you should contact the Plan Administrator. The group medical benefits are provided in accordance with the plan documentation governing the Group Medical Plan.

The Group Medical Plan is subject to privacy and security provisions of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA").

2.2 How do I become a Participant in this portion of the Flexible Benefits Plan?

To participate in this portion of the Flexible Benefits Plan, you must first enroll in the Group Medical Plan. You may select coverage under the Group Medical Plan for just yourself, or you may select coverage for yourself and others who are eligible for coverage under the terms of the Group Medical Plan. Please refer to the contract or policy governing the Group Medical Plan for information regarding who is eligible for coverage under that plan and how to enroll in that plan.

If you have enrolled in the Group Medical Plan, then you may participate in this portion of the Flexible Benefits Plan if you satisfy the general eligibility requirements for the Flexible Benefits Plan described in Section 1.4. See Section 1.6 for additional information regarding elections to pay the cost of Group Medical Benefits.

2.3 How is the cost of group medical coverage paid?

If you participate in this portion of the Flexible Benefits Plan, the cost of coverage under the Group Medical Plan is paid by allocation of available Employer Contributions (if any) and, to the extent any such Employer Contributions are insufficient, with pre-tax dollars through salary reduction (unless provided otherwise in Section 1.16).

NOTE: You must be a Participant in the Flexible Benefits Plan for your portion of the premiums to be paid pre-tax.

If you pay the cost of Group Medical Plan coverage through this portion of the Flexible Benefits Plan and you have enrolled an individual who is not your spouse or "tax dependent" (as those terms are defined in Section 1.16), then the fair market value of that individual's coverage will be handled as described in Section 1.16.

2.4 What if I am no longer eligible?

If you cease to be eligible for coverage under the Group Medical Plan, your coverage under that Plan will terminate in accordance with the terms and conditions of that Plan. In most cases, if you lose coverage under the Group Medical Plan, your participation in this portion of the Flexible Benefits Plan will cease as well, subject to the change in election rules described in Section 1.8.

If you cease to be eligible to participate in this Flexible Benefits Plan, your ability to pay for coverage under the Group Medical Plan on a pre-tax basis through this portion of the Flexible Benefits Plan stops.

2.5 Can coverage be continued?

If you cease to be eligible for coverage under the Group Medical Plan, you and any others who receive their coverage through you ***may*** be able to continue that coverage. Continuation coverage is available in accordance with the Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") applicable through the Public Health Services Act ("PHSA"), the Uniformed Services Employment and Reemployment Rights Act of 1994 ("USERRA"), and applicable continuation requirements under state law. These continuation rights are described later in this summary.

2.6 What if I am subject to a child support order?

The Group Medical Plan recognizes child support orders regarding the provision of medical coverage for a child, including orders under the Child Support Performance and Incentive Act of 1998 to the extent required by law. If a child is enrolled in the Group Medical Plan pursuant to a child support order, subject to Section 1.16, you will be able to pay the cost of that coverage through this portion of the Flexible Benefits Plan, provided you participate as described in Section 2.2.

Note: A child enrolled pursuant to a child support order may not be a tax dependent. See Section 1.16 for additional information regarding the cost of coverage for children who are not tax dependents.

PART III.
GROUP DENTAL BENEFITS

3.1 What benefits are provided?

An important feature of the Flexible Benefits Plan is the opportunity it provides to pay your share of the cost of dental coverage on a pre-tax basis. The dental coverage is provided through your Employer and is referred to herein as the "Group Dental Plan." Your share of the cost for that coverage is paid with the allocation of Employer Contributions (if any) and pre-tax dollars through salary reduction under this portion of the Flexible Benefits Plan.

The Group Dental Plan is described in separate materials which have been provided to you either directly by the carrier (the insurance company or DMO) or by your Employer. Those descriptive materials are incorporated into this summary description by reference. If you have not been provided this information, you should contact the Plan Administrator. The group dental benefits are provided in accordance with the plan documentation governing the Group Dental Plan.

The Group Dental Plan is subject to the privacy and security provisions of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA").

3.2 How do I become a Participant?

To participate in this portion of the Flexible Benefits Plan, you must first enroll in the Group Dental Plan. You may select coverage under the Group Dental Plan for just yourself, or you may select coverage for yourself and others who are eligible for coverage under the terms of the Group Dental Plan. Please refer to the contract or policy governing the Group Dental Plan for information regarding who is eligible for coverage under that plan and how to enroll in that plan.

If you have enrolled in the Group Dental Plan, then you may participate in this portion of the Flexible Benefits Plan if you satisfy the general eligibility requirements for the Flexible Benefits Plan described in Section 1.4. See Section 1.6 for additional information regarding elections to pay the cost of Group Dental Benefits.

3.3 How is the cost of group dental coverage paid?

If you participate in this portion of the Flexible Benefits Plan the cost of coverage under the Group Dental Plan is paid by allocation of available Employer Contributions (if any) and, to the extent any such Employer Contributions are insufficient, with] pre-tax dollars through salary reduction (unless provided otherwise in Section 1.16).

NOTE: You must be a Participant in the Flexible Benefits Plan for your portion of the premiums to be paid pre-tax.

If you pay the cost of Group Dental Plan coverage through this portion of the Flexible Benefits Plan and you have enrolled an individual who is not your spouse or "tax dependent" (as those terms are defined in Section 1.16), then the fair market value of that individual's coverage will be handled as described in Section 1.16.

3.4 What if I am no longer eligible?

If you cease to be eligible for coverage under the Group Dental Plan, your coverage under that Plan will terminate in accordance with the terms and conditions of that Plan. In most cases, if you lose coverage under the Group Dental Plan, your participation in this portion of the Flexible Benefits Plan will cease as well, subject to the change in election rules described in Section 1.8.

If you cease to be eligible to participate in this Flexible Benefits Plan, your ability to pay for coverage under the Group Dental Plan on a pre-tax basis through this portion of the Flexible Benefits Plan stops.

3.5 Can coverage be continued?

If you cease to be eligible for coverage under the Group Dental Plan, you and any others who receive their coverage through you ***may*** be able to continue that coverage. Continuation coverage is available in accordance with the Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") applicable through the Public Health Services Act ("PHSA"), the Uniformed Services Employment and Reemployment Rights Act of 1994 ("USERRA"), and applicable continuation requirements under state law. These continuation rights are described later in this summary.

3.6 What if I am subject to a child support order?

The Group Dental Plan recognizes child support orders regarding the provision of dental coverage for a child, including orders under the Child Support Performance and Incentive Act of 1998 to the extent required by law. If a child is enrolled in the Group Dental Plan pursuant to a child support order, subject to Section 1.16, you will be able to pay the cost of that coverage through this portion of the Flexible Benefits Plan, provided you participate as described in Section 2.2.

Note: A child enrolled pursuant to a child support order may not be a tax dependent. See Section 1.16 for additional information regarding the cost of coverage for children who are not tax dependents.

PART IV.
GROUP VISION BENEFITS

4.1 What benefits are provided?

An important feature of the Flexible Benefits Plan is the opportunity it provides to pay your share of the cost of vision coverage on a pre-tax basis. The vision coverage is provided through your Employer and is referred to herein as the "Group Vision Plan." Your share of the cost for that coverage is paid with the allocation of pre-tax dollars through salary reduction under this portion of the Flexible Benefits Plan.

The Group Vision Plan is described in separate materials which have been provided to you either directly by the carrier or by your Employer. Those descriptive materials are incorporated into this summary description by reference. If you have not been provided this information, you should contact the Plan Administrator. The group vision benefits are provided in accordance with the plan documentation governing the Group Vision Plan.

The Group Vision Plan is subject to the privacy and security provisions of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA").

4.2 How do I become a Participant?

To participate in this portion of the Flexible Benefits Plan, you must first enroll in the Group Vision Plan. You may select coverage under the Group Vision Plan for just yourself, or you may select coverage for yourself and others who are eligible for coverage under the terms of the Group Vision Plan. Please refer to the contract or policy governing the Group Vision Plan for information regarding who is eligible for coverage under that plan and how to enroll in that plan.

If you have enrolled in the Group Vision Plan, then you may participate in this portion of the Flexible Benefits Plan if you satisfy the general eligibility requirements for the Flexible Benefits Plan described in Section 1.4. See Section 1.6 for additional information regarding elections to pay the cost of Group Vision Benefits.

4.3 How is the cost of group vision coverage paid?

If you participate in this portion of the Flexible Benefits Plan the cost of coverage under the Group Vision Plan is paid by allocation of pre-tax dollars through salary reduction (unless provided otherwise in Section 1.16).

NOTE: You must be a Participant in the Flexible Benefits Plan for your portion of the premiums to be paid pre-tax.

If you pay the cost of Group Vision Plan coverage through this portion of the Flexible Benefits Plan and you have enrolled an individual who is not your spouse or "tax dependent" (as those terms are defined in Section 1.16), then the fair market value of that individual's coverage will be handled as described in Section 1.16.

4.4 What if I am no longer eligible?

If you cease to be eligible for coverage under the Group Vision Plan, your coverage under that Plan will terminate in accordance with the terms and conditions of that Plan. In most cases, if you lose coverage under the Group Vision Plan, your participation in this portion of the Flexible Benefits Plan will cease as well, subject to the change in election rules described in Section 1.8.

If you cease to be eligible to participate in this Flexible Benefits Plan, your ability to pay for coverage under the Group Vision Plan on a pre-tax basis through this portion of the Flexible Benefits Plan stops.

4.5 Can coverage be continued?

If you cease to be eligible for coverage under the Group Vision Plan, you and any others who receive their coverage through you ***may*** be able to continue that coverage. Continuation coverage is available in accordance with the Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") applicable through the Public Health Services Act ("PHSA"), the Uniformed Services Employment and Reemployment Rights Act of 1994 ("USERRA"), and applicable continuation requirements under state law. These continuation rights are described later in this summary.

4.6 What if I am subject to a child support order?

The Group Vision Plan recognizes child support orders regarding the provision of vision coverage for a child, including orders under the Child Support Performance and Incentive Act of 1998 to the extent required by law. If a child is enrolled in the Group Vision Plan pursuant to a child support order, subject to Section 1.16, you will be able to pay the cost of that coverage through this portion of the Flexible Benefits Plan, provided you participate as described in Section 2.2.

Note: A child enrolled pursuant to a child support order may not be a tax dependent. See Section 1.16 for additional information regarding the cost of coverage for children who are not tax dependents.

PART V.
GROUP TERM LIFE AND AD&D BENEFITS

5.1 What benefits are provided?

An important feature of the Flexible Benefits Plan is the opportunity it provides you with $25,000 worth of Employer paid coverage. Another important feature of the Flexible Benefits Plan is the opportunity it provides you to pay your elective cost of group term life insurance and/or accidental death and dismemberment insurance coverage on an after-tax basis. The coverage is provided through your Employer and is referred to as the "Group Term Life and AD&D Plan". Your share of the cost for that coverage is paid with the allocation of after-tax dollars through salary reduction under this portion the Flexible Benefits Plan.

NOTE: If you obtained life insurance coverage for your spouse or dependents from your Employer, premiums for that coverage will be paid on an after-tax basis outside of the Flexible Benefits Plan.

The Group Term Life and AD&D Plan is fully insured, which means that all benefits are provided through one or more contracts or policies obtained by your Employer with one or more third party insurance carriers. The Group Term Life and AD&D Plan is described in separate materials which have been provided to you either directly by the provider (the insurance carrier) or by the Employer. Those descriptive materials are incorporated into this summary description by reference. If you have not been provided this information, you should contact the Plan Administrator. The group term life and accidental death and dismemberment benefits are provided in accordance with the applicable contract or policy issued by the carrier.

5.2 How do I become a Participant in this portion of the Flexible Benefits Plan?

To participate in this portion of the Flexible Benefits Plan, you must first enroll in the Group Term Life and AD&D Plan. Please refer to the contract or policy governing the Group Term Life and AD&D Plan for information regarding how to enroll in that plan.

If you have enrolled in the Group Term Life and AD&D Plan, then you may participate in this portion of the Flexible Benefits Plan if you satisfy the general eligibility requirements for the Flexible Benefits Plan described in Section 1.4. If you satisfy those requirements, you must elect to pay your share of the cost of Group Term Life and AD&D Plan coverage in accordance with Section 1.6.

5.3 How is my portion of the cost of coverage paid?

If you participate in elective coverage of this portion of the Flexible Benefits Plan, the cost of coverage under the Group Term Life and AD&D Plan is paid with after-tax dollars through salary reduction.

5.4 How much group term life insurance coverage can I purchase?

Up to $50,000 worth of Employer paid coverage may be excluded from your taxable income. For this purpose, "Employer paid" includes coverage automatically provided by the Employer, coverage paid with Employer Contributions (if any), and coverage paid by you on a after-tax basis through salary reduction under this Flexible Benefits Plan. If the face amount of the

Employer paid coverage exceeds $50,000, the cost of the coverage in excess of $50,000 will be imputed to you as income to the extent required by law.

5.5 What if I am no longer eligible?

If you cease to be eligible for coverage under the Group Term Life and AD&D Plan, your coverage under that plan will terminate in accordance with the terms and conditions of that plan. In most cases, if you lose coverage under the Group Term Life and AD&D Plan, your participation in this portion of the Flexible Benefits Plan will cease as well, subject to the change in election rules described in Section 1.8.

5.6 Can coverage be continued?

If you cease to be eligible for coverage under the Group Term Life and AD&D Plan, you ***may*** be able to continue that coverage. There shall be compliance with applicable state law regarding continuation of coverage and conversion of coverage to the extent such state law is not preempted by federal law. In addition, any continuation and conversion rights provided under the terms of the insurance contract(s) through which benefit are provided shall be available to the extent they are not prohibited or preempted by federal law.

PART VI.
SHORT TERM DISABILITY BENEFITS

6.1 What benefits are provided?

An important feature of the Flexible Benefits Plan is the opportunity it provides you to pay your share of the cost of short term disability coverage. The coverage is provided through your Employer and is referred to as the "Short Term Disability Plan". Your share of the cost for that coverage is paid with after-tax dollars through salary reduction under this portion the Flexible Benefits Plan.

The Short Term Disability Plan is described in separate materials which have been provided to you either directly by the provider (the insurance carrier) or by the Employer. Those descriptive materials are incorporated into this summary description by reference. If you have not been provided this information, you should contact the Plan Administrator. The short term disability benefits are provided in accordance with the plan documentation governing the Short Term Disability Plan.

6.2 How do I become a Participant in this portion of the Flexible Benefits Plan?

To participate in this portion of the Flexible Benefits Plan, you must first enroll in the Short Term Disability Plan. Please refer to the contract or policy governing the Short Term Disability Plan for information regarding how to enroll in that plan.

If you have enrolled in the Short Term Disability Plan, then you may participate in this portion of the Flexible Benefits Plan if you satisfy the general eligibility requirements for the Flexible Benefits Plan described in Section 1.4. If you satisfy those requirements, you must elect to pay your share of the cost of Short Term Disability Plan coverage in accordance with Section 1.6.

6.3 How is my portion of the cost of coverage paid?

If you participate in this portion of the Flexible Benefits Plan, the cost of coverage under the Short Term Disability Plan is paid by allocation of available Employer Contributions (if any) and, to the extent any such Employer Contributions are insufficient, with your contribution. All contributions to the cost of coverage will be included in your income i.e., after-tax contributions.

NOTE: You must be a Participant in the Flexible Benefits Plan for your portion of the premiums to be paid through the Flexible Benefits Plan.

6.4 What are the tax consequences if I receive benefits?

If you receive benefits under the Short Term Disability Plan and the cost of the coverage under that plan was paid through this portion of the Flexible Benefits Plan on an after-tax basis, the short term disability benefits will not be taxable to you.

6.5 What if I am no longer eligible?

If you cease to be eligible for coverage under the Short Term Disability Plan, your coverage under that plan will terminate in accordance with the terms and conditions of that plan. In most cases, if you lose coverage under the Short Term Disability Plan, your participation in this portion of the Flexible Benefits Plan will cease as well, subject to the change in election rules described in Section 1.8.

If you cease to be eligible to participate in this Flexible Benefits Plan, your ability to pay for coverage under the Short Term Disability Plan on a after-tax basis through this portion of the Flexible Benefits Plan stops.

PART VII.
LONG TERM DISABILITY BENEFITS

7.1 What benefits are provided?

An important feature of the Flexible Benefits Plan is the opportunity it provides you to pay your share of the cost of long term disability coverage on an after-tax basis. The coverage is provided through your Employer and is referred to as the "Long Term Disability Plan". Your share of the cost for that coverage is paid with after-tax dollars through salary reduction under this portion the Flexible Benefits Plan.

The Long Term Disability Plan is described in separate materials which have been provided to you either directly by the provider (the insurance carrier) or by the Employer. Those descriptive materials are incorporated into this summary description by reference. If you have not been provided this information, you should contact the Plan Administrator. The long term disability benefits are provided in accordance with the plan documentation governing the Long Term Disability Plan.

7.2 How do I become a Participant in this portion of the Flexible Benefits Plan?

To participate in this portion of the Flexible Benefits Plan, you must first enroll in the Long Term Disability Plan. Please refer to the contract or policy governing the Long Term Disability Plan for information regarding how to enroll in that plan.

If you have enrolled in the Long Term Disability Plan, then you may participate in this portion of the Flexible Benefits Plan if you satisfy the general eligibility requirements for the Flexible Benefits Plan described in Section 1.4. If you satisfy those requirements, you must elect to pay your share of the cost of Long Term Disability Plan coverage in accordance with Section 1.6.

7.3 How is my portion of the cost of coverage paid?

If you participate in this portion of the Flexible Benefits Plan, the cost of coverage under the Long Term Disability Plan is paid by allocation with your contribution. All contributions to the cost of coverage will be included in your income i.e., after-tax contributions.

NOTE: You must be a Participant in the Flexible Benefits Plan for your portion of the premiums to be paid through the Flexible Benefits Plan.

7.4 What are the tax consequences if I receive benefits?

If you receive benefits under the Long Term Disability Plan and the cost of the coverage under that plan was paid through this portion of the Flexible Benefits Plan on an after-tax basis, the long term disability benefits will not be taxable to you.

7.5 What if I am no longer eligible?

If you cease to be eligible for coverage under the Long Term Disability Plan, your coverage under that plan will terminate in accordance with the terms and conditions of that plan. In most cases, if you lose coverage under the Long Term Disability Plan, your participation in this portion of the Flexible Benefits Plan will cease as well, subject to the change in election rules described in Section 1.8.

PART VIII.
AFLAC BENEFITS PLAN- ACCIDENT ADVANTAGE, CRITICAL ILLNESS, CRITICAL CARE, CANCER PROTECTION BENEFITS

8.1 What benefits are provided?

An important feature of the Flexible Benefits Plan is the opportunity it provides you to pay your share of the cost of elective Aflac coverage for Accident, Critical Illness, Critical Care and/ or Cancer Protection Benefits on a pre-tax basis. The coverage is provided through your Employer and is referred to as the "Aflac Benefits Plan". Your share of the cost for that coverage is paid with pre-tax dollars through salary reduction under this portion the Flexible Benefits Plan.

The Aflac Benefits Plan is described in separate materials which have been provided to you either directly by the provider (the insurance carrier) or by the Employer. Those descriptive materials are incorporated into this summary description by reference. If you have not been provided this information, you should contact the Plan Administrator.

8.2 How do I become a Participant in this portion of the Flexible Benefits Plan?

To participate in this portion of the Flexible Benefits Plan, you must first enroll in an Aflac Benefit Plan which includes the choice of the following electives: Accident Advantage, Critical Illness, Critical Care or Cancer Protection plans. Please refer to the contract or policy governing the Aflac Benefits Plan for information regarding how to enroll in that coverage.

If you have enrolled in the Aflac Benefits, then you may participate in this portion of the Flexible Benefits Plan if you satisfy the general eligibility requirements for the Flexible Benefits Plan described in Section 1.4. If you satisfy those requirements, you become a Participant in the Aflac Benefits Plan by electing benefits under the Aflac Benefits Plan during your initial or subsequent annual enrollment periods.

8.3 How is my portion of the cost of coverage paid?

If you participate in this portion of the Flexible Benefits Plan, the cost of coverage under the Aflac Benefits Plan is paid by allocation of pre-tax dollars through salary reduction.

NOTE: You must be a Participant in the Flexible Benefits Plan for your portion of the premiums to be paid pre-tax.

8.4 What are the tax consequences if I receive benefits?

If you receive benefits under the Aflac Benefits Plan and the cost of the coverage under that plan was paid through this portion of the Flexible Benefits Plan on an pre-tax basis, the Aflac Benefits will not be taxable to you.

8.5 What if I am no longer eligible?

If you cease to be eligible for coverage under the Aflac Benefits Plan, your coverage under that Plan will terminate in accordance with the terms and conditions of that Plan. In most cases, if you lose coverage under the Aflac Benefits Plan, your participation in this portion of the Flexible Benefits Plan will cease as well, subject to the change in election rules described in Section 1.8.

PART IX.
DEPENDENT CARE EXPENSE REIMBURSEMENT PLAN (FSA DEPENDENT CARE)

9.1 What benefits are provided?

The Plan permits you to receive reimbursement for some or all of your work related dependent care expenses under the Dependent Care Expense Reimbursement Plan ("DC Plan"). Under the DC Plan, you provide a source of pre-tax dollars by entering into a salary reduction arrangement with your Employer. Those pre-tax dollars will be used to reimburse you for your eligible expenses. You save Social Security and income taxes on the amount of your salary reduction for dependent care expenses.

NOTE: Participation in the DC Plan will impact your ability to receive the dependent care tax credit with respect to your federal income taxes. Please see the additional information below.

9.2 How do I become a Participant in the DC Plan?

To become a Participant in the DC Plan, you must first become a Participant in the Flexible Benefits Plan. You must also satisfy the eligibility requirements for the DC Plan. The DC Plan's eligibility requirements are the same as the eligibility requirements for the Flexible Benefits Plan as described in Section 1.4. If you satisfy those requirements, you become a Participant in the DC Plan by electing benefits under the DC Plan during your initial or subsequent annual enrollment periods.

9.3 What is my dependent care account?

If you elect benefits under the DC Plan, a dependent care account ("DC Account") will be established in your name to keep a record of the benefits to which you are entitled. When you complete the election form, you specify the amount of benefits you wish to receive. These benefits may be funded with pre-tax dollars through salary reduction contributions. A pro-rated portion of your election will be credited to your DC Account according to the schedule described in Section 1.14.

The amount that is available in your DC Account at any particular time will be whatever has been credited to such DC Account less any reimbursements.

The DC Account is a bookkeeping account only. The Employer pays benefits under the DC Plan from its general assets. There is no trust.

NOTE: If you cannot make a salary reduction contribution to your DC Account as a result of being ineligible to receive a paycheck, the missed contribution will be made up on future paychecks. The Employer will automatically recalculate the contribution amount based on the number of remaining paychecks for the calendar year, the initial election amount and the remaining balance.

9.4 What are the maximum benefits I may receive?

The maximum amount of benefits you may receive in a tax year is $5,000 if you:

(a) are married and file a joint return;

(b) are married, but you furnish more than one-half the cost of maintaining those dependents for whom you are eligible to receive tax-free reimbursements under the

DC Plan, your spouse maintains a separate residence for the last six (6) months of the calendar year, and you file a separate tax return; or

(c) are single, or a head of household for tax purposes.

NOTE: ***The maximum is a combined maximum.*** If your spouse has a dependent care program available through his or her employer, the combined total under that program and this DC Plan is the maximum described above per tax year. ***It is your responsibility to monitor your combined maximum.***

This maximum is reduced if any of the following situations exist:

(a) if you are married, reside together with your spouse, but file separate tax returns, the maximum is reduced to $2,500 (and only one parent may submit claims for reimbursement under the DC Plan); or

(b) if you or your spouse have earned income less than $5,000 per tax year, the maximum is reduced to the lesser of your earned income or your spouse's earned income.

NOTE: If your spouse is a student or is incapable of caring for himself or herself, in general, your spouse will be deemed to have earned income of not less than $250 per month if you have one Qualifying Individual or $500 per month you have two or more Qualifying Individuals.

9.5 Who is a "Qualifying Individual" for whom I can submit claims for reimbursement?

NOTE: The rules are not the same as the tax deduction or exemption rules. It is your responsibility to determine whether you can request reimbursement for expenses incurred with respect to a particular individual. As discussed below, special rules apply in some cases. For additional information, please contact the Plan Administrator or your tax advisor.

General Rule. Subject to the two special rules described below, you may be reimbursed for Eligible Expenses incurred with respect to any "Qualifying Individual." A Qualifying Individual is a person described in paragraph (a), (b), (c), (d) or (e) below.

(a) Your "child" who:
- (1) is under age thirteen (13);
- (2) has the same principal place of abode as you for at least one-half of the year;
- (3) does not provide over half of his/her own support during the year; and
- (4) is a citizen, national, or resident of the United States, or a resident of Canada or Mexico.

(b) Your "child" who:
- (1) is mentally or physically unable to care for himself or herself;
- (2) has the same principal place of abode as you for at least one-half of the year;
- (3) does not provide over half of his/her own support during the year;
- (4) has not attained age nineteen (19) during the year (age twenty-four (24) if a full-time student) or is permanently and totally disabled;

(5) is a citizen, national, or resident of the United States, or a resident of Canada or Mexico;
(6) is younger than you; and
(7) does not file a joint tax return with his or her spouse.

(c) Your "child" who:
(1) is mentally or physically unable to care for himself or herself,
(2) has the same principal place of abode as you for at least one-half of the year,
(3) has received more than one-half of his/her support from you during the relevant year,
(4) is not any person's "qualifying child" (as that term is defined under Section 152 of the Code), and
(5) is a citizen, national, or resident of the United States, or a resident of Canada or Mexico.

(d) Your "relative" who:
(1) is mentally or physically unable to care for himself or herself,
(2) has the same principal place of abode as you for at least one-half of the year,
(3) has received more than one-half of his/her support from you during the relevant year,
(4) is not any person's "qualifying child" (as that term is defined under Section 152 of the Code), and
(5) is a citizen, national, or resident of the United States, or a resident of Canada or Mexico.

(e) Your "spouse," if your spouse is physically or mentally incapacitated and has the same principal place of abode as you for at least one-half of the year.

"***Child***" generally includes your son, daughter, stepson, stepdaughter, eligible foster child, brother, sister, stepbrother, stepsister, or a descendant of any such person.

"***Relative***" generally includes parent (or a parent's ancestor), stepparent, parent's brother or sister, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, or sister-in-law or an individual who (although not related to you) has the same principal place of abode as you and is a member of your household.

"***Spouse***" means an individual to whom you are legally married under applicable state law.

9.6 What if two people wish to claim a child as a Qualifying Individual?

With the exception of two parents that file income taxes jointly, only one person is entitled to treat the child as a Qualifying Individual. Where multiple people are involved, there are two special rules to determine which person is entitled to treat the child as a Qualifying Individual.

(a) **Divorced or Separated Parents, or Parents Living Apart.**

Important Note: Only one person is entitled to treat the child as a Qualified Individual for purposes of the DC Plan.

If a child's parents are divorced, legally separated, separated pursuant to a written agreement, or live apart at all times during the last six (6) months of the calendar year, a special rule applies if: (i) the child is under age 13 or is mentally or physically unable to care for himself or herself; (ii) the child receives more than 50% of his or her support from the parents (in aggregate); and (iii) the child resides with the parents (in aggregate) for more than 50% of the year. In such situations, the child is the Qualifying Individual of the custodial parent even if the custodial parent has released the right to claim the child as a dependent. The custodial parent is generally the parent with whom the child resides for the greater number of nights during the calendar year or, if the child resides with both parents for an equal number of nights, the parent with the higher adjusted gross income for the year.

(b) **Other Situations**. If the special rule described above regarding divorce, etc. does not apply, other special tie-breaker rules of may apply. If an individual is a Qualifying Individual (under paragraphs (a) or (b) of the definition provided above) with respect to more than one person, then:

(1) if both persons are the individual's parents and they file separate federal income tax returns, then the child is the Qualifying Individual of the parent with whom the child resides for the longest period of time during the calendar year (or, if child resides with both parents for the same amount of time during the year, the parent with the highest adjusted gross income for the year). However, if that parent (i.e., the custodial parent or the parent with the highest adjusted gross income) does not claim the child as a qualifying child (as defined in Section 152 of the Internal Revenue Code) for any purpose (i.e., a dependent care expense reimbursement program, the earned income credit, the dependency deduction, the child tax credit, and the dependent care credit), then the child is the Qualifying Individual of the other parent (i.e., the non-custodial parent or the parent with the lowest adjusted gross income). ***This is the one person that is entitled to treat the child as a Qualifying Individual for purposes of the DC Plan.***

(2) if one person is the individual's parent and the other is not, the child is the Qualifying Individual of the parent. However, if the parent does not claim the child as a qualifying child (as defined in Section 152 of the Internal Revenue Code) for any purpose (i.e., a dependent care expense reimbursement program, the earned income credit, the dependency deduction, the child tax credit, and the dependent care credit), then the child is the Qualifying Individual of the other person (i.e., the non-parent). ***This is the one person that is entitled to treat the child as a Qualifying Individual for purposes of the DC Plan.***

(3) if neither person is the individual's parent, the child is the Qualifying Individual of the person with the highest adjusted gross income for the year in question. However, if that person does not claim the child as a qualifying child (as defined in Section 152 of the Internal Revenue Code) for any purpose (i.e., a dependent care expense reimbursement program, the Earned Income credit, the dependency deduction, the child tax credit, and the dependent care credit), then the child is the Qualifying Individual of the other person (i.e., the person with the lowest adjusted gross income). ***This is the one person that is entitled to treat the child as a Qualifying Individual for purposes of the DC Plan.***

Important: If you enroll for dependent care benefits, it will be assumed that you are ***the one person*** entitled to treat the child as a Qualifying Individual for purposes of reimbursement under the DC Plan.

9.7 What is an "Eligible Expense"?

(a) **General Rule—Covered**. An "Eligible Expense" generally means expenses for the care of a Qualifying Individual incurred by you (or your spouse) to enable you (and your spouse) to be gainfully employed. Eligible Expenses generally include:

(1) day care expenses;
(2) the cost of nursery school, preschool, or similar programs below the level of kindergarten;
(3) the cost of after-school care (including care for Qualifying Individuals in kindergarten and beyond);
(4) the cost of day camp, including specialty day camp, but ***not*** overnight camp;
(5) the cost of transportation provided by a care provider;
(6) the cost of meals incidental to and inseparable from care;
(7) employment taxes paid on behalf of a care provider;
(8) the cost of room and board provided for a care provider (e.g., a live in nanny);
(9) certain indirect expenses, such as application and agency fees, if they must be paid to obtain the care and care is actually provided; and
(10) placement or "hold the spot" fees, if they must be paid to obtain the care and care is actually provided.

(b) **General Rule—Not Covered**. Expenses incurred that do not enable you to be gainfully employed are generally not "eligible" including, but not limited to, expenses incurred while on vacation, sick leave, or any other type of situation where you (and your spouse) are not at work or actively looking for work (i.e., gainfully employed). Your spouse, if any, is deemed to be gainfully employed if he/she is: (1) a full time student, or (2) mentally or physically incapable of self-care and resides with you for more than one-half of the calendar year.

(c) **Daily Allocation**. Usually, expenses must be allocated on a daily basis so that expenses incurred on a day you (or your spouse) were not at work may not be reimbursed.

Special Rule. If you pay for care on at least a weekly basis, without deduction for days on which care is not provided, you are not required to allocate expenses for short, temporary absences from work, such as vacations and sick days. You are also not required to allocate expenses on a daily basis if you (or your spouse) work on a part-time basis and you pay for care on at least a weekly basis without deduction for days on which care is not provided.

(d) **Who and Where Rules**. Expenses that would otherwise be "Eligible Expenses" cannot be reimbursed if they are paid to: (1) an individual who is your child under the age of nineteen (19) at the end of the calendar year; (2) an individual you (or your spouse) claim as a dependent on your tax return; (3) an individual who was your spouse at any time during the calendar year; or (4) a parent of a Qualifying Individual who is your child under age thirteen (13).

Expenses that would otherwise be "Eligible Expenses" for services provided outside of your home may be reimbursed only if the care is for a Qualifying Individual who is: (1) your (or your spouse's) "child" under the age of thirteen (13); or (2) is another Qualifying Individual who regularly spends at least eight (8) hours per day in your home.

9.8 How do I receive reimbursements under the DC Plan?

(a) **Periodic Reimbursements.** When you incur an expense that is eligible for reimbursement, you submit a claim to the Claims Administrator on a claim form that will be supplied to you. The claim form will typically set forth:

(1) the amount, date and nature of the expense;
(2) the name of the person or entity to which the expense was paid;
(3) your statement that the expense has not been reimbursed, and you will not seek reimbursement for the expense, from any other source; and
(4) such other information as the Claim Administrator may require. You may also be required to submit copies of bills or receipts from the provider(s) to support your claim.

If there are enough dollars credited to your DC Account, you will be reimbursed for your Eligible Expenses.

(b) **Deadline.** You may submit claims for reimbursement of Eligible Expenses incurred during the Plan Year for ninety (90) days following the end of that Plan Year. This period following the end of the Plan Year during which claims for reimbursement may be filed is referred to as the "claims run-out period."

9.9 What limits apply to reimbursements under the DC Plan?

You cannot be reimbursed for any expenses above your ***available*** DC Account balance. If your claim was for an amount that was more than your current DC Account balance, the excess part of the claim will be carried over into following months, to be paid as your balance becomes adequate. You also cannot be reimbursed for any expenses that arise before the effective date of

the DC Plan, for any expenses that arise before you become a Participant in the DC Plan, or for any expenses incurred after the close of the Plan Year.

Please note that it is not necessary that you have actually paid an amount for that expense to be eligible for reimbursement. You only must have incurred the expense and not have been reimbursed or paid from another source. An expense is "incurred" when the service which gives rise to the expense has been provided, not when you are billed or when you pay the expense.

9.10 Will I be taxed on the DC Plan benefits I receive?

You will not normally be taxed on benefits under the DC Plan. However to qualify for tax-free treatment, you will be required to file IRS Form 2441 or a similar form with a list of names and taxpayer identification numbers of any persons who provided you with dependent care services during the calendar year for which you claimed a tax-free reimbursement.

9.11 If I participate in the DC Plan, will I still be able to claim the dependent care tax credit on my federal income tax return?

You may choose to participate in the DC Plan and receive credit on your federal income tax return too. However, the tax credit and the DC Account cannot be used for the same expenses. In addition, the amount of the dependent care tax credit is reduced dollar for dollar by the reimbursement you receive from your DC Account.

In certain cases, it may be more beneficial for you to claim a tax credit for your dependent care expenses rather than pay for those expenses through the DC Account. You may want to consult your tax advisor regarding the best options under the applicable rules.

9.12 What is the dependent care tax credit?

The dependent care tax credit is an allowance for a percentage of your annual eligible dependent care expenses as a credit against your federal income tax. In determining what the tax credit would be, you may take into account only $3,000 of such expenses for one dependent, or $6,000 for two or more dependents.

Depending on your adjusted gross income, the percentage could be as much as 35% of your qualifying expenses (to a maximum credit amount of $1,050 for one dependent or $2,100 for two or more dependents) to a minimum of 20% of such expenses (producing a maximum credit of $600 for one dependent or $1,200 for two or more dependents.) The maximum 35% rate must be reduced by 1% (but not below 20%) for each $2,000 portion (or any fraction of $2,000) of your adjusted gross incomes over $15,000.

9.13 When might it be better for me to use the tax credit?

In general, for most people, it will be more advantageous for you to participate in the DC Plan. However, you should analyze your own situation carefully to determine which method is right for you. The actual determination of the preferable method for treating benefit payments depends on a number of factors such as one's tax filing status (e.g., married, single, head of household), number of dependents, etc. Each Participant will have to determine his or her tax position individually in order to make the decisions between taxable and tax-free benefits. If you

are uncertain about whether to participate in this DC Plan or take the dependent care credit, you should consult your tax advisor.

9.14 What if I am no longer eligible?

If your employment terminates or you otherwise cease to be eligible for coverage under the DC Plan, you may not make any further contributions to your DC Account. However, you may continue to submit claims for reimbursement of Eligible Expenses incurred while you were a Participant until the expiration of the claims run out period described above.

9.15 What if I receive benefits in error?

If a reimbursement is made by the DC Plan in excess of the amount to which you are entitled under the DC Plan, the DC Plan has the right to recover such overpayment. Repayment of an overpayment is a condition of participation in the Flexible Benefits Plan.

9.16 What if the dependent care expenses I incur during the Plan Year are less than the annual benefit I have elected?

Any amounts remaining in your DC Account attributable to a particular Plan Year shall be forfeited following the claims run-out period described above. You will not be entitled to receive any direct or indirect payment of any amount that represents the difference between the actual dependent care expenses you have incurred, on the one hand, and the annual benefit you have elected and paid for, on the other. ***If you do not use it, you lose it.***

9.17 What reporting will I receive?

The amounts reimbursed under this DC Plan for each calendar year will be reported on your W-2. If the actual amount paid is not known by the deadline for providing the W-2 (e.g., because of the claims run-out period), the Employer may report a reasonable estimate of the reimbursements that will be paid under the DC Plan for the year. A reasonable estimate may be the amount of benefits you elected under the DC Plan for the year.

PART X.
MEDICAL EXPENSE REIMBURSEMENT PLAN (FSA MEDICAL)

10.1 What benefits are provided?

The Plan permits you to receive reimbursement for some or all of your uninsured medical and dental expenses under the Medical Expense Reimbursement Plan ("ME Plan"). Under the ME Plan, you provide a source of pre-tax dollars by entering into a salary reduction agreement with your Employer. You may also use available Employer Contributions (if any). Those pre-tax dollars will be used to reimburse you for your Eligible Expenses. You save Social Security and income taxes on the amount of your salary reduction for medical expenses.

The coverage provided through the ME Plan is subject to the privacy and security provisions of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). The ME Plan is intended to be an excepted benefit under the HIPAA portability rules. Accordingly, neither the HIPAA portability rules nor the mandates of the Patient Protection and Affordable Care Act, as amended, such as the preventive care mandate, apply to the ME Plan.

10.2 How do I become a Participant?

To become a Participant in the ME Plan, you must first become a Participant in the Flexible Benefits Plan. You must also satisfy the eligibility requirements for the ME Plan. The ME Plan's eligibility requirements are the same as the eligibility requirements for the Flexible Benefits Plan as described in Section 1.4. If you satisfy those requirements, you become a Participant in the ME Plan by electing benefits under the ME Plan during your initial or subsequent annual enrollment periods.

NOTE: Participation in this ME Plan will make you ineligible to participate in the HSA Contribution Feature, and will make you and any of your dependents covered by the ME Plan ineligible to make or receive contributions to a health savings account.

10.3 What is my medical expense account?

If you elect benefits under the ME Plan, a medical expense account ("ME Account") will be established in your name to keep a record of the benefits to which you are entitled. When you complete the election form, you specify the amount of benefits you wish to receive. These benefits may be funded by allocation of available Employer Contributions (if any) and, to the extent any such Employer Contributions are insufficient, with pre-tax dollars through salary reduction contributions.

The full amount of your election under the ME Plan will be available at any time during the Plan Year, reduced by the amount of prior reimbursements under the ME Plan received during the Plan Year.

The ME Account is a bookkeeping account only. Benefits under the ME Plan are paid from the Employer's general assets. There is no trust.

NOTE: If you cannot make a salary reduction contribution to your ME Account as a result of being ineligible to receive a paycheck, the missed contribution will be collected from future

paychecks. The Employer will automatically recalculate the contribution amount based on the number of remaining paychecks for the calendar year, the initial election amount and the remaining balance.

10.4 What is an "Eligible Expense"?

Generally. An "Eligible Expense," in most situations, means any item for which you could have claimed a medical expense deduction on an itemized federal income tax return and for which you have not otherwise been reimbursed from health coverage, or some other source. Eligible Expenses include expenses incurred by you and your "spouse" and "dependents."

For purposes of this ME Plan, **"spouse"** means a person to whom you are legally married in accordance with applicable state law.

For purposes of this ME Plan, **"dependent"** generally includes an individual who satisfies the requirements of paragraph (1), (2), or (3) below:

(1) An individual who:
- (i) is your child (son, daughter, stepson, stepdaughter, adopted child, eligible foster child, or child placed for adoption); and
- (ii) will not attain age 27 during the relevant calendar year.

(2) An individual who:
- (i) is your child (son, daughter, stepson, stepdaughter, adopted child, eligible foster child, or child placed for adoption), brother, sister, stepbrother, or stepsister, or a descendant of any such person;
- (ii) has the same principal place of abode as you for at least one-half of the relevant year;
- (iii) will not attain age 19 (or age 24 if a full time student) during the relevant year or is permanently and totally disabled;
- (iv) did not provide over half of his/her own support during the relevant year;
- (v) is a citizen, national, or resident of the United States, or a resident of Canada or Mexico;
- (vi) is younger than you; and
- (vii) does not file a joint tax return with his or her spouse.

(3) An individual who:
- (i) is your child (or a descendant of a child), brother, sister, stepbrother, or stepsister, parent (or a parent's ancestor), stepparent, brother or sister's son or daughter, parent's brother or sister, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, or sister-in-law or, if not such a relative, an individual who has the same principal place of abode as you and is a member of your household;

(ii) has received more than one-half of his/her support from you during the relevant year;

(iii) is not your qualifying child or the qualifying child of anyone else (i.e., does not satisfy the requirements of paragraph (1) above with respect to any person); and

(iii) is a citizen, national, or resident of the United States, or a resident of Canada or Mexico.

(iv)

NOTE: The definition of "dependent" is different than the definition applicable under the Internal Revenue Code for purposes of identifying who you may claim as an exemption on your federal income tax return. Furthermore, an individual eligible for dependent coverage under the Group Medical Plan is not necessarily a "dependent" for purposes of the ME Plan. Additional special rules apply in some cases. For additional information, please contact the Plan Administrator or your tax advisor.

(b) **Special rules for over-the-counter items.** Eligible Expense also ***includes*** certain over-the-counter items that constitute medical care (under Section 213(d) of the Internal Revenue Code) even though a tax deduction is not available. Over-the-counter drugs and medicines (other than insulin) require a prescription as part of the claim substantiation. For this purpose, a "prescription" means a written or electronic order for a medicine or drug (1) that meets the legal requirements of a prescription in the state in which the medical expense is incurred, and (2) that is issued by an individual who is legally authorized to issue a prescription in that state. Absent this additional claims substantiation, the expense for the over-the-counter drug or medicine (other than insulin) is not reimbursable under the ME Plan.

Note: Over-the-counter drugs and medicines are reimbursable under the ME Plan, provided the special rules described in this paragraph and Section 9.5 are followed.

(c) **Exceptions**. Despite the general rule stated above, Eligible Expense ***does not*** include premiums for qualified long term care coverage or premiums for any group or individual health plan.

IMPORTANT: Please review Exhibit A—Eligible Medical Care Expenses to help determine what is an Eligible Expense. You are also encouraged to consult your personal tax advisor or IRS Publication 502, "Medical and Dental Expenses" for further guidance as to what is or is not an Eligible Expense.

CAUTION: Publication 502 addresses medical care expenses a person may deduct on his or her income taxes. Many, ***but not all***, expenses that are tax deductible are also reimbursable under the ME Plan.

10.5 How do I receive my reimbursements under the ME Plan?

(a) **Periodic Reimbursements.** when you incur an expense that is eligible for reimbursement, you submit a claim to the Claims Administrator on a claim form that will be supplied to you. The claim form will typically set forth:

(1) the amount, date and nature of the expense;

(2) the name of the person or entity to which the expense was paid;

(3) your statement that the expense has not been reimbursed, and you will not seek reimbursement for the expense, from any other source;

(4) a third party statement identifying the nature and amount of the expense (e.g., copies of bills or receipts from the provider(s)) and, for over-the-counter drugs and medicines (other than insulin) a copy of the prescription for the drug or medicine; and

(5) such other information as the Claim Administrator may require.

If there are enough dollars credited to your ME Plan, you will be reimbursed for your Eligible Expenses.

(b) **Electronic Payment Card Claims**. The electronic payment card allows you to pay for Eligible Expenses at the time that you incur the expense.

> **Note:** Except as specifically described below, using the electronic payment card to purchase medical care does not mean you have made a claim under the ME Plan or that a claim has been approved. You may still need to submit a paper claim in accordance with the procedures described above.

The electronic payment card works as follows:

(1) You must make an election to use the card. In order to be eligible for the electronic payment card, you must agree to abide by the terms and conditions of the electronic payment card program as set forth herein and in the electronic payment cardholder agreement (the "Cardholder Agreement"), including agreeing to any fees applicable to participate in the program, limitations as to card usage, the Plan's right to withhold and offset ineligible claims, etc. A Cardholder Agreement will be provided to you. The Cardholder Agreement is part of the terms and conditions of your Plan and this summary.

(2) The balance of the card is limited to the balance of your ME Account.

(3) The card will be turned off when you terminate employment or coverage under the Plan.

(4) You must certify proper use of the card. As specified in the Cardholder Agreement, you certify during the applicable Plan Year that the amounts in your ME Account will only be used for Eligible Expenses (i.e., medical care expenses incurred by you, your spouse, and your tax dependents) and that

you have not been reimbursed for the expense and that you will not seek reimbursement for the expense from any other source. Failure to abide by this certification will result in termination of card use privileges.

(5) Reimbursement under the card is limited to health care providers and certain other places where you could purchase health care related items. The electronic payment card may be used only at merchants: (i) who have health care related merchant category codes other than the drug store or pharmacies merchant category code; (ii) who have the drug store or pharmacies merchant category code and with respect to whom 90% of the store's gross receipts during the prior taxable year consisted of items that qualify as expenses for medical care under Section 213(d) of the Code ("90% Pharmacies"); or (iii) who participate in an inventory information approval system developed by the card provider that verifies, at the time of purchase, that the goods being purchased constitute medical care.

(6) You swipe the card at the health care provider like you do any other credit or debit card. When you incur an Eligible Expense at a doctor's office or pharmacy, such as a co-payment or prescription drug expense, you swipe the card at the provider's office much like you would a typical credit or debit card. The provider is paid for the expense up to the maximum reimbursement amount available under your ME Account (or as otherwise limited by the program) at the time you swipe the card. Every time you swipe the card, you certify to the Plan that the expense for which payment is being made is an Eligible Expense and that you have not been reimbursed by any other source nor will you seek reimbursement from another source.

(7) You must obtain a third party statement from the health care provider (e.g. receipt, invoice, etc.) each time you swipe the card that includes the following information:

1) The nature of the expense (e.g. what type of service or treatment was provided). If the expense is for an over the counter drug, the written statement must indicate the name of the drug;
2) The date the expense was incurred; and
3) The amount of the expense.

Although it is not required to be submitted for all purchases, you must retain this receipt for one year following the close of the Plan Year in which the expense was incurred. Even though payment may be made under the card arrangement, a written third party statement may be required to be submitted (except as otherwise provided in the Cardholder Agreement). You will receive a letter from the Claims Administrator if a third party statement is needed. If requested, you must provide the third party statement to the Claims Administrator within forty-five (45) days (or such longer period provided in the letter from the Claims Administrator) of the request.

(8) There are situations where the third party statement will not be required to be provided to the Claims Administrator. There may be situations in which you will not be required to provide the written statement to the Claims Administrator, including:

1) Co-Pay Match. No written statement is required if the electronic payment card is used at medical care providers (i.e., merchants or service-providers that have health care related merchant category codes such as physicians, pharmacies, dentists, vision care offices, and hospitals) and the payment matches a specific co-payment you have under the Employer's group medical plan for the particular service that was provided or a multiple of that co-payment of not more than five (5) times the dollar amount of the co-payment. For example, if you have a $10 co-pay for physician office visits, and the payment was made to a physician office in the amount of $10, $20, $30, $40, or $50, you will not be required to provide the third party statement to the Claims Administrator.

2) Previously Approved Claim Match. No written statement is required if the electronic payment card is used at medical care providers (i.e., merchants or service-provides that have health care related merchant category codes such as physicians, pharmacies, dentists, vision care offices, and hospitals) and the expense is in the same amount, for the same duration, and at the same provider as a previously approved expense (e.g. the Claims Administrator approves a thirty (30) count prescription with three (3) refills that was purchased at ABC Pharmacy; each time the card is swiped for subsequent refills at ABC Pharmacy the receipt need not be provided to the Claims Administrator if the expense incurred is the same amount).

3) Provider Match Program. No third party statement is required to be submitted to the Claims Administrator if the electronic claim file is accompanied by an electronic or written confirmation from the health care provider (e.g. your prescription benefits manager) that identifies the nature of the expenses and verifies the amount of the expense and that the expense is an Eligible Expense.

4) Inventory Information Approval System. No third party statement is required to be submitted to the Claims Administrator if the electronic payment card is used at a merchant (of any kind) that participates in an inventory information approval system developed by the card provider. Such system verifies, at the time of purchase, that the goods being purchased constitute medical care.

Note: You should still obtain the third party receipt when you incur the expense and swipe the card, even if you think it will not be needed, so that you will have it in the event the Claims Administrator does request it.

(9) Special rules apply to the use of the electronic payment card to purchase over-the-counter drugs and medicines other than insulin. Notwithstanding the rules described above regarding the use of the card to purchase medical care, the card may be used to purchase such over-the-counter drugs and medicines only in the following circumstances:

1) At any 90% pharmacy if the expense is substantiated after the purchase in accordance with paragraph (7) above.

2) At drug stores, pharmacies, non-health care merchants that have pharmacies, and mail order or web-based merchants that sell prescription drugs if (i) the cardholder presents the prescription to the pharmacist; (ii) the pharmacist assigns a prescription number and dispenses the over-the-counter drug or medicine in accordance with applicable law; (iii) the pharmacy retains a record of the transaction, including the name on prescription, prescription number, date, and the amount of the purchase; (iv) the pharmacy's records are accessible by the employer or its agent; (iv) the debit card system does not allow over-the-counter drugs or medicines without a prescription number; and (v) the expense is substantiated in accordance with the standard rules described above in paragraphs (7) and (8).

3) At merchants having healthcare related merchant codes (other than merchants described in item 2 above) if the expense is substantiated in accordance with the standard rules described above in paragraphs (7) and (8).

Note: If the over-the-counter medicine cannot be purchased with the electronic payment card, it may still be reimbursed using the manual reimbursement procedures described in paragraph (a) above.

(10) If you are unable to provide adequate or timely substantiation as requested by the Claims Administrator within the applicable time period, the card will be turned off and you must repay the Plan for the unsubstantiated expense. The deadline for repaying the Plan is set forth in the Cardholder Agreement. If you do not repay the Plan within the applicable time period, then the amount of the improperly paid claim may be withheld from your pay (if allowed by applicable law). If the Employer is unable to withhold the amount from your pay, an amount equal to the unsubstantiated expense will be offset against future eligible claims under the ME Plan. If no claims are submitted prior to the date you terminate coverage in the Plan, or claims are submitted but they are not sufficient to cover the unsubstantiated expense amount, the remaining unpaid amount may be treated as an indebtedness to the Employer.

(11) You can use either the payment card or the paper claims approach. You have the choice as to how to submit your eligible claims. If you elect not to use the electronic payment card, you may also submit claims under the paper claims approach discussed above. Claims for which the electronic payment card has been used cannot be submitted as paper claims.

(12) Your use of the payment card is not a claim. The use of an electronic payment card does not constitute a "claim" under the claims procedures.

(c) **Deadline.** You may submit claims for reimbursement of Eligible Expenses incurred during the Plan Year for ninety (90) days following the end of that Plan Year. This period following the end of the Plan Year during which claims for reimbursement may be filed is referred to as the "claims run-out period."

10.6 What limits apply to reimbursements under the ME Plan?

You cannot be reimbursed for any expenses above the amount of your election. You also cannot be reimbursed for any expenses that were incurred before the effective date of the ME Plan, for any expenses incurred before you become a Participant in the ME Plan, or for any expenses incurred after you terminate employment or otherwise cease to be eligible for coverage under the ME Plan, unless coverage is continued.

Please note that it is not necessary that you have actually paid an amount for that expense to be eligible for reimbursement. You only must have incurred the expense and not have been reimbursed or paid from another source. An expense is "incurred" when the service which gives rise to the expense has been provided, not when you are billed or when you pay the expense.

Claims incurred during the Grace Period will be first allocated to and reimbursed from your ME Account for the preceding Plan Year until such account is exhausted. Thereafter, any such claims will be allocated to and reimbursed from your ME Account for the current Plan Year. Claims incurred during the Grace Period will be allocated based upon the date the claim is received. Once a claim is allocated to an account, no changes, modifications, or adjustments will be allowed. In addition, no adjustment to your election for the current Plan Year may be made based upon the amount of claims incurred during the Grace Period that are reimbursed from the prior Plan Year's account.

NOTE: A claim incurred during the preceding Plan Year and submitted during the claims run-out period described above will be processed subsequent to a previously submitted claim incurred during the Grace Period, even if your ME Account from the preceding Plan Year is exhausted by reimbursement of the claim incurred during the Grace Period.

10.7 What is the maximum benefit I may elect to receive?

The maximum amount of benefits you may elect under the ME Plan for a Plan Year is an amount equal to the maximum amount of salary reduction contributions that may be made to the ME Plan under the Code, which is an amount indexed for inflation.

10.8 What if I am no longer eligible?

If your employment terminates, or you otherwise cease to be eligible for coverage under the ME Plan, your benefits under the ME Plan stop. You may not make any further contributions to your ME Account, and you may not submit claims for reimbursement of expenses incurred after you terminated employment or otherwise ceased to be eligible for coverage. You may, however, continue to submit claims for expenses incurred during the Plan Year before you terminated employment or otherwise ceased to be eligible for coverage until the expiration of the claims run out period following the end of the Plan Year described above.

NOTE: This rule may differ from the rule applicable to other Available Benefits.

10.9 Can coverage be continued?

If your employment terminates or you otherwise cease to be eligible for the ME Plan, you and any others who receive their coverage through you ***may*** be able to continue that coverage. Continuation coverage is available in accordance with the Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") applicable through the Public Health Services Act ("PHSA") and the Uniformed Services Employment and Reemployment Rights Act of 1994 ("USERRA"). These continuation rights are described later in this summary.

10.10 Can I carry over my ME Account to the next Plan Year?

No. Any amounts remaining in your ME Account attributable to a particular Plan Year shall be forfeited following the claims run-out period described above. You will not be entitled to carry over or receive any direct or indirect payment of any amount that represents the difference between the actual Eligible Expenses you have incurred, on the one hand, and the annual benefit you have elected and paid for, on the other. ***If you do not use it, you lose it.***

(a) In general, carryovers occur automatically. However, you may elect, in accordance with procedures adopted by the Plan Administrator, to waive the carryover. You must make such an election no later the last day of the Plan Year from which the carryover is to be made.

(b) Unless otherwise required under applicable law (including regulatory guidance), you will receive a carryover only if you are eligible to make elections under the ME Plan (or Limited Scope ME Plan) as of the first day of the Plan Year to which the carryover will be made (regardless of whether you actually elect to participate in the Plan for that Plan Year).

(c) A carryover does not count against the maximum reimbursement you may receive under the ME Plan for a Plan Year as described above.

Any amounts remaining in your ME Account attributable to a particular Plan Year after the carryover shall be forfeited. You will not be entitled to receive any direct or indirect payment of any amount in your ME Account in excess of the amount that may be carried over to the next Plan Year. ***If you do not use it and it cannot be carried over, you lose it.***

10.11 What if I receive benefits in error?

If a payment for benefits is made by the ME Plan in excess of the benefit to which you are entitled under the ME Plan, the ME Plan has the right to recover such overpayment from the payee. Repayment of an overpayment is a condition of participation in the Flexible Benefits Plan.

10.12 What if I am subject to a child support order?

Notwithstanding any provision in the ME Plan to the contrary, the ME Plan shall recognize child support orders regarding the provision of medical coverage for a child, including orders under the Child Support Performance and Incentive Act of 1998 to the extent required by law. If you are involved in a divorce or child custody matter, you or your legal counsel should contact the Plan Administrator.

10.13 May I receive a distribution of my ME Account balance if I am on military leave?

You may request a cash distribution from your ME Account if the following requirements have been satisfied:

(a) you are a member of the Army National Guard, the Army Reserve, the Navy Reserve, the Marine Corps Reserve, the Air National Guard, the Air Force Reserve, the Coast Guard Reserve, or the Reserve Corps of the Public Health Service; and

(b) you have been ordered or called to active duty for either (1) at least 180 days, or (2) an indefinite period of time.

Your request must be made in writing on a form provided by the Plan Administrator. Such request must be made on or after the date of the order or call to active duty and before the last day of the Plan Year. A copy of the order or call to duty must accompany the form.

The maximum amount you may receive is the amount actually contributed to the ME Plan as of the date of the request minus any reimbursements of Eligible Expenses provided under the ME Plan as of that date. Such distributions shall be included in your taxable income and shall be subject to normal wage withholding requirements to the extent required by law.

If a balance remains in your ME Account following the distribution, you may continue to submit claims for reimbursement.

PART XI.
HSA CONTRIBUTION FEATURE

11.1 What benefits are provided?

The Flexible Benefits Plan permits you to make contributions to a health savings account ("HSA") under the HSA Contribution Feature. Under the HSA Contribution Feature, you provide a source of pre-tax dollars by entering into a salary reduction arrangement with your Employer. You may also use available Employer Contributions (if any). Those pre-tax dollars will be contributed to your HSA. You save Social Security and income taxes on the amount of your salary reduction for HSA contributions.

11.2 How do I become a Participant?

To become a Participant in the HSA Contribution Feature, you must first become a Participant in the Flexible Benefits Plan. You must also satisfy the eligibility requirements for the HSA Contribution Feature. The HSA Contribution Feature's eligibility requirements are, in general, the same as the eligibility requirements for the Flexible Benefits Plan as described in Section 1.4. In addition, you must meet certain other requirements in order to participate in the HSA Contribution Feature. To be eligible, you must:

(a) be covered by the Employer's Qualifying High Deductible Health Plan;
(b) not be claimed as another person's tax dependent;
(c) not be actually covered by Medicare; and
(d) not have any health coverage other than coverage under a High Deductible Health Plan, except "Permitted Insurance" or "Permitted Coverage," whether or not such coverage is sponsored by your Employer.

If you satisfy those requirements, you become a Participant in the HSA Contribution Feature by electing benefits under the HSA Contribution Feature during your initial or subsequent annual enrollment periods.

11.3 What is a Qualifying High Deductible Health Plan?

A "Qualifying High Deductible Health Plan" generally is a health plan providing coverage that meets one of the following requirements:

(a) self-only coverage with a deductible of at least $1,300 (as indexed for inflation) before any reimbursement is made for eligible medical expenses (other than preventive care) and with an annual out-of-pocket limit of not more than $6,450 (as indexed for inflation); or
(b) family coverage with a deductible of at least $2,600 (as indexed for inflation) before any reimbursement is made for eligible medical expenses (other than preventive care), without an embedded individual deductible less than $2,600, and with an annual out-of-pocket limit of not more than $12,900 (as indexed for inflation).

NOTE: A health plan that covers prescription drugs prior to the specified deductible is not a Qualifying High Deductible Health Plan.

11.4 What is Permitted Insurance and Permitted Coverage?

"Permitted Insurance" is:

(a) insurance in which substantially all of the coverage relates to liabilities incurred under workers' compensation laws, tort liabilities, liabilities related to ownership or use of property, or similar liabilities as specified by the IRS;
(b) insurance for specified disease or illness (e.g., cancer insurance); or
(c) insurance that pays a fixed amount per day (or other period) of hospitalization (e.g., hospital indemnity insurance).

"Permitted Coverage" is coverage (whether through insurance or otherwise) for accidents, disability, dental care, vision care, or long-term care. Permitted coverage includes some medical reimbursement accounts and health reimbursement arrangements (HRAs), such as limited scope medical reimbursement accounts and HRAs (i.e., the Limited Scope ME Plan provided through this Flexible Benefits Plan), HRAs for which the payment or reimbursement of medical expenses (except expenses for preventive care, dental care, vision care, or long-term care premiums) is suspended, post-deductible medical reimbursement accounts and HRAs, and retirement HRAs. It also includes wellness programs and employee assistance programs that do not provide significant benefits in the nature of non-preventive medical care or treatment.

11.5 What other coverage disqualifies me?

You are not eligible to make or receive contributions to an HSA if you have any coverage that is not coverage under a Qualifying High Deductible Health Plan, coverage under Permitted Insurance, or Permitted Coverage. Other coverage that will disqualify you from being eligible for the HSA Contribution Feature includes, but is not limited to, coverage under your spouse's health plan (that is not a Qualifying High Deductible Health Plan), coverage under the ME Plan, coverage under your spouse's medical expense reimbursement plan, and coverage under a health reimbursement arrangement, including your spouse's health reimbursement arrangement.

Note: You must consider "coverage" you have through the plan's sponsored by your spouse's employer when determining whether you are eligible for HSA contributions.

11.6 What is my HSA?

Your HSA is a health savings account (as defined under the Internal Revenue Code) established by you with a third party trustee/custodian (e.g., bank or insurance company) that is authorized to be the trustee of HSAs and is selected by your Employer. Your Employer does not establish or sponsor your HSA. Furthermore, your Employer does not own your HSA; it is owned by you.

11.7 What are the limits on the amount of contributions?

The total contributions made by you and/or made on your behalf (i.e., contributions by your Employer) into HSAs owned by you are subject to a maximum contribution limit. Generally,

the maximum contribution you may make or receive in a year is an indexed amount (for 2020: $3,550 if you have self-only coverage or $7,100 if you have family coverage).

You are allowed to make or receive an additional "catch-up" contribution for the year in which you will attain age 55 before the end of the year and for any year thereafter while you remain eligible. The catch-up contribution is currently $1,000 per year.

If you are eligible for contributions for only a portion of the year, your maximum contribution (including catch up contributions) is determined in accordance with the following rules:

(a) **Not Eligible on December 1st.** If you cease to be eligible for contributions prior to December 1st of a particular year, the contribution limit for that year will be a fraction of the maximum contribution for the full year based upon the number of months in which you were eligible.

> **For example**, if you have single coverage under a Qualifying High Deductible Health Plan, are not eligible for catch up contributions, but are eligible only during January through June (i.e., six months of the year), your maximum contribution limit is 50% of the annual maximum.

(b) **Eligible on December 1st.** If you become eligible for HSA contributions during a particular year and you are eligible as of December 1st of that year, your maximum contribution for that year is the full indexed amount. However, if you become ineligible for HSA contributions during the following year, you will not be entitled to the full maximum contribution. Instead, your maximum contribution will be a fraction of the maximum contribution for the full year based upon the number of months in which you were eligible during that year. The excess contributions will be included in your gross income and a 10% additional tax will be imposed on those contributions.

If you are married, both you and your spouse have coverage under a Qualifying High Deductible Health Plan, and both you and your spouse have health savings accounts, the limit is divided equally between you (unless you agree to a different allocation).

Rollover contributions may also be made to an HSA from another health savings account or from an Archer MSA. Rollover contributions are not subject to the contribution limit described above.

11.8 What happens if my contributions exceed the contribution limit?

If the contributions to your HSA exceed the applicable maximum contribution limit for a year, generally the excess contributions will be included in your income and an excise tax will be imposed upon them. You will also be taxed on any earnings earned on the excess amounts. However, you can avoid the excess tax if you take a distribution of the excess contributions (and the net income attributable to the excess contribution) before the last day (including extensions) for filing your federal income tax return.

11.9 What are the tax consequences of the HSA Contribution Feature?

The contributions made under this HSA Contribution Feature will not be included in your gross income, unless they exceed the applicable maximum contribution limit as discussed above.

11.10 What are the rules regarding distributions from my HSA?

Your Employer has no control over or involvement with distributions made from your HSA. Your Employer does not substantiate expenses for which such distributions are made. Information regarding the procedure for obtaining distributions and the consequences of taking distributions is available from the trustee/custodian of your HSA.

Note: The definition of dependent for purposes of HSA distributions differs from the definition of "dependent" or "tax dependent" used in this document. Distributions from your HSA for expenses incurred by non-dependents may be considered taxable income and be subject to penalties. Please contact your tax advisor for additional information regarding the taxation of HSA distributions.

11.11 When does my participation end?

Participation in the HSA Contribution Feature ends upon the earlier of the date your participation in the Plan ceases or the date you no longer satisfy the eligibility requirements described in Section 9.2. However, you need not be a participant in the HSA Contribution Feature (or be employed by the Employer) in order to obtain distributions from your HSA. In addition, you may make contributions to your HSA outside this Flexible Benefits Plan, provided you are eligible to do so under IRS rules, after you have left employment with the Employer or have ceased to be a participant in the Flexible Benefits Plan.

NOTE: This HSA Contribution Feature is ***not*** a group health plan for purposes of the Consolidated Omnibus Budget Reconciliation Act of 1985, as amended (COBRA), the Family and Medical Leave Act (FMLA), and the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). COBRA, FMLA, and USERRA do not apply to this HSA Contribution Feature. However, COBRA, FMLA, and USERRA may apply to the Qualifying High Deductible Health Plan.

11.12 Can the contributions made to my HSA be forfeited?

No, once the contributions have been deposited in your HSA, you will have a nonforfeitable interest in the funds. You will be free to request a distribution of the funds or to move them to another provider of HSAs, to the extent allowed by law.

NOTE: A very limited exception exists if the person was never HSA eligible.

11.13 What are the reporting requirements?

Your Employer is responsible for reporting contributions made to your HSA through this HSA Contribution Feature on your Form W-2. You are also responsible for reporting contributions to your HSA, and for reporting distributions from your HSA, on appropriate forms available from the IRS.

PART XII.
CASH PAYMENT

12.1 What benefits are provided?

The Plan permits you to receive a cash payment of the available Employer Contribution not allocated for the purchase of other benefits under the Flexible Benefits Plan.

12.2 How do I become a Participant?

To become a Participant in this portion of the Flexible Benefits Plan, you must first become a Participant in the Flexible Benefits Plan. If you satisfy those requirements, you become a Participant in this portion of the Flexible Benefits Plan by electing to receive a cash payment during your initial or subsequent annual enrollment periods.

In addition, to receive a cash payment, you must waive coverage under the Group Medical Plan. To waive coverage under the Group Medical Plan, you must complete and submit a "waiver of coverage" form available from the Plan Administrator. If you become covered under the Group Medical Plan, you will cease to be eligible for cash payments under this portion of the Flexible Benefits Plan.

12.3 What amount of cash may I receive?

You may receive the entire portion of the Employer Contribution not allocated for the purchase of other benefits under the Flexible Benefits Plan.

12.4 When is the cash payment made?

The cash payment will be pro-rated and made in substantially equal installments at least monthly. The payments will be made by a separate check or incorporated into the Participant's regular paycheck.

Note: All cash payments constitute taxable income and are subject to withholding to the extent required by law.

12.5 What if I am no longer eligible?

If your employment terminates, or you otherwise cease to be eligible to participate in the Flexible Benefits Plan, the cash payments cease. Only Participants are eligible to receive a cash payment.

PART XIII.
INDIVIDUAL PREMIUM FEATURE

13.1 What benefits are provided?

The Plan permits you to pay or receive reimbursement for the cost of certain individual insurance policies under the Individual Premium Feature (the "IP Feature"). Under the IP Feature, you provide a source of pre-tax dollars by entering into a salary reduction arrangement with your Employer. You may also use available Employer Contributions (if any). Those pre-tax dollars will be used to pay or reimburse you for your eligible expenses. You save Social Security and income taxes on the amount of your salary reduction for individual insurance policy expenses.

13.2 How do I become a Participant in the IP Feature?

To become a Participant in the IP Feature, you must first become a Participant in the Flexible Benefits Plan. You must also satisfy the eligibility requirements for the IP Feature. The IP Feature's eligibility requirements are the same as the eligibility requirements for the Flexible Benefits Plan as described in Section 1.4. If you satisfy those requirements, you become a Participant in the IP Feature by electing benefits under the IP Feature during your initial or subsequent annual enrollment periods.

NOTE: Keep in mind the general rule regarding irrevocable elections. Unless a recognized exception to the irrevocable election rule applies, the election is irrevocable for the Plan Year; even if the underlying individual insurance policy changes or is no longer in effect.

13.3 What is my individual premium account?

If you elect benefits under the IP Feature, an individual premium account ("IP Account") will be established in your name to keep a record of the benefits to which you are entitled. When you complete the election form, you specify the amount of benefits you wish to receive. These benefits may be funded by allocation of available Employer Contributions (if any) and, to the extent any such Employer Contributions are insufficient, with pre-tax dollars through salary reduction contributions. A pro-rated portion of your election will be credited to your IP Account according to the schedule described in Section 1.14.

The amount that is available in your IP Account at any particular time will be whatever has been credited to such IP Account less any reimbursements.

The IP Account is a bookkeeping account only. The Employer pays benefits from its general assets. There is no trust.

13.4 What coverage can be paid pre-tax?

CAUTION: Not all individual policies are eligible for pre-tax payment.

In order to be eligible for payment or reimbursement under the IP Feature, an individual insurance policy must meet all of the following requirements:

(a) The individual policy must be obtained by the Participant.

(b) The coverage must not violate the terms of the Flexible Benefits Plan and/or the requirements under the Internal Revenue Code. This includes, but is not limited to, excluding coverage that results in deferred compensation from one year to another year.

(c) The coverage is for accident or health coverage, including "specialty" coverage other than coverages offered by the Employer on a group basis. "Specialty" coverages include hospital indemnity, disease specific, cancer, organ transplant coverages, etc.

(d) The coverage is ***not*** any of the following: major medical coverage, Medicare Part B, Medicare Part D, and Medicare supplement coverage, long-term care coverage, and individual insurance policies purchased through a public exchange.

A copy of the policy must be provided to the Plan Administrator, and is incorporated by reference into the Flexible Benefits Plan.

If the other requirements described above are satisfied, Eligible Expenses include premiums for coverage provided to both you and your "dependents." For purposes of this IP Feature, **"dependent"** generally includes an individual who satisfies the requirements of paragraph (a), (b), (c), or (d) below:

(e) A person to whom you are legally married in accordance with applicable state law.

(f) An individual who:
- (1) is your child (son, daughter, stepson, stepdaughter, adopted child, eligible foster child, or child placed for adoption);
- (2) and will not attain age 27 during the relevant calendar year.

(g) An individual who:
- (1) is your child (son, daughter, stepson, stepdaughter, adopted child, eligible foster child, or child placed for adoption), brother, sister, stepbrother, or stepsister, or a descendant of any such person;
- (2) has the same principal place of abode as you for at least one-half of the relevant year;
- (3) will not attain age 19 (or age 24 if a full time student) during the relevant year or is permanently and totally disabled;
- (4) did not provide over half of his/her own support during the relevant year;
- (5) is a citizen, national, or resident of the United States, or a resident of Canada or Mexico;
- (6) is younger than you; and
- (7) does not file a joint tax return with his or her spouse.

(h) An individual who:
- (1) is your child (or a descendant of a child), brother, sister, stepbrother, or stepsister, parent (or a parent's ancestor), stepparent, brother or sister's son or daughter, parent's brother or sister, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother-in-law, or sister-in-law or, if not such a

relative, an individual who has the same principal place of abode as you and is a member of your household;

(2) has received more than one-half of his/her support from you during the relevant year;

(3) is not your qualifying child or the qualifying child of anyone else (i.e., does not satisfy the requirements of paragraph (1) above with respect to any person); and

(4) is a citizen, national, or resident of the United States, or a resident of Canada or Mexico.

NOTE: The definition of "dependent" is different than the definition applicable under the Internal Revenue Code for purposes of identifying who you may claim as an exemption on your federal income tax return. Furthermore, an individual eligible for dependent coverage under the individual policy is not necessarily a "dependent" for purposes of the IP Feature. Additional special rules apply in some cases. For additional information, please contact the Plan Administrator or your tax advisor.

13.5 How do I receive my benefits under the IP Feature?

(a) **Periodic Reimbursements.** When you incur an expense that is eligible for reimbursement, you submit a claim to the Claims Administrator on a claim form that will be supplied to you. The claim form will typically set forth:

(1) the amount, date and nature of the expense,

(2) the name of the person or entity to which the expense was paid,

(3) your statement that the expense has not been reimbursed, and you will not seek reimbursement for the expense, from any other source, and

(4) such other information as the Claim Administrator may require. You may also be required to submit copies of bills or receipts from the provider(s) to support your claim.

If there are enough dollars credited to your IP Account, you will be reimbursed for your Eligible Expenses on a per claim basis. The Claims Administrator may directly pay the issue of the insurance pay or reimburse you after you have incurred the premium.

(b) **Deadline**. You may submit claims for reimbursement of Eligible Expenses incurred during the Plan Year for ninety (90) days following the end of that Plan Year. This period following the end of the Plan Year during which claims for reimbursement may be filed is referred to as the "claims run-out period."

13.6 What limits apply to payments or reimbursements under the IP Feature?

You cannot be reimbursed for any expenses above your ***available*** IP Account balance. If your claim was for an amount that was more than your current IP Account balance, the excess part of the claim will be carried over into following months, to be paid as your balance becomes adequate. You also cannot be reimbursed for any expenses that arise before the effective date of

the IP Feature, for any expenses that arise before you become a Participant in the IP Feature, or for any expenses incurred after the close of the Plan Year.

Please note that it is not necessary that you have actually paid an amount for that expense to be eligible for reimbursement. You only must have incurred the expense and not have been reimbursed or paid from another source. An expense is "incurred" when the coverage which gives rise to the expense is provided, not when you are billed or when you pay the expense.

13.7 What if I am no longer eligible?

If your employment terminates or you otherwise cease to be eligible for coverage under the IP Feature, you may not make any further contributions to your IP Account. However, you may continue to submit claims for reimbursement of Eligible Expenses incurred while you were a Participant for a period of 90 days after the date you ceased to be eligible to participate.

NOTE: This does not necessarily mean that the insurance coverage stops. That is determined based upon the terms and conditions of the particular insurance policy.

13.8 What if the Eligible Expenses I incur during the Plan Year are less than the annual benefit I have elected?

Any amounts remaining in your IP Account attributable to a particular Plan Year shall be forfeited following the claims run-out period described in Section 10.5. You will not be entitled to receive any direct or indirect payment of any amount that represents the difference between the actual Eligible Expenses you have incurred, on the one hand, and the annual benefit you have elected and paid for, on the other. ***If you do not use it, you lose it.***

13.9 What if I am subject to a child support order?

CAUTION: This provision applies only to the extent the individual policies paid or reimbursed through the IP Feature are considered a group health plan for purposes of applicable child support laws.

Notwithstanding any provision in the Flexible Benefits Plan to the contrary, the Flexible Benefits Plan shall recognize child support orders regarding the provision of medical coverage for a child, including orders under the Child Support Performance and Incentive Act of 1998 to the extent required by law. If you are involved in a divorce or child custody matter, you or your legal counsel should contact the Plan Administrator.

PART XIV.
CONTINUATION COVERAGE

14.1 What are my continuation rights under COBRA?

The Consolidated Omnibus Budget Reconciliation Act of 1985 ("COBRA") requires most employers with twenty (20) or more employees to offer employees and their families (spouse and/or dependent children) the opportunity to pay for a temporary extension of health coverage (called "continuation coverage") at group rates in certain instances where health coverage under employer sponsored group health plan(s) would otherwise end. There is no requirement that a person be insurable to elect continuation coverage. However, a person who continues coverage may have to pay all of the premium for the continuation coverage. The Group Medical Plan, Group Dental Plan, Group Vision Plan, and Medical Expense Reimbursement Plan shall be operated consistent with COBRA and pursuant to COBRA policies and procedures contained in a separate document and is incorporated by reference into this Flexible Benefits Plan. This document is available to you upon request, at no charge.

14.2 What are my continuation rights under USERRA?

If you are called to active duty in the uniformed services, you may elect to continue coverage for you and your eligible dependents under USERRA for a period of up to 24 months. You and your eligible dependents qualify for this extension if you are called into active or reserve duty, whether voluntary or involuntary, in the Armed Forces, the Army National Guard, the Air National Guard, full-time National Guard duty (under a federal, not a state, call-up), the commissioned corps of the Public Health Services and any other category of persons designated by the President of the United States. This continuation right is similar to, and runs concurrent with, your continuation right under COBRA (if any). The Group Medical Plan, Group Dental Plan, Group Vision Plan, and Medical Expense Reimbursement Plan shall be operated consistent with USERRA and pursuant to USERRA policies and procedures contained in a separate document and is incorporated by reference into this Flexible Benefits Plan. This document is available to you upon request, at no charge.

14.3 What are my continuation and/or conversion rights for group health plan coverage under state law?

Minnesota requires continuation and conversion of group health plan coverage (including medical, dental, and vision coverage) upon certain events. These laws may apply to both insured and self-insured plans other than health flexible spending accounts. Your continuation and conversion rights, and the rights of those who are covered through you, are described in the separate materials that have been provided to you either directly by the carrier (the insurance company) or by your Employer. If you have not been provided this information, you should contact the Plan Administrator.

14.4 What are my continuation and/or conversion rights for group term life insurance coverage under state law?

Minnesota requires continuation and conversion of group-term life insurance. Your continuation and conversion rights, and the rights of those who are covered through you, are described in the separate materials that have been provided to you either directly by the carrier (the insurance company) or by your Employer. If you have not been provided this information, you should contact the Plan Administrator.

PART XV.
FAMILY AND MEDICAL LEAVE ACT OF 1993

15.1 Family and Medical Leave Act of 1993

As a Minnesota public sector employer, your Employer is deemed to have fifty (50) or more employees for purposes of FMLA.

NOTE: You should contact your Employer regarding any FMLA questions. The Claims Administrator does not have authority to make these decisions.

PART XVI.
ADMINISTRATIVE INFORMATION

NOTE: The Employer is a Minnesota public sector entity. Therefore, the Employee Retirement Income Security Act of 1974 ("ERISA") does not apply to this Flexible Benefits Plan, including any of the benefits made available through it.

Plan:

Plan Name:	City of Isanti Flexible Benefit Plan
Plan Type:	Section 125 Cafeteria Plan

Employer, Plan Administrator, and Agent for Service of Legal Process:

Name:	City of Isanti
Address:	110 1st Ave NW, PO Box 428
City, State Zip:	Isanti, MN 55040
Phone/Fax Number:	763-444-5512 / Fax: 763-444-5560
EIN:	41-6009098
Contact Person:	Katie Brooks, Human Resources

PLAN NAME	PLAN TYPE	INSURER/CLAIMS ADMINISTRATOR
City of Isanti Flexible Benefits Plan	Cafeteria Plan	Katie Brooks /
Public Employers Insurance Program Group Medical Plan	Health and Medical	PEIP
Dependent Care Assistance Program Reimbursement Plan	Dependent Care Expense Reimbursement	Further
Medical Expense Reimbursement Plan	Health and Medical Expense Reimbursement	Further
Group Dental Plan	Health and Accident	Delta Dental
Group Vision Plan	Health and Accident	Eye Med
Group Term Life Plan	Life	Sun Life
Short Term Disability Plan	Health and Accident	Aflac
Long Term Disability Plan	Health and Accident	Aflac
Health Savings Plan	Health and Accident	Further

This Plan does not have a trust; therefore, there are no trustees.

EXHIBIT A
Eligible Medical Care Expenses

ME Plan. Medical and dental expenses that qualify as expenses for medical care under Internal Revenue Service rules generally qualify as Eligible Expenses for reimbursement under the ME Plan. Those may take the form of co-pays, deductibles, and medical expenses not covered by other insurance. Often expenses that qualify for deductions under IRS rules are Eligible Expenses, but in some instances expenses that are deductible will not be reimbursable and expenses that are not deductible will be reimbursable. Some specific examples are identified below. The following is not an exhaustive list and there are other expenses that are eligible if they satisfy the IRS rules.

Dental & Orthodontic Care

Allowable expenses:

- Dental treatment
- Artificial teeth/dentures
- Braces, orthodontic devices

Expenses specifically disallowed by the IRS or courts:

- Teeth whitening
- Toothbrushes and toothpaste, even if special type is recommended by dentist

Therapy Treatments

Allowable expenses:

- X-ray treatments
- Treatment for alcoholism or drug dependency
- Legal sterilization
- Acupuncture
- Vaccinations
- Hair transplant (to treat specific medical condition)
- Electrolysis (to treat specific medical condition)
- Physical therapy (as a medical treatment)
- Fee to use swimming pool for exercises prescribed by physician to alleviate specific medical condition such as rheumatoid arthritis
- Speech therapy
- Smoking cessation programs and prescribed drugs to alleviate nicotine withdrawal

Expenses specifically disallowed by the IRS or courts:

- Physical treatments unrelated to a specific health problem (e.g., massage for general well being)
- Any illegal treatment
- Cosmetic surgery
- Treatment for baldness (unless it is for a specific medical condition and not for cosmetic purposes)

Fees/Services

Allowable expenses:

- Physician's fees and hospital services
- Nursing services for care of a specific medical ailment

Expenses specifically disallowed by the IRS or courts:

- Payments to domestic help, companion, babysitter, chauffeur, etc. who

- Cost of a nurse's room and board if paid by the taxpayer where nurse's services qualify
- Social Security tax paid with respect to wages of a nurse where nurse's services qualify
- Services of chiropractors
- Christian Science practitioner fees
- Diagnostic tests

primarily render services of a non-medical nature
- Nursemaids or practical nurses who render general care for healthy infants
- Fees for exercise, athletic, or health club membership when there is no specific health reason for needing membership
- Marriage counseling provided by clergyman

Hearing Expenses

Allowable expenses:

- Hearing aids and hearing aid batteries
- Hearing aid repair
- Special telephone equipment

Medicine and Drugs

Allowable expenses:

- Medicine and drugs that require a prescription
- Insulin
- Other over the counter medicine and drugs if (1) used to alleviate or treat personal injuries or sickness (including antacids, antihistamines, aspirin/pain relievers, cold medicines, acne medicine, etc.) and (2) prescribed by a health care provider

Expenses specifically disallowed by the IRS or courts:

- Medicine and drugs for personal, general health, or cosmetic purposes
- Dietary supplements if for general health

Medical Equipment

Allowable expenses:

- Blood sugar test kits
- Wheelchair or autoette (cost of operating/maintaining)
- Crutches (purchased or rented)
- Special mattress & plywood boards prescribed to alleviate arthritis
- Oxygen equipment and oxygen used to relieve breathing problems that result from a medical condition
- Artificial limbs
- Support hose (if medical necessary)
- Wigs (where necessary to mental health of individual who loses hair because of disease)

Expenses specifically disallowed by the IRS or courts:

- Wigs, when not medically necessary for mental health
- Vacuum cleaner purchased by an individual with dust allergy
- Mechanical exercise device not specifically prescribed by physician

- Excess cost of orthopedic shoes over cost of ordinary shoes
- Breast pumps for nursing mothers

Physicals

Allowable expenses:

- Physicals and other well visits
- Immunizations

Expenses specifically disallowed by the IRS or courts:

- Physicals for employment purposes

Vision Care

Allowable expenses:

- Optometrist's or ophthalmologist's fees
- Eyeglasses and prescription sunglasses
- Insurance for replacement of lost or damaged contact lenses
- Contact lens and contact lens solutions
- Laser eye surgery

Assistance for the Handicapped

Allowable expenses:

- Cost of guide for a blind person
- Cost of note-taker for a deaf child in school
- Cost of Braille books and magazines in excess of cost of regular editions
- Seeing eye dog (cost of buying, training and maintaining)
- Household visual alert system for deaf person
- Excess costs of specifically equipping automobile for handicapped person over cost of ordinary automobile; device for lifting handicapped person into automobile
- Special devices, such as tape recorder and typewriter, for a blind person

Psychiatric Care

Allowable expenses:

- Services of psychotherapists, psychiatrists and psychologists

Expenses specifically disallowed by the IRS or courts:

- Psychoanalysis undertaken to satisfy curriculum requirements of a student

Miscellaneous Charges

Allowable expenses:

- X-rays
- Expenses for services connected with donating an organ
- Excess cost pf Medically prescribed diet
- The cost of a medically prescribed weight loss program
- Breast reconstructive surgery following mastectomy as part of treatment for cancer
- Contraceptives
- Fertility treatments
- Medical records charges
- Cost of transportation primarily for and essential to medical care (e.g., the expense of traveling to and from a medical service provider)
- Bandages
- Lactation supplies for nursing mothers

Expenses specifically disallowed by the IRS or courts:

- Expenses of divorce when doctor or psychiatrist recommends divorce
- Cost of toiletries, cosmetics, and sundry items (e.g., soap, toothbrushes)
- Cost of special foods taken as a substitute for regular diet, when the special diet is not medically necessary or taxpayer cannot show cost in excess of cost of a normal diet
- Maternity clothes
- Diaper service
- Distilled water purchased to avoid drinking fluoridated county water supply
- Installation of power steering in automobile
- Pajamas purchased to wear in hospital
- Mobile telephone used for personal calls as well as calls to physician
- Union dues for sick benefits for members
- Contributions to state disability funds
- Auto insurance providing medical coverage for all persons injured in or by the taxpayer's automobile, where amounts allocable to taxpayer and dependent is not stated separately
- Long-term care services
- Funeral expenses

Insurance

Allowable expenses:

- None

Expenses specifically disallowed by the IRS or courts:

- Health insurance premiums (including individual and non-employer sponsored coverage)
- Long term care insurance premiums

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, NOVEMBER 5, 2019 – 7:00 P.M.
CITY HALL

I. Citizens Input
II. City Council Agenda

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Award
Rotary Club of Cambridge & Isanti *(Jackie Moen)*

F. Approve City Council Minutes
1. October 15, 2019 - Regular Meeting of the City Council
2. October 15, 2019 - Committee of the Whole Meeting
3. September 24, 2019- Parks, Recreation and Culture Board Meeting
4. October 29, 2019 – Closed Session Minutes

G. Announcements

1. Committee of the Whole	Tuesday, November 19, 2019 at 5:00 p.m.
2. City Council Meeting	Tuesday, November 19, 2019 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, November 19, 2019 *(Immediately following the City Council Meeting)*
4. Park, Recreation, & Culture Board Meeting	Tuesday, November 26, 2019 at 6:00 p.m.

H. Council Committee Reports

I. Public Hearings

J. Business Items
1. 2019-XXX Interview Applicant for Vacant Economic Development Authority Board Seat
2. Ordinance- XXX Amending City Code Chapter 111: Building Construction Adopting Article IV, Minnesota State Fire Code
3. Ordinance- XXX Amending City Code Adding Chapter 125, City Name, Seal and Logo

<u>City Engineer Jason Cook</u>
4. Resolution 2019-XXX Approving Proposal for Preliminary Engineering Report for Street Improvements

K. Approve Consent Agenda
1. Accounts Payable in the Amount of $893,000.84 Payroll in the Amount of $162,558.77
2. Resolution 2019-XXX Approving the Development Agreement for Legacy Pines 2nd Addition
3. Resolution 2019-XXX Approving the Engagement Letter for the 2019 Audit

4. Resolution 2019-XXX Approving Exempt Gambling Permit to Cambridge-Isanti Redline Hockey Club
5. Resolution 2019-XXX Assistance in Hanging Wreaths for the Holiday Season
6. Resolution 2019-XXX Approving Isanti Police Department Mission Statement, Vision Statement, and Core Values
7. Resolution 2019-XXX Resolution to Authorize Staff to Request Quotes for Contractors for Nuisance Weeds/Grass Abatement
8. Resolution 2019-XXX Offering the Position of Full-Time Police Officer to Tyler Lawson
9. Resolution 2019-XXX Offering the Position of Part-Time Liquor Store Clerk to Carla Scharber
10. Resolution 2019- XXX Approving FTO Compensation for Brian Saba
11. Resolution 2019-XXX Resolution Accepting Plumbing Maintenance Proposal

L. Other Communications

1. Draft Minutes from the October 22, 2019 Parks, Recreation, and Culture Board Meeting

Adjournment

MINUTES

F.1.

CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, OCTOBER 15, 2019 – 7:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Police Officer Jeremy Welfring, Police Chief Travis Muyres and Community Development Director Sheila Sellman

Others Present: Jenifer Kotilla, Alexander Collins, Lisa Johnson, Megan Gordon, Mike Warring, Helen Dorbor, Rebecca Collins, Jolivea Dorbor, Edward Dorbor, Samuel Barrian, Sylvester Tiffina, Reginald Chea, Louie Tumba, Samuel Kol, Femi Eni and Julia Birholz

D. Adopt Agenda

Addendum:
Add J.1 Resolution 2019-279 Establishing a Sister City Relationship with the City of Unification Liberia
Add K.8 D Attachment Revision for Exhibit D
Motion by Lundeen, second by Bergley to adopt agenda with the modifications listed above. Motion passed 5-0. Motion carried.

E. Proclamations/Commendations/Certificate Awards

None

F. Approve City Council Minutes

1. October 1, 2019- Regular Meeting of the City Council
2. August 7, 2019- Economic Development Authority

Motion by Bergley, second Collison to approve minutes as presented. Motion passed 5-0. Motion carried.

G. Announcements

1.	Park, Recreation, & Culture Board Meeting	Tuesday, October 22, 2019 at 6:00 p.m.
2.	City Council Meeting	Tuesday, November 5, 2019 at 7:00 p.m.
3.	EDA Meeting	Tuesday, November 5, 2019 *(Following the City Council Meeting)*

H. Council Committee Reports

Councilmember Collison shared that at the BMX board meeting it was discussed about the possibility of putting signs on the East side and the West side of the building. Collison further shared that Rum River BMX would follow City Code for signage and pay for the cost. Collison continued to share that Rum River BMX would like to discuss the 2-year agreement for the Nationals.

I. Public Hearings

1. **Resolution 2019-278** Resolution to Authorize Nuisance Abatement for Property Located at 112 Elizabeth Street SW

Community Development Director Sheila Sellman shared that at the beginning of September staff received a complaint of a junk vehicle at the above address. Sellman continued to share that it is a truck missing all four wheels and is up on jack stands. City staff has sent letters and a citation requesting compliance with no response from the resident.

Mayor Johnson opened the Public Hearing at 7:07 p.m.
With no comments from the public, Mayor Johnson closed the Public Hearing at 7:07 p.m.
Motion by Bergley, second by Lundeen to tow vehicle. Motion passed 5-0. Motion carried.

J. Business Items

1. **Resolution 2019-279** Establishing a Sister City Relationship with the City of Unification Liberia

Mayor of Unification Liberia, Samuel Barrian shared that they would like to share a relationship with the City of Isanti. Barrian went on by reading the City of Unification Liberia's resolution for requesting Sister City Relationship.

Mayor Johnson read the City of Isanti's resolution for Establishing a Sister City Relationship with the City of Unification Liberia.
Motion by Bergley, second by Collison to approve resolution as presented. Motion passed 5-0. Motion carried.

K. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $375,905.10 Payroll in the Amount of $104,503.87 and Third Quarter Payroll for Council/ Boards/ Commissions in the Amount of $9,334.64
2. **Resolution 2019-280** Approving the Development Agreement for Villages on the Rum 6th Addition
3. **Resolution 2019-281** Approving the Development Agreement for Prairie Senior Cottages Phase II
4. **Resolution 2019-282** Accept OPEB Actuarial Valuation Quote from Hildi Inc.
5. **Resolution 2019-283** Accepting Full-Time Police Officer Joshua Anderson's Letter of Resignation
6. **Resolution 2019-284** Approving Resignation of Reserve Officer Dan Richardson
7. **Resolution 2019-285** Accepting Part-Time Liquor Store Clerk Letter of Resignation for Lacey Hanson
8. **Resolution 2019-286** Approving the Flexible Benefit Options for Eligible Employees

Motion by Lundeen, second by Collison to approve Consent Agenda as presented. Motion passed 5-0. Motion carried.

L. Other Communications

1. September Police Department Reports
2. September Code Enforcement Officer Report
3. September Building Inspector Report
4. October Engineering Project Status Report

Adjournment

Motion to adjourn by Bergley, second by Gordon. Motion passed 5-0. Motion carried. The meeting was adjourned at 7:25 p.m.

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

MINUTES
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, OCTOBER 15, 2019 – 5:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 5:00 p.m.

Members Present: Mayor Johnson (arrived at 5:11 p.m.), Councilors: Jimmy Gordon, Paul Bergley (arrived at 5:21 p.m.) and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Community Development Director Sheila Sellman, Assistant City Administrator/ Special Projects Don Lorsung, City Engineer Jason Cook, Public Services Director Matt Sylvester and Chief of Police Travis Muyres

D. Committee Meeting Items

1. Police Department Updates
   - Information was shared with Committee

2. Whisky Road Sidewalk Updates
   - Recommendation from Committee is to send a letter reminding residents to remove weeds from fencelines.

3. Draft Logo ORD
   - Recommendation from Committee is to move forward and post Ordinance for 10 days and bring to City Council meeting.

4. Draft State Fire Code ORD
   - Recommendation from Committee is to move forward and post Ordinance for 10 days and bring to City Council meeting.

5. Field Training Officer Compensation
   - Recommendation from Committee is to move forward and bring to City Council meeting.

6. Lateral Pay for New FT Police Officer Positions
   - Recommendation from Committee is to move forward and bring recommendation to City Council meeting when hiring.

7. Lateral Pay for Future FT Maintenance Tech II Positions
   - Recommendation from Committee is to move forward and bring recommendation to City Council meeting when hiring.

8. City Council Agenda Request- Isanti Cub Scout Pack 523
    - Recommendation from Committee is for staff to research information for a policy that would include a timeline and any other organizations that may be interested and bring back to Committee of the Whole.

9. City Council Agenda Request- Best Western Hotel
    - Recommendation from Committee is for staff to research cost of other hotels in nearby cities and bring back to Committee of the Whole.

10. City Council Agenda Request- Lloyd Stevens
    - Information was shared with committee and no further action was taken.

11. Annual Review of Snow Plowing
    - Recommendation from Committee is to remove Bellaire Blvd from exempt sidewalk list and send a letter to the association stating that the city will no longer be plowing the sidewalk unless the association provides the City with an easement.

12. IPD Mission Statement
    - Recommendation from Committee is to move forward and bring to City Council meeting.

13. Open Burning Permit Discussion
    - Recommendation from Committee is that permits go through Police Chief and Fire Chief for approval with no fee.

14. Council Chamber Wall Discussion
    - Recommendation from Committee is to purchase 3 balls for flags and one eagle for the American flag with the cost for the eagle to not exceed $100.

15. Palomino Road Signage Discussion
    - Recommendation from Committee is to move forward with putting up signs on Palomino Road stating "no motorized vehicles and snowmobiles."

16. No Parking Signs Discussion
    - Recommendation from Committee is to put no parking signs on 8th Ave and bring back for further discussion regarding schools intent.

17. Sister City Relationship Discussion
    - Recommendation from Committee is to move forward and bring to 7:00 p.m. City Council meeting.

18. Review of 2019 City Council Goal Setting Items

- Information was shared with Committee and no other action was taken.

E. Adjournment

The Meeting was adjourned at 6:47 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
September 24, 2019
City Council Chambers

1. Meeting Opening.

A. Call to Order.
Zdon called the meeting to order at 6:00 p.m.

B. Pledge of Allegiance
Everyone stood for the Pledge of Allegiance

C. Roll Call
Members Present: James Witte, Aaron Zdon, and Brian Thum
Members Absent: Mayor Jeff Johnson
Staff Present: Jenny Garvey, Parks, Recreation and Culture Manager,

D. Agenda Modifications
Zdon asked if there were any agenda modifications, Zdon asked to add to Parks Update about the skate park. Motion by Witte, second by Thum to approve the agenda for the September 24, 2019 PRC board meeting.

2. Approval of Minutes from July 23, 2019, Parks, Recreation, and Culture Board Meeting
Motion by Witte and second by Thum; all in favor. Minutes were unanimously approved.

3. Receive the Parks, Trails and Open Space plan
Garvey reviewed that the Comp Plan was previously handed out to the board and they were to review and bring back comments/suggestions. Garvey will review and compile the results of all the board members comments and bring back these at a later time. Zdon had emailed his prior to the meeting to Garvey and the others will be able to email their completed lists by Monday Sept 30.

4. Snow Sledding Hill
Garvey reviewed that back in 2018, the park board was provided a brief idea of having a sledding hill within the city, which was a part of the 2018 annual council goals. The idea was presented to the PRC board but did not have much discussion and nothing further was discussed. Staff is bringing back this item to discuss further and provide staff with some direction. Staff has reached out to our insurance carrier but has not heard back from them. Some others items that the board should consider are: staff time to maintain, amount of snow fall, lighting, Bluebird park has one natural hill, however it is not a high grade, obstacles for sledders: trees, bushes, fencing, drainage, etc, parking, walking distance and restrooms. Another option would be to purchase a snow making machine, to assist with snow and to allow for a steeper grade of hill, staff did a

brief search and found units for about $3,000. Again, more items to consider are staff time to make snow, make hill, maintain hill, maintain machine, weather conditions, etc. Garvey also mentioned that at Bluebird the design of the park has an amphitheater and that council will be looking at this more in 2020. Zdon mentioned that this was bid out and had plans back in about 2008 and that it fell through as the economy turned. Zdon stated that Bluebird hill would be a good option, and its not a steep hill. Witte mentioned that he has seen kids sledding on south passage by a drainage area for younger kids. Zdon also mentioned a pile of dirt that he has seen at Andover and Coon Rapids. Zdon and Witte mentioned the soccer field hill and that the top of the hill has a fence so it doesn't provide much of an area at the top and that maybe a snow machine could be added to this area to provide the steepness and the top area that is needed but not sure if we have the water supply. Garvey mentioned that water supply could come from the hydrants as we do for making the outdoor rink. Zdon then mentioned that we could try Bluebird with a sign that its for sledding. Witte mentioned the idea of River Bluff Preserve and knocking down trees, however this would have to be quite a few and was then decided that was not a good option as safety would be a big factor with trees. Zdon mentioned that the board is exploring it and for simplicity, that Bluebird is the option to proceed with, get a sign made and for cost. Zdon mentioned the snow-making machine would also be able to provide more snow and that we can look into this more as the budget process comes about.

5. Dog Park Amenities

Garvey reported the dog park opened up this past May and staff was asked to explore ideas to add more amenities and a bench. The park has been well received and is getting used a lot, staff has increased pick up from Monday and Fridays, to Mon, Wed, Fri. Garvey continued that the Rotary Club of Cambridge & Isanti, donated money to the city to be used for the dog park. A new bench has arrived and Public works will install it this fall as we see where the best option to place it will be as it will be in concrete. The Rotary club stated that the remaining dollars can be used for amenities to be placed within the dog park. Garvey presented a few ideas and concepts/pictures she found to review. Public works can make some of these items as they are made out of wood. Tires were presented as ideas to place around. Zdon mentioned that staff to look into if Public works is available to utilize their skill to build items and that we also check with dog trainers as far as spacing or heights for amenities. Garvey mentioned that she will research a bit with organizations, as Isanti County has a K9 unit and an area where they have amenities. Witte mentioned the drainage corrugated pipe is a good option to add. Garvey mentioned we have procured a couple of large tires to add to the park. Zdon stated that he liked the concept of them being partially buried and Witte stated he liked the painted idea. Witte also mentioned he liked the hoop style of tires for jumping through. Zdon stated that Public works can review ideas and see what is possible for them to build. Garvey stated that this area doesn't have the requirements that a children's playground has so we are able to save some funds building items on our own. Zdon asked if the bench donated by the Rotary will have a plaque. Garvey replied that it has the word Rotary designed into the bench itself and that other amenities will have a small plaque added similar to ones we have on tables that the Rotary Club has donated.

6. DNR Funded Projects

Garvey reviewed that staff received information from the DNR that we have some items that need attention for projects that the city received grant funding for from the state when these parks were built, after the DNR did a tour of these locations. We received information on three parks: Mattson, Unity and the Soccer complex. Staff has asked the DNR for clarification on a few of these items as they were unclear. One item we received was to add a funding sign, however after clarification this is one item that we do not need to duplicate signs that we already have within the park regarding the funding source, but the ones we are missing will be put up by Public works. Garvey continued with that she has been in contact with the soccer association regarding the picnic table at the shelter and will add it under the picnic shelter. Public works is working on the adding accessible parking signage and the funding sign was added to the picnic shelter. Mattson park had the funding sign added to the south park sign and another area that the DNR pointed out was the porta potty and accessibility on the grass. Garvey reviewed that the porta potty will need to be placed on a concrete slab to assist with the ADA accessibility item that was pointed out. Garvey continued with the accessibility to each of the playground areas, and Zdon stated that we would do a sidewalk off of the sidewalk and to connect and what makes the most sense to connect these together. Zdon stated that Public works can use there best judgement to place the sidewalks within the park area to connect these elements. Garvey described a placement for the porta potty to be placed and board agreed to have staff place it as they best judge it to go. The other items are being worked on or are completed and the one remaining one we need direction on is the picnic tables within Mattson. Zdon clarified to that we need to address this items as they have been brought to our attention. Garvey stated that she clarified with Mia, DNR person, that we do not have a deadline for this items that they are providing this as information and to make sure we are working on them. Zdon stated that we could budget to add the picnic tables. Garvey reviewed that Unity has the funding sign, it was just overlooked and the gate entrance width will need to be adjusted as this was built before ADA standards. Zdon gave staff direction to further research the safety factors and requirements for ballfields and a gate idea was mentioned to be added as an option. Witte asked if it had to be in the specific area, which is doesn't have to be in that exact but in the dugout area and in each dugout. Motion by Witte to add 2 ADA picnic tables at Mattson park, second by Thum. Motion carries unanimously.

7. Parks Updates

Garvey reviewed the summer items of the street dance, Celebrate Isanti, the 5k walk/run had a good amount registered but only half showed up the day of. The three street dances were well attended with Good for Gary with the highest attendance. Curious creatures was cancelled for Sept due to low enrollment, and with the next one is scheduled for Oct 8. Unity park project is finished and looks wonderful. Zdon added to the agenda that there are a few holes in the skate park equipment on the south ramp that will need to be fixed and fasteners will need to be adjusted. Garvey added that the switch for the skate park lights will be looked into as they go off at 10pm, but what time do they come on at? Zdon stated he was there at about 8pm, but the

lights were not on. Garvey finished with the Farmers Market ends Sept 13 and the community garden ends Oct 13.

8. Adjournment

Motion by Witte, second by Thum to adjourn the September 24, 2019 meeting of the Parks, Recreation and Culture Board. Motion was approved.

The meeting adjourned at 6:43 PM

Dated at Isanti, Minnesota this 24th day of September, 2019.

Respectfully Submitted,

Jenny Garvey
Parks, Recreation and Culture Manager

F.4.

MINUTES
CITY OF ISANTI
SPECIAL CLOSED MEETING CITY COUNCIL
Tuesday, October 29, 2019 -5:30 p.m.
CITY HALL

Mayor Johnson called the Special Closed meeting to order at 5:30 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley and Steve Lundeen

Members Absent: Dan Collison

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks and Police Officer Jeremy Welfring

Mayor Johnson announced the council was going into closed session pursuant to Attorney-Client Privilege [Minn. Statute 13D.05, subd. 3(b)] regarding pending lawsuit with DB Graphics, Inc.

Upon reopening of the meeting, no action was taken.

Adjournment
A motion was made to adjourn by Bergley, second by Lundeen. Motion passed 4-0. Motion carried. Meeting was adjourned at 6:15 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To: **Mayor Johnson and Members of City Council**

From: Katie Brooks, Human Resources/ City Clerk

Date: November 5, 2019

Subject: Interview Candidate to Fill a Vacant Economic Development Authority (EDA) Board Seat

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Background:
Currently, there is one seat vacant on the Economic Development Authority (EDA) Board. The City is required to make certain official appointments to City Boards. Advertisements were placed to seek interested candidates for the vacant seat. One application and Interest Disclosure form was received from Clark Johnson. The applicant lives within the City limits.

Request:
It is requested that City Council interview candidate Clark Johnson to appoint to EDA Board.

Attachment:
- Amend Resolution 2019-258

RESOLUTION 2019-XXX
Amending Resolution 2019-258

RESOLUTION DESIGNATING COMMITTEES AND REPRESENTATIVES FOR CITY COMMISSIONS AND ADVISORY BOARDS FOR YEAR 2019

WHEREAS, the City is required to make certain official appointments at the beginning of each year; and,

WHEREAS, the City Council must appoint City Council members to represent the City on various City and County-wide organizations on an annual basis:

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. That the City Council appoints the following individuals to represent the City on the following commissions, boards and advisory committees for 2019:

Committee of the Whole	Mayor and City Council
Economic Development Authority	Mayor and City Council
Parks, Recreation & Culture Board	Gordon
Planning Commission	Mayor and City Council
Rum River BMX Association Board	Collison
Community Education	Mayor
Cable TV Liaison	Lundeen
Civil Defense Director	Mayor
Fire District	Lundeen, Alternate Mayor Johnson
ICICLE	Bergley, Alternate Mayor
School Liaison	Mayor, Lundeen
Chamber of Commerce Liaison	Mayor
Bike Isanti County Committee	Mayor
C-I Bike/Walk Trail	Gordon
Public Works Labor Management Committee	Mayor - Guest Representative
Weed Inspector	Mayor

2. That the City Council appoints the following to act as Mayor Pro-tem in the absence of the Mayor: Councilor Steve Lundeen.

3. That the Planning Commission, Economic Development Authority Board, and Park, Recreation and Culture Board shall meet on the date and times as designated as outlined on the attached schedule and posted at Isanti City Hall.

4. That the City Council designates the following individuals to the Park, Recreation and Culture Board for 2019:

Brian Thum	*(term expiration 12-31-2020)*
Aaron Zdon	*(term expiration 12-31-2019)*
James Witte	*(term expiration 12-31-2021)*
Open Seat	*(term expiration 12-31-2021)*
Jimmy Gordon	Council Representative (*term expiration 12-31-2019*
Open Seat	Student Representative *(term expiration 12-31-2019)*

5. That the City Council designates the following individuals to the Planning Commission for year 2019:

Mayor and City Council:	
Jeffrey Johnson	(*term expiration 12-31-2019)*
Dan Collison	(*term expiration 12-31-2019*)
James Gordon	(*term expiration 12-31-2019*)
Paul Bergley	(*term expiration 12-31-2019*)
Steve Lundeen	(*term expiration 12-31-2019*)
Appointed Members:	
Alexander Collins	*(term expiration 12-31-2021)*
Arissya Simon	*(term expiration 12-31-2019)*

6. That the City Council Economic Development Authority Board membership terms are as follows for year 2019:

Mayor and City Council:	
Jeffrey Johnson	*(term expiration 12-31-2019)*
Dan Collison	*(term expiration 12-31-2019)*
James Gordon	*(term expiration 12-31-2019)*
Paul Bergley	*(term expiration 12-31-2019)*
Steve Lundeen	*(term expiration 12-31-2019)*
Appointed Members:	
Open Seat	*(term expiration 12-31-2024)*
Jill Reller	*(term expiration 12-31-2020)*

This Resolution is hereby approved by the Isanti City Council this 5th day of November, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

City of Isanti Board Member Application

For consideration, please fill out the below information along with the attached conflict of interest statement signed and dated by you. Please submit all the information to:
Human Resources/City Clerk Katie Brooks. PO Box 428, Isanti, MN 55040 or
kbrooks@cityofisanti.us, 763-444-5512

Name: Clark Johnson E-mail:

Address:

Phone Number:

Board Seat for which you are applying for:

Parks, Recreation, and Culture Board

Economic Development Authority

Planning Commission

For Consideration on the Board you must circle at least one:

City of Isanti Resident

Non-Resident of Isanti

State:

Education and/or Knowledge that will be useful to the Board:

Bachelors - Bethel University
Organizational Studies

Why you are interested on being on the Board?

I have lived in Isanti for 40 years and want to see orderly quality developments in our area!

What is your vision of Isanti?

A growing Community.

Any other pertinent information that might to be taken into consideration. You may attach additional pages.

2 years in MN Emerging Leadership Program.
(All about Developments in Minnesota!)

25 years on Cambridge-Isanti School Board
1985 to 12/2010

EDA Board City Council Interview Questions:

1) What has been your community involvement?

2) What is your business related background?

3) What strengths will you bring to the EDA?

4) What do you see as potential future opportunities and commercial growth for Isanti?

5) Can you attend meetings the first Tuesday of each month starting at 7:30 p.m., or immediately following the 7:00 p.m. City Council meeting, whichever is later?

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Josi Wood, City Administrator
Date: November 5, 2019
Subject: Ordinance Amending Chapter 111 Building Construction, Adopting Article IV, Minnesota State Fire Code

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Background:
A draft ordinance that would amend City Code Chapter 111, Building Construction, by formally adopting the Minnesota State Fire Code was reviewed at the October 15th Committee of the Whole meeting. The State Fire Code is already in force in Isanti through legislative action, and adoption of this ordinance would be official recognition of that fact. The ordinance also allows for designation of who would serve as the Fire Code Official.

Recommendation:
Committee of the Whole recommends approval as presented.

Request:
Staff is requesting action on this item.

Attachment:
- Ordinance Amending City Code 111: Building Construction

ORDINANCE No._____

AN ORDINANCE AMENDING CITY CODE CHAPTER 111: BUILDING CONSTRUCTION ADOPTING ARTICLE IV, MINNESOTA STATE FIRE CODE

The City Council of the City of Isanti hereby ordains:

ARTICLE IV
Minnesota State Fire Code

§111-13 Minnesota State Fire Code

(A) The Minnesota State Fire Code, as adopted by the Commissioner of Public Safety pursuant to Minn. Statutes Chapter 299F.011, and Minnesota Rules, Chapter 7511, are hereby adopted by reference and incorporated in this section as completely as if set out in full.

(B) Wherever the word "jurisdiction" is used in the Minnesota State Fire Code, it shall be held to mean the City of Isanti. Where the term "corporation counsel" is used in the Minnesota State Fire Code, it shall mean the attorney for the City.

(C) The "fire code official" as referenced in the Minnesota State Fire Code, shall mean the designee as authorized by the City Administrator, or contracted official appointed by resolution of the City Council.

(D) Local board of appeal. The City Council of the City of Isanti shall serve as the board of appeal, pursuant to Minn. Statutes Chapter 299F.011, Subd. 5a.

§111-14 Enforcement, Violations and Penalties

(A) The appointed fire code official shall enforce the provisions of this section. As required, the Police Department shall assist in enforcement of the provisions of this article

(B) A violation of this article is a misdemeanor (Minn. Stat. 299F.011, Subd. 6).

EFFECTIVE DATE:

This ordinance shall take effect upon its adoption and publication in the City's Official Newspaper.

Adopted by the City Council this 5th day of November, 2019.

This ordinance is effective upon publication.

Jeff Johnson, Mayor

ATTEST:

Katie Brooks
Human Resources / City Clerk

Posted on:
Adopted on:
Published on:
Effective Date:

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: November 5, 2019
Subject: Ordinance Amending City Code Adding Chapter 125, City Name, Seal and Logo

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Background:
At the October 15, 2019 Committee of the Whole meeting the council directed staff to post the draft ordinance for the city seal and logo. The draft was posted on October 16, 2019.

In 2017 the City adopted a city logo use policy, which requires a logo use agreement for anyone that wants to use the city logo. At that same time the city registered the Parks logo and City of Isanti logo with the Office of the Minnesota Secretary of State; however, at that time the logo without the slogan "A Community for Generations" was not registered. Staff has since applied to register the logo without the slogan and received approval. In an effort to enforce the policy staff suggests adopting an ordinance for enforcement and fines. There is currently a Facebook page that uses the City of Isanti Logo (without the slogan) which misleads the public that this page is a city page. Once the ordinance is in effect, we can pursue legal action to take the logo off that page.

Request:
Staff requests approval of an ordinance amending the City Code adding chapter 125, City Name, Seal and Logo

Attachments:
- Ordinance NO. XXX

ORDINANCE NO._____

AN ORDINANCE AMENDING THE CITY CODE ADDING CHAPTER 125, CITY NAME, SEAL AND LOGO

The City Council of the City of Isanti hereby ordains:

Section 1 – The following shall be added to the code as Chapter 125:

§125-1 Definitions
§125-2 Regulations Governing Use
§125-3 Injunction for unauthorized use
§125-4 Administrative Citations

§125-1 DEFINITIONS

As used in this Chapter, the following shall mean:

CITY NAME. City of Isanti, City of Isanti, MN, or Isanti, MN.

CORPORATE SEAL. Contains the words "City of Isanti Corporate Seal, Isanti County, Minnesota"

LOGO

ORGANIZATION. Intended to and shall mean and include all formal and informal groups, associations, and aggregates of persons, groups and/or associations which are not themselves legal entities, whether singular or plural.

PERSON. Intended to and shall mean and include any and all persons, whether natural or corporate, and all other entities and organizations, whether singular or plural.

PROPERTY. Means all real property as well as all tangible and intangible personal property.

§ 125-2 REGULATIONS GOVERNING USE

It shall be unlawful for any person to use the name, logos, or official seal of the City of Isanti whether directly or indirectly, expressly or by implication, in a way that creates the perception that the city, and/or its departments, agencies or programs, are involved in, or supports or endorses in any way, a person or organization in any pursuit, activity, viewpoint or thing of any kind whatsoever, including but not limited to causes or events.

A. License for use. Nothing in this article shall restrict the City Administrator from entering into a licensing agreement with any person or organization for the use of the city's name, logos or official seal for any purpose and without monetary consideration, provided such licensing agreement is in writing and signed by the City Administrator. However, the City Administrator, may from time to time be authorized by resolution of the City Council to enter into licensing agreements with revenue generating potential on behalf of the City for the use of the City's name, logos or official seal.

§125.3 INJUNCTION FOR UNAUTHORIZED USE

In the event that a person uses the city's name, logo or official seal without the city's consent, the city shall have the right to an injunction to prevent present and future use as well as damages for the unauthorized use of the city's name, logo or official seal.

§125.04 PENALTIES

Violations of any section of this chapter is punishable as a misdemeanor and upon conviction shall be punished by a fine of not to exceed $1,000 or imprisonment for a period not to exceed 90 days, or both, plus the costs of prosecution in either case.

Section 2 – Effective Date

This ordinance shall take effect upon its adoption and publication in the City's Official Newspaper.

Adopted by the City Council this 5th day of November, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

Posted On: 10.16.19
Adopted On:
Published On:
Effective Date:

J.4.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: October 24, 2019

To: Honorable Mayor Johnson and Members of the City Council
City of Isanti

From: Jason W Cook, P.E.
City Engineer

Subject: Engineering Proposal to create a Preliminary Engineering Report for the 6th Avenue SW Rehabilitation project
City of Isanti, MN

Bolton & Menk, Inc. is pleased to present this proposal for professional engineering services for the preliminary engineering evaluation and preparation of a Preliminary Engineering Report for the 6th Avenue SW Rehabilitation Project.

The proposed project would rehabilitate 6th Avenue SW from South Brookview Lane SW to 200 feet south of Dogwood Street SW. This street segment is in poor condition and in need of surface rehabilitation. The 2019-2028 Capital Improvement Plan, adopted by the City, has this street segment scheduled for rehabilitation in 2020.

This road segment is a designated as a State Aid Route and the project is proposed to be funded through the Municipal State Aid program.

Our scope of work will include the following:

- Survey the existing conditions
- Determine right-of-way limits
- Evaluate the type of rehabilitation needed
- Evaluate the condition of the existing City utilities
- Evaluate the feasibility of extending sidewalk along the west side of the roadway
- Create an Engineer's Estimate including testing and construction administration
- Prepare a Preliminary Engineering Report discussing our findings
- Create figures to supplement the report
- Provide a recommendation as to the feasibility of the project

We propose to complete the described scope of work for an hourly, not to exceed, fee of $11,900.

Thank you for the opportunity to present this proposal. Please contact me at (763) 200-2444 if you have any questions or need additional information.

Bolton & Menk is an equal opportunity employer.

RESOLUTION 2019-XXX

APPROVING PROPOSAL FOR PRELIMINARY ENGINEERING REPORT FOR STREET IMPROVEMENTS

WHEREAS, it is proposed to improve 6th Avenue SW from South Brookview Lane SW to 200 feet south of Dogwood Street SW; and,

WHEREAS, this street segment is in poor condition and in need of surface rehabilitation; and,

WHEREAS, the 2019-2028 Capital Improvement Plan, adopted by the City, has this street segment scheduled for rehabilitation in 2020; and,

WHEREAS, this road segment is a designated as a State Aid Route and the project is proposed to be funded through the Municipal State Aid program; and,

WHEREAS, Bolton & Menk, Inc. has submitted a fee proposal to complete the Preliminary Engineering Report for an hourly, not to exceed, fee of $11,900.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. Bolton & Menk, Inc., as the City Engineer, is hereby designated as the engineer for this improvement and shall prepare a Preliminary Engineering Report as outlined in the fee proposal memo for an hourly, not to exceed, fee of $11,900.

This resolution was duly adopted by the Isanti City Council this 5th day of November 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 10/16/2019 - 10/16/2019 | Oct 16, 2019 12:19PM

Report Criteria:
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10/19	10/16/2019	52153	2563	ANOKA CONSERVATION DISTRICT	101-20200	315.06
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10/19	10/16/2019	52155	9	BERNICKS PEPSI-COLA	609-20200	465.02
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10/19	10/16/2019	52160	2610	CINTAS	101-20200	429.57
10/19	10/16/2019	52161	2817	COTE, TIM & ANNELI	601-20200	726.40
10/19	10/16/2019	52162	918	CRYSTAL SPRINGS ICE	609-20200	69.66
10/19	10/16/2019	52163	8	DAHLHEIMER DISTRIBUTING CO	609-20200	4,862.78
10/19	10/16/2019	52164	2809	DAHLHEIMER, PAMELA	609-20200	25.78
10/19	10/16/2019	52165	2818	DANCIN, FANCY	601-20200	54.54
10/19	10/16/2019	52166	2819	ILLG, JASON & NICHOLLE	601-20200	85.90
10/19	10/16/2019	52167	2209	INNOVATIVE OFFICE SOLUTIONS, INC	603-20200	303.70
10/19	10/16/2019	52168	352	ISANTI COUNTY PUBLIC HEALTH	609-20200	150.00
10/19	10/16/2019	52169	7	JOHNSON BROTHERS LIQUOR CO	609-20200	5,452.08
10/19	10/16/2019	52170	5	KAWALEK TRUCKING	609-20200	216.60
10/19	10/16/2019	52171	2762	LEGACY SECURITY TECHNOLOGY	101-20200	4,190.68
10/19	10/16/2019	52172	2648	LEPAGE & SONS	101-20200	747.23
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10/19	10/16/2019	52174	2820	LIND-NELSON CONSTRUCTION	505-20200	8,000.00
10/19	10/16/2019	52175	2815	LUSK, KEITH	609-20200	49.42
10/19	10/16/2019	52176	871	MARTIN-MCALLISTER	101-20200	550.00
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10/19	10/16/2019	52182	2080	MVTL LABORATORIES INC	601-20200	43.20
10/19	10/16/2019	52183	2495	PELTIER, TABITHA	101-20200	21.86
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10/19	10/16/2019	52185	44	PHILLIPS WINE & SPIRITS INC	609-20200	5,271.05
10/19	10/16/2019	52186	2822	PRESTIDGE, JON	601-20200	339.94
10/19	10/16/2019	52187	2630	RAPP, JORDAN	101-20200	99.99
10/19	10/16/2019	52188	2625	RESULTS TITLE	601-20200	63.79
10/19	10/16/2019	52189	1762	THE TITLE GROUP	601-20200	105.77
10/19	10/16/2019	52190	1740	TOSHIBA FINANCIAL SERVICES	108-20200	270.40
10/19	10/16/2019	52191	2027	US INTERNET	603-20200	57.80
10/19	10/16/2019	52192	1286	VINOCOPIA INC	609-20200	1,124.00
10/19	10/16/2019	52193	2823	VISKOE, KIMBERLY	601-20200	57.25
10/19	10/16/2019	52194	2475	WHITE BEAR IT SOLUTIONS, LLC	101-20200	125.35
10/19	10/16/2019	52195	2009	WOOD, JOSEPHINE	101-20200	267.27
Grand Totals:						57,757.72

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
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10/19	10/23/2019	52200	494	ALLINA HEALTH SYSTEM	101-20200	308.50
10/19	10/23/2019	52201	936	APPLIED CONCEPTS INC	101-20200	233.00
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10/19	10/23/2019	52203	598	ASPEN MILLS	101-20200	1,215.49
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10/19	10/23/2019	52205	9	BERNICKS PEPSI-COLA	609-20200	493.55
10/19	10/23/2019	52206	1500	BOLTON & MENK INC	601-20200	14,682.80
10/19	10/23/2019	52207	1815	CENTURYLINK	609-20200	883.19
10/19	10/23/2019	52208	120	CONNEXUS ENERGY	101-20200	17,602.58
10/19	10/23/2019	52209	2825	CONWAY DATA INC	108-20200	4,100.00
10/19	10/23/2019	52210	2243	D & G ELECTRIC INC	101-20200	526.00
10/19	10/23/2019	52211	8	DAHLHEIMER DISTRIBUTING CO	609-20200	7,880.85
10/19	10/23/2019	52212	2478	EAST CENTRAL ENERGY	101-20200	43.85
10/19	10/23/2019	52213	55	ECM PUBLISHERS INC	609-20200	205.74
10/19	10/23/2019	52214	385	FEDERATED CO-OPS INC	101-20200	71.92
10/19	10/23/2019	52215	2028	FURTHER	861-20200	60.00
10/19	10/23/2019	52216	126	ICMA	101-20200	953.47
10/19	10/23/2019	52217	1891	ISANTI AREA JOINT	101-20200	5,000.00
10/19	10/23/2019	52218	113	ISANTI TIRE & AUTO CARE	101-20200	246.00
10/19	10/23/2019	52219	1534	J. J. TAYLOR	609-20200	432.70
10/19	10/23/2019	52220	7	JOHNSON BROTHERS LIQUOR CO	609-20200	2,463.98
10/19	10/23/2019	52221	1857	JOSLIN & MOORE	101-20200	3,758.00
10/19	10/23/2019	52222	5	KAWALEK TRUCKING	609-20200	201.68
10/19	10/23/2019	52223	2824	KELLER, MICHAEL, PH.D.	101-20200	650.00
10/19	10/23/2019	52224	434	LITTLE FALLS MACHINE	101-20200	65.79
10/19	10/23/2019	52225	17	MCDONALD DISTRIBUTING CO	609-20200	10,893.87
10/19	10/23/2019	52226	616	MENARDS - CAMBRIDGE	101-20200	74.38
10/19	10/23/2019	52227	2826	MINOKAW VAR SERVICES	609-20200	3,192.00
10/19	10/23/2019	52228	194	MN DEPT OF HEALTH	601-20200	55.00
10/19	10/23/2019	52229	2187	MUYRES, TRAVIS	101-20200	24.00
10/19	10/23/2019	52230	2080	MVTL LABORATORIES INC	602-20200	130.96
10/19	10/23/2019	52231	1165	NORTHLAND TRUST	602-20200	557,237.50
10/19	10/23/2019	52232	283	OLSON POWER & EQUIPMENT	101-20200	53.82
10/19	10/23/2019	52233	2495	PELTIER, TABITHA	101-20200	21.52
10/19	10/23/2019	52234	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,388.85
10/19	10/23/2019	52235	12	POSTMASTER	603-20200	1,620.00
10/19	10/23/2019	52236	2396	SOUTHERN GLAZERS OF MN	609-20200	7,157.95
10/19	10/23/2019	52237	96	STREICHERS	101-20200	88.94
10/19	10/23/2019	52238	2156	SUMMIT COMPANIES	101-20200	28.00
10/19	10/23/2019	52239	2598	T.A.SCHIFSKY & SONS INC.	101-20200	143.42
10/19	10/23/2019	52240	2441	TACTICAL SOLUTIONS	101-20200	239.00
10/19	10/23/2019	52241	2793	TEAM LAB	602-20200	152.00
10/19	10/23/2019	52242	42	VIKING COCA-COLA BOTTLING CO	609-20200	226.05
10/19	10/23/2019	52243	1286	VINOCOPIA INC	609-20200	614.55
10/19	10/23/2019	52244	4	WATSON CO INC	609-20200	1,176.53
10/19	10/23/2019	52245	780	WINE MERCHANTS	609-20200	104.00
10/19	10/23/2019	52246	1489	WOLCYN TREE FARMS & NURSERY	104-20200	4,467.89
Grand Totals:						657,979.70

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 10/30/2019 - 10/30/2019 | Oct 30, 2019 12:06PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/19	10/30/2019	52249	2689	ADVANCED POWER SERVICES INC	602-20200	819.00
10/19	10/30/2019	52250	2290	AMERICAN FLAGPOLE &	101-20200	539.90
10/19	10/30/2019	52251	598	ASPEN MILLS	101-20200	108.80
10/19	10/30/2019	52252	1141	ASSURANT EMPLOYEE BENEFITS	602-20200	464.74
10/19	10/30/2019	52253	53	BELLBOY CORPORATION	609-20200	5,396.63
10/19	10/30/2019	52254	9	BERNICKS PEPSI-COLA	609-20200	601.95
10/19	10/30/2019	52255	2221	C & L DISTRIBUTING	609-20200	82.50
10/19	10/30/2019	52256	2487	CAPITOL BEVERAGE SALES	609-20200	167.49
10/19	10/30/2019	52257	918	CRYSTAL SPRINGS ICE	609-20200	183.33
10/19	10/30/2019	52258	8	DAHLHEIMER DISTRIBUTING CO	609-20200	15,008.07
10/19	10/30/2019	52259	1840	DIRTWORKS INC	602-20200	45,020.50
10/19	10/30/2019	52260	385	FEDERATED CO-OPS INC	101-20200	71.92
10/19	10/30/2019	52261	696	GENESIS	609-20200	5,145.56
10/19	10/30/2019	52262	739	HACH COMPANY	601-20200	428.23
10/19	10/30/2019	52263	160	HAWKINS INC	601-20200	1,613.98
10/19	10/30/2019	52264	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	165.37
10/19	10/30/2019	52265	1891	ISANTI AREA JOINT	101-20200	57,811.56
10/19	10/30/2019	52266	7	JOHNSON BROTHERS LIQUOR CO	609-20200	6,926.84
10/19	10/30/2019	52267	5	KAWALEK TRUCKING	609-20200	158.00
10/19	10/30/2019	52268	2145	KODRU MOONEY	602-20200	233.88
10/19	10/30/2019	52269	136	LEAGUE OF MN CITIES	101-20200	6,434.00
10/19	10/30/2019	52270	2587	LEAGUE OF MN CITIES INSURANCE TRUST	101-20200	1,000.00
10/19	10/30/2019	52271	1124	LORSUNG, DON	101-20200	1,419.77
10/19	10/30/2019	52272	2828	MCCARTY, JOHN	101-20200	65.81
10/19	10/30/2019	52273	17	MCDONALD DISTRIBUTING CO	609-20200	13,100.57
10/19	10/30/2019	52274	616	MENARDS - CAMBRIDGE	101-20200	64.34
10/19	10/30/2019	52275	2208	MINNESOTA EQUIPMENT	101-20200	17.70
10/19	10/30/2019	52276	1180	MLB PRINTING INC	101-20200	1,305.95
10/19	10/30/2019	52277	1407	MORRIS ELECTRONICS INC	101-20200	80.00
10/19	10/30/2019	52278	2080	MVTL LABORATORIES INC	602-20200	174.16
10/19	10/30/2019	52279	2553	O'REILLY	101-20200	129.59
10/19	10/30/2019	52280	617	PAUSTIS & SONS	609-20200	1,179.00
10/19	10/30/2019	52281	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,768.04
10/19	10/30/2019	52282	12	POSTMASTER	603-20200	235.00
10/19	10/30/2019	52283	2827	RATWIK, ROSZAK & MALONEY, P.A.	101-20200	953.00
10/19	10/30/2019	52284	1113	RJM DISTRIBUTING INC	609-20200	114.90
10/19	10/30/2019	52285	2518	SEMLER CONSTRUCTION	505-20200	1,000.00
10/19	10/30/2019	52286	2396	SOUTHERN GLAZERS OF MN	609-20200	131.73
10/19	10/30/2019	52287	1442	ST. LOUIS MRO INC	101-20200	22.50
10/19	10/30/2019	52288	1361	STAPLES ADVANTAGE	101-20200	371.46
10/19	10/30/2019	52289	2156	SUMMIT COMPANIES	101-20200	16.00
10/19	10/30/2019	52290	42	VIKING COCA-COLA BOTTLING CO	609-20200	141.00
10/19	10/30/2019	52291	4	WATSON CO INC	609-20200	1,987.50
10/19	10/30/2019	52292	780	WINE MERCHANTS	609-20200	204.00
10/19	10/30/2019	52293	2009	WOOD, JOSEPHINE	101-20200	1,399.15
Grand Totals:						177,263.42

M = Manual Check, V = Void Check

City of Isanti

Gross Payroll	85,444.52
Social Security & Medicare	4,911.26
Public Employees Retirement	8,499.48
Total City Expense	98,855.26

Pay Date 10/18/2019

Pay Period 21 (9/29-10/12/19)

City of Isanti

Gross Payroll	90,985.79
Social Security & Medicare	5,085.51
Public Employees Retirement	8,729.75
Total City Expense	104,801.05

Pay Date 11/1/2019

Pay Period 22 (10/13-10/26/19)

K.2.

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members of City Council**
From: Sheila Sellman, Community Development Director
Date: November 5, 2019
Subject: Resolution 2019-XXX a resolution approving the Development Agreement for Legacy Pines 2nd Addition

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Background:
On August 7, 2019 the City approved the final plat for Legacy Pines 2nd Addition. As part of the development process a development agreement is required. The applicant has reviewed the agreement and has no concerns or comments.

Request:
Approve the Development Agreement for Legacy Pines 2nd Addition

Attachments:
- Resolution 2019-XXX
- Development agreement

RESOLUTION NO. 2019-XXX

A RESOLUTION APPROVING THE DEVELOPMENT AGREEMENT FOR LEGACY PINES 2ND ADDITION

WHEREAS, Odyssey Homes, Inc. has an approved final plat known as Legacy Pines 2nd Addition consisting of 33 residential lots; and,

WHEREAS, a Development Agreement for Legacy Pines 2nd Addition has been prepared and reviewed by the Developer and is ready for consideration by the City Council of the City of Isanti; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves this Resolution with the following conditions:

1) A Letter of Credit in an amount approved by the City Engineer and in form approved by the City Attorney is submitted to the City.

2) Prior to the signing of the development agreement any outstanding escrows, fees and/or financial guarantees, as stated within the development agreement, shall be established and/or paid.

IT IS FINALLY RESOLVED, that the City Council of the City of Isanti, Minnesota hereby direct the Mayor and City staff to execute said development agreement.

This Resolution hereby approved by the City Council of the City of Isanti this 5th day of November, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
City Clerk/Human Resources

CITY OF ISANTI
ISANTI COUNTY, MINNESOTA
DEVELOPMENT AGREEMENT
LEGACY PINES 2nd ADDITION
(Phase 2)

THIS AGREEMENT (the "Agreement"), is made and entered into this ____ day of _____, 2019, between the **CITY OF ISANTI,** a Minnesota municipality organized under the laws of the State of Minnesota (hereinafter referred to as "City") and **Odyssey Homes, Inc.**, a Minnesota corporation (hereinafter referred to as "Developer").

RECITALS:

WHEREAS, the City Council of the City has, by Resolution No. 2018-215, on September 18, 2018 approved a revised Preliminary Plat, known as "Legacy Pines ("The Preliminary Plat"). As to the real property covered by the Preliminary Plat, this Development Agreement is in conformance with the Master Development Agreement, Villages on the Rum Third Addition, 2nd Replat, dated August 17, 2010, as filed with the County Recorder of Isanti County, Minnesota, as Document No. 410672 (the "Existing Agreement"). In cases where there is variance between the two Development Agreements, the terms of this agreement supersede the Existing Agreement; and

WHEREAS, the Final Plat of Legacy Pines 2nd Addition, which is the second phase of this development, contemplates development of real property into 33 residential housing units ("Lots"); and

WHEREAS, the Final Plat of Legacy Pines 2nd Addition included Outlot A of approximately 45 acres, said outlot is contemplated for future residential development phases of Legacy Pines, and Developer has agreed to and will provide such temporary easements for street, utility, drainage, cul-de-sac purposes upon, over and across said Outlot A containing such provisions as the City may request and require in order to access and service adjacent properties, in a form to be approved by the City; and

WHEREAS, it is the policy of the City to enter into development contracts as contemplated in Minnesota Statutes 462.358, Subd. 2(a); and

WHEREAS, the City and Developer desire to set forth their respective rights and obligations in this Agreement.

NOW, THEREFORE, in consideration of the Recitals, the premises and of the mutual promises and conditions contained herein, it is agreed by the City and the Developer as follows:

1. Development Agreement Provisions. Subject to such changes as may be agreed between the City and the Developer(s), the Preliminary Plat and all subsequent Final Plats to follow shall include the following provisions:

2. Escrow for City Costs and Fees. Developer shall, contemporaneously with execution of each Development Agreement, deposit with the City an escrow of $5,000.00 to cover the cost of legal fees, engineering fees, administrative expenses and other costs related to the Development. A separate escrow will be established with the Developer for each Final Plat. All fees and costs incurred by the City in connection with each Final Plat of the Development shall be charged against said escrow account which shall remain in effect until the completion of the Development Phase. Any funds remaining in the escrow account(s) after the completion of the applicable Final Plat shall be refunded to the Developer. During the final plat process, in the event that the escrow account is depleted, the Developer shall post additional sums of money to replenish the account to a

maximum of $5,000.00 to cover projected City costs as determined by the City. The escrow account shall always have a balance of no less than $1,000.00. The Developer shall be entitled, upon request, to an itemized statement of all costs and fees charged against the Developer's escrow account.

3. Road Dedication. Each Final Plat (each a "Plat" or a "Final Plat") shall dedicate to the City for roadway and utility purposes all land within the Development located within thirty (30) feet from the centerlines of the following roads in accordance with the Final Plat:

a. Bellaire Boulevard NW

c. Bluebird Way NW

4. Developer Installed Municipal Improvements. The Developer shall construct the following described municipal improvements for the Development, which are hereinafter collectively called "Developer Installed Municipal Improvements." The Developer Installed Municipal Improvements shall be constructed at the Developer's expense and in accordance with City requirements and specifications. The Developer shall engage at its own expense a registered professional civil engineer to prepare plans and specifications for the Developer Installed Municipal Improvements. These plans shall be submitted to the City for review and be approved by the City Engineer. The Developer agrees to City inspection of all Developer Installed Municipal Improvements and payment for said inspection services.

a. The Developer shall construct and/or be responsible for the installation of sanitary sewer, water mains, storm sewer systems, and bituminous streets, with concrete curb and gutter, street lights, sidewalks and trails.

b. The Developer shall construct and/or be responsible for the installation of a parking lot, built to City standards, on Legacy Park property that shall become the property of the City upon City acceptance.

c. The Developer shall provide adequate off-street parking on all lots abutting on cul-de-sacs, or termination turnarounds, so that the City can prohibit on-street parking if necessary, for safety and maintenance purposes.

d. Where grading is required, soils inspection and compaction testing shall be conducted by a registered professional engineer on all areas where soil has been disturbed. All grading shall be done in accordance with a Grading Plan approved by the City Engineer. A minimum of one (1) compaction test shall be obtained for every two (2) foot increment of fill that is placed. A summary of all inspections and compaction tests shall be provided to the City upon completion of the grading. The Developer shall provide a 79G, final compaction report for each lot that has more than two (2) feet of fill. It is recognized that the property may have been rough graded prior to the date of the Development Agreement.

e. All utilities, including electricity, telephone, cable and natural gas, shall be installed underground where possible within platted utility easements or roadway rights-of-way.

5. Erosion Control. Soil stabilization shall be employed throughout each Plat as required to ensure the integrity of the soils. The Developer shall use topsoil, mulching, seeding, silt fence, and other such means as are approved by the City to prevent erosion of the soils. An erosion control plan shall be submitted by the Developer and approved by the City Engineer before a grading permit is issued for the Development. Before any grading is started on site, all erosion control measures, as shown on the erosion control plan approved by the City, shall be installed. The Developer shall be responsible for compliance with the approved erosion control plan. The Developer will be given a telephone notice when an unsatisfactory condition exists that is determined to be the Developer's responsibility. Work to correct said unsatisfactory condition shall commence within forty-eight (48) hours from the time of the telephone notice. If said work is not commenced within forty-eight (48) hours of said telephone notice, the City is hereby given the right to enter upon the property and to proceed to do the required work at the expense of the Developer. If it is determined that the unsatisfactory condition could result in degradation of downstream water quality, the Developer shall, upon telephone notice, immediately proceed to correct said unsatisfactory condition. If the Developer does not immediately respond to said unsatisfactory condition, the City is hereby given the right to enter upon the property and correct said condition at the expense

of the Developer. The City shall be entitled to all of its reasonable costs and expenses associated with correction work done under this paragraph, including, but not limited to legal, fiscal and engineering costs. The City may at its option invoice the said costs for direct payment from the Developer or proceed to draw on the Developer's escrow established under paragraph 7 or the financial guarantee provided under paragraph 19. The erosion control plan shall be in accordance with the Minnesota Pollution Control Agency's NPDES Phase II requirements.

6. Street Cleaning: The Developer shall contract with a street cleaning firm to provide street cleaning services within and immediately adjacent to the Development. A copy of said contract shall be submitted to and approved by the City, in its discretion, prior to the issuance of a grading permit. This contract shall be submitted to and approved by the City prior to the issuance of a grading permit. This contract shall name the City as an authorized agent to order street cleaning services, as the City deems necessary. The Developer shall pay for the cost of the street cleaning under the contract. During development of the Plat, the Developer shall keep the streets adjoining its Development free of dirt and debris caused by its Development. In the event dirt and/or debris has accumulated on streets within or adjacent to the Development, the City is hereby authorized to immediately commence street cleaning operations if the streets are not cleaned by the Developer by 3:30 p.m. the day after the day of the violation. If conditions are such that street cleaning operations are immediately necessary, the City may perform the necessary street cleaning. The City will then bill the Developer for all associated street cleaning costs. Failure to reimburse the City for street cleaning costs within ten (10) days of such billing will result in the City drawing funds from the Developer's escrow established under paragraph 2 or the financial guarantee provided under paragraph 14.

7. Stormwater: The Developer shall construct storm sewer, swales, and/or such other storm water drainage devices as shall be necessary to control drainage within the Plat. A storm water drainage plan must be submitted to the City and approved by the City and the City's Engineer before any work is done within the Plat. Storm water systems shall be

designed based on 100-year high water levels. No storm water retention or pond areas shall be constructed on residential lots. Drainage easements shall be given so as to cover storm water conveyance needs. The Developer shall construct any required drainage and retention ponds in Outlot areas and shall convey title to the Outlots upon which the ponds are constructed to the City. Said conveyance shall be free and clear of any taxes due and, if recorded after the county cut off period for converting property to tax exempt status, the Developer shall be responsible for all taxes the following year. The Developer shall maintain all drainage area easements on each Lot and no improvements, landscaping or grading shall be permitted in drainage area easements which would interfere with drainage.

8. Sidewalks/Trails: The Developer shall build all required sidewalks and trails located within the Development according to the approved plans associated with the Development.

9. Street Lights: Street lights shall be installed within the Plat according to a lighting plan, which will first be approved by the City Engineer. The Developer shall also submit a street lighting plan to Connexus Energy for its review, comment and approval. The installation of the street lights shall be coordinated with Connexus Energy so that the street light system is installed, constructed and operated in such a manner as will harmoniously exist with other street lights within the area. Lights shall be placed on Bellaire Boulevard NW, and Bluebird Way NW. Street lights must be installed prior to acceptance of the municipal improvements and the beginning of the warranty period.

10. Street Repair: It is anticipated that heavy construction equipment will be using City and County roads to access each Plat, including, but not limited to, Isanti Parkway NW, Bellaire Boulevard NW, Whiskey Road NW, Moline Loop NW and 3rd Avenue NW. The Developer shall be responsible for the reconstruction and/or repair of said street(s) identified as damaged by the City of Isanti following completion of construction within the Plat. Said reconstruction shall return the street(s) to an equal or better condition than existed prior to commencement of the Development. Plans for such work shall be

approved by the City Engineer prior to commencement of reconstruction or repair work. The Developer shall instruct all construction crews to ensure that the properties adjacent to this Plat have access to their property at all times during construction.

11. Schedule: All work for the Developer Installed Municipal Improvements, including street, sanitary sewer, storm sewer, and municipal water, shall be done subject to the approval of the City in accordance with City standards and requirements. All Developer Installed Municipal Improvements shall be fully completed to the reasonable satisfaction and approval of the City by the target date, which will be set for each Final Plat of the Development, subject to unavoidable delays. For the purposes of each Development Agreement, "unavoidable delays" means delays which are the direct result of acts of God, unforeseen adverse weather conditions, strikes, other labor troubles, fires or other casualty to the Developer Installed Municipal Improvements, litigation commenced by third parties which by injunction or other similar judicial action that directly results in delays, or acts of any Federal, State or local government unit that results in delays, or any unforeseen circumstances beyond the Developer's reasonable control.

12. Notice to Proceed: The Developer agrees not to commence any grading, utility or street work within the Development until first receiving a written "Notice to Proceed" from the City Engineer.

13. Warranty of Improvements: The Developer represents and warrants that all of the Developer Installed Municipal Improvements made shall be guaranteed to be properly functioning as designed for a period of two (2) years following acceptance by the City of the Developer Installed Municipal Improvements ("Warranty Period"). In the case of any material or labor that is supplied and that is reasonably rejected by the City as defective or unsuitable, then the rejected materials shall be removed and replaced with approved material, and the rejected labor shall be done anew to the reasonable satisfaction and approval of the City at the sole cost and expense of the Developer. In any event, none of the Warranty Periods identified herein shall begin to run until all of the Developer Installed Municipal Improvements have been approved and accepted by the City. If the

Developer does not proceed to correct or repair improvements under this section once notified by the City, it shall be considered an Event of Default under the Development Agreement. The Developer shall post a warranty bond to guarantee completion of warranty items.

14. Financial Guarantee: The Developer shall provide a financial guarantee to the City, in the form of a cash escrow, or irrevocable letter of credit in the amount equal to one hundred twenty five percent (125%) of the estimated amount of the required Developer Installed Improvements to be completed in the Phase(s) of the Development. The form of such financial guarantee shall be at the option of the Developer subject to the City's approval of the documentation evidencing the guarantee. Any letter of credit shall be from a FDIC insured financial institution approved by the City. The City's Engineer shall calculate the estimated cost of completion of the Developer Installed Improvements for each Phase of the Development. One hundred twenty five percent of that amount will be required as a financial guarantee. Except as hereinafter provided, the City shall have the right to retain the financial guarantee until the Developer Installed Improvements have been completed to the satisfaction of the City. The Developer has a right to request reduction of the escrow, or letter of credit amount as work on the Developer Installed Improvements progresses. Specifically, the Developer shall send a written request to the City's Engineer for a specific reduction in the amount of the escrow, or letter of credit. The City Engineer shall review that request and make a recommendation to the City as to whether or not the escrow, or letter of credit should be reduced and if so, to what amount. The City shall then decide whether or not to reduce the escrow, or letter of credit. The City, however, will not reduce the escrow, or letter of credit, below 20% of the estimated cost of the Developer Installed Improvements until after submittal of record plan documents as required by paragraph 25, or below ten percent (10%) of the total construction cost of the Developer Installed Improvements until two (2) years following acceptance of the Developer Installed Improvements. At that point, the escrow, or letter of credit shall be released or refunded, as the case may be, assuming no warranty work remains to be done.

15. Signs, Signals, & Markings. All costs associated with said markings, signs and signals are to be borne by the Developer. Placement of signage, whether on a temporary basis for construction, or on a permanent basis as part of the Development, shall be as directed by the City Engineer.

16. Lowest Floor Elevations. No building shall be constructed on any of the Lots herein unless the lowest floor elevation is at least two (2) feet above the 100-year flood elevation or two (2) feet above the high groundwater elevation, whichever is greater, for the subject property. Additionally, the lowest floor elevation shall be specifically referenced and designated, for each Lot, on a certificate of survey, which survey shall be provided to the City before any building permits are issued.

17. Park Fee. The City has a policy to build up a capital account for future park acquisition and development by means of a park dedication fee. For each Final Plat of the Developer agrees to pay a park dedication fee based on the number of residential units. Park Fees for Final Plats approved shall be as per the City Fee Schedule. Fees to be paid before the City signs the Final Plat and are reflected on exhibit B.

18. Signal Light Fee: For each Phase of the Development, the Developer shall contribute a signal light fee based on the number of residential units (Lots). Signal Light fees for Final Plats approved after that date shall be as per the City Fee Schedule. Fees to be paid before the City signs the Final Plat and are reflected on Exhibit B.

19. Trunk Utility Charge: For each Phase of the Development, the Developer shall pay a utility trunk charge based on the number of residential units (Lots) as per the City Fee Schedule. Trunk Utility fees for Final Plats approved after that date shall be as per the City Fee Schedule. Fees to be paid before the City signs the Final Plat and are reflected on Exhibit B.

20. Agency Approval. The Developer agrees to submit the utility plans, or any portions thereof, to all appropriate federal, state, county or local governing agencies or bodies for their written approval.

21. Plat Conditions. All general and special conditions, plans, special provisions, proposals, specifications and contracts for the Plat shall be and hereby are made apart of this Agreement by reference as if fully set out herein in full.

22. Miscellaneous Provisions. The Developer specifically understands that approval for Legacy Pines Second Addition, (Phase 2) is given subject to the following requirements:

a. The Final Plat must be submitted by the Developer to the City for signatures (and the Mylar "hard shells" must be fully executed) within one hundred twenty (120) days of the Council motion giving Final Plat approval or else said approval shall be null and void. The Developer will pay for all costs pertaining to Plat recording and submit to the County for recording. The Developer shall also submit the Final Plat and "as constructed street and utility plans" in electronic format. The electronic format shall be the most current version of AUTOCAD in NAD 83 Isanti County Coordinates for mapping purposes.

b. All applicable conditions of Plat approval must be met before any deeds are stamped for recording and prior to the recording of the Final Plat at the Isanti County Recorder's Office.

c. No building or other permits shall be issued, until the Final Plat has been recorded with the Isanti County Recorder; all street signs have been erected by the Developer (as determined by the City); and curb, gutter and the bituminous base course has been placed. This provision specifically requires that the surface water drainage system must be completed and functioning to the satisfaction of the City.

d. Each Single-Family structure in future Phases shall meet the square footage requirements for the home and garage, and setback requirements per the Planned Unit Development and all applicable City Code and Ordinance requirements. And the following setbacks shall apply:

Front yard setback: Thirty (30) feet; however, when adjoining principal buildings existing at the time of construction on a vacant lot, the required front yard setback for the new structure shall not be greater than the average front yard setbacks of the building on either side of the vacant lot.

Side yard setback:	Ten (10) feet
Street side yard setback:	Twenty (20) feet
Rear yard setback:	Thirty (30) feet

e. The Developer shall pay all fees relating to this subdivision, including the cost of recording documents relating to Developer's responsibilities hereunder with Isanti County.

f. Exterior lighting or advertising activities on the site shall comply with City ordinance regarding same.

g. Drainage and erosion control methods for this development shall be completed prior to the City accepting the roadway or the Developer Installed Municipal Improvements. All work shall be inspected by the City to ensure that it complies with City standards. The Developer is responsible for complying with the provisions of the MPCA's NPDES Stormwater Permit. Where the MPCA and City requirements differ, the more stringent or restrictive requirement shall govern.

h. The Developer shall permit access to the land herein for periodic inspection to assure conformance with the conditions herein.

i. The Developer shall remove all temporary soil stabilization and erosion control devices, such as silt fencing, before the escrow held by the City is returned to the Developer.

j. No material deviations from the approved Final Plat and or construction plans shall be allowed unless approved in writing by the City.

k. The Developer shall dedicate either street and utility easements or City street and utility right-of-way for the extension of Bellaire Blvd NW to Whiskey Rd NW, and install a water main at Developer's cost.

l. The Developer shall dedicate temporary cul-de-sac easements and install a temporary bituminous cul-de-sac at the end of Phase 2 paved roads, built to City standards.

m. The Developer shall provide the City with legal descriptions of all parcels of land that are to be subdivided as a part of this project.

n. A certificate of survey shall be provided by the builder to the Building Inspector for each Lot at the time a building permit is requested for that Lot. The Developer shall also provide to the City a certificate indicating that all Lots in the Development are graded as per the grading plan submitted.

o. The Developer shall provide on-site a sufficient number of portable outhouses to be available for the persons who will be working on-site.

p. During the installation of the Developer Installed Municipal Improvements, Developer shall remove all tree waste; junk, miscellaneous debris, junk vehicles, and any other personal property from land still owned by Developer pursuant to the City Code and shall seal wells as directed by the State of Minnesota.

q. Deed restriction shall advise owners of all lots of the requirements of this Development Agreement as follows: THE LAND WITHIN THIS PLAT, INCLUDING THE LAND CONVEYED HEREIN, IS BOUND BY RESTRICTIONS IN A DEVELOPMENT AGREEMENT. SAID DEVELOPMENT AGREEMENT IS ON FILE AT THE OFFICE OF THE ISANTI COUNTY RECORDER FILED AS DOCUMENT NO. _____.

s. The Developer is responsible for the installation of mailboxes according to the United Stated Postal Service regulations. The Developer shall work with the local Postmaster to identify mailbox locations. The mailboxes must be installed before a Certificate of Occupancy is issued.

23. Special Provisions. The following shall apply:

a. Tree Preservation Plan – A Tree Preservation Plan shall be prepared by the Developer and approved by the City for portions of the Development that have significant or specimen tree stands. Such plan shall show the location of homes and grading of those Lots, so as to protect as many of these trees as possible.

b. Planned Unit Development – The Development is approved by the City as a Planned Unit Development, in which the conditions of such approval, authorized in City Council Resolution 2010-111, shall apply.

c. The Developer agrees to pay liquidated damages to the City if any Lot, upon which a home has been built, has a real estate closing to an individual intending to use such home as a residence before a certificate of occupancy has been issued for that Lot and/or before all Developer Installed Municipal Improvements within the Plat are certified as being substantially completed by the City. Specifically, the Developer agrees to immediately pay to the City liquidated damages in the amount of one thousand dollars ($1000.00) for each such closing which occurs in violation of this paragraph. The City shall be authorized to retain an appropriate percentage of the financial guarantee referred to in paragraph 19 as security for payment of any liquidated damages owed to the City. The City reserves the right to not issue a Certificate of Occupancy in addition to liquidated damages until all Developer Installed Municipal Improvements are certified as being substantially complete.

d. The Developer agrees to pay liquidated damages to the City, in the amount of five hundred dollars ($500.00), if the Developer encroaches upon any City road right-of-way or utility easement without first obtaining a written permit from the City expressly authorizing said encroachment. The City shall be authorized to retain an appropriate percentage of the financial guarantee referred to above as security for payment of any liquidated damages owed to the City.

e. Sodding and Seeding Requirements. All boulevards, public areas, and storm water drainage areas shall be initially seeded and stabilized at completion of mass grading operation by the developer. Prior to issuance of a certificate of occupancy of a single-family residence, it shall be the responsibility of the builder or home owner to install sodding in all lot front yards, side yards, and back yards per City Zoning Ordinance. Said sodding shall be complete, established and growing within sixty (60) days of issuance of a Certificate of Occupancy, except that, if the Certificate of Occupancy is issued between the dates of October 1 and May 1, then the sodding required herein shall be complete, established and growing no

later than July 1 of the following year with the appropriate escrow established for the lot.

(1) All Lots shall receive four (4) inches of premium top soil (as defined by MNDOT, from a source approved by the City Engineer) prior to sodding, in accordance with City Ordinance 445, Zoning Ordinance.

(2) All seeded areas in the development shall be tilled to loosen compacted soils and receive 4 inches of topsoil. MNDOT #25 seed mix shall be used for all constructed storm water ponds and replacement areas.

24. Record Information Requirements. Following completion of all development activities, the Developer shall provide to the City "as-built" plans for all Developer Installed Municipal Improvements and land within the Plat. This information shall be provided to the City by two (2) printed copies, one (1) mylar "hardshell" and one (1) in an electronic GIS file format acceptable to the City Engineer. Such record drawings shall be submitted by the Developer and approved by the City Engineer, prior to the City accepting the Developer Installed Municipal Improvements and starting the warranty period. As-built information shall include:

a. Topography in two-foot contour intervals.

b. Water System facility information, including:

(1) Location, size and depth of all mains;

(2) Location and type of all valves; and,

(3) Location of all hydrants.

c. Sanitary sewer facilities information, including:

(1) Location, size and depth of all mains;

(2) Location and invert elevations of all manholes; and,

(3) Location, size and depth of all lift stations.

d. Storm sewer facilities information, including:

(1) Location, size and depth of all storm sewers;

(2) Location and invert elevations of all manholes; and,

(3) Location, type and outflow elevations of all storm water control structures.

e. Flood plain boundaries.

f. Ordinary high-water elevation for all water bodies.

g. Location of all easements and restrictive covenants.

h. Location of all road rights-of-way.

i. Location of all streets, sidewalks and trails.

j. Location and description of all surveying monuments.

k. The Developer shall also provide such other information regarding the Plat as is reasonably requested by the City.

25. Warranty of Title. The Developer warrants and represents to the City that it is the fee owner of the land described in the Plat and that it has authority to execute the Development Agreement and agree to the conditions hereof. The Developer also represents and warrants that the use for which this Development is sought will not violate any restrictive covenants applying to the property.

26. Lien Waivers – Copies of signed and recorded lien waivers are required from each of the Developer's Contractors and Subcontractors. The Lien Waivers shall be submitted to and approved by the City Engineer prior to accepting the Developer Installed Municipal Improvements and starting the warranty period.

27. Binding Effect. This Agreement shall be deemed to be a restrictive covenant and the terms and conditions hereof shall run with the land described herein and be binding on and inure to the benefit of the heirs, representatives and assigns of the parties hereto, and shall be binding upon all future owners of all or any part of the subdivision, and shall be deemed covenants running with the land. Reference herein to the Developers, if there be more than one, shall mean each and all of them. This Agreement shall be placed of record so as to give notice hereof to subsequent purchasers and successor owners. The cost of said recording shall be borne by the Owner.

28. Restrictions on Transfer/Indemnification.

a. Indemnification. The Developer agrees to defend and hold the City, and its officials, employees and agents, harmless against any and all claims, demands,

lawsuits, judgments, damages, penalties, costs and expenses, including reasonable attorney's fees, arising out of actions or omissions by the Developer, its employees and agents, in connection with the Development.

b. Enforcement by City; Damages. The Developer acknowledges the right of the City to enforce the terms of the Development Agreement against the Developer, by action for specific performance or damages, or both, or by any other legally authorized means. The Developer also acknowledges that its failure to perform any or all of its obligations under the Development Agreement may result in substantial damages to the City; that in the event of default by the Developer, the City may commence legal action to recover all damages, losses and expenses sustained by the City; and that such expenses may include, but are not limited to, the reasonable fees of legal counsel employed with respect to the enforcement of the Development Agreement.

29. Hold Harmless Agreement. The Developer acknowledges that its failure to control erosion in accordance with the plans and exhibits as contained herein may cause flooding and/or damage to adjoining property owners. In such event, the Developer agrees to hold the City harmless and indemnify the City from claims of all third parties or the Developer for damages arising out of such flooding and/or damages.

Further, in the event the City undertakes any corrective actions to prevent or minimize any such flooding and/or damage, the Developer agrees to hold the City harmless and indemnify the City from claims of all third parties for damages arising out of said corrective action by the City, and agrees to reimburse the City for all out of pocket expenses incurred by the City arising out of the corrective action including, but not limited to, any cost necessary to re-landscape disrupted soils located within the Development.

30. Insurance. The Developer will provide and maintain or cause to be maintained at all times during the process of construction of the Developer Installed Municipal Improvements until six (6) months after acceptance of all Developer Installed Municipal

Improvements and, from time to time at the request of the City, furnish with proof of payment of premiums on:

a. Comprehensive general liability insurance (including operations, contingent liability, operations of subcontractors, completed operations and contractual liability insurance) together with an Owner's Contractor's Policy with limits against bodily injury, including death, and property damage (to include, but not be limited to damages caused by erosion or flooding) which may arise out of the Developer's work or work of any of its subcontractors. Limits for bodily injury or death shall not be less than $500,000.00 for one person and $1,000,000.00 for each occurrence; limits for property damage shall not be less than $200,000.00 for each occurrence. The City, City Engineer, and Developer's Engineer shall be additional named insureds on said policy. The Developer shall file a copy of the insurance coverage with the City.

b. Worker's compensation insurance as required by statute.

31. Events of Default.

a. Events of Default Defined. The following shall be "Events of Default" under the Development Agreement and the term "Event of Default" shall mean, whenever it is used in the Development Agreement, any one or more of the following events:

(1) Subject to unavoidable delays, failure by the Developer to commence and complete construction of the Developer Installed Municipal Improvements pursuant to the terms, conditions and limitations of the Development Agreement. For purposes of this Agreement, "unavoidable delays" means delays which are the direct result of acts of God, unforeseen adverse weather conditions, strikes, other labor troubles, fire or other casualty to the Municipal Improvements, litigation commenced by third parties which, by injunction or other similar judicial action, directly results in delays, or acts of any federal, state or local governmental unit, and which directly results in delays

(2) Failure by the Developer to observe or perform any covenant, condition, obligation or agreement on its part to be observed or performed under the Development Agreement.

b. Remedies on Default. Whenever any Event of Default occurs, the City may take any one or more of the following:

(1) The City may suspend its performance under the Development Agreement until it receives assurances from the Developer, deemed adequate by the City, that the Developer will cure its default and continue its performance under the Development Agreement. Suspension of performance includes the right of the City to withhold permits including, but not limited to, building permits.

(2) The City may initiate such action, including legal, equitable or administrative action, as is necessary for the City to secure performance of any provision of the Development Agreement or recover any amounts due under the Development Agreement from the Developer, or immediately draw on the financial guarantees provided by the Developer pursuant to the Development Agreement.

(3) The City may draw upon any escrow or financial guarantee established pursuant to this Agreement.

(4) The Developer agrees that if the escrow or financial guarantee is insufficient or terminates, the City has the right to use the special assessment process under Minnesota Statute, Chapter 429, to construct and pay for uncompleted Developer Installed Municipal Improvements or to correct and repair any improvements under warranty. This constitutes a petition to under take such public improvements under Minnesota Statutes, Chapter 429.

32. Notice and Demands. Except as otherwise expressly provided in the Development Agreement, a notice, demand or other communication under this Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered

or certified mail, postage prepaid, return receipt requested, or delivered personally; to the addresses as follows:

a. Developer

Odyssey Homes, Inc.
15363 Radium St. NW
Ramsey, MN 55303

b. City

City of Isanti
City Administrator
P.O. Box 428
Isanti, MN 55040

Either party may designate an additional or another address upon giving notice to the other party pursuant to this paragraph.

33. Disclaimer of Relationship. Nothing contained in this Agreement or any Development Agreement nor any act by the City or the Developer shall be deemed or construed by any person to create any relationship of a third-party beneficiary, principal and agent, limited or general partner, or joint venture among the City, the Developer, and/or any third party.

34. Receipt Acknowledgment. The City shall acknowledge receipt of the funds received at the time the Development Agreement is signed.

35. Other Provisions

a. Modifications. The Development Agreement may be modified solely through written amendments hereto executed by the Developer and the City.

b. Counterparts. The Development Agreement may be executed in any number of counterparts, each one of which shall constitute one and the same instrument.

c. Judicial Interpretation. Should any provision of the Development Agreement require judicial interpretation, the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself of through its agent or attorney prepared the same, it being agreed that the agents and attorneys of both parties have participated in the preparation thereof.

d. Governing Law. The Development Agreement shall be construed under the laws of the State of Minnesota.

e. Severable Provisions. If any word, phrase, clause or part of this Agreement is found unenforceable, the balance of the Agreement shall remain in full force and effect.

The Remainder of this page is left intentionally blank.

IN WITNESS WHEREOF, the City and Developer have caused this Agreement to be duly executed on the day and year first above written.

CITY OF ISANTI

By_____
Mayor

By_____
City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF ISANTI)

On this _____day of _____, 2019, before me, a Notary Public, personally appeared Jeff Johnson and Josi Wood, of the City of Isanti, a Minnesota municipality within the State of Minnesota, and that said instrument was signed on behalf of the City of Isanti by the Mayor and City Administrator and, hereby acknowledge said instrument to be the free act and deed of said City of Isanti.

_____
Notary Public

Odyssey Homes, Inc.

By_____

Jason Bebeau, President

STATE OF MINNESOTA)

) ss.

COUNTY OF RAMSEY)

On this _____ day of _____, 2019, before me, a Notary Public, within and for said County and State, personally appeared Jason Bebeau, to me personally known, who, being by me duly sworn did say that he is the President of Odyssey Homes, Inc., a Minnesota corporation, named in the foregoing instrument, and that said instrument was signed on behalf of said corporation and acknowledged said instrument to be the free act and deed of said corporation.

_____

Notary Public

This document was drafted by:

City of Isanti
110 1st Avenue North
P.O. 428
Isanti, MN 55040-0428
Telephone: 763-444-5512

2019 Exhibit B - Legacy Pines 2nd DRAFT

Acres:	
Units:	
Lots:	$ 33.00

I.	Platting Fees Owed/Credits:	Cost	per acre/unit/lot	Cash	Notes:
A.	Signal light	$119	per lot	$ 3,927.00	
B.	Park Dedication Fee	$1,500	per lot	$ 49,500.00	
C.	Trunk Utility Charge	$1,000	per lot	$ 33,000.00	
D.				$ -	
E.				$ -	
F.				$ -	
G.				$ -	
	Total Fees:			$ 86,427.00	

II.	Improvement Related Costs:	Cash	Notes

		Letter of Credit (LOC)	Cash Escrow	Notes
C.	Engineering			
	City Escrow		$ 5,000.00	

I. Construction

Engineers Estimate	$ 351,831.00		Exhibit C
	$ -		
	$ -		
	$ -		
	$ -		
	$ -		
	$ -		
Improvement Subtotals:	$ 351,831.00	$ 5,000.00	

III.	LOC/Escrow/Fees required:	LOC*	Cash	
A.	Letter of Credit (LOC) - Section II I.	$ 439,788.75		125% of construction cost
B.	Cash Escrow - Section II C-H.		$ 5,000.00	
C.	Fees - Section I		$ 86,427.00	
	Total LOC and Cash required	$ 439,788.75	$ 91,427.00	

*additional 2 yr maintenance bond will also be required for all municipal infrastructure

RESOLUTION 2019-204

A RESOLUTION APPROVING THE FINAL PLAT AND SITE PLAN FOR LEGACY PINES 2nd ADDITION

WHEREAS, Everpine Land Holdings LLC, has applied for Final Plat and Site Plan approval for Legacy Pines 2nd Addition, a 33-lot residential subdivision for the property legally described as Outlot A, Legacy Park Addition, Isanti County, Isanti, Minnesota; and,

WHEREAS, the City of Isanti Planning Commission held a public hearing on the proposed final plat and site plan of Legacy Pines 2nd Addition during the regular Planning Commission meeting held on July 16, 2019; and,

WHEREAS, the City of Isanti City Council has approved the Preliminary Plat of Legacy Pines through Resolution No. 2018-215 with conditions; and,

WHEREAS, conditions of the Preliminary Plat Resolution for Legacy Pines have been addressed by the developer; and,

WHEREAS, the City of Isanti Planning Commission has recommended approval of the Final Plat and Site Plan of Legacy Pines 2nd Addition based upon the Findings of Fact and Conclusion as presented; and,

WHEREAS, the City of Isanti City Council reviewed the Final Plat during the regularly scheduled meeting on August 7, 2019

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Isanti, Minnesota, that it adopts the Findings of Fact and Conclusion related to the requested Final Plat and Site Plan of Legacy Pines 2nd Addition and **BE IT FURTHER RESOLVED** that the requested Final Plat and Site Plan of Legacy Pines 2nd Addition be approved with the following conditions:

1. The developer must enter into a Development Agreement with the City of Isanti, which will outline the general terms for the remainder of the development. Subsequent developments will require additional Development Agreements as the property is built out. Development fees will be charged to the developer at the time of each development agreement and based upon the City Fee Schedule.

2. The developer shall be responsible for any and all permits and approvals that may be necessary from other applicable governmental agencies. These permits and approvals shall be submitted to the City of Isanti and/or other governmental jurisdictions that may require said permits prior to development.

3. Any and all costs associated with the recording and processing of each subsequent Final Plat for additional phases shall be assumed by the developer.

4. The home sizes shall be consistent with Resolution No. 2010-111, amending the original PUD.

5. The setback requirements are as follows:

   Front yard setback: Thirty (30) feet; however, when adjoining principal buildings existing at the time of construction on a vacant lot, the required front yard setback for the new structure shall not be greater than the average front yard setbacks of the building on either side of the

vacant lot.

Side yard setback:	Ten (10) feet
Street side yard setback:	Twenty (20) feet
Rear yard setback:	Thirty (30) feet

6. A tree preservation plan shall be prepared by the developer and submitted to the City of Isanti for those portions of the development site that have significant tree stands. Such plans shall show the locations of homes and grading for these lots, so as to protect as many of these trees as possible. Trees shall be planted on each lot according to Section 15 of the City Zoning Ordinance.

7. Dedication, if required, of utility and access easements are granted to the City of Isanti.

8. The developer, at their cost must install sidewalks consistent with City Codes and Ordinances.

9. Access to Legacy Park shall be maintained during construction and the parking lot shall be developed by the developer.

10. Address items/conditions identified in the Memorandum from City Engineer Jason Cook dated June 26, 2019 to CD Director Sheila Sellman.

Adopted by the City of Isanti City Council on this 7th day of August, 2019.

Mayor Jeff Johnson

Attest:

Katie Brooks
City Clerk/Human Resources

RESOLUTION NO. 2010-111

A RESOLUTION APPROVING THE PRELIMINARY PLAT AMENDING THE PLANNED UNIT DEVELOPMENT KNOWN AS VILLAGES ON THE RUM 3RD ADDITION

WHEREAS, Premier Bank ("Developer") has requested approval for a Preliminary Plat amending the Planned Unit Development known as Villages on the Rum 3rd Addition; and,

WHEREAS, such area is legally described as Parcel 1, Outlot A, Villages on the Rum Third Addition Replat, Isanti County, Minnesota; Parcel 2, Outlot B, Villages on the Rum Third Addition, Isanti County, Minnesota; and Parcel 3, the East 1090 feet of the North ½ of South ½ of NW ¼ of SE ¼ of Section 19, Township 35, Range 23, subject to existing road along the East boundary line thereof, Isanti County, Minnesota; and,

WHEREAS, following publication, posted and mailed notice thereof, a Public Hearing was held on May 11th, 2010, by the Isanti Planning Commission; and,

WHEREAS, the Isanti Planning Commission recommended to the City Council that the Preliminary Plat amending the Planned Unit Development be approved with conditions as presented by City staff; and,

WHEREAS, the City of Isanti has adopted Zoning and Subdivision Ordinances for the orderly, economic, and safe development of land within the City; and,

WHEREAS, the City Council of the City of Isanti has determined that the Preliminary Plat amending the Planned Unit Development with conditions, meets the ordinance requirements necessary for granting approval; and,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA, that it adopts the Findings of Fact and Conclusion related to the requested Preliminary Plat Approval Amending the Planned Unit Development known as Villages on the Rum Third Addition; and

BE IT FURTHER RESOLVED by the City Council of the City of Isanti, Minnesota that the requested Preliminary Plat amending the Planned Unit Development known as Villages on the Rum 3rd Addition, as legally described herein, be hereby approved, with the following conditions:

1. The developer will enter into a Development Agreement with the City of Isanti, which will outline the general terms for the remainder of the development. Subsequent Development Agreements would be required as each subsequent phase of the development is final platted. Development fees shall be charged to the developer at the time that each subsequent Development Agreement is signed based upon the City Fee Schedule.
2. The developer shall be responsible for any and all permits and approvals that may be necessary from other applicable governmental agencies. These permits and approvals shall be submitted to the City of Isanti prior to development.
3. The developer shall deed "Outlot G" to the City of Isanti for future passive park and open space area.
4. Any and all costs associated with the recording and processing of each subsequent Final Plat for additional phases shall be assumed by the developer.

5. Upon development of the lots adjacent to the Isanti Brook area, signage shall be placed along the rear lot lines of property abutting Outlot G notifying property owners of the scenic easement.
6. The home sizes and location of those home sizes shall be in accordance with the Housing Size Location Plan. The following lots/blocks will be subject to the following home and garage sizes:
   a. Lots 1-19, Block 1; Lots 1-5, Block 2; Lots 1-2, Block 3; Lots 1-14, Block 4; Lots 1-10, Block 13; Lots 1-3, Block 12; Lots 1-6, Block 11; Lots 1-13; Block 10; and Lots 1-4, Block 9 will be required to have a minimum of 1200 square feet of livable floor space above grade with a 600 square foot minimum floor area for the attached garage.
   b. Lots 1-15, Block 5; Lots 1-31, Block 6; and Lots 28-38, Block 8 will be required to have a minimum of 1040 square feet of livable floor space above grade with a 480 square foot minimum floor area for the attached garage.
   c. Lots 1-27, Block 8 and Lots 1-20, Block 7 will be required to have a minimum of 960 square feet of livable floor space above grade with a 400 square foot minimum floor area for the attached garage.
7. The setback requirements are as follows:

Front yard setback:	Thirty (30) feet; however, when adjoining principal buildings existing at the time of construction on a vacant lot, the required front yard setback for the new structure shall not be greater than the average front yard setbacks of the buildings on either side of the vacant lot.
Side yard setback:	Ten (10) feet
Street side yard setback:	Twenty (20) feet
Rear yard setback:	Thirty (30) feet

8. A tree preservation plan shall be prepared by the developer and submitted to the City of Isanti for those portions of the development that still have significant or specimen tree stands. Such plan shall show the location of homes and grading for these lots, so as to protect as many of these trees as possible.
9. Any final engineering plans and specifications are subject to the review and approval of the City Engineer.
10. Any and all improvements shall be specified within the Development Agreement.
11. The Final Plat shall be phased into around nine (9) phases to consist of twenty (20) lots or so at a time.

Adopted by the Isanti City Council on this 18th day of May 2010.

Mayor George A. Wimmer

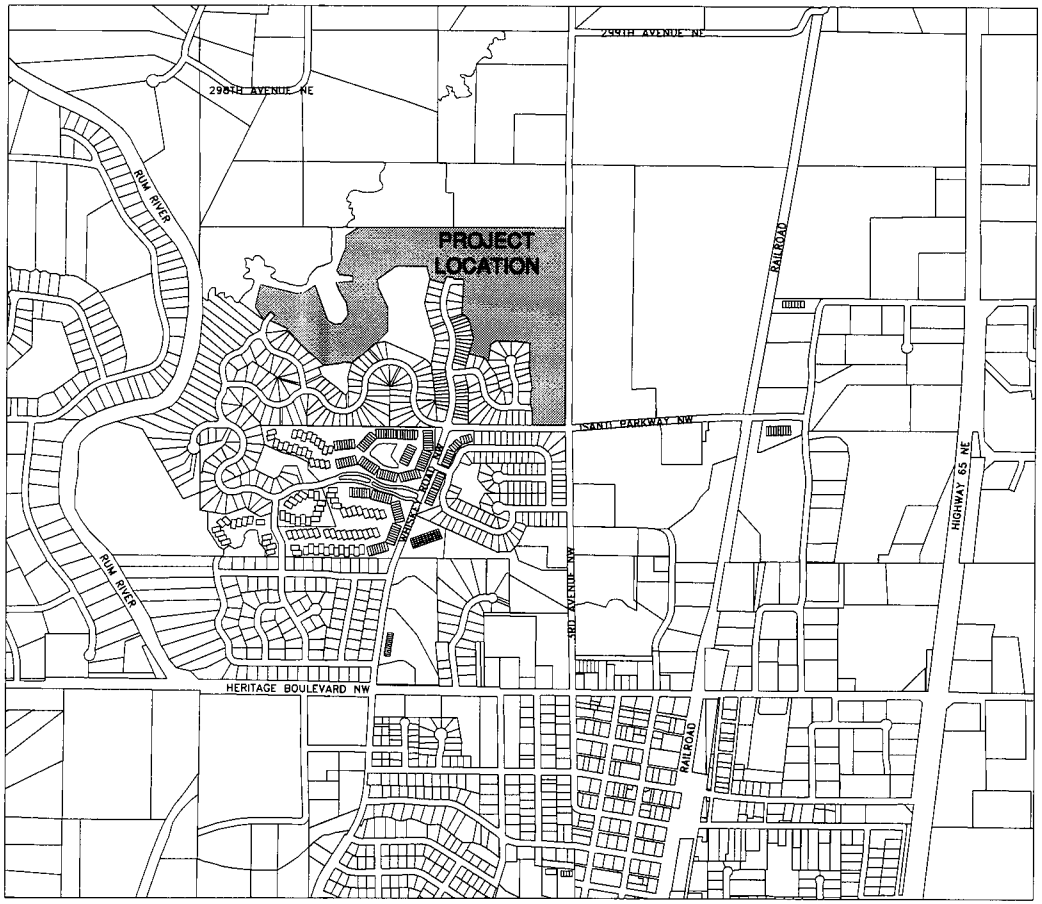
Attest:

Irene J. Bauer
Assistant City Administrator/City Clerk

(SEAL)

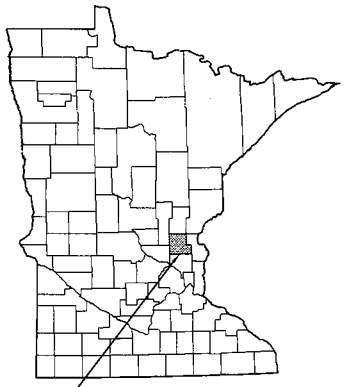
LEGACY PINES SECOND ADDITION

SITE DEVELOPMENT PLANS
FOR ODYSSEY HOMES, INC.
IN THE CITY OF ISANTI



DEVELOPER/OWNER
ODYSSEY HOMES, INC.
15390 GERMANIUM STREET NW
RAMSEY, MN 55304
JASON BEBEAU
763-301-4550

ENGINEER/SURVEYOR
HAKANSON ANDERSON
3601 THURSTON AVENUE
ANOKA, MN 55303
CRAIG J. JOCHUM, P.E.
BRIAN PERSON, P.L.S.
763-427-5860
763-427-0520 (FAX)



CITY OF ISANTI,
ISANTI COUNTY,
MINNESOTA

GOVERNING SPECIFICATIONS

THE 2018 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL APPLY.

THE 2013 EDITION OF THE CITY ENGINEER'S ASSOCIATION OF MINNESOTA "STANDARD SPECIFICATIONS" SHALL GOVERN FOR SANITARY SEWER AND WATERMAIN WORK.

ALL FEDERAL, STATE AND LOCAL LAWS, REGULATIONS, AND ORDINANCES SHALL BE COMPLIED WITH IN THE CONSTRUCTION OF THIS PROJECT.

ALL TRAFFIC CONTROL DEVICES AND SIGNING SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

ALL REQUIREMENTS OF THE PROJECT MANUAL FOR THE LEGACY PINES SECOND ADDITION PROJECT.

SHEET INDEX

THIS PLAN CONTAINS 28 SHEETS

SHEET NO.	DESCRIPTION
1	TITLE SHEET
2	TYPICAL LOT SECTIONS AND DETAILS
3	LOT TABULATIONS
4-8	DETAILS
9-12	EXISTING CONDITIONS AND REMOVALS PLAN
13-16	GRADING, DRAINAGE AND EROSION CONTROL PLAN
17	SANITARY SEWER AND WATERMAIN-BLUEBIRD COURT
18	STREET AND STORM SEWER-BLUEBIRD COURT
19-20	STREET AND STORM SEWER-BELLAIRE BOULEVARD
21	CONSTRUCTION AND GRADING NOTES
22	PARKING LOT PLAN
23-28	PEDESTRIAN CURB RAMP DETAILS

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

CRAIG J. JOCHUM, P.E. — LIC. NO. 23461 — DATE 6/11/19

APPROVED BY

BRADLEY C. DEWOLF, P.E. CITY ENGINEER — DATE

DATE	REVISION
7/29/19	CITY COMMENTS
8/12/19	ADD SHEETS 11A AND 14A
10/8/19	CITY COMMENTS

SHEET 1 OF 28 SHEETS

Hakanson Anderson
Civil Engineers and Land Surveyors
3601 Thurston Ave., Anoka, Minnesota 55303
763-427-5860 FAX 763-427-0520

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

BENCHMARKS:

① TNH NORTHERLY SIDE OF BLOSSOM BOULEVARD, 300'± WEST OF BELLAIRE BOULEVARD.
ELEV=941.69

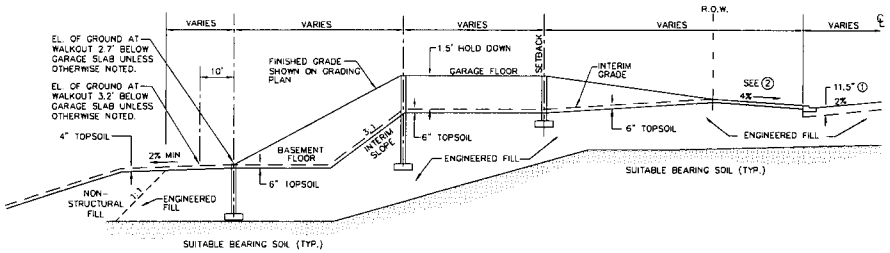
② TNH NORTHWEST QUADRANT OF 3RD AVENUE NW AND ISANTI PARKWAY.
ELEV=948.33

N

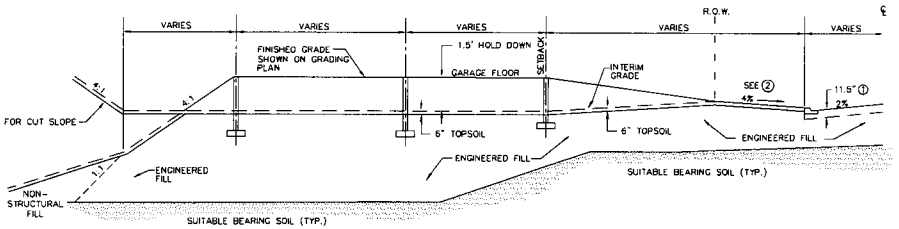
SCALE: 600 0 600 1200 — IN — FEET

3373.15

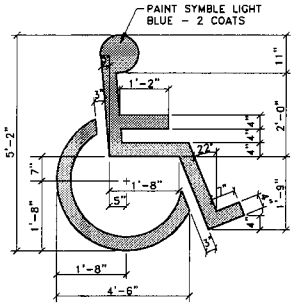
Oct 28, 2019 - 9:34am
K:\PROJECTS\3373.12 2nd phase\ENGINEERING\3373.12_TITLE.dwg



1/3 SPLIT ENTRY WALKOUT



2/3 SPLIT ENTRY



3/3 H.C. PARKING SYMBOL

REFERENCE NOTES:
① IN THE FUTURE STREET AREAS THE CONTRACTOR SHALL CONSTRUCT THE SUBGRADE 11.5 INCHES BELOW THE FUTURE FINAL GRADE. THE STREET AREA SHALL BE DRESSED WITH 2 INCHES OF SALVAGED TOPSOIL. THE FUTURE STREETS ARE SHOWN ON THE GRADING PLANS.
② THE FUTURE SIDEWALK AREAS ARE SHOWN ON THE GRADING PLAN. IN THE FUTURE SIDEWALK AREAS THE CONTRACTOR SHALL CONSTRUCT THE SUBGRADE 9 INCHES BELOW THE FINAL GRADE. THE SUBCUT SHALL BE FILLED WITH 9 INCHES OF SALVAGED TOPSOIL TO MATCH FINAL GRADE. THE SUBCUT SHALL BE 8 FEET WIDE CENTERED ON THE FUTURE SIDEWALK.

DATE	REVISION
7/29/19	CITY COMMENTS
8/12/19	REMOVE TB AND SOG DETAILS
10/8/19	CITY COMMENTS

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
CRAIG J. JOCHUM, P.E.
Date 6/11/19 Lic. No. 23461

DESIGNED BY: CJJ
DRAWN BY: MSS
CHECKED BY: TAE

Hakanson Anderson
Civil Engineers and Land Surveyors
3601 Thurston Ave., Anoka, Minnesota 55303
763-427-5860 FAX 763-427-0520
www.hakanson-anderson.com

LEGACY PINES SECOND ADDITION

TYPICAL LOT SECTIONS AND DETAILS
CITY OF ISANTI, MINNESOTA

SHEET 2 OF 28 SHEETS

3373.15

Oct 28, 2019 - 8:35am
x:\PRIVATE\3373.12 2nd phase\ENGINEERING\3373.12_DETAIL.dwg

LOT TABULATION

LOT	BLOCK	HOUSE TYPE	CENTERLINE OF STREET	GARAGE FLOOR ELEVATION	DRIVEWAY GRADE (%)	LOWEST LIVABLE FLOOR ELEVATION	LOWEST OPENING ELEVATION	100-YEAR FLOOD ELEVATION	EMERGENCY OVERFLOW ELEVATION
1	2	SEWO	938.8	941.3	3.8%	938.97	938.97	926.5	926.5
2	2	SEWO	940.2	941.9	3.8%	939.17	939.17	926.5	926.5
3	2	SEWO	940.5	942.2	3.8%	939.47	939.47	926.5	926.5
4	2	SEWO	940.0	941.7	3.8%	938.97	938.97	926.5	926.5
5	2	SEWO	938.7	940.4	3.8%	937.67	937.67	926.5	926.5
1	3	SEWO	939.0	940.7	3.8%	937.97	937.97	919.3	921.5
2	3	SEWO	939.6	941.3	3.8%	938.57	938.57	919.3	921.5
1	4	SEWO	939.6	941.3	3.8%	938.57	938.57	N/A	N/A
2	4	SEWO	939.3	941.0	3.8%	938.27	938.27	N/A	N/A
3	4	SE	939.0	940.7	3.8%	937.97	940.97	N/A	N/A
4	4	SE	938.7	940.4	3.8%	937.67	940.67	N/A	N/A
5	4	SE	938.3	940.0	3.8%	937.27	940.27	N/A	N/A
6	4	SE	938.0	939.7	3.8%	936.97	939.97	N/A	N/A
7	4	SE	937.7	939.4	3.8%	936.67	939.67	N/A	N/A
8	4	SE	937.4	939.1	3.8%	936.37	939.37	N/A	N/A
9	4	SE	937.1	938.8	3.8%	936.07	939.07	N/A	N/A
10	4	SE	936.7	938.4	3.8%	935.67	938.67	N/A	N/A
11	4	SE	936.3	938.0	3.8%	935.27	938.27	N/A	N/A
12	4	SE	935.7	937.4	3.8%	934.67	937.67	N/A	N/A
13	4	SE	934.2	935.9	3.8%	933.17	936.17	N/A	N/A
14	4	SE	932.5	934.2	3.8%	931.47	934.47	N/A	N/A
1	5	SE	932.9	936.0	7.0%	933.28	936.28	N/A	N/A
2	5	SE	933.7	936.8	7.0%	934.08	937.08	N/A	N/A
3	5	SE	934.0	937.1	7.0%	934.38	937.38	N/A	N/A
4	5	SE	934.1	937.8	7.0%	934.78	937.78	N/A	N/A
5	5	SE	934.8	937.9	7.0%	935.18	938.18	N/A	N/A
6	5	SE	935.1	938.2	7.0%	935.48	938.48	N/A	N/A
7	5	SE	935.5	938.6	7.0%	935.88	938.88	N/A	N/A
8	5	SE	935.9	939.0	7.0%	936.28	939.28	N/A	N/A
9	5	SE	936.2	939.3	7.0%	936.58	939.58	N/A	N/A
10	5	SE	936.6	939.7	7.0%	936.90	939.90	N/A	N/A
11	5	SE	936.9	940.0	7.0%	937.28	940.28	N/A	N/A
12	5	SE	937.3	940.1	6.5%	937.37	940.37	N/A	N/A
13	5	SE	937.6	940.3	6.1%	937.58	940.58	N/A	N/A
14	5	SE	938.0	940.7	6.1%	937.98	940.98	N/A	N/A
15	5	SE	937.2	940.3	7.0%	937.58	940.58	N/A	N/A
16	5	SE	936.3	939.4	7.0%	936.68	939.68	N/A	N/A
17	5	SE	936.0	939.1	7.0%	936.38	939.38	N/A	N/A
1	6	SOG	935.8	937.6	5.0%	936.10	936.10	N/A	N/A
2	6	SOG	935.3	937.5	5.0%	937.00	937.00	N/A	N/A
3	6	SOG	935.0	937.2	5.0%	937.50	937.50	N/A	N/A
4	6	SOG	934.8	937.0	5.0%	937.30	937.30	N/A	N/A
5	6	SE	934.4	936.0	5.0%	933.90	936.90	N/A	N/A
6	6	SE	934.1	936.0	5.0%	932.60	936.60	N/A	N/A
7	6	SE	934.1	936.9	4.0%	933.16	936.16	N/A	N/A
8	6	SE	934.0	936.9	4.0%	933.06	936.06	N/A	N/A
9	6	SE	934.0	936.9	4.0%	932.86	936.86	N/A	N/A
10	6	SE	935.2	937.0	4.0%	934.26	937.26	N/A	N/A
11	6	SE	935.4	937.2	4.0%	934.46	937.46	N/A	N/A
12	6	SE	935.6	937.6	4.0%	934.86	937.86	N/A	N/A
13	6	SE	935.5	937.3	4.0%	934.56	937.56	N/A	N/A
14	6	SE	935.2	937.0	4.0%	934.26	937.26	N/A	N/A
15	6	SE	934.8	936.6	4.0%	933.86	936.86	N/A	N/A
16	6	SE	934.3	936.1	4.0%	933.30	936.30	N/A	N/A
17	6	SE	934.1	936.9	4.0%	933.16	936.16	N/A	N/A
18	6	SE	933.9	936.7	4.0%	932.96	935.96	N/A	N/A
19	6	SE	933.5	936.3	4.0%	932.96	935.96	N/A	N/A
20	6	SE	934.0	935.8	4.0%	933.06	936.06	N/A	N/A
21	6	SE	933.6	936.1	1.0%	932.86	935.86	N/A	N/A
22	6	SE	933.9	935.7	1.0%	932.96	935.96	N/A	N/A
23	6	SE	934.3	936.1	1.0%	933.36	936.36	N/A	N/A
24	6	SE	934.6	936.4	1.0%	933.66	936.66	N/A	N/A
25	6	SE	935.0	936.8	4.0%	934.06	937.06	N/A	N/A
26	6	SE	935.3	937.1	4.0%	934.36	937.36	N/A	N/A

LOT TABULATION

LOT	BLOCK	HOUSE TYPE	CENTERLINE OF STREET	GARAGE FLOOR ELEVATION	DRIVEWAY GRADE (%)	LOWEST LIVABLE FLOOR ELEVATION	LOWEST OPENING ELEVATION	100-YEAR FLOOD ELEVATION	EMERGENCY OVERFLOW ELEVATION
27	6	SE	935.8	937.4	4.0%	934.66	937.66	N/A	N/A
28	6	SE	936.0	937.8	4.0%	935.06	938.06	N/A	N/A
29	6	SE	936.3	938.1	4.0%	935.36	938.36	N/A	N/A
30	6	SE	936.7	938.5	4.0%	935.76	938.76	N/A	N/A
31	6	SE	937.0	938.8	4.0%	936.06	939.06	N/A	N/A
32	6	SE	937.4	939.2	4.0%	936.46	939.46	N/A	N/A
33	6	SE	937.7	939.5	4.0%	936.76	939.76	N/A	N/A
34	6	SE	937.9	939.7	4.0%	936.96	939.96	N/A	N/A
35	6	SE	937.1	938.9	4.0%	936.16	939.16	N/A	N/A
36	6	SE	936.3	938.1	4.0%	935.36	938.36	N/A	N/A
37	6	SE	936.0	937.8	4.0%	935.06	938.06	N/A	N/A
1	8	SEWO	934.2	935.9	3.8%	933.17	936.17	926.9	N/A
2	8	SEWO	936.1	938.8	3.8%	934.07	934.07	929.7	N/A
3	8	SEWO	936.5	937.2	3.8%	934.47	934.47	929.7	N/A
4	8	SEWO	936.7	938.2	5.7%	935.11	935.11	929.7	930.0
5	8	SEWO	936.1	936.2	4.8%	935.51	935.51	929.7	930.0
6	8	SEWO	936.9	938.2	3.8%	935.47	935.47	929.7	930.0
7	8	SEWO	936.3	938.4	4.8%	935.71	935.71	929.7	930.0
8	8	SEWO	936.0	938.2	5.0%	935.50	935.50	929.7	930.0
9	8	SEWO	935.9	938.2	6.1%	935.48	935.48	929.7	930.0
10	8	SEWO	936.3	938.7	3.8%	935.67	935.67	929.7	930.0
11	8	SEWO	934.9	936.2	3.8%	933.47	933.47	929.7	930.0
12	8	SEWO	935.1	936.8	3.8%	934.07	934.07	929.7	930.0
13	8	SEWO	935.6	937.4	5.0%	935.10	935.10	929.7	930.0
14	8	SEWO	936.2	938.3	4.8%	935.61	935.61	929.7	930.0
15	8	SEWO	936.8	938.8	4.0%	936.08	936.08	929.7	930.0
16	8	SEWO	937.8	939.3	3.8%	936.57	936.57	929.7	930.0
17	8	SEWO	938.1	939.6	3.5%	936.94	936.94	929.7	930.0
18	8	SEWO	938.2	939.7	3.5%	937.04	937.04	929.7	930.0
19	8	SEWO	938.3	939.8	3.5%	937.14	937.14	929.7	930.0
20	8	SEWO	938.2	939.7	3.5%	937.04	937.04	926.6	N/A
21	8	SFWO	934.1	936.6	3.5%	933.94	933.94	N/A	N/A
22	8	SEWO	936.8	939.5	3.5%	936.84	936.84	N/A	N/A
23	8	SEWO	937.2	939.1	4.3%	936.39	936.39	N/A	N/A
24	8	SFWO	934.8	936.7	4.3%	935.99	934.99	N/A	N/A
25	8	SEWO	936.1	938.3	5.0%	935.60	935.60	N/A	N/A
26	8	SEWO	936.6	937.8	5.0%	935.10	935.10	N/A	N/A
1	9	SEWO	938.0	941.2	5.0%	938.50	938.50	918.9	N/A
2	9	SEWO	938.9	941.3	3.8%	938.97	938.97	918.9	N/A
3	9	SEWO	938.6	941.3	3.8%	938.97	938.97	918.9	N/A
4	9	SFWO	936.1	940.8	3.8%	938.07	938.07	918.9	N/A
5	9	SEWO	938.8	940.3	3.8%	937.97	937.97	918.9	N/A
6	9	SEWO	938.1	939.8	3.8%	937.07	937.07	918.9	N/A
7	9	SEWO	937.8	939.5	3.8%	936.87	936.87	918.9	N/A
8	9	SEWO	937.1	938.8	3.8%	936.07	936.07	918.9	N/A
9	9	SEWO	936.7	938.4	3.8%	935.67	935.67	918.9	N/A
10	9	SEWO	936.2	937.9	3.8%	935.17	935.17	918.9	N/A
11	9	SEWO	935.9	937.3	3.8%	934.57	934.57	926.9	927.9
12	9	SEWO	934.1	935.8	3.8%	933.07	933.07	926.9	927.9
13	9	SEWO	932.4	934.5	4.8%	931.81	931.81	926.9	927.9
14	9	SEWO	932.5	936.2	6.9%	932.90	932.90	926.9	927.9
15	9	SEWO	934.9	936.6	5.8%	933.65	933.65	N/A	927.9
16	9	SEWO	934.4	936.8	5.4%	934.08	934.08	926.9	927.9
1	10	SEWO	940.1	941.8	3.8%	939.07	939.07	N/A	N/A
2	10	SEWO	942.0	942.6	3.8%	939.27	939.27	918.9	N/A
3	10	SEWO	940.9	942.3	3.8%	939.57	939.57	918.9	N/A
4	10	SEWO	940.6	942.1	3.8%	939.57	939.57	918.9	N/A
5	10	FBWO	940.1	942.3	5.0%	934.80	934.80	918.9	N/A
6	10	FBWO	939.9	941.7	5.0%	934.00	934.00	918.9	N/A
7	10	FBWO	939.8	940.8	5.0%	933.10	933.10	918.9	N/A
1	11	SEWO	938.1	940.8	3.8%	938.07	938.07	926.4	N/A
2	11	SEWO	938.4	941.1	3.8%	938.37	938.37	N/A	N/A
3	11	SFWO	938.6	941.3	3.8%	938.57	938.57	N/A	N/A

DATE	REVISION
7/29/19	CITY COMMENTS
8/12/19	UPDATE LOT TABULATION
10/8/19	CITY COMMENTS

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

CRAIG J. DOCHUM, P.E.
Date 9/11/19 Lic. No. 23461

DESIGNED BY: CJJ
DRAWN BY: MSS
CHECKED BY: TAE

Hakanson Anderson
Civil Engineers and Land Surveyors
3601 Thurston Ave., Anoka, Minnesota 55303
763-427-5860 FAX 763-427-0520
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LEGACY PINES SECOND ADDITION

LOT TABULATIONS

CITY OF ISANTI, MINNESOTA

SHEET 3 OF 28 SHEETS

3373.15

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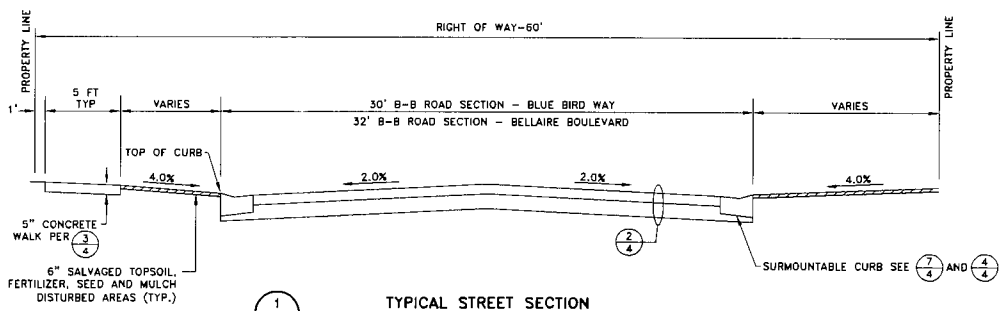
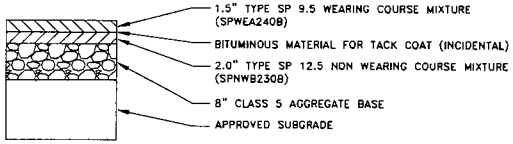


1/4 TYPICAL STREET SECTION



2/4 PAVEMENT SECTION
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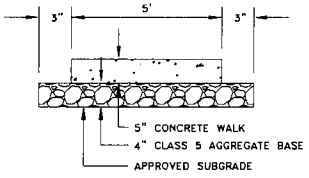

3/4 SIDEWALK SECTION
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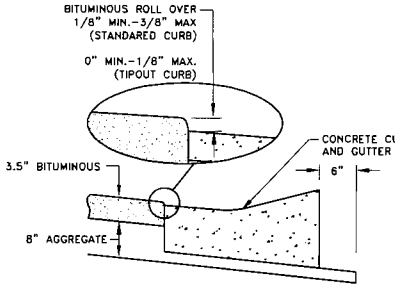
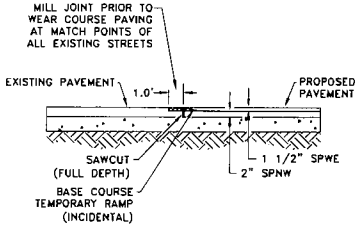
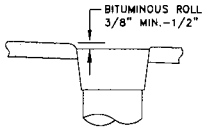


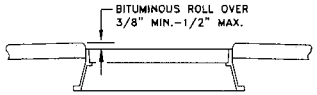
4/4 PAVING AT CURB DETAIL
N.T.S.



5/4 WEAR COURSE JOINT MILLING

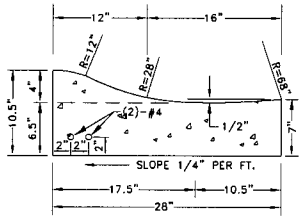


PAVING AT VALVE BOX DETAIL



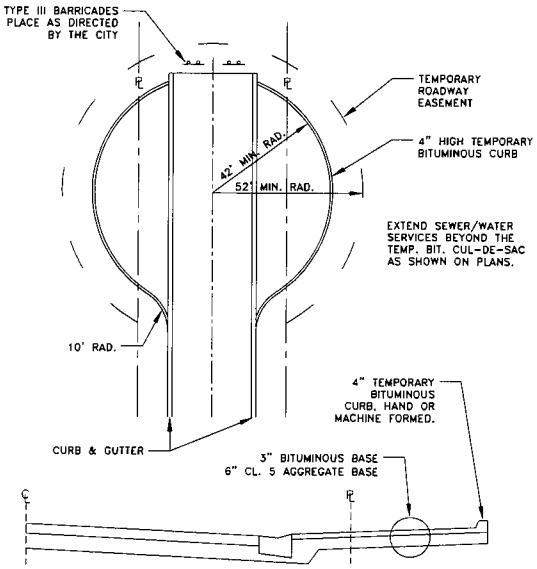
PAVING AT MANHOLE DETAIL

6/4 PAVING DETAILS ①
N.T.S.



NOTES:
1. 2-#4 REINFORCING RODS ON EACH SIDE OF CATCH BASINS, 10 FEET IN LENGTH.
2. CONSTRUCT B-STYLE CURB THROUGH CASTING. B-STYLE SHALL BE PAID AS SURMOUNTABLE.

7/4 SURMOUNTABLE CURB
N.T.S.



8/4 TEMPORARY BITUMINOUS CUL-DE-SAC
N.T.S.

REFERENCE NOTES:
① CONTRACTOR SHALL ADJUST SEWER AND STORM MANHOLE CASTINGS AND VALVE BOXES TO WEAR COURSE PER (5/4) IMMEDIATELY PRIOR TO PLACING WEAR COURSE. ADJUSTMENT TO CASTINGS SHALL BE WITH CONCRETE RINGS PER THE DETAILS. ADJUSTMENT OF CASTINGS AND VALVE BOXES SHALL BE INCIDENTAL.

DATE	REVISION
7/23/19	CITY COMMENTS
10/8/19	CITY COMMENTS

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CRAIG J. JOCHUM, P.E.
Date 6/11/19 Lic. No. 23461

DESIGNED BY: CJJ
DRAWN BY: MSS
CHECKED BY: TAE

Hakanson Anderson
Civil Engineers and Land Surveyors
3601 Thurston Ave., Anoka, Minnesota 55303
763-427-5860 FAX 763-427-0520
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LEGACY PINES SECOND ADDITION

DETAILS

CITY OF ISANTI, MINNESOTA

SHEET 4 OF 6 28 SHEETS

3373.15

Oct 28, 2019 - 9:35am
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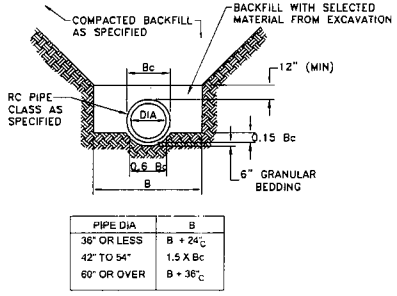
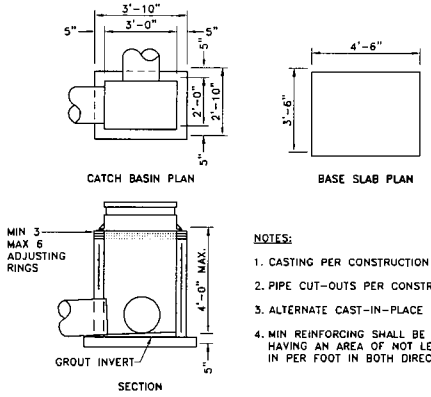


PIPE DIA	B
36" OR LESS	B + 24"$_C$
42" TO 54"	1.5 X Bc
60" OR OVER	B + 36"$_C$

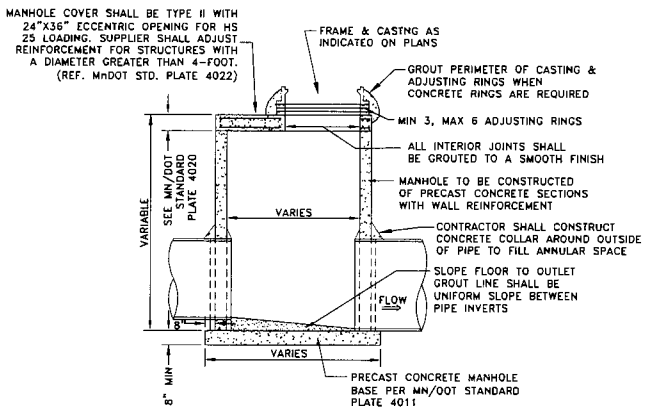
1/5 RC PIPE CLASS "B" BEDDING
NO SCALE



NOTES:

1. CASTING PER CONSTRUCTION DOCUMENTS
2. PIPE CUT-OUTS PER CONSTRUCTION DOCUMENTS
3. ALTERNATE CAST-IN-PLACE BASE CAN BE USED
4. MIN REINFORCING SHALL BE WIRE FABRIC HAVING AN AREA OF NOT LESS THAN 0.12 SQ IN PER FOOT IN BOTH DIRECTIONS

2/5 CATCH BASIN STRUCTURE DESIGN R-1 (2'X3')
NO SCALE



3/5 STANDARD SLAB-TOP MANHOLE
(STORM SEWER)
NO SCALE

REFERENCE NOTES:
① RIPRAP MUST BE PLACED PRIOR TO APRON INSTALLATION.
② TRAIL SLOPE SHALL NOT EXCEED 8%.

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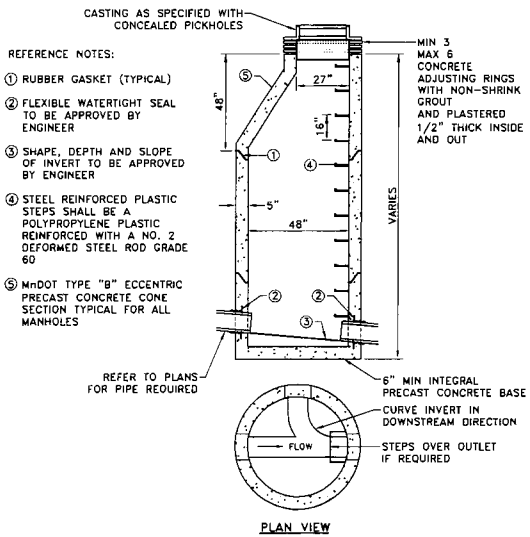
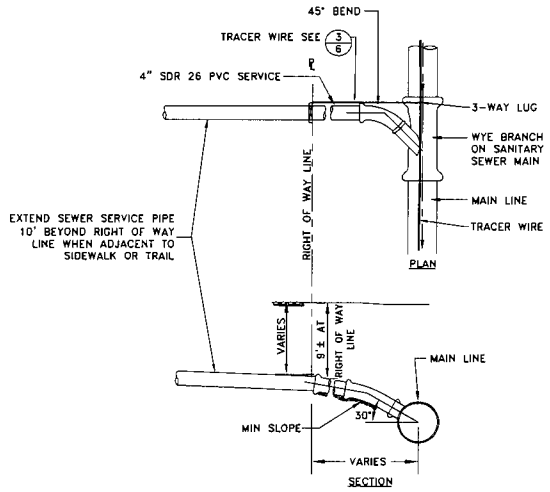
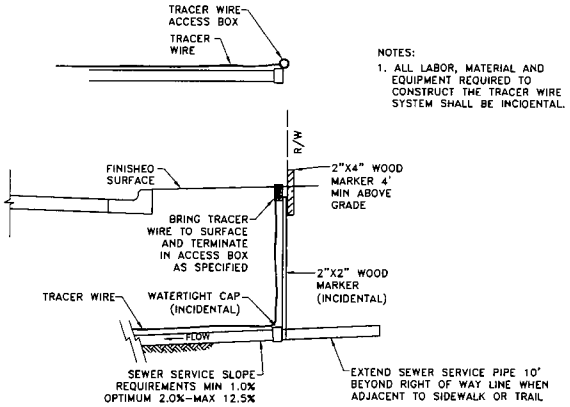


1/6 SANITARY MANHOLE
NO SCALE



2/6 TYPICAL PVC SEWER SERVICE
NO SCALE



SANITARY SEWER SERVICE
NEW CONSTRUCTION
WITH TRACER WIRE ACCESS BOX
3/6
NO SCALE

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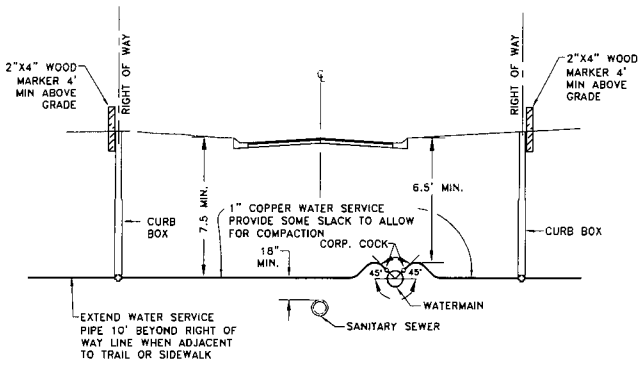
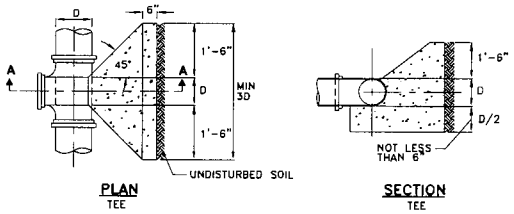
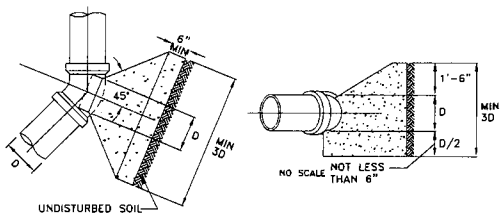
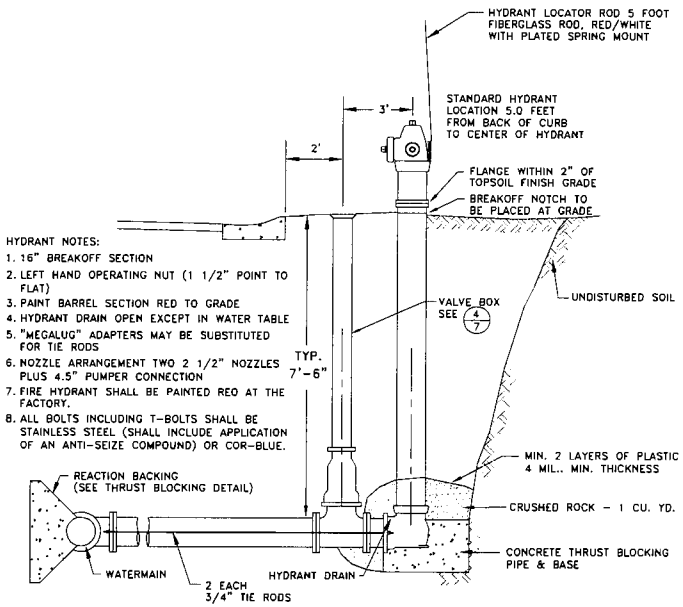


1/7 WATER SERVICE DETAIL
NO SCALE





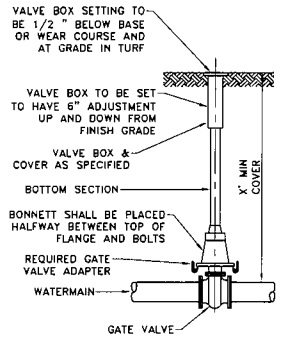
2/7 WATERMAIN THRUST BLOCKING DETAIL ②
NO SCALE



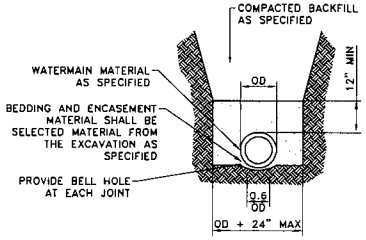
HYDRANT NOTES:
1. 16" BREAKOFF SECTION
2. LEFT HAND OPERATING NUT (1 1/2" POINT TO FLAT)
3. PAINT BARREL SECTION RED TO GRADE
4. HYDRANT DRAIN OPEN EXCEPT IN WATER TABLE
5. "MEGALUG" ADAPTERS MAY BE SUBSTITUTED FOR TIE RODS
6. NOZZLE ARRANGEMENT TWO 2 1/2" NOZZLES PLUS 4.5" PUMPER CONNECTION
7. FIRE HYDRANT SHALL BE PAINTED REO AT THE FACTORY.
8. ALL BOLTS INCLUDING T-BOLTS SHALL BE STAINLESS STEEL (SHALL INCLUDE APPLICATION OF AN ANTI-SEIZE COMPOUND) OR COR-BLUE.

3/7 HYDRANT DETAIL
NO SCALE

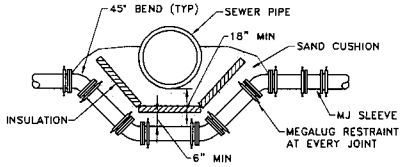
GATE VALVE NOTES:
1. VALVE BOX SHALL BE CENTERED ON OPERATING NUTS, STRAIGHT, FREE FROM DEBRIS, AND ALL SECTIONS UNBROKEN.
2. VALVES IN EASEMENTS SHALL HAVE CHANNEL POST WITNESS MARKERS WITH REFLECTIVE "GV" SIGN.
3. DEEP VALVES SHALL HAVE NUT EXTENSIONS INSTALLED TO ELEVATION TO ACCOMMODATE STANDARD 10' KEY; BOTTOM NUT SHALL BE BOLTED TO VALVE NUT AND ONLY ONE SECTION.
4. COMPACTION WITH MECHANICAL TAMPER AROUND VALVE BOX SHALL BE PLACED AND COMPACTED WITH 2' LIFTS TO ACHIEVE 95% COMPACTION.
5. GATE VALVES LOCATED WITHIN THE CONCRETE SIDEWALK SHALL INCLUDE A METAL SEPARATOR BETWEEN THE VALVE BOX AND THE CONCRETE.



4/7 GATE VALVE BOX INSTALLATION ①
NO SCALE



5/7 DIP WATERMAIN TRENCH
NO SCALE



NOTES:
1. PROVIDE MEGALUG RESTRAINT AT JOINT ON BENDS AND AS SHOWN THIS DETAIL
2. COAT ALL ANCHORAGE AS PER SPECS
3. PROVIDE SAND CUSHION BETWEEN TOP OF WATERMAIN AND BOTTOM OF SEWER PIPE, MIN DIMENSIONS AS SHOWN THIS DETAIL (INCIDENTAL)
4. INSULATION TO BE 2" THICK POLYSTYRENE

6/7 WATERMAIN OFFSET
NO SCALE

REFERENCE NOTES:
① CONTRACTOR SHALL USE A VALVE STEM ALIGNMENT TUBE TOOL TO MAINTAIN VERTICAL ALIGNMENT WHEN BACKFILLING THE VALVE BONNET AND VALVE BOX ASSEMBLY. THE ALIGNMENT TUBE SHALL CONSIST OF METAL PIPE WITH A SQUARE NUT RECEIVER SECURELY FASTENED TO THE END FOR PLACEMENT ON THE VALVE OPERATING NUT.
② ALL PIPE BENDS AND FITTINGS REQUIRE SERIES 1100 MEGALUG MECHANICAL JOINT RESTRAINTS AS MANUFACTURED BY EBBA IRON, INC. OR APPROVED EQUAL. ALL 45° BENDS OR GREATER AND TEES ON WATERMAIN LARGER THAN 8" ALSO REQUIRE THRUST BLOCKING. THRUST BLOCKING AND MEGALUGS SHALL BE INCIDENTAL.

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CHECKED BY: TAE

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CITY OF ISANTI, MINNESOTA

SHEET 7 OF 28 SHEETS

3373.15

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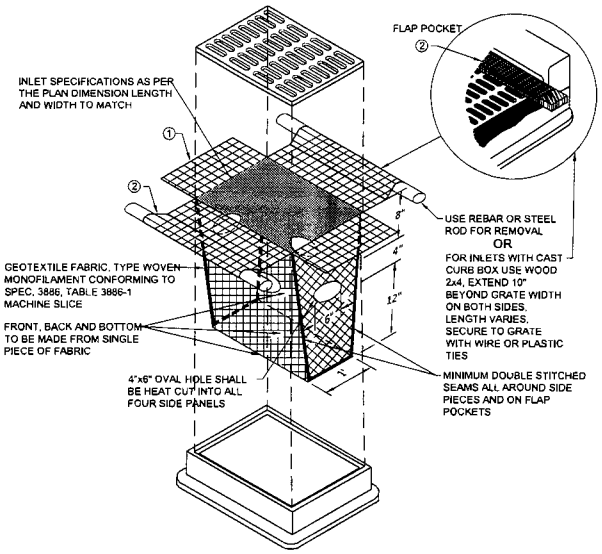


INLET PROTECTION
GEOTEXTILE BAG

1/8 NO SCALE

REFERENCE NOTES:

① INLET PROTECTION DEVICES SHALL BE MAINTAINED OR REPLACED AT THE DIRECTION OF THE ENGINEER. MANUFACTURED ALTERNATIVES APPROVED AND LISTED ON THE DEPARTMENTS EROSION CONTROL PRODUCT ACCEPTABILITY LIST MAY BE SUBSTITUTED. WHEN REMOVING OR MAINTAINING INLET PROTECTION, CARE SHALL BE TAKEN SO THAT THE SEDIMENT TRAPPED ON THE GEOTEXTILE FABRIC DOES NOT FALL IN THE INLET. ANY MATERIAL FALLING INTO THE INLET SHALL BE REMOVED IMMEDIATELY.

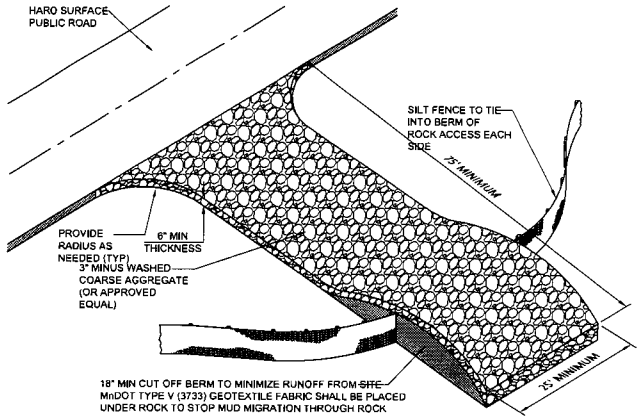
② FINISHED SIZE, INCLUDING POCKETS WHERE REQUIRED, SHALL EXTEND A MINIMUM OF 10" AROUND THE PERIMETER TO FACILITATE MAINTENANCE OR REMOVAL.

FLAP POCKETS SHALL BE LARGE ENOUGH TO ACCEPT WOOD 2x4.

INSTALLATION NOTES:
DO NOT INSTALL PROTECTION IN INLETS SHALLOWER THAN 30", MEASURED FROM THE BOTTOM OF THE INLET TO THE TOP OF THE GRATE.

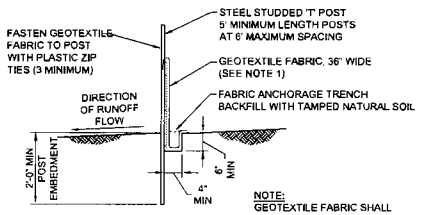
TRIM EXCESS FABRIC IN THE FLOW LINE TO WITHIN 3" OF THE GRATE.

THE INSTALLED BAG SHALL HAVE A MINIMUM SIDE CLEARANCE, BETWEEN THE INLET AND THE BAG, MEASURED AT THE BOTTOM OF THE OVERFLOW HOLES, OF 3". WHERE NECESSARY THE CONTRACTOR SHALL CLINCH THE BAG, USING PLASTIC ZIP TIES, TO ACHIEVE THE 3" CLEARANCE. THE TIES SHALL BE PLACED AT A MAXIMUM OF 4" FROM THE BOTTOM OF THE BAG.



2/8 ROCK CONSTRUCTION ENTRANCE

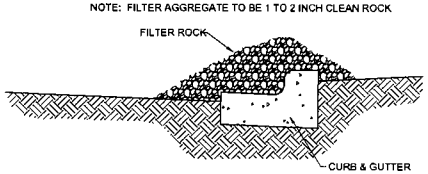
NO SCALE



NOTE:
GEOTEXTILE FABRIC SHALL BE PER MnDOT SPEC 3886

3/8 SILT FENCE – HEAVY DUTY

NO SCALE



INLET PROTECTION
1-1/2" ROCK WEIR

4/8 NO SCALE

GENERAL EROSION CONTROL NOTES:

1. PRIOR TO ANY CONSTRUCTION ACTIVITIES THE CONTRACTOR SHALL ACQUIRE THE NECESSARY MPCA–NPDES STORMWATER PERMIT.
2. THE CONTRACTOR SHALL INSTALL EROSION AND SEDIMENT CONTROL FACILITIES (BMP'S) PRIOR TO GRADING AND REMOVAL ACTIVITIES. BMP'S SHALL BE MAINTAINED FOR THE DURATION OF CONSTRUCTION ACTIVITIES AND POTENTIAL FOR EROSION HAS PASSED.
3. THE CONTRACTOR SHALL SCHEDULE THEIR OPERATION TO MINIMIZE THE AMOUNT OF DISTURBED AREA AT ANY GIVEN TIME.
4. BMP'S SHALL BE INSPECTED DAILY BY THE CONTRACTOR AND DOCUMENTED IN THE SWPPP INSPECTION LOG. SWPPP SHALL BE PROVIDED TO THE CITY.
5. ALL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE PROPERLY DISPOSED OF BY THE CONTRACTOR WITHIN THIRTY (30) DAYS AFTER FINAL SITE STABILIZATION IS APPROVED BY THE ENGINEER. THIS WORK SHALL BE INCIDENTAL.
6. THE CONTRACTOR SHALL FILE NOTICE OF TERMINATION (NOT) WITH THE MPCA WHEN FINAL STABILIZATION IS APPROVED BY THE ENGINEER.
7. PRIOR TO IMPORTING OR EXPORTING MATERIAL FROM THE SITE, CONTRACTOR SHALL CONSTRUCT A ROCK CONSTRUCTION ENTRANCE PER DETAIL ON THIS SHEET.
8. INSTALL INLET PROTECTION ON ALL CATCH BASINS THAT RECEIVE RUNOFF FROM THE DISTURBED AREA. INLET PROTECTION SHALL BE PER DETAILS ON THIS SHEET, OR APPROVED EQUAL.
9. SILT FENCE SHALL BE INSTALLED PRIOR TO LAND DISTURBANCE ACTIVITIES.
10. REVEGETATION AND STABILIZATION SHALL OCCUR WITHIN 7 DAYS OF ROUGH GRADING.
11. STREETS AND PROPERTY ADJACENT TO THE CONSTRUCTION SHALL BE KEPT FREE FROM SEDIMENT CAUSED BY CONSTRUCTION TRAFFIC, SITE RUNOFF AND BLOWING DUST. HAND BROOM OR PICKUP SWEEPER SHALL BE EMPLOYED. KICK BROOM STYLE SWEEPER IS NOT ALLOWED. SWEEPING SHALL BE INCIDENTAL.
12. CONTRACTOR SHALL MEET ALL REQUIREMENTS OF THE STORM WATER POLLUTION PREVENTION PLAN PREPARED BY HAKANSON ANDERSON.

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SHEET 8 OF 28 SHEETS

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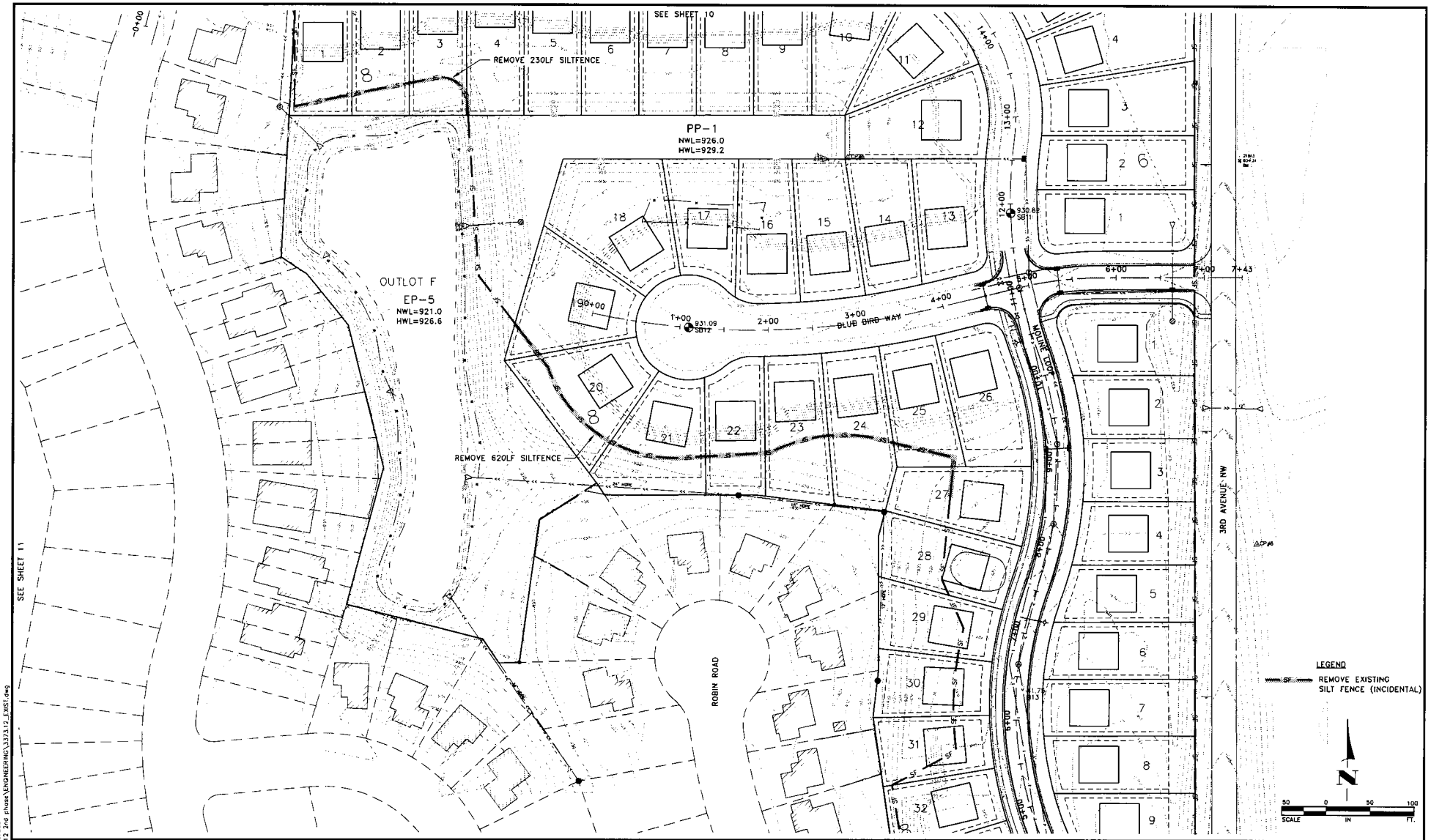

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EXISTING CONDITIONS AND REMOVALS PLAN
CITY OF ISANTI, MINNESOTA

SHEET 9 OF 28 SHEETS

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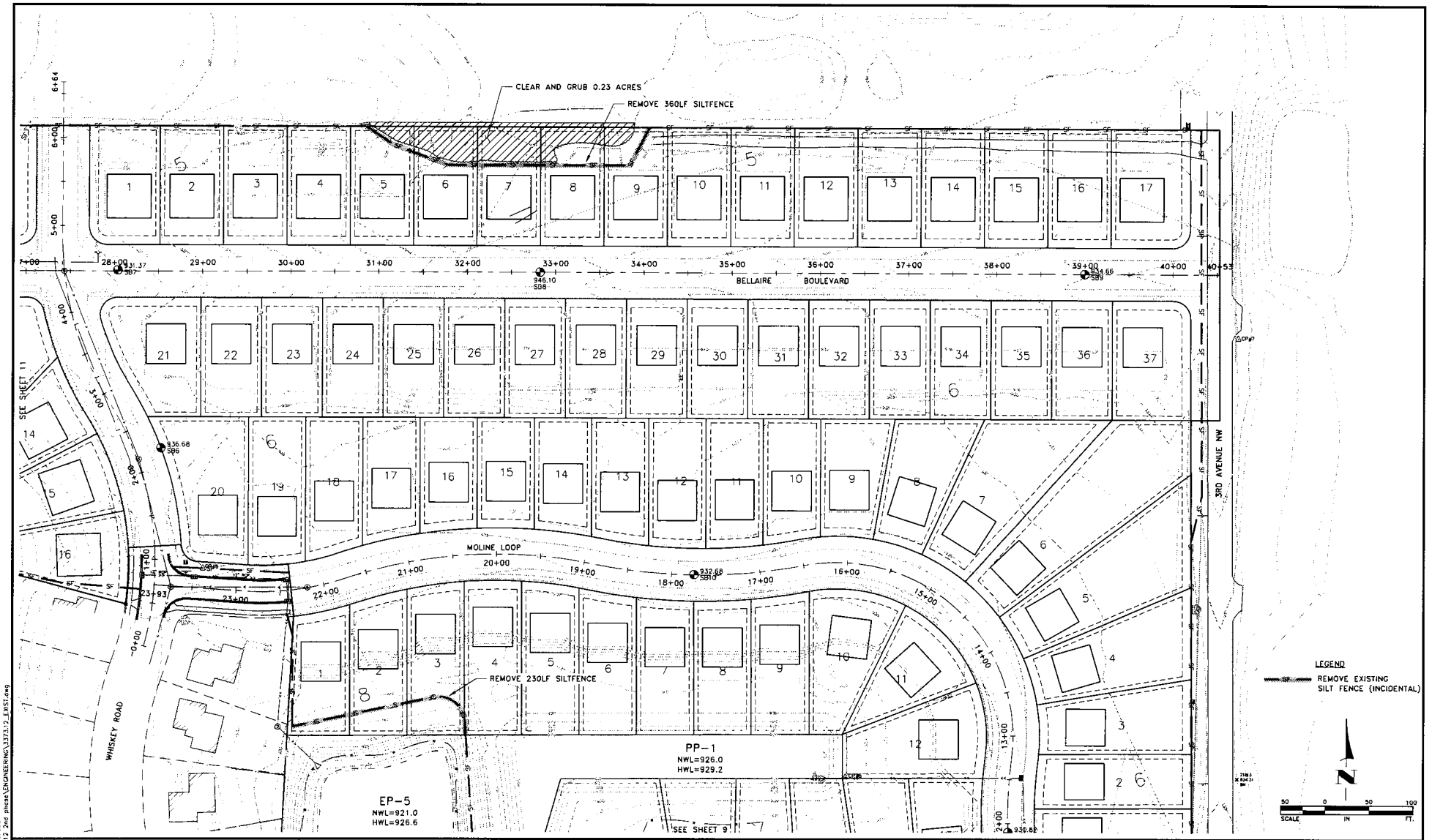

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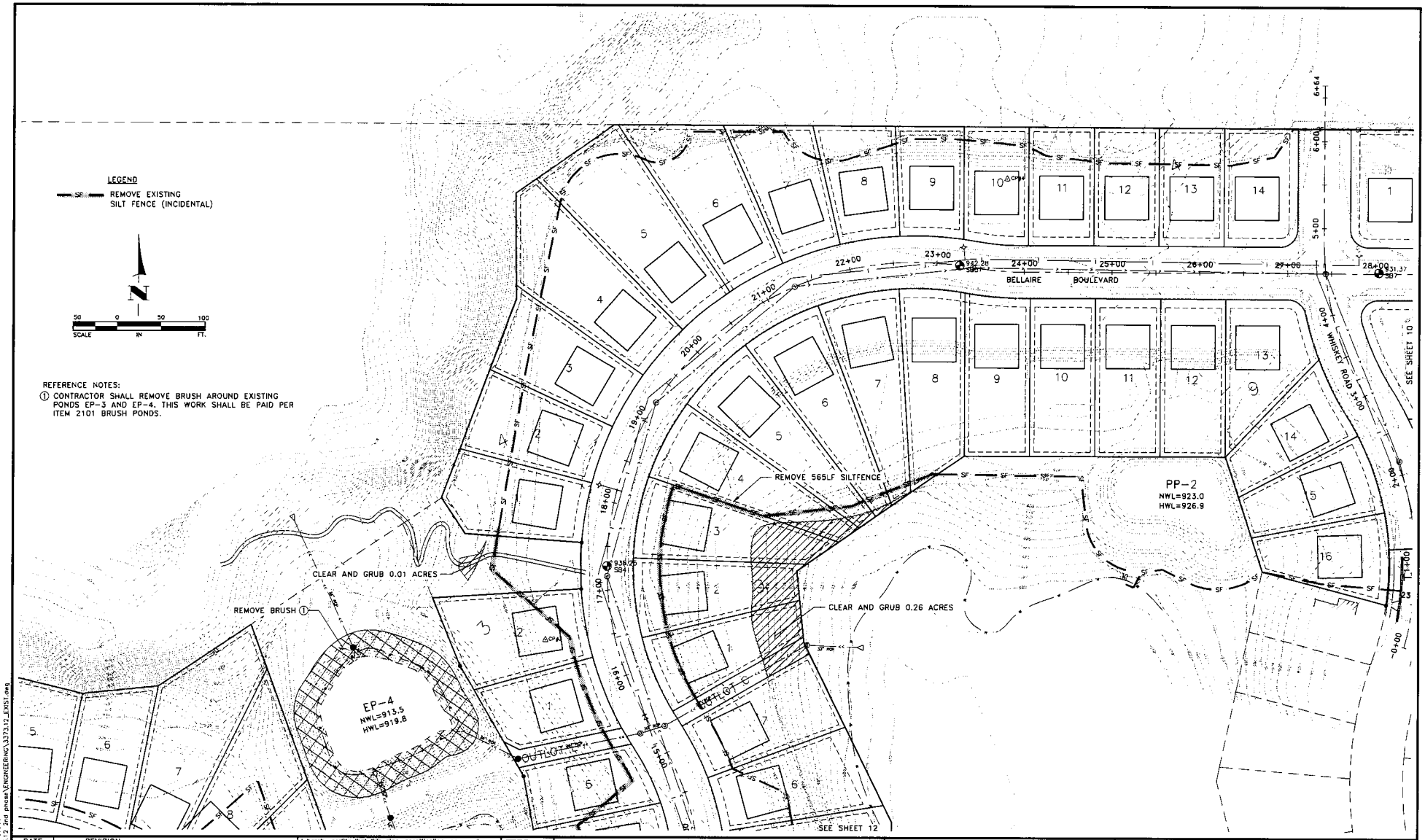

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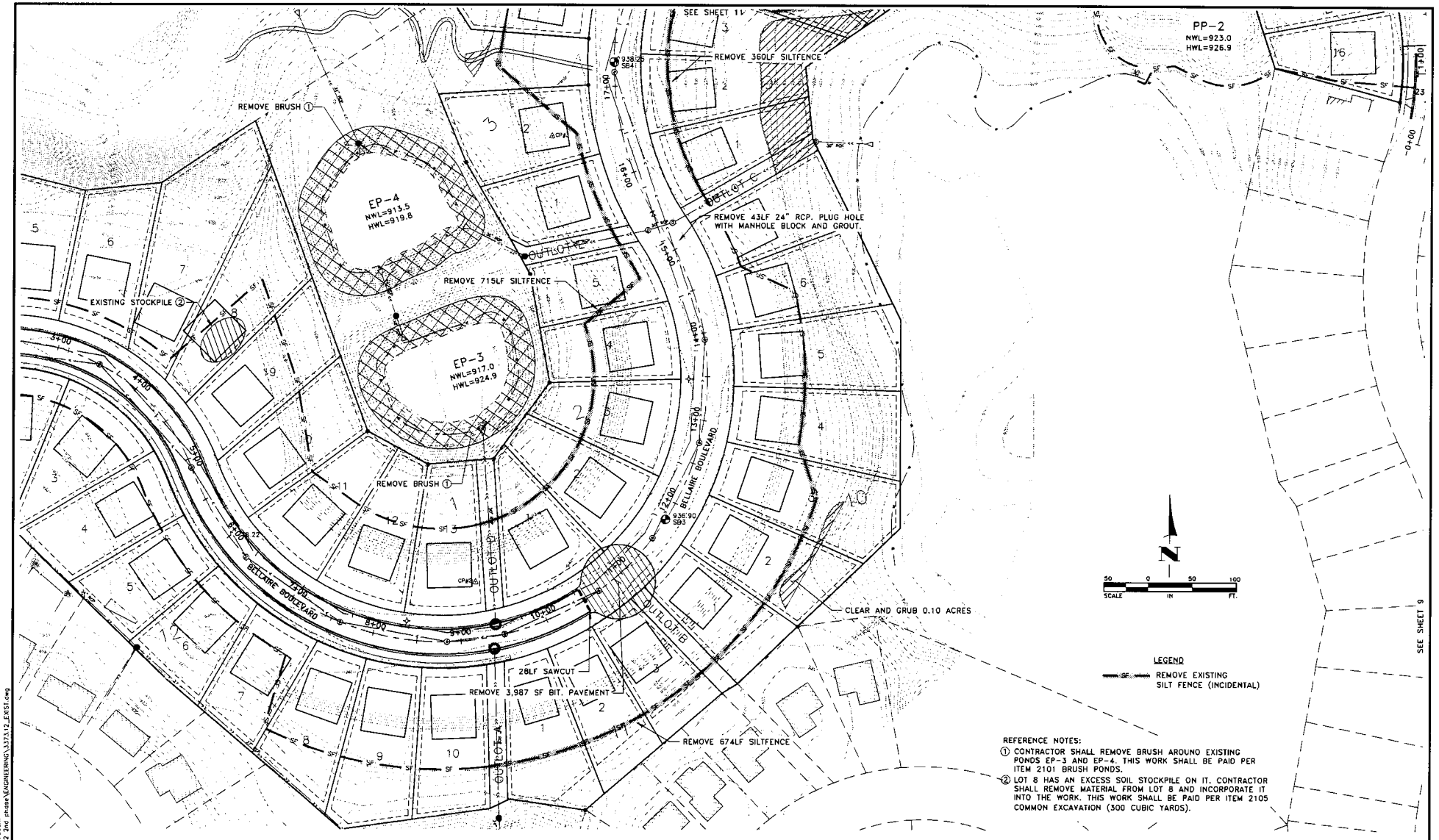

LEGEND

SF REMOVE EXISTING SILT FENCE (INCIDENTAL)

REFERENCE NOTES:

(1) CONTRACTOR SHALL REMOVE BRUSH AROUND EXISTING PONDS EP-3 AND EP-4. THIS WORK SHALL BE PAID PER ITEM 2101 BRUSH PONDS.

(2) LOT 8 HAS AN EXCESS SOIL STOCKPILE ON IT. CONTRACTOR SHALL REMOVE MATERIAL FROM LOT 8 AND INCORPORATE IT INTO THE WORK. THIS WORK SHALL BE PAID PER ITEM 2105 COMMON EXCAVATION (300 CUBIC YARDS).

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9/12/19	ADD PLAN SHEET
10/8/19	CITY COMMENTS
10/22/19	CITY COMMENTS

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CITY OF ISANTI, MINNESOTA

SHEET 12 OF 28 SHEETS

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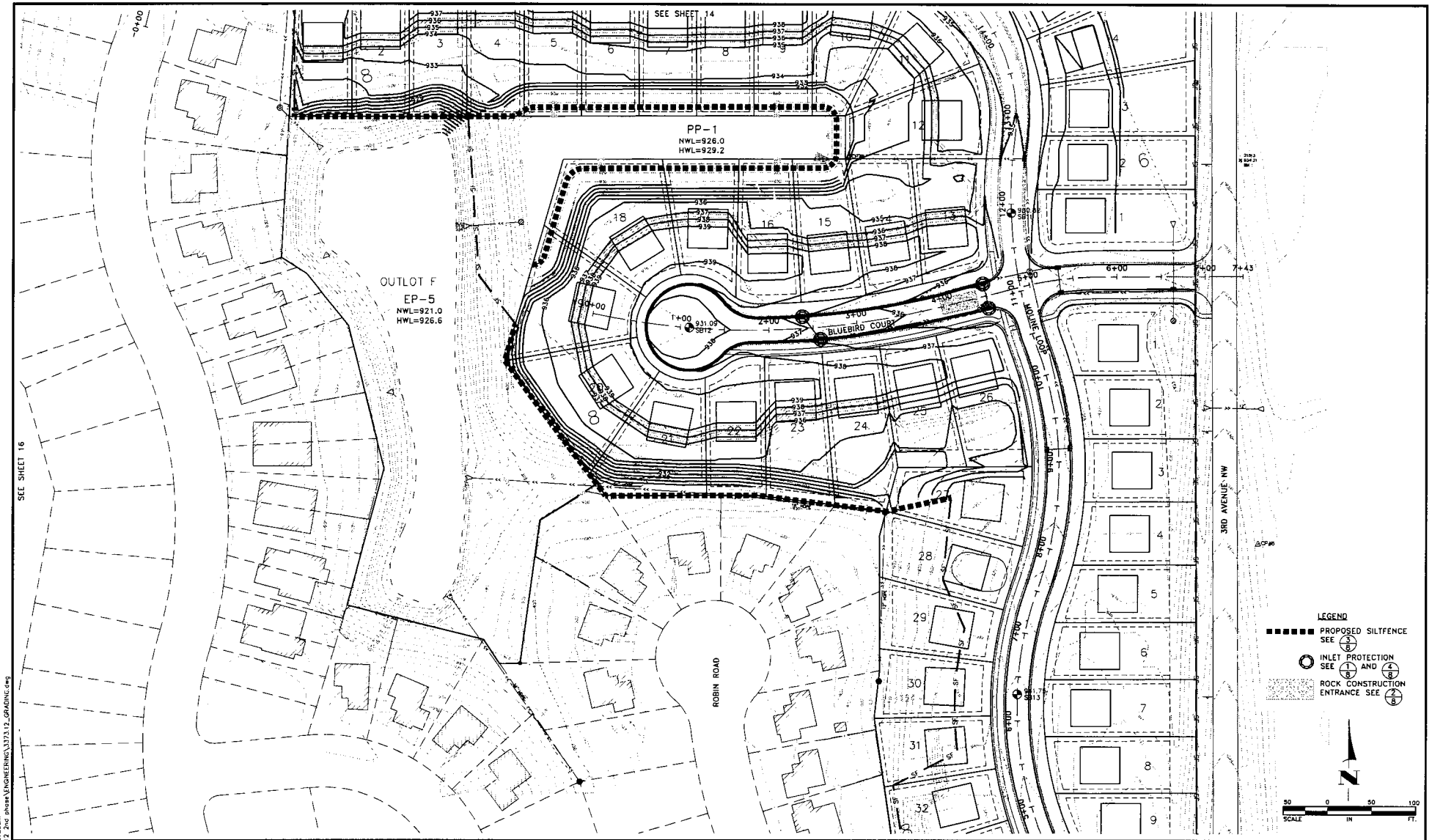

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Date 6/11/19 Lic. No. 23461

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DRAWN BY: MSS
CHECKED BY: TAE

Hakanson Anderson
Civil Engineers and Land Surveyors
3601 Thurston Ave., Anoka, Minnesota 55303
763-427-5860 FAX 763-427-0520
www.hakanson-anderson.com

LEGACY PINES SECOND ADDITION

GRADING, DRAINAGE AND EROSION CONTROL PLAN

CITY OF ISANTI, MINNESOTA

SHEET 13 OF 28 SHEETS

3373.15

Oct. 28, 2019 — 9:36am
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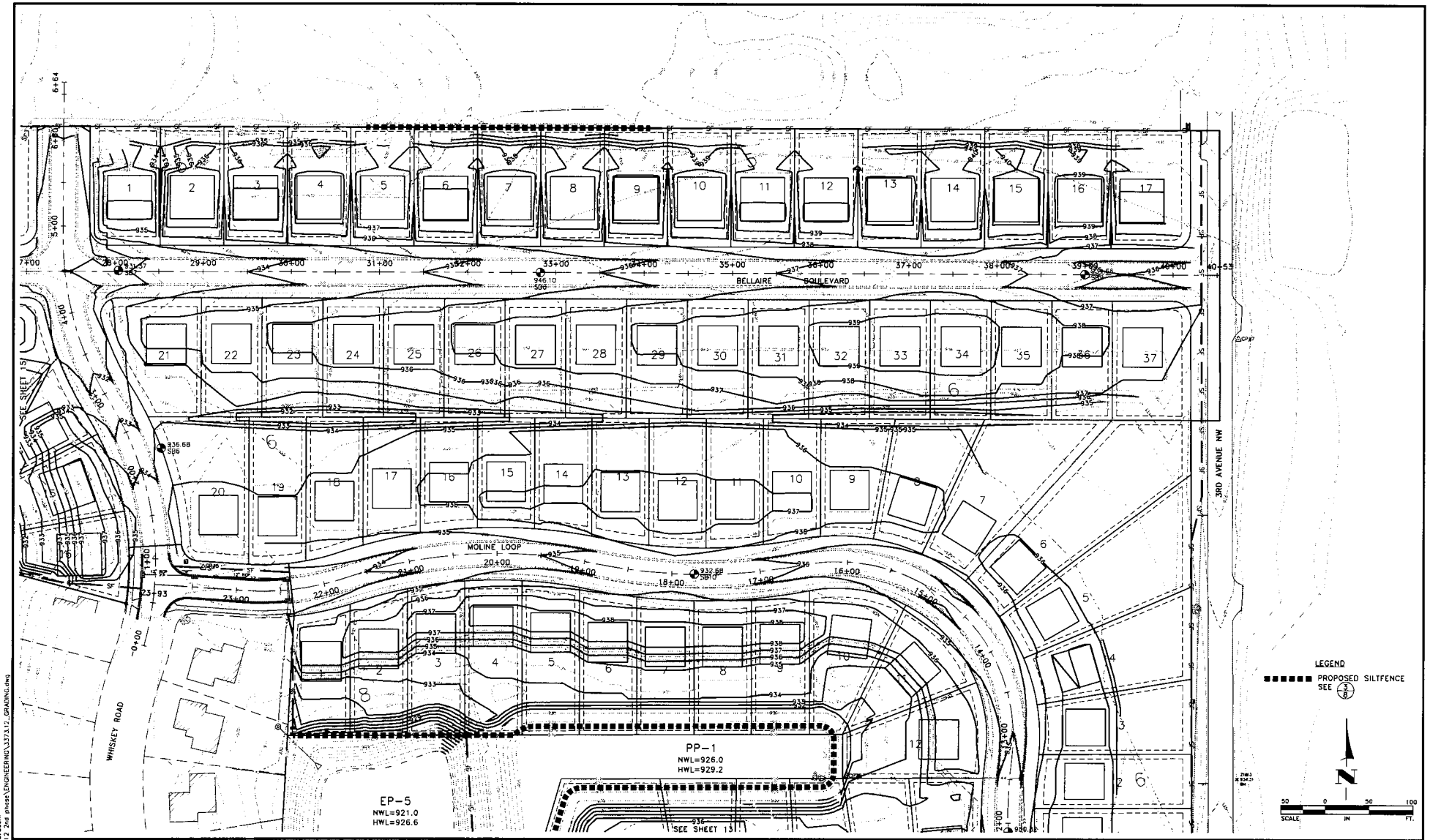

DATE	REVISION
7/29/19	CITY COMMENTS
9/12/19	UPDATE SILT FENCE AND REVISED BELLAIRE BOULEVARD GRADES
10/8/19	CITY COMMENTS

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CRAIG J. JOCHUM, P.E.
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LEGACY PINES SECOND ADDITION

GRADING, DRAINAGE AND EROSION CONTROL PLAN

CITY OF ISANTI, MINNESOTA

SHEET 14 OF 28 SHEETS

3373.15

Oct 28, 2019 - 9:56am
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DATE	REVISION
7/25/19	CITY COMMENTS
8/12/19	UPDATE SILT FENCE
10/8/19	CITY COMMENTS
10/22/19	CITY COMMENTS
10/28/19	CITY COMMENTS

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LEGACY PINES SECOND ADDITION

GRADING, DRAINAGE AND EROSION CONTROL PLAN
CITY OF ISANTI, MINNESOTA

SHEET 15 OF 28 SHEETS

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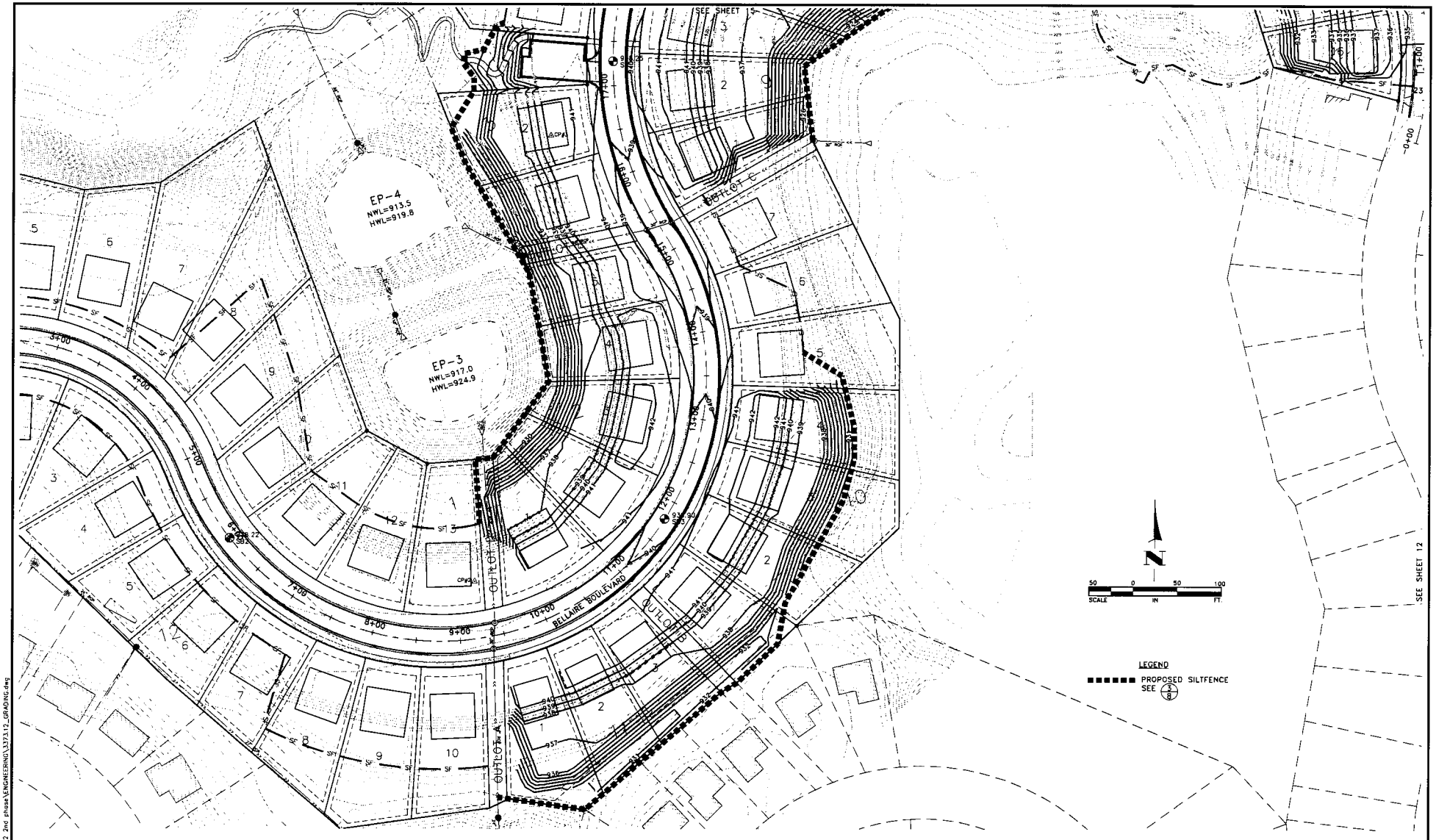

DATE	REVISION
7/25/19	CITY COMMENTS
9/17/19	ADD PLAN SHEET AND LOT FILL
10/8/19	CITY COMMENTS
10/22/19	CITY COMMENTS
10/28/19	CITY COMMENTS

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LEGACY PINES SECOND ADDITION

GRADING, DRAINAGE AND EROSION CONTROL PLAN
CITY OF ISANTI, MINNESOTA

SHEET 16 OF 28 SHEETS

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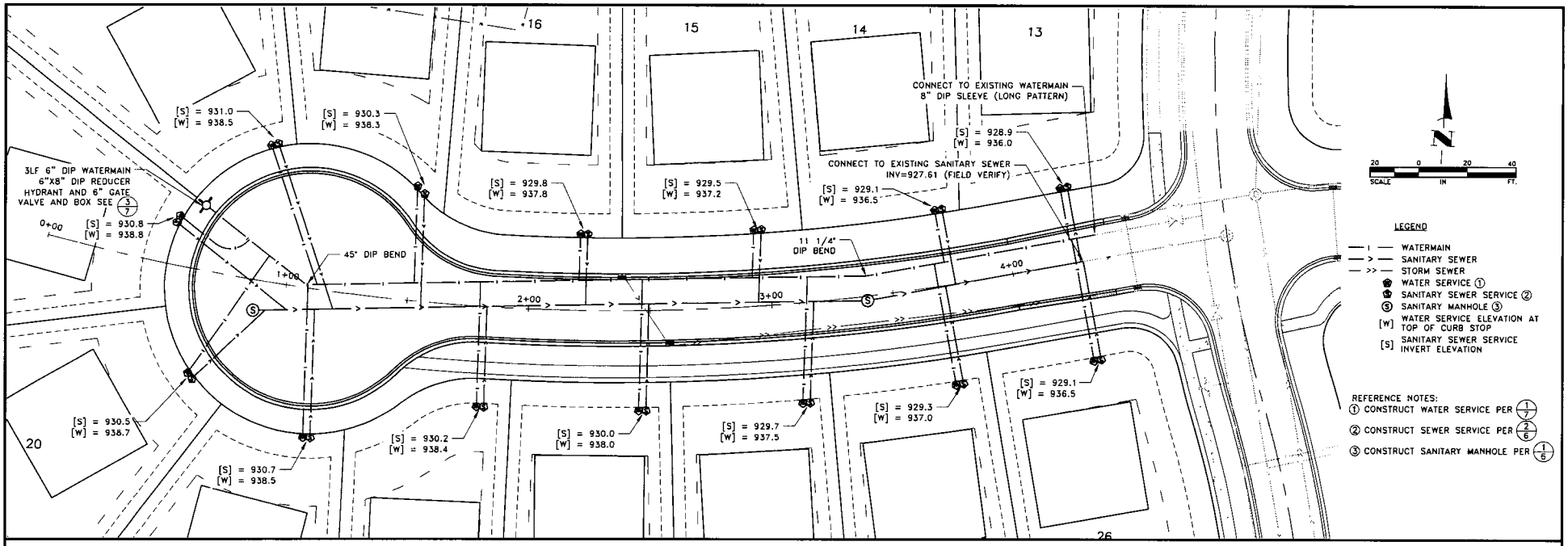

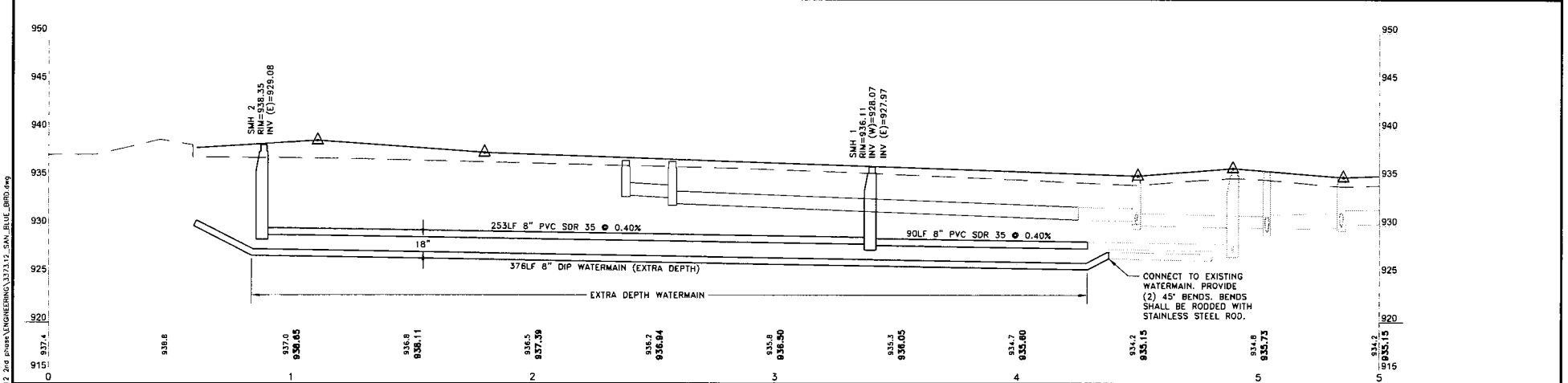

DATE	REVISION
7/29/19	CITY COMMENTS
10/8/19	CITY COMMENTS

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LEGACY PINES SECOND ADDITION

SANITARY SEWER AND WATERMAIN
BLUEBIRD COURT
CITY OF ISANTI, MINNESOTA

SHEET 17 OF 28 SHEETS

3373.15

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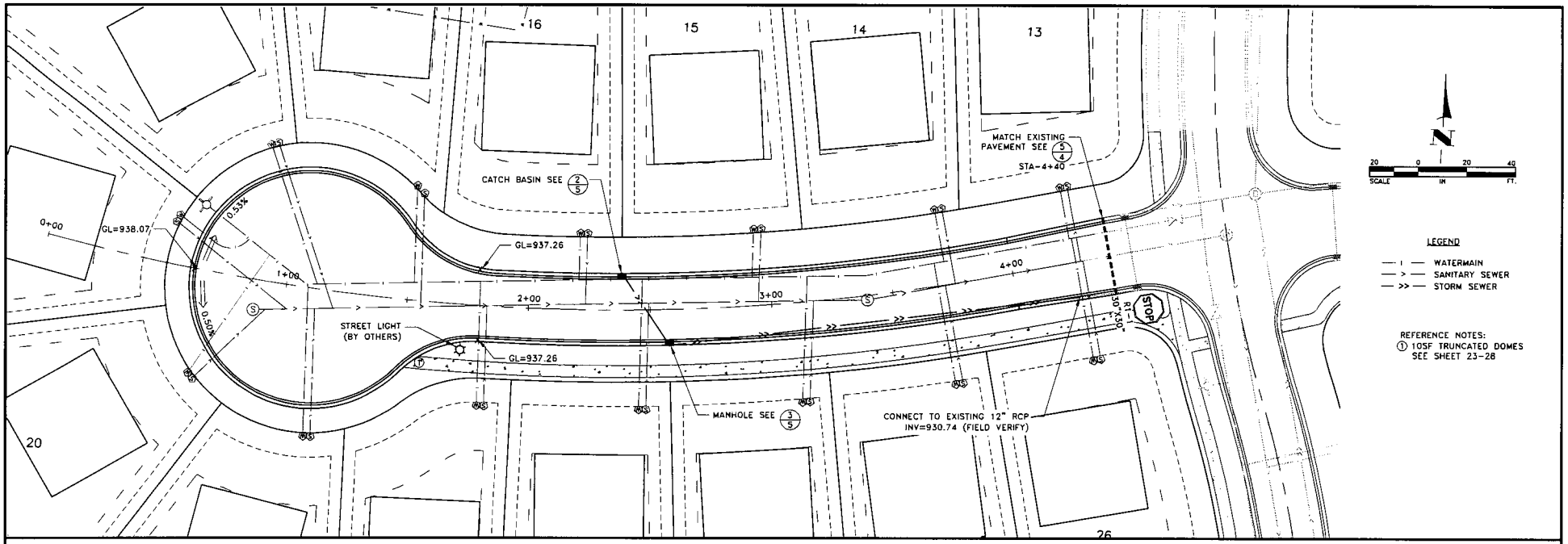

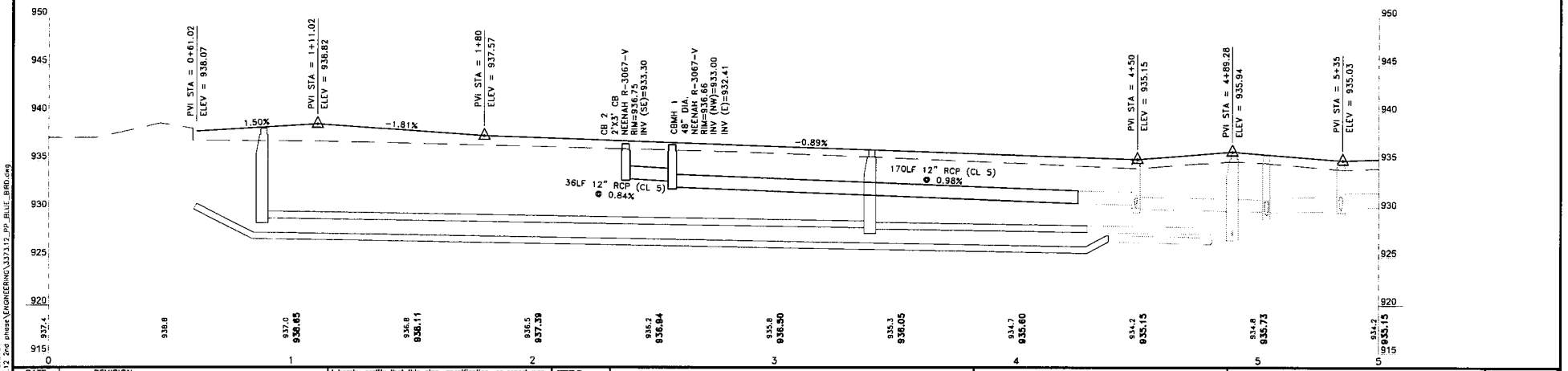

DATE	REVISION
7/25/19	CITY COMMENTS
10/8/19	CITY COMMENTS
10/22/19	CITY COMMENTS

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LEGACY PINES SECOND ADDITION

STREET AND STORM SEWER

BLUEBIRD COURT
CITY OF ISANTI, MINNESOTA

SHEET 18 OF 28 SHEETS

3373.15

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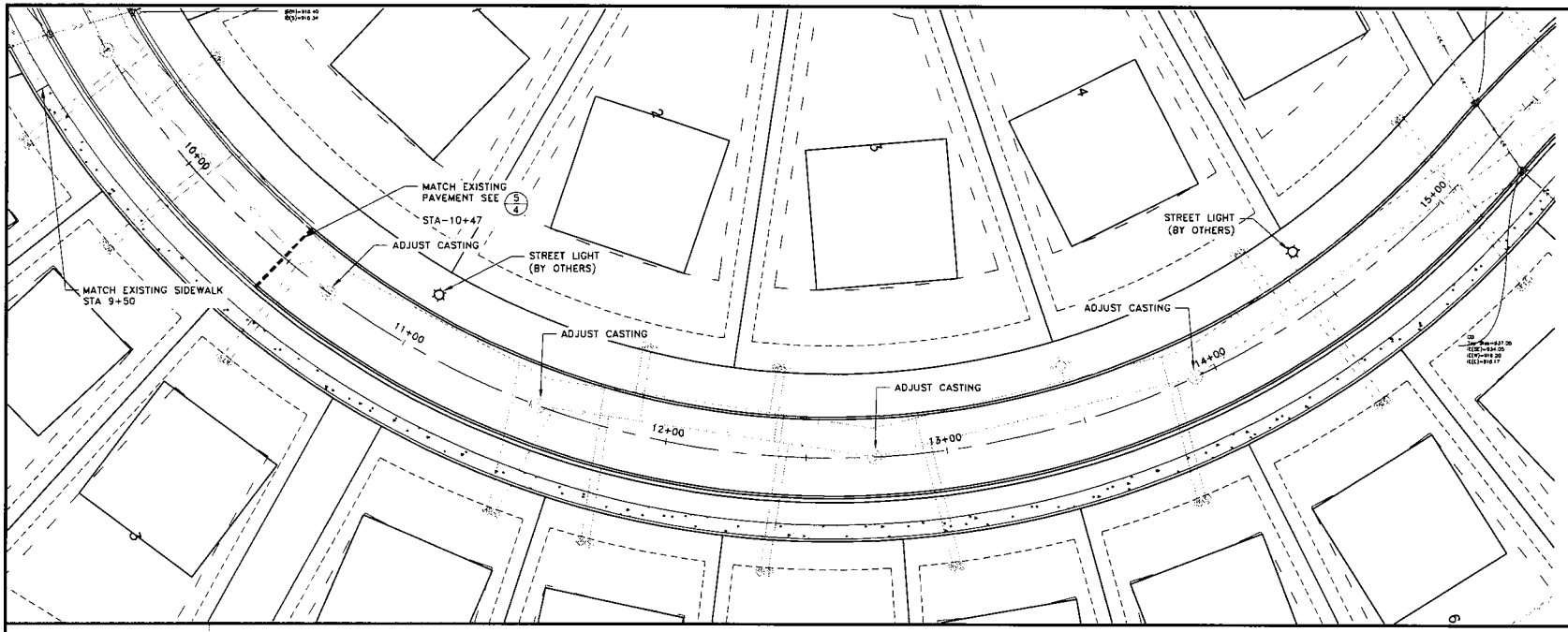

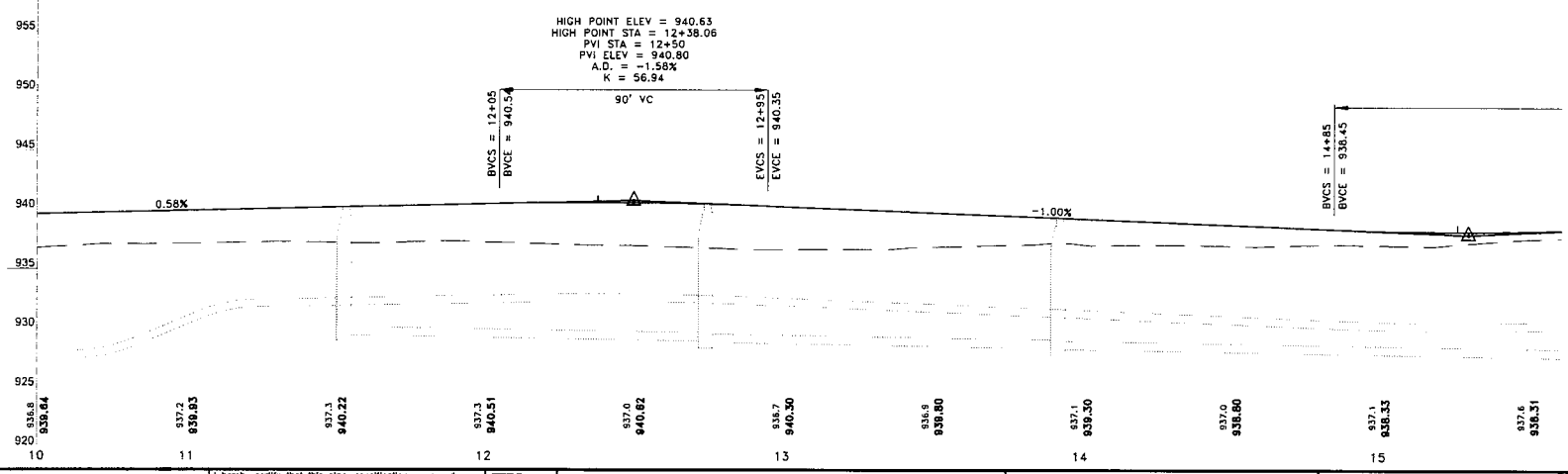

DATE	REVISION
7/29/19	CITY COMMENTS
10/8/19	CITY COMMENTS

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Civil Engineers and Land Surveyors
3601 Thurston Ave., Anoka, Minnesota 55303
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LEGACY PINES SECOND ADDITION

STREET AND STORM SEWER

BELLAIRE BOULEVARD NW
CITY OF ISANTI, MINNESOTA

SHEET 19 OF 28 SHEETS

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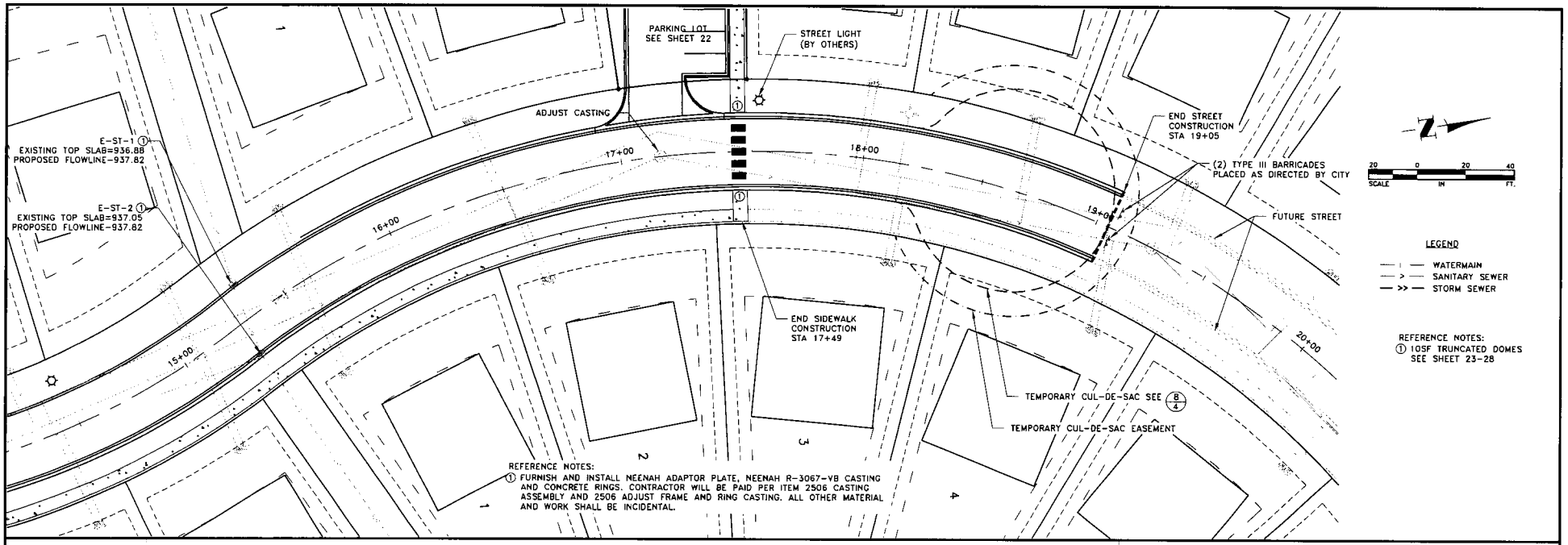

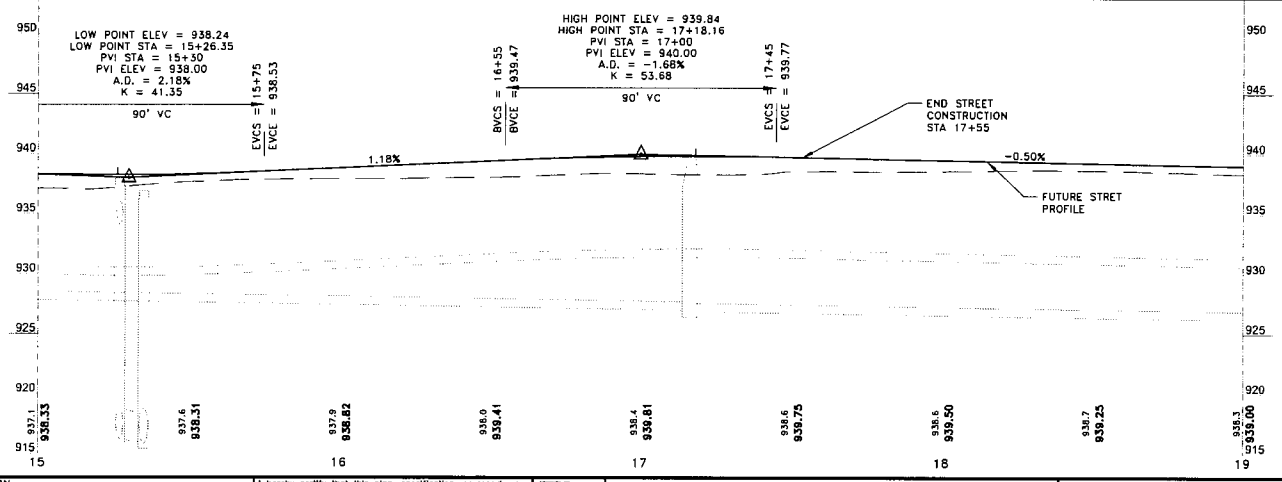

DATE	REVISION
7/29/19	CITY COMMENTS
10/8/19	CITY COMMENTS
10/28/19	CITY COMMENTS

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LEGACY PINES SECOND ADDITION

STREET AND STORM SEWER

BELLAIRE BOULEVARD NW
CITY OF ISANTI, MINNESOTA

SHEET 20 OF 28 SHEETS

3373.15

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GENERAL CONSTRUCTION AND SOILS NOTES:

1. STRIP AND REUSE ALL INPLACE TOPSOIL IN AREAS TO BE DISTURBED BY CONSTRUCTION.
2. STREET AND LOT FILL SHALL BE CONSTRUCTED WITH ENGINEERED FILL. ALL EXCAVATION, SOIL CORRECTIONS AND FILL SHALL BE CONSTRUCTED UNDER THE DIRECTION OF A GEOTECHNICAL ENGINEER. ENGINEERED FILL FOR THIS PROJECT IS DEFINED IN THE GEOTECHNICAL REPORT.
3. SAWCUT AND MILL WHEN PLACING NEW PAVEMENT ADJACENT TO INPLACE PAVEMENT AND AT TERMINI OF CONSTRUCTION TO ENSURE A UNIFORM JOINT.
4. BITUMINOUS, CONCRETE AND ALL OTHER REMOVAL ITEMS DISTURBED BY CONSTRUCTION SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE DISPOSED OF IN ACCORDANCE WITH MN/DOT SPEC. 2104.
5. USE TACK COAT BETWEEN ALL BITUMINOUS MIXTURES. THE BITUMINOUS TACK COAT MATERIAL SHALL BE APPLIED AT A UNIFORM RATE OF 0.05 GAL/SY TO 0.07 GAL/SY BETWEEN BITUMINOUS LAYERS. THE APPLICATION RATES ARE FOR UNDILUTED EMULSIONS. TACK COAT SHALL BE INCIDENTAL.
6. PERFORMANCE GRADED (PG) ASPHALT BINDER PG 58S-28, SPEC 3151, SHALL BE USED FOR ALL BITUMINOUS MIXES ON THE PROJECT. SPECIFIC PG GRADES ARE SHOWN AT THE END OF THE MIX DESIGNATION NUMBER SHOWN ON THE TYPICAL SECTION.
7. THE BITUMINOUS MIXTURES SHALL MEET THE REQUIREMENTS OF SPECIFICATIONS 2360 AND 3139.
8. IF NECESSARY, THE UTILITY COMPANIES WILL RELOCATE THEIR FACILITIES CONCURRENTLY WITH THE CONSTRUCTION OPERATIONS. CONTRACTOR SHALL SCHEDULE CONSTRUCTION IN COOPERATION WITH UTILITY RELOCATION.
9. EROSION CONTROL SHALL CONFORM TO THE MN/DOT EROSION CONTROL HANDBOOK.
10. ALL STORM SEWER SHALL BE REINFORCED CONCRETE PIPE.
11. ITEM 2112 SUBGRADE PREPARATION WILL ONLY BE MEASURED AND PAID IN AREAS THAT CONCRETE CURB AND GUTTER AND PAVEMENT WILL BE CONSTRUCTED. GRADING SUBGRADE FOR AREAS FOR FUTURE STREETS SHALL BE INCIDENTAL.
12. CONCRETE CURB AND GUTTER THROUGH CATCH BASINS WILL BE PAID FOR AS ITEM 2531 CONCRETE CURB AND GUTTER DESIGN SURMOUNTABLE.
13. THE CONTRACTOR SHALL POST THE SWPPP AND OTHER REQUIRED DOCUMENTS ON SITE. THE METHOD OF POSTING SHALL BE APPROVED BY THE ENGINEER.
14. ALL LABOR, MATERIAL, EQUIPMENT AND WORK REQUIRED TO PROTECT THE CONCRETE CURB AGAINST COLD WEATHER SHALL BE INCIDENTAL.
15. ALL DISTURBED AREAS SHALL RECEIVE 6" OF SALVAGED TOPSOIL AND BE SEEDED WITH MN/DOT SEED MIX 25-121 OR APPROVED EQUAL. APPLY SEED AT THE RATES SPECIFIED IN THE CURRENT MN/DOT SEEDING MANUAL. IF DORMANT SEEDING IS USED SEED RATES SHALL BE DOUBLED. MULCH SHALL BE TYPE 1 AND SHALL BE DISC ANCHORED. TYPE 1 MULCH SHALL BE APPLIED AT 2 TONS PER ACRE. FERTILIZER SHALL BE TYPE 1-COMMERCIAL FERTILIZER APPLIED AT 300 POUNDS PER ACRE. ALL LABOR, EQUIPMENT AND MATERIALS REQUIRED TO ESTABLISH TURF SHALL BE PAID PER ITEM 2575 TURF ESTABLISHMENT.
16. THE FINAL GRADES SHOWN ASSUME A 30 PERCENT SOIL COMPACTION FACTOR ON THE TOTAL FILL. IF ACTUAL COMPACTION FACTOR IS GREATER THAN OR LESS THAN 30 PERCENT, THE CONTRACTOR SHALL WORK WITH THE ENGINEER DURING THE GRADING OPERATION TO ADJUST THE FINAL GRADES AS NECESSARY TO BALANCE THE EARTHWORK. ADJUSTMENTS WILL BE MADE TO BELLAIRE BOULEVARD FROM STATION 28+00 TO 40+00 AND THE ADJACENT FUTURE LOT GRADES.
17. THE CONTRACTOR SHALL STRIP AND TEMPORARILY STOCKPILE ALL EXISTING TOPSOIL FOR REUSE. SALVAGING TOPSOIL IS INCLUDED AS COMMON EXCAVATION. PLACING 6 INCHES OF SALVAGED TOPSOIL OVER THE DISTURBED AREAS SHALL BE INCIDENTAL. IF MORE THAN 6 INCHES OF TOPSOIL IS ONSITE THIS MATERIAL SHALL BE USED AS FILL OUTSIDE THE RIGHT OF WAY AND BUILDING PAD AREAS.
18. SHEETS 12-14A SHOW THE FINAL GRADING PLAN AFTER THE HOME CONSTRUCTION IS COMPLETE. THESE GRADES REPRESENT THE SURFACE LABELED AS THE FINAL GRADES ON THE TYPICAL SECTIONS ON SHEET 2. IN GENERAL THIS PROJECT INCLUDES GRADING THE SUBGRADE TO THE INTERIM GRADES SHOWN ON THE TYPICAL SECTIONS ON SHEET 2. NOT ALL THE LOTS FOLLOW THE TYPICAL SECTION.
19. ALL TEMPORARY SOIL STABILIZATION AND SEEDING NECESSARY TO MEET THE REQUIREMENTS OF THE PROJECT MANUAL, MPCA NPDES CONSTRUCTION PERMIT AND MN/DOT STANDARD SPECIFICATION SHALL BE INCIDENTAL.
20. PRIOR TO PAVING THE WEARING COURSE, THE CONTRACTOR SHALL ADJUST THE MANHOLE CASTINGS AND VALVE BOXES TO THE FINISHED HEIGHT OF THE WEARING COURSE. ADJUSTMENT OF THE CASTINGS SHALL BE WITH CONCRETE RINGS. VALVE BOXES SHALL BE ADJUSTED WITH THE SCREW ADJUSTMENT. ALL WORK REQUIRED FOR CASTINGS AND VALVE BOX ADJUSTMENTS SHALL BE INCIDENTAL UNLESS OTHERWISE NOTED ON THE PLANS.
21. EXTRA DEPTH WATERMAIN IS REQUIRED AS INDICATED ON THE PLANS. THIS WORK SHALL BE INCIDENTAL.
22. THE BITUMINOUS WEARING COURSE SHALL NOT BE PLACED UNTIL THE YEAR 2021.
23. THE UTILITY COMPANIES WILL HAVE CONDUIT CROSSING TO FACILITY THE INSTALLATION OF NEW UTILITIES AFTER THE STREET HAS BEEN CONSTRUCTED. THE CONTRACTOR SHALL INSTALL THE CONDUIT CROSSINGS PROVIDED BY THE UTILITY COMPANIES. THIS WORK SHALL BE INCIDENTAL.

COMMON EXCAVATION SUMMARY

38,920 CUBIC YARDS FROM CROSS SECTIONS
20,852 CUBIC YARDS FROM SALVAGE TOPSOIL
300 CUBIC YARDS LOT 8 STOCKPILE
60,072 CUBIC YARDS-TOTAL COMMON EXCAVATION

Oct 28, 2019 - 9:37am
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DATE	REVISION
7/23/19	CITY COMMENTS
9/12/19	REVISED NOTES 16 AND 18 AND ADD COMMON EXCAVATION SUMMARY
10/8/19	CITY COMMENTS

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CRAIG J. DOCHUM, P.E.
Date 6/11/19 Lic. No. 23461

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LEGACY PINES SECOND ADDITION

CONSTRUCTION AND GRADING NOTES
CITY OF ISANTI, MINNESOTA

SHEET 21 OF 28 SHEETS

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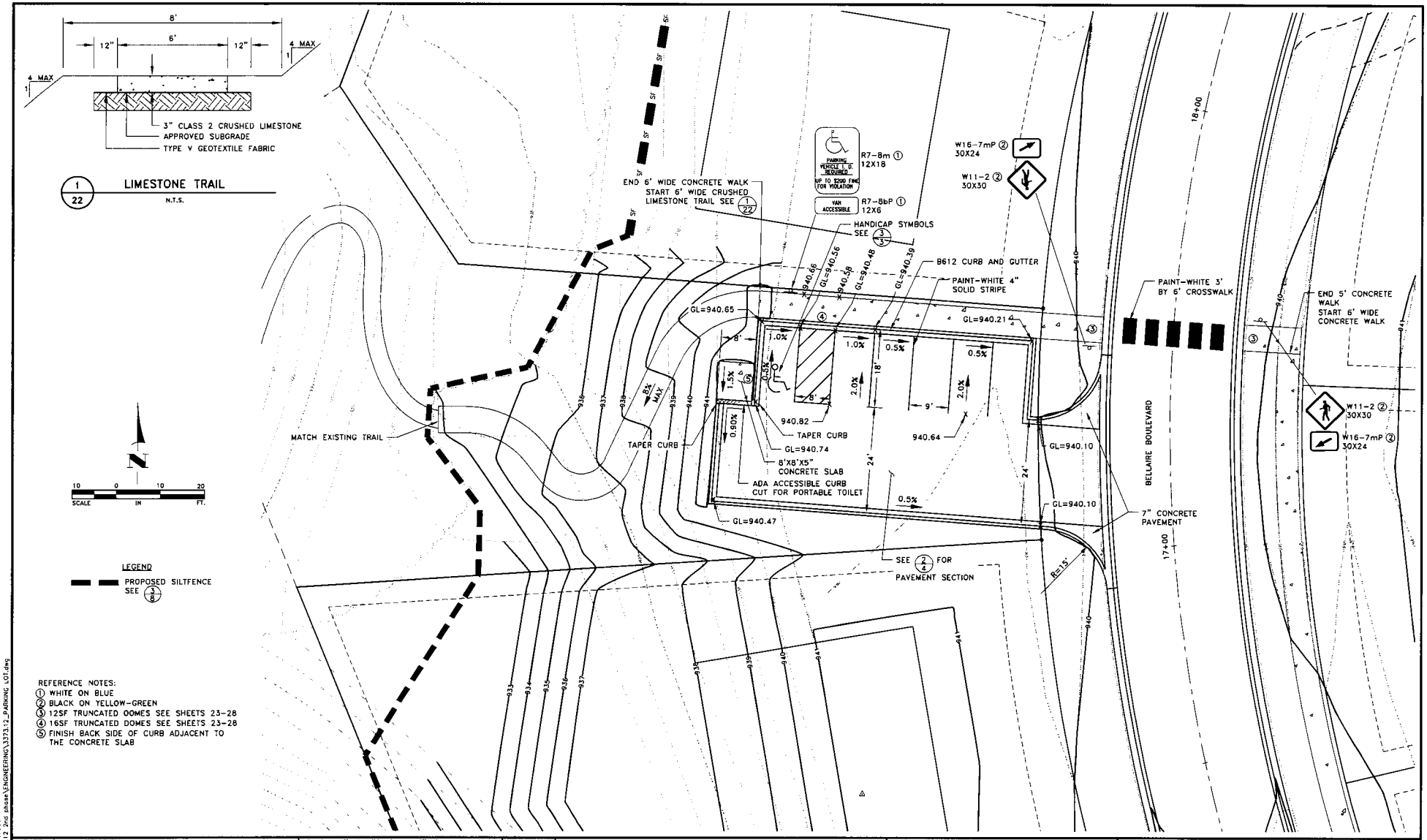

DATE	REVISION
10/8/19	CITY COMMENTS
10/22/19	CITY COMMENTS
10/28/19	CITY COMMENTS

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LEGACY PINES SECOND ADDITION

PARKING LOT PLAN

CITY OF ISANTI, MINNESOTA

SHEET 22 OF 28 SHEETS

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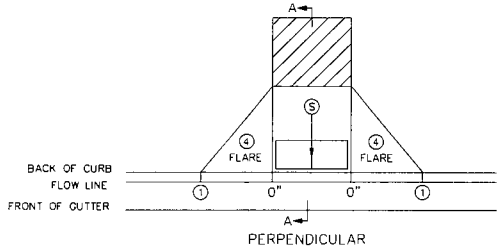
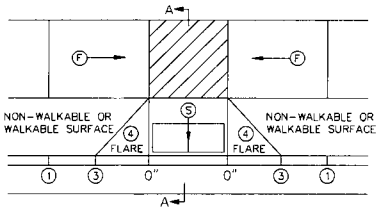


PERPENDICULAR



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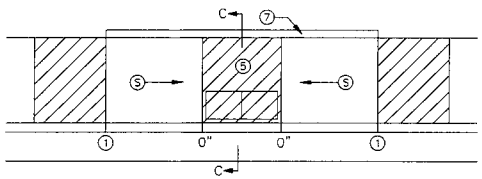
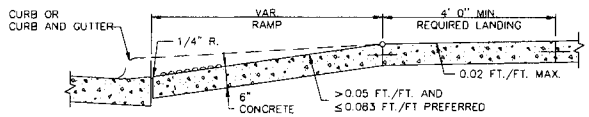
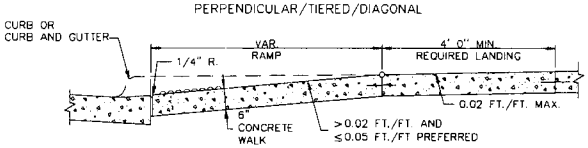


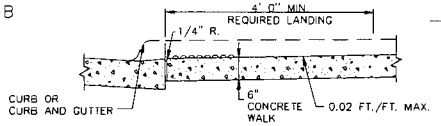
PARALLEL



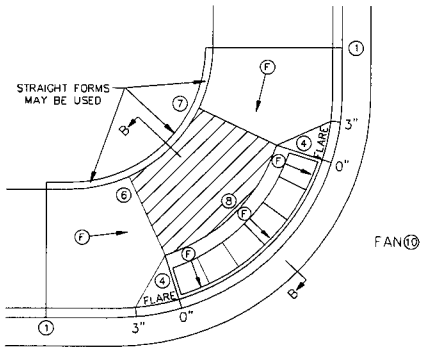
SECTION A-A
PERPENDICULAR/TIERED/DIAGONAL



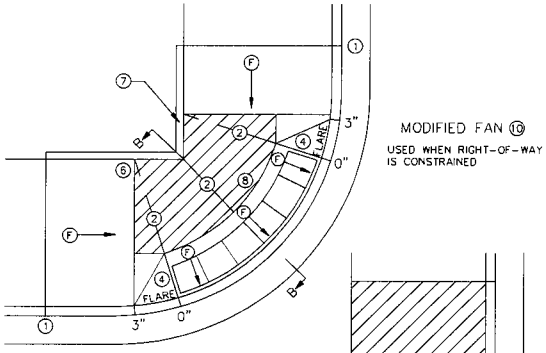
SECTION B-B
FAN



SECTION C-C
PARALLEL/DEPRESSED CORNER

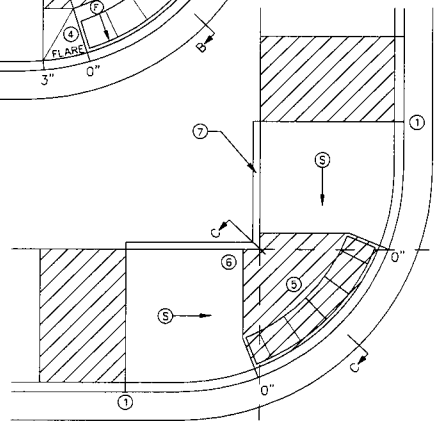


FAN (10)

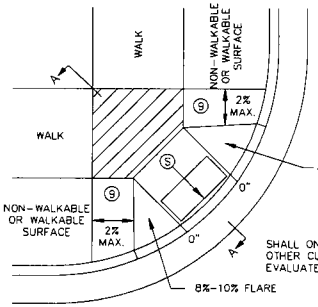


MODIFIED FAN (10)

USED WHEN RIGHT-OF-WAY IS CONSTRAINED



DEPRESSED CORNER



DIAGONAL

SHALL ONLY BE USED AFTER ALL OTHER CURB RAMP TYPES HAVE BEEN EVALUATED AND DEEMED IMPRACTICAL

NOTES:

LANDINGS SHALL BE LOCATED ANYWHERE THE PEDESTRIAN ACCESS ROUTE (PAR) CHANGES DIRECTION, AT THE TOP OF RAMPS THAT HAVE RUNNING SLOPES GREATER THAN 5.0%, AND IF THE APPROACHING WALK IS INVERSE GRADE GREATER THAN 2%.

INITIAL CURB RAMP LANDINGS SHALL BE CONSTRUCTED WITHIN 15' FROM THE BACK OF CURB, WITH 6' FROM THE BACK OF CURB BEING THE PREFERRED DISTANCE, ONLY APPLICABLE WHEN THE INITIAL RAMP RUNNING SLOPE IS OVER 5.0%.

SECONDARY CURB RAMP LANDINGS ARE REQUIRED FOR EVERY 30" OF VERTICAL RISE WHEN THE LONGITUDINAL RUNNING SLOPE IS GREATER THAN 5.0%.

CONTRACTION JOINTS SHALL BE CONSTRUCTED ALONG ALL GRADE BREAKS WITHIN THE PAR. 1/4" DEEP VISUAL JOINTS SHALL BE USED AT THE TOPS OF CONCRETE FLARES ADJACENT TO WALKABLE SURFACES. ALL GRADE BREAKS WITHIN THE PAR SHALL BE PERPENDICULAR TO THE PATH OF TRAVEL, THUS BOTH SIDES OF A SLOPED WALKING SURFACE MUST BE EQUAL LENGTH. (EXCEPT AS STATED IN (6) BELOW.

TO ENSURE INITIAL RAMPS AND INITIAL LANDINGS ARE PROPERLY CONSTRUCTED, LANDINGS SHALL BE CAST SEPARATELY. FOLLOW SIDEWALK REINFORCEMENT DETAILS ON SHEET 6 AND THE ADA SPECIAL PROVISIONS - PROSECUTION OF WORK (ADA).

TOP OF CURB SHALL MATCH PROPOSED ADJACENT WALK GRADE.

WHEN THE BOULEVARD IS 4' WIDE OR LESS, THE TOP OF CURB TAPER SHALL MATCH THE RAMP SLOPES TO REDUCE NEGATIVE BOULEVARD SLOPES FROM THE TOP BACK OF CURB TO THE PAR.

ALL RAMP TYPES SHOULD HAVE A MINIMUM 3' LONG RAMP LENGTH.

4' MINIMUM WIDTH OF DETECTABLE WARNING IS REQUIRED FOR ALL RAMPS. DETECTABLE WARNINGS SHALL CONTINUOUSLY EXTEND FOR A MIN. OF 24" IN THE PATH OF TRAVEL. DETECTABLE WARNING TO COVER ENTIRE WIDTH OF SHARED-USE PATHS AND THE ENTIRE PAR WIDTH OF THE WALK. DETECTABLE WARNING SHOULD BE 6" LESS THAN THE PAR/TRAIL WIDTH. ARC LENGTH OF RADIAL DETECTABLE WARNINGS SHOULD NOT BE GREATER THAN 20 FEET.

RECTANGULAR DETECTABLE WARNINGS SHALL BE SETBACK 3" FROM THE BACK OF CURB. RADIAL DETECTABLE WARNINGS SHALL BE SETBACK 3" MINIMUM TO 6" MAXIMUM FROM THE BACK OF CURB.

(1) MATCH FULL HEIGHT CURB.
(2) 4' MINIMUM DEPTH LANDING REQUIRED ACROSS TOP OF RAMP.
(3) 3" HIGH CURB WHEN USING A 3' LONG RAMP, 4" HIGH CURB WHEN USING A 4' LONG RAMP.
(4) SEE SHEET 4, TYPICAL SIDE TREATMENT OPTIONS, FOR DETAILS ON FLARES AND RETURNED CURBS, WHEN INITIAL LANDING IS AT FULL CURB HEIGHT.
(5) DETECTABLE WARNINGS MAY BE PART OF THE 4' X 4' MIN. LANDING AREA IF IT IS NOT FEASIBLE TO CONSTRUCT THE LANDING OUTSIDE OF THE DETECTABLE WARNING AREA.
(6) THE GRADE BREAK SHALL BE PERPENDICULAR TO THE BACK OF WALK. THIS WILL ENSURE THAT THE GRADE BREAK IS PERPENDICULAR TO THE DIRECTION OF TRAVEL. (TYPICAL FOR ALL)
(7) WHEN ADJACENT TO GRASS, GRADING SHALL ALWAYS BE USED WHEN FEASIBLE. V CURB, IF USED, SHALL BE PLACED OUTSIDE THE SIDEWALK LIMITS WHEN RIGHT OF WAY ALLOWS. WHEN ADJACENT TO PARKING LOTS, CONCRETE OR BITUMINOUS TAPERS SHOULD BE USED OVER V CURB TO REDUCE TRIPPING HAZARDS AND FACILITATE SNOW & ICE REMOVAL.
(8) A 7' MIN TOP RADIUS GRADE BREAK REQUIRED TO BE CONSTRUCTIBLE.
(9) PAVE FULL WALK WIDTH.
(10) "S" SLOPES ON FANS SHALL ONLY BE USED WHEN ALL OTHER FEASIBLE OPTIONS HAVE BEEN EVALUATED AND DEEMED IMPRACTICAL.

LEGEND

THESE LONGITUDINAL SLOPE RANGES SHALL BE THE STARTING POINT. IF SITE CONDITIONS WARRANT, LONGITUDINAL SLOPES UP TO 8.3% OR FLATTER ARE ALLOWED.

(S) INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%.

(F) INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE GREATER THAN 2.0% AND LESS THAN 5.0% IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%.

LANDING AREA - 4' X 4' MIN. (5' X 5' MIN. PREFERRED) DIMENSIONS AND MAX 2.0% SLOPE IN ALL DIRECTIONS. LANDING SHALL BE FULL WIDTH OF INCOMING PARS.

X" CURB HEIGHT

REVISION:
APPROVED: JANUARY 23, 2017
OPERATIONS ENGINEER

MINNESOTA DEPARTMENT OF TRANSPORTATION

STANDARD PLAN 5-297.250 | 1 OF 6

APPROVED: 1-23-2017
REVISED:

STATE DESIGN ENGINEER

PEDESTRIAN CURB RAMP DETAILS

SHEET NO 23 OF 28 SHEETS

Oct 28, 2019 - 9:36am
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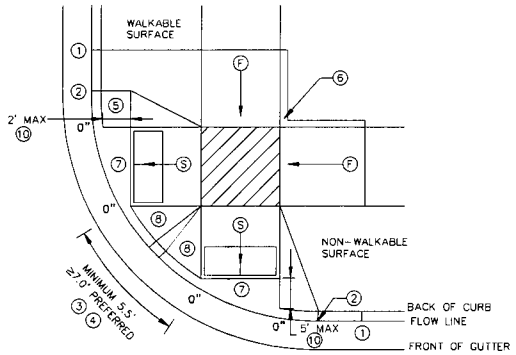
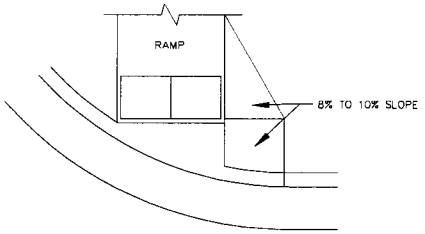
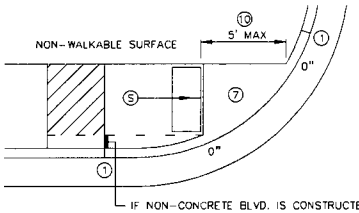


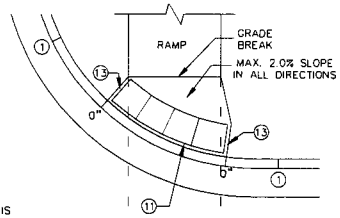
COMBINED DIRECTIONAL ⑨

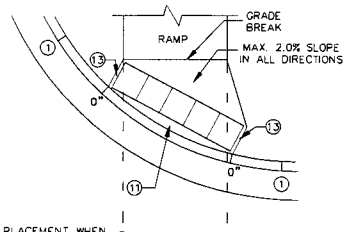


DIRECTIONAL RAMP WALKABLE FLARE



STANDARD ONE-WAY DIRECTIONAL ⑨





DETECTABLE WARNING PLACEMENT WHEN SETBACK CRITERIA IS EXCEEDED ⑫

ONE-WAY DIRECTIONAL WITH DETECTABLE WARNING AT BACK OF CURB

NOTES:

LANDINGS SHALL BE LOCATED ANYWHERE THE PEDESTRIAN ACCESS ROUTE (PAR) CHANGES DIRECTION, AT THE TOP OF RAMPS THAT HAVE RUNNING SLOPES GREATER THAN 5.0%, AND IF THE APPROACHING WALK IS INVERSE GRADE.

INITIAL CURB RAMP LANDINGS SHALL BE CONSTRUCTED WITHIN 15' FROM THE BACK OF CURB, WITH 6' FROM THE BACK OF CURB BEING THE PREFERRED DISTANCE, ONLY APPLICABLE WHEN THE INITIAL RAMP RUNNING SLOPE IS OVER 5.0%.

SECONDARY CURB RAMP LANDINGS ARE REQUIRED FOR EVERY 30" OF VERTICAL RISE WHEN THE LONGITUDINAL SLOPE IS GREATER THAN 5.0%.

CONTRACTION JOINTS SHALL BE CONSTRUCTED ALONG ALL GRADE BREAKS WITHIN THE PAR. 1/4" DEEP VISUAL JOINTS SHALL BE USED AT THE TOP GRADE BREAK OF CONCRETE FLARES ADJACENT TO WALKABLE SURFACES.

ALL GRADE BREAKS WITHIN THE PAR SHALL BE PERPENDICULAR TO THE PATH OF TRAVEL. THUS BOTH SIDES OF A SLOPED WALKING SURFACE MUST BE EQUAL LENGTH.

TO ENSURE INITIAL RAMPS AND INITIAL LANDINGS ARE PROPERLY CONSTRUCTED, LANDINGS SHALL BE CAST SEPARATELY. FOLLOW SIDEWALK REINFORCEMENT DETAILS ON SHEET 6 AND THE ADA SPECIAL PROVISION (PROSECUTION OF WORK).

TOP OF CURB SHALL MATCH PROPOSED ADJACENT WALK GRADE.

WHEN THE BOULEVARD IS 4' WIDE OR LESS, THE TOP OF CURB TAPER SHALL MATCH THE RAMP SLOPES TO REDUCE NEGATIVE BOULEVARD SLOPES FROM THE TOP BACK OF CURB TO THE PAR.

ALL RAMP TYPES SHOULD HAVE A MINIMUM 3' LONG RAMP LENGTH.

4' MINIMUM WIDTH OF DETECTABLE WARNING IS REQUIRED FOR ALL RAMPS. DETECTABLE WARNINGS SHALL CONTINUOUSLY EXTEND FOR A MIN. OF 24" IN THE PATH OF TRAVEL. DETECTABLE WARNING TO COVER ENTIRE WIDTH OF SHARED-USE PATH AND THE ENTIRE PAR WIDTH OF THE WALK. DETECTABLE WARNING SHOULD BE 6" LESS THAN THE PAR/PATH WIDTH. ARC LENGTH OF RADIAL DETECTABLE WARNINGS SHOULD NOT BE GREATER THAN 20 FEET.

RADIAL DETECTABLE WARNINGS SHALL BE SETBACK 3" MINIMUM TO 6" MAXIMUM FROM THE BACK OF CURB. SEE NOTES ⑩&⑪ FOR INFORMATION REGARDING RECTANGULAR DETECTABLE WARNING PLACEMENT.

① MATCH FULL CURB HEIGHT.

② 3" HIGH CURB WHEN USING A 3' LONG RAMP
4" HIGH CURB WHEN USING A 4' LONG RAMP.

③ 3" MINIMUM CURB HEIGHT (5.5' MIN. DISTANCE REQUIRED BETWEEN DOMES)
4" PREFERRED (7' MIN. DISTANCE REQUIRED BETWEEN DOMES).

④ THE "BUMP" IN BETWEEN THE RAMPS SHOULD NOT BE IN THE PATH OF TRAVEL FOR COMBINED DIRECTIONAL RAMPS. IF THIS OCCURS MODIFY THE RAMP LOCATION OR SWITCH RAMP TO A FAN/DEPRESSED CORNER.

⑤ WHEN USING CONCRETE PAVED FLARES ON THE OUTSIDE OF DIRECTIONAL RAMPS, AND ADJACENT TO A WALKABLE SURFACE, DIRECTIONAL RAMP FLARES SHOULD BE USED. SEE THE DETAIL ON THIS SHEET.

⑥ GRADING SHALL ALWAYS BE USED WHEN FEASIBLE. V CURB, IF USED, SHALL BE PLACED OUTSIDE THE SIDEWALK LIMITS WHEN RIGHT OF WAY ALLOWS. WHEN ADJACENT TO PARKING LOTS, CONCRETE OR BITUMINOUS TAPERS SHOULD BE USED OVER V CURB TO REDUCE TRIPPING HAZARDS AND FACILITATE SNOW & ICE REMOVAL.

⑦ MAX. 2.0% SLOPE IN ALL DIRECTIONS IN FRONT OF GRADE BREAK AND DRAIN TO FLOW LINE. SHALL BE CONSTRUCTED INTEGRAL WITH CURB AND GUTTER.

⑧ 8% TO 10% WALKABLE FLARE.

⑨ PLACE DOMES AT THE BACK OF CURB WHEN ALLOWABLE SETBACK CRITERIA IS EXCEEDED.

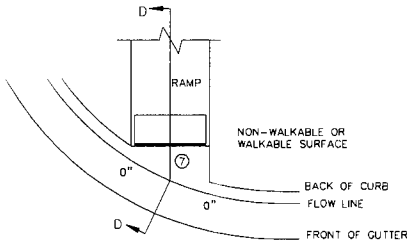
⑩ FRONT EDGE OF DETECTABLE WARNING SHALL BE SET BACK 2' MAXIMUM WHEN ADJACENT TO WALKABLE SURFACE, AND 5' MAXIMUM WHEN ADJACENT TO NON-WALKABLE SURFACE WITH ONE CORNER SET 3" FROM BACK OF CURB. A WALKABLE SURFACE IS DEFINED AS A PAVED SURFACE ADJACENT TO A CURB RAMP WITHOUT RAISED OBSTACLES THAT COULD MISTAKENLY BE TRAVERSED BY A USER WHO IS VISUALLY IMPAIRED.

⑪ RECTANGULAR DETECTABLE WARNINGS MAY BE SETBACK UP TO 9" FROM THE BACK OF CURB WITH CORNERS SET 3" FROM BACK OF CURB. IF 9" SETBACK IS EXCEEDED USE RADIAL DETECTABLE WARNINGS.

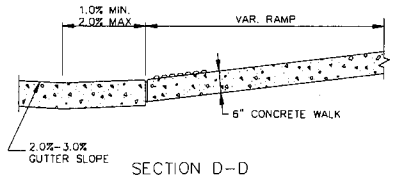
⑫ FOR DIRECTIONAL RAMPS WITH THE DETECTABLE WARNINGS PLACED AT THE BACK OF CURB, THE DETECTABLE WARNINGS SHALL COVER THE ENTIRE WIDTH OF THE WALK/PATH. THIS ENSURES A DETECTABLE EDGE AND HELPS ELIMINATE THE CURB TAPER OBSTRUCTING THE PATH OF PEDESTRIAN TRAVEL.

⑬ THE CONCRETE WALK SHALL BE FORMED AND CONSTRUCTED PERPENDICULAR TO THE BACK OF CURB. MAINTAIN 3" BETWEEN EDGE OF DOMES AND EDGE OF CONCRETE.

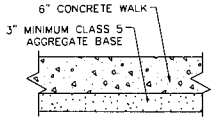
⑭ TO BE USED FOR ALL DIRECTIONAL RAMPS, EXCEPT WHERE DOMES ARE PLACED ALONG THE BACK OF CURB.



CURB FOR DIRECTIONAL RAMPS ⑭



SECTION D-D



TYPICAL SIDEWALK SECTION WITHIN INTERSECTION CORNER

LEGEND

THESE LONGITUDINAL SLOPE RANGES SHALL BE THE STARTING POINT. IF SITE CONDITIONS WARRANT, LONGITUDINAL SLOPES UP TO 8.3% OR FLATTER ARE ALLOWED.

(S) INDICATES PEDESTRIAN RAMP – SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%.

(F) INDICATES PEDESTRIAN RAMP – SLOPE SHALL BE GREATER THAN 2.0% AND LESS THAN 5.0% IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%

LANDING AREA – 4' X 4' MIN. (5' X 5' MIN. PREFERRED) DIMENSIONS AND MAX 2.0% SLOPE IN ALL DIRECTIONS. LANDING SHALL BE FULL WIDTH OF INCOMING PARS.

X" CURB HEIGHT

REVISION:

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OPERATIONS ENGINEER

MINNESOTA DEPARTMENT OF TRANSPORTATION

STANDARD PLAN 5-297.250 | 2 OF 6

APPROVED: 1-23-2017

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STATE DESIGN ENGINEER

PEDESTRIAN CURB RAMP DETAILS

SHEET NO 24 OF 28 SHEETS

Oct 28, 2019 - 9:38am
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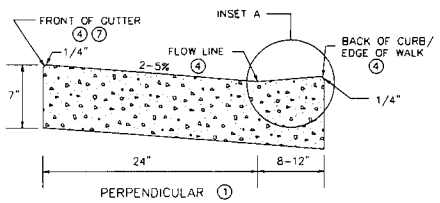
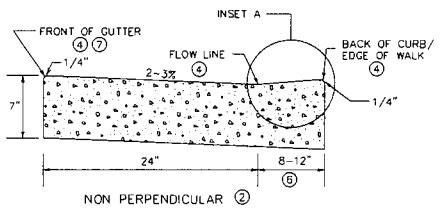
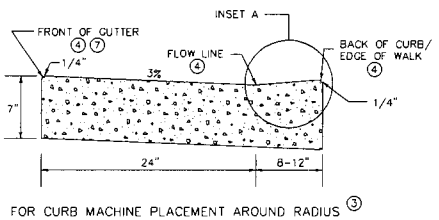


PERPENDICULAR (1)

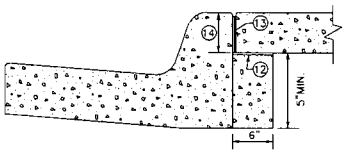


NON PERPENDICULAR (2)

PEDESTRIAN ACCESS ROUTE CURB & GUTTER DETAIL

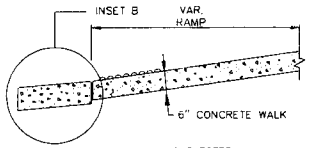


FOR CURB MACHINE PLACEMENT AROUND RADIUS (3)
(REGARDLESS OF RAMP TYPE)

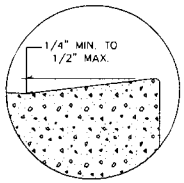


OPTIONAL SILL CURB WHEN SIDEWALK
IS AT BACK OF CURB

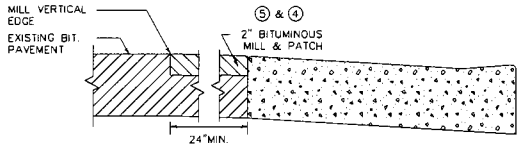
CONCRETE SILL TO BE USED ONLY WHEN
SPECIFIED IN THE PLAN.



INSET B
OUTFLOW GUTTER (8)

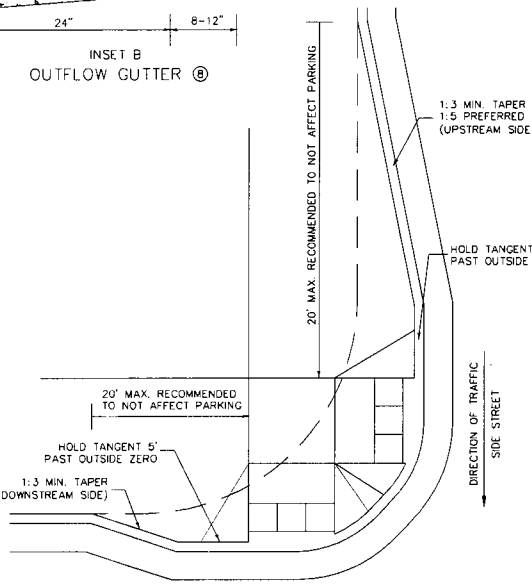


INSET A



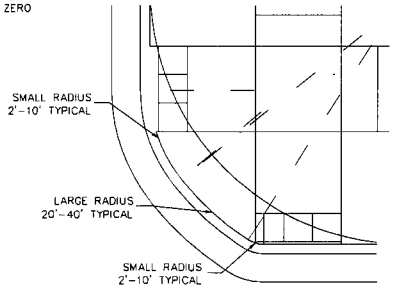
ONLY ALLOWED PER ENGINEER'S APPROVAL

PAVEMENT TREATMENT OPTIONS IN FRONT OF CURB & GUTTER
FOR USE ON CURB RAMP RETROFITS



ADA CURB EXTENSION WITH COMPOUND RADIUS (BUMP OUT)(11)

DIRECTION OF TRAFFIC
MAIN STREET



COMBINED DIRECTIONAL (10)
(COMPOUND RADIUS)

NOTES:

POSITIVE FLOW LINE DRAINAGE SHALL BE MAINTAINED THROUGH THE PEDESTRIAN ACCESS ROUTE (PAR) AT A 2% MAXIMUM.

NO PONDING SHALL BE PRESENT IN THE PAR.

ANY VERTICAL LIP THAT OCCURS AT THE FLOW LINE SHALL NOT BE GREATER THAN 1/4 INCH.

(1) FOR USE AT CURB CUTS WHERE THE PEDESTRIAN'S PATH OF TRAVEL IS ASSUMED PERPENDICULAR TO THE GUTTER FLOW LINE. RAMP TYPES INCLUDE: PERPENDICULAR, TIERED PERPENDICULAR, PARALLEL, AND DIAGONAL RAMPS.

(2) FOR USE AT CURB RAMPS WHERE THE PEDESTRIAN'S PATH OF TRAVEL IS ASSUMED NON PERPENDICULAR TO THE GUTTER FLOW LINE. RAMP TYPES INCLUDE: FANS & DEPRESSED CORNERS.

(3) BEGIN GUTTER SLOPE TRANSITION 10' OUTSIDE OF ALL CURB RAMPS.

(4) THERE SHALL BE NO VERTICAL DISCONTINUITIES GREATER THAN 1/4".

(5) ELEVATION CHANGE TAKES PLACE FROM THE EXISTING TO NEW FRONT OF GUTTER. PATCH IS USED TO MATCH THE NEW GUTTER FACE INTO THE EXISTING ROADWAY.

(6) VARIABLE WIDTH FOR DIRECTIONAL CURB APPLICATIONS. SEE SHEET 2 FOR DIRECTIONAL CURB SLOPE REQUIREMENTS.

(7) TOP FRONT OF GUTTER SHALL BE CONSTRUCTED FLUSH WITH PROPOSED ADJACENT PAVEMENT ELEVATION. TOP 1.5" OF THE GUTTER FACE MUST BE A FORMED EDGE. PAR GUTTER SHALL NOT BE OVERLAID.

(8) SHOULD BE USED AT VERTICALLY CONSTRAINED AREAS WHEN AT A DRAINAGE HIGH POINT OR SUPER ELEVATED ROADWAY SEGMENTS.

(9) DRILL AND GROUT NO. 4 EPOXY-COATED 18" LONG TIE BARS AT 30" CENTER TO CENTER INTO EXISTING CONCRETE PAVEMENT 1" MINIMUM FROM ALL JOINTS.

(10) HELPS PROVIDE TWO SEPARATE RAMPS, REDUCES THE DOME SETBACK LENGTH AND MINIMIZES DIRECTIONAL CURB. THIS RADIUS DESIGN CLOSELY FOLLOWS THE TURNING VEHICLE PATH WHILE OPTIMIZING CURB RAMP LENGTH.

(11) CURB EXTENSIONS SHOULD BE USED IN VERTICALLY CONSTRAINED AREAS, USUALLY IN DOWNTOWN ROADWAY SEGMENTS WHERE ON-STREET PARKING IS AVAILABLE. CURB EXTENSIONS SHOULD BE CONSIDERED FOR APS INTERSECTIONS WHERE SPACE IS LIMITED. PUSH BUTTONS MUST MEET APS CRITERIA AS DESCRIBED IN THE PUSH BUTTON LOCATION DETAIL SHEET.

(12) PLACE BOND BREAKER BETWEEN WALK AND TOP OF SILL.

(13) 1/2" PREFORMED JOINT FILLER PER MNDOT SPEC. 3702.

(14) DIMENSION TO BE SAME AS SIDEWALK THICKNESS, 4" MIN.

REVISION:

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OPERATIONS ENGINEER

MINNESOTA DEPARTMENT OF TRANSPORTATION

STATE DESIGN ENGINEER

STANDARD PLAN 5-297.250 | 3 OF 6

APPROVED: 1-23-2017
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PEDESTRIAN CURB RAMP DETAILS

SHEET NO 25 OF 28 SHEETS

Oct 28, 2019 - 9:36am
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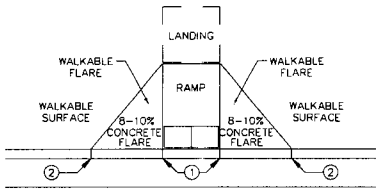
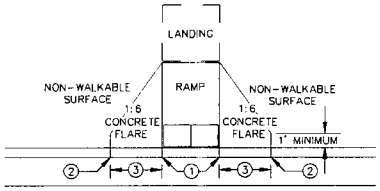
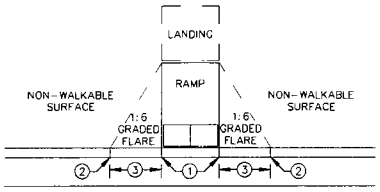


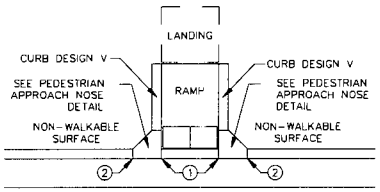
PAVED FLARES
ADJACENT TO WALKABLE SURFACE



PAVED FLARES
ADJACENT TO NON-WALKABLE SURFACE

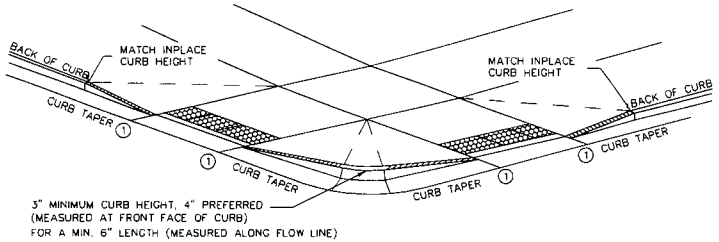


GRADED FLARES

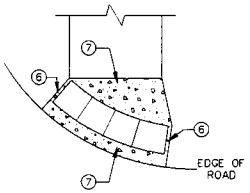


RETURNED CURB ⑤

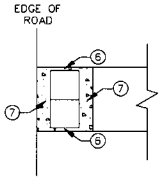
TYPICAL SIDE TREATMENT OPTIONS ④ ⑪



DETECTABLE EDGE WITH ⑧
CURB AND GUTTER

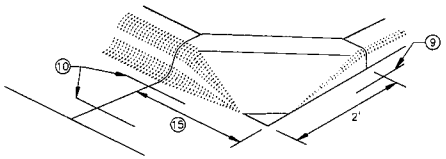


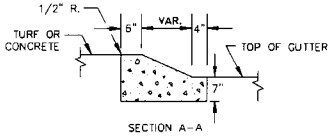
RADIAL DETECTABLE WARNING

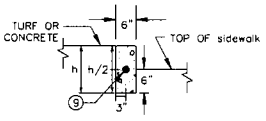


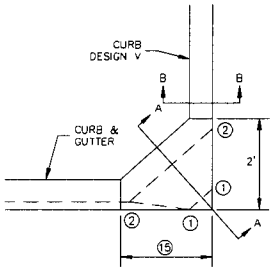
RECTANGULAR DETECTABLE WARNING

DETECTABLE EDGE WITHOUT CURB AND GUTTER

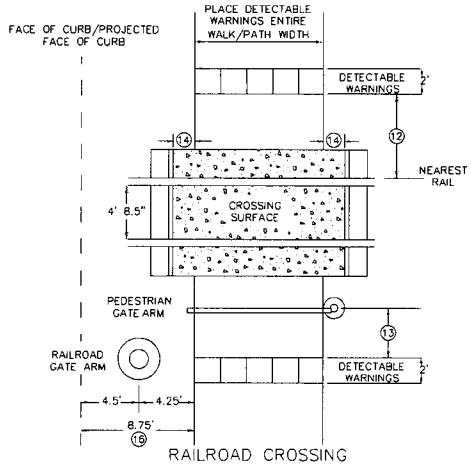








PEDESTRIAN APPROACH
NOSE DETAIL
(FOR RETURNED CURB
SIDE TREATMENT)



RAILROAD CROSSING
PLAN VIEW

NOTES:

SEE STANDARD PLATE 7038 AND THIS SHEET FOR ADDITIONAL DETAILS ON DETECTABLE WARNING.

A WALKABLE SURFACE IS DEFINED AS A PAVED SURFACE ADJACENT TO A CURB RAMP WITHOUT RAISED OBSTACLES THAT COULD MISTAKENLY BE TRAVERSED BY A USER WHO IS VISUALLY IMPAIRED.

CONCRETE FLARE LENGTHS ADJACENT TO NON-WALKABLE SURFACES SHOULD BE LESS THAN 8' LONG MEASURED ALONG THE RAMPS FROM THE BACK OF CURB.

① 0" CURB HEIGHT.

② FULL CURB HEIGHT.

③ 2' FOR 4" HIGH CURB AND 3' FOR 6" HIGH CURB.

④ SIDE TREATMENTS ARE APPLICABLE TO ALL RAMP TYPES AND SHOULD BE IMPLEMENTED AS NEEDED AS FIELD CONDITIONS DICTATE. THE ENGINEER SHALL DETERMINE THE RAMP SIDE TREATMENTS BASED ON MAINTENANCE OF BOTH ROADWAY AND SIDEWALK, ADJACENT PROPERTY CONSIDERATIONS, AND MITIGATING CONSTRUCTION IMPACTS.

⑤ TYPICALLY USED FOR MEDIANS AND ISLANDS.

⑥ WHEN NO CONCRETE FLARES ARE PROPOSED, THE CONCRETE WALK SHALL BE FORMED AND CONSTRUCTED PERPENDICULAR TO THE EDGE OF ROADWAY. MAINTAIN 3" MAX. BETWEEN EDGE OF DOMES AND EDGE OF CONCRETE.

⑦ IF NO CURB AND GUTTER IS PLACED IN RURAL SECTIONS, DETECTABLE WARNINGS SHALL BE PLACED 1' FROM THE EDGE OF BITUMINOUS ROADWAY AND/OR BITUMINOUS SHARED-USE PATH TO PROVIDE VISUAL CONTRAST.

⑧ ALL CONSTRUCTED CURBS MUST HAVE A CONTINUOUS DETECTABLE EDGE FOR THE VISUALLY IMPAIRED. THIS DETECTABLE EDGE REQUIRES DETECTABLE WARNINGS WHEREVER THERE IS ZERO-INCH HIGH CURB. CURB TAPERS ARE CONSIDERED A DETECTABLE EDGE WHEN THE TAPER STARTS WITHIN 3" OF THE EDGE OF THE DETECTABLE WARNINGS AND UNIFORMLY RISES TO A 3-INCH MINIMUM CURB HEIGHT. ANY CURB NOT PART OF A CURB TAPER AND LESS THAN 3 INCHES IN HEIGHT IS NOT CONSIDERED A DETECTABLE EDGE AND THEREFORE IS NOT COMPLIANT WITH ACCESSIBILITY STANDARDS.

⑨ DRILL AND GROUT 1 - NO. 4 12" LONG REINFORCEMENT BAR (EPOXY COATED) WITH 3" MIN. COVER. REINFORCEMENT BARS ARE NOT NEEDED IF THE APPROACH NOSE IS POURED INTEGRAL WITH THE V CURB.

⑩ DRILL AND GROUT 2 - NO. 4 12" LONG REINFORCEMENT BARS (EPOXY COATED) WITH 3" MIN. COVER. REINFORCEMENT BARS ARE NOT NEEDED IF THE APPROACH NOSE IS POURED INTEGRAL WITH THE CURB AND GUTTER.

⑪ SIDE TREATMENT EXAMPLES SHOWN ARE WHEN THE INITIAL LANDING IS APPROXIMATELY LEVEL WITH THE FULL HEIGHT CURB (I.E. 6' LONG RAMP FOR 6" HIGH CURB). WHEN THE INITIAL LANDING IS MORE THAN 1" BELOW FULL HEIGHT CURB REFER TO SHEETS 1 & 2 TO MODIFY THE CURB HEIGHT TAPERS AND MAINTAIN POSITIVE BOULEVARD DRAINAGE.

⑫ NEAREST EDGE OF DETECTABLE WARNING SURFACES SHALL BE PLACED 12' MINIMUM TO 15' MAXIMUM FROM THE NEAREST RAIL. FOR SKEWED RAILWAYS IN NO INSTANCE SHALL THE DETECTABLE WARNING BE CLOSER THAN 12' MEASURED PERPENDICULAR TO THE NEAREST RAIL.

⑬ WHEN PEDESTRIAN GATES ARE PROVIDED, DETECTABLE WARNING SURFACES SHALL BE PLACED ON THE SIDE OF THE GATES OPPOSITE THE RAIL, 2' FORM THE APPROACHING SIDE OF THE GATE ARM. THIS CRITERIA GOVERNS OVER NOTE ⑫.

⑭ CROSSING SURFACE SHALL EXTEND 2' MINIMUM PAST THE OUTSIDE EDGE OF WALK OR SHARED-USE PATH.

⑮ 3' FOR MEDIANS AND SPLITTER ISLANDS. NOSE CAN BE REDUCED TO 2' ON FREE RIGHT ISLANDS.

⑯ SIDEWALK TO BE PLACED 8.75' MIN. FROM THE FACE OF CURB/PROJECTED FACE OF CURB. THIS ENSURES MIN. CLEARANCE BETWEEN THE SIDEWALK AND GATE ARM COUNTERWEIGHT SUPPORTS.

REVISION:

APPROVED: JANUARY 23, 2017

OPERATIONS ENGINEER

MINNESOTA DEPARTMENT OF TRANSPORTATION

STANDARD PLAN 5-297.250 | 4 OF 6

APPROVED: 1-23-2017
REVISED:

STATE DESIGN ENGINEER

PEDESTRIAN CURB RAMP DETAILS

SHEET NO 26 OF 28 SHEETS

Oct 28, 2019 - 9:38am
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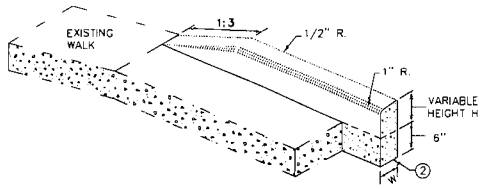
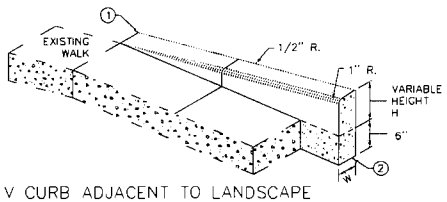
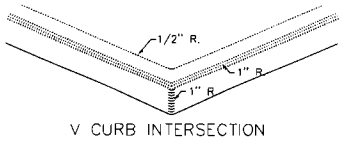


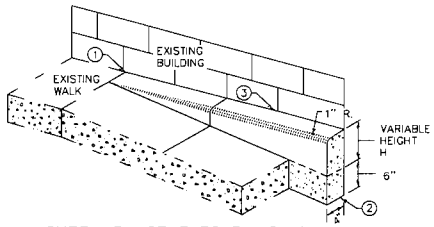
V CURB ADJACENT TO LANDSCAPE
CURB WITHIN SIDEWALK LIMITS



V CURB ADJACENT TO LANDSCAPE
CURB OUTSIDE SIDEWALK LIMITS

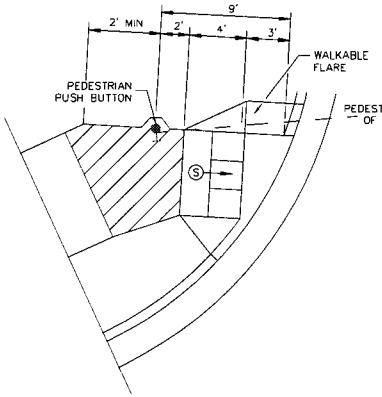


V CURB INTERSECTION

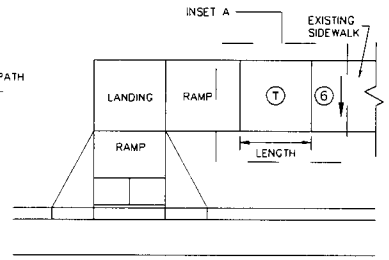


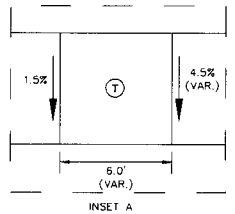
V CURB ADJACENT TO BUILDING OR BARRIER

CONCRETE CURB DESIGN V	
CURB HEIGHT H	CURB WIDTH W
< 6"	4"
≥ 6"	6"

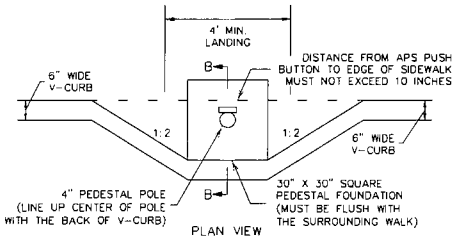


SEMI-DIRECTIONAL RAMP (3,4,9)
3' DOME SETBACK, 4' LONG RAMP AND PUSH BUTTON 9' FROM THE BACK OF CURB
PRIMARILY USED FOR APS APPLICATIONS WHERE THE PAR DOES NOT CONTINUE PAST THE PUSH BUTTON (DEAD-END SIDEWALK)

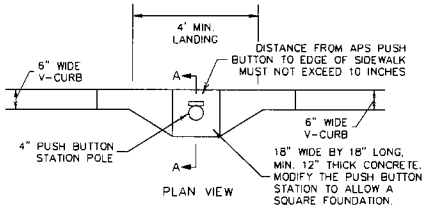




TRANSITION PANEL ④⑤



PLAN VIEW



PLAN VIEW

NOTES:

A WALKABLE FLARE IS AN 8-10% CONCRETE FLARE THAT IS REQUIRED WHEN THE FLARE IS ADJACENT TO A WALKABLE SURFACE, OR WHEN THE PEDESTRIAN PATH OF TRAVEL OF A PUSH BUTTON TRAVERSES THE FLARE.

ALL V CURB CONTRACTION JOINTS SHALL MATCH CONCRETE WALK JOINTS.

WHERE RIGHT-OF-WAY ALLOWS, USE OF V CURB SHOULD BE MINIMIZED. GRADING ADJACENT TURF OR SLOPING ADJACENT PAVEMENT IS PREFERRED.

V CURB SHALL BE PLACED OUTSIDE THE SIDEWALK LIMITS WHEN RIGHT OF WAY ALLOWS.

V CURB NEXT TO BUILDING SHALL BE A 4" WIDTH AND SHALL MATCH PREVIOUS TOP OF SIDEWALK ELEVATIONS.

① END TAPERS AT TRANSITION SECTION SHALL MATCH INPLACE SIDEWALK GRADES.
② ALL V CURB SHALL MATCH BOTTOM OF ADJACENT WALK.
③ EDGE BETWEEN NEW V CURB AND INPLACE STRUCTURE SHALL BE SEALED AND BOND BREAKER SHALL BE USED BETWEEN EXISTING STRUCTURE AND PLACED V-CURB.
④ THE MAX. RATE OF CROSS SLOPE TRANSITIONING IS 1 LINEAR FOOT OF SIDEWALK PER HALF PERCENT CROSS SLOPE. WHEN PAR WIDTH IS GREATER THAN 6' OR THE RUNNING SLOPE IS GREATER THAN 5%, DOUBLE THE CALCULATED TRANSITION LENGTH.
⑤ TRANSITION PANELS ARE TO ONLY BE USED AFTER THE RAMP, OR IF NEEDED, LANDING AREA AT THE FULL CURB HEIGHT (TYPICAL SECTION).
⑥ EXISTING CROSS SLOPE GREATER THAN 2.0%.

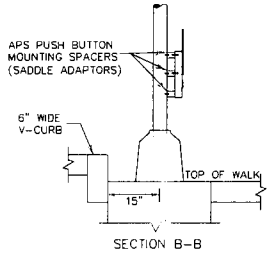
LEGEND

THESE LONGITUDINAL SLOPE RANGES SHALL BE THE STARTING POINT. IF SITE CONDITIONS WARRANT, LONGITUDINAL SLOPES UP TO 8.3% OR FLATTER ARE ALLOWED.

Ⓢ INDICATES PEDESTRIAN RAMP – SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%.

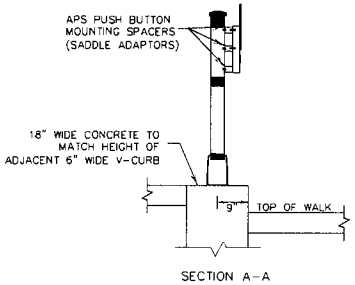
LANDING AREA – 4' X 4' MIN. (5' X 5' MIN. PREFERRED) DIMENSIONS AND MAX 2.0% SLOPE IN ALL DIRECTIONS. LANDING SHALL BE FULL WIDTH OF INCOMING PARS.

Ⓣ TRANSITION PANEL(S) – TO BE USED FOR TRANSITIONING THE CROSS-SLOPE OF A RAMP TO THE EXISTING WALK CROSS-SLOPE. RATE OF TRANSITION SHOULD BE 0.5% PER 1 LINEAR FOOT OF WALK. SEE THIS SHEET FOR ADDITIONAL INFORMATION.



SECTION B-B

SIGNAL PEDESTAL & PUSH BUTTON (V-CURB)



SECTION A-A

PUSH BUTTON STATION (V-CURB)

REVISION:
APPROVED: JANUARY 23, 2017
OPERATIONS ENGINEER

MINNESOTA DEPARTMENT OF TRANSPORTATION

STANDARD PLAN 5-297.250 | 5 OF 6
APPROVED: 1-23-2017
REVISED:
STATE DESIGN ENGINEER

PEDESTRIAN CURB RAMP DETAILS

SHEET NO 27 OF 28 SHEETS

Oct 28, 2019 - 9:38am
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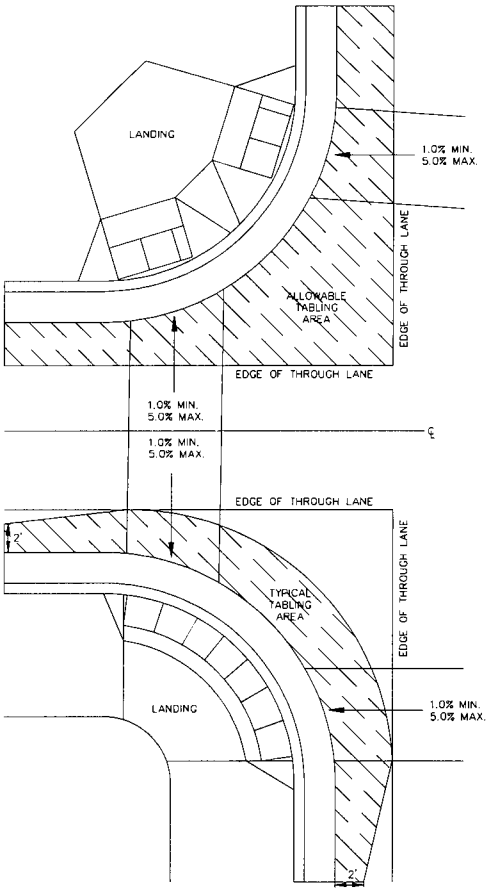
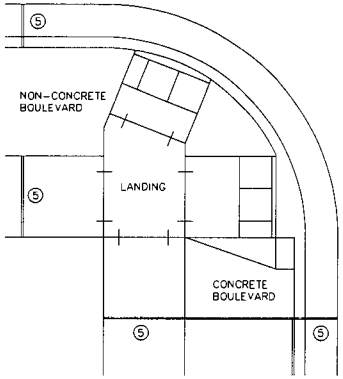
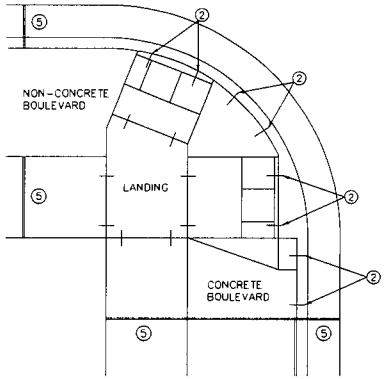


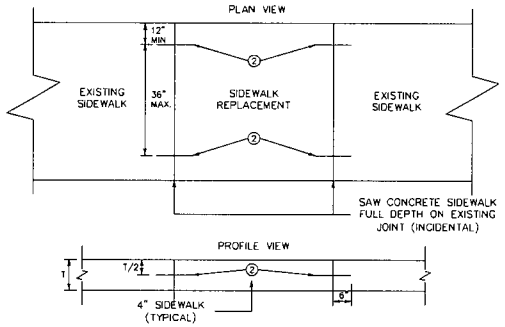
CURB LINE AND ROAD CROSSING ADJUSTMENTS



EXPANSION MATERIAL PLACEMENT FOR CONCRETE AND BITUMINOUS ROADWAYS

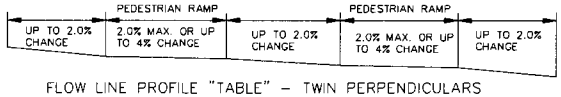


OPTIONAL CURB LINE REINFORCEMENT PLACEMENT ON BITUMINOUS ROADWAYS ④

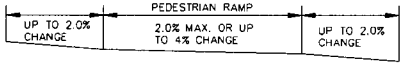


OPTIONAL SIDEWALK REINFORCEMENT

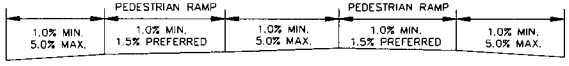
SIDEWALK REINFORCEMENT TO BE USED ONLY WHEN SPECIFIED IN THE PLAN.



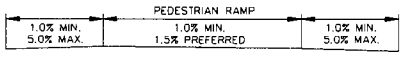
FLOW LINE PROFILE "TABLE" – TWIN PERPENDICULARS



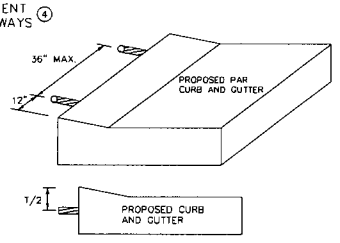
FLOW LINE PROFILE "TABLE" – FAN



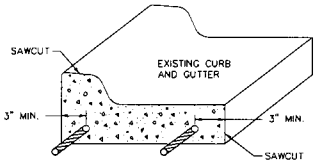
FLOW LINE PROFILE RAISE – TWIN PERPENDICULARS



FLOW LINE PROFILE RAISE – FAN

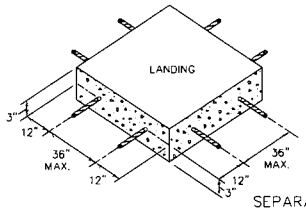


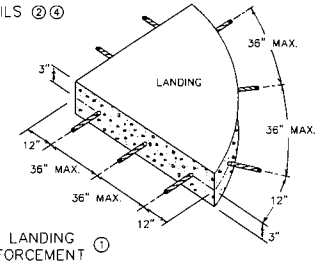
OPTIONAL CURB LINE REINFORCEMENT DETAILS ②④



FOR USE ON CURB RAMP RETROFITS

CURB AND GUTTER REINFORCEMENT ③





SEPARATE LANDING POUR REINFORCEMENT ①

"TABLING" OF CROSSWALKS MEANS MAINTAINING LESS THAN 2% CROSS SLOPE WITHIN A CROSSWALK, IS REQUIRED WHEN A ROADWAY IS IN A STOP OR YIELD CONDITION AND THE PROJECT SCOPE ALLOWS.

RECONSTRUCTION PROJECTS: ON FULL PAVEMENT REPLACEMENT PROJECTS "TABLING" OF ENTIRE CROSSWALK SHALL OCCUR WHEN FEASIBLE.

MILL & OVERLAY PROJECTS: "TABLING" OF FLOW LINES, IN FRONT OF THE PEDESTRIAN RAMP, IS REQUIRED WHEN THE EXISTING FLOW LINE IS GREATER THAN 2%. WARPING OF THE BITUMINOUS PAVEMENT CAN NOT EXTEND INTO THE THROUGH LANE. TABLE THE FLOW LINE TO 2% OR AS MUCH AS POSSIBLE WHILE ADHERING TO THE FOLLOWING CRITERIA;

1) 1.0% MIN. CROSS-SLOPE OF THE ROAD
2) 5.0% MAX. CROSS-SLOPE OF THE ROAD
3) "TABLE" FLOW LINE UP TO 4% CHANGE FROM EXISTING SLOPE IN FRONT OF PEDESTRIAN RAMP
4) UP TO 2% CHANGE IN FLOW LINE FROM EXISTING SLOPE BEYOND THE PEDESTRIAN CURB RAMP

STAND-ALONE ADA RETROFITS: FOLLOW MILL & OVERLAY CRITERIA ABOVE HOWEVER ALL PAVEMENT WARPING IS DONE WITH BITUMINOUS PATCHING ON BITUMINOUS ROADWAYS AND FULL-DEPTH APRON REPLACEMENT ON CONCRETE ROADWAYS.

RAISING OF CURB LINES SHOULD OCCUR IN VERTICALLY CONSTRAINED AREAS. RAISE THE CURB LINES ENOUGH TO ALLOW COMPLIANT RAMPS OR AS MUCH AS POSSIBLE WHILE ADHERING TO THE FOLLOWING CRITERIA;

1) 1.0% MIN. AND 5.0% MAXIMUM CROSS-SLOPE OF THE ROAD
2) 1.0% MIN. FLOW LINE (ON EITHER SIDE OF PEDESTRIAN RAMP) TO MAINTAIN POSITIVE DRAINAGE
3) 5.0% RECOMMENDED MAX. FLOW LINE
4) LONGITUDINAL THROUGH LANE ROADWAY TAPERS SHOULD BE 1" VERTICAL PER 15' HORIZONTAL

NOTES:

① TO ENSURE RAMPS AND LANDINGS ARE PROPERLY CONSTRUCTED, ALL INITIAL LANDINGS AT A TOP OF A RAMPED SURFACE (RUNNING SLOPE GREATER THAN 2%) SHALL BE FORMED AND PLACED SEPARATELY IN AN INDEPENDENT CONCRETE POUR. FOLLOW SIDEWALK REINFORCEMENT DETAILS ON THIS SHEET FOR ALL SEPARATELY POURED INITIAL LANDINGS.

② DRILL AND GROUT NO. 4 12" LONG REINFORCEMENT BARS AT 36" MAXIMUM CENTER TO CENTER (EPOXY COATED). BARS TO BE ADJUSTED TO MATCH RAMP GRADE.

③ DRILL AND GROUT 2 – NO. 4 X 12" LONG REINFORCEMENT BARS (EPOXY COATED). REINFORCEMENT REQUIRED FOR ALL CONSTRUCTION JOINTS WITHIN RADIUS.

④ THIS OPTIONAL CURB LINE REINFORCEMENT DETAIL SHOULD ONLY BE USED ON BITUMINOUS ROADWAYS WHEN SPECIFIED IN THE PLAN.

⑤ 1/2 IN. PREFORMED JOINT FILLER MATERIAL PER MNDOT SPEC. 3702.

REVISION:
APPROVED: JANUARY 23, 2017
OPERATIONS ENGINEER

MINNESOTA DEPARTMENT OF TRANSPORTATION

STATE DESIGN ENGINEER

STANDARD PLAN 5-297.250 | 6 OF 6

APPROVED: 1-23-2017

REVISED:

PEDESTRIAN CURB RAMP DETAILS

SHEET NO 28 OF 28 SHEETS

Oct 28, 2019 - 9:38am
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A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: November 5th 2019
Subject: Resolution Approving 2019 Audit Engagement Letter

Background:
Resolution 2016-298 designated Abdo, Eick & Meyers, LLP as the City's audit firm for 2019. The attached audit engagement letter documents and confirms the auditor's acceptance of the appointment, the objective and scope of the audit, the extent of the auditor's responsibilities to the client and the form of any reports.

Finance Director Betker has reviewed the engagement letter and is recommending acceptance.

Request:
Consider resolution approving engagement letter for 2019 audit.

Attachment(s):
- Resolution 2019-XXX – Approving the Engagement Letter for the 2019 Audit
- 2019 Audit Engagement Letter

RESOLUTION 2019-XXX

A RESOLUTION APPROVING THE ENGAGEMENT LETTER FOR THE 2019 AUDIT

WHEREAS, MN State Statutes require the City of Isanti to employ a certified public accounting firm to audit, examine and report upon the books and records of the accounts of the City; and,

WHEREAS, the City of Isanti, through Resolution 2016-298, designated the public accounting firm of Abdo, Eick & Meyers, LLP for their auditors for 2019;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the Engagement Letter for the 2019 Audit in the amount of $30,775, with funding as follows:

1. 50% 101-41500-301 Financial Administration
2. 10% 101-42401-301 Building Inspection Administration
3. 10% 601-49400-301 Water Utility
4. 10% 602-49450-301 Sanitary Sewer Utility
5. 10% 603-49500-301 Storm Water Utility
6. 10% 609-49750-301 Liquor Store

This Resolution is hereby approved by the Isanti City Council this 5th day of November, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

ABDO
EICK &
MEYERS LLP
Certified Public Accountants & Consultants

October 16, 2019

Management, Honorable Mayor and City Council
City of Isanti
Isanti, Minnesota

We are pleased to confirm our understanding of the services we are to provide the City of Isanti (the City) for the year ended December 31, 2019. We will audit the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City as of and for the year ended December 31, 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis
2) Schedule of Funding Progress and Employer's Contributions
3) Schedule of Net OPEB Liability, Employer Contributions, and Investment Returns

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1) Combining and Individual Fund Financial Statements and Schedules
2) Summary Financial Report - Revenues and Expenditures for General Operations - Governmental Funds

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

1) Introductory Section

5201 Eden Avenue, Suite 250
Edina, MN 55436
952.835.9090 | Fax 952.835.3261

100 Warren Street, Suite 600
Mankato, MN 56001
Office 507.625.2727 | Fax 507.386.9139

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the City and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the City's financial statements. Our report will be addressed to the City Council of the City. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of certain assets, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

People
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Going
Beyond the
Numbers

Audit Procedures - Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will prepare a general ledger trial balance for use during the audit. Our preparation of the trial balance will be limited to formatting information in the general ledger into a working trial balance. As part of the audit, we will assist with preparation of your financial statements and related notes. You will be required to acknowledge in the written representation letter our assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. We will also use the financial statements to complete the Office of the State Auditors' Reporting Forms. We will also enter the current year capital asset transactions into our software based on information you provide. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

You are responsible for designing, implementing, establishing and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

You are also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the City received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You are responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. You are also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information. With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Abdo, Eick & Meyers, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to any Regulator or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Abdo, Eick & Meyers, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Regulator. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in February 2020 and to issue our reports no later than June 30, 2020. Steven R. McDonald, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be as follows:

Audit	$ 29,000
GASB 75 Implementation	1,000
2019 Office of the State Auditor's Reporting Form	775
Total	$ 30,775

You may also be billed for travel and other out-of-pocket costs such as report production, typing, postage, etc if not included in the fee listed above. The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Amounts not paid within 30 days from the invoice date will be subject to a late payment charge of .66 percent per month (8 percent per year). If for any reason the account is turned over to collections, additional fees will be added to cover collections cost. In accordance with our Firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Except in the event of your failure to make a payment when due, in the event of a dispute related in any way to our services, our Firm and you agree to discuss the dispute and, if necessary, to promptly mediate in a good faith effort to resolve. We will agree on a mediator, but if we cannot, either of us may apply to a court having personal jurisdiction over the parties for appointment of a mediator. We will share the mediator's fees and expenses equally, but otherwise will bear our own attorneys' fees and mediation cost. Participation in such mediation shall be a condition to either of us initiating litigation. In order to allow time for the mediation, any applicable statute of limitations shall be tolled for a period not to exceed 120 days from the date either of us first requests in writing to mediate the dispute. The mediation shall be confidential in all respects, as allowed or required by law, except our final settlement positions at mediation shall be admissible in litigation solely to determine the prevailing party's identify for purposes of the award of attorneys' fees. In the event you fail to make a payment for services or to reimburse for costs advanced by the Firm on your behalf, the Firm reserves the right to take all legally permissible action, including commencement of litigation in lieu of mediation, and shall have the right to collect its costs, including reasonable attorney's fees, incurred in any such collection or litigation activities.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We have the right to withdraw from this engagement, at our discretion, if you do not provide us with any information we request in a timely manner; refuse to cooperate with our reasonable requests or misrepresent any facts; we have reason to believe you may have engaged, or may be planning to engage, in conduct that is unethical and/or unlawful; you engage in conduct directed toward or affecting firm personnel that is disrespectful, inappropriate, and/or potentially unlawful; or we determine that continuing the engagement is not in the best interests of the firm or threatens legal or reputational harm to the firm. In the event of withdrawal under any of these circumstances, such withdrawal will release us from any obligation to complete your report and will constitute completion of our engagement.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2017 Peer Review Report accompanies this letter.

We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please electronically sign this letter.

Sincerely,

Abdo Eick & Meyers, LLP

ABDO, EICK & MEYERS, LLP
Certified Public Accountants & Consultants

RESPONSE:

This letter correctly sets forth the understanding of the **City of Isanti**.

By:

Title:

BRADY MARTZ

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

January 30, 2018

To the Partners of
Abdo, Eick and Meyers, LLP
and the Peer Review Committee of the Minnesota Society
of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Abdo, Eick & Meyers, LLP (the firm) in effect for the year ended May 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act; audits of employee benefit plans, an audit performed under FDICIA and an examination of a SOC 2 service organization.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Abdo, Eick & Meyers, LLP in effect for the year ended May 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Abdo, Eick & Meyers, LLP has received a peer review rating of *pass*.

Brady Martz

Brady Martz and Associates, P.C.

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RESOLUTION 2019-XXX

APPROVING EXEMPT GAMBLING PERMIT TO CAMBRIDGE-ISANTI REDLINE HOCKEY CLUB

WHEREAS, Cambridge-Isanti Redline Hockey Club has applied for an Exempt Gambling Permit for a raffle event to be held at 600 1st Ave NW, Isanti, MN 55040 on December 13th, 2019; and,

WHEREAS, the value of prizes for the raffle will be $1,500; and,

WHEREAS, the City of Isanti has no objection to the conduct of lawful gambling by the applicant, in accordance with law, at the designated location; and,

WHEREAS, the applicant, Tracy Van Wagner, has successfully passed a background check by the Isanti Police Department;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to approve an Exempt Gambling Permit to Cambridge-Isanti Redline Hockey Club for the event to be held on December 13th, 2019 at 600 1st Ave NW Isanti, MN 55040.

This Resolution is hereby approved by the Isanti City Council this 5th day of November, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

APPLICATION FOR LOCAL GAMBLING PERMIT

City of Isanti
110-1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

Applicant Instructions:

1. Fee upon application is $50.00 and must be made payable to **City of Isanti.**

Name of Organization: Cambridge-Isanti Red Wing Hockey Club (Girls High School Team)

Address of Organization: _____

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Tracy VanWagner _____ _____ _____
Name Address Phone No.

Scott Nelson _____ _____ _____
Name Address Phone No.

_____ _____ _____
Name Address Phone No.

Type of Event: Raffle - Fundrauser Date of Event: 12/13/19

Type of gambling activity your organization will conduct: cash raffle,

Use of Proceeds: Hockey Team Expenses - equipment, team meals, uniforms, year end banquet, theme nights - senior night, parent night, hero night

Location and address of event:

Isanti Ice Arena 1600 1st Ave NW, Isanti MN 55040

Estimated value of prizes to be awarded: 1500.00

Name of applicant: Tracy VanWagner Applicant's phone number:

Signature of applicant: Tracy VanWagner

Date: 10/7/19

Approved by City Council _____ Resolution # _____

POS = 3 /311

RESOLUTION 2019-XXX **K.5.**

OFFERING CITY ASSISTANCE TO NORTH 65 CHAMBER OF COMMERCE FOR HANGING AND REMOVAL OF WREATHS FOR THE HOLIDAY SEASON

WHEREAS, the North 65 Chamber of Commerce asked the City of Isanti to assist in the hanging and removal of eight wreaths in Historic Downtown Isanti for the holiday season; and,

WHEREAS, the equipment and materials necessary for the installation of the wreaths will be provided at no cost to City Staff; and,

WHEREAS, the North 65 Chamber of Commerce will be responsible for the maintenance and upkeep of the wreaths after installation; and,

WHEREAS, the wreaths will be hung from existing hooks on area businesses that have given consent; and,

WHEREAS, Public Services Director will coordinate with the North 65 Chamber of Commerce to install wreaths on November 6, 2019; and,

WHEREAS, the wreaths will be removed no later than January 31, 2020.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve Public Works assistance in the hanging and removal of wreaths for the holiday season utilizing equipment and materials provided by the North 65 Chamber of Commerce.

This Resolution hereby approved by the Isanti City Council this 5th day of November, 2019.

Attest: Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2019-XXX

RESOLUTION APPROVING ISANTI POLICE DEPARTMENT MISSION STATEMENT, VISION STATEMENT, AND CORE VALUES

WHEREAS, the Isanti Police Department is dedicated to enhancing the service provided to the Isanti Community; and,

WHEREAS, the Police Department collaboratively drafted Mission Statement, Vison Statement, and core values that exhibit dedication to the community; and,

WHEREAS, the drafted Mission Statement, Vision Statement, and core values were presented to the Committee of a Whole on 10-15-2019; and,

WHEREAS, the Mission statement is as written: *The mission of the Isanti Police Department is to work in collaboration with the citizens of Isanti to enhance the quality of life by engaging, protecting, and serving the community with respect, integrity, and professionalism*; and,

WHEREAS, the Vision statement is as written: *A Police Department whose employees feel valued, work together in partnership with the community to be a model of excellence in policing and develops the highest level of community trust and safety;* and,

WHEREAS, the Core Values are: *Respect, Integrity, and Professionalism;* and;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to accept and apply the merits of the: Mission Statement, Vision Statement, and core values for the Isanti Police Department.

This resolution was duly adopted by the Isanti City Council this 5th day of November, 2019.

ATTEST:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

K.7.

A Community For Generations.

Isanti

MEMORANDUM

To: Mayor Johnson and Members of City Council
From: Matt Lindholm, Planner
Date: November 5, 2019
Subject: Resolution 2019-XXX Resolution authorizing staff to request quotes for contractors for nuisance weed/grass abatement on an annual basis

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Per previous years, in order to receive more quotes for contract nuisance weed and grass abatement, Staff would like to request quotes now rather than closer to the spring, as Contractors are lining up their seasonal work.

Staff is asking for City Council's consideration of the attached Resolution to request quotes on an annual basis.

Attachments:

- Resolution 2019-XXX Resolution authorizing staff to request quotes for contractors for nuisance weed/grass abatement on an annual basis
- Specification and Quote Sheet

RESOLUTION 2019-XXX

RESOLUTION AUTHORIZING STAFF TO REQUEST QUOTES FOR CONTRACTORS FOR NUISANCE WEED GRASS ABATEMENT ON AN ANNUAL BASIS

WHEREAS, the City of Isanti adopted Resolution 2009-115 which determined that is in the City's best interest of the City to accept quotes for the outsourcing of mowing services for nuisance weed/grass abatement lots located within the city; and,

WHEREAS, during previous mowing seasons, City Staff has determined that seeking quotes during the fall of the year prior to the season may encourage more contractors to quote the requested mowing services; and,

WHEREAS, City Staff is seeking authorization to request quotes for mowing contractors for nuisance weed/grass abatement on an annual basis.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota authorizes the City Staff of Isanti to request quotes for nuisance weed/grass abatement lots, **AND BE IT FURTHER RESOLVED** that City Staff submit received quotes to the City Council for review and approval once an adequate number of quotes has been received.

This resolution is hereby approved by the City of Isanti City Council this 5th day of November, 2019.

_____
Mayor Jeff Johnson

ATTEST:

_____
Katie Brooks
City Clerk/Human Resources

A Community For Generations.
Isanti

2020 REQUEST FOR QUOTATION
For Nuisance Weed Abatement on Private Property

Company Name/Address:

_____

_____

_____

_____

Phone: _____ Email address:_____

Quotations will be received until 12:00 pm on Friday, March 6, 2020. Quotations are requested from commercial mowing firms for furnishing labor and equipment for the abatement/cutting of weeds and tall grass on developed and vacant residential lots within the City of Isanti. Also requested is a base fee plus an hourly mowing rate for large tracts. The City reserves the right to consider the large tract rate fee quote separately from the residential lot mowing fee quote. The properties for which services are being requested will be in violation of the City's weed nuisance ordinance. Generally grass and weeds will be 8" or more in height. The City reserves the right to accept or reject quotes received for these services.

THIS CONTRACT IS FOR THE 2020 GROWING SEASON.

Requirements – Minimum:

A. Performance

- The cost per site will include the following: mowing and trimming around structures, posts, fences and objects. Ancillary clearing of loose paper/cardboard debris prior to mowing. Care shall be taken not to damage trees and shrubs.
- Areas must be cut within two working days of date of City request via e-mail Note: There will be a $25 penalty fee for each site not mowed within the two working days (week days), unless there is approval by the Public Works Director to extend this period due to weather or extenuating circumstances.
- In the event the selected contractor cannot mow in the time specified, the City has the right to contact alternate mowing contractors to perform the work.
- Streets, sidewalks and driveways must be free of cutting debris. Bagging and removal of clippings is not required.
- Weeds and grass must be cut and trimmed to 3" height.
- Insurance – must carry a $1 million liability coverage policy and workers compensation insurance (if required). A certificate of insurance with the City of Isanti named as an additional insured will be required. Service providers shall meet all City requirements prior to providing services to the City.

- In the event of non-performance or at the City's discretion, services from the vendor may be terminated by written notice from the City.
- Regarding Large Lot mowing, a 50 foot perimeter is to be mowed around the property where it abuts a street or property line of a developed area. The contractor must have equipment capable of mowing rough larger multi-acre areas. These areas may have weeds, brush and small trees (up to 2 inches) that will need to be removed. It is the contractor's responsibility to check areas prior to mowing for rocks and debris that may damage their equipment. Care should be taken not to mow over the extension of water curb boxes, wood stakes or other property markers. The Contractor should consult with City officials concerning whether only perimeter mowing of the areas is required or if the entire site needs to be mowed.
- Mowing contractors must be available for the entire mowing season which could start as early as April and extend as late as the end of October.
- The selected mowing contractor will meet with City staff prior to the start of the mowing season and shortly after mowing has started to ensure an efficient process.

B. Communication and Billing
- The City will e-mail the address of lots/sites that will require mowing to the contractor.
- The contractor will have two full business days after the date the e-mail is sent to complete the work.
- Once the work is completed on a property, the contractor will notify the City by e-mail that the service has been completed (on the day of service).
- Invoices must be submitted for payment with specific dates that services were performed. At the end of each month, the contractor will submit a statement reflecting all invoices previously submitted for payment. Payment will only be made from invoices.

C. Equipment Required: Please list this equipment below.
- Commercial grade self-propelled walk or rider mower and weed trimmers.
- For Large Lot Mowing – commercial grade equipment capable of mowing rough areas, brush and small trees.

Quote For Services / Other Required Information

D. Amount for Service (includes all transportation and travel time)

1. **Residential Lot - Cost per Site** $_____

2. **Mobilization Fee** (if owner has cut) $_____

3. **Base Fee Plus Hourly Mowing Fee for Large Tracts*** $_____

*The City reserves the right to consider this quote separately

Please provide a list of EQUIPMENT available to fulfill requirements of contract:

1. _____

2. _____

3. _____

Please provide 3 references that you provided commercial mowing services in 2019.
(Name/Contact Information)

1. _____

2. _____

3. _____

In submitting this quotation, the vendor agrees that acceptance of any or all quotations by the below designated party within a thirty (30) day period constitutes a Contract.

Signed: _____ Date: _____

Firm Name: _____

AN AUTHORIZED EMPLOYEE OF THE COMPANY MUST SIGN ALL QUOTATIONS.

QUOTES SUBMITTED MUST BE CLEARLY MARKED: Quote for Nuisance Weed Abatement Services

PLEASE SUBMIT QUOTES TO:

Matt Lindholm, Planner
City of Isanti
P.O. Box 428
Isanti, MN 55040

For further information or questions, please call: (763) 444-5512.

RESOLUTION 2019-XXX

OFFERING THE POSITION OF FULL-TIME POLICE OFFICER TO TYLER LAWSON

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and,

WHEREAS, the City Council approved to advertise and accept applications to fill a Full-Time Police Officer position; and,

WHEREAS, the Interviewing Panel selected Tyler Lawson as the most qualified candidate for an open Full-Time Police Officer position; and,

WHEREAS, the candidate's offer is contingent on successfully completing and passing a Police Officer background investigation and refence check, medical evaluation, drug test and psychological evaluation.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1. That Human Resources has offered the Full-Time Police Officer position to Tyler Lawson for the City of Isanti and that he shall be eligible to start in that position after successfully meeting all conditions of pre-employment evaluations.
2. That Tyler Lawson shall start at Step 1 of the Wage Scale at $28.33 per hour.
3. That Tyler Lawson shall be on probationary status per the Personnel Policy in the position of the Full-Time Police Officer position.
4. His start date is effective after November 5th, 2019, and will be determined when all above conditions have been met and paperwork is completed.
5. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
6. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 5th day of November, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2019-XXX

OFFERING THE POSITION OF PART-TIME LIQUOR STORE CLERK TO CARLA SCHARBER

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and,

WHEREAS, the Personnel Committee approved to advertise and accept applications to fill a Liquor Store Part-Time Clerk position; and,

WHEREAS, the Interviewing Panel selected Carla Scharber as the most qualified candidate for the open Part-Time Liquor Store Clerk position. Offers are contingent on successfully passing a background check and reference check. If any of the mentioned contingencies are not met, the offer can and will be rescinded;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1. That Human Resources is hereby directed to offer the Part-Time Liquor Store Clerk position to Carla Scharber for the City of Isanti and that she shall be eligible to start in that position on or after November 5th 2019.
2. That Carla Scharber shall start at Step 1 of the Wage Scale at $11.55 per hour.
3. That Carla Scharber shall be on probationary status per the Personnel Policy in the position of the Part-Time Clerk position.
4. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
5. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 5th day of November 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

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Isanti

K.10.

To: Mayor Johnson and Councilmembers
From: Katie Brooks, Human Resources/City Clerk
Date: November 5, 2019
Subject: MOU to Allow Field Training Officer Compensation for Brian Saba Prior to Next Contract Year

---

Background:
At the October 15th, Committee of the Whole meeting it was discussed to allow Officer Brian Saba to receive FTO compensation prior to the new union contract. The effective date of the additional compensation will be effective November 6th, 2019 and carried through until the end of the 2019 calendar year.

The union contract for LELS #217 for January 2020 to December 31, 2022 states in Article 17:

> Field Training Officer Pay at a rate of $2.00 per hour for hours when a Field Training Officer (FTO) is training a recruit. The EMPLOYER will designate who will be an FTO."

Recommendation:
Committee of the Whole reviewed the proposed change October 15, 2019 and recommends approval as written.

Request:
Staff is requesting action on this item.

Attachment:
Resolution 2019-XXX
MOU

RESOLUTION 2019-XXX

MEMORANDUM OF UNDERSTANDING FOR FIELD TRAINING OFFICER COMPENSATION FOR BRIAN SABA PRIOR TO NEXT CONTRACT YEAR

WHEREAS, the City and the Union are parties to a collective bargaining agreement effective January 1, 2017 through December 31, 2019; and

WHEREAS, the Committee of the Whole met on October 15, 2019 and discussed giving Officer Brian Saba Field Training Officer (FTO) pay prior to the upcoming contract effective January 1, 2020 through December 31, 2022; and

WHEREAS, the FTO pay for Officer Brain Saba is effective November 6, 2019 and will carry into the next contract year of January 1, 2020 through December 31, 2022.

NOW THEREFORE, the parties agree as follows:

1) Officer Brian Saba will receive FTO pay as written in Article 17.5 of the LELS #217 for contract year 2020-2022:

   "Field Training Officer Pay at a rate of $2.00 per hour for hours when a Field Training Officer (FTO) is training a recruit. The EMPLOYER will designate who will be an FTO."

2) Officer Brian Saba will receive FTO pay at a rate of $2.00 more per hour beginning November 6, 2019.

This resolution was duly adopted by the Isanti City Council this 5th day of November, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF ISANTI
AND
LAW ENFORCEMENT LABOR SERVICES, INC. LOCAL #217

This Memorandum of Understanding is by and between the City of Isanti, Minnesota ("City") and Law Enforcement Labor Services, Inc., Local #217 ("Union"). The Union is the exclusive representative for the bargaining unit noted above. The City and the Union are collectively referred to as the parties.

WHEREAS, the City and the Union are parties to a collective bargaining agreement effective January 1, 2017 through December 31, 2019; and

WHEREAS, the Committee of the Whole met on October 15, 2019 and discussed giving Officer Brian Saba Field Training Officer (FTO) pay prior to the upcoming contract effective January 1, 2020 through December 31, 2022; and

WHEREAS, the FTO pay for Officer Brain Saba is effective November 6, 2019 and will carry into the next contract year of January 1, 2020 through December 31, 2022.

NOW THEREFORE, the parties agree as follows:

1) Officer Brian Saba will receive FTO pay as written in Article 17.5 of the LELS #217 for contract year 2020-2022:

   "Field Training Officer Pay at a rate of $2.00 per hour for hours when a Field Training Officer (FTO) is training a recruit. The EMPLOYER will designate who will be an FTO."

2) Officer Brian Saba will receive FTO pay at a rate of $2.00 more per hour beginning November 6, 2019.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed this _____ day of _____, 2019.

For City of Isanti:

_____
Jeff Johnson, Mayor

_____
Josi Wood, City Administrator

For LELS Local #217:

_____
LELS Business Agent

_____
LELS Union Steward

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Isanti

Memo for Council Action

To: **Mayor Johnson and Members of the City Council**
From: Josi Wood, City Administrator
Date: November 5, 2019
Subject: Resolution Accepting Proposal For Plumbing Maintenance Services

---

The current plumbing contract expires November 30th. Council approved a Request for Proposals (RFP) for another five (5) year term be published. Two proposals were received: Yale Mechanical and Sun Mechanical.

Recommendation:
Staff is recommending to accepting the proposal from Sun Mechanical considering all hourly costs, truck charges and mileage for possible service.

Request:
Staff is requesting action on this item.

Attachments:
- Resolution 2019-XXX
- Proposal Yale Mechanical
- Proposal Sun Mechanical

RESOLUTION 2019-XXX

RESOLUTION ACCEPTING PLUMBING MAINTENANCE PROPOSAL

WHEREAS, the City of Isanti has determined it is in the City's best interest to receive proposals for plumbing maintenance service; and,

WHEREAS, an ad was placed in the official newspaper requesting proposals for plumbing maintenance services; and,

WHEREAS, proposals were received from Yale Mechanical and Sun Mechanical; and,

WHEREAS, Sun Mechanical was found to best fit the needs of the City given all rates and services considered;

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept the Plumbing Maintenance Proposal from Sun Mechanical and direct staff to prepare a contract for plumbing maintenance services.

This resolution was duly adopted by the Isanti City Council this 5th day of November, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

Quotation Sheet – Plumbing Maintenance Services

Firm Name: Sun Mechanical

Contact Person: Brian Grotte

Phone: 763-274-2866 Cell: 612-221-5462

Email: Briangrotte@sunmech.net

Address: 10834 178th circle NW
Elk river MN, 55330

Authorized Signature:

Date: 9/11/2019

Quote for Labor:

Cost for Service – Hourly Basis

Regular Rate (8:00 a.m. to 4:30 p.m.) Monday through Friday	$ 120.00
After Hours	$ 1st 2 hrs 180.00 over 2 is double time $240.00
Weekends/Holidays	$ 240.00

Price Adjustment over term of contract (if any) 5% increase

We are a union shop.
Terms: "Port to port"
The union's contract changes every May 1st
Some jobs may require a charge for truck, tools or mileage.
Materials + tax + 10% mark up.

YALE
MECHANICAL
HVAC • PIPING • SHEET METAL • MILLWRIGHT • PLUMBING

PLUMBING SCHEDULE OF RATES AND SERVICES

EFFECTIVE April 1, 2019

PLUMBING SERVICES: Service and repair of existing plumbing systems including medical gas systems, booster pumps, mixing valve stations, RPZ testing and rebuilding (which is mandated by the State of Minnesota), and more.

HOURLY SERVICE RATES - SEVEN-COUNTY METRO AREA - 24-HOUR/7-DAY SERVICE 952-884-1661

DAY	HOUR	RATE	RATE PER MAN HOUR
Monday - Friday	8 AM - 4:30 PM	Regular	$119.00
Monday - Friday	4:30 PM - 8 AM	Over time	$178.50
Saturday/Sunday	8 AM - 4:30 PM	Over time	$178.50
Saturday/Sunday	4:30 PM - 8 AM	Double time	$238.00
Holidays	All Hours	Double time	$238.00

TRUCK TRIP CHARGE PER MAINTENANCE	$95.00
TRUCK TRIP CHARGE PER SERVICE CALL	$95.00
TRAVEL TIME AT SAME RATE AS RELATED LABOR	
RATE SUBJECT TO CHANGE WITHOUT NOTICE	

OUTSIDE SEVEN-COUNTY METRO AREA MILEAGE IS 65 CENTS PER MILE

SERVICE CALLS (GENERAL & EMERGENCY) - ANY TIME OF DAY OR NIGHT: Call: 952-884-1661

ADDITIONAL SERVICES: Design/Build construction, remodels, retrofit and tenant finishing; Data Center systems, humidification/dehumidification; Millwright services including plant relocation, turnkey equipment settings, plant shut down and maintenance, and material handling.

Call Yale Mechanical for Your Next Construction or Millwright Project!

220 West 81st Street • Minneapolis, MN 55420 • TEL 952.884.1661 • FAX 952.884.0295 • yalemech.com

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
October 22, 2019
City Council Chambers

1. Meeting Opening.

A. Call to Order.

Zdon called the meeting to order at 6:01 p.m.

B. Pledge of Allegiance

Everyone stood for the Pledge of Allegiance

C. Roll Call

Members Present: James Witte, Aaron Zdon, Brian Thum, and Councilmember Jimmy Gordon
Staff Present: Jenny Garvey, Parks, Recreation and Culture Manager,

D. Agenda Modifications

Zdon asked if there were any agenda modifications. Motion by Witte, second by Thum to approve the agenda for the October 24, 2019 PRC board meeting.

2. Approval of Minutes from September 24, 2019, Parks, Recreation, and Culture Board Meeting

Motion by Witte and second by Thum; all in favor. Minutes were unanimously approved.

3. River Bluff Preserve Dock/Bridge

Garvey provided the background information that in 2016, city council approved a dock/bridge to be placed within the park, which is placed over an area that is along the river bank. It allows access to the north side of the trail/river bank. This area tends to have water flowing like a creek breakoff of the river. The bridge has been hauled in and out of the park each year by Public Works. This year the bridge was placed in late due to the high water level and has been under water most of this year. Public works also indicated that the water level has been much higher than it was this year in previous years. The river fluctuates each year on the level. In 2018, staff did receive some information from Bolton and Menk, the city engineer firm, that a wood structure bridge in length of about 75' could be $250,000-$300,000, this bridge is similar to what is along the bike/walk trail that connects to Cambridge. Garvey added that the item of continuing use of the bridge had been further discussed with staff since sending out the packet and is now being removed for our review and we will still be continuing to use the bridge. Garvey further reviewed that staff is looking for direction on the north side of the park/trail and if we would want to expand or review this area in more detail of expanding a trail area. Garvey also included can staff leave the bridge at the bottom of the hill, or along the back area of the river bank and not have to haul it up and down the hillside, and to also to provide a timeframe as

to when to put it in and take it out each year. Staff reviewed the pictures that were included in the packet which shows that water level and the top of the dock, as its very difficult to tell where it actually is under the water. Witte asked since the bridge has been in place is this the first year that it has been in this type of water. He has fished on this bridge in the past, including that summer and has not seen it at this type of water level. Zdon noted that the area is on the mark for the wettest year on record and this year is abnormal. The past three years the bridge has been usable, and this area of the river does flood, but typically in the spring and then recedes. Witte and Zdon noted that the north side of the trail are at a higher elevation and are not as flooded. Zdon continued to watch the use of the current bridge and water levels and to have staff notate these in order to get an idea of the history, as it continues to flood we will need to look at another option. Witte noted that some trees have fallen and may have opened up the area further. Staff reviewed that the bridge will be taken out this week after direction provided tonight. Zdon asked if there it was a good amount of work to get it up the hill and staff responded that it was and they look for a clearing in the trees to be able to do this. Zdon and Witte suggested to find a higher spot on the lower area to be able to store it on the off season. Staff asked Witte when in 2018 he was down along the river and he noted it was around July and the water was a couple feet under the bridge. Zdon also noted that if we had the wood type of bridge previously discussed that would be under water with the level of water we have now. Zdon asked if a motion was needed, staff indicated none was needed just providing more clear direction on this item. Garvey followed up with referencing the timeframe they'd like to see the bridge be in and out. Zdon stated that normally when the river floods in the spring, it typically goes back down. Thum commented that if the bridge is made out of aluminum not sure why it would need to be hauled out each year and that its more dangerous to haul it up and down the hillside. Zdon and Thum stated that it would be good to just pull it aside along a higher spot and leave along the lower area of the park. Zdon asked if the board would want to walk it in the spring to review it more. Garvey suggested that winter could be an option to take a look at it too. Gordon asked if the north trail area was similar to four wheeler type trail, and he said the trail is just grass along that area that leads to Martins Landing, the grass is higher at about 8" high and its cleared out enough to be an obvious trail. Staff will bring back a trail walk at a later meeting to review the north section. Gordon followed up with a question on the estimated cost of staff taking the bridge in and out. Garvey responded that she wasn't sure what the cost would be, its staff time that is the biggest factor in this item. Garvey mentioned that nothing is rented to haul it, its all just in house equipment that is used. Gordon followed up with seeing if the cost is justifiable with the wood bridge option and Zdon responded that it would take many, many years to get it to compare.

4. <u>Department Updates</u>

Garvey reviewed that Curious Creatures is a monthly program and that Sept was cancelled due to low enrollment and that the Oct 8 was at Bluebird park and we only had 3 kids, but we had fun painting birdhouses and learning more about birds within Bluebird Park. Garvey will continue to watch this program and put some different ideas for next year. Zdon asked if staff handed out flyers to preschools. Staff did not hand out flyers for this program to preschools but did hand out flyers to schools for the family day/movie nights. Zdon asked that staff get some flyers to check with local preschools to see if that was an option. November's theme is Turkey trot.

Community Garden: The season ended on Sunday October 13th. The gardeners donated 267 pounds of food to the senior dining program. The kids garden area was also able to provide donated items.

Sledding Hill: The insurance company let us know that there is no additional expense or coverage needed, just to note that we will take on more of a liability with such area. They may send more information our way when/if they receive it from the League of Mn Cities. Staff will continue to move forward with indicting Bluebird hill as a sledding hill.

Mattson/DNR Funding follow up from Sept meeting. Staff reviewed these items a bit more in detail and it was decided that this the sidewalks were not needed as there are areas around each area that does allow for ADA access into the play area. Public works would also have to maintain these as sidewalks throughout the winter and this adds more issues. Staff will look into adding the ADA picnic tables as budget allows.

Movie nights start in a few weeks which are free movies are offered once a month from Nov-March on a Friday evening. Local groups can apply to volunteer to run the concession stand and benefit from the profits for their time. Here is the line up for this upcoming season.
Nov 15 – Shrek; Dec 6 – The Santa Clause; Jan 10 – Willie Wonka and the Chocolate Factory; Feb 21 – A Bug's Life; March 20 – The Sandlot. Doors open at 6:30pm and movies begin at 7pm.

Farmers Market: The season ended on Sept 27 and staff conducted an end of the season meeting with all the vendors right after to capture some great feedback. Staff also sent out an electronic survey. Here are the results:

1. **How many years have you been a vendor at our market**? New-first year vendor (2), 1-2 years (2), over 3 yrs(2)
2. **Layout options**: responded with most liked the current layout.
3. **Do you like the hours of 2-6pm**. Yes (5), No, (1); noon -6pm suggested
4. **Do we have the right mix of vendors**? Yes(5), No (1); more crafts suggested.
5. **Do you plan to return in 2020**? Yes(5), No (1)
6. **Please let me know any comments or suggestions to help improve the IFFM**.

Put in sections; food trucks not just ice cream, creating a more event atmosphere somehow to attract families more. We do need more vendors for sure; layout advice.
Zdon asked if the other vendors liked this layout of sections and Garvey noted that at the meeting and most vendors do not like that type of layout of being in sections. The Parlor has been a big draw for days they are scheduled. The other area that was noted about adding events and it was discussed that this is difficult to not have the activity or event take away from people shopping at the market, which is the focus. Garvey review the street dance vendor survey she sent out, they all responded with yes and they would return next year and had 4 responses. Witte asked about the a community garden survey and also asked about the response rate with the farmers market.

Witte asked if a community garden survey could be sent out and Garvey responded that yes she will put one together and send out this year.

5. Adjournment

Motion by Thum, second by Thum to adjourn the October 22, 2019 meeting of the Parks, Recreation and Culture Board. Motion was approved.

The meeting adjourned at 6:31 PM

Dated at Isanti, Minnesota this 22nd day of October, 2019.

Respectfully Submitted,

Jenny Garvey
Parks, Recreation and Culture Manager

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, NOVEMBER 19, 2019 – 7:00 P.M.
CITY HALL

I. Citizens Input

II. Agenda

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Minutes
1. November 5, 2019- Regular Meeting of the City Council

G. Announcements

1.	Park, Recreation, & Culture Board Meeting	Tuesday, November 26, 2019 at 6:00 p.m.
2.	City Council Meeting	Tuesday, December 3, 2019 at 7:00 p.m.
3.	EDA Meeting	Tuesday, December 3, 2019 *(Following the City Council Meeting)*

H. Council Committee Reports

I. Public Hearings

J. Business Items

Finance Director Mike Betker
1. Resolution 2019-XXX Approving Certification of Delinquent Charges for City Services and Unpaid Nuisance Abatement Charges Collectible in 2020

K. Approve Consent Agenda
1. Consider Accounts Payable in the Amount of $228,442.10 Payroll in the Amount of $ 99,151.86
2. Resolution 2019-XXX Resolution Authorizing Decertification of TIF District No. 11 and Return of Excess Tax Increment
3. Resolution 2019-XXX Accepting Maintenance Tech II Victor Fanth's Letter of Resignation
4. Resolution 2019-XXX Approving a Contract with Sun Mechanical
5. Resolution 2019-XXX Approving Exempt Sidewalks from Snow Removal

L. Other Communications
1. October Police Department Reports
2. October Code Enforcement Officer Report
3. October Building Inspector Report
4. November Engineering Project Status Report

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, NOVEMBER 5, 2019 – 7:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

Members Absent: None

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Police Chief Travis Muyres and Community Development Director Sheila Sellman

Others Present: Mark Reller, Rod Barrows Jesse Bowen, Julia Birkholz, Jackie Moen and Melissa Bettendorf

D. Adopt Agenda
Motion by Lundeen, second by Bergley to adopt agenda as presented. Motion passed 5-0. Motion carried.

E. Proclamations/Commendations/Certificate Award
Rotary Club of Cambridge & Isanti *(Jackie Moen)*
Jackie Moen from the Cambridge & Isanti Rotary Club presented a donation to the City of Isanti for the Dog Park. Moen continued to share that the Rotary Club had extra funding from last year to put towards a bench and equipment for the Dog Park followed by a photo.

F. Approve City Council Minutes
1. October 15, 2019 - Regular Meeting of the City Council
2. October 15, 2019 - Committee of the Whole Meeting
3. September 24, 2019- Parks, Recreation and Culture Board Meeting
4. October 29, 2019 – Closed Session Minutes

G. Announcements

1. Committee of the Whole	Tuesday, November 19, 2019 at 5:00 p.m.
2. City Council Meeting	Tuesday, November 19, 2019 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, November 19, 2019 *(Immediately following the City Council Meeting)*
4. Park, Recreation, & Culture Board Meeting	Tuesday, November 26, 2019 at 6:00 p.m.

H. Council Committee Reports
None

I. Public Hearings
None

J. **Business Items**

1. **Resolution 2019-287** Interview Applicant for Vacant Economic Development Authority Board Seat
Applicant Clark Johnson was interviewed by Mayor Johnson for the open Economic Development Authority Seat. Mr. Johnson was asked questions specific to Economic Development Authority.

Motion by Bergley, second by Collison to approve and appoint the applicant to the seat. Motion passed 5-0. Motion carried.

2. **Ordinance-711** Amending City Code Chapter 111: Building Construction Adopting Article IV, Minnesota State Fire Code

City Administrator Josi Wood shared that this was discussed at Committee of the Whole to adopt the Minnesota State Fire Code into City Code Chapter 111. Wood further shared the City already follows this but this Ordinance makes it formal and able to designate a Fire Marshall.

Motion by Bergley, second by Collison to approve Ordinance as presented. Motion passed 5-0. Motion carried.

3. **Ordinance-712** Amending City Code Adding Chapter 125, City Name, Seal and Logo

City Administrator Josi Wood shared that this was discussed at Committee of the Whole. Wood continued to share that the City now has registration on the logo, so it can now be in a formal Ordinance. Wood further shared putting it in an ordinance means it can be enforced if someone uses the logo without the best interest of the City.

Motion by Lundeen, second by Bergley to approve the Ordinance as presented. Motion passed 5-0. Motion carried.

City Engineer Jason Cook

4. **Resolution 2019-288** Approving Proposal for Preliminary Engineering Report for Street Improvements

City Engineer Jason Cook shared that this is to stay with the Capital Improvement Plan that is to rehabilitate 6th Ave SW from South Brookview Lane SW to 200 feet south of Dogwood Street SW. Cook further shared that the road is in rough shape and is State Aid eligible.

Motion by Lundeen, second by Collison to approve resolution as presented. Motion passed 5-0. Motion carried.

K. **Approve Consent Agenda**

1. Accounts Payable in the Amount of $893,000.84 Payroll in the Amount of $162,558.77
2. **Resolution 2019-289** Approving the Development Agreement for Legacy Pines 2nd Addition
3. **Resolution 2019-290** Approving the Engagement Letter for the 2019 Audit
4. **Resolution 2019-291** Approving Exempt Gambling Permit to Cambridge-Isanti Redline Hockey Club
5. **Resolution 2019-292** Assistance in Hanging Wreaths for the Holiday Season
6. **Resolution 2019-293** Approving Isanti Police Department Mission Statement, Vision Statement, and Core Values

7. **Resolution 2019-294** Resolution to Authorize Staff to Request Quotes for Contractors for Nuisance Weeds/Grass Abatement
8. **Resolution 2019-295** Offering the Position of Full-Time Police Officer to Tyler Lawson
9. **Resolution 2019-296** Offering the Position of Part-Time Liquor Store Clerk to Carla Scharber
10. **Resolution 2019-297** Approving FTO Compensation for Brian Saba
11. **Resolution 2019-298** Resolution Accepting Plumbing Maintenance Proposal

Motion by Bergley, second by Collison to approve the Consent Agenda. Motion passed 5-0. Motion carried.

L. Other Communications

1. Draft Minutes from the October 22, 2019 Parks, Recreation, and Culture Board Meeting

Adjournment

Motion to adjourn by Bergley, second by Collison. Motion passed 5-0. Motion carried. The meeting was adjourned at 7:28 p.m.

Respectfully Submitted,

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Finance Director Betker
Date: November 19th, 2019
Subject: Certification of Delinquent Charges to be Payable in 2020

Background:
Unpaid delinquent charges for city services (Attachment A) and nuisance abatement (Attachment B) are listed as of November 12th 2019. Pursuant to City Code the attached delinquent charges may be certified as unpaid and delinquent to the County Auditor. Final assessment amounts are to include a $30 assessment fee per account per parcel.

Current Action:
Consider resolution certifying the delinquent amounts (Attachments A & B) to Isanti County to be collected with taxes payable in 2020.

RESOLUTION NO. 2019-XXX

RESOLUTION APPROVING CERTIFICATION OF DELINQUENT CHARGES FOR CITY SERVICES AND UNPAID NUISANCE ABATEMENT CHARGES PAYABLE IN 2020

WHEREAS, pursuant to City Code § 260-10.B. and § 325-7.C., all accounts more than 30 days past due as of September 30, 2019, and the same having been properly billed to the owner or occupant of the premises served, may be certified by the City Clerk as unpaid and delinquent to the County Auditor; and

WHEREAS, pursuant to City Code § 216-7 Recovery of Cost, B. Assessment, all accounts past due for year 2019, and the same having been properly billed to the owner or occupant of the premises served, may be certified by the City Clerk as unpaid and delinquent to the County Auditor.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA AS FOLLOWS:

1. That the list of delinquent charges for city services (Attachment 'A'), a copy of which is attached hereto and made a part hereof, identifies the amount of the delinquent water, sewer, and storm, snow removal and lawn abatement charges that are to be levied against said properties for taxes payable year 2020.

2. That the unpaid charges for nuisance abatement (Attachment 'B'), a copy of which is attached hereto and made a part hereof, identifies the amount of unpaid nuisance abatement charges that are to be levied against said properties for taxes payable year 2020.

3. The City Clerk shall forthwith transmit a certified duplicate of these listings (delinquent charges for city services and unpaid charges for nuisance abatement) to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

This resolution was duly adopted by the Isanti City Council this 19th day of November 2019.

Attested:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

(SEAL)

Attachment A

City of Isanti

Delinquent Charges for City Services to be Certified Payable 2020

Customer Number	Customer Name	Service Address	Parcel ID	Delinquent Balance	Assessment Fee	Total to be Assessed
1-007-050-00	BONE M E	201 3RD AVE NW	16.040.0110	$ 223.15	$ 30.00	$ 253.15
1-021-040-00	CURFMAN, ORDELL	1230 BERGMAN LN NW	16.106.0100	$ 144.37	$ 30.00	$ 174.37
1-068-500-00	OLSON, ROGER	908 ISANTI PKWY NW	16.096.0620	$ 150.70	$ 30.00	$ 180.70
1-100-680-04	SNEH, SHIRLEY	1002 WINSOME WAY NW	16.092.1260	$ 80.00	$ 30.00	$ 110.00
2-009-010-00	MILLE LACS OIL CO	280 5TH AVE NE	16.126.0060	$ 26.48	$ 30.00	$ 56.48
2-038-020-00	MILLE LACS OIL CO	401 CHERRYWOOD ST NE	16.126.0020	$ 26.48	$ 30.00	$ 56.48
2-068-045-00	JAC PROPERTIES LLC	101 ISANTI PKWY NE # G-H	16.130.0070	$ 196.84	$ 30.00	$ 226.84
3-073-100-02	WITHERILL, CHRISTINA	1010 MARION ST SE	16.117.0090	$ 124.78	$ 30.00	$ 154.78
3-082-173-00	HEMEN, GEORGE	16.032.1200	16.032.1200	$ 54.01	$ 30.00	$ 84.01
3-082-175-00	HEMEN, GEORGE	323 PALOMINO RD SE	16.032.1700	$ 54.01	$ 30.00	$ 84.01
3-088-100-00	ZEHMS, MARY	705 RAILROAD AVE SE	16.031.0500	$ 230.46	$ 30.00	$ 260.46
4-008-500-00	COLBAUGH, AMY	1207 4TH AVE SW	16.031.1510	$ 122.25	$ 30.00	$ 152.25
4-027-330-00	SEWELL, RYAN	608 S BROOKVIEW LN SW	16.041.0141	$ 154.73	$ 30.00	$ 184.73
4-084-013-00	ANDERSON, THOMAS & DAWN	503 S PASSAGE SW	16.031.0910	$ 130.66	$ 30.00	$ 160.66
9-000-260-00	HALVORSON TRUSTEE, DUANE M & JEANNINE I	16.029.2300	16.029.2300	$ 278.39	$ 30.00	$ 308.39
9-000-460-00	FLAHERTY REYES LLC	403 RAILROAD AVE SE	16.030.3500	$ 122.80	$ 30.00	$ 152.80
9-000-480-00	COLBAUGHS COUNTRY CRAFTS	16.030.4100	16.030.4100	$ 222.42	$ 30.00	$ 252.42
9-000-570-01	GRAVEM, JONATHAN	304 TOWNSEDGE RD SE	16.032.0702	$ 150.48	$ 30.00	$ 180.48
9-000-630-00	LAROWE, SCOTT D & KRISTI L	16.033.0500	16.033.0500	$ 507.98	$ 30.00	$ 537.98
9-000-900-00	HARRIS, JAMES C	459 3RD AVE NW	16.040-0941	$ 150.48	$ 30.00	$ 180.48
9-001-060-01	HORRIGHS, GARY & CHERRI/ANDERSON MOSIER	16.050.0160	16.050.0160	$ 55.90	$ 30.00	$ 85.90
9-001-240-00	ZEHMS, MARY	16.051.0060	16.051.0060	$ 150.48	$ 30.00	$ 180.48
9-001-550-00	EDGERTON, JOHN V & AMY M	208 TOWNSEDGE RD SE	16.064.0040	$ 150.48	$ 30.00	$ 180.48
9-001-560-00	GODEEN, AARON T & COURTNEY J	204 TOWNSEDGE RD SE	16.064.0050	$ 150.48	$ 30.00	$ 180.48
9-004-670-01	PD & H PROPERTIES	16.113.0740	16.113.0740	$ 532.98	$ 30.00	$ 562.98
9-004-680-01	PD & H PROPERTIES	16.113.0750	16.113.0750	$ 28.05	$ 30.00	$ 58.05
9-005-570-00	MILLE LACS OIL CO	291 5TH AVE NE	16.126.0070	$ 26.48	$ 30.00	$ 56.48
9-005-580-00	MILLE LACS OIL CO	281 5TH AVE NE	16.126.0080	$ 26.48	$ 30.00	$ 56.48
		TOTAL		$ 4,272.80	$ 840.00	$ 5,112.80
		ACCOUNTS		29		

Attachment B

City of Isanti

Unpaid Nuisance Abatement Charges to be Certified Payable 2020

Owner	Address	Parcel ID	Delinquent Balance	Assessment Fee	Total to be Assessed
RICKEY, ADAM	413 ELM ST SW	16.085.0330	$ 320.00	$ 30.00	$ 350.00
DALRYMPLE, THOMAS	809 DOGWOOD ST SW	16.073.0190	$ 320.00	$ 30.00	$ 350.00
			$ 640.00	$ 60.00	$ 700.00
	PROPERTY COUNT		2		

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 11/5/2019 - 11/6/2019 | Nov 06, 2019 02:27PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/19	11/06/2019	52300	2504	ANCONA TITLE & ESCROW	601-20200	57.39
11/19	11/06/2019	52301	692	ARC IRRIGATION	104-20200	106.88
11/19	11/06/2019	52302	2030	ARTISAN BEER COMPANY	609-20200	65.20
11/19	11/06/2019	52303	598	ASPEN MILLS	101-20200	1,319.84
11/19	11/06/2019	52304	2335	BCBSM	101-20200	21.12
11/19	11/06/2019	52305	1485	BECKER, JOSH	101-20200	191.00
11/19	11/06/2019	52306	9	BERNICKS PEPSI-COLA	609-20200	818.35
11/19	11/06/2019	52307	368	BILLS QUALITY CLEANING	101-20200	521.00
11/19	11/06/2019	52308	1629	CITY OF ISANTI	226-20200	13,537.24
11/19	11/06/2019	52309	2428	CONCIERGE TITLE INC	601-20200	15.83
11/19	11/06/2019	52310	8	DAHLHEIMER DISTRIBUTING CO	609-20200	15,735.15
11/19	11/06/2019	52311	1941	DELTA DENTAL	861-20200	2,996.95
11/19	11/06/2019	52312	1481	DENNISON TECHNOLOGY GROUP INC	101-20200	119.00
11/19	11/06/2019	52313	55	ECM PUBLISHERS INC	101-20200	192.00
11/19	11/06/2019	52314	912	FASTENAL COMPANY	101-20200	337.56
11/19	11/06/2019	52315	1682	FERGUSON WATERWORKS	601-20200	38.12
11/19	11/06/2019	52316	2028	FURTHER	861-20200	1,002.90
11/19	11/06/2019	52317	2830	GDO Law	101-20200	4,083.33
11/19	11/06/2019	52318	134	GOPHER STATE ONE-CALL INC	601-20200	129.60
11/19	11/06/2019	52319	949	GRAINGER	226-20200	87.85
11/19	11/06/2019	52320	739	HACH COMPANY	601-20200	79.40
11/19	11/06/2019	52321	160	HAWKINS INC	602-20200	800.00
11/19	11/06/2019	52322	2832	HENDERSON, DALLAS & SALLY	601-20200	65.99
11/19	11/06/2019	52323	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	23.74
11/19	11/06/2019	52324	1684	ISANTI COUNTY AUDITOR-	220-20200	1,117.60
11/19	11/06/2019	52325	7	JOHNSON BROTHERS LIQUOR CO	609-20200	8,411.94
11/19	11/06/2019	52326	5	KAWALEK TRUCKING	609-20200	190.00
11/19	11/06/2019	52327	136	LEAGUE OF MN CITIES	101-20200	75.75
11/19	11/06/2019	52328	130	MARCO TECHNOLOGIES LLC	101-20200	185.96
11/19	11/06/2019	52329	17	MCDONALD DISTRIBUTING CO	609-20200	7,957.50
11/19	11/06/2019	52330	616	MENARDS - CAMBRIDGE	601-20200	2.17
11/19	11/06/2019	52331	2500	METRO SALES INC.	101-20200	82.13
11/19	11/06/2019	52332	2829	MN DEPT OF COMMERCE	101-20200	385.20
11/19	11/06/2019	52333	479	MN DEPT OF PUBLIC SAFETY	609-20200	20.00
11/19	11/06/2019	52334	196	MN STATE TREASURER	220-20200	588.80
11/19	11/06/2019	52335	2597	MNSPECT, LLC.	101-20200	21,975.94
11/19	11/06/2019	52336	2450	NORTHERN HOLLOW WINERY	609-20200	265.32
11/19	11/06/2019	52337	44	PHILLIPS WINE & SPIRITS INC	609-20200	6,774.55
11/19	11/06/2019	52338	2551	POLLARD WATER	602-20200	60.84
11/19	11/06/2019	52339	1884	REICHMANN, WADE	104-20200	3,200.00
11/19	11/06/2019	52340	2625	RESULTS TITLE	601-20200	72.39
11/19	11/06/2019	52341	2625	RESULTS TITLE	601-20200	21.67
11/19	11/06/2019	52342	1744	SAFE ASSURE CONSULTANTS INC	101-20200	6,785.92
11/19	11/06/2019	52343	1361	STAPLES ADVANTAGE	101-20200	168.29
11/19	11/06/2019	52344	2598	T.A.SCHIFSKY & SONS INC.	101-20200	142.71
11/19	11/06/2019	52345	1762	THE TITLE GROUP	601-20200	56.94
11/19	11/06/2019	52346	2251	TITLE SMART INC	601-20200	27.54
11/19	11/06/2019	52347	1820	URBANS HARDWARE	101-20200	141.56
11/19	11/06/2019	52348	1347	V.F.W. POST 2735	101-20200	90.00
11/19	11/06/2019	52349	686	VERIZON WIRELESS	101-20200	1,156.84
11/19	11/06/2019	52350	42	VIKING COCA-COLA BOTTLING CO	609-20200	177.20
11/19	11/06/2019	52351	2833	WATERMARK TITLE AGENCY	601-20200	122.60
11/19	11/06/2019	52352	4	WATSON CO INC	609-20200	1,465.22

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/19	11/06/2019	52353	1922	WEX BANK	609-20200	2,725.14
11/19	11/06/2019	52354	2475	WHITE BEAR IT SOLUTIONS, LLC	101-20200	2,549.00
11/19	11/06/2019	52355	2831	WIEHLE, NICHOLAS	601-20200	80.63
Grand Totals:						109,422.79

Dated: _____

Mayor: _____

City Council: _____

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City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/19	11/13/2019	52359	2603	ANDERSON RACE MANAGEMENT	101-20200	1,594.38
11/19	11/13/2019	52360	2393	APADANA	609-20200	583.74
11/19	11/13/2019	52361	2030	ARTISAN BEER COMPANY	609-20200	41.25
11/19	11/13/2019	52362	1485	BECKER, JOSH	101-20200	57.54
11/19	11/13/2019	52363	9	BERNICKS PEPSI-COLA	609-20200	1,152.40
11/19	11/13/2019	52364	2319	BREAKTHRU BEVERAGE	609-20200	4,513.38
11/19	11/13/2019	52365	1198	CENTER POINT ENERGY	601-20200	1,307.27
11/19	11/13/2019	52366	2835	CENTURY COLLEGE	101-20200	1,341.00
11/19	11/13/2019	52367	1822	CENTURYLINK BUSINESS SERVICES	101-20200	31.49
11/19	11/13/2019	52368	918	CRYSTAL SPRINGS ICE	609-20200	112.86
11/19	11/13/2019	52369	8	DAHLHEIMER DISTRIBUTING CO	609-20200	16,386.93
11/19	11/13/2019	52370	2720	DEFIANT DISTRIBUTORS	609-20200	430.31
11/19	11/13/2019	52371	385	FEDERATED CO-OPS INC	101-20200	1,918.63
11/19	11/13/2019	52372	2028	FURTHER	101-20200	38.35
11/19	11/13/2019	52373	696	GENESIS	609-20200	477.86
11/19	11/13/2019	52374	300	HASSER GARAGE DOORS	101-20200	425.00
11/19	11/13/2019	52375	2110	INDIAN ISLAND WINERY	609-20200	361.44
11/19	11/13/2019	52376	7	JOHNSON BROTHERS LIQUOR CO	609-20200	2,930.36
11/19	11/13/2019	52377	5	KAWALEK TRUCKING	609-20200	127.00
11/19	11/13/2019	52378	2648	LEPAGE & SONS	101-20200	750.22
11/19	11/13/2019	52379	1789	MADDEN GALANTER HANSEN, LLP	101-20200	249.90
11/19	11/13/2019	52380	17	MCDONALD DISTRIBUTING CO	609-20200	11,291.50
11/19	11/13/2019	52381	616	MENARDS - CAMBRIDGE	602-20200	19.96
11/19	11/13/2019	52382	281	MINNCO CREDIT UNION	108-20200	1,168.77
11/19	11/13/2019	52383	2597	MNSPECT, LLC.	101-20200	65.65
11/19	11/13/2019	52384	870	M-R SIGN CO INC	101-20200	158.90
11/19	11/13/2019	52385	617	PAUSTIS & SONS	609-20200	847.83
11/19	11/13/2019	52386	2821	PFEFFER, JEFFREY & KRISTI	505-20200	1,216.00
11/19	11/13/2019	52387	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,033.40
11/19	11/13/2019	52388	2341	RED BULL DISTRIBUTION	609-20200	216.00
11/19	11/13/2019	52389	2031	RESOURCE TRAINING	861-20200	36,867.00
11/19	11/13/2019	52390	1113	RJM DISTRIBUTING INC	609-20200	229.80
11/19	11/13/2019	52391	890	T & S TROPHIES	108-20200	1,113.00
11/19	11/13/2019	52392	1290	THE AMBLE GROUP	101-20200	9.57
11/19	11/13/2019	52393	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
11/19	11/13/2019	52394	2027	US INTERNET	603-20200	57.80
11/19	11/13/2019	52395	42	VIKING COCA-COLA BOTTLING CO	609-20200	255.45
11/19	11/13/2019	52396	361	VINTAGE LOCK	101-20200	1,570.00
11/19	11/13/2019	52397	4	WATSON CO INC	101-20200	1,540.37
11/19	11/13/2019	52398	780	WINE MERCHANTS	609-20200	336.00
Grand Totals:						93,891.31

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 11/14/2019 - 11/14/2019 | Nov 14, 2019 12:57PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/19	11/14/2019	52399	176	MN DEPT OF REVENUE	101-20200	25,128.00
Grand Totals:						25,128.00

Dated: _____

Mayor: _____

City Council: _____

_____

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_____

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_____

City Recorder: _____

City of Isanti

Gross Payroll	85,606.66
Social Security & Medicare	4,824.59
Public Employees Retirement	8,720.61
Total City Expense	99,151.86

Pay Date 11/15/2019

Pay Period 23 (10/27-11/9/19)

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: November 19th, 2019
Subject: Decertification of TIF No. 11 and Return of Excess Tax Increment

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Background:
Created June 19th of 2012, TIF District 11 was intended to provide a potential funding mechanism for a future hotel project. The District included just one parcel just east of Hwy. 65 and North of Heritage Blvd. That site was not the preferred site for the developer. Additionally TIF was not used as a funding mechanism for the project. Furthermore in 2019 during the 2018 financial audit Abdo, Eick & Meyers recommended that the City consider decertification in 2019. Staff has contacted the Isanti County Auditor's office about decertification of TIF 11. The County Auditor's office had no concerns about the timing or substance of the proposed decertification.

The city will retain the lesser of either 10% of tax increment received or an amount sufficient to cover publishing, reporting and auditing requirements for the District itself. The remaining tax increment will be returned to the County for distribution to the affected taxing jurisdictions.

Recommendation:
Staff and the EDA board are recommending the decertification of TIF 11 and the return of excess tax increment as detailed above.

Action Required:
If the Council concurs, it should by motion, take the following action:

1. Approve the attached Resolution as written.

Attachments:

- Res 2019-XXX Resolution Authorizing Decertification of TIF District 11 and Return of Excess Tax Increment

RESOLUTION NO. 2019-XXX

RESOLUTION AUTHORIZING DECERTIFICATION OF TIF DISTRICT NO. 11 AND RETURN OF EXCESS TAX INCREMENT

WHEREAS, On June 19, 2012, TIF District No. 11 was originally certified; and

WHEREAS, TIF District No. 11 was created to provide a potential funding mechanism for the now completed Hotel Project; and,

WHEREAS, TIF District No. 11 was never utilized for its original intent; and,

WHEREAS, all outstanding obligations have been satisfied and a current fund balance of $9,525.28 remains in TIF District No. 11; and

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA to hereby authorize the decertification of TIF District No. 11 and authorize the TIF Authorized Representatives to issue a check to Isanti County returning Excess Increment to be re-distributed to the appropriate taxing jurisdictions and to file the necessary paperwork with the State and County Auditors.

This resolution was duly adopted by the Isanti City Council this 19th day of November, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

K.3.

RESOLUTION 2019-XXX

ACCEPTING MAINTENANCE TECH II VICTOR FANTH'S LETTER OF RESIGNATION

WHEREAS, Maintenance Tech II Victor Fanth has submitted a letter of resignation to the City of Isanti on November 5th, 2019; and,

WHEREAS, the effective date of this two-week resignation is November 19th, 2019; and,

WHEREAS, Victor Fanth is leaving employment in good standing.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve as follows:

1. That the resignation of Victor Fanth is hereby accepted effective November 19th, 2019.

2. That Human Resources/City Clerk is hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 19th day of November, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2019-XXX

K.4.

A RESOLUTION APPROVING A CONTRACT WITH SUN MECHANICAL

WHEREAS, the City of Isanti has determined it is in the City's best interest to receive proposals for plumbing maintenance services; and,

WHEREAS, an ad was placed in the official newspaper requesting proposals for plumbing maintenance services; and,

WHEREAS, two proposals were received which were Sun Mechanical and Yale Mechanical; and,

WHEREAS, the City Council accepted Sun Mechanical's Proposal and directed staff to prepare a contract for plumbing maintenance services; and,

WHEREAS, staff has prepared a contract, Exhibit A, and Sun Mechanical has agreed to the contract and provided the City with a signed copy;

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the contract with Sun Mechanical as attached.

This resolution was duly adopted by the Isanti City Council this 19th day of November, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

CITY OF ISANTI

PLUMBING SERVICES
INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT between the **City of Isanti** (hereinafter "**City**"), whose principal office is located at 110 First Avenue North, City of Isanti, State of Minnesota, and **Sun Mechanical,** 10834 178th Circle NW, Elk River, Minnesota (hereinafter "**Contractor**"), is made and entered into on the 6 day of Nov., 2019.

A. **Period of Agreement.**
City hereby agrees to hire Contractor on an as needed basis and Contractor faithfully agrees to diligently perform such duties for the period from December 1, 2019 to November 31, 2024.

B. **Nature of Services.**
Services shall be provided as per the attached Specifications for Contractor Services for services during weekdays and in emergency circumstances (after hours). The contractor recognizes the right of the City to use electrical contractors for specialized service work regarding City Utilities and related operating facilities. The City also reserves the right to use other contractors on an emergency basis if the contractor is not available or cannot be contacted. The contract agrees to maintain RPZ certification.

C. **Compensation**
Contractor shall receive compensation based on the rates submitted in their proposal for services. Material costs shall be reimbursed as per the Specifications for Contractor Services. Labor rates shall be as follows: $120.00 per hour (regular hours), $180.00 per hour (after hours, over two is double time) and $240.00 per hour (weekends and holidays). Rates shall adjust 1-5% per calendar year, starting in 2020.

D. **Licensing and Certification.**
Contractor hereby agrees to requirements as outlined in the Specifications for Contractor Services.

E. **Relationship of Parties**
The parties intend that an independent contractor relationship will be created by this Agreement. The City is interested only in the results to be achieved and the conduct and control of the work will lay solely with the Contractor. Contractor is not to be considered an agent or employee of the City for any purpose, and the employees of the Contractor, if any, are not to be considered employees of the City, and are not entitled to any of the benefits that the City provides its employees. It is further understood that Contractor may perform services for other entities, as long as such relationship does not impede, or prohibit, the provision of services for City pursuant to this Agreement.

F. **Liability Insurance and Indemnification.**
The services to be performed by Contractor pursuant to this Agreement will be performed entirely at Contractor's risk, and Contractor assumes all responsibility for the use and condition of tools and equipment used in the performance of Contractor's duties, efforts and work. Contractor shall be solely responsible for obtaining, at contractor's expense, automobile and general liability insurance coverage in the amount of $1,000,000 and Workers Compensation (if required) in the statutory amounts. The City of Isanti shall be

listed as an additional insured on the Certificate. Contractor further agrees to indemnify City for any and all liability or loss arising in any way out of the performance of this Agreement, including costs and attorney's fees.

Independent contractors carrying on a trade or business as sole proprietors must present an Independent Contractor Exemption Certificate (ICEC).

G. Termination.

City and Contractor may terminate this Agreement at any time by providing written notice of not less than sixty (60) days. Such notice shall be given to City at City offices. Such notice shall be given to Contractor at its place of business.

H Facilities and Equipment.

Contractor shall be responsible for providing all tools and equipment necessary to perform plumbing maintenance services. The Contractor shall provide their own office facilities and related equipment.

I. Accounting and Billing.

Contractor will bill the City on a monthly or project basis for services and materials provided as per the Specifications for Contractor Services.

J. Entire Agreement.

This Agreement, the attached Specifications for Contractor Services, and City Resolution constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes all other agreements or representations, whether written or oral.

K. Headings

Headings are for convenience only and are not a part of this Agreement.

CONTRACTOR		CITY OF ISANTI	
Clark J. Hatle			
Contractor Signature	Date	Josi Wood	Date
Sun Mechanical	11-6-19	City Administrator	

CITY OF ISANTI
SPECIFICATIONS FOR CONTRACTOR SERVICES

Section 1. Plumbing Maintenance Work

The City is accepting proposals to perform plumbing maintenance work on an "as needed basis" for City buildings and facilities. This work is typically indoors and tasks could range from repair of plumbing systems, fixtures, water heaters, and water softeners. Work to be performed under direction of a state licensed Master Plumber. The proposer should list experience, examples of project work, list individual(s) who will perform the work, their qualifications and contractor references. A completed Doing Business with the City of Isanti form should be provided with the proposal.

Acceptance of the proposal is for a "first call" basis, and if the contractor is not available or cannot respond in a timely manner, the City reserves the right to contact another vendor. Specialty equipment in city utility and liquor store facilities is not covered under this contract.

Section 2. Contract / Term of Contract

The successful proposer will enter into a contract with the City to provide services. The contract shall be for a five year time period.

Section 3. Insurance /Independent Contractor

The Successful Contractor will need to provide to the City a Certificate of Insurance with General and Automobile Liability Insurance in the amount of $1,000,000 and Workers Compensation Insurance in the statutory amounts. The City of Isanti shall be listed on the Certificate as an additional insured.

Independent contractors carrying on a trade or business as sole proprietors must present an Independent Contractor Exemption Certificate (ICEC) when submitting a quote for the above services.

Section 4. Material Costs / Invoice Required

For approved materials that need to be ordered for City projects that cost more than $50.00 dollars either individually or in total cost (multiple items), a copy of the vendor invoice that shows the cost to the Contractor for materials needs to be submitted with any request for reimbursement. With the use of materials purchased wholesale, the wholesale cost of the materials needs to be reported and a copy of the vendor receipt provided. In no case shall the contractor's mark-up exceed 10% of the wholesale cost (excluding any sales tax). The City also requires that any rebates be reported and those amounts must be deducted from the cost of materials on the Contractor's bill to the City.

RESOLUTION 2019-XXX

APPROVING EXEMPT SIDEWALKS FROM SNOW REMOVAL

WHEREAS, Committee of the Whole will review as necessary, prior to the next year's snow season regarding School Routes to School and for sections of sidewalk that due to lack of development do not provide a connecting link between private and public facilities, residences and commercial/industrial businesses; and,

WHEREAS, those sections of sidewalk identified in the review and approved for exemption by the City Council, shall not be required to have snow removed that snow season; and,

WHEREAS, Committee of the Whole met and are recommending that the following property is exempt from the sidewalk snow removal requirement for the 2019-2020 snow season:

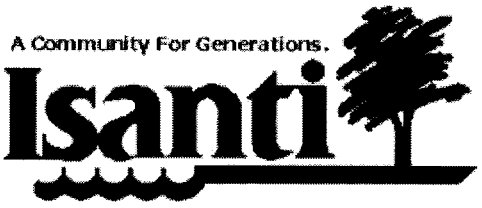
- 7th Avenue NE – Sidewalk section between Cajima St NE and Golden Way NE (no development on either side);

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City of Isanti, Minnesota, that the sidewalk listed above is exempt from snow removal for 2019-2020.

This Resolution was duly adopted by the Isanti City Council this 19th day of November, 2019.

Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk



Isanti Police Department Monthly Report

October 2019

Reported Crime	Month to Date	Year to Date
Theft	18	107
Assault	4	28
Vandalism/Damage to Property	3	33
Narcotics	1	22
Burglary	1	11
Domestics	4	56
Crim Sex	1	4
Robbery	0	0
Loud Party/Disturbance	18	124
Medical	35	284
Permit to Purchase	3	54
Security Check / Extra Patrol	255	2,585

Traffic Offenses	Month to Date	Year to Date
No Insurance	6	58
DUI	3	22
Accidents	5	75
Hit & Run	1	9
Warrant P/U	2	28
Speed	6	273
DAR/DAC/DAS	1	39
Administrative Citations (Including Speed)	9	272

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	85,569	1,214	15,689
Ford Explorer 224	70,139	2,187	17,238
Ford F150 225	25,513	1,486	9,325
Chevy Silverado 220	Out of Service	0	305
Chevy Impala 223	94,490	790	4,567
Dodge Durango 226	7,168	807	7,168
Dodge Durango 227	3,229	2283	3229

CEZT REPORT

CATEGORY	*CURRENT*	*LAST MO*	*2 MOS*	*3 MOS*	*4 MOS*	*5 MOS*	*6 MOS*
TOTAL CASES YTD	172	164	154	144	134	124	172
TOTAL OPEN CASES	6	18	14	14	14	11	17
VIOLATIONS CLOSED THIS PERIOD	20	5	10	7	24	8	1
NEW ISSUES THIS PERIOD	8	9	10	33	26	15	5
CAN-Proh Animals	0	0	0	0	0	0	0
CCV-Comm Vehicle Storage	0	0	0	0	0	0	0
CDO--Dogs	0	0	0	0	0	0	0
CPA-Park & Store	5	2	2	2	4	2	1
CSN-Snow Removal	0	0	0	0	0	0	0
CSP-Admin Permits/Solicitors/Peddlers	0	0	0	0	0	0	0
CST--Fish Houses, PODS, Rolloffs	0	0	0	0	0	0	0
GAR - Garage Sales	0	0	0	0	0	0	0
H2O-Water restrictions	0	0	0	0	0	0	0
NEX-Exterior Structure, Paint/Repair	0	0	0	0	0	0	0
NGA-Garbage Service & Storage	0	0	0	0	0	0	0
NGR--Grass Length	0	1	4	30	15	9	0
NJU--Junk/Brush	2	2	1	65	5	2	3
NOX-Noxious Weeds	0	0	0	0	0	0	0
NUV-Unlicensed vehicle or missing plates	0	0	0	0	0	0	0
RNT-Unlicensed rental	1	0	0	0	2	0	0
SGN-Signs	0	0	3	2	0	0	0
UNP-Unpermitted work	0	0	0	0	0	2	1
ZAC-Accessory Building	0	0	0	0	0	0	0
ZFE-Fence	0	0	0	0	0	0	0
ZTD--Temporary Dwelling	0	0	0	0	0	0	0
Complied [illegible]	3	3	4	39	21	8	5
[illegible]	0	0	0	0	0	0	0
[illegible]	0	0	0	0	0	0	0
[illegible]	0	0	0	0	0	0	0
[illegible]	0	0	0	0	0	0	0
[illegible]	0	0	0	0	0	0	0
Complied with positive judgement	0	0	0	0	0	0	0
AVERAGE TIME TO COMPLIANCE	**16**	**20**	**15**	**18**	**11**	**7**	**15**

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CITY OF ISANTI MONTHLY REPORT

October 2019

RESIDENTIAL	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
	Month	YTD	Month	YTD	Month	Quarter	Month	YTD	Month	YTD
FENCE	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
ROOF / SIDING	4	38	$0.00	$0.00	$4.00	$5.00	$320.00	$3,040.00		
DECK	1	38	$13,030.00	$247,531.12	$6.52	$6.52	$425.70	$9,488.51		
LL FINISH	3	18	$66,000.00	$333,824.25	$33.00	$33.00	$1,798.50	$9,979.68		
REMODEL / ADDITION	1	7	$22,000.00	$176,744.38	$11.00	$11.00	$623.70	$4,348.55		
GARAGE / SHED	0	7	$0.00	$114,873.20	$0.00	$0.00	$0.00	$3,422.10		
MISCELLANEOUS	15	151	$1,500.00	$39,645.00	$14.75	$18.75	$1,579.00	$19,511.73		
SINGLE DWELLINGS	4	70	$800,559.74	$13,367,673.73	$400.28	$400.28	$9,889.70	$175,984.10		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	14	118	$0.00	$6,459.86	$14.00	$16.00	$1,050.00	$8,877.75		
PLUMBING	15	116	$0.00	$0.00	$15.00	$20.00	$1,170.00	$9,264.00		
RESIDENTIAL TOTAL	**57**	**563**	**$903,089.74**	**$14,286,751.54**	**$498.55**	**$510.55**	**$16,856.60**	**$243,916.42**		
COMMERCIAL										
NEW BUILDINGS	1	2	$600,000.00	$1,000,000.00	$300.00	$300.00	$6,600.00	$11,385.00		
REMODEL / ADDITION	0	8	$0.00	$146,600.00	$0.00	$5.00	$0.00	$3,778.50		
PLUMBING	1	8	$9,999.00	$95,107.00	$5.00	$5.00	$247.49	$2,667.04		
MECHANICAL	0	5	$0.00	$84,700.00	$0.00	$0.00	$0.00	$2,319.04		
ROOF / SIDING	0	2	$0.00	$100,265.00	$0.00	$0.00	$0.00	$2,204.40		
MISCELLANEOUS	6	39	$36,758.00	$598,723.00	$20.38	$26.38	$1,703.40	$14,400.63		
COMMERCIAL TOTAL	**8**	**64**	**$646,757.00**	**$2,025,395.00**	**$325.38**	**$336.38**	**$8,550.89**	**$36,754.61**		
RESIDENTIAL/COMMERCIAL TOTAL	**65**	**627**	**$1,549,846.74**	**$16,312,146.54**	**$823.93**	**$846.93**	**$25,407.49**	**$280,671.03**	**$35,020.00**	**$405,826.00**

YEARLY BUILDING PERMIT COMPARISONS THRU 10/31/2019

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
2014	437	34	0	2	$14,621,172.44	$172,187.41	$280,048.17
2015	404	37	0	0	$8,026,537.06	$147,002.54	$279,405.00
2016	500	59	0	4	$20,051,192.20	$285,254.82	$673,445.88
2017	604	82	0	3	$15,447,899.00	$260,533.87	$645,866.80
2018	581	77	0	2	$20,100,118.43	$313,634.08	$443,094.00
2019	627	70	0	2	$16,312,146.54	$280,671.03	$405,826.00

MONTHLY COMPARISON FOR 2019

Month	# Permits	Permit Value	Permit Fees
January	38	$146,958.00	$6,526.70
February	32	$753,514.64	$13,387.05
March	31	$1,758,333.77	$23,537.96
April	57	$1,533,973.19	$26,639.15
May	75	$2,113,444.42	$36,380.79
June	77	$2,826,947.17	$44,688.35
July	97	$2,704,831.62	$46,878.78
August	84	$581,290.75	$17,337.20
September	55	$2,325,006.24	$37,943.66
October	65	$1,549,846.74	$25,407.49
November	16	$18,000.00	$1,943.90
December	0	$0.00	$0.00
Totals	**627**	**$16,312,146.54**	**$280,671.03**

L.4.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: November 13, 2019

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W. Cook, P.E.
City Engineer

Subject: Project Status Report
Isanti, MN
Project No.: R13.117985

Please find listed below a status report of the current projects in the City of Isanti:

1) Annexed Parcel Service Extensions

Service extensions have been completed.

2) TH 65 & Cajima Street RCUT Improvements

This project has been rescheduled to be completed in the spring due to weather.

3) Legacy Pines 2nd Addition

This project has been authorized and is scheduled to be completed in 2020.

4) 6th Avenue Rehabilitation

We will complete the site survey for this project this month.

5) Dollar General

We will provide inspection services when requested.

6) MS4 Implementation

We will continue to assist the City as requested to meet MS4 requirements.

In addition to the current projects listed above we have completed and accepted 55 private developments and 74 city contracts since being selected as your City Engineer in 2008.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

City of Isanti
2020 Final Budget

Tuesday, December 03, 2019

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	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
ESTIMATED MARKET VALUE						357,821,100	316,456,600	277,719,500	271,579,700	258,315,600	269,093,600	305,306,900	310,685,500	349,910,300	393,506,500	440,165,200
TAXABLE MARKET VALUE	193,248,700	246,279,100	309,395,700	349,451,100	370,917,100	351,998,400	313,861,359	236,666,410	231,052,043	217,016,523	227,884,716	264,745,244	268,289,500	307,029,200	348,917,200	390,288,875
% CHANGE FROM PRIOR	25.79%	27.44%	25.63%	12.95%	6.14%	-5.10%	-10.83%	-24.60%	-2.37%	-6.07%	5.01%	16.18%	1.34%	14.44%	13.64%	11.86%
OVERALL CLASS RATE	1.11%	1.11%	1.11%	1.12%	1.13%	1.14%	1.14%	1.18%	1.18%	1.17%	1.15%	1.13%	1.13%	1.13%	1.12%	1.13%
TAX CAPACITY	2,145,822	2,737,017	3,431,034	3,903,681	4,177,727	4,001,059	3,581,937	2,785,454	2,735,234	2,549,798	2,627,703	2,991,743	3,027,012	3,478,309	3,919,126	4,410,264
TAX INCREMENT CAPTURED	47,474	51,194	75,065	99,744	112,551	123,218	122,766	125,772	69,406	72,106	10,316	13,397	15,889	11,246	13,139	8,000
ADJUSTED TAX CAPACITY	2,098,348	2,685,823	3,355,969	3,803,937	4,065,176	3,877,841	3,459,171	2,659,682	2,665,828	2,477,692	2,617,387	2,978,346	3,011,123	3,467,063	3,905,987	4,402,264
GENERAL FUND LEVY (101)	**1,130,900**	**1,435,911**	**1,693,594**	**1,820,001**	**1,798,817**	**1,657,973**	**1,549,996**	**1,373,884**	**1,373,884**	**1,466,097**	**1,298,306**	**1,934,000**	**2,009,086**	**2,172,468**	**1,817,814**	**1,828,826**
CAPITAL MAINT. LEVY (920)																**256,000**
STREET CONST. LEVY (425)																**267,000**
EDA LEVY (108)														**56,327**	**62,565**	**79,802**
ABATEMENT LEVY (101)																**24,066**
1978 GO BOND	30,000	45,000		20,000												
1992 GO BOND																
1993 GO REFUNDING	40,000															
1999 GO BOND	27,300	26,000	8,900	26,951												
2000 GO REFUNDING	68,000	70,000	66,000													
2003 GO BOND	161,000	165,000	167,000	168,000	160,000	160,000										
2004 GO BOND	100,000	100,000	105,000	110,000	110,000	115,000										
2006 GO BOND			131,436	133,072	134,751	130,762	150,000	160,000	160,000	175,000	204,916	148,602	0	0		
2008 GO BOND					41,678	83,037	100,000	100,000	105,000	110,000	110,000	110,000	48,327	0		
2009A GO BOND						19,890	25,000	30,000	30,000	35,000	57,095	63,453	0	0		
929 - 2010B GO BOND							125,000	74,000	69,000	0	0	0	250,000	250,000	250,000	85,000
930 - 2011A GO BOND							0	4,819	55,000	6,787	10,000	8,678	7,870	7,061	8,909	7,805
931 - 2014A TAX ABATEMENT							0	0	0	0	227,308	228,126	224,871	221,616	223,611	225,501
932 - 2014B GO BOND							0	0	0	0	49,882	47,702	47,407	52,259	51,692	51,006
DEBT SERVICE LEVY	**426,300**	**406,000**	**478,336**	**458,023**	**446,429**	**508,689**	**400,000**	**368,819**	**419,000**	**326,787**	**659,201**	**606,561**	**578,475**	**530,936**	**534,212**	**369,312**
TOTAL LEVY	**1,557,200**	**1,841,911**	**2,171,930**	**2,278,024**	**2,245,246**	**2,166,662**	**1,949,996**	**1,742,703**	**1,792,884**	**1,792,884**	**1,957,507**	**2,540,561**	**2,587,561**	**2,759,731**	**2,414,591**	**2,825,006**
% CHANGE FROM PRIOR	26.63%	18.28%	17.92%	4.88%	-1.44%	-3.50%	-10.00%	-10.63%	2.88%	0.00%	9.18%	29.79%	1.85%	6.65%	-12.51%	17.00%
$ CHANGE FROM PRIOR	$ 327,518	$ 284,711	$ 330,019	$ 106,094	$ (32,778)	$ (78,584)	$ (216,666)	$ (207,293)	$ 50,181	$ -	$ 164,623	$ 583,054	$ 47,000	$ 172,170	$ (345,140)	$ 410,415
TAX RATE	74.211%	68.579%	64.718%	59.886%	55.231%	55.873%	56.372%	65.523%	67.254%	72.361%	74.789%	85.301%	85.933%	79.599%	61.818%	[redacted]
% CHANGE FROM PRIOR	0.48%	-7.59%	-5.63%	-7.47%	-7.77%	1.16%	0.89%	16.23%	2.64%	7.59%	3.35%	14.06%	0.74%	-7.37%	-22.34%	3.81%

Bond Issue	Fund	Original Amount	12/31/2018 Cash	(LESS) 2019 Debt Payment	ADD 2019 Levy	ADD 2019 Assessments	PROJECTED 12/31/2019 Cash	12/31/2019 P & I Remaining
2010B GO Improvement Refunding	929	1,825,000	770,138	(321,215)	250,000	4,045	702,968	774,950
2011A GO Improvement	930	790,000	181,110	(87,538)	8,909	19,047	121,528	270,473
2014A GO Tax Abatement Bonds	931	2,560,000	226,658	(209,513)	223,611	-	240,756	2,299,231
2014B General Obligation Bonds	932	390,000	51,266	(49,500)	51,692	-	53,458	236,542

Bond Issue	Fund	12/31/2019 P & I Remaining	PROJECTED 12/31/2019 Cash	(LESS) 2020 Debt Payment	ADD 2020 Levy	ADD 2020 Assessments	PROJECTED 12/31/2020 Cash	12/31/2020 P & I Remaining
2010B GO Improvement Refunding	929	774,950	702,968	(387,950)	85,000		400,018	387,000
2011A GO Improvement	930	270,473	121,528	(90,681)	7,805	19,047	57,699	179,792
2014A GO Tax Abatement Bonds	931	2,299,231	240,756	(211,362)	225,501		254,895	2,087,869
2014B General Obligation Bonds	932	236,542	53,458	48,903	51,006		153,367	285,445

Bond Issue	Fund	12/31/2020 P & I Remaining	PROJECTED 12/31/2020 Cash	(LESS) Future Debt Payment	ADD Future Levies	ADD Future Assessments	PROJECTED Final Maturity Cash	Final Maturity
2010B GO Improvement Refunding	929	387,000	400,018	(387,000)	-		13,018	Dec-21
2011A GO Improvement	930	179,792	57,699	(179,792)	9,367		(112,726)	Feb-22
2014A GO Tax Abatement Bonds	931	2,087,869	254,895	(2,087,869)	1,992,888		159,914	Feb-30
2014B General Obligation Bonds	932	285,445	153,367	(285,445)	147,893		15,815	Feb-24

Wages & Benefits By Dept

Total Wages and Benefits Allocated by Department:

Mayor & Council	$	26,834
Finance/Adiministration	$	392,173
Special Projects	$	71,637
Planning & Zoning	$	96,838
Police	$	1,161,066
Building Inspections	$	45,673
Code Enforcement	$	9,032
General Maintenance	$	35,199
Streets	$	186,517
Sanitation	$	17,820
Parks, Rec & Culture	$	216,590
EDA	$	49,315
Water	$	267,801
Sewer	$	329,430
Storm Water	$	64,191
Liquor	$	412,495
Total	**$**	**3,382,610**

Total Wages and Benefits Allocated by Fund:

101	$	2,259,380
108	$	49,315
601	$	267,801
602	$	329,430
603	$	64,191
609	$	412,495
Total	**$**	**3,382,610**

2020 JOB CLASSIFICATION	1.05 POINTS		0.895 STEP 1	0.930 STEP 2	0.965 STEP 3	1.000 STEP 4	1.035 STEP 5	1.070 STEP 6	1.105 STEP 7
City Administrator	864	Per Hour	$ 49.9730	$ 51.9273	$ 53.8815	$ 55.8358	$ 57.7901	$ 59.7443	$ 61.6986
		Annually	$ 103,943.92	$ 108,008.77	$ 112,073.61	$ 116,138.46	$ 120,203.31	$ 124,268.15	$ 128,333.00
Assistant City Administrator / Special Projects	808	Per Hour	$ 46.4103	$ 48.2252	$ 50.0402	$ 51.8551	$ 53.6700	$ 55.4850	$ 57.2999
		Annually	$ 96,533.46	$ 100,308.51	$ 104,083.56	$ 107,858.61	$ 111,633.66	$ 115,408.71	$ 119,183.76
Finance Director	665	Per Hour	$ 42.1911	$ 43.8410	$ 45.4909	$ 47.1409	$ 48.7908	$ 50.4407	$ 52.0907
		Annually	$ 87,757.44	$ 91,189.29	$ 94,621.15	$ 98,053.00	$ 101,484.86	$ 104,916.71	$ 108,348.57
Police Chief	643	Per Hour	$ 39.5779	$ 41.1256	$ 42.6734	$ 44.2211	$ 45.7688	$ 47.3166	$ 48.8643
		Annually	$ 82,322.01	$ 85,541.31	$ 88,760.60	$ 91,979.90	$ 95,199.20	$ 98,418.49	$ 101,637.79
Public Services Director	604	Per Hour	$ 37.9505	$ 39.4346	$ 40.9187	$ 42.4028	$ 43.8869	$ 45.3710	$ 46.8551
		Annually	$ 78,937.05	$ 82,023.97	$ 85,110.90	$ 88,197.82	$ 91,284.74	$ 94,371.67	$ 97,458.59
Community Development Director	551	Per Hour	$ 36.9168	$ 38.3605	$ 39.8041	$ 41.2478	$ 42.6915	$ 44.1352	$ 45.5788
		Annually	$ 76,786.94	$ 79,789.78	$ 82,792.62	$ 85,795.46	$ 88,798.30	$ 91,801.14	$ 94,803.98
Liquor Store Manager	358	Per Hour	$ 30.6573	$ 31.8562	$ 33.0550	$ 34.2539	$ 35.4528	$ 36.6517	$ 37.8506
		Annually	$ 63,767.12	$ 66,260.81	$ 68,754.49	$ 71,248.18	$ 73,741.87	$ 76,235.55	$ 78,729.24
Police Investigator (**Union**)	297	Per Hour	$ 29.5913	$ 30.6837	$ 31.7755	$ 32.8679	$ 33.9598	$ 35.0496	$ 36.1424
		Annually	$ 61,551.15	$ 63,822.10	$ 66,093.04	$ 68,342.56	$ 70,613.50	$ 72,884.45	$ 75,155.39
Human Resources/City Clerk	280	Per Hour	$ 30.0866	$ 31.2631	$ 32.4397	$ 33.6163	$ 34.7929	$ 35.9694	$ 37.1460
		Annually	$ 62,580.08	$ 65,027.35	$ 67,474.61	$ 69,921.88	$ 72,369.15	$ 74,816.41	$ 77,263.68
Parks, Rec, Culture Manager	242	Per Hour	$ 25.9921	$ 27.0085	$ 28.0250	$ 29.0414	$ 30.0579	$ 31.0743	$ 32.0908
		Annually	$ 54,063.48	$ 56,177.69	$ 58,291.91	$ 60,406.12	$ 62,520.33	$ 64,634.55	$ 66,748.76
Assistant Finance Director	233	Per Hour	$ 24.9173	$ 25.8918	$ 26.8662	$ 27.8406	$ 28.8150	$ 29.7894	$ 30.7639
		Annually	$ 51,828.07	$ 53,854.87	$ 55,881.66	$ 57,908.46	$ 59,935.26	$ 61,962.05	$ 63,988.85
Planner	233	Per Hour	$ 24.9173	$ 25.8918	$ 26.8662	$ 27.8406	$ 28.8150	$ 29.7894	$ 30.7639
		Annually	$ 51,828.07	$ 53,854.87	$ 55,881.66	$ 57,908.46	$ 59,935.26	$ 61,962.05	$ 63,988.85
Asst Liquor Store Manager	195	Per Hour	$ 22.0635	$ 22.9263	$ 23.7891	$ 24.6519	$ 25.5147	$ 26.3775	$ 27.2404
		Annually	$ 45,891.99	$ 47,686.65	$ 49,481.31	$ 51,275.97	$ 53,070.63	$ 54,865.29	$ 56,659.95
Police Secretary	183	Per Hour	$ 21.5812	$ 22.4251	$ 23.2691	$ 24.1131	$ 24.9570	$ 25.8010	$ 26.6449
		Annually	$ 44,888.86	$ 46,644.29	$ 48,399.72	$ 50,155.15	$ 51,910.58	$ 53,666.01	$ 55,421.44
Utility Billing / Accounting Clerk	173	Per Hour	$ 20.3891	$ 21.1865	$ 21.9838	$ 22.7812	$ 23.5785	$ 24.3758	$ 25.1732
		Annually	$ 42,409.40	$ 44,067.86	$ 45,726.33	$ 47,384.80	$ 49,043.27	$ 50,701.74	$ 52,360.20
Receptionist / Utility Billing Clerk	150	Per Hour	$ 18.7613	$ 19.4949	$ 20.2286	$ 20.9623	$ 21.6960	$ 22.4297	$ 23.1633
		Annually	$ 39,023.42	$ 40,549.48	$ 42,075.53	$ 43,601.59	$ 45,127.65	$ 46,653.70	$ 48,179.76
Deputy City Clerk / Human Resources	150	Per Hour	$ 18.7613	$ 19.4949	$ 20.2286	$ 20.9623	$ 21.6960	$ 22.4297	$ 23.1633
		Annually	$ 39,023.42	$ 40,549.48	$ 42,075.53	$ 43,601.59	$ 45,127.65	$ 46,653.70	$ 48,179.76
Receptionist / Secretary / Data Entry	144	Per Hour	$ 18.0397	$ 18.7451	$ 19.4506	$ 20.1560	$ 20.8615	$ 21.5670	$ 22.2724
		Annually	$ 37,522.48	$ 38,989.84	$ 40,457.20	$ 41,924.56	$ 43,391.92	$ 44,859.28	$ 46,326.64
MS4 Technician	142	Per Hour	$ 17.6328	$ 18.3224	$ 19.0119	$ 19.7015	$ 20.3911	$ 21.0806	$ 21.7702
Liquor Store Clerk II	125	Per Hour	$ 16.0141	$ 16.6404	$ 17.2666	$ 17.8929	$ 18.5192	$ 19.1454	$ 19.7717
Liquor Store Clerk III	125	Per Hour	$ 14.6038	$ 15.1749	$ 15.7460	$ 16.3170	$ 16.8882	$ 17.4593	$ 18.0304
Liq. Store Clerk less than 20	125	Per Hour	$ 11.8943	$ 12.3594	$ 12.8246	$ 13.2897	$ 13.7548	$ 14.2200	$ 14.6851
Custodian	125	Per Hour	$ 11.8860	$ 12.3509	$ 12.8157	$ 13.2805	$ 13.7453	$ 14.2101	$ 14.6750

			START	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Police Lieutenant (**Union**)	394	Per Hour	$ 39.0885	$ 40.1494	$ 40.8910				
		Annually	$ 81,304.08	$ 83,510.75	$ 85,053.28				
Police Officer Full-Time (**Union**)	280	Per Hour	$ 29.1799	$ 30.1790	$ 31.2090	$ 32.2905	$ 33.4039	$ 34.5050	$ 35.6380
		Annually	$ 60,694.19	$ 62,772.32	$ 64,914.72	$ 67,164.24	$ 69,478.03	$ 71,770.40	$ 74,127.04
Police Officer Part-Time	280	Per Hour	$ 28.6849	$ 29.6640	$ 30.6940	$ 31.7745	$ 32.8879	$ 33.9900	$ 35.1230
		Annually	$ 59,622.99	$ 61,701.12	$ 63,843.52	$ 66,093.04	$ 68,406.83	$ 70,699.20	$ 73,055.84
Code Enforcement Officer Part-Time	142	Per Hour	$ 17.6328	$ 18.3224	$ 19.0119	$ 19.7015	$ 20.3911	$ 21.0806	$ 21.7702

			START	6 MONTHS	1 YEAR	2 YEAR	3 YEAR	4 YEAR	5 YEAR
Maintenance Tech I (**Union**)		Per Hour	$ 18.0283	$ 18.7112	$ 19.4046	$ 20.1085	$ 20.8124	$ 21.5163	$ 22.2412
		Annually	$ 37,498.86	$ 38,919.30	$ 40,361.57	$ 41,825.68	$ 43,289.79	$ 44,753.90	$ 46,261.70
Maintenance Tech II (**Union**)	188	Per Hour	$ 22.3253	$ 23.1847	$ 24.0587	$ 24.9307	$ 25.7847	$ 26.6852	$ 27.5572
		Annually	$ 46,436.62	$ 48,228.34	$ 50,042.10	$ 51,855.86	$ 53,625.94	$ 55,505.22	$ 57,318.98
Equipment Mechanic (**Union**)		Per Hour	$ 24.4580	$ 25.3823	$ 26.3385	$ 27.2946	$ 28.2506	$ 29.2172	$ 30.1942
		Annually	$ 50,872.64	$ 52,795.60	$ 54,784.08	$ 56,772.77	$ 58,761.25	$ 60,771.78	$ 62,803.94
Working Foreman/Leadman (**Union**)	280	Per Hour	$ 28.3767	$ 28.5238	$ 29.5954	$ 30.6880	$ 31.7705	$ 32.8102	$ 33.9029
		Annually	$ 59,023.54	$ 59,329.50	$ 61,558.43	$ 63,831.04	$ 66,081.81	$ 68,245.22	$ 70,518.03

	By Department		Annual Hours	Hourly Rate	2020 Salary	2020 Sick/Vac Pay	2020 Holiday	2020 Certificates	2020 HINS	2020 Total Pay
Mayor and City Council										
Mayor	100%	Mayor			$ 5,225.00					$ 5,225.00
4 City Council	100%	Council			$ 16,552.00					$ 16,552.00
26 Meetings					$ 21,777.00					$ 21,777.00
EDA Board										
5 City Council Members					$ 3,000.00					$ 3,000.00
2 Members					$ 600.00					$ 600.00
12 Meetings	100%	EDA			$ 3,600.00					$ 3,600.00
Parks Rec & Culture Board										
1 City Council Member					$ 550.00					$ 550.00
4 Members					$ 1,100.00					$ 1,100.00
11 Meetings	100%	PRC			$ 1,650.00					$ 1,650.00
Planning Commission										
5 City Council Members					$ 3,000.00					$ 3,000.00
2 Members					$ 600.00					$ 600.00
12 Meetings	100%	Plan/Zone			$ 3,600.00					$ 3,600.00
Committee of the Whole										
5 City Council Members					$ 3,000.00					$ 3,000.00
12 Meetings										$ -
	100%	Admin			$ 3,000.00					$ 3,000.00
Other Commissions, Boards and Advisory Committees										
1 City Council Member					$ 3,150.00					$ 3,150.00
										$ -
	100%	Council			$ 3,150.00					$ 3,150.00

		By Department	Annual Hours	Hourly Rate	2020 Salary	2020 Sick/Vac Pay	2020 Holiday	2020 Certificates	2020 HINS	2020 Total Pay
Administration Department										
City Administrator		70.0% Admin								$ 128,333.00
1/1/2020	Step 7	10.0% Water Adm.	2,080	$61.70	$128,333.00					
		10.0% Sewer Adm.								
		10.0% Liquor Adm.								
Asst. City Admin / Special Projects		70.0% Spec. Proj.								$ 79,646.84
1/1/2020	Step 7	10.0% Water Adm.	1,040	$ 57.30	$ 59,591.88	$ 20,054.96				
		10.0% Sewer Adm.								
		10.0% Liquor Adm.								
Finance Director		70.0% Admin								$ 103,425.17
1/1/2020	Step 5	10.0% Water Adm.	904	$48.79	$ 44,106.88					
6/5/2020	Step 6	10.0% Sewer Adm.	1,176	$50.44	$ 59,318.29					
		10.0% Liquor Adm.								
HR Director / City Clerk		70.0% Admin								$ 68,698.25
1/1/2020	Step 3	10.0% Water Adm.	1,040	$32.44	$ 33,737.31					
6/30/2020	Step 4	10.0% Sewer Adm.	1,040	$33.62	$ 34,960.94					
		10.0% Liquor Adm.								
Deputy City Clerk / Human Resources		70.0% Admin								$ 40,549.48
1/1/2020	Step 2	10.0% Water Adm.	2,080	$19.49	$ 40,549.48					
		10.0% Sewer Adm.								
		10.0% Liquor Adm.								
Asst Finance Director		70.0% Admin							WAIVE	$ 58,742.56
1/1/2020	Step 4	10.0% Water Adm.	1,224	$27.84	$ 34,076.90					
8/1/2020	Step 5	10.0% Sewer Adm.	856	$28.82	$ 24,665.66					
		10.0% Liquor Adm.								
Receptionist / Utility Billing Clerk		25% Admin								$ 48,179.76
1/1/2020	Step 7	3.5% Plan/Zone	2,080	$23.16	$ 48,179.76					
		10% Bldg Insp								
		3.5% PRC								
		3.0% EDA								
		25% Water Adm.								
		25% Sewer Adm.								
		5% Liquor Adm.								
Utility Billing / Accounting Clerk		45.0% Water							WAIVE	$ 47,116.89
1/1/2020	Step 3	45.0% Sewer	336	$21.98	$ 7,386.56					
2/27/2020	Step 4	10.0% Storm	1,744	$22.78	$ 39,730.33					
TOTAL ADMINISTRATION DEPARTMENT										**$ 574,691.95**

		By Department	Annual Hours	Hourly Rate	2020 Salary	2020 Sick/Vac Pay	2020 Holiday	2020 Certificates	2020 HINS	2020 Total Pay
Community Development Department										
Community Development Director		50% Plan/Zone								$ 87,851.25
1/1/2020	Step 4	5% Bldg Insp	656	$41.25	$ 27,058.57					
4/23/2020	Step 5	5% Code Enf.	1,424	$42.69	$ 60,792.68					
		40% EDA								
Planner		50% Plan/Zone							WAIVE	$ 57,339.40
1/1/2020	Step 3	45% Bldg Insp	584	$26.87	$ 15,689.85					
4/10/2020	Step 4	5% Code Enf.	1,496	$27.84	$ 41,649.55					
TOTAL COMMUNITY DEVELOPMENT DEPARTMENT										**$ 145,190.65**

		By Department	Annual Hours	Hourly Rate	2020 Salary	2020 Sick/Vac Pay	2020 Holiday	2020 Certificates	2020 HINS	2020 Total Pay
Police Department										
Chief		100% Police								$ 100,238.63
1/1/2020	Step 6		904	$47.32	$ 42,774.19					
6/5/2020	Step 7		1,176	$48.86	$ 57,464.44					
Lieutenant		100% Police								$ 84,900.22
1/1/2020	Start		2,080	$39.09	$ 81,304.08		$ 3,596.14			
Investigator		100% Police							WAIVE	$ 79,204.57
1/1/2020	Step 7		2,080	$36.13	$ 75,155.39		$ 3,324.18	$ 725.00		
Officer		100% Police							WAIVE	$ 72,653.15
1/1/2020	Step 3		560	$ 32.29	$ 18,082.68					
4/7/2020	Step 4		1,520	$ 33.40	$ 50,772.41		$ 3,073.07	$ 725.00		
Officer		100% Police								$ 64,103.74
1/1/2020	Start		2,080	$ 29.18	$ 60,694.19	$ -	$ 2,684.55	$ 725.00		
Officer		100% Police							WAIVE	$ 18,470.25
1/1/2020	Start		1,584	$ 29.18	$ 46,220.96					
10/2/2020	Step 1		496	$ 30.18	$ 14,968.78		$ 2,776.47	$ 725.00		
Officer		100% Police								$ 47,442.09
1/1/2020	Start		624	$ 29.18	$ 18,208.26					
4/17/2020	Step 1		1,456	$ 30.18	$ 43,940.62	$ -	$ 2,776.47	$ 725.00		
Officer		100% Police								$ 64,103.74
1/1/2020	Start		2,080	$ 29.18	$ 60,694.19	$ -	$ 2,684.55	$ 725.00		
Officer		100% Police								$ 79,841.36
1/1/2020	Step 6		2,080	$ 35.64	$ 74,127.04	$ 1,710.62	$ 3,278.70	$ 725.00		
Police Secretary		100% Police								$ 56,167.50
1/1/2020	Step 7		2,080	$26.64	$ 55,421.44	$ 746.06				
PT Data Entry Clerk		100% Police								$ 23,163.32
1/1/2020	Step 7		1,040	$22.27	$ 23,163.32					
Code Enf. Officer		100% Police PT								$ 18,355.79
	Start		1,041	$ 17.63	$ 18,355.79					
		100% Police								
FTO Training		100% Police	1,200	$ 2.00	$ 2,400.00					$ 2,400.00
PT Officers		100% Police PT								$ 60,000.00
OT Officers		100% Police OT								$ 40,000.00
TOTAL POLICE DEPARTMENT										**$ 811,044.38**

		By Department	Annual Hours	Hourly Rate	2020 Salary	2020 Sick/Vac Pay	2020 Holiday	2020 Certificates	2020 HINS	2020 Total Pay
Public Services Department										
Public Services Director		4.1% Gen Maint								$ 88,883.05
1/1/2020	Step 3	21.2% Streets	624	$ 40.92	$ 25,533.27					
4/17/2020	Step 4	1.0% Sanitation	1,456	$ 42.40	$ 61,738.47					
		25.0% PRC			$ 87,271.74	[redacted]				
		18.6% Water								
		25.8% Sewer								
		4.3% Storm								
Foreman		4.8% Gen Maint								$ 69,868.02
1/1/2020	6 mos.	24.6% Streets	744	$ 29.66	$ 22,070.58					
5/8/2020	Year 1	1.1% Sanitation	1,336	$ 30.78	$ 41,121.03					
Licenses	C/D, Pest	13.1% PRC	2,080	$ 2.60	$ 5,408.00					
		21.5% Water			$ 68,599.61	[redacted]				
		29.9% Sewer								
		5.0% Storm								
Mntc Tech II		4.8% Gen Maint								$ 67,372.50
1/1/2020	Year 5	24.6% Streets	2,080	$ 28.66	$ 59,611.74					
Licenses	C/D, Utility Lead	1.1% Sanitation	2,080	$ 3.15	$ 6,552.00					
		13.1% PRC			$ 66,163.74	[redacted]				
		21.5% Water								
		29.9% Sewer								
		5.0% Storm								
Mntc Tech II		4.8% Gen Maint								$ 59,338.09
1/1/2020	Year 2	24.6% Streets	2,080	$ 25.93	$ 53,930.09					
Licenses	C/D, Pest	1.1% Sanitation	2,080	$ 2.60	$ 5,408.00		$51,524.18			
		13.1% PRC			$ 59,338.09					
		21.5% Water								
		29.9% Sewer								
		5.0% Storm								
Equipment Mechanic		4.8% Gen Maint								$ 65,316.09
1/1/2020	Year 5	24.6% Streets	2,080	$ 31.40	$ 65,316.09					
Licenses		1.1% Sanitation	2,080		$ -					
		13.1% PRC			$ 65,316.09					
		21.5% Water								
		29.9% Sewer								
		5.0% Storm								

		By Department	Annual Hours	Hourly Rate	2020 Salary	2020 Sick/Vac Pay	2020 Holiday	2020 Certificates	2020 HINS	2020 Total Pay
Mntc Tech II		4.8% Gen Maint								$ 49,739.57
1/1/2020	6 mos.	24.6% Streets	824	$ 23.19	$ 19,105.84					
5/22/2020	1 year	1.1% Sanitation	1,256	$ 24.06	$ 30,217.73					
Licenses	Pest	13.1% PRC	2,080	$ 0.20	$ 416.00					
		21.5% Water			$ 49,739.57					
		29.9% Sewer								
		5.0% Storm								
Mntc Tech II		4.8% Gen Maint								$ 49,461.04
1/1/2020	Start	24.6% Streets	48	$ 22.33	$ 1,071.61					
1/8/2020	6 mos.	1.1% Sanitation	1,048	$ 23.19	$ 24,299.66					
7/8/2020	1 year	13.1% PRC	984	$ 24.06	$ 23,673.76					
Licenses	Pest	21.5% Water	2080	$ 0.20	$ 49,461.04					
		29.9% Sewer								
		5.0% Storm								
Mntc Tech II		4.8% Gen Maint								$ 49,017.29
1/1/2020	Start	24.6% Streets	304	$ 22.33	$ 6,786.89					
2/21/2020	6 mos.	1.1% Sanitation	1,048	$ 23.19	$ 24,299.66					
8/21/2020	1 year	13.1% PRC	728	$ 24.06	$ 17,514.73					
Licenses	Pest	21.5% Water	2,080	$ 0.20	$ 49,017.29					
		29.9% Sewer								
		5.0% Storm								
Parks, Recreation & Culture Manager		100.0% PRC							WAIVE	$ 57,625.12
1/1/2020	Step 2		656	$27.01	$ 17,717.58					
4/23/2020	Step 3		1,424	$28.02	$ 39,907.54					
Custodian		100.0% PRC PT								$ 3,708.45
1/1/2020	Step 1		312	$11.89	$ 3,708.45					
MS4 Tech		100.0% Storm								$ 18,365.74
1/1/2020	Step 1		1,000	$17.63	$ 17,632.84					
12/15/2020	Step 2		40	$18.32	$ 732.90					
Seasonal		17.7% Streets PT								$ 27,135.00
		29.1% Sanitation PT								
		53.2% PRC PT								
TOTAL PUBLIC SERVICES DEPARTMENT										**$ 605,829.94**

		By Department	Annual Hours	Hourly Rate	2020 Salary	2020 Sick/Vac Pay	2020 Holiday	2020 Certificates	2020 HINS	2020 Total Pay
Liquor Store										
Manager		100% Liquor								$ 78,729.24
1/1/2020	Step 7		2,080	$37.85	$ 78,729.24					
Asst. Manger		100% Liquor								$ 50,288.91
1/1/2020	Step 3		1,144	$23.79	$ 27,214.72					
7/19/2020	Step 4		936	$24.65	$ 23,074.19					
Clerk II		100% Liquor								$ 35,779.36
1/1/2020	Step 2		216	$16.64	$ 3,594.33					
2/6/2020	Step 3		1,864	$17.27	$ 32,185.03					
Clerk III		100% Liquor								
1/1/2020	Step 3		1,248	$15.75	$ 19,651.01					$ 19,651.01
Clerk III		100% Liquor								
1/1/2020	Step 2		1,248	$15.17	$ 18,938.28					$ 18,938.28
PT Clerk	Step 2	100% Liquor PT	544	$12.36	$ 6,723.53					$ 43,782.04
PT Clerk	Step 2		544	$12.36	$ 6,723.53					
PT Clerk	Step 2		544	$12.36	$ 6,723.53					
PT Clerk	Step 1		544	$11.89	$ 6,470.49					
PT Clerk	Step 1		544	$11.89	$ 6,470.49					
PT Clerk	Step 1		544	$11.89	$ 6,470.49					
PT Clerk	Shift Differential		2,800	$1.50	$ 4,200.00					
Total Part Time Clerks					$ 43,782.04					
TOTAL LIQUOR STORE										**$ 247,168.84**

Title	2016 ACTUAL	2017 ACTUAL	2018 ACTUAL	FINAL 2018 BUDGET	FINAL 2019 BUDGET	PROPOSED 2020 BUDGET
GENERAL FUND REVENUES	$ 3,646,742.59	$ 3,793,002.16	$ 4,036,646.96	$ 3,900,718.00	$ 4,121,357.00	$ 3,850,750.00
OPERATING TRANSFERS	$ -	$ -	$ -	$ -	$ -	
COUNCIL	$ 26,900.81	$ 34,435.85	$ 33,826.64	$ 41,323.00	$ 41,656.00	$ 41,868.00
ELECTIONS	$ 7,787.62	$ 1,137.50	$ 9,626.77	$ 15,560.00	$ 1,350.00	$ 8,860.00
FINANCIAL ADMINISTRATION	$ 483,427.83	$ 481,921.72	$ 445,597.78	$ 481,401.00	$ 470,935.00	$ 543,442.00
SPECIAL PROJECTS	$ -	$ -	$ -	$ -	$ 137,959.00	$ 82,026.00
PLANNING AND ZONING	$ 101,457.25	$ 134,645.25	$ 104,930.72	$ 121,733.00	$ 156,605.00	$ 141,306.00
MUNICIPAL BUILDING	$ 37,183.92	$ 33,705.25	$ 39,322.74	$ 40,261.00	$ 55,286.00	$ 41,357.00
POLICE ADMINISTRATION	$ 1,246,995.43	$ 1,310,798.47	$ 1,195,399.77	$ 1,195,376.00	$ 1,446,867.00	$ 1,367,042.00
FIRE PROTECTION	$ 203,124.96	$ 209,042.80	$ 224,513.40	$ 233,593.00	$ 233,789.00	$ 249,505.00
BUILDING INSPECTION ADMIN	$ 185,275.74	$ 162,662.70	$ 362,032.38	$ 371,560.00	$ 312,610.00	$ 320,302.00
CODE ENFORCEMENT	$ 39,456.03	$ 33,044.69	$ 43,795.07	$ 49,977.00	$ 54,342.00	$ 15,378.00
CIVIL DEFENSE	$ 2,140.00	$ 2,140.00	$ -	$ 2,300.00	$ 2,300.00	$ 2,300.00
ANIMAL CONTROL	$ 4,705.01	$ 4,720.03	$ 3,722.29	$ 5,309.00	$ 4,887.00	$ 4,874.00
GENERAL CITY MAINTENANCE	$ 45,464.69	$ 50,911.84	$ 47,642.36	$ 54,010.00	$ 57,991.00	$ 59,918.00
HWYS, STREETS, & ROADS	$ 346,286.81	$ 355,234.03	$ 395,378.35	$ 390,727.00	$ 396,771.00	$ 392,154.00
STREET LIGHTING	$ 71,766.26	$ 60,556.71	$ 64,635.77	$ 80,000.00	$ 60,000.00	$ -
SANITATION ADMINISTRATION	$ 32,982.85	$ 16,501.32	$ 17,725.39	$ 18,377.00	$ 19,670.00	$ 23,578.00
COMMUNITY CENTER	$ -	$ -	$ -	$ -	$ -	$ -
PARKS (GENERAL)	$ 5.61	$ -	$ -	$ -	$ -	$ -
PARK,REC,CULTURE	$ 281,848.55	$ 364,461.54	$ 364,755.94	$ 430,175.00	$ 393,414.00	$ 371,237.00
DEBT SERVICE (GENERAL)	$ -	$ -	$ 107,237.00	$ -	$ -	$ -
TRANSFERS	$ -	$ -	$ 270,356.55	$ 12,705.00	$ 152,286.00	$ 167,563.00
IMPROVEMENT FUNDS	$ -	$ -	$ -	$ -	$ 75,000.00	$ -
MISCELLANEOUS FUNDS	$ 159,454.51	$ 153,445.40	$ 977,249.26	$ 121,071.00	$ 123,965.00	$ 100,066.00
GENERAL FUND EXPENDITURES	$ 3,276,263.88	$ 3,409,365.10	$ 4,707,748.18	$ 3,665,458.00	$ 4,059,724.00	$ 3,850,750.00
NET INCOME / (LOSS)	$ 370,478.71	$ 383,637.06	$ (671,101.22)	$ 235,260.00	$ 61,633.00	$ -

Account Number	Title	Category	2020 PROPOSED 2020 BUDGET	2019 2019 BUDGET	2018 2018 BUDGET	2018 2018 ACTUAL	2017 2017 ACTUAL
101	**GENERAL FUND REVENUES**						
101-25300	Unreserved Fund Balance			$ 522,377.00			
101-31000	General Property Taxes	Taxes	$ 1,852,892	$ 1,817,814.00	$ 2,172,468.00	$ 2,146,873.30	$ 1,986,166.84
101-31001	General Prop Taxes-Delinq	Taxes	$ 24,000	$ -	$ -	$ 19,720.81	$ 27,623.19
101-31801	Tax Forfeited Sales	Taxes	$ 2,600	$ -	$ -	$ 2,547.18	$ 1,726.15
101-31900	Penalties and Interest DelTax	Taxes	$ 2,200	$ -	$ -	$ 1,023.60	$ 2,745.82
TOTAL	**TAXES**		$ 1,881,692	$ 1,817,814.00	$ 2,172,468.00	$ 2,170,164.89	$ 2,018,262.00
101-32100	Business Licenses/Permits	Licenses and Permits	$ 12,200	$ 13,000.00	$ 13,000.00	$ 12,525.00	$ 11,487.50
101-32200	Non-Business Licenses/Permits	Licenses and Permits	$ 12,900	$ 300,000.00	$ 325,000.00	$ 15,420.00	$ 9,940.00
101-32210	Building Permit Fee	Licenses and Permits	$ 198,100	$ -	$ -	$ 190,248.29	$ 210,051.95
101-32211	Plan Check Fee-Bldg.Permit	Licenses and Permits	$ 95,000	$ -	$ -	$ 110,426.14	$ 80,249.58
101-32212	Plumbing Fee-Bldg.Permit	Licenses and Permits	$ 14,700	$ -	$ -	$ 16,734.00	$ 11,408.00
101-32213	Mechanical Fee-Bldg.Permit	Licenses and Permits	$ 12,400	$ -	$ -	$ 12,961.40	$ 9,294.00
101-32216	S/W Connection Fee	Licenses and Permits	$ 1,300	$ -	$ -	$ 2,225.00	$ 900.00
101-32217	Sprinkler Fee	Licenses and Permits	$ 300	$ -	$ -	$ 612.00	$ -
101-32218	License Verification Fee	Licenses and Permits	$ 1,500	$ -	$ -	$ 1,425.00	$ 1,530.00
101-32219	Electrical Permit	Licenses and Permits	$ 22,700	$ -	$ -	$ 24,139.50	$ 22,583.00
101-32240	Animal Licenses	Licenses and Permits	$ 3,600	$ -	$ -	$ 3,530.00	$ 4,235.00
101-32250	Special Vehicle Permit	Licenses and Permits	$ 700	$ -	$ -	$ 800.00	$ 650.00
TOTAL	**LICENSES/PERMITS**		$ 375,400	$ 313,000.00	$ 338,000.00	$ 391,046.33	$ 362,329.03
101-33100	Federal Grants and Aids	Intergovernmental	$ 8,600	$ 10,000.00	$ 5,000.00	$ 6,476.91	$ 10,905.71
101-33400	State Grants and Aids	Intergovernmental	$ 200	$ -	$ -	$ -	$ -
101-33401	Local Government Aid	Intergovernmental	$ 737,393	$ 635,435.00	$ 631,811.00	$ 631,811.00	$ 585,308.50
101-33403	LGA-Market Value Credit	Local Govt Aid	$ -	$ -	$ -	$ 390.89	$ 18.38
101-33404	PERA Rate Increase Aid	Intergovernmental	$ 1,200	$ 1,205.00	$ 1,205.00	$ 1,205.00	$ 1,204.50
101-33416	Police Training Reimbursement	Intergovernmental	$ -	$ -	$ -	$ -	$ -
101-33418	Muni State Aid St Maintenance	Intergovernmental	$ 68,500	$ 65,864.00	$ 58,734.00	$ 65,864.00	$ 58,734.00
101-33423	POST Training Aid	Intergovernmental	$ 6,400	$ 3,500.00	$ 3,000.00	$ 10,527.04	$ 3,497.20
101-33424	Police State Aid	Intergovernmental	$ 75,000	$ 72,775.00	$ 62,500.00	$ 73,225.81	$ 72,776.57
101-33601	Regional Grants	Intergovernmental	$ -	$ -	$ -	$ -	$ 2,500.00
TOTAL	**INTERGOVERNMENTAL**		$ 897,293	$ 788,779.00	$ 762,250.00	$ 789,500.65	$ 734,944.86
101-34100	General Gov t Charges for Svcs	Charges for Services	$ 3,700	$ 4,000.00	$ 3,000.00	$ 3,511.90	$ 3,410.12
101-34103	Zoning and Subdivision Fees	Charges for Services	$ 12,800	$ 11,000.00	$ 8,000.00	$ 15,000.00	$ 10,935.00
101-34106	Advertising Revenue	Charges for Services	$ 1,500	$ 4,200.00	$ 4,200.00	$ 3,523.75	$ -
101-34110	Land Rent	Charges for Services	$ 3,500	$ 900.00	$ 900.00	$ 1,028.15	$ 4,381.56
101-34112	Dog Rm/Bd Charges	Charges for Services	$ 700	$ 500.00	$ 500.00	$ 395.00	$ 792.00
101-34113	Community Ctr Rent Revenue	Charges for Services	$ 15,500	$ 12,000.00	$ 11,000.00	$ 15,112.75	$ 17,483.93
101-34114	Copy Machine Copy Sales	Charges for Services	$ 200	$ -	$ -	$ 134.96	$ 158.00
101-34115	Lease Revenue	Charges for Services	$ 106,944	$ 105,037.00	$ 124,800.00	$ 109,466.14	$ 126,150.48
101-34200	Police Charges for Services	Charges for Services	$ 400	$ 700.00	$ 450.00	$ 2,125.27	$ 398.88
101-34205	Pawn Shop Transactions	Charges for Services	$ 1,600	$ 2,100.00	$ 2,000.00	$ 1,659.50	$ 2,750.40
101-34206	School Dist Resource Officer	Charges for Services	$ 88,471	$ 76,000.00	$ 29,300.00	$ 60,162.43	$ 28,721.78
101-34212	Nuisance Abatement	Charges for Services	$ 2,800	$ 2,000.00	$ -	$ 2,546.97	$ 2,844.45
101-34300	PW Other Charges for Scvs	Charges for Services	$ 1,100	$ 800.00	$ 750.00	$ 1,265.70	$ 1,024.00
101-34304	Street Cut Charges	Charges for Services	$ 3,500	$ 1,800.00	$ 1,000.00	$ 6,275.00	$ 3,020.00
101-34305	Snow Removal	Charges for Services	$ 100	$ 100.00	$ 700.00	$ 9.52	$ 15.96
101-34306	Weed/Grass Removal	Charges for Services	$ -	$ -	$ -	$ (95.63)	$ 1,723.87
101-34700	Park Rental Fees	Charges for Services	$ 800	$ 1,500.00	$ 1,500.00	$ 1,010.00	$ 240.00
101-34750	Rec Program Fees	Charges for Services	$ 350	$ 350.00	$ 350.00	$ 290.69	$ 367.90
101-34780	Park Fees	Charges for Services	$ -	$ -	$ -	$ 65.00	$ 50.00
101-34951	Surplus Property Rev	Charges for Services	$ 250	$ -	$ -	$ -	$ -
TOTAL	**CHARGES FOR SERVICES**		$ 244,215	$ 222,987.00	$ 188,450.00	$ 223,487.10	$ 204,468.33
101-35000	Fines and Forfeits	Fines and Forfeitures	$ -	$ -	$ -	$ 32.03	$ 200.00
101-35102	Parking Fines	Fines and Forfeitures	$ 1,600	$ 1,000.00	$ 400.00	$ 2,440.00	$ 1,140.00
101-35105	Highway Fines	Fines and Forfeitures	$ 33,100	$ 28,000.00	$ 24,000.00	$ 35,523.33	$ 32,488.15
101-35106	Dog Impound Fee	Fines and Forfeitures	$ 1,300	$ 1,250.00	$ 1,000.00	$ 1,279.00	$ 1,195.00
101-35107	NSF Fines	Fines and Forfeitures	$ -	$ -	$ -	$ -	$ -
101-35108	Bldg.Inspection Penalty	Fines and Forfeitures	$ -	$ -	$ -	$ -	$ -
101-35120	AdministrativeTraffic Citation	Fines and Forfeitures	$ 11,600	$ 8,000.00	$ 5,500.00	$ 14,640.00	$ 9,960.00
101-35130	Administrative Citation	Fines and Forfeitures	$ 2,200	$ 2,000.00	$ 1,500.00	$ 2,707.79	$ 2,093.84
TOTAL	**FINES AND FORFEITURES**		$ 49,800	$ 40,250.00	$ 32,400.00	$ 56,622.15	$ 47,076.99
101-36200	Miscellaneous Revenues	Miscellaneous	$ 2,400	$ 3,000.00	$ 1,000.00	$ 468.77	$ 2,821.00
101-36201	Refunds & Reimbursements	Miscellaneous	$ 13,600	$ 24,000.00	$ 25,000.00	$ 7,748.02	$ 13,148.55
101-36210	Interest Earnings	Interest Earnings	$ 17,000	$ 20,000.00	$ 12,000.00	$ 22,479.62	$ 13,629.71
101-36230	Contributions and Donations	Miscellaneous	$ -	$ -	$ -	$ 5,000.00	$ -
101-37460	General Penalty	Miscellaneous	$ 200	$ -	$ -	$ 186.37	$ 139.41
101-37844	Error Adjustment	Miscellaneous	$ -	$ -	$ -	$ (0.19)	$ -
101-39102	Sale of Property	Miscellaneous	$ -	$ -	$ -	$ 737.00	$ -
101-39203	Transfer from Other Fund	Transfers In	$ 369,150	$ 369,150.00	$ 369,150.00	$ 369,150.00	$ 396,182.28
TOTAL	**MISCELLANEOUS AND TRANSFERS IN**		$ 402,350	$ 416,150.00	$ 407,150.00	$ 405,769.59	$ 425,920.95
101	TOTAL **GENERAL FUND REVENUES**		$ 3,850,750	$ 4,121,357.00	$ 3,900,718.00	$ 4,036,590.71	$ 3,793,002.16

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 21,777	$ 24,927	$ 24,927	$ 22,577	$ 22,582
	Mayor						
	City Council Members						
	Other Commissions, Boards & Advisory Comm						
120	**Employer Contrib Ret General**		1,666	1,907	1,907	1,727	1,459
	FICA/Medicare - 7.65%						
151	**Worker's Comp Benefit**						21
200	**Office Supplies (GENERAL)**		700	125	125	208	-
	Water/Name Plates						
208	**Training and Instruction**		4,750	4,750	4,750	499	919
	5 Members @ $750 Each	3,750					
	Goal Setting/Strategic Planning	1,000					
303	**Engineering Fees**		-	150	150	-	-
305	**Technology**		2,000	1,000	1,000	1,225	-
	Council Chambers Equip Maint & Support	2,000					
351	**Legal Notices Publishing**		1,750	2,500	2,500	1,519	1,452
361	**General Liability Insurance**		25	160	144	132	150
	Property/Liability/Volunteer Insurance	25					
433	**Dues and Subscriptions**		9,200	6,137	5,820	5,939	7,753
	League of MN Cities	6,700					
	CGMC	2,470					
	LMC MN Mayors Association	30					
437	**Other Miscellaneous**				-	-	101
439	**Election Expenses**				-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 41,868**	**$ 41,656**	**$ 41,323**	**$ 33,827**	**$ 34,436**

Elections-41200

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	Wages & Salaries		$ 5,560		$ 5,560	$ 3,592	$ -
200	Office Supplies (GENERAL)		100	100	100	-	-
208	Training and Instruction		1,300		1,300	661	-
	Election Judge Training	1,000					
	Mileage	300					
303	Engineering Fees		-		-	-	
351	Legal Notices Publishing		200	250	200	77	-
361	General Liability Insurance		-	-	-	-	-
	Property/Liability/Volunteer Insurance						
439	Election Expenses		1,700	1,700	8,400	5,296	1,138
	Election Prep	200					
	Primary/General Meals	500					
	Misc Maint. Costs	1,000					
	Ballot Cost						
	Voting Stands						
	Voting Signs						
TOTAL BUDGET/EXPENDITURES			**$ 8,860**	**$ 2,050**	**$ 15,560**	**$ 9,627**	**$ 1,138**

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 300,019	$ 274,583	$ 272,678	$ 263,551	$ 274,277
	City Administrator						
	Finance Director						
	HR/City Clerk						
	Administrative Data Clerk						
	Asst Finance Director						
	Receptionist/Data Entry/Utility Clerk						
	Committee of the Whole						
101	**PT Salaries & Wages (intern)**		5,500				
102	**FT Employees OT**					-	
103	**Health Stipend (HRA)**				-	-	
112	**Contracted Services**		36,235	13,240	12,420	10,004	7,944
	Codification Maintenance Fee	995					
	Isantian Newsletter	8,000					
	BCBS Wellness Prog.	240					
	Comparative Worth Study	25,000					
	Code Update	2,000					
120	**Employer Contrib Ret General**		45,646	41,184	40,951	39,143	40,105
	PERA 7.5%						
	FICA/Medicare - 7.65%						
130	**Employer Paid Ins General**		49,926	43,486	50,760	49,696	51,949
142	**Unemployment Comp Benefit**				-	-	48
151	**Worker's Comp Benefit**		2,731	1,328	2,293	1,627	1,992
200	**Office Supplies (GENERAL)**		3,900	3,640	3,500	2,504	3,465
	Misc (Envelopes, Letterhead, Toner, Supplies, Etc)	7,500					
	15% to EDA, PRC, P/Z	(3,600)					
202	**Duplicating and Copying Supply**		1,980	2,240	2,440	1,552	1,752
	Paper & Supplies	1,200					
	Copy Machine Annual Lease Agreement	2,400					
	15% to EDA, PRC, P/Z	(1,620)					

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
208	**Training and Instruction**		12,775	9,235	6,885	7,063	7,073
	City Clerk Training	1,345					
	General HR Training	1,240					
	ICMA Conference - C Mgr/Wood	2,500					
	CGMC Conference	500					
	MCMA Conference - C Mgr/Wood	800					
	League Conference - C Mgr/Wood	800					
	LMC Conf. Betker/Brooks/Sylvester	1,740					
	MNGFOA Conference - Fin Dir	600					
	MNGFOA Conference - Asst Fin Dir	600					
	Civic System Symposium - Recp/Util Clrk	850					
	General Admin Training	800					
	Finance Dept Training	1,000					
220	**General Supplies**		-	-	-	-	-
300	**Professional Srvs (GENERAL)**		46,530	43,641	51,385	32,833	37,374
	24 Meetings @ $227 + 3% Increase	8,417					
	165 Hrs @ $136 + 3% Increase	23,113					
	Mediation/arbitration	10,000					
	FMLA/Personnel Policy (6 mos. Benefits)						
	Labor attorney	5,000					
301	**Audit & Accounting Services**		17,538	14,683	14,425	18,090	39,792
	AEM Annual Audit	30,075					
	Interim Services/AUP Engagements	5,000					
	12.5% to Water, Sewer, Storm, Liquor	(17,538)					
303	**Engineering Fees**		100	90	90	604	(675)
	General Consulting Services	100					
305	**Technology**		6,241	5,350	5,056	5,168	5,137
	US Internet Anti-Spam Software	245					
	IT Solutions 15%	4,341					
	Laserfiche Support (25%)	798					
	Civic Plus Support (25%)	563					
	Civic System Support	295					
320	**Communications (GENERAL)**		1,536		4,750	754	-

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
322	**Postage**		5,385	5,385	5,385	4,759	4,789
	Bulk Mailing - Isantian	2,000					
	PO Box Fee	120					
	Postage (6,000*$.49)	2,940					
	Certified Letters	325					
335	**Auto Expense**		110	2,953	2,953	2,980	1,487
	City Car (Fuel, Oil, Etc)	550					
	10% to P/Z, Bldg Insp.	(110)					
	20% to Water, Sewer, Liquor	(330)					
351	**Legal Notices Publishing**		600	600	600	254	115
361	**General Liability Insurance**		2,420	3,367	2,561	3,311	2,301
366	**Bonds/Life Insurance**				-	-	-
404	**Repairs/Maint Machinery/Equip**				-	-	-
433	**Dues and Subscriptions**		2,270	2,259	2,269	1,707	2,998
	MN City/Cty Management Assoc	130					
	MN Clerks & Finance Officers Assoc	35					
	SHRM Membership	185					
	ICMA	950					
	MN GFOA	50					
	Int'l Institute of Muncipal Clerks	170					
	IPMA HR						
	MPERLA						
	MN Society of CPAs	300					
	AICPA	275					
	MN Board of Accountancy	175					
	TCHRA						
	National GFOA						
437	**Other Miscellaneous**		2,000		2,000	-	-
	Employee wellness	2,000					
500	**Capital Outlay (GENERAL)**			4,984	-	-	-
511	**Land Acquisition**				-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 543,442**	**$ 472,248**	**$ 483,401**	**$ 445,598**	**$ 481,922**

Account	Description		2020 Budget	2019 Budget
100	Wages & Salaries		55,753	91,073
	Asst. City Administrator / Special Projects			
112	Contracted Services		5,000	5,000
	Comp Plan Assistance	5,000		
120	Employer Contrib Ret General		8,447	13,798
	PERA 7.5%			
	FICA/Medicare - 7.65%	-		
130	Employer Paid Ins General		6,904	18,553
142	Unemployment Comp Benefit			
151	Worker's Comp Benefit		534	689
200	Office Supplies (GENERAL)			
202	Duplicating and Copying Supply		600	600
	Comp Plan Binding/Printing	600		
207	Computer Supplies			
208	Training and Instruction		1,400	3,600
	MCMA Conference - Lorsung	600		
	League Conference - Lorsung	800		
220	General Supplies			
300	Professional Srvs (GENERAL)			-
303	Engineering Fees			-
305	Technology			-
320	Communications (GENERAL)		540	
322	Postage			-
335	Auto Expense		1,558	3,116
	Mileage Allowance - $350/mth - Lorsung 74.2%	1,558		
351	Legal Notices Publishing			600
361	General Liability Insurance			-
366	Bonds/Life Insurance			
404	Repairs/Maint Machinery/Equip			
433	Dues and Subscriptions		1,290	930
	MN City/Cty Management Assoc	130		
	APA	360		
	ICMA	800		
437	Other Miscellaneous			
500	Capital Outlay (GENERAL)			
511	Land Acquisition			
TOTAL BUDGET/EXPENDITURES			$ 82,025	$ 137,958

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 77,882	$ 68,848	$ 65,054	$ 68,906	$ 56,976
	Community Development Director						
	Planner						
	Receptionist/Data Entry/Utility Clerk						
	Planning Commission	3,600					
101	**PT Salaries & Wages (intern)**		$ 2,800	$ 6,300			
	CD/ED Intern (50%)	2,800					
103	**Health Stipend (HRA)**			-	-	-	
112	**Contracted Services**			-	-	-	28,443
120	**Employer Contrib Ret General**		12,121	10,160	9,563	9,970	7,900
	PERA 7.5%						
	FICA/Medicare - 7.65%						
130	**Employer Paid Ins General**		6,615	9,855	8,609	8,316	5,428
142	**Unemployment Comp Benefit**			-	-	-	-
151	**Worker's Comp Benefit**		711	493	504	369	568
200	**Office Supplies (GENERAL)**		1,525	1,200	1,100	573	1,862
	15% from Financial Administration	1,200					
	Misc Office Supplies	325					
202	**Duplicating and Copying Supply**		540	840	915	503	601
	15% from Financial Administration	540					
208	**Training and Instruction**		2,130	1,130	1,130	1,081	623
	APA Membership & JAPA Subscription	430					
	MN APA Conference	700					
	Continuing Ed. for CDD	1,000					
300	**Professional Srvs (GENERAL)**		4,000	5,000	5,000	1,945	3,188
	Attorney Fees	4,000					

303	**Engineering Fees**		3,000	3,000	4,500	2,999	15,644
	Engineering Fees	3,000					
305	**Technology**		3,189	3,526	2,830	2,835	2,147
	IT Solutions (10%)	2,894					
	Civic System support permits (1.63%)	295					
310	**Annexation Payments**		23,862	41,187	17,592	1,824	-
	Annexation Payments to Township - 2017-118	485					
	Annexation Payments to Township - 2017-118	4					
	Annexation Payments to Resident - 2017-118	452					
	Annexation Payments to Resident - 2017-118	3					
	Annexation Payments to Township - Docket 8081	33					
	Annexation Payments to Township - Docket 8098	847					
	Annexation Payments to Township - A-2457(OA)-32	10,198					
	Annexation Payments to Residents - A-2457(OA)-33	9,670					
320	**Communications (GENERAL)**		1,513	800	817	685	584
	10% from Municipal Bldg	773					
	Verizon - Cell Phones	540					
	Other Misc. Communications	200					
322	**Postage**		50	50	-	13	158
335	**Auto Expense**		55	55	55	82	38
	10% from Financial Administration	55					
351	**Legal Notices Publishing**		300	300	300	664	304
	Newpaper Publications	300					
361	**General Liability Insurance**		63	411	372	387	389
	Property/Liability/Volunteer Insurance	63					
437	**Other Miscellaneous**		950	950	920	908	1,217
	Isanti County Recorder	950					
500	**Capital Outlay (GENERAL)**			2,500	2,472	2,871	8,577
	TOTAL BUDGET/EXPENDITURES		**$ 141,305**	**$ 156,605**	**$ 121,733**	**$ 104,931**	**$ 134,645**

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 200	$ -	$ 200	$ 50	$ -
112	**Contracted Services**		1,337	1,242	1,350	856	1,230
	Alarm Monitoring (Simplex Grinnell)	613					
	Shred N Go	724					
120	**Employer Contrib Ret General**		15	-	15	4	-
	FICA/Medicare - 7.65%						
210	**Operating Supplies (GENERAL)**		2,100	1,890	2,565	1,060	759
	Supplies	800					
	Flags	700					
	Furnace Filters	350					
	Ice Melt	150					
	Flourescent Bulb Replacement	100					
300	**Professional Srvs (GENERAL)**						-
303	**Engineering Fees**						-
305	**Technology**		7,535	7,507	6,800	6,431	6,809
	Panic Button Monitoring	300					
	IT Solutions (25%)	7,235					
320	**Communications (GENERAL)**		5,893	3,843	3,642	4,317	3,773
	Long Distance ($40 per mth)	480					
	Monthly Billing ($370 per mth)	4,529					
	Maintenance Agreement (Marco)	2,204					
	Misc Comm. Maint./Service	1,000					
	10% to EDA, PRC, P/Z	(2,320)					

361	**General Liability Insurance**		2,263	2,115	2,054	2,110	2,074
380	**Utilities**		13,563	12,707	9,018	9,545	9,493
	Connexus	6,983					
	Centerpoint	2,027					
	City of Isanti - Storm Water Utility	642					
	City of Isanti - Water & Sewer	3,911					
401	**Maint & Repairs - Bldgs**		8,451	7,632	8,492	10,000	5,767
	Disposal Service $45/Mth	540					
	Equipment Service	1,250					
	Janitorial Service $298/Mth	3,576					
	Window Washing - 7 mths	175					
	Annual Sprinkler Inspection	250					
	Rug Service	960					
	Annual Carpet Cleaning	450					
	Misc.	1,250					
410	**Rentals**				-	-	-
500	**Capital Outlay (GENERAL)**			18,350	6,125	4,950	3,801
700	**Transfers (GENERAL)**				-		
	TOTAL BUDGET/EXPENDITURES		**$ 41,358**	**$ 55,286**	**$ 40,261**	**$ 39,323**	**$ 33,705**

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 690,289	$ 775,037	$ 584,377	$ 608,564	$ 730,294
101	**PT Officers Salaries & Wages**		78,356	40,000	87,000	85,258	58,523
102	**FT Employees OT**		40,000	30,000	41,000	40,288	21,484
103	**Health Stipend (HRA)**			-	-	-	
112	**Contracted Services**			-	-	-	345
113	**Uniform Pay**		15,100	12,861	12,780	13,835	11,992
	$1,200/FT Officer x 9	10,800					
	PT Officers .2885*2080 hrs	600					
	Firearm Maint Stipend	900					
	Admin Asst./Misc/Repair/Vest Replacement	2,800					
114	**Crime Prevention**		2,000	300	300	136	334
120	**Employer Contrib Ret General**		146,211	152,196	127,154	124,678	135,789
	PERA 16.95%						
	FICA/Medicare - 1.45%						
130	**Employer Paid Ins General**		154,893	183,831	146,537	130,040	120,960
151	**Worker's Comp Benefit**		48,918	32,986	31,977	22,904	31,760
200	**Office Supplies (GENERAL)**		3,600	4,000	4,000	4,151	3,250
207	**Computer Supplies**		100	100	100	-	79
208	**Training and Instruction**		17,000	12,500	16,500	15,731	14,110
	Ammunition	4,000					
	MN Chiefs Annual Conference	800					
	Jubilee Days Meeting	350					
	Misc Training/Courses	10,450					
	Misc. Reserve Training	500					
	Patrol On-line	900					
240	**Small Tools and Minor Equip**		3,056	3,256	2,960	2,196	5,458
	Copy Machine Lease	1,656					
	Radar Calibration	200					
	Misc Small Tools/Equipment	600					
	Misc Investigator Equipment	600					

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
300	**Professional Srvs (GENERAL)**		58,751	45,537	42,493	53,282	44,480
	Prosecution ($3,640/month)	51,180					
	Safety Training	971					
	Admin Citation Payment	6,000					
	Allina (Psych & Testing)	600					
305	**Technology**		11,727	12,859	12,646	20,358	13,708
	LETG Software Maintenance and Support	8,250					
	IT Solutions (10%)	2,894					
	Watchguard Server/Support						
	Civic Systems Support (5.45%)	295					
	Anti-Spam Software	288					
320	**Communications (GENERAL)**		6,261	6,360	6,344	5,393	5,522
	CenturyLink	1,716					
	Verizon - 4 Phones, 5 Hotspots	3,741					
	Code Enf. Phone	624					
	BCA Connection	180					
321	**Cell Phone Reimbursement**				-	-	60
335	**Auto Expense**		35,914	35,200	38,400	25,559	26,496
	Fuel/Washes	22,000					
	PW Labor	1,000					
	Mille Lacs Cnty LPR	1,200					
	GEO Tab	1,714					
	Repairs	10,000					
336	**PD Reserves**		1,200	2,000	2,000	1,432	2,681
	Uniforms	1,200					

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
351	**Legal Notices Publishing**		300	-	-	331	106
361	**General Liability Insurance**		31,991	31,057	22,543	30,000	25,749
380	**Utilities**		8,592	7,550	6,780	6,691	6,294
	Connexus	4,455					
	Centerpoint	2,210					
	City of Isanti - Water & Sewer	1,257					
	City of Isanti - Storm Water Utility	670					
401	**Maint & Repairs - Bldgs**	-	4,257	6,915	4,000	4,631	4,250
	Disposal Service $43.51/Month	522					
	Janitorial Service $148.20/Mth	1,778					
	Window Washing $25 x 7months	175					
	Annual Sprinkler Inspection	150					
	Rug Service	431					
	Annual Carpet Cleaning	500					
	Misc Bldg Repairs/Maintenance	700					
404	**Repairs/Maint equipment**		500	1,500	-	-	1,520
433	**Dues and Subscriptions**		8,026	1,485	1,485	283	1,485
	Lexipol Annual Subscription	5,751					
	Post License $90 every 3 years ('18-5,'19-2,'20-3)	270					
	Tri County Law Enforcement	75					
	MN Chiefs of Police Assoc	230					
	Range Dues/Special Response Team	1,700					
440	**Prisoner Expense**				-	-	-
500	**Capital Outlay (GENERAL)**			53,700	4,000	(341)	44,068
721	**Contingency Fund**				-		-
TOTAL BUDGET/EXPENDITURES			**$ 1,367,040**	**$ 1,451,228**	**$ 1,195,376**	**$ 1,195,400**	**$ 1,310,798**

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
300	Professional Srvs (GENERAL)						
380	Utilities		2,540	2,540			
390	Public Safety Expense		246,965	231,249	233,593	224,513	209,043
401	Maint & Repairs - Bldgs						
TOTAL BUDGET/EXPENDITURES			$ 249,505	$ 233,789	$ 233,593	$ 224,513	$ 209,043

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 35,013	$ 54,665	$ 42,583	$ 42,432	$ 73,406
	Community Development Director (5%)						
	Planner (50%)						
	Receptionist/Data Entry/Utility Clerk (10%)						
101	**PT Salaries & Wages (intern)**			$ -	$ 2,400	$ 250	
102	**FT Employees OT**			-	-	-	
103	**Health Stipend (HRA)**			-	-	-	
105	**Labor Credit - Work for Others**			-	-	-	
112	**Contracted Services**		267,985	219,738	291,000	288,748	17,211
	Electrical Inspector (80% of Revenues-32219)	18,160					
	MNSpect	249,825					
120	**Employer Contrib Ret General**		5,396	8,282	6,628	6,426	10,826
	PERA 7.5%						
	FICA/Medicare - 7.65%	-					
130	**Employer Paid Ins General**		4,929	8,550	7,327	6,946	19,838
142	**Unemployment Comp Benefit**			-	-	-	2
151	**Worker's Comp Benefit**		335	529	356	503	657
200	**Office Supplies (GENERAL)**		-	1,265	1,565	824	829
202	**Duplicating and Copying Supply**		-	840	915	502	595
207	**Computer Supplies**		-	-	-	-	110
208	**Training and Instruction**		500	500	1,600	-	698
	Misc Training	500					
210	**Operating Supplies (GENERAL)**		50	210	285	99	84

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
300	**Professional Srvs (GENERAL)**		935	4,319	4,500	3,642	3,870
	Miscellaneous	450					
	Safety Training	485					
301	**Auditing and Acctg Services**		-	2,937	2,885	3,618	7,958
303	**Engineering Fees**		2,000	10	10	-	235
305	**Technology**		1,356	2,562	3,325	2,857	2,839
	PSN Annual Sec Compliance & Monthly eBill (20%)	250					
	Civic Sytems Bldg Permit Support (20.44%)	1,106					
320	**Communications (GENERAL)**		297	600	1,215	880	1,178
	Cell Phone - Planner	297					
335	**Auto Expense**		1,155	2,110	2,110	958	1,178
	10% from Financial Administration	55					
	Fuel	600					
	General Maintenance	500					
351	**Legal Notices Publishing**		-	50	50	53	359
361	**General Liability Insurance**		351	785	670	738	698
380	**Street Lighting**		-	1,412	1,002	991	995
401	**Maint & Repairs - Bldgs**		-	746	944	1,566	641
433	**Dues and Subscriptions**		-	-	235	-	-
437	**Other Miscellaneous**		-	-		-	
500	**Capital Outlay (GENERAL)**		-	2,500	-	-	18,455
TOTAL BUDGET/EXPENDITURES			**$ 320,303**	**$ 312,610**	**$ 371,605**	**$ 362,032**	**$ 162,663**

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 7,260	$ 34,944	$ 26,388	$ 25,870	$ 6,857
	Community Development Director (5%)						
101	**PT Salaries & Wages**		$ -	$ -	$ 7,046	$ 6,692	15,454
120	**Employer Contrib Ret General**		1,110	5,294	5,065	5,002	3,336
	PERA 7.5%						
	FICA/Medicare - 7.65%						
130	**Employer Paid Ins General**		593	4,072	2,942	2,708	677
151	**Worker's Comp Benefit**		70	264	275	152	217
200	**Office Supplies (GENERAL)**		200	200	300	90	33
207	**Computer Supplies**		-	200	300	15	116
208	**Training and Instruction**		250	250	250	-	-
300	**Professional Srvs (GENERAL)**		2,600	2,750	4,000	858	593
	Attorney/Nuisance Abatement/Admin Hearings						
305	**Technology**		385	1,186	1,186	1,162	1,125
	Civic System support permits (7.12%)	385					
320	**Communications**		1,023	1,092	450	354	-
	Cell Phone - CD Director	1,023					
322	**Postage**		200	125	50	116	82
335	**Auto Expense**		1,200	800	800	325	4,216
	Fuel/Maintenance	1,200					
351	**Legal Notices Publishing**		150	250	270	59	76
361	**General Liability Insurance**		337	415	255	392	263
TOTAL BUDGET/EXPENDITURES			**$ 15,377**	**$ 54,342**	**$ 49,977**	**$ 43,795**	**$ 33,045**

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
112	Contracted Services		$ 2,300	$ 2,300	$ 2,300	$ -	$ 2,140
	Siren Maintenance	2,140					
	Miscellaneous	160					
220	General Supplies				-		-
TOTAL BUDGET/EXPENDITURES			$ 2,300	$ 2,300	$ 2,300	$ -	$ 2,140

Animal Ctrl-42700

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
112	**Contracted Services**		$ 4,600	$ 4,600	$ 5,000	$ 3,705	$ 4,500
	Animal Control/Kennel Services	4,600					
210	**Operating Supplies (GENERAL)**		180	180	200	-	200
	Misc Supplies	180					
219	**Disposal-Animal**		90	90	90	-	-
	3@$30	90					
300	**Professional Srvs (GENERAL)**			-	-	-	
322	**Postage**			-	-	-	
	Misc Mailings	0					
361	**General Liability Insurance**		4	17	19	17	20
417	**Uniform Rentals**						
TOTAL BUDGET/EXPENDITURES			**$ 4,874**	**$ 4,887**	**$ 5,309**	**$ 3,722**	**$ 4,720**

Genl Maint-43010

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	Wages & Salaries		$ 23,330	$ 20,713	$ 17,999	$ 19,542	$ 20,483
	PS Director (4.1%) & PW Staff (4.8%)						
102	FT Employees OT		-	500	500	(2)	2
103	Health Stipend (HRA)		-	-	-	-	
113	Clothing Replacement		45	20		27	
120	Employer Contrib Ret General		3,534	3,229	2,817	2,882	2,995
	PERA 7.5%						
	FICA/Medicare - 7.65%						
130	Employer Paid Ins General		6,340	6,451	5,380	5,030	5,038
142	Unemployment Comp Benefit				-	-	
151	Worker's Comp Benefit		1,995	1,755	720	509	465
208	Training & Instruction		200	200	200	19	15
220	General Supplies		500	500	500	426	137
	Misc General Supplies	500					
222	Gen I Operating Expense		5,325	5,325	5,325	3,218	3,537
	Torch Gases	225					
	Rugs/Towels Cleaning	600					
	Parts/Oil/Supplies/Hardware	4,500					
240	Small Tools and Minor Equip		1,500	1,500	900	432	872
	Key Cabinet	500					
300	Professional Srvs (GENERAL)		-	-	-	-	-
303	Engineering Fees		-	-	-	-	-

305	**Technology**		-	58	66	56	53
320	**Communications (GENERAL)**		12	12	424	207	8
	CenturyLink Long Distance	12					
351	**Legal Notices**		-		-	-	456
361	**General Liability Insurance**		1,283	1,214	1,152	1,146	1,166
380	**Utilities**		11,949	12,753	13,500	11,259	10,941
	Connexus	4,054					
	Centerpoint	7,243					
	City of Isanti - Water & Sewer	652					
400	**Ground Maintenance**		-	-	-	-	725
401	**Maint & Repairs - Bldgs**		2,400	2,322	3,100	2,222	3,128
	Disposal Service $118/Month	900					
	Misc Maint & Repairs - Bldgs	1,500					
404	**Repairs/Maint Machinery/Equip**		500	500	500	335	630
	Annual Lift Inspection	250					
410	**Rentals**		675	675	675	35	-
417	**Uniform Rentals**		330	264	252	300	245
	Cleaning ($15 per mth)	180					
	Allowance	150					
500	**Capital Outlay (GENERAL)**				-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 59,918**	**$ 57,991**	**$ 54,010**	**$ 47,642**	**$ 50,898**

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 119,731	$ 125,217	$ 120,945	$ 120,594	$ 125,246
	PS Director (21.2%) & 6 PW Staff (24.6%)						
101	**PT Salaries & Wages**		4,809	4,096	3,621	2,097	16
102	**FT Employees OT**		17,000	6,000	9,000	15,713	3,778
103	**Health Stipend (HRA)**			-	-	-	-
105	**Labor Credit - Work for Others**		(1,750)	(1,750)	(1,500)	(1,725)	(3,250)
112	**Contracted Services**			-	-	-	-
113	**Clothing Replacement**		175	100		188	
120	**Employer Contrib Ret General**		21,443	19,962	20,185	20,284	18,797
	PERA 7.5%						
	FICA/Medicare - 7.65%						
130	**Employer Paid Ins General**		32,529	38,718	30,754	32,305	27,930
142	**Unemployment Comp Benefit**				-	-	-
151	**Worker's Comp Benefit**		10,581	11,319	18,208	13,194	19,327
208	**Training and Instruction**		800	800	800	576	82
212	**Motor Fuels**		20,000	20,000	15,000	18,258	10,622
220	**General Supplies**		12,650	12,000	12,000	11,095	8,879
	Mosquito Spray - Organic	650					
226	**Signs**		500	500	3,000	3,826	9,617
229	**Gravel**		7,800	7,800	7,800	7,733	3,860
230	**Salt/Sand**		58,000	43,000	40,000	45,695	27,228
231	**Street Maintenance**		11,000	10,052	10,500	10,008	6,821
	Special Assessments	700					
	Misc Patching/Street repair	7,800					
	Sidewalk repair	2,500					
240	**Small Tools and Minor Equip**		1,500	1,900	2,650	2,896	711
	Back Pack Blower (St/PRC/Storm)	200					
	Fire Proof Cabinet (St/PRC/W/S/Storm)	200					
	Misc.	1,100					

300	**Professional Srvs (GENERAL)**		1,939	1,500	1,500	1,885	1,281
	Safety Training	971					
	CDL Drug Testing	968					
303	**Engineering Fees**		30,000	30,000	30,000	19,452	47,654
305	**Technology**		295	352	458	500	403
	Civic Systems (5.45%)	295					
320	**Communications (GENERAL)**		2,622	3,203	3,180	2,902	2,673
	Verizon	2,256					
	PW Building Land Line	367					
351	**Legal Notices Publishing**		-	-	-	149	120
361	**General Liability Insurance**		4,223	6,863	6,441	6,472	6,561
380	**Utilities**		-	-	200	(1,092)	1,092
400	**Grounds Maintenance**		1,000	1,000	1,000	600	940
401	**Maint & Repairs - Bldgs**		1,300	1,630	2,700	1,878	907
	Disposal Service $45/Month	540					
	Misc Repairs	760					
404	**Repairs/Maint Machinery/Equip**		32,000	24,000	27,000	41,813	12,730
410	**Rentals**		300	300	350	886	221
417	**Uniform Rentals**		1,507	1,559	1,530	1,413	1,483
	Cleaning ($80 per mth)	989					
	Allowance	518					
433	**Dues and Subscriptions**		200	200	175	103	100
	TCALMC (25%)	75					
	APWA (25%)	125					
494	**Property Management**			-	1,500	-	-
500	**Capital Outlay (GENERAL)**			26,450	21,730	15,680	19,335
	TOTAL BUDGET/EXPENDITURES		**$ 392,154**	**$ 396,771**	**$ 390,727**	**$ 395,378**	**$ 355,163**

Sanitation-43210

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	Wages & Salaries		$ 5,400	$ 4,800	$ 4,181	$ 4,539	$ 10,165
	PS Director (1.0%) & 6 PW Staff (1.1%)						
101	PT Salaries & Wages (seasonal)		7,900	6,730	6671	6293.25	199
102	FT Employees OT		450	250	250	303	426
103	Health Stipend (HRA)			-	-	-	-
112	Contracted Services			-	-	-	-
113	Clothing Replacement			5		8	
120	Employer Contrib Ret General		2,083	1,280	1,185	1,195	1,190
	PERA 7.5%						
	FICA/Medicare - 7.65%						
130	Employer Paid Ins General		1,465	1,493	1,246	1,348	1,180
142	Unemployment Comp Benefit			-	-	-	-
151	Worker's Comp Benefit		1,040	331	165	107.57	-
208	Training & Instruction			-	50	0	-
212	Motor Fuels		1,200	900	900	1,057	721
220	General Supplies		-	-	-	-	45
300	Professional Srvs (GENERAL)		500	300	150	799	424
	Clean-Up Day	500					
303	Engineering Fees		-	-	-	-	-
305	Technology		-	-	-	-	-
351	Legal Notices		-	-	-	-	-
361	General Liability Insurance		10	63	62	59	71
400	Ground Maintenance		3,500	3,500	3,500	1,993	2,061
	Compost screening	3,500					
417	Uniform Rentals		30	18	17	25	16
	Allowance	30					
TOTAL BUDGET/EXPENDITURES			**$ 23,578**	**$ 19,671**	**$ 18,377**	**$ 17,725**	**$ 16,498**

	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 136,907	$ 134,047	$ 130,727	$ 135,459	$ 129,830
	Community Events & Parks Manager						
	Receptionist/Data Entry/Utility Clerk (3.5%)						
	PS Director & 5 Main Tech's						
	PW Maint Tech						
	Parks Rec & Culture Board (100%)	1,650					
101	**PT Salaries & Wages**		22,635	23,990	17,730	13,177	2,774
	PT Custodian						
	Seasonal						
	Intern	4,500					
102	**FT Employees OT**			-	-	1,192	789
103	**Health Stipend (HRA)**			-	-	-	-
112	**Contracted Services**		7,329	7,184	7,465	6,850	6,475
	Portable Restrooms	6,129					
	Quarterly Carpet Cleaning/Floor Waxing/Windows	1,200					
113	**Clothing Replacement**		125	60		99	
120	**Employer Contrib Ret General**		24,243	22,321	21,336	21,202	19,012
	PERA 7.5%						
	FICA/Medicare - 7.65%						
130	**Employer Paid Ins General**		26,632	33,870	29,846	28,647	25,307
142	**Unemployment Comp Benefit**			-	-	-	-
151	**Worker's Comp Benefit**		11,145	9,561	4,502	3,151	3,419
200	**Office Supplies (GENERAL)**		1,500	1,175	1,175	1,351	940
	15% from Financial Administration	1200					
	Misc Office Supplies	300					
202	**Duplicating and Copying Supply**		540	840	915	505	595
	15% from Financial Administration	540					

	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
208	**Training and Instruction**		1,850	1,850	1,650	1,916	1,082
	PW Technician Licensing	200					
	PRC Manager - Misc. Training	850					
	Public Services Director Misc Training	800					
210	**Operating Supplies (GENERAL)**		2,600	2,980	3,700	2,148	2,106
	Misc Operating Supplies - ICC	700					
	Misc Operating Supplies - Garden	700					
	Park Flags	800					
	Misc Operating Supplies - PRC	400					
212	**Motor Fuels**		2,300	2,200	1,800	1,848	1,339
220	**General Supplies**		4,000	3,850	3,700	2,465	1,636
	ICC Tables and Chairs	1,500					
226	**Signs**		800	700	1,200	402	697
240	**Small Tools and Minor Equip**		2,000	2,000	4,200	3,248	157
	Back Pack Blower (St./PRC/Storm)	200					
	Fire Proof Cabinet (St./PRC/W/S/Storm)	200					
	Misc.	1,600					
300	**Professional Srvs (GENERAL)**		1,721	1,719	1,493	1,137	1,149
	Safety Training	971					
	Attorney Fees	750					
303	**Engineering Fees**		2,250	1,500	1,500	948	4,204
305	**Technology**		1,742	1,799	2,315	1,622	1,316
	IT Solutions (5%)	1,447					
	Civic Systems (5.45%)	295					
320	**Communications (GENERAL)**		2,513	2,712	2,847	2,446	2,434
	Centurylink	1,200					
	Verizon	540					
	10% from Municipal Building	773					
322	**Postage**		25	25	25	-	
335	**Auto Expense**		-	-	-	-	-

	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
340	**Advertising**		4,200	5,000	2,983	3,055	1,907
	2020 Event Calendar	1,750					
	Park Brochure	1,750					
	Misc	700					
351	**Legal Notices Publishing**		225	200	200	249	198
361	**General Liability Insurance**		16,557	18,412	20,844	15,188	18,929
380	**Utilities**		18,552	18,351	17,974	14,621	17,507
	Centerpoint	1,550					
	Connexus Energy	8,400					
	City of Isanti - Storm Water Utility	2,987					
	City of Isanti - Water & Sewer	5,615					
400	**Ground Maintenance**		21,000	26,500	27,000	12,360	21,519
	Fertilizer, Grass Seed, Mulch, Weed Killer, LimeAgg, Etc.	20,667					
	Snow Removal ICC/IIA Retainer	333					
401	**Maint & Repairs - Bldgs**		9,738	7,460	10,760	9,976	11,624
	Disposal Service $120/Mth	4,008					
	Rug Service $30/Mth	360					
	Annual Sprinkler Inspection/Alarm Notification	770					
	Ansol Fire Suppression Semi-Annual Service	400					
	Misc Maint & Repairs	4,000					
	Fire Extinguisher Inspections - IIA & ICC	200					
404	**Repairs/Maint Machinery/Equip**		11,000	11,000	14,500	6,013	13,620
	Repairs/Maint Park Maint Equipment	4,500					
	Repairs/Replacement Park Structures/Equip	6,500					
410	**Rentals**		150	450	450	-	81
417	**Uniform Rentals**		739	739	739	714	702
	Cleaning $40 per month	480					
	Allowance	259					

	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
433	**Dues and Subscriptions**		1,679	1,679	1,989	1,428	1,243
	TCALMC (25%)	75					
	MFMA	70					
	MRPA	280					
	NRPA	200					
	Storyblocks subscription (stock images)	150					
	Amazon Prime	179					
	Adobe suite annual dues (InDesign, Illust, etc.)	600					
	APWA (25%)	125					
437	**Other Miscellaneous**		3,340	3,340	3,340	3,340	3,340
	C-I Bike/Walk Trail Agreement	3,340					
491	**Recreation Program**		5,550	3,550	3,550	1,853	2,943
	City Rec programs	3,050					
	Movies at ICC	1,500					
	Misc Program Supplies	1,000					
497	**Summer Events**		6,500	9,200	9,200	4,710	4,924
	Celebrate Isanti / Scavenger Hunt	6,500					
498	**Farmers Market**		3,000	6,500	3,000	2,178	2,930
499	**Street Dance**		16,150	16,150	16,150	14,438	13,868
500	**Capital Outlay (GENERAL)**			10,500	59,370	44,823	43,831
700	**Transfers (GENERAL)**				-	-	
	TOTAL BUDGET/EXPENDITURES		**$ 371,234**	**$ 393,414**	**$ 430,175**	**$ 364,756**	**$ 364,424**

Transfers

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
303	Engineering Fees				-		
320	Communications (GENERAL)				-		
380	Utilities				-		
437	Other Miscellaneous				-		
490	Donations-Organizations				-		
604	Abatement Expense (101-49110-604)		24,066	-	1,231	6,191	4,960
612	Interest Expense		1,000	341	-	962	
700	Transfers (GENERAL)			123,624	119,840	119,840	147,400
720	Operating Transfers				-		
	Transfer to Water Fund - Deer Haven		1,590	1,590	1,590	1,590	1,590
	(10 year loan - 1st Installment 2012)						
	Transfer to Sewer Fund - Deer Haven		1,590	1,590	1,590	1,590	1,590
	(10 year loan - 1st Installment 2012)						
	Transfer to City Hall Fund				-	-	
	(10 year loan - 1st Installment 2006)						
	Transfer to Sewer Fund - 3rd Avenue			10,487	9,525	9,525	10,502
	(10 year loan - 1st Installment 2010)						
	Transfer to Water Fund - Hotel Project		28,330	28,330			
	10 year term 2019 thru 2028						
	Transfer to Sewer Fund - Hotel Project		56,670	56,670			
	10 year term 2019 thru 2028						
	Transfer to Liquor Fund - Hotel Project		53,619	53,619			
	2 year term 2019 thru 2020						
	Transfer to Liquor Fund - 2018 Improvements		25,765				
	10 year term 2020 thru 2029						
730	Designated Reserve		75,000				
	TOTAL BUDGET/EXPENDITURES		$ 267,629	$ 276,249	$ 133,776	$ 139,698	$ 166,042

Remaining Balances	12/31/2019
Deer Haven - Water	3,179.03
Deer Haven - Sewer	3,179.03
3rd Avenue - Sewer	-
Hotel Project - Water	254,970.00
Hotel Project - Sewer	510,030.00
Hotel Project - Liquor	53,618.50
2018 Imp. - Liquor	257,651.55

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
	REVENUES						
31000	Property Taxes		79,802	62,565	56,327	56,327	
33601	Regional Grants				-	-	
33621	Cable Franchise Fee (20%)		6,883	20,880	18,000	20,654	20,127
34110	Land Rent		6,500	6,920	6,920	6,452	
34901	Assign & Assum Agreement		-	-	-	-	
36200	Contribution from General Fund		-			-	
36201	Refunds & Reimbursements		-		-	20,023	53
36210	Interest Earnings		500	750	600	470	(237)
36220	Farmer's Market Sponsorships/Vendor Fees		2,300	1,500	1,500	2,229	2,310
36225	Street Dance Sponsorships/Vendor Fees		5,000	4,000	4,000	5,128	4,010
36230	Contributions and Donations		-		-	-	5,725
39102	Sale of Property		-		-	-	
39203	Transfer from Other Fund		-	87,124	92,340	92,340	147,400
	Lodging Tax (5% of 3% gross Hotel Receipt)		-	1,500			
	Carryover of Marketing Funds				-		
	TOTAL REVENUES		**$ 100,985**	**$ 185,239**	**$ 179,687**	**$ 203,623**	**$ 179,388**

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 40,186	$ 93,239	$ 91,828	$ 75,330	$ 87,442
	Community Dev Director (40%)						
	Receptionist/Data Entry/Utility Clerk (3%)						
	EDA Board	3,600					
101	**PT Wages & Salaries**		2,800	4,000	4,000	3,403	3,930
	CD/ED Intern (50%)	2,800					
103	**Health Stipend (HRA)**				-	-	
112	**Contracted Services**				-	-	
120	**Employer Contrib Ret General**		6,308	14,162	13,858	10,378	12,917
	PERA 7.5%						
	FICA/Medicare - 7.65%						
130	**Employer Paid Ins General**		2,960	25,754	22,551	16,630	17,806
142	**Unemployment Comp Benefit**			-	-	-	
151	**Worker's Comp Benefit**		350	678	745	529	639
200	**Office Supplies (GENERAL)**		1,200	875	875	447	865
	15% from Financial Administration	1,200					
202	**Duplicating and Copying Supply**		540	840	915	492	605
	15% from Financial Administration	540					
208	**Training and Instruction**		2,450	1,500	1,500	676	1,643
	EDAM Conference	850					
	Professional Development	1,600					
300	**Professional Srvs (GENERAL)**		6,500	5,000	5,000	7,784	34,272
	Attorney	5,000					
	TIF/Tax Abatement Consultant	1,500					
303	**Engineering Fees**		600	600	1,000	2,298	561
305	**Technology**		3,103	1,681	1,581	1,706	1,203
	IT Solutions (5%)	1,447					
	Laserfiche Support (25%)	798					
	Civic Plus Support (25%)	563					
	Civic Systems (5.45%)	295					

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
320	**Communications (GENERAL)**		989	1,224	1,191	1,079	1,201
	10% from Municipal Building	773					
	Verizon	216					
335	**Auto Expense**		-	-	-	-	-
351	**Legal Notices Publishing**		100	100	100	494	399
361	**General Liability Insurance**		89	596	565	573	583
	Property/Liability/Volunteer Insurance	89					
380	**Utilities**		1,401	1,145	1,079	1,352	1,112
	City of Isanti - Storm Water Utility	1,401					
433	**Dues and Subscriptions**		1,145	1,145	1,145	1,145	850
	EDAM Membership	295					
	GPS 45:93	850					
437	**Other Miscellaneous**			-	-	-	-
494	**Property Management**			-	-	-	35
495	**Marketing**		7,750	13,550	12,604	5,458	11,648
	FT Staff Shirts (35 * $30)	1,050					
	Initiative Foundation	825					
	Miscellaneous Luncheons	150					
	Direct Mail to Manufacturers	250					
	Mayor's Employer Luncheon	1,200					
	Isanti Promo Bags	1,500					
	Misc Signs & Sponsorships	275					
	NEW Print/Marketing Materials and or updates	2,000					
	Networking Events (ARCC, Chambers, MNCAR, DEED, EDAM)	500					
498	**Farmers Market**				-	-	
499	**Street Dance**				-	-	
511	**Land Acquisition**				-	196	11,798
531	**Improvement-Land**				-	-	
602	**Loan Payment**				-	-	
700	**Transfers (GENERAL)**		19,150	19,150	19,150	19,150	19,150
	Contribution to PRC (Farm Mkt/Street Dance)	19,150					
	TOTAL BUDGET/EXPENDITURES		**$ 97,621**	**$ 185,239**	**$ 179,687**	**$ 149,117**	**$ 208,659**

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
	REVENUES						
	Water Sales		$ 1,046,670	$ 998,957	$ 1,045,835	$ 987,425	$ 883,909
	Water Connection Fees (WAC)		99,298	130,656	36,770	252,917	360,115
	Miscellaneous		10,000	12,500	30,000	10,083	10,887
	Contributions				-	261,542	
	Special Assessments		800		-	796	365
	Interest Income		17,000	21,000	16,800	20,177	18,195
13300	Deer Haven Improv - Principal Only 10 Years Beginning 2012 thru 2021		1,590	1,590	1,590	1,590	1,590
13300	2013 RR Ave & Walk Improv end 2015				-		
13100	Hotel Project		28,330	28,330			
	TOTAL REVENUES		**$ 1,203,688**	**$ 1,164,702**	**$ 1,130,995**	**$ 1,534,530**	**$ 1,275,061**
	PROFIT(LOSS)		**$ 163,765**	**$ 176,341**	**$ 149,071**	**$ 259,407**	**$ 299,044**
	CASH FLOW		**$ 152,085**	**$ 103,025**	**$ 34,939**	**$ 255,317**	**$ 243,460**

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 125,909	$ 112,847	$ 127,314	$ 110,248	$ 105,590
	PSD (18.6%) & 6 PW Staff (21.5%)						
	Utility Billing Clerk (45%)						
101	**PT Salaries & Wages**		$ 2,600				
102	**FT Employees OT**		11,000	11,000	10,000	11,814	13,112
103	**Health Stipend (HRA)**			-	-	-	
108	**Wages & Salaries Admin**		59,984	44,665	35,926	35,793	21,877
	Receptionist/Data Entry/Utility Clerk (25%)						
	Administrator, Finance Director, Asst Finance Director, City Clerk, Admin Data Clerk (10.0%)						
	Asst. City Administrator / Special Projects (10.0%)						
112	**Contracted Services**		20,400	18,400	15,250	11,176	17,097
	Annual Svc Agreement (Generator)	2,000					
	Watermain Breaks	9,000					
	Misc Leak/Curb Stop Repairs	6,000					
	Annual Backflow Device Testing	3,150					
	Code Updates	250					
113	**Clothing Replacement**		175	90		121	
120	**Employer Contrib Ret General**		20,824	18,967	21,000	18,224	20,844
	PERA 7.5%						
	FICA/Medicare - 7.65%						
128	**Employer Contrib Ret Admin**		9,116	6,767	5,462	5,223	-
	PERA 7.5%						
	FICA/Medicare - 7.65%						
129	**Pension Expense (GASB 68)**			-	1,200	(14,018)	6,787
130	**Employer Paid Ins General**		31,597	32,069	37,683	28,968	26,257
138	**Employer Paid Ins Admin**		12,330	11,545	9,825	9,673	3,381
142	**Unemployment Comp Benefit**			-	-	-	5
150	**OPEB Expense**			-		7,069	
151	**Worker's Comp Benefit**		9,707	8,311	5,141	3,705	5,427

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
208	Training and Instruction		2,897	3,182	2,800	2,113	2,216
	Registration/Lodging/Meals Expense	2,514					
	Civic System Symposium - Util Clrk	383					
211	S/W Billing Supplies		1,743	1,743	1,788	1,026	1,300
	Post Card Paper	808					
	Printer Toner	225					
	Window Envelopes	260					
	Misc Supplies	450					
212	Motor Fuels		3,110	3,360	3,110	2,678	1,993
	20% from Financial Administration	110					
	Maintenance / Fuel	3,000					
220	General Supplies		10,000	9,250	9,000	11,268	10,142
221	Chemicals		32,000	32,000	32,000	23,477	32,370
	Water Treatment Chemicals	32,000					
232	Water Meters		30,000	20,000	15,000	28,045	36,767
240	Small Tools and Minor Equip		1,750	1,400	2,000	1,768	752
	Fire Proof Cabinet (St./PRC/W/S/Storm)	200					
	Snow Blower (W/S)	550					
300	Professional Srvs (GENERAL)		3,546	3,555	4,200	1,469	3,506
	City Attorney	1,500					
	Safety Training	971					
	CDL Drug Testing	500					
	Northland Securities Cont Disc Report	575					
301	Auditing and Acctg Services		4,384	2,937	2,885	3,618	7,958
	12.5% from Financial Administration	4,384					
303	Engineering Fees		15,000	24,000	24,000	3,444	12,959
305	Technology		5,456	4,531	4,361	4,397	4,061
	Civic System support (12.38%)	728					
	Laserfiche Support (25%)	798					
	Civic Plus Support (25%)	563					
	IT Solutions (10%)	2,894					
	PSN Annual Sec Compliance & Monthly eBill (35%)	438					
	Anit-Spam Software	36					

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
320	**Communications (GENERAL)**		3,801	3,672	4,296	3,869	3,668
	Verizon	2,256					
	Century Link Services	1,545					
322	**Postage**		4,532	3,532	4,501	4,229	3,418
	PO Box Fee (45%)	54					
	Monthly Statement Mailing (45%)	2,250					
	Pre-Stamped Window Envelopes (45%)	2,103					
	Annual Mailing Fee (45%)	75					
	Water Samples	50					
351	**Legal Notices Publishing**		300	200	200	437	130
361	**General Liability Insurance**		11,025	18,073	16,953	17,043	17,138
	Property/Liability/Volunteer Insurance	11,025					
380	**Utilities**		60,520	60,520	46,030	51,535	57,900
	Connexus	51,373					
	Centerpoint	6,408					
	City of Isanti - Water & Sewer	1,795					
	City of Isanti - Storm Water Utility	945					
400	**Ground Maintenance**		1,000	1,000	8,000	177	473
401	**Maint & Repairs - Bldgs**		5,530	5,530	4,850	3,003	6,491
404	**Repairs/Maint Machinery/Equip**		15,000	10,000	10,000	11,647	16,923
405	**Depreciation (GENERAL)**		400,000	380,000	370,500	388,042	379,418
415	**Other Equipment Rentals**			-	-	-	-
417	**Uniform Rentals**		1,174	1,174	1,294	1,062	1,140
	Cleaning ($65 per mth)	780					
	Allowance	394					
433	**Dues and Subscriptions**		3,470	3,470	3,745	3,711	4,261
	Gopher State One-Call Locates	1,240					
	American Water Works Association (AWWA)	180					
	WTF Hazardous Chemical	25					
	Well Monitoring Permits	-					
	Annual Water Use Report	1,700					
	MN Rurual Water Assn (50%)	125					
	TCALMC (25%)	75					
	APWA (25%)	125					

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
437	Other Miscellaneous		450	450	350	428	389
	Railroad Mgmt Pipeline	450					
438	Bank Charges		-	-		-	20
492	Testing-Waste/Water		2,000	2,000	2,500	1,471	1,649
494	Property Management		-	-	800	-	-
500	Capital Outlay (GENERAL)		5,270	56,906	103,222	10,722	56,592
530	Improvements Other Than Bldg				-		
	BOND PAYMENTS						
	2007 MFPA						
22530	Principal		55,000	53,000	52,000	52,000	51,000
611	Interest		10,915	12,308	13,676	13,676	15,017
	2009 MFPA						
22530	Principal		265,000	257,000	249,000	249,000	242,000
611	Interest		81,923	89,741	97,315	97,315	104,677
	2008B GO Water Rev Bonds (2013A)						
22530	Principal		35,000	35,000	30,000	30,000	35,000
611	Interest		6,990	7,340	7,640	7,640	7,990
	2010A GO Utility Rev Bonds						
22530	Principal		20,000	20,000	20,000	20,000	20,000
611	Interest		4,260	4,920	5,520	5,520	6,120
	2011 MPFA						
22530	Principal		33,000	33,000	32,000	32,000	32,000
611	Interest		6,699	7,205	7,696	7,696	8,186
611	Interest Accrual Adjustment			-	-		
620	Fiscal Agent Fees		684	684	190	683	683
621	Bond Discount			-	-		
630	Amortization of Bond Discount			-	-		
700	Operating Transfers		4,534	4,333	4,333	343,047	4,333
	GO Improv Bond 2011 A - Fund 930	4,534					
	TOTAL BUDGET/EXPENDITURES		**$ 1,451,603**	**$ 1,441,677**	**$ 1,466,556**	**$ 1,667,255**	**$ 1,411,019**

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
	REVENUES						
	Sewer Sales		$ 1,275,878	$ 1,221,000	$ 1,379,000	$ 1,203,659	$ 1,100,705
	Sewer Connection Fees (SAC)		168,950	164,028	64,590	313,600	430,248
	Miscellaneous		1,600	4,000	8,000	1,746	1,621
	Special Assessments		-	-	-	(3,660)	(53)
	Contributions		-	-	-		
	Interest Income		40,000	40,000	30,000	22,717	37,538
	Loan Forgiveness		-	-	173,893	-	173,893
13300	Deer Haven Improv - Principal Only 2012-2021		1,590	1,590	1,590	1,590	1,590
13300	3rd Ave Improv - Principal 2010-2019		-	10,487	9,525	9,525	9,542
36210	3rd Ave Improv - Interest 2010-2019		-	341	650	650	960
13100	Hotel Project		56,670	56,670			
	TOTAL REVENUES		**$ 1,544,688**	**$ 1,498,115**	**$ 1,667,248**	**$ 1,549,827**	**$ 1,756,044**
	PROFIT(LOSS)		**$ (94,142)**	**$ 149,379**	**$ 411,309**	**$ 384,569**	**$ 644,302**
	CASH FLOW		**$ (111,730)**	**$ 458,175**	**$ 355,173**	**$ 661,484**	**$ 497,686**

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	**Wages & Salaries**		$ 166,758	$ 149,117	$ 158,835	$ 145,077	$ 140,649
	PSD (25.8%) & 6 PW Staff (29.9%)						
	Utility Billing Clerk (45%)						
101	**PT Salaries & Wages**		$ 2,600				
102	**FT Employees OT**		11,000	11,000	10,000	11,709	13,336
103	**Health Stipend (HRA)**			-	-		
108	**Wages & Salaries Admin**		59,984	55,333	43,876	43,622	28,653
	Receptionist/Utility Clerk (25%)						
	Administrator, Finance Director, Asst Finance Director, City Clerk, Admin Data Clerk (10%)						
	Administrative Data Clerk (10%)						
	Asst. City Administrator / Special Projects (10%)						
112	**Contracted Services**		5,950	5,950	5,750	4,771	5,297
	Annual Svc Agreement (Generator)	3,200					
	Code Updates	250					
	WWTP Meter Calibrations	1,000					
	Sewer Repair Services	1,500					
113	**Clothing Replacement**		175	130		168	
120	**Employer Contrib Ret General**		27,013	24,487	25,801	23,135	27,147
	PERA 7.5%						
	FICA/Medicare - 7.65%	3,002					
128	**Employer Contrib Ret Admin**		9,116	8,383	6,647	6,376	-
	PERA 7.5%						
	FICA/Medicare - 7.65%	-					
129	**Pension Expense (GASB 68)**			-	1,500	(21,860)	15,789
130	**Employer Paid Ins General**		42,696	43,363	47,103	37,656	35,054
138	**Employer Paid Ins Admin**		12,330	13,258	11,233	11,017	4,400
142	**Unemployment Comp Benefit**			-	-	-	6
150	**OPEB Expense**			-		7,606	
151	**Worker's Comp Benefit**		13,198	9,773	6,963	5,019	7,509
208	**Training and Instruction**		3,805	4,183	3,800	3,241	2,409
	Registration/Lodging/Meals Expense	3,422					
	Civic System Symposium - Util Clrk	383					

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
211	**S/W Billing Services**		1,743	1,743	1,788	1,026	1,300
	Post Card Paper	808					
	Printer Toner	225					
	Window Envelopes	260					
	Misc Supplies	450					
212	**Motor Fuels**		3,110	3,360	3,110	2,414	1,772
	20% from Financial Administration	110					
	Maintenance / Fuel	3,000					
220	**General Supplies**		6,500	7,500	7,500	3,891	5,550
221	**Chemicals**		100,000	100,000	100,000	44,879	62,616
240	**Small Tools and Minor Equip**		1,750	1,400	2,000	1,328	856
	Fire Proof Cabinet (St./PRC/W/S/Storm)	200					
	Snow Blower (W/S)	550					
260	**Hauling**		-	-	-	-	
300	**Professional Srvs (GENERAL)**		2,187	2,196	2,243	1,779	2,075
	Safety Training	971					
	Northland Securities Cont Disc Report	716					
	City Attorney	500					
301	**Auditing and Acctg Services**		4,384	2,937	2,885	3,618	7,958
	12.5% from Financial Administration	4,384					
303	**Engineering Fees**		3,500	3,500	4,000	4,499	964
305	**Technology**		5,456	4,590	4,427	4,453	3,704
	Civic Systems support (12.92%)	728					
	Laserfiche Support (25%)	798					
	Civic Plus Support (25%)	563					
	IT Solutions (10%)	2,894					
	PSN Annual Sec Compliance & Monthly eBill (35%)	438					
	Anit-Spam Software	36					
320	**Communications (GENERAL)**		3,396	3,288	3,360	3,460	3,075
	Verizon	2,256					
	Century Link Services	1,140					

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
322	**Postage**		4,532	3,532	4,501	4,226	3,273
	PO Box Fee (45%)	54					
	Monthly Statement Mailing (45%)	2,250					
	Pre-Stamped Window Envelopes (45%)	2,103					
	Annual Mailing Fee (45%)	75					
	Miscellaneous Postage	50					
351	**Legal Notices Publishing**		150	150	200	179	19
361	**General Liability Insurance**		20,448	17,751	17,262	16,746	17,506
380	**Utilities**		223,590	100,014	86,025	99,106	78,524
	Connexus	91,035					
	Centerpoint	10,962					
	Lakes Gas	1,593					
	City of Isanti - Water & Sewer	120,000					
400	**Ground Maintenance**		1,000	1,000	1,000	-	1,198
401	**Maint & Repairs - Bldgs**		5,000	11,410	11,700	2,581	1,080
404	**Repairs/Maint Machinery/Equip**		20,000	20,000	20,000	19,519	20,401
405	**Depreciation (GENERAL)**		490,000	477,000	461,000	483,077	477,075
410	**Rentals**		-	-	-	665	-
415	**Other Equipment Rentals**		-	-	-	-	-
417	**Uniform Rentals**		1,560	1,560	1,560	1,432	1,465
	Cleaning ($80 per month)	960					
	Allowance	600					
433	**Dues and Subscriptions**		1,875	1,875	1,850	1,703	1,784
	WWTF Hazardous Chemical	25					
	WWTP Annual Permit Fee	1,500					
	MN Rurual Water Assn (50%)	125					
	MWOA	25					
	TCALMC (25%)	75					
	APWA (25%)	125					

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
437	Other Miscellaneous		-	-	-	-	4
438	Bank Charges		-	-	-	-	
492	Testing-Waste/Water		8,000	8,000	8,000	3,710	7,139
494	Property Management		-	-	800	-	-
500	Capital Outlay (GENERAL)		424,830	46,950	164,358	21,259	8,050
530	Improvements Other Than Bldg			-	-		
	BOND PAYMENTS						
	1997 MFPA						
22530	Principal		-	-	-		261,862
611	Interest		-	-	-		5,173
	2009A GO Crossover Refund Bonds						
22530	Principal		-	55,000	55,000	55,000	55,000
611	Interest		-	1,925	3,850	3,850	5,555
	2010A GO Utility Rev Bonds						
22530	Principal		35,000	35,000	35,000	35,000	35,000
611	Interest		6,740	7,895	8,945	8,945	9,995
	2014B GO Bonds						
22530	Principal		100,000	100,000	100,000	100,000	95,000
611	Interest		12,168	13,493	14,568	14,568	15,375
	2016A GO Bonds						
22530	Principal		220,000	70,000	65,000	65,000	-
611	Interest		47,800	49,200	50,500	50,500	50,500
22530	*PFA Loan Forgiven*				173,893		173,893
611	Interest Accrual Adjustment				-		5,274
620	Fiscal Agent Fees (2009A/2010A)		802	505	575	802	501
621	Bond Discount			-	-		-
630	Amortization of Bond Discount		(6,018)	-	-	(6,018)	(6,018)
700	Operating Transfers		36,273	39,190	34,668	34,668	34,668
	GO Improv Bond 2011 A - Fund 930	36,273					
	TOTAL BUDGET/EXPENDITURES		**2,140,400**	**1,516,939**	**1,773,075**	**1,365,402**	**1,729,416**

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
	REVENUES						
	Storm Water Sales		$ 339,303	$ 297,452	$ 262,540	$ 320,097	$ 272,806
	Other Sales		$ -	$ -	$ -	$ 5,558	$ 105
	Interest Income		$ 1,500	$ 1,000	$ 250	$ 5,278	$ 888
	TOTAL REVENUES		**$ 340,803**	**$ 298,452**	**$ 262,790**	**$ 330,933**	**$ 273,799**
	PROFIT(LOSS)		**$ 139,978**	**$ 92,635**	**$ 53,296**	**$ 163,954**	**$ 123,987**
	CASH FLOW		**$ 49,428**	**$ (226,012)**	**$ (75,184)**	**$ 203,651**	**$ 164,403**

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	Wages & Salaries		$ 47,405	$ 48,854	$ 44,701	$ 33,986	$ 35,184
	PSD (4.3%) & 6 PW Staff (5%)						
	Utility Billing Clerk (10%)						
	MS4 Tech						
102	FT Employees OT		1,000	350	350	1,188	68
103	Health Stipend (HRA)			-	-	-	
108	Wages & Salaries Admin		-	4,413	-	-	
112	Contracted Services		250	250	250	363	149
	Code Updates	250					
113	Clothing Replacement		50	20		52	
120	Employer Contrib Ret General		7,352	7,577	6,940	5,445	5,015
	PERA 7.5%						
	FICA/Medicare - 7.65%						
128	Employer Contrib Ret Admin			669	-	-	-
	PERA 7.5%						
	FICA/Medicare - 7.65%						
129	Pension Expense (GASB 68)			-	5,000	3,001	216
130	Employer Paid Ins General		7,310	9,533	7,810	7,720	6,537
138	Employer Paid Ins Admin			693	-	-	-
150	OPEB Expense			-	-	1,035	
151	Worker's Comp Benefit		2,275	3,790	1,199	785	42
208	Training and Instruction		1,085	1,085	1,000	573	60
	Civic System Symposium - Util Clrk	85					
211	S/W Billing Supplies		387	387	397	293	289
	Post Card Paper	179					
	Printer Toner	50					
	Window Envelopes	58					
	Misc Supplies	100					

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
212	**Motor Fuels**		1,333	1,444	1,250	1,320	901
	Maintenance / Fuel	1,333					
220	**General Supplies**		400	400	500	4,067	125
230	**Salt/Sand/Sweepings**		5,500	5,500	5,500	3,884	2,053
231	**Street Maintenance**		-	-		-	112
240	**Small Tools and Minor Equip**		800	1,150	1,750	966	488
	Fire Proof Cabinet (St./PRC/W/S/Storm)	200					
	Back Pack Blower (St./PRC/Storm)	200					
300	**Professional Srvs (GENERAL)**		12,250	12,250	39,460	11,025	1,919
	City Attorney	250					
	Bolton & Menk - MS4 Application Assistance	6,000					
	Bolton & Menk - MS4 Misc. Assistance	6,000					
	Safety Training	485					
301	**Auditing and Acctg Services**		4,384	2,937	2,885	3,618	7,958
	12.5% from Financial Administration	4,384					
303	**Engineering Fees**		35,000	35,000	40,000	26,815	17,724
305	**Technology**		560	420	379	506	420
	Civic System support (7.37%)	399					
	PSN Annual Sec Compliance & Monthly eBill (10%)	125					
	Anit-Spam Software	36					
322	**Postage**		996	774	989	943	786
	PO Box Fee (10%)	12					
	Monthly Statement Mailing (10%)	500					
	Pre-Stamped Window Envelopes (10%)	467					
	Annual Mailing Fee (10%)	17					
351	**Legal Notices Publishing**		200	200	250	667	-
361	**General Liability Insurance**		346	842	1,119	797	1,146
	Property/Liability/Volunteer Insurance	346					
380	**Utilities**		4,321	4,159	3,800	4,074	3,653
	City of Isanti - Storm Water Utility	4,321					

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
400	**Ground Maintenance**		15,000	15,000	15,000	7,523	3,999
	Rain Garden Incentive Program	5,000					
	Misc storm pond maintenance	10,000					
404	**Repairs/Maint Machinery/Equip**		5,330	5,330	6,200	4,479	5,822
405	**Depreciation**		45,000	40,500	20,500	40,999	40,416
410	**Rentals**		1,000	1,000	1,000	-	-
417	**Uniform Rentals**		250	250	250	236	194
	G&K Services ($6.77 per month)	84					
	Allowance	166					
433	**Dues & Subscriptions**		1,040	1,040	1,015	618	30
	MS4 Stormwater Permit	400					
	MCSC Membership	515					
	APWA (25%)	125					
437	**Other Miscellaneous**		-	-	-	-	(583)
500	**Capital Outlay (GENERAL)**		135,550	359,147	148,980	1,303	15,090
700	**Operating Transfers**				-	-	
	TOTAL BUDGET/EXPENDITURES		**$ 336,375**	**$ 564,964**	**$ 358,474**	**$ 168,281**	**$ 149,812**

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
	REVENUES						
	Sales		$ 2,994,164	$ 2,856,808	$ 2,679,523	$ 2,921,136	$ 2,787,130
	Interest Income		6,000	7,000	5,400	6,087	5,796
	Hotel Project - Land		79,384	53,619			
	TOTAL REVENUES		**$ 3,079,548**	**$ 2,917,427**	**$ 2,684,923**	**$ 2,927,223**	**$ 2,792,926**
	PROFIT(LOSS)		**$ (80,458)**	**$ (80,791)**	**$ (79,702)**	**$ 10,083**	**$ (33,555)**
	CASH FLOW		**$ 21,926**	**$ (6,473)**	**$ (64,252)**	**$ 18,979**	**$ 22,755**

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
100	Wages & Salaries		$ 203,387	$ 185,250	$ 171,771	$ 169,246	$ 152,812
	Liquor Store Manager						
	Asst. Manager						
	Clerk II, Clerk III x2						
101	PT Salaries & Wages		43,782	55,101	36,029	39,470	46,903
102	FT Employees OT			-	-	-	-
103	Health Stipend (HRA)			-	-	-	-
105	Labor Credit - Work for Others			-	-	-	-
108	Wages & Salaries Admin		50,349	50,826	38,407	37,905	31,837
112	Contracted Services			-	-	-	-
120	Employer Contrib Ret General		37,446	36,413	31,392	30,676	33,189
	PERA 7.5%						
	FICA/Medicare - 7.65%						
128	Employer Contrib Ret Admin		7,656	7,700	5,819	5,568	-
	PERA 7.5%						
	FICA/Medicare - 7.65%	-					
129	Pension Expense (GASB 68)			-	550	(12,349)	35,648
130	Employer Paid Ins General		47,821	44,646	60,209	37,825	32,769
138	Employer Paid Ins Admin		8,399	9,035	7,494	7,320	4,834
142	Unemployment Comp Benefit			-	-	263	2,769
150	OPEB Expense			-		6,438	
151	Worker's Comp Benefit		13,655	9,452	7,182	5,111	7,019
200	Office Supplies (GENERAL)		5,500	5,500	6,000	4,818	4,482
208	Training and Instruction		2,480	2,200	2,700	520	392
	20% of City Car (from Finance)	110					
	MMBA Conference	1,400					
	Alcohol Server Training	350					
	Food/Wine Pairing Training	200					
	Regional Meeting/Misc Training	420					

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
251	**Liquor for Resale**		676,149	629,664	600,459	659,658	614,306
252	**Beer for Resale**		1,162,895	1,127,465	1,042,697	1,134,532	1,099,966
253	**Wine for Resale**		203,829	184,643	169,135	198,857	180,139
257	**Ice for Resale**		9,084	8,665	8,592	8,863	8,453
259	**Other for Resale**		120,585	111,537	119,384	117,643	108,816
260	**Hauling**		10,259	9,708	7,904	10,009	9,471
300	**Professional Srvs (GENERAL)**		1,071	1,080	1,200	961	951
	Safety Training	971					
	Misc Attorney, Engineering, Etc.	100					
301	**Auditing and Acctg Services**		4,384	2,937	2,885	3,618	7,958
	12.5% from Financial Administration	4,384					
305	**Technology**		4,816	5,060	5,890	5,697	4,556
	Civic System support (5.45%)	295					
	Battery backup for register	250					
	IT Solutions (10%)	2,894					
	Zabinski - Firewall, Software Updates	1,377					
320	**Communications (GENERAL)**		2,233	1,730	1,680	2,031	1,676
	CenturyLink	1,693					
	Verizon	540					
322	**Postage**		-	-	-	-	-
340	**Advertising**		7,370	7,000	7,000	4,452	6,438
	Rodeo - Banners/Sponsorship	2,000					
	Facebook	250					
	Scotsman	1,920					
	Receipt Ads	1,200					
	Tastings	2,000					
351	**Legal Notices Publishing**		500	500	500	1,085	685
361	**General Liability Insurance**		3,292	4,410	3,954	4,157	4,036
364	**Dram Shop Liability Ins.**		3,395	3,041	2,914	2,842	2,756
380	**Utilities**		15,049	15,348	13,300	12,791	12,506
	Connexus	12,386					
	Centerpoint	585					
	City of Isanti - Water & Sewer	1,606					
	City of Isanti - Storm Water Utility	473					

Account	Description		2020 Budget	2019 Budget	2018 Budget	2018 Actual	2017 Actual
400	**Ground Maintenance**		375	375	1,700	-	303
	Snow Removal Retainer	175					
	Misc Maint.	200					
401	**Maint & Repairs - Bldgs**		3,596	5,010	4,988	1,279	1,896
	Disposal Service $41/Month	472					
	Window Washing Services $25/Month	175					
	Rug Service $52/Month	624					
	Floor Waxing 2x per Year	325					
	Misc Main & Repairs	2,000					
404	**Repairs/Maint Machinery/Equip**		3,750	3,400	3,550	3,927	1,099
	Register Equipment Repairs Fee/Misc	2,000					
	General Maint	1,750					
405	**Depreciation (GENERAL)**		23,000	20,700	14,900	21,245	20,662
431	**Over/Short**		-	-	-	39	(5)
433	**Dues and Subscriptions**		2,010	2,010	2,010	878	1,970
	MMBA	1,700					
	Buyer's Card MOOFSL	20					
	Tobacco License	150					
	Other	140					
437	**Other Miscellaneous**		-	-	-	-	
438	**Bank Charges**		43,000	37,451	31,000	38,376	34,046
443	**Check Recovery Fee**		-	-	-	-	
490	**Donations-Organizations**		-	-	-	-	273
493	**Alarm System**		1,144	1,144	1,130	1,389	871
	Monitoring Service	1,144					
500	**Capital Outlay (GENERAL)**		8,360	5,600	300		
	Technology - Computers	5,560					
	ADA Compliant Counter	2,800					
720	**Operating Transfers**		350,000	350,000	350,000	350,000	350,000
TOTAL BUDGET/EXPENDITURES			**$ 3,080,622**	**$ 2,944,599**	**$ 2,764,625**	**$ 2,917,140**	**$ 2,826,481**

City of Isanti						15.00%									
Pavement Management/Street/Construction Funds (Engineered Projects)						0.10%									
Fund 425						84.90%									
Assumed Inflation	3%														
- Costs double every 24 years															
				Useful life for the purposes of this document only	Estimated Project Year										
Department	Expense	Account Title	Account Number			2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	Public Works Garage	Buildings and Structures	XXX-49008-520	40 yr useful life											
	Salt Shed	Buildings and Structures	XXX-49008-520	30 yr useful life											
	Str. Rehab Brookview/S. 1-4 Addition	Imp. Other Than Buildings	425-49008-530		2022			$ 620,000.00							
	6th Ave Rehabilitation	Imp. Other Than Buildings	425-49008-530		2020	$ 461,000.00									
	Main St Reconstruction	Imp. Other Than Buildings	425-49008-530		2021		$ 999,000.00								
	Isanti Hills Street Rehabilitation	Imp. Other Than Buildings	425-49008-530		2025						$ 856,000.00				
	Railroad Avenue Reconstruction	Imp. Other Than Buildings	425-49008-530		2023				$ 463,000.00						
	Mill Overlay E. Dual from Heritage to WTF	Imp. Other Than Buildings	425-49008-530		2024					$ 204,000.00					
	Town Edge Rd. SE. Mill/Overlay	Imp. Other Than Buildings	425-49008-530		2026							$ 300,000.00			
	Traffic Sign Evaluation and Replacement	Imp. Other Than Buildings	425-49008-530		2027										
	Pave Elm Lane and Viola Street	Imp. Other Than Buildings	425-49008-530		2029										$ 171,000.00
	Pave Gravel Alleys	Imp. Other Than Buildings	425-49008-530		2029										$ 185,000.00
	Pond Street Reconstruction	Imp. Other Than Buildings	425-49008-530		2029										$ 109,000.00
	Tyler Street SE Reconstruction	Imp. Other Than Buildings	425-49008-530		2027								$ 1,296,000.00		
	4th Avenue SW Reconstruction	Imp. Other Than Buildings	425-49008-530		2028									$ 1,372,000.00	
	Heritage Intersection	Imp. Other Than Buildings	425-49008-530		2021		$ 300,000.00								
	Town Edge Rd. SE. Utility Imp.	Imp. Other Than Buildings	425-49008-530		2036										
	Pond Street Utility Imp.	Imp. Other Than Buildings	425-49008-530		2036										
		Imp. Other Than Buildings	425-49008-530												
		Imp. Other Than Buildings	425-49008-530												
		Imp. Other Than Buildings	425-49008-530												
		Imp. Other Than Buildings	425-49008-530												
Department	Revenue	Account Title	Account Number												
		Property Taxes	XXX-31000			$ 267,000.00	$ 275,010.00	$ 283,260.00	$ 291,758.00	$ 300,511.00	$ 309,526.00	$ 318,812.00	$ 328,376.00	$ 338,227.00	$ 348,374.00
		State Grants and Aids	XXX-33400												
		MSA St. Maint.	XXX-33418												
		MSA St. Const.	XXX-33419			$ 461,000.00	$ 999,000.00	$ 620,000.00	$ 463,000.00	$ 204,000.00	$ 428,000.00				
		Special Assessments	XXX-36100									$ -	$ 79,400.00	$ 51,200.00	$ 14,000.00
		Interest Earnings	XXX-36210												
		Transfer from General Fund	XXX-39201												
		Transfer from Water Fund	XXX-39205			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 99,000.00	$ 96,000.00	$ -
		Transfer from Sewer Fund	XXX-39203			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 275,000.00	$ 435,000.00	$ -
		Transfer from Stormwater Fund	XXX-39209			$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 164,600.00	$ 168,000.00	$ -
		Transfer from Liquor Fund	XXX-39203												
		Transfer from Other Fund	XXX-39200												
		Bond Proceeds	XXX-39310												
Anticipated Reserve Funds on	Budgeted Expenditures					$ 461,000.00	$ 999,000.00	$ 620,000.00	$ 463,000.00	$ 204,000.00	$ 856,000.00	$ 300,000.00	$ 1,296,000.00	$ 1,372,000.00	$ 456,000.00
	Budgeted Revenues					$ 728,000.00	$ 1,274,010.00	$ 903,260.00	$ 754,758.00	$ 504,511.00	$ 737,526.00	$ 318,812.00	$ 955,576.00	$ 1,069,427.00	$ 362,374.00
1/1/2019	1 Year (Over) / Under Budget					$ 267,000.00	$ 275,010.00	$ (216,740.00)	$ 291,758.00	$ 250,511.00	$ (118,474.00)	$ 18,812.00	$ (360,224.00)	$ (281,573.00)	$ (93,626.00)
$ -	Running Fund (Deficit) / Surplus					$ 728,000.00	$ 545,577.48	$ 328,837.48	$ 620,595.48	$ 871,106.48	$ 752,632.48	$ 771,444.48	$ 411,220.48	$ 129,647.48	$ 36,021.48

City of Isanti							15.00%				
Pavement Management/Street/Construction Funds (Engineered Projects)							0.10%				
Fund 440							84.90%				
Assumed Inflation	3%										
- Costs double every 24 years											
Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Estimated Purchase, Maintenance or Replacement Cost in 2018 Dollars	2020	2021	2022	2023	2024
	2019 Pavement Management	Engineering Fees	440-49008-303		2019						
	2019 Pavement Management	Legal Notices Publishing	440-49008-351		2019						
	2019 Pavement Management	Imp. Other Than Buildings	440-49008-530	20 yr useful life	2019						
	2020 Pavement Management	Engineering Fees	440-49008-303		2020		$ 46,870.00				
	2020 Pavement Management	Legal Notices Publishing	440-49008-351		2020		$ 310.00				
	2020 Pavement Management	Imp. Other Than Buildings	440-49008-530	20 yr useful life	2020		$ 257,710.00				
	2021 Pavement Management	Engineering Fees	440-49008-303		2021			$ 48,280.00			
	2021 Pavement Management	Legal Notices Publishing	440-49008-351		2021			$ 320.00			
	2021 Pavement Management	Imp. Other Than Buildings	440-49008-530	20 yr useful life	2021			$ 265,440.00			
	2022 Pavement Management	Engineering Fees	440-49008-303		2022				$ 49,730.00		
	2022 Pavement Management	Legal Notices Publishing	440-49008-351		2022				$ 330.00		
	2022 Pavement Management	Imp. Other Than Buildings	440-49008-530	20 yr useful life	2022				$ 273,400.00		
	2023 Pavement Management	Engineering Fees	440-49008-303		2023					$ 51,220.00	
	2023 Pavement Management	Legal Notices Publishing	440-49008-351		2023					$ 340.00	
	2023 Pavement Management	Imp. Other Than Buildings	440-49008-530	20 yr useful life	2023					$ 281,600.00	
	2024 Pavement Management	Engineering Fees	440-49008-303		2024						$ 52,760.00
	2024 Pavement Management	Legal Notices Publishing	440-49008-351		2024						$ 350.00
	2024 Pavement Management	Imp. Other Than Buildings	440-49008-530	20 yr useful life	2024						$ 290,050.00
Department	Revenue	Account Title	Account Number								
	Pavement Management Revenue	Gas Franchise Fee	225-33622				$ 139,237.00	$ 143,414.00	$ 147,716.00	$ 152,147.00	$ 156,711.00
	Pavement Management Revenue	Electric Franchise Fee	225-33623				$ 169,285.00	$ 174,364.00	$ 179,595.00	$ 184,983.00	$ 190,532.00
Anticipated Reserve Funds on	Budgeted Expenditures					Budgeted Expenditures	$ 304,890.00	$ 314,040.00	$ 323,460.00	$ 333,160.00	$ 343,160.00
	Budgeted Revenues					Budgeted Revenues	$ 308,522.00	$ 317,778.00	$ 327,311.00	$ 337,130.00	$ 347,243.00
1/1/2019	1 Year (Over) / Under Budget					1 Year (Over) / Under Budget	$ 3,632.00	$ 3,738.00	$ 3,851.00	$ 3,970.00	$ 4,083.00
$ 297,528.00	Running Fund (Deficit) / Surplus					Running Fund (Deficit) / Surplus	$ 304,796.00	$ 308,534.00	$ 312,385.00	$ 316,355.00	$ 320,438.00

City of Isanti
Capital Maintenance/Replacement Fund
Fund 601
Assumed Inflation 3%
- Costs double every 24 years

Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2018 Dollars	2020	2021	2022	2023	2024
Water	Computing/Technology Devices	Capital Outlay	601-49400-500	5 yr		Ongoing		$ 2,690	$ 3,140	$ 830	$ 1,420	$ 4,140
	Well House No. 1 Well Pump No. 1	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 50,000.00					
	Well House No. 1 Flow Meter	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 5,000.00					
	Well House No. 1 Dehumidifier	Capital Outlay	601-49400-500	20 yr	2037	2017	$ 1,500.00					
	Well House No. 1 Air Conditioner	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 1,500.00				$ 1,740	
	Well House No. 1 Unit Heater	Capital Outlay	601-49400-500	10 yr	2023	2008	$ 1,000.00				$ 1,160	
	Well House No. 2 Well Pump No. 2	Capital Outlay	601-49400-500	30 yr	2021	1991	$ 100,000.00		$ 109,270			
	Well House No. 2 Flow Meter	Capital Outlay	601-49400-500	20 yr	2028	1991	$ 7,500.00					
	Well House No. 2 Unit Heater	Capital Outlay	601-49400-500	20 yr	2023	1991	$ 1,000.00				$ 1,160	
	Well House No. 2 Dehumidifier	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00					
	Well House No. 3 Well Pump No. 3	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 100,000.00					
	Well House No. 3 Flow Meter	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 7,500.00					
	Well House No. 3 Dehumidifier	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00					
	Well House No. 3 Unit Heater	Capital Outlay	601-49400-500	20 yr	2023	2008	$ 1,000.00				$ 1,160	
	Well House No. 3 Air Conditioning	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 1,500.00				$ 1,740	
	Well House No. 3 VFD	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 12,000.00				$ 13,910	
	Well House No. 3 Exhaust Fan	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00					
	Well House No. 3 - Chlorine Room Exhaust Fan	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00					
	Well House No. 3 - Chlorine Room Unit Heater	Capital Outlay	601-49400-500	20 yr	2023	2008	$ 1,000.00				$ 1,160	
	Well House No. 3 - Chlorine Room Exhaust Fan	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00					
	Well House No. 3 - Chemical Room Fluoride Tank	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 1,500.00					
	Well House No. 3 - Chemical Room Orthophosphate Tank	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 2,000.00					
	Well House No. 3 - Chemical Room Unit Heater	Capital Outlay	601-49400-500	20 yr	2023	2008	$ 1,000.00				$ 1,160	
	Well House No. 3 - Chemical Room Exhaust Fan	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00					
	Tank Room Influent Flow Meter - PIN-FMM	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 7,500.00				$ 8,690	
	Tank Room Backwash Reclaim Flow Meter - PWR-FMM	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 3,500.00				$ 4,060	
	Tank Room Backwash Supply Flow Meter - BWD - FMM	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 5,000.00				$ 5,800	
	Tank Room Filter Tank A	Capital Outlay	601-49400-500	35 yr	2043	2008	$ 900,000.00					
	Tank Room Filter Tank B	Capital Outlay	601-49400-500	35 yr	2043	2008	$ 900,000.00					
	Tank Room Filter Tank C	Capital Outlay	601-49400-500	35 yr	2043	2008	$ 900,000.00					
	Tank Room Filter Tank D	Capital Outlay	601-49400-500	35 yr	2043	2008	$ 900,000.00					
	Mechanical Room Unit Heater No. 4	Capital Outlay	601-49400-500	10 yr	2023	2008	$ 1,000.00				$ 1,160	
	Tank RoomRadiant Heater No. 1	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 6,000.00				$ 6,960	
	Tank RoomRadiant Heater No. 2	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 6,000.00				$ 6,960	
	Tank RoomRadiant Heater No. 3	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 6,000.00				$ 6,960	
	Tank Room Radiant Heater No. 4	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 6,000.00				$ 6,960	
	Tank Room Dehumidifier No. 1	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,000.00					
	Tank Room Dehumidifier No. 2	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,000.00					
	Tank Room Dehumidifier No. 3	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,000.00					
	Tank Room Dehumidifier No. 4	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,000.00					
	Tank Room Dehumidifier No. 5	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,000.00					
	Tank Room Dehumidifier No. 6	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 3,000.00					

City of Isanti
Capital Maintenance/Replacement Fund
Fund 601
Assumed Inflation 3%
- Costs double every 24 years

Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2018 Dollars	2020	2021	2022	2023	2024
	Tank Room Filter Influent Valves - 3 per tank	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 4,500.00					
	Tank Room Filter Air Release Valves - 1 per tank	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00					
	Tank Room Filter Effluent Valves - 1 per tank	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 4,500.00					
	Tank Room Backwash Supply Valves - 1 per tank	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 4,500.00					
	Backwash Recycle Pump	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 7,500.00				$ 8,690	
	Tank Room Backwash Drain Valves - 3 per tank	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 4,500.00					
	Tank Room Air Wash Valves - 3 per tank	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00					
	Tank Room Plant Bypass Valves	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,000.00					
	Tank Room High Pressure Relief Valves	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 4,000.00					
	Water Plant Backwash Recycle Basin	Capital Outlay	601-49400-500	50 yr	2058	2008	$ 300,000.00					
	Tank Room Positive Displacement Backwash Blower	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 25,000.00					
	Chlorine Generation Room Mixer System	Capital Outlay	601-49400-500	10 yr	2028	2018	$ 85,000.00					
	Chlorine Generation Room Hypochlorite Tank No. 1	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,000.00					
	Chlorine Generation Room Hypochlorite Tank No. 2	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,000.00					
	Chlorine Generation Room Brine Booster Pump No. 1	Capital Outlay	601-49400-500	15yr	2023	2008	$ 2,500.00				$ 2,900	
	Chlorine Generation Room Brine Booster Pump No. 2	Capital Outlay	601-49400-500	15yr	2023	2008	$ 2,500.00				$ 2,900	
	Chlorine Generation Room Water Softeners	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 2,000.00				$ 2,320	
	Chlorine Generation Room Chlorine Analyzer	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 4,000.00				$ 4,640	
	Chlorine Generation Room Hypochlorite Dilution Rotometer No. 1	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,000.00					
	Chlorine Generation Room Hypochlorite Water Dilution Rotometer No. 2	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 1,000.00				$ 1,160	
	Chlorine Generation Room Hypochlorite Feed Pump No. 1	Capital Outlay	601-49400-500	15yr	2023	2008	$ 4,000.00				$ 4,640	
	Chlorine Generation Room Hypochlorite Feed Pump No. 2	Capital Outlay	601-49400-500	15yr	2023	2008	$ 4,000.00				$ 4,640	
	Chlorine Generation Room Unit Heater No. 2	Capital Outlay	601-49400-500	20 yr	2023	2008	$ 1,000.00				$ 1,160	
	Chlorine Generation Room Exhaust Fan No. 2	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00					
	Salt Brine Tanks (Qty 2)	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 50,000.00					
	Chlorine Generation Room - Tank Room Cl2 PVC Piping	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 4,000.00				$ 4,640	
	Chemical Feed Room Permanganate Pump No. 1	Capital Outlay	601-49400-500	15yr	2023	2008	$ 6,000.00				$ 6,960	
	Chemical Feed Room Permanganate Tank	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,000.00					
	Chemical Feed Room Permanganate Tank Mixer No. 1	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 1,500.00				$ 1,740	
	Chemical Feed Room Permanganate Scale No. 1	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,000.00					
	Chemical Feed Room Permanganate Scale No. 2	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,000.00					
	Chemical Feed Room Orthophosphate Tank	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00					
	Chemical Feed Room Orthophosphate Pump No. 1	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,000.00					
	Chemical Feed Room Orthophosphate Scale	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,000.00					
	Chemical Feed Room Fluoride Tank	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 2,000.00					
	Chemical Feed Room Fluoride Pump No. 1	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,000.00					
	Chemical Feed Room Fluoride Pump No. 2	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,000.00					
	Chemical Feed Room Fluoride Scale	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 6,000.00					
	Chemical Feed Room Unit Heater No. 3	Capital Outlay	601-49400-500	20 yr	2023	2008	$ 1,000.00				$ 1,160	
	Chemical Feed Room Exhaust Fan No. 3	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,500.00					
	Reclaim Area Sludge Pump	Capital Outlay	601-49400-500	15yr	2023	2008	$ 4,000.00				$ 4,640	
	Reclaim Area Backwash Recycle Pump	Capital Outlay	601-49400-500	15yr	2023	2008	$ 7,000.00				$ 8,120	

City of Isanti

Capital Maintenance/Replacement Fund

Fund 601

Assumed Inflation 3%

- Costs double every 24 years

Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2018 Dollars	2020	2021	2022	2023	2024
	Reclaim Area Backwash Recycle Pump motor	Capital Outlay	601-49400-500	15yr	2023	2008	$ 4,000.00				$ 4,640	
	Mechanical Room Air Compressors	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 5,000.00				$ 5,800	
	Tank Room Unit Heater No. 1	Capital Outlay	601-49400-500	20 yr	2023	2008	$ 2,000.00				$ 2,320	
	Mechanical Room Exhaust Fan EF-1	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 2,500.00					
	Mechanical Room Water Heater	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 1,500.00				$ 1,740	
	Backwash Drain Exhaust Fan EF-4	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,000.00					
	Brine Area Brine Tank No. 1	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 25,000.00					
	Brine Area Brine Tank No. 2	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 25,000.00					
	Water Treatment Plant Cummins Diesel Generator	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 150,000.00					
	WTP Vestibule Cabinet Heater No. 1	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 500.00				$ 580	
	Water Tower Recirculation Pump No. 1	Capital Outlay	601-49400-500	15yr	2023	2008	$ 2,500.00				$ 2,900	
	New Water Tower	Buildings and Structures	601-49400-500	50 yr	2053	2003	$ 1,500,000.00					
	Water Tower Coating	Capital Outlay	601-49400-500	20 yr	2023	2003	$ 700,000.00				$ 811,490	
	Air dryer for compressor	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 500.00				$ 580	
	Heater for office	Capital Outlay	601-49400-500	15 yr	2023	2008	$ 500.00				$ 580	
	ORS Probe	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 2,000.00					
	Backup Cl2 System	Capital Outlay	601-49400-500	40 yr	2048	2008	$ 40,000.00					
	Filter valves (general - Qty 46)	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 161,000.00					
	Filter valves (general - Qty 46)	Capital Outlay	601-49400-500	30 yr	2038	2008	$ 161,000.00					
	CL17 Free Cl2 Analyzer	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 4,000.00					
	CL17 Free Cl2 Analyzer	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 4,000.00					
	Printer	Capital Outlay	601-49400-500	10 yr	2027	2017	$ 250.00					
	Eyewash Station (Qty 3)	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,000.00					
	Eyewash Station (Qty 3)	Capital Outlay	601-49400-500	20 yr	2028	2008	$ 1,000.00					
	Rebuild Filter 1 Underdrain	Capital Outlay	601-49400-500	10 yr	2021	0	$ 300,000.00		$ 327,820			
	Rebuild Filter 2 Underdrain	Capital Outlay	601-49400-500	10 yr	2022	0	$ 300,000.00			$ 337,650		
	Rebuild Filter 3 Underdrain	Capital Outlay	601-49400-500	10 yr	2023	0	$ 300,000.00				$ 347,780	
	Rebuild Filter 4 Underdrain	Capital Outlay	601-49400-500	10 yr	2024	0	$ 300,000.00					$ 358,220
	Chlorine Generation Room Miox System Cell	Capital Outlay	601-49400-500	7 yr	2025	2018	$ 55,000.00					
	Cameras - Water Tower	Capital Outlay	601-49400-500	10 yr	2020	N/A	$ 2,500.00	$ 2,580				
	Transfer Out for Engineered Projects	Operating Transfers	601-49400-720	N/A		Ongoing						
	Contribution to General Fund (920) Capital Purchases	Operating Transfers	601-49400-720	N/A		Ongoing		$ -	$ -	$ 58,278	$ 38,970	$ 73,034
	Contribution to Sewer Fund (602) Capital Purchases	Operating Transfers	601-49400-720	N/A		Ongoing		$ -	$ -	$ -	$ -	$ -

Department	Revenue	Account Title	Account Number									
		State Grants and Aids	601-33400									
		Debt Proceeds	601-36203									
		Water Sales	601-37100					60,470.00	62,280.00	64,150.00	66,070.00	68,050.00
		Water Access Charge	601-37151					134,580.00	138,620.00	142,780.00	147,060.00	151,470.00

Anticipated Reserve Funds on												
	Budgeted Expenditures						Budgeted Expenditures	$ 5,270.00	$ 440,230.00	$ 396,758.41	$ 1,351,000.07	$ 435,394.27
	Budgeted Revenues						Budgeted Revenues	$ 195,050.00	$ 200,900.00	$ 206,930.00	$ 213,130.00	$ 219,520.00
1/1/2019	1 Year (Over) / Under Budget						1 Year (Over) / Under Budget	$ 202,676.52	$ (239,330.00)	$ (111,925.25)	$ (1,137,870.07)	$ (215,874.27)
$ 1,222,233.63	Running Fund (Deficit) / Surplus						Running Fund (Deficit) / Surplus	$ 1,610,710.15	$ 1,371,380.15	$ 1,259,454.90	$ 121,584.83	$ (94,289.45)

City of Isanti
Capital Maintenance/Replacement Fund
Fund 602
Assumed Inflation 3%
- Costs double every 24 years

Department	Expense	Allocation	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2019 Dollars	2020	2021	2022	2023	2024
Sewer	Computing/Technology Devices		Capital Outlay	602-49450-500	5 yr		Ongoing		$ 830.00	$ 3,140.00	$ 830.00	$ 1,420.00	$ 2,050.00
	Pretreatment Fine Screen 1 - Enviro-Care		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 100,000.00					
	Pretreatment Fine Screen 2 - Enviro-Care		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 100,000.00					
	Pretreatment Parshall Flume		Capital Outlay	602-49450-500	60 yr	2077	2017	$ 20,000.00					
	Pretreatment Grit Classifier		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 40,000.00					
	Pretreatment Grit Separator / Chamber?		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 35,000.00					
	Pretreatment Grit Pump		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 25,000.00					
	Pretreatment Exhaust Fan		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 2,500.00					
	Pretreatment Forcemain from Pretreatment to Pond Structure		Capital Outlay	602-49450-500	60 yr	2077	2017	$ 115,000.00					
	Pretreatment Forcemain from Lift Station to WWTF		Capital Outlay	602-49450-500	40 yr	2036	1996	$ 1,200,000.00					
	Pretreatment Automatic Sampler		Capital Outlay	602-49450-500	30 yr	2047	2017	$ 15,000.00					
	Pretreatment LEL & H2S Monitor		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 2,500.00					
	Pretreatment Unit Heater (Qty 6)		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 2,000.00					
	Pretreatment Gas Fired Heater		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 1,800.00					
	Pretreatment Centrifugal Fans		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 1,000.00					
	Pretreatment Split AC Unit		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 2,000.00					
	Pretreatment Exhaust Fan		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 1,000.00					
	Pretreatment Make AP Unit		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 15,000.00					
	Pretreatment Electrical Panel Room Heater		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 1,000.00					
	Pretreatment Sump Pump		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 2,500.00					
	Pretreatment Flow Meters (Qty 2)		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 1,500.00					
	Pretreatment Flow Transducers (Qty 2)		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 1,500.00					
	Aerated Ponds Wastewater Splitter Structure		Capital Outlay	602-49450-500	60 yr	2077	2017	$ 60,000.00					
	Aerated Ponds Aerated Pond No. 1		Imp. Other Than Buildings	602-49450-530	60 yr	2056	1996	$ 1,200,000.00					
	Aerated Ponds Aerated Pond No. 2		Imp. Other Than Buildings	602-49450-530	60 yr	2056	1996	$ 1,200,000.00					
	Aerated Ponds Aerated Pond No. 3		Imp. Other Than Buildings	602-49450-530	60 yr	2056	1996	$ 1,200,000.00					
	Aerated Ponds Aerated Pond No. 4		Imp. Other Than Buildings	602-49450-530	60 yr	2056	1996	$ 1,200,000.00					
	Aerated Ponds Aerated Pond No. 5		Imp. Other Than Buildings	602-49450-530	60 yr	2056	1996	$ 1,200,000.00					
	Aerated Ponds Aerated Pond No. 6		Imp. Other Than Buildings	602-49450-530	60 yr	2056	1996	$ 1,200,000.00					
	Aerated Ponds Air Piping in the Aerated Ponds		Capital Outlay	602-49450-500	15 yr	2036	2021	$ 20,000.00					
	Aerated Ponds Control Structures		Buildings and Structures	602-49450-520	40 yr	2036	1996	$ 20,000.00					
	Treatment Building Clarifier Splitter Box		Capital Outlay	602-49450-500	20 yr	2030	1996	$ 25,000.00					
	Treatment Building Solids Contact Clarifier No. 1		Capital Outlay	602-49450-500	40 yr	2036	1996	$ 300,000.00					
	Treatment Building Solids Contact Clarifier No. 2		Capital Outlay	602-49450-500	40 yr	2036	1996	$ 300,000.00					
	Treatment Building Solids Contact Clarifier No. 1 Mixer		Capital Outlay	602-49450-500	20 yr	2030	1996	$ 50,000.00					
	Treatment Building Solids Contact Clarifier No. 2 Mixer		Capital Outlay	602-49450-500	20 yr	2030	1996	$ 50,000.00					
	Treatment Building Solids Contact Clarifier No. 1 Scraper		Capital Outlay	602-49450-500	20 yr	2030	1996	$ 125,000.00					
	Treatment Building Solids Contact Clarifier No. 2 Scraper		Capital Outlay	602-49450-500	20 yr	2030	1996	$ 125,000.00					
	Treatment Building Solids Contact Clarifier No. 1 Aluminum Dome		Capital Outlay	602-49450-500	40 yr	2036	1996	$ 125,000.00					
	Treatment Building Solids Contact Clarifier No. 2 Aluminum Dome		Capital Outlay	602-49450-500	40 yr	2036	1996	$ 125,000.00					
	Treatment Building Unit Heater		Capital Outlay	602-49450-500	15 yr	2020	1996	$ 1,000.00	1,000.00				
	Treatment Building Clarifier Sludge Piping and Valves		Capital Outlay	602-49450-500	20 yr	2030	1996	$ 35,000.00					
	Treatment Building Clarifier Effluent Piping and Valves		Capital Outlay	602-49450-500	20 yr	2030	1996	$ 40,000.00					
	Treatment Building Backwash Piping and Valves		Capital Outlay	602-49450-500	20 yr	2030	1996	$ 100,000.00					
	Treatment Building Filter Air Piping		Capital Outlay	602-49450-500	20 yr	2020	1996	$ 20,000.00	20,600.00				
	Treatment Building Filter Effluent Piping		Capital Outlay	602-49450-500	30 yr	2030	1996	$ 30,000.00					
	Treatment Building Filter Underdrain No. 1		Capital Outlay	602-49450-500	20 yr	2020		$ 40,000.00	41,200.00				

City of Isanti
Capital Maintenance/Replacement Fund
Fund 602
Assumed Inflation 3%
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Department	Expense	Allocation	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2019 Dollars	2020	2021	2022	2023	2024
	Treatment Building Filter Underdrain No. 2		Capital Outlay	602-49450-500	40 yr	2020		$ 400,000.00	416,000.00				
	Treatment Building Filter No. 1		Capital Outlay	602-49450-500	10 yr	2030	2017	$ 500,000.00					
	Treatment Building Filter No. 2		Capital Outlay	602-49450-500	10 yr	2030	2017	$ 500,000.00					
	Treatment Building Filter Room Unit Heater No. 1		Capital Outlay	602-49450-500	15 yr	2020	2009	$ 1,000.00	1,000.00				
	Treatment Building Filter Room Unit Heater No. 2		Capital Outlay	602-49450-500	15 yr	2020	2009	$ 1,000.00	1,000.00				
	Treatment Building Backwash Supply Pump No. 1		Capital Outlay	602-49450-500	10 yr	2020	1996	$ 15,000.00	15,500.00				
	Treatment Building Backwash Supply Pump No. 2		Capital Outlay	602-49450-500	10 yr	2028	2018	$ 15,000.00					
	Treatment Building Backwash Waste Pump No. 1		Capital Outlay	602-49450-500	10 yr	2026	2016	$ 20,000.00					
	Treatment Building Backwash Waste Pump No. 2		Capital Outlay	602-49450-500	10 yr	2026	2016	$ 20,000.00					
	Treatment Building Sludge Return Pump No. 1		Capital Outlay	602-49450-500	10 yr	2028	2018	$ 15,000.00					
	Treatment Building Sludge Return Pump No. 2		Capital Outlay	602-49450-500	10 yr	2028	2018	$ 15,000.00					
	Clearwell Tank Backwash Overflow		Capital Outlay	602-49450-500	40 yr	2036	1996	$ 80,000.00					
	Clearwell Tank Clearwell		Capital Outlay	602-49450-500	40 yr	2036	1996	$ 500,000.00					
	Treatment Building Dehumidifier		Capital Outlay	602-49450-500	15 yr	2020	2008	$ 2,500.00	2,600.00				
	Treatment Building Sampler Room Sampler - Influent		Capital Outlay	602-49450-500	20 yr	2038	2018	$ 2,500.00					
	Treatment Building Sampler Room Electric Wall Heater		Capital Outlay	602-49450-500	15 yr	2020	1996	$ 2,000.00	2,100.00				
	Treatment Building Sampler Room Water Heater		Capital Outlay	602-49450-500	15 yr	2020	1996	$ 2,000.00	2,100.00				
	Treatment Building Office Unit Heater No. 1		Capital Outlay	602-49450-500	15 yr	2020	1996	$ 2,500.00	2,600.00				
	Treatment Building Office Unit Heater No. 2		Capital Outlay	602-49450-500	15 yr	2020	1996	$ 2,500.00	2,600.00				
	Treatment Building Office MCC Equipment		Capital Outlay	602-49450-500	20 yr	2030	1996	$ 500,000.00					
	Lighting Transformer		Capital Outlay	602-49450-500	20 yr	2030	1996	$ 5,000.00					
	Treatment Building Garage Air Compressor		Capital Outlay	602-49450-500	10 yr	2026	1996	$ 5,000.00					
	Treatment Building Garage Generator		Capital Outlay	602-49450-500	30 yr	2056	2026	$ 80,000.00					
	SCADA		Capital Outlay	602-49450-500	10 yr	2029	2019	$ 55,000.00					
	Disinfection Building Trojan UV System		Capital Outlay	602-49450-500	30 yr	2026	1996	$ 125,000.00					
	Disinfection Building Unit Heater		Capital Outlay	602-49450-500	15 yr	2020	1996	$ 1,500.00	1,500.00				
	Disinfection Building Effluent Flow Meter		Capital Outlay	602-49450-500	10 yr	2020	1996	$ 5,000.00	5,200.00				
	Blower Building Blower No. 1 - Air Wash Blower		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 20,000.00					
	Blower Building Blower No. 2		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 35,000.00					
	Blower Building Blower No. 3		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 35,000.00					
	Blower Building Blower No. 4		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 35,000.00					
	Blower Building Blower Valves		Capital Outlay	602-49450-500	50 yr	2067	2017	$ 10,000.00					
	Blower Building Unit Heater		Capital Outlay	602-49450-500	15 yr	2035	1996	$ 15,000.00	15,500.00				
	Blower Building Blower Piping to Ponds		Capital Outlay	602-49450-500	40 yr	2036	1996	$ 150,000.00					
	Chemical Feed Room Ferric Chloride Tank		Capital Outlay	602-49450-500	30 yr	2026	1996	$ 11,000.00					
	Chemical Feed Room Alum Tank		Capital Outlay	602-49450-500	30 yr	2026	1996	$ 11,000.00					
	Chem Lvl Feed Room Unit Heater		Capital Outlay	602-49450-500	15 yr	2020	1996	$ 5,000.00	5,200.00				
	Effluent Manhole Effluent Sampler Pump No. 1		Capital Outlay	602-49450-500	40 yr	2036	1996	$ 10,000.00					
	Main Lift Station Pump No. 1		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 25,000.00					
	Main Lift Station Pump No. 2		Capital Outlay	602-49450-500	20 yr	2037	2017	$ 25,000.00					
	Main Lift Station Genset		Capital Outlay	602-49450-500	30 yr	2026	1996	$ 75,000.00					
	Force Main/ 8th Ave Air Release Valves (Qty 4)		Capital Outlay	602-49450-500	15 yr	2028	2013	$ 12,000.00					
	Force Main/ 8th Ave Air Release Valves (Qty 6)		Capital Outlay	602-49450-500	20 yr	2033	2013	$ 18,000.00					
	Force Main/ Main Lift Air Release Valves (Qty 3)		Capital Outlay	602-49450-500	20 yr	2035	2015	$ 9,000.00					
	Rum River LS Pump 1		Capital Outlay	602-49450-500	25 yr	2031	2006	$ 12,000.00					
	Rum River LS Pump 2		Capital Outlay	602-49450-500	25 yr	2031	2006	$ 12,000.00					
	Aydian LS Pump 1		Capital Outlay	602-49450-500	25 yr	2024	1999	$ 4,000.00					4,800.00

City of Isanti

Capital Maintenance/Replacement Fund

Fund 602

Assumed Inflation 3%

- Costs double every 24 years

Department	Expense	Allocation	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2019 Dollars	2020	2021	2022	2023	2024
	Arabian LS Pump 2		Capital Outlay	602-49450-500	25 yr	2024	1999	$ 4,000.00					4,600.00
	East Dual LS Pump 2		Capital Outlay	602-49450-500	25 yr	2027	2002	$ 12,000.00					
	East Dual LS Pump 1		Capital Outlay	602-49450-500	25 yr	2040	2015	$ 5,000.00					
	BMX LS Pump 2		Capital Outlay	602-49450-500	25 yr	2040	2015	$ 5,000.00					
	Carlson LS Pump 1		Capital Outlay	602-49450-500	25 yr	2032	2007	$ 5,000.00					
	Carlson LS Pump 2		Capital Outlay	602-49450-500	25 yr	2032	2007	$ 5,000.00					
	Unity LS Pump 1		Capital Outlay	602-49450-500	25 yr	2041	2016	$ 5,000.00					
	Unity LS Pump 2		Capital Outlay	602-49450-500	25 yr	2041	2016	$ 5,000.00					
	Deer Haven LS Pump 1		Capital Outlay	602-49450-500	25 yr	2028	2003	$ 4,000.00					
	Deer Haven LS Pump 2		Capital Outlay	602-49450-500	25 yr	2028	2005	$ 4,000.00					
	8th Ave LS Pump 1		Capital Outlay	602-49450-500	25 yr	2032	2007	$ 15,000.00					
	8th Ave LS Pump 2		Capital Outlay	602-49450-500	25 yr	2032	2007	$ 15,000.00					
	Subway LS Pump 1		Capital Outlay	602-49450-500	25 yr	2036	2011	$ 5,000.00					
	Subway LS Pump 2		Capital Outlay	602-49450-500	25 yr	2036	2011	$ 5,000.00					
	Rum River LS Genset		Capital Outlay	602-49450-500	30 yr	2020	N/A	$ 24,000.00	24,700.00				
	Arabian LS Genset		Capital Outlay	602-49450-500	30 yr	2020	N/A	$ 24,000.00	24,700.00				
	East Dual LS Genset		Capital Outlay	602-49450-500	30 yr	2020	N/A	$ 24,000.00	24,700.00				
	8th Ave LS Genset		Capital Outlay	602-49450-500	30 yr	2020	N/A	$ 33,000.00	34,000.00				
	BMX LS Genset		Capital Outlay	602-49450-500	30 yr	2020	N/A	$ 24,000.00	24,700.00				
	Subway LS Genset		Capital Outlay	602-49450-500	30 yr	2020	N/A	$ 32,000.00	33,000.00				
	Unity LS Genset		Capital Outlay	602-49450-500	30 yr	2020	N/A	$ 24,000.00	24,700.00				
	Deer Haven LS Genset		Capital Outlay	602-49450-500	30 yr	2020	N/A	$ 24,000.00	24,700.00				
	Ponds Sludge Removal		Capital Outlay	602-49450-500		2026	N/A	$ 1,500,000.00	50,000.00				
	Mobile Kenworth Vactor Truck	W / S / Stm	Capital Outlay	602-49450-500	15 yr	2030	2015	$ 410,000.00					
			Capital Outlay	602-49450-500	yr	0	2016	$ -					
			Capital Outlay	602-49450-500	yr	0	2017	$ -					
			Capital Outlay	602-49450-500	yr	0	2018	$ -					
			Capital Outlay	602-49450-500	yr	0	2019	$ -					
	Transfer Out for Engineered Projects		Operating Transfers	602-49450-720	N/A		Ongoing						
	Contribution to General Fund (P2R) Capital Purchases		Operating Transfers	602-49450-720	N/A		Ongoing				$ 58,078	$ 37,142	$ 71,034
Department	Revenue		Account Title	Account Number									
			State Grants and Aids	602-33400									
			Debt Proceeds	602-39811									
			Sewer Sales	602-37200					238,700.00	245,860.00	253,240.00	260,840.00	268,670.00
			Sewer Access Charge	602-37201					168,950.00	174,020.00	179,240.00	184,620.00	190,160.00
			Transfer from Water Fund	602-39203									
			Transfer from Stormwater Fund	602-39205									
Reserve Funds on	Budgeted Expenditures							Budgeted Expenditures	$ 424,650	$ 3,140	$ 59,108	$ 38,562	$ 84,284
1/1/2019	Budgeted Revenues							Budgeted Revenues	$ 407,650	$ 419,880	$ 432,480	$ 445,460	$ 458,830
	1 Year (Over) / Under Budget							1 Year (Over) / Under Budget	$ (17,000)	$ 416,740	$ 373,372	$ 406,898	$ 374,546
$ 2,037,322	Running Fund (Deficit) / Surplus							Running Fund (Deficit) / Surplus	$ 2,386,652	$ 2,803,392	$ 3,176,764	$ 3,583,662	$ 3,958,208

City of Isanti
Capital Maintenance/Replacement Fund
Fund 603
Assumed Inflation 3%
Costs double every 24 years

Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase, Maintenance or Replacement Cost in 2018 Dollars	2020	2021	2022	2023	2024
Stormwater	Computing/Technology Devices	Capital Outlay	603-49500-500	5 yr useful life		Ongoing		$ 2,690	$ 3,140	$ 830	$ 1,420	$ 2,050
	2015 Bobcat 72" Brush Cutter	Capital Outlay	603-49500-500	15 yr useful life	2030	2015	$ 7,000					
	2015 Bobcat CID Swing Brush Cutter	Capital Outlay	603-49500-500	15 yr useful life	2030	2015	$ 7,000					
	2012 Elgin Pelican Sweeper	Capital Outlay	603-49500-500	15 yr useful life	2027	2012	$ 135,000					
	1990 Vicon Brush Cutter	Capital Outlay	603-49500-500	20 yr useful life	2022	1990	$ 10,000			$ 10,927		
	2005 JD MX6 Brush Cutter	Capital Outlay	603-49500-500	15 yr useful life	2022	2005	$ 10,000			$ 10,927		
		Engineering Fees	603-49500-303		2018							
		Legal Notices Publishing	603-49500-351		2018							
		Imp. Other Than Buildings	603-49500-530	30 yr useful life	2018							
		Engineering Fees	603-49500-303		2019			$ 19,530				
		Legal Notices Publishing	603-49500-351		2019			$ 130				
		Imp. Other Than Buildings	603-49500-530	30 yr useful life	2019			$ 112,800				
		Engineering Fees	603-49500-303		2020				$ 23,260			
		Legal Notices Publishing	603-49500-351		2020				$ 150			
		Imp. Other Than Buildings	603-49500-530	30 yr useful life	2020				$ 131,630			
		Engineering Fees	603-49500-303		2021					$ -		
		Legal Notices Publishing	603-49500-351		2021					$ -		
		Imp. Other Than Buildings	603-49500-530	30 yr useful life	2021					$ 22,190		
		Engineering Fees	603-49500-303		2022						$ -	
		Legal Notices Publishing	603-49500-351		2022						$ -	
		Imp. Other Than Buildings	603-49500-530	30 yr useful life	2022						$ 22,790	
		Engineering Fees	603-49500-303		2023							$ -
		Legal Notices Publishing	603-49500-351		2023							$ -
	Transfer Out for Engineered Projects											
	Contribution to General Fund (920) Capital Purchases							$ -	$ -	$ -	$ 1,829	$ 15,071
	Contribution to Sewer Fund (602) Capital Purchases							$ -	$ -	$ -	$ -	$ -
Department	Revenue	Account Title	Account Number									
		State Grants & Aids	603-33400									
		Special Assessments	603-36200									
		Interest Earnings	603-36210									
		Stormwater Sales	603-37300					$ 75,190	$ 77,450	$ 79,770	$ 82,160	$ 84,620
		Transfer from General Fund	603-39201									
		Transfer from Other Fund	603-39203									
		Bond Proceeds	603-39310									
	Budgeted Expenditures						Budgeted Expenditures	$ 135,550.00	$ 158,180.00	$ 44,814.54	$ 26,038.95	$ 40,590.56
	Budgeted Revenues						Budgeted Revenues	$ 75,190.00	$ 77,450.00	$ 79,770.00	$ 82,160.00	$ 84,620.00
	1 Year (Over) / Under Budget						1 Year (Over) / Under Budget	$ (60,360.00)	$ (80,730.00)	$ 34,955.46	$ 56,121.05	$ 44,029.44
	Running Fund (Deficit) / Surplus						Running Fund (Deficit) / Surplus	$ (62,438.56)	$ (143,168.56)	$ (108,213.10)	$ (52,092.05)	$ (8,062.61)

City of Isanti												
Capital Maintenance/Replacement Fund												
Fund 609												
Assumed Inflation	3%											
- Costs double every 24 years												
Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2018 Dollars	2020	2021	2022	2023	2024
Liquor	ADA Compliant Restroom	Capital Outlay (GENERAL)	609-49750-500	30 yr								
	ADA Compliant Counter	Capital Outlay (GENERAL)	609-49750-500	20 yr			$ 2,500.00	2,800.00				
	Fire Suppresion System	Capital Outlay (GENERAL)	609-49750-500	40 yr			$ 29,500.00					
	Freezer Case Replacement	Capital Outlay (GENERAL)	609-49750-500	20 yr			$ 1,750.00					
	Security Camera Upgrade	Capital Outlay (GENERAL)	609-49750-500	10 yr		2019	$ 3,000.00					
	Replace North Cooler	Capital Outlay (GENERAL)	609-49750-500	20 yr			$ 3,500.00					
	Entry Way Remodel	-										
	Back Delivery Door	-										
	Employee Door	-										
	Roof	-										
	Electrical Fixtures	-										
	Windows	-										
	Store Remodel	-										
		-										
		-										
		-										
		-										
		Capital Outlay (GENERAL)	609-49750-500									
		Replacement Fund	609-49750-501									
		Buildings and Structures	609-49750-520									
		Operating Transfers	609-49750-720									
		Reserve for Replacement	609-56731									
Anticipated Reserve Funds on 1-1-2019	Budgeted Expenditures							$ 2,800.00	$ -	$ -	$ -	$ -
	Budgeted Revenues							$ 2,800.00	$ -	$ -	$ -	$ -
	1 Year (Over) / Under Budget							$ -	$ -	$ -	$ -	$ -
$ -	Running Fund (Deficit) / Surplus							#REF!	#REF!	#REF!	#REF!	#REF!

City of Isanti												
Technology Maintenance/Replacement Fund												
Fund 614												
Assumed Inflation	3.00%											
- Costs double every 24 years												
Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2019 Dollars		2020	2021	2022	2023	2024
UNCERTAIN	OS TRANSFERABLE SUBSCRIPTIONS	Capital Outlay	614-49845-500	N/A	2020				10,000.00				
ALL	Misc. Software Programs	Capital Outlay	614-49845-500	N/A	Ongoing	N/A	$ 1,000.00		1,030.00	1,061.00	1,093.00	1,126.00	1,159.00
ALL	Computer Monitors/Displays	Capital Outlay	614-49845-500	N/A	Ongoing	N/A	$ 1,000.00		1,030.00	1,061.00	1,093.00	1,126.00	1,159.00
ALL	Desktop Servers	Capital Outlay	614-49845-500	N/A	Ongoing	N/A	$ 500.00		515.00	530.00	546.00	563.00	580.00
ALL	Document Imaging Software	Capital Outlay	614-49845-500	20 yr useful life	2039	2019	$ 5,000.00						
FINANCE	AP Workflow Management Software	Capital Outlay	614-49845-500	20 yr useful life	2024	N/A	$ 10,000.00						
COMMUNITY DEVELOPMENT	Building Permit Workflow Software	Capital Outlay	614-49845-500	20 yr useful life	2024		$ 10,000.00						11,593.00
ADMIN / HR / CITY CLERK	Packet Management Software	Capital Outlay	614-49845-500	20 yr useful life	2020	N/A	$ 10,000.00		10,300.00				
ADMIN, EDA, WATER, SEWER, STORM	CITY HALL TOWER	Capital Outlay	614-49845-500	5 yr useful life	2019	N/A	[redacted]						2,087.00
ADMIN, WATER, SEWER, STORM	CITY HALL SERVER	Capital Outlay	614-49845-500	5 yr useful life	2019		$ 1,800.00						2,087.00
WATER	WTP - SCADA TOWER	Capital Outlay	614-49845-500	5 yr useful life	2019		$ 1,800.00						2,087.00
PLANNING, CODE ENFORCEMENT	CITY HALL TOWER	Capital Outlay	614-49845-500	5 yr useful life	2019		$ 1,800.00						2,087.00
POLICE	POLICE STATION TOWER	Capital Outlay	614-49845-500	5 yr useful life	2019		$ 1,800.00						2,087.00
WATER, SEWER, STORM	CITY HALL TOWER	Capital Outlay	614-49845-500	5 yr useful life	2019		$ 1,800.00						2,087.00
ADMIN, STREET, WATER, SEWER, STORM	CITY HALL LAPTOP	Capital Outlay	614-49845-500	5 yr useful life	2019		$ 1,800.00						2,087.00
LIQUOR	LIQUOR STORE SERVER	Capital Outlay	614-49845-500	5 yr useful life	2019		$ 1,800.00						2,087.00
STREET, WATER, SEWER, STORM	WTP IPAD	Capital Outlay	614-49845-500	5 yr useful life	2020		$ 1,800.00		1,854.00				
LIQUOR	LIQUOR STORE TOWER	Capital Outlay	614-49845-500	5 yr useful life	2020		$ 1,800.00		1,854.00				
STORMWATER	CITY HALL LAPTOP	Capital Outlay	614-49845-500	5 yr useful life	2020		$ 1,800.00		1,854.00				
POLICE	POLICE STATION TOWER	Capital Outlay	614-49845-500	5 yr useful life	2020		$ 1,800.00		1,854.00				
POLICE	POLICE STATION TOWER	Capital Outlay	614-49845-500	5 yr useful life	2020		$ 1,800.00		1,854.00				
WATER	WTP TOWER	Capital Outlay	614-49845-500	5 yr useful life	2020		$ 1,800.00		1,854.00				
ADMIN, STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG TOWER	Capital Outlay	614-49845-500	5 yr useful life	2020		$ 1,800.00		1,854.00				
LIQUOR	LIQUOR STORE SFF	Capital Outlay	614-49845-500	5 yr useful life	2020		$ 1,800.00		1,854.00				
LIQUOR	LIQUOR STORE SFF	Capital Outlay	614-49845-500	5 yr useful life	2020		$ 1,800.00		1,854.00				
POLICE	POLICE STATION TOWER	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 1,800.00			1,910.00			
POLICE	POLICE STATION TOWER	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 1,800.00			1,910.00			
ADMIN	CITY HALL TOWER	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 1,800.00			1,910.00			
POLICE	POLICE STATION TOWER	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 1,800.00			1,910.00			
POLICE	POLICE STATION TOWER	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 1,800.00			1,910.00			
ADMIN	CITY HALL LAPTOP	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 1,800.00			1,910.00			
ADMIN	CITY HALL TOWER	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 1,800.00			1,910.00			
STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG TOWER	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 1,800.00			1,910.00			
PARKS	CITY HALL LAPTOP	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 1,800.00			1,910.00			

City of Isanti

Technology Maintenance/Replacement Fund

Fund 614

Assumed Inflation	3.00%
- Costs double every 24 years	

Department	Expense	Account Title	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2019 Dollars	2020	2021	2022	2023	2024
ADMIN	CITY HALL LAPTOP	Capital Outlay	614-49845-500	5 yr useful life	2022		$ 1,800.00			1,967.00		
EDA	CITY HALL LAPTOP	Capital Outlay	614-49845-500	5 yr useful life	2022		$ 1,800.00			1,967.00		
POLICE	CHIEF - HOME LAPTOP	Capital Outlay	614-49845-500	5 yr useful life	2022		$ 1,800.00			1,967.00		
POLICE	LT. - HOME LAPTOP	Capital Outlay	614-49845-500	5 yr useful life	2022		$ 1,800.00			1,967.00		
POLICE	POLICE STATION LAPTOP	Capital Outlay	614-49845-500	5 yr useful life	2022		$ 1,800.00			1,967.00		
ADMIN	CITY HALL LAPTOP	Capital Outlay	614-49845-500	5 yr useful life	2022		$ 1,800.00			1,967.00		
ADMIN	CITY HALL SFF	Capital Outlay	614-49845-500	5 yr useful life	2022		$ 1,800.00			1,967.00		
ADMIN, STREET, WATER, SEWER, STORM	CITY HALL SURFACE	Capital Outlay	614-49845-500	5 yr useful life	2022		$ 1,800.00			1,967.00		
PLANNING	CITY HALL TOWER	Capital Outlay	614-49845-500	5 yr useful life	2022		$ 1,800.00			1,967.00		
PLANNING, CODE ENFORCEMENT	CITY HALL SURFACE	Capital Outlay	614-49845-500	5 yr useful life	2023		$ 1,800.00				2,026.00	
BUILDING INSPECTION	CITY HALL SURFACE	Capital Outlay	614-49845-500	5 yr useful life	2023		$ 1,800.00				2,026.00	
STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG IPAD	Capital Outlay	614-49845-500	5 yr useful life	2023		$ 1,800.00				2,026.00	
STREET, WATER, SEWER, STORM	PUBLIC WORKS BLDG IPAD	Capital Outlay	614-49845-500	5 yr useful life	2023		$ 1,800.00				2,026.00	
COUNCIL	CITY HALL IPAD	Capital Outlay	614-49845-500	5 yr useful life	2023		$ 1,800.00				2,026.00	
COUNCIL	CITY HALL IPAD	Capital Outlay	614-49845-500	5 yr useful life	2023		$ 1,800.00				2,026.00	
COUNCIL	CITY HALL IPAD	Capital Outlay	614-49845-500	5 yr useful life	2023		$ 1,800.00				2,026.00	
COUNCIL	CITY HALL IPAD	Capital Outlay	614-49845-500	5 yr useful life	2023		$ 1,800.00				2,026.00	
ADMIN, WATER, SEWER, STORM, LIQUOR	CITY HALL SERVER	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 11,550.00		12,253.00			
ADMIN, WATER, SEWER, STORM, LIQUOR	CITY HALL FIREWALL	Capital Outlay	614-49845-500	5 yr useful life	2022		$ 2,000.00			2,185.00		
ADMIN, WATER, SEWER, STORM, LIQUOR	CITY HALL SWITCHES	Capital Outlay	614-49845-500	5 yr useful life	2021		$ 1,000.00		1,061.00			
ADMIN, WATER, SEWER, STORM, LIQUOR	BACKUP DEVICE	Capital Outlay	614-49845-500	5 yr useful life	2023		$ 1,800.00				2,026.00	
	Revenue	Account Title	Account Number									
	80.00%	Cable Franchise Fee	614-33621					27,532.80	28,360.00	29,210.00	30,090.00	30,990.00
		Interest Earnings	614-36210					100.00	100.00	100.00	100.00	100.00
	(LESS)	Water Fund Allocation	601-49400-500					$ (2,690.00)	$ (3,140.00)	$ (830.00)	$ (1,420.00)	$ (4,140.00)
	(LESS)	Sewer Fund Allocation	602-49450-500					$ (830.00)	$ (3,140.00)	$ (830.00)	$ (1,420.00)	$ (2,050.00)
	(LESS)	Storm Water Fund Allocation	603-49500-500					$ (2,690.00)	$ (3,140.00)	$ (830.00)	$ (1,420.00)	$ (2,050.00)
	(LESS)	Liquor Fund Allocation	609-49750-500					$ (6,560.00)	$ (2,660.00)	$ (440.00)	$ (410.00)	$ (2,090.00)
Anticipated Reserve Funds on							Budgeted Expenditures	$ 27,791.00	$ 21,076.00	$ 19,590.00	$ 18,405.00	$ 30,857.00
1/1/2019							Budgeted Revenues	$ 27,632.80	$ 28,460.00	$ 29,310.00	$ 30,190.00	$ 31,090.00
							2 Year (Over) / Under Budget	$ (158.20)	$ 7,384.00	$ 9,720.00	$ 11,785.00	$ 233.00
$ 7,870.95							Running Fund (Deficit) / Surplus	$ 16,122.75	$ 23,506.75	$ 33,126.75	$ 44,911.75	$ 55,144.75

City of Isanti													
Capital Maintenance/Replacement Fund													
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Council	Council A/V Improvements		920-41110-500	10 yr useful life	2029	2019	$ 61,153						
Council	Councilmember Chairs		920-41110-500	20 yr useful life	2025	2005	$ 1,000						
Elections	Ballot Counters		920-41200-500	7 yr useful life	2020	?	$ 6,500		$ 6,695				
Elections	Voting Equipment		920-41200-500	10 yr useful life	?	?	$ -						
Administration	Replace Doors add Keycard Entry City Hall		920-41500-500	20 yr useful life	2039	2019	$ 8,000						
Administration	Employee Accomodations		920-41500-511						$ 1,600	$ 1,648	$ 1,697	$ 1,748	$ 1,800
Municipal Building	Flooring City Hall		920-41941-500	25 yr useful life	2030	2005	$ 24,000						
Municipal Building	Chairs City Hall		920-41941-500	10 yr useful life	2020	2005	$ 9,900		$ 10,197				
Municipal Building	Variable Height Desks		920-41941-500	15 yr useful life									
Municipal Building	Windows City Hall		920-41941-500	40 yr useful life	2045	2005	$ 30,000						
Municipal Building	Roof City Hall		920-41941-500	40 yr useful life	2045	2005	$ 90,000						
Municipal Building	Repoint Exterior Walls City Hall		920-41941-500	50 yr useful life	2045	2005	$ 60,000						
Municipal Building	Fixtures City Hall		920-41941-500	30 yr useful life	2035	2005	$ 30,000						
Municipal Building	2 Additional WorkSpaces		920-41941-501	30 yr useful life	2021	N/A	$ 14,417			$ 14,821			
Municipal Building	Furnace City Hall		920-41941-500	20 yr useful life	2025	2005	$ 10,000						
Municipal Building	AC Unit City Hall		920-41941-500	20 yr useful life	2025	2005	$ 37,080						
Municipal Building	CH/ICC 100KW Stationary Generator		920-41941-500	20 yr useful life	2020	N/A	$ 36,000		$ 37,080				
Municipal Building	Cameras City Hall		920-41941-500	10 yr useful life	2020	N/A	$ 2,500		$ 2,575				
Police	100KW Stationary Generator		920-42110-500	20 yr useful life	2020	N/A	$ 36,000		$ 37,080				
Police	Squad Vehicle -220 - 2006 Silverado		920-42110-500	5 yr useful life	2024	2019	$ 45,000						$ 52,170
Police	Squad Vehicle - 221 - 2015 Ford Explorer		920-42110-500	5 yr useful life	2020	2015	$ 45,000		$ 46,350				
Police	Squad Vehicle - 222 - 2011 Charger		920-42110-500	5 yr useful life	2024	2019	$ 45,000						$ 52,170
Police	Squad Vehicle - 224 - 2016 Ford Explorer		920-42110-500	5 yr useful life	2021	2016	$ 45,000			$ 47,740			
Police	Squad Vehicle - 223 - 2011 Impala		920-42110-500	10 yr useful life	2023	2013	$ 45,000					$ 50,650	
Police	Squad Vehicle - 225 - 2017 Ford F-150 4x4		920-42110-500	10 yr useful life	2027	2017	$ 30,000						
Police	Exterior Paint - PD Share Only		920-42110-500	20 yr useful life	2033	2013	$ 2,300						
Police	Roof		920-42110-500	40 yr useful life	2036	1996	$ 1						
Police	Sprinkler/ Fire Suppression		920-42110-500										
Police	A/C Units		920-42110-500										
Police	Windows		920-42110-500			2015							
Police	Replace Doors add Keycard Entry		920-42110-501	30 yr useful life	2019	2019	$ 8,000						
Police	Lighting / Electrical Fixtures		920-42110-500	30 yr useful life	2026	1996	$ 15,000						
Police	Flooring Police Station		920-42110-500	20 yr useful life	2026	2006	$ 10,000						
Police	Interior Paint - PD Share Only		920-42110-500	15 yr useful life	2021	2006	$ 5,000			$ 5,150			
Police	Chairs Police Station		920-42110-500	10 yr useful life	2025	2015	$ 6,000						

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Police	Phone System		920-42110-500	15 yr useful life	2021	2006	$ 40,000			$ 48,610			
Police	Car / Body Cameras		920-42110-500	10 yr useful life	2029	2019	$ 3,000						
Police	Car / Body / Building Camera Server		920-42110-500	10 yr useful life	2029	2019	$ 58,400						
Police	Building Cameras		920-42110-500	10 yr useful life	2020	N/A	$ 2,500		$ 2,580				
Police	Standing Desks		920-42110-500	15 yr useful life	2034	2019	$ 7,000						
Police	Portable Radios		920-42110-500	10 yr useful life	2022	2008	$ 60,300				$ 65,890		
Police	Tasers		920-42110-500	5 yr useful life	2020/2021	2015/2015	$ 4,300		$ 4,640	$ 4,770			
Police	Handguns			5 yr useful life	2020	2015	$ 4,750		$ 4,890				
Police	Long Guns		920-42110-500	20 yr useful life	2022	1970	$ 12,150				$ 13,277		
Streets	60KW Stationary Generator		920-43100-500	20 yr useful life	2020	N/A	$ 33,000		$ 33,990				
Streets	2017 GMC Double Cab 1/2 ton	W / S	920-43100-500	15 yr useful life	2032	2017	$ 35,000	50.00%					
Streets	2017 Sierra Single Cab 3/4 ton	Str / P / W / S / Stm	920-43100-500	15 yr useful life	2032	2017	$ 35,000	20.00%					
Streets	2015 Chev 2500 HD	Str / P / W / S / Stm	920-43100-500	15 yr useful life	2030	2015	$ 35,000	20.00%					
Streets	2019 Chev 2500 w/ Plow & De-Icer System	Str / P / W / S / Stm	920-43100-500	15 yr useful life	2034	2019	$ 49,000	20.00%					
Streets	2004 Chev 4500 w/ Dump Box	Str / P / W / S / Stm	920-43100-500	20 yr useful life	2024	2004	$ 69,000	20.00%					$ 75,353
Streets	2007 F-250 (Replace w/ Hoist Truck)	Str / W / S	920-43100-500	15 yr useful life	2022	2007	$ 90,000	33.33%				$ 101,296	
Streets	2011 F-250	Str / P / W / S / Stm	920-43100-500	15 yr useful life	2026	2011	$ 35,000	20.00%					
Streets	2007 Sterling 8500 Plow Truck	Str / P / W / S	920-43100-500	15 yr useful life	2022	2007	$ 200,000	25.00%			$ 218,545		
Streets	2013 International Work Star Plow Truck	Str / P / W / S	920-43100-500	15 yr useful life	2028	2013	$ 200,000	25.00%					
Streets	2014 International Work Star Plow Truck	Str / P / W / S	920-43100-500	15 yr useful life	2029	2014	$ 200,000	25.00%					
Streets	Plow Truck	Str / P / W / S	920-43100-501	15 yr useful life	2034	N/A	$ 200,000	25.00%					$ 231,859
Streets	Pro-Tech Sno-Pusher (Loader Attachment)		920-43100-500	15 yr useful life	2034	2019	$ 5,000						
Streets	18 ft Felling Trailer	Str / W / S	920-43100-500	15 yr useful life	2033	2008	$ 9,000	33.33%				$ 10,130	
Streets	12 ft Felling Trailer	Str / P / W / Stm	920-43100-500	15 yr useful life	2023	2008	$ 6,500	25.00%				$ 7,316	
Streets	Paint Trailer	Str / W / S	920-43100-500	15 yr useful life	2022	2007	$ 6,500	33.33%			$ 7,109		
Streets	12 ft Standard Trailer	Str / W / S	920-43100-500	15 yr useful life	2022	2007	$ 3,500	33.33%			$ 3,825		
Streets	6 x 12 utility trailer w/ rear drop gate	Str / W / S	920-43100-500	15 yr useful life	2032	2017	$ 3,500	33.33%					
Streets	4-Ton Hot Patch Trailer		920-43100-500	30 yr useful life	2049	2019	$ 30,000						
Streets	Bulk Fuel Tank and Pump	Str / W / S / Stm	920-43100-500	20 yr useful life	2039	2019	$ 6,000	25.00%					
Streets	Air Compressor	Str / W / S / Stm	920-43100-500	20 yr useful life	2039	2019	$ 4,500	25.00%					
Streets	Vibrating Asphalt Roller	Str / W / S / Stm	920-43100-500	25 yr useful life	2044	2019	$ 19,800	25.00%					
Streets	Bobcat Steer Loader Buyback Program		920-43100-500	Annual			$ 5,400		$ 5,600	$ 5,800	$ 6,000	$ 6,200	$ 6,400
Streets	2006 Case Loader 621D		920-43100-500	20 yr useful life	2027	2006	$ 277,289						
Streets	2008 JD 748 Tractor w/ mower-blower		920-43100-500	15 yr useful life	2023	2008	$ 20,000					$ 22,510	
Streets	1998 Ford 5450 Tractor (3 pt hitch)		920-43100-500	20 yr useful life	2021	1998	$ 55,000			$ 58,350			
Streets	2014 Bobcat V-Plow		920-43100-500	10 yr useful life	2024	2014	$ 5,000						$ 5,796
Streets	2014 Bobcat V-Plow		920-43100-500	10 yr useful life	2024	2014	$ 5,000						$ 5,796

City of Isanti
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Department	Expense	Allocation	Account Number	Useful life for the purposes of this document only	Estimated Project Year	Last Actual Replacement Year	Estimated Purchase or Replacement Cost in 2019 Dollars	2020	2021	2022	2023	2024
Streets	2007 Bobcat Broom		920-43100-500	10 yr useful life	2021	2007	$ 5,000		$ 5,305			
Streets	2014 Bobcat Broom		920-43100-500	10 yr useful life	2024	2014	$ 5,000					$ 5,796
Streets	2013 Bobcat Snow Blower		920-43100-500	10 yr useful life	2023	2013	$ 10,000				$ 11,255	
Streets	2014 Bobcat Snow Blower		920-43100-500	10 yr useful life	2024	2014	$ 10,000					$ 11,593
Streets	2014 Bobcat Grapple Bucket		920-43100-500	10 yr useful life	2024	2014	$ 5,000					$ 5,796
Streets	2008 Boss 1 Ton 10 ft Straight Blade		920-43100-500	15 yr useful life	2023	2008	$ 9,000				$ 10,130	
Streets	2011 Boss '11 F-250 V-Plow		920-43100-500	15 yr useful life	2026	2011	$ 9,000					
Streets	2017 Graco Street Painter		920-43100-500	10 yr useful life	2027	2017	$ 7,000					
Streets	GPS Unit		920-43100-500	10 yr useful life	2025	2015	$ 8,000					
Streets	Mini Excavator		920-43100-500	20 yr useful life	2024	N/A	$ 70,000					
Streets	Make-Up Heater (Above Bathroom #2)		920-43100-500	25 yr useful life	2022	1997	$ 10,000			$ 10,927		
Streets	Make-Up Heater (Above Breakroom)		920-43100-500	25 yr useful life	2022	1997	$ 10,000			$ 10,927		
Streets	Infloor Heat Boilers (2)		920-43100-500	25 yr useful life	2022	1997	$ 24,000			$ 26,225		
Streets	Wire Feed Welder		920-43100-500	20 yr useful life	2023	2003	$ 3,000				$ 3,278	
Streets	Pressure Washer		920-43100-500	15 yr useful life	2032	2017	$ 5,500					
Streets	Pressure Washer		920-43100-500	15 yr useful life	2021	2006	$ 5,000		$ 5,305			
Streets	Gate Valve Turner		920-43100-500	30 yr useful life	2035	2005	$ 2,000					
Streets	Floor Sweeper with Charger		920-43100-500	30 yr useful life	2036	2006	$ 3,500					
Streets	Fresh Air Circulation Blower		920-43100-500	30 yr useful life	2027	1997	$ 5,000					
Streets	Recoat Interior Walls		920-43100-500	25 yr useful life	2022	1997	$ 10,000			$ 10,927		
Streets	Recoat Exterior Walls		920-43100-500	25 yr useful life	2022	1997	$ 10,000			$ 10,927		
Streets	Resurface / Replace Concrete Floor		920-43100-500	30 yr useful life	2027	1997	$ 55,000					
Streets	Infloor Heat Coil System		920-43100-500	100 yr useful life	2097	1997						
Streets	Roof		920-43100-500	50 yr useful life	2057	1997						
Streets	Truck Mounted Mosquito Fogger		920-43100-500	10 yr useful life	2020	N/A	$ 10,000	$ 10,300				
Streets	Hydraulic Tree Spade		920-43100-500	20 yr useful life	2024	N/A	$ 50,000					$ 57,955
Street Lighting	Street Light Pole Replacement (85 Owned)		920-43100-500	20 yr useful life	Annual	N/A	$ 6,000	$ 6,240	$ 6,487	$ 6,742	$ 9,004	$ 9,274
ICC	Handicap Door Actuators		920-45186-500	20 yr useful life	2021	N/A	$ 5,000		$ 5,305			
ICC	Air Conditioner - South Side 3-ton		920-45186-500	20 yr useful life	2022	2002	$ 3,075			$ 3,360		
ICC	Air Conditioner - West Side 4-ton		920-45186-500	20 yr useful life	2035	2015	$ 3,500					
ICC	Compressor		920-45186-500	15 yr useful life	2025	2010	$ 1,500					
ICC	Convection Oven		920-45186-500	20 yr useful life	2031	2011	$ 6,800					
ICC	Dishwasher with Type II Hood Install		920-45186-500	20 yr useful life	2021	1991	$ 7,300		$ 7,745			
ICC	Furnace		920-45186-500	20 yr useful life	2021	1991	$ 7,000		$ 7,426			
ICC	Furnace		920-45186-500	20 yr useful life	2026	2006	$ 7,000					
ICC	Range / Oven / Vent / Hood / Fan		920-45186-500	20 yr useful life	2034	2014	$ 15,700					
ICC	Sprinkler System - Fire Suppresion		920-45186-530	20 yr useful life	2020	1996	$ 50,000	$ 51,500				
ICC	Fence		920-45186-530	30 yr useful life	2032	2002	$ 7,500					
ICC	Fixtures - Plumbing		920-45186-500	30 yr useful life	2044	2014	$ 8,000					

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ICC	Exterior Siding Replace		920-45186-500	30 yr useful life	2032	2002	$ 25,000						
ICC	Exterior Siding Repaint		920-45186-500	15 yr useful life	2025	2014	$ 7,500						
ICC	Exterior Doors		920-45186-500	20 yr useful life	2036	2016	$ 5,100						
ICC	Windows		920-45186-500	40 yr useful life	2037	1997	$ 25,000						
ICC	Patio / Concrete		920-45186-500	40 yr useful life	2053	2013	$ 25,000						
ICC	Roof		920-45186-500	30 yr useful life	2043	2013	$ 25,000						
ICC	Flooring		920-45186-500	25 yr useful life	2038	2014	$ 16,500						
ICC	Interior Doors / Milwork		920-45186-500	30 yr useful life	2044	2014	$ 4,720						
ICC	Interior Paint / Walls		920-45186-500	15 yr useful life	2029	2014	$ 14,103						
ICC	Fixtures - Electrical		920-45186-500	25 yr useful life	2039	2014	$ 15,700						
ICC	Kitchen - Cabinets / Countertops		920-45186-500	30 yr useful life	2044	2014	$ 20,000						
ICC	Kitchen - Fire Suppresion		920-45186-500	20 yr useful life	2034	2014	$ 25,000						
ICC	Lion's Office Area		920-45186-500			1977	$ 5,000						
ICC	Landscaping		920-45186-500			2014							
ICC	Tables and Chairs		920-45186-500	15 yr useful life	2029	2014	$ 6,000						
ICC	Exterior Door Locks		920-45186-500	15 yr useful life	2029	2014	$ 2,250						
ICC	Sweet Dance Stage / Stage Cover		920-45186-500										
PRC	Academy Park - Playground Equipment		920-45300-500	20 yr useful life	2037	2017	$ 42,300						
PRC	Academy Park - Tennis Court Resurf.		920-45300-500	10 yr useful life	2027	2017	$ 10,000						
PRC	Academy Park - Tennis Court Recon.		920-45300-500	40 yr useful life	2057	2017	$ 40,000						
PRC	Academy Park - Concrete Edging		920-45300-500	40 yr useful life	2057	2017	$ 13,000						
PRC	Bluebird Park - Playground Equipment		920-45300-500	20 yr useful life	2044	2018	$ 134,800						
PRC	Bluebird Park - Playground Equipment - Clifford		920-45300-500	20 yr useful life	2024	2004	$ 24,600						$ 28,518
PRC	Bluebird Park - Skatepark Equipment		920-45300-500	20 yr useful life	2027	2027	$ 20,000						
PRC	Bluebird Park - Pavilion		920-45300-500	30 yr useful life	2036	2006	$ 20,000						
PRC	Bluebird Park - Concrete Edging		920-45300-500	40 yr useful life	2044	2004	$ 19,000						
PRC	Bluebird Park - Basketball Court		920-45300-500	20 yr useful life	2024	2004	$ 8,000						$ 9,274
PRC	Isanti Hills - Playground Equipment		920-45300-500	20 yr useful life	2034	1994	$ 27,550						$ 31,938
PRC	Isanti Hills - Pavilion		920-45300-500	30 yr useful life	2031	2001	$ 10,000						
PRC	Isanti Hills - Fence		920-45300-500	30 yr useful life	2025	1995	$ 30,000						
PRC	Isanti Hills - Concrete Edging/Table		920-45300-500	40 yr useful life	2057	2017	$ 21,000						
PRC	Legacy Park - Equipment		920-45300-500	20 yr useful life	2034	2014	$ 6,750						
PRC	Legacy Park - Lime Aggregate		920-45300-500	10 yr useful life	2022	2012	$ 35,000				$ 38,245		
PRC	Mattson Park - Playground Equipment		920-45300-500	20 yr useful life	2027	2007	$ 50,428						
PRC	Mattson Park - Pavilion		920-45300-500	30 yr useful life	2030	1985	$ 10,000						
PRC	Mattson Park - Concrete Edging		920-45300-500	40 yr useful life	2057	2017	$ 38,500						
PRC	Mattson Park - Basketball Court		920-45300-500	20 yr useful life	2024	2004	$ 8,000						$ 9,274
PRC	Mattson Park - Tennis Court Resurf.		920-45300-500	10 yr useful life	2028	2018	$ 15,000						

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PRC	Mattson Park - Tennis Court Recon.		920-45300-500	40 yr useful life	2044	2004	$ 62,000						
PRC	River Bluff / Community Garden - Equipment		920-45300-500	20 yr useful life	2036	2016	$ 6,000						
PRC	River Bluff / Community Garden - Dock		920-45300-500	10 yr useful life	2026	2016	$ 12,000						
PRC	River Bluff / Community Garden - Fencing		920-45300-500	30 yr useful life	2046	2016	$ 24,000						
PRC	Riverside Park - Playground Equipment		920-45300-500	20 yr useful life	2023	2003	$ 76,365					$ 85,949	
PRC	Rum River Meadows - Equipment		920-45300-500	20 yr useful life	2025	2005	$ 85,550						
PRC	Rum River Meadows - Irrigation		920-45300-500	15 yr useful life	2020	2005	$ 2,890		$ 2,977				
PRC	Rum River Meadows - Fencing		920-45300-500	30 yr useful life	???	N/A	$ 10,000						
PRC	Unity Ball Field - Equipment		920-45300-500	20 yr useful life	2025	1985	$ 4,500						
PRC	Unity Ball Field - Fencing		920-45300-500	30 yr useful life	2025	1985	$ 15,000						
PRC	Unity Ball Field - Pavillion		920-45300-500	30 yr useful life	2031	2001	$ 10,000						
PRC	VFW Park - Equipment		920-45300-500	20 yr useful life	2024	2004	$ 13,600						$ 15,071
PRC	VFW Park - Fencing		920-45300-500	30 yr useful life	2034	2004	$ 10,000						
PRC	VFW Park - Concrete Striping		920-45300-500	40 yr useful life	2058	2018	$ 14,000						
PRC	Whisper Ridge - Tennis Court Resurf.		920-45300-500	10 yr useful life	2021	2001	$ 15,000			$ 15,914			
PRC	Whisper Ridge - Tennis Court Recon.		920-45300-500	40 yr useful life	2041	2001	$ 70,000						
PRC	Whisper Ridge - Fencing		920-45300-500	30 yr useful life	2031	2001	$ 20,000						
PRC	Picnic Tables		920-45300-500	15 yr useful life	2026	2016	$ 15,970						
PRC	Picnic Tables		920-45300-500	15 yr useful life	2032	2017	$ 1,650						
PRC	Picnic Tables		920-45300-500	15 yr useful life	2033	2018	$ 4,390						
PRC	C-I Bike/Walk Trail Contribution		920-45300-500	N/A	Annual	Annual	$ 7,500		$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ 7,500
PRC	Polaris Ranger Side by Side		920-45300-500	15 yr useful life	2021	2006	$ 38,000			$ 19,096			
PRC	SmithCo Leaf & Grass Vacuum		920-45300-500	15 yr useful life	2020	2004	$ 20,000		$ 20,600				
PRC	Progressive Mower		920-45300-500	15 yr useful life	2020	2004	$ 25,000		$ 25,750				
PRC	Kabota Mower		920-45300-500	5 yr useful life	2023	2018	$ 6,400					$ 7,203	
PRC	Kabota Mower		920-45300-500	5 yr useful life	2023	2018	$ 6,400					$ 7,203	
PRC	Landpride Disc		920-45300-500	15 yr useful life	2020	2005	$ 3,000		$ 3,090				
PRC	John Deere 3-Point Tiller		920-45300-500	15 yr useful life	2032	2017	$ 4,390						
PRC	Bobcat 3600 UTV		920-45300-500	15 yr useful life	2032	2017	$ 18,000						
Department	Revenue		Account Number										
			920-31001	Property Taxes					$ 256,000	$ 263,700	$ 274,800	$ 279,700	$ 288,100
			920-39203	Transfer In - Water					$ -	$ -	$ 58,278	$ 38,970	$ 73,034
			920-39203	Transfer In - Sewer					$ -	$ -	$ 58,278	$ 37,141	$ 73,034
			920-39203	Transfer In - Storm					$ -	$ -	$ -	$ 1,829	$ 15,071
			920-39203										
Reserve Funds on	Budgeted Expenditures						Budgeted Expenditures		$ 323,729	$ 730,111	$ 498,178	$ 341,371	$ 576,964
	Budgeted Revenues						Budgeted Revenues		$ 256,000	$ 263,700	$ 388,157	$ 357,640	$ 449,239
5/17/2019	1 Year (Over) / Under Budget						1 Year (Over) / Under Budget		$ (67,729)	$ 33,589	$ (59,963)	$ 16,269	$ (127,725)
$ 558,506.12	Running Fund (Deficit) / Surplus						Running Fund (Deficit) / Surplus		$ 271,514	$ 305,103	$ 249,142	$ 265,411	$ 137,682

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, DECEMBER 3, 2019 – 7:00 P.M.
CITY HALL

I. Citizens Input
II. City Council Agenda

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Award

F. Approve City Council Minutes
1. November 19, 2019- Regular Meeting of the City Council
2. November 19, 2019- Committee of the Whole Meeting
3. September 17, 2019- Planning Commission Meeting
4. September 24, 2019- Park, Recreation and Culture Board Meeting

G. Announcements
1. Committee of the Whole — Tuesday, December 19, 2019 at 5:00 p.m.
2. City Council Meeting — Tuesday, December 19, 2019 at 7:00 p.m.
3. Planning Commission Meeting — Tuesday, December 19, 2019
   (Immediately following the City Council Meeting)

H. Council Committee Reports

I. Public Hearings

J. Business Items

<u>City Administrator Josi Wood</u>
1. Resolution 2019-XXX Compliance Updates for Personnel Policy

<u>Finance Director Mike Betker</u>
2. Consider Amendments to City Code and 2020 Fee Schedule
   a. Ordinance-XXX Amending City Code Chapter 160 Fees
   b. Resolution 2019-XXX Adopting Fees Within the City of Isanti
3. Resolution 2019-XXX Adopting the 2020 Final Budget
4. Consider Debt Levy Variance from Original Bond Register
   a. Resolution 2019-XXX Reducing Debt Levy Requirements for GO Bond 2010B
   b. Resolution 2019-XXX Reducing Debt Levy Requirements for GO Bond 2011A
5. Resolution 2019-XXX Adopting the Final 2019 Tax Levy, Collectible in 2020
6. Resolution 2019-XXX Adopting the Final 2020 Enterprise Fund Budgets
7. Resolution 2019-XXX Approving a Cost of Living Adjustment (COLA) For Non-Union Employees

K. Approve Consent Agenda

1. Accounts Payable in the Amount of $237,750.76 Payroll in the Amount of $100,608.73
2. Resolution 2019-XXX A Resolution Reducing the LOC for Legacy Pines 1st Addition
3. Resolution 2019-XXX Authorizing the Acceptance of the Labor Agreement Between the City of Isanti and Law Enforcement Labor Services, Inc. Local 416
4. Resolution 2019-XXX Memorandum of Understanding for Vacation Hours and Accrual Rate for Lieutenant John McCarty
5. Resolution 2019-XXX A Resolution to Establish a Bus Staging Area Along Centennial Dr NW
6. Resolution 2019-XXX A Resolution Denying a Conditional Use Permit Amendment for Art and Science Academy for a Storage Container
7. Resolution 2019-XXX Approving Purchase and Placement of Dog Park Parking Only Signs Near the City of Isanti Dog Park
8. Resolution 2019- XXX Accepting Insurance Claim with Connexus Energy

L. Other Communications

M. Closed Session

1. City Administrator Performance Review

The City Council will resume in open session following each or any Closed Session matter. After reopening the meeting, the Council may take such action, if any as it deems appropriate pertaining to the matter discussed in closed session.

Adjournment

F.1.

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, NOVEMBER 19, 2019 – 7:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 7:01 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley, Steve Lundeen and Dan Collison

Staff Present: City Administrator Josi Wood, Community Development Director Sheila Sellman, Assistant City Administrator/ Special Projects Don Lorsung, City Engineer Jason Cook and Finance Director Mike Betker

Others Present: Rod Barrows, Elizabeth Anderson, George Hemen, Charity Evans, Kevin Fitton, Jeff Duncan, Alexander Collins, Karin Gallagher and Cindy Beckstrand

D. Adopt Agenda

Motion by Lundeen, second by Collison to adopt agenda as presented. Motion passed 5-0. Motion carried.

E. Proclamations/Commendations/Certificate Awards

None

F. Approve City Council Minutes

1. November 5, 2019- Regular Meeting of the City Council
   Motion by Lundeen, second by Collison to approve minutes as presented. Motion passed 5-0. Motion carried.

G. Announcements

1.	Park, Recreation, & Culture Board Meeting	Tuesday, November 26, 2019 at 6:00 p.m.
2.	City Council Meeting	Tuesday, December 3, 2019 at 7:00 p.m.
3.	EDA Meeting	Tuesday, December 3, 2019 *(Following the City Council Meeting)*

H. Council Committee Reports

None

I. Public Hearings

None

J. Business Items

<u>Finance Director Mike Betker</u>

1. Resolution 2019-299 Approving Certification of Delinquent Charges for City Services and Unpaid Nuisance Abatement Charges Collectible in 2020.

   Finance Director Mike Betker shared that per City Code the attached list is delinquent nuisance abatement charges to be certified. Betker continued to share that they are all 30 days past due on the last day of September. Betker continued to share that if approved it would be transmitted to the County and collected in 2020.

   Motion by Lundeen, second by Gordon to approve resolution as presented. Motion passed 5-0.

George Hemen shared his objection to the City Services and delinquent nuisance abatement charges.

Motion by Lundeen, second by Gordon to rescind the previous motion. Motion passed 5-0.

Motion by Lundeen, second by Gordon to approve resolution with the change to remove individuals that were annexed of Delinquent Charges for City Services and Unpaid Nuisance Abatement Charges. Motion passed 5-0. Motion carried.

K. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $228,442.10 Payroll in the Amount of $ 99,151.86
2. Resolution 2019-300 Resolution Authorizing Decertification of TIF District No. 11 and Return of Excess Tax Increment
3. Resolution 2019-301 Accepting Maintenance Tech II Victor Fanth's Letter of Resignation
4. Resolution 2019-302 Approving a Contract with Sun Mechanical
5. Resolution 2019-303 Approving Exempt Sidewalks from Snow Removal

Motion by Lundeen, second by Collison to approve Consent Agenda as presented. Motion passed 5-0. Motion carried.

L. Other Communications

1. October Police Department Reports
2. October Code Enforcement Officer Report
3. October Building Inspector Report
4. November Engineering Project Status Report

Adjournment

Motion to adjourn by Bergley, second by Lundeen. Motion passed 5-0. Motion carried. The meeting adjourned at 7:26 p.m.

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

MINUTES
CITY OF ISANTI
CITY COUNCIL COMMITTEE OF THE WHOLE MEETING
TUESDAY, NOVEMBER 19, 2019 – 5:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 5:00 p.m.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley, Steve Lundeen (arrived at 5:05 p.m.) and Dan Collison

Staff Present: City Administrator Josi Wood, Community Development Director Sheila Sellman, Assistant City Administrator/ Special Projects Don Lorsung, Liquor Store Manager John Jacobi, Public Services Director Matt Sylvester and City Engineer Jason Cook

D. Committee Meeting Items

1. Liquor Updates
- Information was shared with Committee.

2. Hotel Water and Sewer Rates
- Recommendation from Committee is to move forward and bring draft ordinance back to Committee of the Whole.

3. 2020 Budget Updates
- Recommendation from Committee is to move forward and bring to City Council meeting.

4. 2020 Fee Schedule
- Recommendation from Committee is to move forward and bring to City Council meeting.

5. Display Case Policy Discussion
- Recommendation from Committee is to move forward and bring to City Council meeting.

6. Update on Association for Snow Removal on Sidewalk Discussion
- Information was shared with Committee and no further action was taken.

7. No Parking Signs Discussion
- Recommendation from Committee is to move forward and bring draft ordinance back to Committee of the Whole.

8. One Hour Parking Signs-Dog Park
- Recommendation from Committee is to move forward and bring to City Council meeting.

9. Food Truck Discussion
- Recommendation from Committee is to move forward and bring back to Committee of the Whole.

10. BMX Roof Discussion
- Information was shared with the Committee and no further action was taken.

11. Draft Sign ORD
- Recommendation from Committee is to move forward and post Ordinance for 10 days and bring to City Council meeting.

12. Sledding Hill
- Recommendation from Committee is to bring back to Committee of the Whole with more information on cost.

13. Compost Site Hours Discussion
- Recommendation from Committee is to move forward with the change of date and times and bring to City Council meeting.

14. Compliance for Annexed Parcels Discussion
- Recommendation from Committee is to send a letter to annexed parcels with timeframe and bring back to Committee of the Whole.

15. Winter Parking Restriction Discussion
- Recommendation from Committee is for staff to research information and bring back to Committee of the Whole.

16. Barrows Special Guest Proposal Discussion
- Information was shared with Committee and no further action was taken.

17. Water Truck Discussion
- Recommendation from Committee is to move forward with the purchase of the water truck and bring to City Council meeting.

E. Adjournment

Meeting was adjourned at 6:52 p.m.

Jaden Moore

Respectfully Submitted,
Jaden Moore
Deputy City Clerk/ Human Resources

City of Isanti
Planning Commission Meeting Minutes
September 17, 2019

Call to Order: Chair Johnson called the meeting to order at 7:23pm

Roll Call: Commission members present: Mayor Jeff Johnson, Paul Bergley, Jimmy Gordon, Steve Lundeen, Aryssa Simon, Alexander Collins
Commission members absent: Dan Collinson
Staff Present: Sheila Sellman, Community Development Director

Meeting Minutes: Motion by Lundeen, Second by Simon to approve meeting minutes from Special Meeting August 7, 2019 and regular meeting August 20, 2019. Motion passed 6-0.

Public Hearing
request from Prairie Senior Cottages of Isanti LLC for approval of a site plan review, variance to the cul-de-sac setback, and Conditional Use Permit for a senior housing facility proposed phased II located at 705 6th Ave NE. Sellman gave the staff report stating the proposal meets development standards. Johnson opened the public hearing at 7:28pm, no one from the public was present, Johnson closed the public hearing at 7:29pm. Motion by Lundeen, second by Simon to approve. Motion passed 6-0.

Other Business
Request from Semler Construction, Inc for approval of Final Plat of Villages of the Rum 6h Addition. Sellman gave the staff report. The final plat replats 32 townhome lots into 16 single family lots. Motion by Lundeen, second by Gordon to approve. Motion passed 6-0.

Discussion items
None listed on the agenda. Bergley asked for an update on the hotel landscaping. Sellman reported that the second lift of the parking lot was complete and they were installing the additional landscaping that day. Johnson asked for an update on Dollar General. Sellman reported they filed the final plat and development agreement that day and can start construction once the building permit is issued.

Adjournment: Motion by Bergley second by Collins to adjourn. Motion passed 6-0, meeting adjourned at 7:50pm.

Sheila Sellman

Respectfully Submitted
Sheila Sellman Secretary/ Community Development Director

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
September 24, 2019
City Council Chambers

1. Meeting Opening.

A. Call to Order.
Zdon called the meeting to order at 6:00 p.m.

B. Pledge of Allegiance
Everyone stood for the Pledge of Allegiance

C. Roll Call
Members Present: James Witte, Aaron Zdon, and Brian Thum
Members Absent: Mayor Jeff Johnson
Staff Present: Jenny Garvey, Parks, Recreation and Culture Manager,

D. Agenda Modifications
Zdon asked if there were any agenda modifications, Zdon asked to add to Parks Update about the skate park. Motion by Witte, second by Thum to approve the agenda for the September 24, 2019 PRC board meeting.

2. Approval of Minutes from July 23, 2019, Parks, Recreation, and Culture Board Meeting
Motion by Witte and second by Thum; all in favor. Minutes were unanimously approved.

3. Receive the Parks, Trails and Open Space plan
Garvey reviewed that the Comp Plan was previously handed out to the board and they were to review and bring back comments/suggestions. Garvey will review and compile the results of all the board members comments and bring back these at a later time. Zdon had emailed his prior to the meeting to Garvey and the others will be able to email their completed lists by Monday Sept 30.

4. Snow Sledding Hill
Garvey reviewed that back in 2018, the park board was provided a brief idea of having a sledding hill within the city, which was a part of the 2018 annual council goals. The idea was presented to the PRC board but did not have much discussion and nothing further was discussed. Staff is bringing back this item to discuss further and provide staff with some direction. Staff has reached out to our insurance carrier but has not heard back from them. Some others items that the board should consider are: staff time to maintain, amount of snow fall, lighting, Bluebird park has one natural hill, however it is not a high grade, obstacles for sledders: trees, bushes, fencing, drainage, etc, parking, walking distance and restrooms. Another option would be to purchase a snow making machine, to assist with snow and to allow for a steeper grade of hill, staff did a

brief search and found units for about $3,000. Again, more items to consider are staff time to make snow, make hill, maintain hill, maintain machine, weather conditions, etc. Garvey also mentioned that at Bluebird the design of the park has an amphitheater and that council will be looking at this more in 2020. Zdon mentioned that this was bid out and had plans back in about 2008 and that it fell through as the economy turned. Zdon stated that Bluebird hill would be a good option, and its not a steep hill. Witte mentioned that he has seen kids sledding on south passage by a drainage area for younger kids. Zdon also mentioned a pile of dirt that he has seen at Andover and Coon Rapids. Zdon and Witte mentioned the soccer field hill and that the top of the hill has a fence so it doesn't provide much of an area at the top and that maybe a snow machine could be added to this area to provide the steepness and the top area that is needed but not sure if we have the water supply. Garvey mentioned that water supply could come from the hydrants as we do for making the outdoor rink. Zdon then mentioned that we could try Bluebird with a sign that its for sledding. Witte mentioned the idea of River Bluff Preserve and knocking down trees, however this would have to be quite a few and was then decided that was not a good option as safety would be a big factor with trees. Zdon mentioned that the board is exploring it and for simplicity, that Bluebird is the option to proceed with, get a sign made and for cost. Zdon mentioned the snow-making machine would also be able to provide more snow and that we can look into this more as the budget process comes about.

5. Dog Park Amenities

Garvey reported the dog park opened up this past May and staff was asked to explore ideas to add more amenities and a bench. The park has been well received and is getting used a lot, staff has increased pick up from Monday and Fridays, to Mon, Wed, Fri. Garvey continued that the Rotary Club of Cambridge & Isanti, donated money to the city to be used for the dog park. A new bench has arrived and Public works will install it this fall as we see where the best option to place it will be as it will be in concrete. The Rotary club stated that the remaining dollars can be used for amenities to be placed within the dog park. Garvey presented a few ideas and concepts/pictures she found to review. Public works can make some of these items as they are made out of wood. Tires were presented as ideas to place around. Zdon mentioned that staff to look into if Public works is available to utilize their skill to build items and that we also check with dog trainers as far as spacing or heights for amenities. Garvey mentioned that she will research a bit with organizations, as Isanti County has a K9 unit and an area where they have amenities. Witte mentioned the drainage corrugated pipe is a good option to add. Garvey mentioned we have procured a couple of large tires to add to the park. Zdon stated that he liked the concept of them being partially buried and Witte stated he liked the painted idea. Witte also mentioned he liked the hoop style of tires for jumping through. Zdon stated that Public works can review ideas and see what is possible for them to build. Garvey stated that this area doesn't have the requirements that a children's playground has so we are able to save some funds building items on our own. Zdon asked if the bench donated by the Rotary will have a plaque. Garvey replied that it has the word Rotary designed into the bench itself and that other amenities will have a small plaque added similar to ones we have on tables that the Rotary Club has donated.

6. DNR Funded Projects

Garvey reviewed that staff received information from the DNR that we have some items that need attention for projects that the city received grant funding for from the state when these parks were built, after the DNR did a tour of these locations. We received information on three parks: Mattson, Unity and the Soccer complex. Staff has asked the DNR for clarification on a few of these items as they were unclear. One item we received was to add a funding sign, however after clarification this is one item that we do not need to duplicate signs that we already have within the park regarding the funding source, but the ones we are missing will be put up by Public works. Garvey continued with that she has been in contact with the soccer association regarding the picnic table at the shelter and will add it under the picnic shelter. Public works is working on the adding accessible parking signage and the funding sign was added to the picnic shelter. Mattson park had the funding sign added to the south park sign and another area that the DNR pointed out was the porta potty and accessibility on the grass. Garvey reviewed that the porta potty will need to be placed on a concrete slab to assist with the ADA accessibility item that was pointed out. Garvey continued with the accessibility to each of the playground areas, and Zdon stated that we would do a sidewalk off of the sidewalk and to connect and what makes the most sense to connect these together. Zdon stated that Public works can use there best judgement to place the sidewalks within the park area to connect these elements. Garvey described a placement for the porta potty to be placed and board agreed to have staff place it as they best judge it to go. The other items are being worked on or are completed and the one remaining one we need direction on is the picnic tables within Mattson. Zdon clarified to that we need to address this items as they have been brought to our attention. Garvey stated that she clarified with Mia, DNR person, that we do not have a deadline for this items that they are providing this as information and to make sure we are working on them. Zdon stated that we could budget to add the picnic tables. Garvey reviewed that Unity has the funding sign, it was just overlooked and the gate entrance width will need to be adjusted as this was built before ADA standards. Zdon gave staff direction to further research the safety factors and requirements for ballfields and a gate idea was mentioned to be added as an option. Witte asked if it had to be in the specific area, which is doesn't have to be in that exact but in the dugout area and in each dugout. Motion by Witte to add 2 ADA picnic tables at Mattson park, second by Thum. Motion carries unanimously.

7. Parks Updates

Garvey reviewed the summer items of the street dance, Celebrate Isanti, the 5k walk/run had a good amount registered but only half showed up the day of. The three street dances were well attended with Good for Gary with the highest attendance. Curious creatures was cancelled for Sept due to low enrollment, and with the next one is scheduled for Oct 8. Unity park project is finished and looks wonderful. Zdon added to the agenda that there are a few holes in the skate park equipment on the south ramp that will need to be fixed and fasteners will need to be adjusted. Garvey added that the switch for the skate park lights will be looked into as they go off at 10pm, but what time do they come on at? Zdon stated he was there at about 8pm, but the

lights were not on. Garvey finished with the Farmers Market ends Sept 13 and the community garden ends Oct 13.

8. Adjournment

Motion by Witte, second by Thum to adjourn the September 24, 2019 meeting of the Parks, Recreation and Culture Board. Motion was approved.

The meeting adjourned at 6:43 PM

Dated at Isanti, Minnesota this 24th day of September, 2019.

Respectfully Submitted,

Jenny Garvey
Parks, Recreation and Culture Manager

A Community For Generations.

Isanti

MEMO

To: **Mayor Johnson and Members of the City Council**
From: Katie Brooks, Human Resources / City Clerk
Date: December 3, 2019
Subject: **Compliance Updates for Personnel Policy**

The Personnel Policy was implemented in 2009 for all City staff. As one of the 2019 goals, the Personnel Policy has been updated for compliance with State and Federal Law and align more closely to the most recent policies recommended by the League of Minnesota Cities. No significant changes were added within the updates as the purpose was to clarify existing policies and add language that has been adopted over the past 10 years.

The Personnel Policy was reviewed by staff from the League of Minnesota Cities and the City Attorney.

Recommendation:
January 29, 2019 City Council Approved Policy Updating at Goal Setting for the calendar year.

Request:
Staff is requesting action on this item.

Attachments:
2019 Personnel Policy

RESOLUTION 2019-XXX

APPROVING UPDATED PERSONNEL POLICY FOR COMPLIANCE

WHEREAS, the City Council approved updating the Personnel Policy at Goal Setting on January 29, 2019; and,

WHEREAS, the Personnel Policy was reviewed by the League of Minnesota Cities and City Attorney; and,

WHEREAS, changes include legal updates to be in compliance with state and federal law; and,

WHEREAS, this Resolution supersedes the previous revisions of the Personnel Policy;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota hereby accepts the updated Personnel Policy for the employees of the City of Isanti.

This resolution was adopted by the Isanti City Council this 3rd day of December, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

CITY OF ISANTI

PERSONNEL POLICY

Adopted by Resolution No. 2019-___ 12/3/2019

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INTRODUCTION

Purpose
The purpose of these policies is to establish a uniform and equitable system of personnel administration for employees of the City of Isanti. They should not be construed as contract terms for any City employees. Nothing in this Personnel Policy, or in any other City policies which may be communicated to the employee, constitutes a contract or employment for any City employee. Contracts, whether collective bargaining agreements or individual employment contracts, will supersede this Personnel Policy. This Personnel Policy is not intended to cover every situation that might arise and can be amended at any time at the sole discretion of the City. These policies supersede all previous Personnel Policies. As an employee, you are responsible for complying with current City policy at all times. The policies are not intended to cover every situation that might arise . This Personnel Policy replaces, revokes, and supersedes any previous Personnel Policies, interpretations, and practices. This Personnel Policy is only valid until amended or replaced by the City Council. The City reserves the right to modify, revoke, suspend, or change the language of this Personnel Policy, in whole or in part, at any time, with or without notice, at the City Council's sole discretion.

Acknowledgement
All employees of the City of Isanti will sign and acknowledge that they have read and understood this personnel policy. The City will furnish all employees with a copy of revisions or changes in this policy as they occur. It is the employee's responsibility to sign and acknowledge that they have read and understand these revisions and changes.

Except as provided by a collective bargaining agreement or otherwise prohibited by law, all employment with the City of Isanti is "at-will" employment. The City of Isanti has the right to terminate any employee at any time for any or no reason. Employees may similarly terminate employment at any time for any reason.

Scope
These policies apply to all employees of the City. Except where specifically noted, these policies do not apply to:

1. Elected Officials
2. City Attorney
3. City Engineer
4. Members of City Boards, Commissions and Committees
5. Consultants and Contractors
6. Volunteers

If any specific provisions of this Personnel Policy conflicts with any current union agreement, the union agreement will prevail. Union employees are encouraged to consult their collective bargaining agreement first for information about their employment conditions. Any policy or portion thereof that does not conflict with a labor agreement will remain in full force and effect and will continue to govern the actions of all covered employees. Nothing in these policies is intended to modify or supersede any applicable provision of state or federal law.

Departments may have special work rules deemed necessary by the Department Head and approved by the City Administrator for the achievement of objectives of that department. Each employee will be given a copy of such work rules by the department upon hiring and such rules will be further explained and enforcement discussed with the employee by the immediate supervisor.

EEO Policy Statement

The City of Isanti is committed to providing equal opportunity in all areas of employment, including but not limited to hiring, demotion, promotion, transfer, recruitment, selection, lay-off, disciplinary action, termination, compensation, and selection for training. The City of Isanti will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, or membership on a local human rights commission or lawful participation in the Minnesota Medical Cannabis Patient Registry.

Data Practices Advisory

In accordance with the Minnesota Government Data Practices Act, the City is required to inform employees of their rights as they pertain to any private information that the City collects from them. During the course of City employment, an employee will likely be asked to provide information which is classified by state law as either private or confidential. Private data is information which generally cannot be given to the pubic but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data. Much of the data the City has about individual employees, however, is classified as public according to Minnesota Statutes, section 13.43, subdivisions 2 and 3. All public data is available for inspection and copying by members of the public, with or without the employee's consent.

Information about employees requested by the City may be used for the following purposes: (1) to process payroll, including accounting for wages and fringe benefits and to justify any reimbursed expenses; (2) enroll in benefit programs and pension plans; (3) evaluate the employee's job performance, eligibility and abilities; (4) distinguish the employee from other applicants and employees and identify the employee in the correct personnel file; (5) determine the employee's eligibility for employment or promotion, and make employment decisions about the employee's performance; (6) contact the employee or other significant persons in case of an emergency; (7) compile equal opportunity and any affirmative action reports required by applicable law; (8) make decisions regarding the employee's eligibility for sick leave, family and medical leave, parenting leave, and other available leave; (9) make decisions regarding the employee's eligibility for workplace accommodations, including accommodations for disabilities; (10) comply with workers compensation requirements in the event of an injury; and (11) provide information during workplace investigations. Such information may also be used and disclosed for other purposes consistent with applicable law. The information provided by the employee may be used in performance evaluations, determinations regarding merit pay, applications for different employment positions, and other matters which involve a review of the employee's personnel file and past performance.

Unless the employee is told otherwise, the employee is required to provide this information. If the employee refuses to supply the information, the employee may face disciplinary action. Any information which the employee is required to provide cannot be used against the employee in a criminal proceeding. Even if the employee is not required to provide information, it is generally to the employee's best interest to provide it. Without the requested information, the City may not be able to determine the employee's eligibility for employment opportunities, compute wages, or grant the employee other benefits. The employee's refusal to provide information during an employment investigation may also necessitate that the investigation be completed without his or her input.

Federal law permits government agencies to require individuals to provide their social security number for the administration of any tax. Please be aware that when an employee is asked to give his or her social security number on revenue forms, this collection is mandated by law. This information will be shared with the Minnesota Department of Revenue, the Internal Revenue Services, and security tax programs. In most other cases, the disclosure of an employee's social security number is voluntary.

Any information an employee is asked to provide may be shared with individuals within the City whose job duties reasonably require access, as well as individuals outside of the City whose duties require access, such as insurance vendors, consultants, attorneys, and retirement plan employees. Information may also be shared with other agencies authorized by law to receive specific data.

If litigation arises, the information may be provided in documents filed with the court which are available to any member of the public. If it is reasonably necessary to discuss the information at a City Council meeting, it will be available to members of the public. To the extent that some or all of the information is part of the basis for a final decision on disciplinary action, that information is available to any member of the public.

News Releases

All requests for interviews or information from the media are to be routed through the City Administrator. No City employee is authorized to speak on behalf of the City without prior authorization from the City Administrator or his/her designee. Media requests include anything intended to be published or viewable to others in some form such as television, radio, newspapers, newsletters, social media postings, and websites.

Personal Communications and Use of Social Media

It is important for City employees to remember that the personal communications of employees may reflect on the City, especially if employees are commenting on City business or commenting on issues that implicate their City employment. As City representatives, employees share in the responsibility of earning and preserving the public's trust in the City. An employee's own personal communications, such as on social media, can have a significant impact on the public's belief that all City staff will carry out City functions faithfully and without regard to factors such as race, sex, religion, national origin, disability, sexual orientation, or other protected categories. Nonpersonal communications (performed within one's job duties) to members of the public must be professional at all times. The following guidelines apply to

personal communications, including various forms such as social media (Facebook, Twitter, blogs, YouTube, etc.), letters to the editor of newspapers, and personal endorsements:

- Do not share any private or confidential information you have access to as a result of your City position.
- Any personal communications made on a matter of public concern must not disrupt the efficiency of the city's operation, including by negatively affecting morale. Put another way, such public comments must not undermine any City department's ability to effectively serve the public. Disruptive personal communications can include liking or republishing (sharing/retweeting) a social media post of another individual or entity. The City can act on the personal communication that violates this policy without waiting for the actual disruption.
- Remember, what you write or post cannot easily be undone. It may also be spread to larger audience than you intended. Use common sense when using email or social media sites. It is a good idea to refrain from sending or posting information or photos you would not want your boss or other employees to read, or you would be embarrassed to see in the newspaper. Keep in mind harassment, bullying, threats of violence, discrimination, or retaliation concerning a co-worker or between co-workers that would not be permissible in the workplace is not permissible online, even if it is done after hours, from home and on home computers.
- The City of Isanti expects its employees to be fair, courteous, and respectful to supervisors, co-workers, citizens, customers, and other persons associated with the City. Avoid using statements, photographs, video or audio that reasonably may be viewed as malicious, obscene, threatening or intimidating, disparaging, or might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of sex, race, national origin, age, color, creed, religion, disability, marital status, familial status, veteran status, sexual orientation, gender identity, or gender expression, status with regard to public assistance or membership or activity in a local human rights commission.
- If you publish something related to city business and there is liable to be confusion whether you are speaking on behalf of the city, it would be best to identify yourself and use a disclaimer such as, "These are my own opinions and do not represent those of the City of Isanti."
- City resources, working time, or official City positions cannot be used for personal profit or business interests, or to participate in personal political activity. Some examples: a building inspector could not use the City's logo, email, or working time to promote his/her side business as a plumber; a parks employee should not access a park after hours even though he or she may have a key; a clerk, while working at City Hall, should not campaign for a friend who is running for City Council.
- Personal social media account name or email names should not be tied to the city (e.g., @IsantiCop).

SECTION 1.

CITYWIDE WORK RULES & CODE OF CONDUCT

Conduct as a City Employee

In accepting City employment, employees become representatives of the City and are responsible for assisting and serving the citizens for whom they work. An employee's primary responsibility is to serve the residents of the City of Isanti. Employees should exhibit conduct that is ethical, professional, responsive, and of standards becoming of a City employee. To achieve this goal, employees must adhere to established policies, rules, and procedures and follow the instructions of their supervisors.

The following are job requirements for every position at the City of Isanti. All employees are expected to:

- Perform assigned duties to the best of their ability at all times.
- Render prompt and courteous service to the public at all times.
- Read, understand and comply with the rules and regulations as set forth in these Personnel Policies as well as those of their departments.
- Conduct themselves with decorum toward both residents and staff and respond to inquiries and information requests with patience and courtesy.
- Report any and all unsafe conditions to the immediate supervisor.
- Maintain good attendance while meeting the goals set by an employee's supervisor.

Attendance & Absence

The operations and standards of service in the City of Isanti require that employees be at work unless valid reasons warrant absence. In order for a team to function efficiently and effectively, employees must be on the job. Attendance is an essential function of every City position.

Employees who are going to be absent from work are required to notify their supervisor/ designee as soon as possible in advance of the absence by making said request on the 'Request for Leave' form and submitting the form to the employee's supervisor. In the event of an unexpected absence, employees should call their supervisor before the scheduled start time and keep in mind the following procedures:

- If the supervisor is not available at the time, the employee should leave a message that includes a telephone number where he/she can be reached and/or contact any other individual who was designated by the supervisor.
- Failure to use established reporting process will be grounds for disciplinary action.
- The employee must call the supervisor on each day of an absence extending beyond one (1) day unless arrangements otherwise have been made with the supervisor.
- Employees who are absent for three (3) days or more and who do not report the absence in accordance with this policy will be considered to have voluntarily resigned not in good standing. The City may waive this rule if extenuating circumstances warrant such behavior.

This policy does not preclude the City from administering discipline for unexcused absences of less than three (3) days. Individual departments may establish more specific reporting procedures. For budgetary and confidentiality reasons, non-exempt employees (eligible for overtime pay) are not authorized to take work home or work through lunch without prior approval from their supervisor.

Access to and Use of City Property

Any employee who has authorized possession of keys, tools, cell phones, or other City-owned equipment must register his/her name and the serial number (if applicable) or identifying information about the equipment with his/her supervisor. All such equipment must be turned in and accounted for by any employee leaving employment with the City in order to resign in good standing.

Employees are responsible for the safekeeping and care of all such equipment. The duplication of keys owned by the City is prohibited unless authorized by the City Administrator/designee. Any employee found having an unauthorized duplicate key will be subject to disciplinary action.

Appearance

Departments may establish dress codes for employees as part of departmental rules. Personal appearance should be appropriate to the nature of the work and contacts with other people and should present a positive image to the public. Clothing, jewelry or other items that could present a safety hazard are not acceptable in the workplace. Please refer to the Personal Appearance and Dress Policy **(APPENDIX)**.

Conflict of Interest

City employees are to remove themselves from situations in which they would have to take action or make a decision where that action or decision could be a perceived or actual conflict of interest or could result in a personal benefit to themselves or a family member. If an employee has any question about whether such a conflict exists, the employee should consult with the City Administrator.

The Councilmembers, board members and all employees are required to disclose any conflict of interest by completing and submitting the 'Conflict of Interest' form upon hire or on an annual basis. The City Administrator may request any employee to disclose a conflict of interest. Please refer to the Conflict of Interest Policy. (**APPENDIX**)

Falsification of Records

Any employee who makes false statement or commits, or attempts to commit, fraud in an effort to prevent the impartial application of these policies, will be subject to immediate disciplinary action up to and including termination and potential criminal prosecution.

Personal Telephone Calls / Cell Phones

Personal telephone calls are to be made or received only when truly necessary (e.g., family or medical emergency). They are not to interfere with City work and are to be completed as quickly as possible. Any personal long-distance call costs will be paid for by the employee. Please refer to the Cell Phone and Computer Use Policies **(APPENDIX).**

Computer Use Policy

The Internet and the public and private telephone systems have become a de facto standard for communication between governmental entities, commercial organizations, and private citizens. Communications traffic may cross multiple and different networks prior to reaching the client destination. The public has a high reliance on the integrity and accuracy of data shared from the City of Isanti. Therefore, each City of Isanti employee should consider themselves to be responsible for adhering to the guidelines and polices regarding the use of these system; to protect the accuracy, integrity and dependability of the City's electronic systems and information. Please refer to the Computer Use Policy **(APPENDIX).**

Political Activity

City employees have the right to express their views and to pursue legitimate involvement in the political system. However, no City employee will directly or indirectly, during hours of employment, solicit or receive funds for political purposes. Further, any political activity in the workplace must be pre-approved by the City to avoid any conflict of interest or perception of bias such as using authority or political influence to compel another employee to apply for or become a member in a political organization. Please refer to the Political Activities of City Employees Policy **(APPENDIX)**.

Smoking

The City of Isanti observes and supports the Minnesota Clean Indoor Air Act. All City buildings and vehicles, in their entirety, are designated as tobacco free, meaning that smoking in any form (through the use of tobacco products such as pipes, cigars, and cigarettes) and form of "vaping" with e-cigarettes (without regard to the presence of nicotine) is prohibited while in any City facility, vehicle, or while using or operating City equipment.

Smoking of any kind, including pipes, cigars, e-cigs/vape devices (without regard to the presence of nicotine) and cigarettes, and the use of chewing tobacco is prohibited for employees while on duty. Employees are allowed to smoke only during their breaks and lunch, and only in areas where smoking is not prohibited and a minimum of fifteen feet from any municipal building entry area.

SECTION 2.

DEFINITIONS

For purposes of these policies, the following definitions will apply:

Authorized Hours
The number of hours an employee was hired to work. Actual hours worked during any given pay period may be different than authorized hours, depending on workload demands or other factors, and upon approval of the employee's supervisor.

Benefits
Privileges granted to qualified employees. Examples of which include paid leave and/or insurance coverage.

Benefit Earning Employees
Full-time employees and employees who are eligible for at least a pro-rated portion of City provided benefits. Such employees must be year-round employees who work at least thirty (30) hours per week on a regular basis.

Core Hours
The core hours for all City Hall employees (exempt and non-exempt) are expected to work are 9:00 a.m. to 3:30 p.m., Monday through Friday unless away from the work site for a work-related activity, on approved leave, or on an approved temporary flexible work schedule. Police, liquor store, and public works employees do not have core hours and work the schedules established by their supervisors or as provided within their union contracts. The City Administrator may approve permanent flexible work scheduling outside of these core hours for employees on a case-by-case basis.

Demotion
The movement of an employee from one job class to another within the City, where the maximum salary for the new position is lower than that of the employee's former position.

Direct Deposit
As permitted by state law, all City employees are required to participate in direct deposit.

Employee
An individual who has successfully completed all stages of the selection process including the training period.

Exempt Employee
Employees who are not covered by the overtime provisions of the federal or state Fair Labor Standards Act.

FICA (Federal Insurance Contributions Act)

FICA is the federal requirement that a certain amount be automatically withheld from employees' earnings. FICA and Medicare contributions are based on amounts set by federal regulations and are subject to change based on federal regulation. The City contributes the matching amount for FICA and Medicare on behalf of each employee. Certain employees are exempt or partially exempt from these withholdings (e.g., police officers).

Fiscal Year
The period from January 1 to December 31.

Full-time Employee
Employees who are required to work forty (40) or more hours per week, year-round, in a permanent position. In accordance with federal health care reform laws and regulations, the City shall offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work thirty (30) or more hours per week or the equivalent of one hundred thirty (130) hours or more per month. In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended.

Hours of Operation
City Hall's regular hours of operation are Monday through Friday and closed Saturday and Sunday:

Monday	8:00 a.m.- 4:30 p.m.
Tuesday	7:00 a.m.- 5:30 p.m.
Wednesday	8:00 a.m.- 4:30 p.m.
Thursday	7:00 a.m.- 5:30 p.m.
Friday	8:00 a.m.- 4:30 p.m.

Management Employee
An employee who is responsible for managing a department or division of the City.

Non-exempt Employee
Employees who are covered by the federal or state Fair Labor Standards Act. Such employees are normally eligible for overtime at 1.5 times their regular hourly wage for all hours worked over forty (40) in any given workweek.

Part-time Employee
Employees who are required to work less than thirty (30) hours per week year-round in a permanent position. Part-time employees do not earn benefits or credit for seniority.

Pay Period
A fourteen (14) day period beginning at 12:00 a.m. (midnight) on Sunday through 11:59 p.m. on Saturday, fourteen (14) days later.

PERA (Public Employees Retirement Association)

Statewide pension program in which all City employees meeting program requirements must participate in accordance with Minnesota law. The City and the employee each contribute to the employee's retirement account.

Promotion
Movement of an employee from one job class to another within the City, where the maximum salary for the new position is higher than that of the employee's former position.

Reclassify
Movement of a job from one classification to another classification because of a significant change in the position's duties and responsibilities.

Seasonal Employee
Employees who work only part of the year (100 days or less) to conduct seasonal work. Seasonal employees may be assigned to work a full-time or part-time schedule. Seasonal employees do not earn benefits or credit for seniority. In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended or, in some rare instances, may be offered health insurance.

Seniority
The ranking of an employee based on the longevity of service or higher rank of a position of another employee.

Service Credit
Time worked for the City. All employees begin earning service credit on the first day worked for the City. Some forms of leave will create a break in service.

Temporary/ Interim Employee
Employees who work in temporary positions. Temporary positions might have a defined start and end date or may be for the duration of a specific project. Temporary employees may be assigned to work a full-time or part-time schedule. Temporary employees do not earn benefits or credit for seniority. In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended or, in some rare instances, may be offered health insurance.

Training/Probationary Period
A six (6) month period at the start of employment with the City (or at the beginning of a promotion, reassignment or transfer) that is designated as a period within which to learn the job. The training period is the last part of the selection process.

Police Department Officers require a twelve (12) month period at the start of employment with the City (or at the beginning of a promotion, reassignment or transfer) that is designated as a period within which to learn the job. The training period is the last part of the selection process.

For part-time employees scheduled to work less than thirty (30) hours per week, the training period is not to exceed five hundred twenty (520) hours. The training period is the last part of the selection process.

An employee serving his/her initial probationary period may be disciplined at the sole discretion of the City, up to and including dismissal. An employee so disciplined, including dismissal, will not have any grievance rights.

Nothing in this Personnel Policy shall be construed to imply that, after completion of the probationary period, an employee has any vested interest or property right to continued City employment.

Time served in temporary, seasonal, volunteer, or interim positions are not considered part of the probationary period. If an emergency arises during an employee's probationary period which requires a leave of absence, such time off, if granted, will not be considered as time worked, and the probationary period will be extended by the length of time taken.

Transfer
Movement of an employee from one City position to another of equivalent pay.

Weapons
Weapons are defined to include all legal or illegal firearms, switchblades knives, or any other object that has been modified to serve as a weapon or that has the primary purpose of serving as a weapon.

Workweek
A workweek is seven (7) consecutive twenty-four (24)-hour periods. For most employees the workweek will run from Sunday through the following Saturday. With the approval of the City Administrator, departments may establish a different workweek based on coverage and service delivery needs.

SECTION 3.

EMPLOYEE RECRUITMENT & SELECTION

Scope
The City Administrator/designee will manage the hiring process for positions within the City. While the hiring process may be coordinated by staff, the City Council is responsible for the final hiring decision and must approve all hires to City employment. All hires will be made according to merit and fitness related to the position being filled.

When an employee elects to resign from his/her position and the position is a budgeted position within the City of Isanti, the City Administrator, is authorized to direct Human Resources to proceed forward with all necessary steps in which to fill the vacant position. All letters of resignation must be approved by the City Council; however, the selection process to fill the

position may start prior to approval of resignation.

Features of the Recruitment System

When a vacancy occurs, the Department Head must notify the City Administrator and the City Administrator will determine proper budgeting authorization. The City Administrator/designee will determine if a vacancy will be filled through an open recruitment or by promotion, transfer or some other method. This determination will be made on a case-by-case basis. Vacancies may be filled by promotion of an employee working on a regular basis for the City who meets the qualifications necessary to perform the duties of the position. The majority of position vacancies will be filled through an open recruitment process.

Employment of Spouses, Relatives or Significant Others (Anti-Nepotism)

An applicant related to any elected or appointed official will not be considered for employment. An applicant related to an employee will not be considered for employment in a department or work situation where the relative would also be employed and if it would result in the influential hiring or supervision of a relative. The words "related" or "relative" for the purpose of this policy will mean: spouse, parent, partner, child, and sibling, step-parent, step-child, and half-siblings, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, and son-in-law; grandparent, and grandchild; nephew, and niece.

In addition, those having a significant relationship to any elected or appointed official or employee such as significant others, roommates, and anyone else whose relationship to such elected or appointed official or employee could reasonably be perceived as causing a conflict of interest will not be considered for employment in a department or work situation where such conflict may result.

Conflict of interest means:

a. Where one employee would supervise or have the authority to appoint, remove or discipline a relative.
b. Where one relative would be responsible for auditing the work of another relative.
c. Where circumstances exist, which would place a relative in a situation or actual or foreseeable conflict between the City's interests and the relative's interest.
d. Where the employment of a relative of a policy-level employee of an organization with whom the City deals would give the appearance of improper influence or favor.
e. Where a relative of a policy level employee, appointed or elected official could be perceived as benefitting from decisions made regarding job benefits or compensation.

Advertisement

The City Administrator/designee will post position vacancy postings on the City website and other advertisement outlets. The posting will specify the title, pay range or rate, nature of work to be performed, qualifications desirable, place and manner of making application and the closing date for receiving the application if so designated. If necessary, other appropriate means of publicizing job openings will be utilized. These include preparation and publication of

newspaper advertisement, advertising in professional or trade journals, contacting other organizations and other accepted recruitment methods.

Application for employment will be made on forms provided by the City online and at the front desk at City Hall. Supplemental questionnaires may be required in certain situations. All candidates must complete and submit the required application materials by the posted deadline, in order to be considered for the position. The deadline for application may be extended by the City Administrator and Human Resources. Unsolicited applications will not be kept on file.

Position vacancies may be filled on an "interim" or "acting" basis as needed. The City Council may approve interim or acting appointments and temporary pay rate adjustments, if any.
Testing and Examinations
Applicant qualifications will be evaluated in one or more of the following ways: training and experience rating; written test; oral test or interview; performance or demonstrative test; physical agility test, or other appropriate job-related exam.

Internal recruitments will be open to any City employee who: (1) has successfully completed the initial training period; (2) meets the minimum qualifications for the vacant position; and (3) currently is and for the past year has been in good standing with the City.

The City Administrator will recommend to the City Council minimum qualifications for each position. To be eligible to participate in the selection process, a candidate must meet the minimum qualifications.

Rehiring past employees will be evaluated on a case-by-case basis by the City Administrator. Certain positions may not require certain pre-employment evaluations if re-hired within 2 months.

All candidates for positions of City employment will be based on merit and qualifications of the applicants for the position to be filled. To evaluate the merit and qualifications of the applicants, a criterion will be established for each such position. The criteria established must be capable of being reduced to a 100-point rating system. A 100-point system must be applied to all positions of City employment except for those positions specifically exempted from the Veterans' Preference Act.

Pre-Employment Medical Exams

The City Administrator or designee may determine that a pre-employment medical examination, which may include a psychological evaluation, is necessary to determine fitness to perform the essential functions of any City position. Pre-employment medical examinations are required for the hire of Police Officers and Public Works Technicians and other positions if determined by the City Administrator. Where a medical examination is required, an offer of employment is contingent upon successful completion of the medical exam.

When a pre-employment medical exam is required, it will be required of all candidates who are finalists and/or who are offered employment for a given job class. Information obtained from the medical exam will be treated as confidential medical records.

When required, the medical exam will be conducted by a licensed physician designated by the City with the cost of the exam paid by the City. (Psychological/psychiatric exams will be conducted by a licensed psychologist or psychiatrist.) The physician will notify the City Administrator/designee that a candidate either is or isn't medically able to perform the essential functions of the job, with or without accommodations and whether the candidate passed a drug test, if applicable. If the candidate requires accommodation to perform one or more of the essential functions of the job, the City Administrator or designee will confer with the physician and candidate regarding reasonable and acceptable accommodations. If a candidate is rejected for employment based on the results of the medical exam, he/she will be notified of this determination.

Selection Process

The selection process will be a cooperative effort between the City Administrator/Human Resources and the Department Head, subject to final hiring approval of the City Council. Any, all, or none of the candidates may be interviewed. Selected candidate(s) for a position will be finalized by resolution indicating the title, anticipated start date, salary and other applicable details.

The process for hiring seasonal and temporary employees may be delegated to the appropriate supervisor with each hire subject to final City Council approval. Except where prohibited by law, seasonable and temporary employees may be terminated by the supervisor at any time, subject to City Council approval.

The City has the right to make the final hiring decision based on qualifications, abilities, experience, and the City of Isanti's needs.

Background Checks

All finalists for employment with the City will be subject to a background check to confirm information submitted as part of application materials and to assist in determining the candidate's suitability for the position. Except where already defined by state law, the City Administrator will determine the level of background check to be conducted based on the position being filled. Job offers are all contingent on successfully passing a background check.

Notification

Human Resources or designee will notify in writing by letter or email to the candidate selected. The notification will include the employment date, title, salary and listing of benefits. Human Resources or designee will notify in writing, letter or email those not selected.

Training/ Probation

The training / probation period is an integral part of the selection process and will be used for the purpose of observing the employee's work and for training the employee in work expectations. Training periods apply to new hires, transfers, promotions and rehires. Training periods are six (6) months (or 1040 hours) in duration with the exception of Police Officers whose training period is one (1) year. The training / probation period will be used to observe the employee's work for securing the most effective adjustment of the employee to the position and for rejecting any employee whose performance does not meet the required work standards. Upon recommendation by the Department Head and approval by the City Administrator, the training/probation period for employees not covered by a collective bargaining agreement may be extended up to an additional six (6) months' time period. The training/probation period may also be extended by, for example, an unpaid leave of absence.

Training/ Probationary Termination

The City Administrator may recommend to City Council to terminate or demote a probationary employee at any time during the probation period. Upon request, the employee terminated will be notified in writing of the reasons for the termination. Unless required by law or under the terms of a collective bargaining agreement, the employee terminated and will not have the right to appeal.

SECTION 4.

ORGANIZATION

Job Descriptions

The City will maintain job descriptions for each position. New positions will be developed as needed, but must be approved by the City Council prior to the position being filled.

Each job description will include: position title, department, supervisor's title, FLSA status (exempt or non-exempt), primary objective of the position, essential functions of the position, examples of performance criteria, minimum requirements, desirable training and experience, supervisory responsibilities (if any), and extent of supervisory direction or guidance provided to position. In addition, job descriptions may also describe the benefits offered and potential career path opportunities as a means to entice a qualified pool of applicants. Good attendance and compliance with work rules and policies are essential functions of all city positions.

Prior to posting a vacant position the existing job description will be reviewed by the City Administrator/designee and the hiring supervisor to ensure the job description is an accurate reflection of the position and the stated job qualifications do not present artificial barriers to employment. A current job description is provided to each new employee. Department Heads are responsible for recommending revisions of job descriptions as necessary to ensure that the position's duties and responsibilities are accurately reflected. All revisions are reviewed and must be approved by the City Administrator.

Assigning and Scheduling Work
Assignment of work duties and scheduling work is the responsibility of the supervisor subject to the approval of the City Administrator.

Layoff
In the event it becomes necessary to reduce personnel, temporary employees and those serving a probationary period in affected job classes will be terminated from employment with the City before other employees in those job classes. Within these groups, the selection of employees to be retained will be based on merit and ability as determined by the City Administrator, subject to approval of the City Council. When all other considerations are equal, the principle of seniority will apply in layoffs and recall from layoffs.

Recall
An employee who is recalled to work in the same position after a layoff of less than 365 days will resume work with all of their seniority intact. For purposes of accumulating vacation, sick leave, and other similar benefits, the employee will be considered to have not been working during their layoff. If an employee is recalled to work after a layoff of more than 365 days or re-hired for a new position, they can and will be considered a new employee.

SECTION 5.

HOURS OF WORK

Work Hours

Work schedules for employees will be determined by the department head and approved by the City Administrator. For most employees, the workweek begins at midnight on Sunday and runs until the following Saturday night at 11:59 p.m. The regular workweek for employees is five eight-hour days in addition to a lunch period, Monday through Friday, except as otherwise approved by the City Administrator in accordance with the customs and needs of the individual departments.

Core Hours

To ensure employee availability and accountability to the public the City serves, she normal City business hours are from 8:00 a.m. to 4:30 p.m. Monday, Wednesday, Friday and 7:00 a.m-5:30 p.m. Tuesday and Thursday for City Hall Offices (with core hours being from 9:00 a.m. to 3:30 p.m.). The City may allow flexible scheduling of work hours to accommodate eight (8)- or ten (10)-hour days; however, flexible hours must be approved by the Department Head and the City Administrator, to work a minimum of 40 hours per week for full time staff.

Meal Breaks and Rest Periods

A paid fifteen (15) minute break is allowed within each four (4) consecutive hours of work. An unpaid thirty (30) minute lunch period is provided when an employee works eight (8) or more consecutive hours. Employees are expected to use these breaks as intended and will not be permitted to adjust work start time, end time or lunch time by saving these breaks without prior approval by the department head and City Administrator on a case by case basis, not to be abused.

Employees working in City buildings will normally take their break at the place provided for that purpose in each building. Employees working out-of-doors will normally take their break at the location of their work. Employees whose duties involve traveling throughout the City may stop along the assigned route at a restaurant or other public accommodation for their fifteen (15) minute break. Exceptions must be approved by the Department Head and City Administrator.

Work from Home

Employees who perform work at home must first be pre-authorized by the City Administrator.

Adverse Weather Conditions

City facilities will generally be open during adverse weather. Due to individual circumstances, each employee will have to evaluate the weather and road conditions in deciding to report to

work (or leave early). Employees will be allowed to use accrued vacation time or compensatory time; or with supervisor approval may modify the work schedule or make other reasonable schedule adjustments.

Sworn police officers and public works maintenance employees will generally be required to report to work regardless of conditions.
Decisions to cancel departmental programs (special events, recreation programs, etc.) will be made by the respective supervisor or the City Administrator. Please refer to the Inclement Weather Procedure **(APPENDIX)**

SECTION 6.

COMPENSATION

Full-time employees of the city will be compensated according to schedules adopted by the City Council. Unless approved by the Council, employees will not receive any amount from the City in addition to the pay authorized for the positions to which they have been appointed. Expense reimbursement or travel expenses may be authorized in addition to regular pay.

Amount
Employees may receive a cost of living adjustment (COLA) to their wage on January 1st of each year if the COLA has been approved by resolution of the City Council for the given budget year. All step increases based on the wage schedule may be given to the employee if the step increases have been approved by resolution of the City Council and subject to the following:

1. All employees hired prior to September 1, 2007 will receive a step increase on July 1 of each given year
2. Employees hired on or after September 1, 2007 will receive a step increase on their anniversary date, successful completion of 2080 worked hours.
3. Part-time employees who are promoted to a new position and receive a new wage scale will accumulate hours for step increases based on the date the employee begins the new position.
4. Compensation for seasonal and temporary employees will be set by the City Council at the time of hire, or on an annual basis.

Under the Minnesota Wage Disclosure Protection Law, employees have the right to tell any person the amount of their own wages. While the Minnesota Government Data Practices Act (Minn. Stat. §13.43), specifically lists an employee's actual gross salary and salary range as public personnel data, Minnesota law also requires wage disclosure protection rights and remedies to be included in employer personnel handbooks. To that end, and in accordance with Minn. Stat. §181.172, employers may not:

- Require nondisclosure by an employee of his or her wages as a condition of employment.
- Require an employee to sign a waiver or other document which purports to deny an employee the right to disclose the employee's wages.

- Take any adverse employment action against an employee for disclosing the employee's own wages or discussing another employee's wages which have been disclosed voluntarily.
- Retaliate against an employee for asserting rights or remedies under Minn. Stat. §181.172, subd. 3.

The city cannot retaliate against an employee for disclosing his/her own wages. An employee's remedies under the Wage Disclosure Protection Law are to bring a civil action against the city and/or file a complaint with the Minnesota Department of Labor and Industry at (651) 284-5070 or (800) 342-5354.

Paychecks

Paychecks are issued every two weeks. Distribution of paychecks to City employees is to be accomplished in a timely manner using accurate, consistent procedures. When paydays fall on a holiday, checks are normally issued the day before the holiday.

Paychecks will not be given to anyone other than the person for whom they were prepared, unless the person has a note signed by the employee authorizing the City to give the other person the check. Checks will be given to the spouse, or another appropriate immediate family member, in the case of a deceased employee.

Employees are responsible for notifying the Human Resources or the Finance Department of any change in status including changes in address, phone number, names of beneficiaries, marital status, etc.

Paydays

Employees will be paid bi-weekly on alternate Fridays. When a pay day falls on a holiday, employees will receive their pay the preceding work day.

Direct Deposit

As provided for in Minnesota law, all new employees are required participate in direct deposit effective January 1, 2020. Employees, including returning seasonal employees, who receive a paper check prior to January 2020, may continue to receive them as "grandfathered in." Employees are responsible for notifying the Human Resources or the Finance Director of any change in status including changes in address, phone number, names of beneficiaries, marital status, etc.

Time Reporting

Full-time, non-exempt employees are expected to work forty (40) hours per workweek and will be paid according to the time reported on their time sheets. To comply with the provisions of the federal and state Fair Labor Standards Acts, hours worked and any leave time used by non-exempt employees are to be recorded daily and submitted to payroll on a biweekly basis. Each time reporting form must include the signature of the immediate supervisor. The Department Head/designee will submit all time sheets to the Finance Department for payroll. Reporting false information on a time sheet may be cause for immediate termination.

Overtime / Compensatory Time

The City of Isanti has established this overtime policy to comply with applicable state and federal laws governing accrual and use of overtime. The City Administrator will determine whether each employee is designated as "exempt" or "non-exempt" from earning overtime. In general, employees in executive, administrative, and professional job classes are exempt; all others are non-exempt.

All employees, in all departments, are required to work overtime as necessary, requested by their supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Department Heads will make reasonable efforts to balance the personal needs of their employees when assigning overtime work. The Department Head must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action.

Non-Exempt (Overtime-eligible) Employees:

All overtime-eligible employees will be compensated at the rate of time and one-half for all hours worked over forty (40) in one workweek. Vacation, sick leave and paid holidays do not count toward "hours worked". Compensation will take the form of either time-and-one-half pay or compensatory time. Compensatory time is paid time off at the rate of one-and one-half hours (1 ½) off for each hour of overtime worked.

A non-exempt employee may accrue compensatory time to a maximum of eighty (80) hours or receive overtime pay. Once a non-exempt employee has earned the maximum amount of compensatory time, no further compensatory time may accrue in that calendar year. All further overtime will be paid. Employees may request and use compensatory time in the same manner as other leave requests. All compensatory time will be marked as such on official timesheets, both when it is earned and when it is used. The Finance Department will maintain compensatory time records.

All accrued compensatory time for non-exempt staff will be paid out when the employee leaves city employment at the hourly pay rate the employee is earning at that time or when someone moves to an exempt position within the City. Total payout is based on total number of hours at straight time. The 80-hour max is a combination of 1 and 1.5 banked.

*Police Officers to whom the Federal Fair Labor Standards Act (FLSA) applies to will be compensated for overtime work at one and one-half (1 ½) times their regular rate of pay to be given only in compensatory time except where precluded by law or policy. Unless defined in a contract, overtime hours are calculated on the basis of eighty (80) hours worked in a two (2) week pay period with the two (2) week period established from Sunday at 12:00 a.m. for a period of fourteen (14) days and ending on a Saturday at 11:59 p.m.

Exempt (not-overtime-eligible) Employees:

Exempt employees are expected to work the hours necessary to meet the performance expectations outlined by their supervisors. Generally, to meet these expectations, and for reasons of public accountability, an exempt employee will need to work forty (40) or more hours per

week. Exempt employees do not receive extra pay for the hours worked over forty (40) in one workweek.

Exempt employees are paid on a salary basis. This means that they receive a predetermined amount of pay each pay period and are not paid by the hour. Their pay does not vary based on the quality or quantity of work performed, and they receive their full weekly salary for any week in which any work is performed.

Exempt employees are eligible for compensatory time at straight time for hours worked in excess of forty (40) hours in a work week or over 8/10-hour a day depending on schedule. However, exempt employees forfeit any compensatory time accrued in excess of eighty (80) hours, unless a different amount is established by the City Administrator, measured pay period to pay period. Upon termination from employment, either voluntarily or involuntarily, exempt employees forfeit any accumulated compensatory time without payment. Exempt employees may request and use compensatory time off in 15-minute increments, in the same manner as other leave requests.

The City of Isanti will only make deductions from the weekly salary of an exempt employee in the following situations:

- The employee is in a position that does not earn vacation or personal leave and is absent for a day or more for personal reasons other than sickness or accident.
- The employee is in a position that earns sick leave, receives a short-term disability benefit or workers' compensation wage loss benefits, and is absent for a full day due to sickness or disability, but he/she is either not yet qualified to use the paid leave or he/she has exhausted all of his/her paid leave.
- The employee is absent for a full workweek and, for whatever reason, the absence is not charged to paid leave (for example, a situation where the employee has exhausted all of his/her paid leave or a situation where the employee does not earn paid leave).
- The very first workweek or the very last workweek of employment with the city in which the employee does not work a full week. In this case, the city will prorate the employee's salary based on the time actually worked.
- The employee is in a position that earns paid leave and is absent for a partial day due to personal reasons, illness, or injury, but:
    - Paid leave has not been requested or has been denied.
    - Paid leave is exhausted.
    - The employee has specifically requested unpaid leave.
- The employee is suspended without pay for a full day or more for disciplinary reasons for violations of any written policy that is applied to all employees.
- The employee takes unpaid leave under the FMLA.
- The City of Isanti may for budgetary reasons implement a voluntary or involuntary unpaid leave program and, under this program, make deductions from the weekly salary of an exempt employee. In this case, the employee will be treated as non-exempt for any workweek in which the budget-related deductions are made.

The City of Isanti will not make deductions from pay due to exempt employees being absent for jury duty or attendance as a witness but will require the employee to pay back to the City any amounts received by the employee as jury fees or witness fees.

If the City inadvertently makes an improper deduction to the weekly salary of an exempt employee, the City will reimburse the employee and make appropriate changes to comply in the future.

All employees, in all departments, are required to work overtime as requested by their supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

Leave Policy for Exempt Employees

Exempt employees are required to work the number of hours necessary to fulfill their responsibilities including evening meetings and/or on-call hours. Exempt employees are required to use paid leave when on personal business or away from the office for two (2) hours or more, on a given day. Absences of less than two (2) hours do not require use of paid leave as it is presumed that the staff member regularly puts in work hours above and beyond the normal work schedule Monday through Friday requirement. Exempt employees must communicate their absence to the City Administrator or his/her designee.

If one of the above employees is regularly absent from work under this policy and it is found that there is excessive time away from work which is not justified, the situation will be handled as a performance issue. If it appears that less than forty (40) hours per week is needed to fulfill the position's responsibilities, the position will be reviewed to determine whether a part-time position will meet the needs of the City. Flexible scheduling and combining leave with lunch is subject to prior approval by the City Administrator for specific situations as determined necessary. Additional notification and approval requirements may be adopted by the City Administrator for specific situations as determined necessary.

SECTION 7.

PERFORMANCE REVIEWS

An objective performance review system will be established by the City Administrator or Human Resources for the purpose of periodically evaluating the performance of City employees. The quality of an employee's past performance will be considered in personnel decisions such as promotions, transfers, demotions, terminations and, where applicable, salary adjustments.

Performance reviews will be discussed with the employee. While certain components of a performance evaluation, such as disputed facts reported to be incomplete or inaccurate are challengeable using the City's grievance process, other performance evaluation data, including subjective assessments, are not. For those parts of the performance evaluation system deemed not challengeable, an employee may submit a written response, which will be attached to the performance review. Performance reviews are to be scheduled on a regular basis, at least

annually. The form, with all required signatures, will be retained as part of the employee's personnel file.

During the training/probationary period, informal performance meetings should occur frequently between the supervisor and the employee. Conducting these informal performance meetings provides both the supervisor and the employee the opportunity to discuss what is expected, what is going well and not so well.

Signing of the performance review document by the employee acknowledges the review has been discussed with the supervisor and does not necessarily constitute agreement. Failure or refusal to sign the review by the employee will not invalidate the form nor will it delay processing.

SECTION 8.

BENEFITS

The City will contribute a monthly amount toward group health, dental and life insurance benefits for each eligible employee and his/her dependents. Eligible employees are full time employees and employees working thirty (30) hours per week or the equivalent of 130 hours or more a month. The amount to be contributed will be determined annually by the City Council.

Insurance coverage is effective the 1st day of the first full month of employment for all eligible employees.

- The City pays the full cost of the health insurance premium for single coverage.
  - If the plan includes an HSA, the City will annually review the amount contributed to employees based on IRS guidelines.
- The City pays the full cost of Dental for the employee and dependents.
- The City pays the full cost of Life Insurance and AD&D for the employee in the amount of $25,000

The City may provide elective benefits, outlined within the Flexible Benefit Plan/Cafeteria 125 summary plan document.

Cash Reimbursement is outlined in the summary plan document as an elected benefit to eligible employees who "opt out" of the City benefits.

For information about flexible benefits, including coverage and eligibility requirements, employees should refer to the summary plan description for the Flexible Benefit Plan/Cafeteria 125 plan and the various certificates of coverage for the insurance benefits. You may also contact Human Resources.

Retirement /PERA

The City participates in the Public Employees Retirement Fund (PERA) to provide pension benefits for its eligible employees. Participation in PERA is mandatory for most employees, and

contributions to PERA begin immediately. This City and the employee contribute to PERA each pay period as determined by state law. Most employees are also required to contribute a portion of each pay check for Social Security and Medicare (the City matches the employee's Social Security and Medicare withholding for many employees.

Employees may also be eligible to participate in deferred compensation programs offered through the City. Options may include participation in the ICMA RC and MN Deferred Compensation plans. Contributions to these plans are at the employee's cost. For information about PERA eligibility, contribution requirements, and the deferred compensation programs, contact Human Resources.

SECTION 9.

HOLIDAYS

The City observes the following official holidays for full-time and part-time thirty (30) hours employees:

New Year's Day
Martin Luther King, Jr.
President's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Columbus Day (Floating)
Veteran's Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve
Christmas Day

Official holidays commence at the beginning of the first shift of the day on which the holiday is observed and continue for twenty-four (24) hours thereafter.

When a holiday falls on a Sunday, the following Monday will be the "observed" holiday and when a holiday falls on a Saturday, the preceding Friday will be the "observed" holiday for City operations/facilities that are closed on holidays.

Employees will receive holiday pay for City-observed holidays. Employees wanting to observe holidays other than those officially observed by the City may request either vacation leave, compensatory time, or unpaid leave for such time off. Any employee on a leave of absence without pay from the City is not eligible for holiday pay.

Full-time nonexempt employees who do not work a holiday will receive 8 hours holiday pay for official holidays at their normal straight time rates, provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday.

Part-time thirty (30) hour employees who do not work a holiday will receive pro-rated holiday pay based on the number of hours normally scheduled provided they are on paid status on the last scheduled day prior to the holiday and first scheduled day immediately after the holiday.

Non-exempt employees who work on a holiday will receive pay at one and one-half (1 ½) for the hours worked and will be given at straight time. Pay at one and one- half (1 ½) will be on regular base hourly wage not to be pyramided with any other premium. Pay of one and one-half (1 ½) times the regular hourly wage for employees required to work on a listed holiday will be for the hours worked on the "actual" holiday as opposed to the "observed" holiday.

SECTION 10.

LEAVES

Depending upon an employee's situation, more than one form of leave may apply during the same period of time (e.g., the Family and Medical Leave Act is likely to apply during a workers' compensation absence). An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

Except as otherwise stated, all paid time off, taken under any of the City's leave programs, must be taken consecutively, with no intervening unpaid leave. The City will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

Sick Leave

Sick leave is authorized absence from work with pay, granted to qualified full-time and part-time thirty (30) hour employees. Sick leave is a privilege, not a right. Employees are to use this paid leave only when they are unable to work for medical reasons and under the conditions explained below. Sick leave does not accrue during an unpaid leave of absence.

- Full-time employees will accumulate sick leave at a rate of eight (8) hours per month.
- Part-time employees regularly scheduled to work at least 30 hours per week will accrue sick leave on a pro-rated basis of the full-time employee schedule.
- Part-time employees regularly scheduled to work fewer than 30 hours per week will not earn or accrue sick leave.
- Temporary and seasonal employees will not earn or accrue sick leave.
- Sick leave may be used only for days when the employee would otherwise have been at work. It cannot be used for scheduled days off.

Sick leave may be used as follows:

- When an employee is unable to perform work duties due to illness or disability (including pregnancy).
- In increments as small as 15 minutes.
- An employee who is drawing worker's compensation will be allowed to use accumulated sick leave as necessary to ensure a full monthly paycheck, providing that employee shows documentation to the Employer.
- For medical, dental or other care provider appointments.
- When an employee has been exposed to a contagious disease of such a nature that his/her presence at the work place could endanger the health of others.

- To care for the employee's injured or ill children, including stepchildren or foster children, for such reasonable periods as the employee's attendance with the child may be necessary.
- To take children, or other family members to a medical, dental or other care provider appointment.
- To care for an ill spouse, father, mother, sister or brother.
- Safety leave: Employees are authorized to use sick leave for reasonable absences for themselves or relatives (employee's adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent) who are providing or receiving assistance because they, or a relative, is a victim of sexual assault, domestic abuse, or stalking. Safety leave for those listed, other than the employee and the employee's child, is limited to 160 hours in any 12-month period.

Pursuant to Minn. Stat. §181.9413, eligible employees may use up to 160 hours of sick leave in any 12-month period for absences due to an illness of or injury to the employee's adult child, spouse, sibling, parent, grandparent, stepparent, parent-in-law (mother-in-law and father-in-law), and grandchild (includes step-grandchild, biological, adopted, or foster grandchild).

After accrued sick leave has been exhausted, vacation leave or other leaves may be used upon approval of the City Administrator, to the extent the employee is entitled to such leave.

To be eligible for sick leave pay, the employee will:

- Communicate with his/her immediate supervisor, as soon as possible after the scheduled start of the work day, for each and every day absent;
- Keep his/her Department Head/ Human Resources informed of the status of the illness/injury or the condition of the ill family member;
- Submit a physician's statement upon request.

Returning to Work After Medical Absence

After a medical absence beyond five (5) working days, a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employees' ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.

Any work restrictions must be stated clearly on a return-to-work or workability form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. Sick leave may be denied for any employee required to provide a doctor's statement until such a statement is provided.

The City has the right to obtain a second medical opinion to determine the validity of an employee's worker's compensation or sick leave claim, or to obtain information related to restrictions or an employee's ability to work. The City will arrange and pay for an appropriate medical evaluation when it is required by the City.

Any employee who makes a false claim for sick leave will be subject to discipline up to and including termination. Sick leave will normally not be approved after an employee gives notice

that he or she will be terminating employment. Exceptions must be approved by the City Administrator.

Reimbursement of Accrued Sick Hours

Upon accrual of four hundred eighty (480) hours, the City will, on an annual basis, reimburse unused sick leave at the rate of one-half (½) of the employee's daily salary based on a maximum accrual of ninety-six (96) hours for those hours over the four hundred eighty (480) hours. Those hours will be paid out on the first pay date in December of each year.

The sick leave time reimbursed by the City will be lost by the employee for accumulation purposes. The sick leave that is accumulated may be used only for sick leave purposes and the employee will not be reimbursed for unused sick leave except in the manner as described in this section.

Upon termination of an employee in good standing and with five years consecutive employment, the employee will be reimbursed one-half (½)pay for sick days not used to a maximum of four hundred eighty (480) accumulated hours at the employee's current rate of pay; and the employee will be reimbursed for any unused sick leave for hours accrued in the termination year at the rate of one-half (½) of the employee's daily salary based on a maximum accrual of ninety-six (96) hours.

Vacation Leave

Vacation will accrue at the following rates at the start of each year employed:

Years of Service	Annual Accrual
First (1) year:	6 days (48 hrs.)
Second (2) year	12 days (96 hrs.)
Sixth (6) year	18 days (144 hrs.)
Tenth (10) year	24 days (192 hrs.)
Fifteenth (15) year	27 days (216 hrs.)

Eligibility

Full-time employees will earn vacation leave in accordance with the above schedule.

Part-time employees who work at least thirty (30) hours per week on a regular basis will accrue vacation leave on a prorated basis of the full-time employee schedule.

Part-time employees who are scheduled to work less than thirty (30) hours on a regular basis, temporary and seasonal employees will not earn or accrue vacation leave.

Accrual Rate

For the purpose of determining an employee's vacation accrual rate, years of service will include all continuous time that the employee has worked at the city (including authorized unpaid leave). Employees who are rehired after terminating city employment will not receive credit for their prior service unless specifically negotiated at the time of hire.

Use

While an employee is training/on probation, vacation leave may be used as it is earned, subject to approval by the employee's Department Head.

*Every full-time and part-time thirty (30) hour plus employee hired prior to March 1, 2007 will have July 1 as their anniversary date for purposes of earned vacation. Vacation earned from the date of employment to July 1 will be credited to the employee and will be taken as provided. Every full-time and part-time thirty (30) hour plus employee hired after March 1, 2007 will have their date of hire as their anniversary date for purposes of earned vacation.

An employee will not earn any vacation leave for any pay period unless he/she is employed by the City on the last scheduled work day of the pay period. Requests for vacation should be received at least forty-eight (48) hours in advance of the requested time off. This notice may be waived at the discretion of the Department Head and/or City Administrator. Vacation can be requested in increments as small as 15 minutes.

On the employee's anniversary date, employees may carry accrued vacation leave up to a maximum of the employee's annual accrual rate plus forty-eight (48 hours). Accrued hours in excess of the allowed amount will be forfeited by the employee unless obtaining approval of the City Council to carry the excess of the allowed amount. Vacation hours will be audited on an annual basis by the Finance Department, but it is the responsibility of the employees to track maximum accrual. Vacation leave cannot be converted into cash payments except at termination.

Vacation Donation

An employee may voluntarily donate their accumulated vacation hours, up to a max of 24 hours, to other employees annually, unless approved by the City Administrator. Donated time will be paid to the recipient at the recipient's regular rate of pay on an hour per hour basis, and there will be no consideration for differences in wage rates applied to the transfer.

Funeral Leave

Employees will be permitted to use up to three (3) working days, with pay, as funeral leave upon the death of an immediate family member. This paid leave will not be deducted from the employee's vacation or sick leave balance.

The actual amount of time off, and funeral leave approved, will be determined by the Department Head or City Administrator depending on individual circumstances (such as the closeness of the relative, arrangements to be made, distance to the funeral, etc.)

Military Leave

State and federal laws provide protections and benefits to City employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of 15 days in any calendar year.

The leave of absence is only in the event the employee returns to employment with the City as required upon being relieved from service, or is prevented from returning by physical or mental disability or other cause not the fault of the employee, or is required by the proper authority to continue in military or naval service beyond the fifteen (15) day paid leave of absence. Employees on extended unpaid military leave will receive fifteen (15) days paid leave of absence in each calendar year, not to exceed five years.

Where possible, notice is to be provided to the City at least ten (10) working days in advance of the requested leave. If an employee has not yet used his/her fifteen (15) days of paid leave when called to active duty, any unused paid time will be allowed for the active duty time, prior to the unpaid leave of absence.

Employees returning from military service will be reemployed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of vacation leave and sick leave accruals.

Eligibility for continuation of insurance coverage for employees on military leave beyond fifteen (15) days will follow the same procedures as for any employee on an unpaid leave of absence.

Employees will be granted up to ten (10) working days of unpaid leave whose immediate family member is a member of the United States armed forces who has been injured or killed while engaged in active service. The ten (10) days may be reduced if an employee elects to use appropriate accrued paid leave.

Unless the leave would unduly disrupt the operations of the City, employees whose immediate family member, as a member of the United States armed forces has been ordered into active service in support of a war or other national emergency, will be granted an unpaid leave of absence, not to exceed one (1) day's duration in any calendar year, to attend a send-off or homecoming ceremony for the mobilized service member.

Jury Duty

Regular full-time and part-time employees will be granted paid leaves of absence for required jury duty. Such employees will be required to turn over any compensation they receive for jury duty, minus mileage reimbursement, to the City in order to receive their regular wages for the period. Time spent on jury duty will not be counted as time worked in computing overtime.

Employees excused or released from jury duty during their regular working hours will report to their regular work duties as soon as reasonably possible or will take accrued vacation or compensatory time to make up the difference.

Employees are required to notify their supervisor as soon as possible after receiving notice to report for jury duty. The employee will be responsible for ensuring that a report of time spent on jury duty and pay form is completed by the clerk of court so the city will be able to determine the amount of compensation due for the period involved.

Temporary and seasonal employees are generally not eligible for compensation for absences due to jury duty, but can take a leave without pay subject to department head approval. However, if a temporary or seasonal employee is classified as exempt, he/she will receive compensation for the jury duty time.

Court Appearances

Employees will be paid their regular wage to testify in court for City-related business. Any compensation received for court appearances (e.g. subpoena fees) arising out of or in connection with City employment, minus mileage reimbursement, must be turned over to the City.

Victim or Witness Leave

An employer must allow a victim or witness, who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony, or is the spouse or immediate family member (immediate family member includes parent, spouse, child or sibling of the employee) of such victim, reasonable time off from work to attend criminal proceedings related to the victim's case. [See Safety Leave under the Sick Leave Policy for additional information on leave benefits available to employees and certain family members].

Job Related Injury or Illness

All employees are required to report any job-related illnesses or injuries to their supervisor immediately (no matter how minor) and a First Report of Injury (FROI) form must be filled out and submitted to Human Resources. If a supervisor is not available and the nature of injury or illness requires immediate treatment, the employee is to go to the nearest available medical facility for treatment and, as soon as possible, notify his/her supervisor of the action taken. In the case of a serious emergency, 911 should be called.

If the injury is not of an emergency nature, but requires medical attention, the employee will report it to the supervisor and make arrangements for a medical appointment.

Worker's compensation benefits and procedures to return to work will be applied according to applicable state and federal laws.

Workers Compensation

An employee injured on the job will receive compensation from the City's Worker's Compensation Insurance provider after a three (3) day initial waiting period. The three (3) days waiting period will be charged to the Employee's sick leave account. Should the employee receive workers compensation for a period of ten (10) days or more, workers compensation will pay for the initial three (3) days and the employee's sick leave account will be credited the initial waiting period. Because the compensation provided by the insurance may be less than the normal salary, the city may use leave pay (sick, personal, or vacation) to provide the difference between the employee's regular net pay (irrespective of all deductions required by State and Federal Law) and the worker's compensation amount. In the event that all leave pay available to an employee is exhausted, the employee would be paid exclusively through the worker's compensation plan.

Workers Compensation: Leave Accrual and Holidays

During the period in which an employee is out on workers compensation leave, the employee will continue to accrue leave hours (sick and vacation) as if they were working, for up to six (6) months. After six (6) months, and during such time as the employee continues on workers compensation leave the employee will continue to accrue leave hours (sick and vacation pay) based on the percentage of City salary being received through use of leave hours. Holiday pay will also be given for this time period as long as the employee retains employment status with the City. There will be no further leave accrual or holiday pay after employment with the City of Isanti is terminated.

At the time the employee returns to work, the employee will begin to accrue leave based on the number of hours the employee works.

Pension

To the extent permissible under PERA guidelines, and provided the employee so chooses to pay the employee's share, the City will pay the amount of the employer paid pension that was lost during the worker's compensation leave to help restore the portion of the employee's pension attributable to City leave funds paid to the employee.

Insurance Benefits

1. During the worker's compensation period in which an employee is being partially compensated by the City (with the use of available leave hours), the employee will continue to receive insurance benefits applicable to the position held at the time of the injury. Applicable insurance benefits will continue for a period of no more than six (6) months from the time that an employee's leave hours are exhausted and partial City compensation has discontinued. The employee will continue to be responsible for the employee portion of insurance payments, if any; and any other personal deductions the employee may have. If the City is not providing a portion of the employee's wage adequate to withhold the employee portion of premiums, with the use of available leave, the employee must provide such payment to the city on a timely basis in order to maintain insurance coverage.

2. Upon an employee's return to their original position, or to a work hardening program which schedules return to their original position, the employee will receive insurance benefits applicable to that position.

3. If it has been determined by medical evaluation and the City's Worker's Compensation Insurance provider that as the result of a job related injury, a regular full-time employee is unable to return to work full time (forty (40) hours per week), and if a regular part-time position is available that would accommodate all work restrictions and for which the employee would otherwise qualify and is accepted by the employee, insurance benefits would be continued at the original full-time rate for the remainder of the six (6) month period after which time lapses, insurance benefits would be prorated based on the new position.

4. The wage paid to the retuning employee by the city would be consistent with the wage established for the new position. In the event the new wage is less than the wage for the original position, the City's Worker's Compensation Insurance provider would be responsible for the payment of any wage difference for such period as determined by the insurance provider and consistent with State law.

5. If it has been determined by medical evaluation and the City's Worker's Compensation Insurance provider that as a result of a job related injury, a regular full-time employee is unable to return to the employee's original position as the result of physical restrictions, and if there is a position available that would accommodate those restrictions and for which the employee would otherwise qualify, the individual accepting the new position would also be subject to the benefit and wage stipulations as stated above.

6. If it has been determined by medical evaluation and the City's Worker's Compensation Insurance provider that an employee had reached maximum potential recovery from a work related injury and that a permanent disability exists that would preclude the employee from returning to their former position and that no other position is available that would accommodate the employee's work restrictions and for which the employee was otherwise qualified, the City's Worker's Compensation Insurance provider would be fully responsible for the monetary settlement with the employee and the employee would be terminated from their position with the City. The employee would be allowed to continue insurance coverage as provided in state and/or federal law and would be responsible for payment of insurance premiums.

Family and Medical Leave (FMLA)

The Family and Medical Leave Act (29 CFR Part 825) provides certain employees with up to 12 workweeks of unpaid, job-protected leave a year, and requires group health benefits to be maintained during the leave as if employees continued to work instead of taking leave. **(APPENDIX)**

To be eligible for FMLA leave, an employee must work for a covered employer and:

- have worked for that employer for at least 12 months; and
- have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave; and
- work at a location where at least 50 employees are employed at the location or within 75 miles of the location.

Pregnancy and Parenting Leave

Employees who work twenty (20) hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence under the Pregnancy and Parenting Leave Act of Minnesota. Female employees for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions as well as a biological or adoptive parent in conjunction with after the birth or adoption of a child as eligible for up to 12 weeks of unpaid leave and must begin within twelve (12) months of the birth or adoption of the child. In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital. Employee should provide reasonable notice, which is at least 10

days. If the leave must be taken in less than three days, the employee should give as much notice as practicable.

Employees are required to use accrued leave (i.e., sick leave, vacation leave, etc.) during Parenting Leave if the employee has any FMLA eligibility remaining at the time this leave commences, this leave will also count as FMLA leave. The two leaves will run concurrently. The employee is entitled to return to work in the same position and at the same rate of pay the employee was receiving prior to commencement of the leave. Group insurance coverage will remain available while the employee is on leave pursuant to the Pregnancy and Parenting Leave Act, but the employee will be responsible for the entire premium unless otherwise provided in this policy (i.e., where leave is also FMLA qualifying). For employees on an FMLA absence as well, the employer contributions toward insurance benefits will continue during the FMLA leave absence.

Reasonable Unpaid Work Time for Nursing Mothers

Nursing mothers will be provided reasonable unpaid break time for nursing mothers to express milk for nursing her child for one year after the child's birth. The City will provide a room (other than a bathroom) as close as possible to the employee's work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private.

Reasonable Accommodations to an Employee for Health Conditions Relating to Pregnancy

The city will attempt to provide a female employee who requests reasonable accommodation with the following for her health conditions related to her pregnancy or childbirth:

- More frequent restroom, food, and water breaks;
- Seating;
- Limits on lifting over 20 pounds; and/or
- Temporary transfer to a less strenuous or hazardous position, should one be available.

Unless such accommodations impose an undue hardship on the city, the city will engage in an interactive process with respect to an employee's request for a reasonable accommodation.

Adoptive Parents

Adoptive parents will be given the same opportunities for leave as biological parents (see provisions for Parenting Leave). The leave must be for the purpose of arranging the child's placement or caring for the child after placement. Such leave must begin before or at the time of the child's placement in the adoptive home.

Administrative Leave

Under special circumstances, an employee may be placed on an administrative leave pending the outcome of an internal or external investigation. The leave may be paid or unpaid, depending on the circumstances, as determined by the City Administrator with the approval of the City Council.

School Conference Leave

Any employee who has worked half-time or more for at least twelve (12) months preceding the request may take unpaid leave for up to a total of sixteen (16) hours during any 12-month period to attend school conferences or classroom activities related to the employee's child (under 18 or under 20 and still attending secondary school), provided the conference or classroom activities cannot be scheduled during non-work hours. When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, the employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the operations of the City. Employees may choose to use vacation leave hours for this absence, but are not required to do so.

Bone Marrow/ Organ Donation Leave

Employees working an average of 20 or more hours per week may take paid leave, not to exceed 40 hours, unless agreed to by the City, to undergo medical procedures to donate bone marrow or an organ. The 40 hours is over and above the amount of accrued time the employee has earned.

The City may require a physician's verification of the purpose and length of the leave requested to donate bone marrow or an organ. If there is a medical determination that the employee does not qualify as a bone marrow or organ donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited.

Elections / Voting

An employee volunteering to serve as an election judge pursuant to Minnesota law will be allowed time off without pay for purposes of serving as an election judge, provided that the employee gives the City at least twenty (20) days written notice. An employee appointed to serve as an election judge for the purpose of administering a local general election will receive their regular rate of pay.

All employees eligible to vote at a State general election, at an election to fill a vacancy in the office of United States Senator or Representative, or in a Presidential primary, will be allowed time off with pay to vote during the morning of election day. Employees wanting to take advantage of such leave are required to work with their supervisors to avoid coverage issues.

Regular Leave without Pay

The City Administrator may authorize leave without pay for up to thirty (30) days. Leave without pay for greater periods may be granted by the City Council.

Normally employee benefits will not be earned by an employee while on leave without pay. However, the City's contribution toward health, dental, and life insurance may be continued, if approved by the City Council, for leaves of up to ninety (90) days when the leave is for medical reasons and FMLA has been exhausted.

If an employee is on a regular leave without pay and is not working any hours, the employee will not accrue (or be paid for) holidays, sick leave, or vacation leave. Employees who are working reduced hours while on this type of leave will receive holiday pay on a prorated basis and will accrue sick leave and vacation leave based on actual hours worked.

Leave without pay hours will not count toward seniority and all accrued vacation leave and compensatory time must normally be used before an unpaid leave of absence will be approved.

To qualify for leave without pay, an employee need not have used all sick leave earned unless the leave is for medical reasons. Leave without pay for purposes other than medical leave or work-related injuries will be at the convenience of the City.

Employees returning from a leave without pay for a reason other than a qualified Parenting Leave or FMLA, will be guaranteed return to the original position only for absences of thirty (30) calendar days or less.

Employees receiving leave without pay in excess of thirty (30) calendar days, for reasons other than qualified Parenting Leave or FMLA, are not guaranteed return to their original position. If their original position or a position of similar or lesser status is available, it may be offered at the discretion of the City Administrator subject to approval of the City Council.

Light Duty/Modified Duty Assignment

This policy is to establish guidelines for temporary assignment of work to temporarily disabled employees who are medically unable to perform their regular work duties. Light duty is evaluated by the City Administrator on a case-by-case basis. This policy does not guarantee assignment to light duty.

Such assignments are for short-term, temporary disability-type purposes; assignment of light duty is at the discretion of the City Administrator. The City Administrator reserves the right to determine when and if light duty work will be assigned. The circumstances of each disabled employee performing light duty work will be reviewed regularly. Any light duty/modified work assignment may be discontinued at any time

If the City offers a light duty assignment to an employee who is out on worker's compensation leave, the employee may be subject to penalties if he/she refuses such work.

It is at the discretion of the City Administrator whether or not to assign light duty work to the employee. This policy is handled on a case-by-case basis. The City may require a medical exam conducted by a physician selected by the City to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions.

When an employee is unable to perform the essential requirements of his/her job due to a temporary disability, he/she will notify the supervisor in writing as to the nature and extent of the disability and the reason why he/she is unable to perform the essential functions, duties, and requirements of the position. This notice **must** be accompanied by a physician's report containing a diagnosis, current treatment, and any work restrictions related to the temporary disability. The notice must include the expected time frame regarding return to work with no restrictions, meeting all essential requirements and functions of the city's job description along with a written request for light duty. Upon receipt of the written request, the supervisor is to forward a copy of the report to the City Administrator. The City may require a medical exam

conducted by a physician selected by the City to verify the diagnosis, current treatment, expected length of temporary disability, and work restrictions.

SECTION 11.

SEPARATION FROM SERVICE

Resignations

Non-exempt employees wishing to leave the City service in good standing must provide a written resignation notice to their supervisor, at least fourteen (14) calendar days before leaving. Exempt employees must give thirty (30) calendar days written notice, unless otherwise stated in their contract.

Unauthorized absences from work for a period of three (3) consecutive work days may be considered as resignation without proper notice.

The written resignation must state the effective date of the employee's resignation. Failure to comply with this procedure may be cause for denying the employee's severance pay and any future employment with the City.

Severance Pay-outs

Employees who leave the City in good standing by retirement or resignation will receive pay for:

- All unused accrued vacation leave
- Employee who has five (5) years of consecutive employment will be reimbursed for unused sick days to a maximum of four hundred eighty (480) accumulated hours at the rate of one-half (1/2) of the employee's hourly rate
- Non-exempt employees will receive all unused accrued compensatory time.
- Exempt employees will not receive any unused accrued compensatory time.
- * For employees covered by a Collective Bargaining Agreement other severance options may be applicable.

SECTION 12.

DISCIPLINE

General Policy

All Employees are responsible for maintaining compliance with City standards of employee conduct. The objective of this policy is to establish a standard disciplinary process for employees of the City of Isanti. City employees will be subject to disciplinary action for failure to fulfill

their duties and responsibilities at the level required, including observance of work rules and standards of conduct and applicable City policies.

Discipline will be administered in a non-discriminatory manner. An employee who believes that discipline applied was either unjust or disproportionate to the offense committed may pursue a remedy through Human Resources. City Administrator/designee will investigate any allegation on which disciplinary action might be based before any disciplinary action is taken.

No Contract Language Established

This policy is not to be construed as contractual terms and is intended to serve only as a guide for employment discipline.

Process

The City may elect, but shall not be required, to use progressive discipline with any employee. There may be circumstances that warrant deviation from the suggested order or where progressive discipline is not appropriate. Nothing in these personnel policies implies that any City employee has a right or guarantee to the job he/she performs.

Documentation of disciplinary action taken will be placed in the employee's personnel file with a copy provided to the employee.

The following are descriptions of the types of disciplinary actions:

Oral Reprimand

This measure will be used when informal discussions between the employee's supervisor or Department Head and the employee have not resolved a matter. All Department Heads have the ability to issue oral reprimands without prior approval.

Oral reprimands are normally given for first infractions on minor offenses to clarify expectations and put the employee on notice that the performance or behavior needs to change, and what the change must entail. The Department Head will document the discussion including date(s) and a summary of discussion and corrective action needed. Human Resources will place this summary in the employee's personnel file.

Written Reprimand

A written reprimand is more serious and may follow an oral reprimand when the problem is not corrected or the behavior has not consistently improved in a reasonable period of time. Serious infractions may require skipping either the oral or written reprimand, or both. Written reprimands are issued by the Department Head with prior approval from the City Administrator/designee.

A written reprimand will: (1) state what did happen; (2) state what should have happened; (3) identify the policy, directive or performance expectation that was not followed; (4) provide history, if any, on the issue; (5) state any goals, including timetables, and expectations for the future; and (6) indicate consequences of recurrence.

Employees will be given a copy of the reprimand to sign acknowledging its receipt. Employees' signatures do not mean that they agree with the reprimand. Human Resources will place this in the employee's personnel file.

Suspension With or Without Pay

The City Administrator may suspend an employee with or without pay for disciplinary reasons. Suspension without pay may be followed with immediate dismissal as deemed appropriate by the City Council, except in the case of veterans. Qualified veterans, who have completed their initial probationary period, will not be suspended without pay in conjunction with a termination.

The employee will be notified in writing of the reason for the suspension either prior to the suspension or shortly thereafter. A copy of the letter of suspension will be placed in the employee's personnel file.

An employee may be suspended or placed on involuntary leave of absence pending an investigation of an allegation involving that employee. The leave may be with or without pay depending on a number of factors including the nature of the allegations. If the allegation is proven false after the investigation, the relevant written documents will be removed from the employee's personnel file and the employee will receive any compensation and benefits due had the suspension not taken place.

Demotion and/or Transfer

An employee may be demoted or transferred if an attempt at resolving an issue have failed and the City Administrator determines a demotion or transfer to be the best solution to the problem. The employee must be qualified for the position to which they are being demoted or transferred. The City Council must approve this action.

Salary

An employee's salary step increase may be withheld or the salary may be decreased due to performance deficiencies.

Dismissal

The City Administrator, with the approval of the City Council, may dismiss an employee for substandard work performance, serious misconduct, or behavior not in keeping with City standards.

If the disciplinary action involves the removal of a qualified veteran, who has completed his/her initial probationary period, the appropriate hearing notice will be provided and all rights will be afforded the veteran in accordance with Minnesota law.

Benefits

Vacation leave and sick leave accruals will not be applied when on unpaid suspension if the unpaid suspension exceeds five (5) working days.

SECTION 13.

EMPLOYEE EDUCATION & TRAINING

The City promotes staff development as an essential, ongoing function needed to maintain and improve cost effective quality service to residents. The purposes for staff development are to ensure that employees develop and maintain the knowledge and skills necessary for effective job performance and to provide employees with an opportunity for job enrichment and mobility. The City permits and encourages attendance at various education seminars, conferences, and training sessions as approved and budgeted.

Policy

The City will pay for the costs of an employee's participation in training and attendance at professional conferences, seminars, and training sessions, provided that attendance is approved in advance and approved by the Department Head and City Administrator under the following criteria and procedures:

Job-Related Training & Conferences

The subject matter of the training session or conference is directly job-related and relevant to the performance of the employee's work responsibilities. Responsibilities outlined in the job description, annual work program requirements, and training goals and objectives that have been developed for the employee will be considered in determining if the request is job-related.

CLE or similar courses taken by an employee in order to maintain licensing or other professional accreditation will not be eligible for payment under this policy unless specified in an employment contract or the subject matter relates directly to the employee's duties, even though the employee may be required to maintain such licensing or accreditation as a condition of employment with the City.

The Department Head and the City Administrator are responsible for determining job-relatedness and approving or disapproving training and conference attendance.

Job-Related Meetings

Attendance at regular professional meetings, costing $100 or less, that an employee has an involvement in and are directly related to the performance of the employee's work responsibilities, do not require the approval of the City Administrator or training and travel paperwork. Advance Department Head approval is required to ensure adequate department coverage and budgetary impacts.

Request for Participation in Training & Conferences

All training/conferences by City employees must be in accordance with the City's adopted budget. Requests for participating in training or conferences must be submitted in writing to the employee's supervisor on the appropriate form. Training and travel requests are required to be signed by the City Administrator, Department Head and Human Resources for approval.

All requests must include an estimate of the total cost (training session, travel, meals, etc.) and a statement of how the education or training is related to the performance of the employee's work responsibilities with the City. All training request forms should be submitted to the City Administrator as early as possible to the departure date.

Registration fees, meals, hotel/motel accommodations, public transportation, and other legitimate expenses are reimbursable as follows:

a. Expenses will be reimbursed for employees only. If spouses or guests attend the training sessions, they may do so at no expense to the City.
b. All registration fees for the training session will be paid by the City, provided that attendance at said sessions was approved and budgeted.
d. Lodging for the night before the commencement of a conference, seminar, or meeting may be requested only if the following criteria are met:
    1. The conference begins that evening or prior to 8:00 a.m. the next day.
e. Lodging for a multiple day conference considered to be within driving distance may be requested if one or more of the following criteria are met:
    1. Scheduled events end at 7 p.m. or later
    2. Following day travel to the event would start before 6 a.m.
f. In the event there are extenuating circumstances where lodging is seen as necessary, but does not fall under the outlined criteria above, those instances will be dealt with on a case-by-case basis by the City Administrator.
g. The registrant must provide itemized receipts for all of the above expenditures and attach them to the expense report form.

All requests must be approved by the Department Head and the City Administrator.

Out of State Travel

Attendance at training or conferences out of state is approved only if the training or conference is not available locally. All requests for out of state travel are reviewed for approval/disapproval by the City Administrator.

Compensation for Travel & Training Time

Time spent traveling to and from, as well as time spent attending a training session or conference, will be compensated in accordance with the Federal Fair Labor Standards Act.

Travel and other related training expenses will be reimbursed subject to the employee providing necessary itemized receipts and appropriate documentation.

Travel & Meal Allowance

If employees are required to travel outside of the area in performance of their duties as a City employee, they will receive reimbursement of expenses for meals, lodging, and necessary expenses incurred. In no case will City funds be used to pay for, or reimburse, for events sponsored by or affiliated with political parties. The City will not reimburse employees for meals connected with training or meetings within City limits, unless the training or meeting is

held as a breakfast, lunch or dinner meeting. The City will also not reimburse employees for the costs for travel of family members.

City vehicles should be used for travel by City employees. However, if circumstances make it impractical to use a City vehicle, and advance approval is given by the City Administrator prior to attendance, the City of Isanti will reimburse employees for the use of their private vehicles while on official City business at the current rate provided by the IRS mileage limit during the year. An employee approved to use their personal vehicle will not be reimbursed for mileage that the employee would have driven to and from their place of work on the days of training and travel; only those miles in excess of their regular miles that would have been driven to and from work will be reimbursed. Mileage from the employee's home to city offices in the conduct of employment will not be subject to reimbursement.

City vehicles will only be used for transportation related to the event being attended.

Private vehicle mileage for use unrelated to the event will not be reimbursed.

Reimbursement will not be provided for any meals which are included as part of registration, tuition, or fees unless approved. Itemized receipts are required for meals and must clearly indicate the date. Reimbursement for meals while on authorized travel will include only actual expenditures including tax and 15% tip as outlined:

Individual Meals	$ 10.00 Breakfasts
	$ 15.00 Lunches
	$ 25.00 Dinners

Costs for meals which are a scheduled activity of an authorized conference or meeting which are not included in the registration fee will be fully reimbursed, not to exceed federal guidelines. Costs for alcoholic beverages will not be reimbursed.

Reimbursement Procedures

All requests for reimbursement will be made on the standard expense report form or claim request form, and will be submitted to the Department Head for approval; the Department Head will forward to the City Administrator or Human Resources for final approval.

Itemized receipts must be attached to the expense report form for any expenses not paid in advance by the City including; registration, lodging, meals, (other legitimate expenses where a receipt is not available, i.e. parking)

No advance reimbursement for an approved training session is permitted. Registration and lodging reservation will be made subject to the employee's travel request form. The Finance Department will process and provide a check made payable to the lodging entity or the City credit card will be used to reserve the lodging.

Internal Training

The City of Isanti finds it to be in the best public interest to conduct formal and informal internal training sessions as follows:

a. Holding regular staff meetings at the Department Head level and frequent staff meetings at the employee level.
b. Conduct in-service training seminars on such subjects as safety, etc.
c. Meet and confer with elected and appointed personnel of nearby municipalities or other units of government for the purpose of exchanging ideas which are of mutual benefit.

There will be no claims approved for personal expenses incurred under this Section.

Team/Department Training

The City of Isanti supports team/department training to enhance the cohesiveness and skills/abilities of a department or work team as a whole. Training objectives, costs, location, back-up for any staffing needs and hours away from work for the training of teams/departments must be reviewed by the supervisor for approval. Costs for team/department training must be approved by the City Administrator.

Memberships and Dues

The purpose of memberships to various professional organizations must be directly related to the betterment of the services of the City. Normally, one City membership per agency, as determined by the City Administrator, is allowed, providing funds are available. Such memberships will be approved by the City Administrator.

Upon separation of employment, individual memberships can and will remain with the City and in that case, are transferred to another employee by the supervisor.

City Driving Policy

This policy applies to all employees who drive a vehicle on City business at least once per month, whether driving a City-owned vehicle or their own personal vehicle. It also applies to employees who drive less frequently but whose ability to drive is essential to their job due to the emergency nature of the job. The City expects all employees who are required to drive as part of their job to drive safely and legally while on City business and to maintain a good driving record.

The City will examine driving records once per year for all employees who are covered by this policy to determine compliance with this policy. Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor on the first work day after any temporary, pending, or permanent action is taken on their license and to keep their supervisor informed of any changes thereafter.

The city will determine appropriate action on a case-by-case basis.

SECTION 14.

OUTSIDE EMPLOYMENT

The potential for conflicts of interest is lessened when full time employees at the City of Isanti regard the City as their primary employment responsibility. All outside employment is to be reported to the employee's immediate supervisor. If a potential conflict exists based on this policy or any other consideration, the Department Head will consult with the City Administrator. All outside employment, unless part of an employment contract, must be approved by the City Administrator. A form must be completed by the employee and submitted to the City Administrator. Any City employee accepting employment in an outside position that is determined by the City Administrator to be in conflict with the employee's City job will be required to resign from the outside employment or may be subject to discipline up to and including termination.

For the purpose of this policy, outside employment refers to any non-City employment or consulting work for which an employee receives compensation, except for compensation received in conjunction with military service or holding a political office or an appointment to a government board or commission that is compatible with City employment. The following is to be considered when determining if outside employment is acceptable:

- Outside employment must not interfere with a full-time employee's availability during the City's regular hours of operation or with a part-time employee's regular work schedule.
- Outside employment must not interfere with the employee's ability to fulfill the essential requirements of his/her position.
- The employee must not use City equipment, resources, or staff in the course of the outside employment.
- The employee must not violate any City personnel policies as a result of outside employment.
- The employee must not receive compensation from another individual or employer for services performed during hours for which he/she is also being compensated by the City. Work performed for others while on approved vacation or compensatory time is not a violation of policy unless that work creates the appearance of a conflict of interest.
- No employee will work for another employer, or for his/her own business, while using paid sick leave from the City for those same hours.
- Departments may establish more specific policies as appropriate, subject to the approval of the City Administrator.
- Outside employment opportunities with private or public entities where the employee already serves that entity with specified duties through a Joint Powers Agreement or Service Contract will be reviewed by the City Administer prior to acceptance of the employment opportunity. The review is to ensure that there is no conflict of interest with or use of City time or resources for the employment opportunity. Continued employment by the employee in this capacity will be reviewed by the City Administrator.

City employees are not permitted to accept outside employment that creates either the appearance of or the potential for a conflict with the development, administration or implementation of policies, programs, services or any other operational aspect of the City.

SECTION 15.

DRUG FREE WORKPLACE

In accordance with Federal Law, the City of Isanti has adopted the following policy on drugs in the workplace:

a. Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the City's intent and obligation to provide a drug-free, safe and secure work environment.

b. The unlawful manufacture distribution, possession, or use of a controlled substance on City property or while conducting City business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

c. The City recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plan, as appropriate.

c. Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting City business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.

SECTION 16.

APPENDIX and POLICIES

- Computer Use
- Media Relations
- Cellular Phone Use
- City Driving
- Conflict of Interest
- Service on Boards and Committees
- Employee Recognition
- Ethics Policy
- Inclement Weather
- Personal Appearance and Dress
- Political Activity
- Respectful Workplace
- Safety
- Social Media
- FMLA

COMPUTER USE

General Information

This policy serves to protect the security and integrity of the City's electronic communication and information systems by educating employees about appropriate and safe use of available technology resources.

Computers and related equipment used by City employees are property of the City. The City reserves the right to inspect, without notice, all data, emails, files, settings, or any other aspect of a City-owned computer or related system, including personal information created or maintained by an employee. The City may conduct inspections on an as-needed basis as determined by the City Administrator or designee.

Beyond this policy, the city's System Administrator may distribute information regarding precautions and actions needed to protect City systems; all employees are responsible for reading and following the guidance and directives in these communications.

No Privacy

Users have no expectation of privacy in using the City's electronic communication and information systems. No communication using these systems should be considered private or personal. Since records retention policies may apply to electronic communications, users should assume that even deleted messages are retrievable at a later date.

Personal Use

The City recognizes that some personal use of City-owned computers and related equipment has and will continue to occur. Some controls are necessary, however, to protect the City's equipment and computer network and to prevent abuse of this privilege.

Reasonable, incidental personal use of City computers and software (e.g., word processing, spreadsheets, email, Internet, etc.) is allowed but should never preempt or interfere with work. All use of City computers and software, including personal use, must adhere to provisions in this policy, including the following:

- Employees shall not connect personal peripheral tools or equipment (such as printers, digital cameras, disks, USB drives, or flash cards) to City-owned systems, without prior approval from the System Administrator. If permission to connect these tools/peripherals is granted, the employee must follow provided directions for protecting the City's computer network.
- Personal files should not be stored on City computer equipment. This also applies to personal media files, including but not limited to mp3 files, wav files, movie files, iTunes files, or any other file created by copying a music CD, DVD, or files from the Internet. City Technology Office staff will delete these types of files if found on the network, computers, or other City-owned equipment. Exceptions would be recordings for which the City has created, owns, purchased, or has a license.
- City equipment or technology shall not be used for personal business interests, for-profit ventures, political activities, or other uses deemed by the City Administrator to be

inconsistent with City activities. If there is any question about whether a use is appropriate, it should be forwarded to the City Administrator for a determination.

Hardware

In general, the City will provide the hardware required for an employee to perform his or her job duties. Requests for new or different equipment should be made to your supervisor, who will forward the request to the System Administrator.

The City will not supply laptop computers based solely on the desire of employees to work offsite. A laptop request form will be required for each laptop deployment, and must be signed off by the employee's supervisor and department head. Laptops will only be issued to employees who: travel frequently and require the use of a full computer while traveling; regularly use their laptop offsite; require a laptop for access to special software or systems; and/or have a documented business need for a laptop.

Only City staff may use City computer equipment. Use of City equipment by family members, friends, or others is strictly prohibited.

Employees are responsible for the proper use and care of City-owned computer equipment. City computer equipment must be secured while off City premises; do not leave computer equipment in an unlocked vehicle or unattended at any offsite facility. Computer equipment should not be exposed to extreme temperature or humidity. If a computer is exposed to extreme heat, cold, or humidity, it should be allowed to achieve normal room temperature and humidity before being turned on.

Software

In general, the City will provide the software required for an employee to perform his or her job duties. Requests for new or different software should be made to your supervisor, who will forward the request to the System Administrator.

Employees shall not download or install any software on their computer without the prior approval of the System Administrator. Exceptions to this include updates to software approved by Information Technology such as Microsoft updates, or other productivity software updates. The System Administrator may, without notice, remove any unauthorized programs or software, equipment, downloads, or other resources.

Electronic Mail: The City provides employees with an email address for work-related use. Some personal use of the City email system by employees is allowed, provided it does not interfere with an employee's work and is consistent with all City policies.

Employee emails (including those that are personal in nature) may be considered public data for both e-discovery and information requests and may not be protected by privacy laws. Email may also be monitored as directed by the City authorized staff and without notice to the employee.

Employees must adhere to these email guidelines:

- Never transmit an email that you would not want your supervisor, other employees, members, city officials, or the media to read or publish (e.g., avoid gossip, personal information, swearing, etc.).
- Use caution or avoid corresponding by email on confidential communications (e.g., letters of reprimand, correspondence with attorneys, medical information).
- Do not open email attachments or links from an unknown sender. Delete junk or "spam" email without opening it if possible. Do not respond to unknown senders.
- Do not use harassing language (including sexually harassing language) or any other remarks, including insensitive language or derogatory, offensive, or insulting comments or jokes.

Electronic Calendars: A shared calendar environment is provided as part of the City's email software program. All employees are required to keep their electronic calendar up to date and, at a minimum, must grant all staff the ability to view their calendar.

Instant Messaging: Due to data retention concerns, Instant Messaging (IM) is only allowed for transitory discussions and should be deleted after use. The City only allows IM via (insert designated product here). Employees are not allowed to use IM as a mechanism for personal communication through the City's computer network or when using City equipment, and are not allowed to download or install any other IM software package on their City computer.

Personal Devices: Employees may choose to use their own equipment to read or compose email or other City data as governed in this policy. Employees understand that by connecting their personal equipment to the City's email server, their personal devices could be searched during an e-discovery or other court-ordered scenarios, and agree to grant access to their personal devices should such a situation arise.

Security

Passwords: Employees are responsible for maintaining computer/network passwords and must adhere to these guidelines:

- Passwords must be at least eight characters long and include at least three of the following: lowercase character; uppercase character; and a number or non-alpha-numeric character (e.g., *, &, %, etc.). (Example: J0yful1y!) Password requirements may be changed as necessary, as determined by the System Administrator.
- Passwords should not be shared or told to other staff. If it is necessary to access an employee's computer when he or she is absent, contact your supervisor or the System Administrator; The System Administrator will not provide access to staff accounts without approval of the City Administrator.
- Passwords should not be stored in any location on or near the computer, or stored electronically such as in a cell phone or other mobile device.
- Employees must change passwords every 60 days when prompted, or on another schedule as determined by the System Administrator.

Network access: Non-City-owned computer equipment used in the City's building should only use the wireless connection to the Internet. Under no circumstances should any non-City-owned equipment be connected to the City's computer network via a network cable. Exceptions may be granted by the System Administrator.

Personal computer equipment may not be connected to the City's network without prior approval of the System Administrator. Personal equipment may be subject to password requirements or other electronic security measures as determined by the System Administrator.

Remote Access to the Network: Examples of remote access include, but are not limited to: Outlook Web Access (web mail), virtual private network (VPN), Windows Remote Desktop, and Windows Terminal Server connections. While connected to City computer resources remotely, all aspects of the City's Computer Use Policy will apply, including the following:

- Remote access to the City's network requires a request from a supervisor and approval from the System Administrator. Remote access privileges may be revoked at any time by an employee's supervisor.
- If remote access is from a non-City-owned computer, updated anti-virus software must be installed and operational on the computer equipment, and all critical operating system updates must be installed prior to connecting to the City network remotely. Failure to comply could result in the termination of remote access privileges.
- Recreational use of remote connections to the City's network is strictly forbidden. An example of this would be a family member utilizing the City's cellular connection to visit websites.
- Private or confidential data should not be transmitted over an unsecured wireless connection. Wireless connections are not secure and could pose a security risk if used to transmit City passwords or private data while connecting to City resources. Wireless connections include those over cellular networks and wireless access points, regardless of the technology used to connect.

Internet

The following considerations apply to all uses of the Internet:

- Information found on the Internet and used for City work must be verified to be accurate and factually correct.
- Reasonable personal use of the Internet is permitted. Employees may not at any time access inappropriate sites. Some examples of inappropriate sites include but are not limited to adult entertainment, sexually explicit material, or material advocating intolerance of other people, races, or religions. If you are unsure whether a site may include inappropriate information, you should not visit it.
- If an employee's use of the Internet is compromising the integrity of the City's network, City Technology Office staff may temporarily restrict that employee's access to the Internet. If City Technology Office staff does restrict access, they will notify the employee, HR, and the employee's manager as soon as possible, and work with the employee and manager to rectify the situation.
- The City may monitor or restrict any employee's use of the Internet without prior notice, as deemed appropriate by the employee's Department Head.

Responsibility for Information User

City authorized users should logout of computer terminals or systems if they are going to leave the computer terminal or system unattended. City employees should be alert about their computer or terminal status and take care that unauthorized individuals cannot read or modify

data through a valid system login or session. When a user prints sensitive, proprietary or otherwise controlled information, that user should retrieve the printed material in a timely manner to ensure that it is not available for unauthorized use. City employees should not make extra copies of any City or client information beyond what is required to perform official duties.

Reporting Problems (and Maintenance of Confidentiality)
If a City employee has knowledge of, or suspicion of a compromise or attempted compromise of City of Isanti information systems, or access controls, that employee is expected to report that knowledge or suspicion immediately upon becoming aware of the potential security problem to their supervisor or to the System Administrator.

Data Retention
Electronic data should be stored and retained in accordance with the City's records retention schedule.

Storing and Transferring Files: If you are unsure whether an email or other file is a government record for purposes of records retention laws or whether it is considered protected or private, check with your supervisor. If you are unsure how to create an appropriate file structure for saving and storing electronic information, contact the System Administrator.

Employees must adhere to these guidelines when transferring and storing electronic files:

- All electronic files must be stored on identified network drives and folder locations. The City will not back up documents stored on local computer hard drives, and holds no responsibility for recovery of documents on local computer hard drives should they fail. Files may be temporarily stored on a laptop hard drive when an employee is traveling/offsite; however, the files should be copied to network as soon as possible.
- Electronic files, including emails and business-related materials created on an employee's home or personal computer for City business, must be transferred to and stored in designated locations on the City's network. City-related files should not be stored on an employee's personal computer, unless otherwise defined in this policy.
- All removable storage media (e.g., CD-ROM, flash or USB drive, or other storage media) must be verified to be virus-free before being connected to City equipment.
- Email that constitutes an official record of City business must be kept in accordance with all records retention requirements for the department and should be copied to the network for storage.
- Email that is simple correspondence and not an official record of City business should be deleted (from both the "Inbox" and the "Deleted" box) as soon as possible and should not be retained by employees for more than three months. The City will not retain emails longer than one year on the network or in network back-ups.
- Electronic files or emails that may be classified as protected or private information should be stored in a location on the City's network that is properly secured.
- Any files considered private or confidential should not be stored anywhere other than the City's network. If there is a need to take confidential information offsite, it must be stored on encrypted media; the System Administrator can assist in the encryption of media.

CELLULAR PHONE USE

This policy is intended to define acceptable and unacceptable uses of cellular telephones. Its application is to ensure that cellular phone usage is consistent with the best interests of the City without unnecessary restriction of employees in the conduct of their duties. This policy will be implemented to prevent the improper use or abuse of cellular phones and to ensure that City employees exercise the highest standards of propriety in their use.

General Policy
Cellular telephones are intended for the use of City employees in the conduct of their work for the City. Supervisors are responsible for the cellular telephones assigned to their employees and will exercise discretion in their use. Nothing in this policy will limit supervisor discretion to allow reasonable and prudent personal use of such telephones or equipment provided that:

- Its use in no way limits the conduct of work of the employee or other employees.
- No personal profit is gained or outside employment is served.
- All employees are expected to follow applicable local, state, and federal laws and regulations regarding the use of cellular phones at all times. Employees whose job responsibilities include regular or occasional driving and who are issued a cellphone for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances and in accordance with Minnesota law, employees are required to use hands-free operations or pull off into a parking lot and safety stop the vehicle before placing or accepting a call. Employees are encouraged to refrain from discussion of complicated or emotional matters and to keep their eyes on the road while driving at all times. Special care should be taken in situations where there is traffic or inclement weather, or the employee is driving in an unfamiliar area. Hands-free equipment will be provided with City-issued phones to facilitate the provisions of this policy.
- Reading/sending text messages, making or receiving phone calls, emailing, video calling, scrolling/typing, accessing a webpage, or using non-navigation applications while driving is strictly prohibited.
  In accordance with State law, there is an exception to hands free cellphone operations to obtain emergency assistance to report a traffic accident, medical emergency, or serious traffic hazard or prevent a crime from being committed. There is also a State law exception for authorized emergency vehicles while in the performance of official duties.
- Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. See above "City Driving Policy" for more information on reporting driver's license restrictions.

An employee will not be reimbursed for business-related calls without prior authorization from his/her supervisor. Supervisors may also prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.

Use of public resources by City employees for personal gain and/or private use including, but not limited to, outside employment or political campaign purposes, is prohibited and subject to

disciplinary action which may include termination and/or criminal prosecution, depending on the circumstances. Incidental and occasional personal use may be permitted with the consent of the supervisor.

Personal calls and text messaging will be made or received only when absolutely necessary. Such calls/messaging must not interfere with working operations and are to be completed as quickly as possible. In cases where the City does not regard accounting for personal calls to be unreasonable or administratively impractical due to the minimal cost involved, personal calls made by employees on City-provided cellular phone must be paid for by the employee through reimbursement to the City based on actual cost listed on the City's phone bill.

Procedures
It is the objective of the City of Isanti to prevent and correct any abuse or misuse of cellular telephones through the application of this policy. Employees who abuse or misuse such telephones may be subject to disciplinary action.

Responsibility
The City Administrator/designee, will have primary responsibility for implementation and coordination of this policy. All Department Heads will be responsible for enforcement within their departments.

All cell phones must be left at the work place at the end of the employees shift with the following exceptions:

a. The employee is 'on-call'.
b. The employee has been authorized or directed by his/her Supervisor the cell phone may be taken home.

Cell phones provided to employees remain the property of the City and must be returned to the City upon termination of employment in order for the employee to be considered to be terminating employment in good standing.

Violations of this policy may result in disciplinary action as provided within the Personnel Policy and/or Labor Contract.

Also see Computer Use Policy and City Driving Policy

CITY DRIVING POLICY

This policy applies to all employees who drive a vehicle on City business at least once per month, whether driving a City-owned vehicle or their own personal vehicle. It also applies to employees who drive less frequently but whose ability to drive is essential to their job due to the emergency nature of the job. The City expects all employees who are required to drive as part of their job to drive safely and legally while on City business and to maintain a good driving record.

Employees who lose their driver's license or receive restrictions on their license are required to notify their immediate supervisor on the first work day after any temporary, pending or

permanent action is taken on their license and to keep their supervisor informed of any changes thereafter.

City vehicles are equipped with "hands-free" devices to hold cell phones while driving. There are not exceptions to State Laws while operating city vehicles and employees are expected to uphold the law and the consequences associated with any violations.

The City will determine appropriate action on a case-by-case basis.

CONFLICT OF INTEREST POLICY

Purpose
The City Council of the City of Isanti confirms its determination that ethical standards by the employees of the City (Public Officials) are essential to the proper conduct of City affairs. By eliminating conflicts of interest and providing a guide for conduct in City matters, the City Council strives to promote the faith and confidence of the citizens of the City in their government. The following standards of conduct are intended to serve as a guideline for Public Officials in carrying out their responsibilities. This Policy is in addition to any statutory requirements, Attorney General opinions or court rulings, which prescribe allowable actions for Public Officials.

Definition
Public Officials will be defined as follows:

- All employees of the City of Isanti
- Police Reserves

Standards of Conduct

1. Public Officials:
   a. Must not use their positions to secure special privileges or exemptions for themselves or others to intentionally jeopardize the position of employment of others;
   b. Must not engage in, solicit, negotiate for, or promise to accept private employment nor will they render services for private interests or conduct a private business when such employment, service, or business creates a conflict with or impairs the proper discharge of their official duties;
   c. Must not participate in deliberations in any matter before the Council, Board or Commission, which affects that Public Official's, Public Official's spouse or minor child's financial interests directly or indirectly or those of a business, profession or occupation with which the Public Official is associated. Whenever such conflict is recognized, the affected Public Officials must disclose in writing such interest prior to any discussion or vote and disqualify themselves from any further involvement pertaining to the issue;
   d. Must not act as agent or attorney for another in any matter before the Council or any Board or Commission or before any court or administrative board in any matter in which the City is a party;
   e. Must not directly or indirectly receive, or agree to receive, any compensation, gift or reward or gratuity as an inducement to support or influence any matter or proceeding

connected with, or related to, the duties of the office; The following types of gifts are permitted under exceptions to the law:

1. Lawful campaign contributions.
2. Services to assist an official in the performance of official duties.
3. Services of insignificant monetary value.
4. A plaque or similar item.
5. A trinket or item of insignificant monetary value.
6. Informational material of unexceptional value.
7. Food or beverage given at a reception, meal, or meeting by an organization before whom the recipient makes a speech or answers questions as part of a program (this exception is only available if the location of the reception, meal, or meeting is away from the recipient's place of work).
8. Gifts given because of the recipient's membership in a group.
9. Gifts between family members.

f. Must not participate in drawings or raffles at events, conferences, or seminars while attending as a City employee where financial participation is required.
g. Must not disclose to others or use to further their personal interest confidential information acquired by them in the course of their official duties.

2. Any Public Official who is an officer, director, partner, agent, proprietor or employee of any firm or has a proprietary interest of 10 percent (10%) or more in any company, business, enterprise or corporation, partnership, labor union or association doing business with the City will make known that interest in writing as provided in the disclosure section of this Policy.
3. No Public Official nor business entity that the Public Official has a financial interest in, in excess of 10 percent (10%), will enter into any contract with the City unless otherwise authorized by law.
4. Public Officials must disclose to the governing body any relationship to another person or entity in any instance where there is a conflict of interest or could be the appearance of a conflict of interest.
5. Public Officials will not have a personal financial interest in any sales, lease, or contract that they are authorized to make in their official capacities.
6. A Public Official will not hold two positions if the positions' functions are incompatible with one another.

Disclosures

Public Officials, elected or appointed, must, no later than thirty (30) days following election or appointment to office and each year thereafter by February 1, complete the Disclosure Form and return it to the City Clerk. All subsequent applicants for appointment on Boards and Commissions will file a completed Disclosure Form together with the application form. Within thirty (30) days after the acquisition or sale of any property, each Public Official will file as a public record with the City Administrator, a list of all real property in the City owned by such person, that person's spouse, or minor child, or in which the Public Official has a beneficial interest, disclosing each individual item held, and by whom. Homestead will be excluded from the above disclosure. Each Public Official must disclose all positions as officer, director, partner, agent, proprietor or employee of any firm in which such Public Official has a proprietary

interest of ten percent (10%) or more in any company, business, enterprise, corporation, partnership, labor union or association doing business with the City, and indicate with respect to each such relationship whether services are gratuitous or for compensation.

Disclosure Form
The disclosure information required by this Policy will be set forth on a form made available by the City Clerk or designee.

Discipline
Upon a signed written complaint of any person questioning adherence to this Policy or on the Council's own volition, the Council will refer the matter to the City Attorney for investigation and the City Attorney will report the results of the investigation to the Council within forty-five (45) days thereafter. A copy of such report will be furnished to the person complained against. Such person may request a hearing on this matter before the Council which request will be filed with the City Administrator not later than ten (10) days following receipt by such person of the City Attorney's report.

Upon receipt of the City Attorney's report and at the conclusion of any hearing on the matter, the Council by majority vote may dismiss the complaint as having no merit, may adopt a resolution of censure, or with respect to members of Boards and Commissions, the Council may remove a member from such Board or Commission. In the event the complaint is against a member of the Council, such member will not participate in the Council's deliberations or vote on the issue.

Violations
Any Public Official who violates the Conflict of Interest Law can be found guilty of a gross misdemeanor, be fined up to $3,000, and imprisoned for up to one year. Any contract that has been made illegally is void.

SERVICE ON BOARDS AND COMMITTEES

Employees that desire to serve on the Boards or Committees of Professional or other Organizations of which the City and/or the employee is a member, where their service is or may reasonably be perceived to represent the City of Isanti, will receive approval for such service by the City Council prior to committing to serve in any such capacity.

No employee, nor any employee's immediate family member, will receive any salary, per diem, compensation, or item of substantial value from their service other than the following:

1) Reasonable reimbursement for their personal expenses for such service. This includes meals, lodging and mileage for attending Board or Committee events.

2) Scholarships for seminars, short courses or educational benefits the employee could receive that would benefit the City of Isanti, as prior approved by the City Council.

EMPLOYEE RECOGNITION POLICY

Employee Service Credit Recognition
Employees who have obtained service credit for five (5), ten (10), fifteen (15), twenty (20), and additional year in increments of five will be recognized by receiving a 'Certificate of Recognition' at the last regular City Council meeting of the given year.

Employee Resignation or Retirement
Employee recognition for meritorious service to the City of Isanti will be given to full time employees in good standing that have completed three (3) or more years of service. Recognition will be given at the time that employment with the City has ended. Recognition will be presented a recognition plaque by the Mayor at a regular City Council meeting, closest to the date that the employee's service to the City has ended.

ETHICS POLICY – Non-Retaliation

Purpose
The City of Isanti conducts its business fairly, impartially, in an ethical and proper manner, and in compliance with all laws and regulations.

1. The City of Isanti is committed to conducting its governmental business with integrity underlying all relationships, including those with citizens, customers, suppliers and communities, and among employees. The highest standards of ethical business conduct are required of the City of Isanti employees in performance of their responsibilities. Employees will not engage in conduct or activity that may raise questions as to the City's honesty, impartiality or reputation or otherwise cause embarrassment to the City. Employees will avoid any action, whether or not specifically prohibited in the personnel policies, which might result in or reasonably be expected to create an appearance of:
    - Using public office or public position for private gain.
    - Giving preferential treatment to any person or entity.
    - Losing impartiality.
    - Adversely affecting the confidence of the public in the integrity of the City.

2. Every employee has the responsibility to ask questions, seek guidance, report suspected violations and express concerns regarding compliance with this policy. The City of Isanti will not tolerate retaliation against any employee who in good faith reports or provides information about an incident of alleged harassment in the workplace. If you believe you or someone else has been retaliated against, you must report it as soon as possible to one of the following:
    - Your Supervisor or the Department Head
    - To Human Resources
    - The City Administrator

The Human Resource Department will serve as the contact for employees that have concerns or questions regarding this policy.

INCLEMENT WEATHER PROCEDURE

Policy
Minnesota is known for extreme changes in weather conditions. Our primary concern is of the safety of all employees and the public should the weather turn dangerous.

In the event of severe weather the following steps should be taken:

Tornado Watch

1. A **watch** means that conditions are present for severe weather, such as a tornado to occur.
2. Continue normal routine; be alert for changing weather conditions, tune into commercial radio or television for updates.

Tornado Warning

1. A **warning** means a funnel cloud has been spotted, or a tornado has touched the ground, or winds in excess of 70 mph have been recorded. Outdoor sirens may be sounded.
2. Updated information will be provided by WCCO 830 AM radio and the public safety communications network.

Tornado Warning General Procedures

1. Notify Department Heads.
2. Conduct sweeps of assigned areas and take shelter. Direct other employees and escort visitors to take shelter in the same manner.
3. The Department Head/designee will take roll call of staff. If employees are unaccounted for, the Department Head/designee will notify the City Administrator/designee.

Employees will remain at the recommended shelter area until permission is granted by the Department Head/designee to return to work or be released for the rest of the day. Any employee leaving without prior authorization will be subject to disciplinary action.

Department Procedures
City Hall

- If possible, the front receptionist window should be closed.
- All doors should be locked and all personnel and the public should be directed to the safest location of the building. (Employee Restrooms)

Police Department

- If possible, the front receptionist window should be closed.
- All doors should be locked and all personnel and the public should be directed to the safest location of the building. (Restrooms)

Public Works

- All doors should be locked and all personnel and the public should be directed to the safest location of the building. (Restrooms)

Liquor Store

- If possible, registers should be logged off.

- All doors should be locked and all personnel and the public should be directed to the safest location of the building. (Restrooms)

Closing of City Hall: Blizzard Conditions

1. Only the following people are authorized to direct the closing of City Hall in the event of severe winter weather conditions.
    a. Mayor
    b. City Administrator
2. The City Administrator/designee will notify City Hall staff directly and inform them of the procedures to be taken.
3. Document time and reason of closure.
4. Follow through with regular closing procedures before exiting the building.

Closing of Liquor Store

1. Only the following people are authorized to direct the closing of a store in the event of severe winter weather conditions.
    a. Mayor
    b. City Administrator
2. The Liquor Store Manager will notify the store directly and inform them of the procedures to be taken. In the event that the Store Manager is unavailable, it is then the responsibility of the immediate Store Supervisor to provide directions for the store closure.
3. Document time and reason of closure on an incident report form.
4. Follow through with regular closing procedures before exiting the building.

When it is necessary to close operations due to adverse weather conditions, employees will not be paid for the hours closed unless payment is approved at the discretion of the City Administrator. Employees may use accrued vacation or compensatory time to make up for time lost.

PERSONAL APPEARANCE AND DRESS POLICY

It is the policy of the City that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation.

The City places a high priority on appearance and dress in the workplace and the image we project to our customers. The dress and appearance of City employees is a direct reflection on the professionalism of our services. City employees meet with the public everyday as part of the regular workday. A neat, well-groomed employee will present a positive image of the City and demonstrate the pride of our City employees.

The City hereby adopts "casual business wear" as the dress standard for office staff for Monday through Thursday and permits employees to "dress down" on Fridays. Listed below is a general overview of acceptable casual business wear as well as listing of some of the more common items that are not appropriate for office attire. Neither group is intended to be all-inclusive.

- Casual business wear options for men include: sport coats/blazers, dress slacks, khakis, dress shirts, sport shirts, knit shirts, vests, sweaters, and dress shoes. Socks are mandatory. Shirttails are to be tucked in at all times.

- Casual business wear options for women include: sport coats/blazers, dress slacks, khakis, dresses, skirts less than 3" above the knee, blouses, sport shirts, knit shirts, vests, sweaters, dress shoes, and dress sandals.

Employees are expected to present a neat appearance and are not permitted to wear clothing overly worn, faded, in disrepair or unkempt clothing, athletic wear, or similarly inappropriate clothing. Additional inappropriate clothing are jeans of any color, overalls, spandex or form-fitting, sweatpants, sweatshirts, jogging/warm-up suits, leisure pants, shorts more than 3" above the knee, tank or halter tops, T-shirts, and shirts with inappropriate slogans, sundresses without jackets, athletic shoes, sneakers, or slippers.

- Friday's dress code permits jeans (with the exception of those with faded, holes, frays, tattered/torn, etc.) and tennis shoes. Approved T-shirts and Sweatshirts (those that do not have inappropriate slogans). All attire must be in good form and appearance.

The City recognizes that special job assignments or special duties of a particular job may require an employee to wear non-business casual clothing. Approval must be received from your department head for non-business casual clothing.

Uniforms are provided to some City employees. Uniforms bearing City identification should not be worn during off-duty hours. Uniforms must be worn while at work unless an exception is made by the supervisor.

Certain employees may be required to meet special dress, grooming, and hygiene standards, such as wearing uniforms or business attire depending on the nature of their job. Employees who are expected to have contact with customers, prospects, and the public must dress appropriately. Clothes should be clean, pressed, and properly fitting. Hair should be clean, combed and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible. Sideburns, moustaches, and beards should be neatly trimmed. Employees should use perfume or cologne sparingly or not at all, many individuals are sensitive to the various scents.

The City of Isanti reserves the right to ask employees to dress appropriately. If a supervisor has a concern regarding personal appearance, he/she will discuss the concern with the employee. The supervisor should address repeated violations, and may issue a verbal or written warning. Further, a supervisor can ask an employee to leave the workplace without pay until suitably attired.

Employees should be aware that poor hygiene could disrupt the work of other employees. Supervisors will address these problems in private with the employee.

POLITICAL ACTIVITIES OF EMPLOYEES

Purpose
The purpose of this policy is to establish guidelines and procedure relating to political activities of city employees.

This policy will apply to Employees of the City of Isanti.

a. During working hours, no employee will engage in any form of political activity, nor can any political activity impair an employee's effectiveness in his/her position.
b. Outside of working hours, an employee may belong to a political party and engage in activities associated with this affiliation, be a member of an established organization or political club and may attend political meetings and enjoy complete freedom in voting, and may seek election or appointment to public office.
c. If an employee is elected or appointed to a City of Isanti public office, the employee must resign his/her position with the City.
d. Bumper stickers and posters may be displayed on private vehicles parked in employee parking areas, however, these materials may not otherwise be displayed on City property including but not limited to city vehicles wherever located.
e. No employee will use his/her position to gain benefit and/or seek favors from an elected official.

RESPECTFUL WORKPLACE POLICY

The intent of this policy is to provide general guidelines about the conduct that is and is not appropriate in the workplace. The City acknowledges that this policy cannot possibly predict all situations that might arise, and also recognizes that some employees are exposed to disrespectful behavior, and even violence, by the very nature of their jobs.

Applicability
Maintaining a respectful work environment is a shared responsibility. This policy is applicable to all City personnel including regular and temporary employees, volunteers, firefighters, members of boards and commissions, and City Council members.

Abusive Customer Behavior
While the City has a strong commitment to customer service, the City does not expect that employees accept verbal abuse from any customer. An employee may request that a supervisor intervene when a customer is abusive, or they may defuse the situation themselves, including professionally ending the contact.

If there is a concern over the possibility of physical violence, the individual should use his/her discretion to call 911, and as soon as feasible, a supervisor. Employees should leave the area immediately when violence is imminent unless their duties require them to remain (such as police officers). Employees must notify their supervisor about the incident as soon as possible.

Types of Disrespectful Behavior

The following types of are unacceptable and therefore prohibited, even if not unlawful in and of themselves:

Violent behavior includes the use of physical force, harassment, bullying, or intimidation.

Discriminatory behavior includes inappropriate remarks about or conduct related to a person's race, color, creed, religion, national origin, disability, sex, pregnancy, gender-biased statements, such as stereotypes about women or men, marital status, age, sexual orientation, familial status, or status with regard to public assistance.

Offensive behavior may include such actions as: rudeness, angry outbursts, inappropriate humor, vulgar obscenities, name calling, disrespectful language, or any other behavior regarded as offensive to a reasonable person based upon violent or discriminatory behavior as listed above. It is not possible to anticipate in this policy every example of offensive behavior. Accordingly, employees are encouraged to discuss with their fellow employees and supervisor what is regarded as offensive, taking into account the sensibilities of employees and the possibility of public reaction. Although the standard for how employees treat each other and the general public will be the same throughout the City, there may be differences between work groups about what is appropriate in other circumstances unique to a work group. If an employee is unsure whether a particular behavior is appropriate, the employee should request clarification from their Department Head or the City Administrator.

Sexual harassment can consist of a wide range of unwanted and unwelcome sexually directed behavior such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

a. Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
b. Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment; or
c. Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment includes, but is not limited to, the following:

a. Unwelcome or unwanted sexual advances. This means stalking, patting, pinching, brushing up against, hugging, cornering, kissing, fondling or any other similar physical contact considered unacceptable by another individual.
b. Verbal or written abuse, kidding, or comments that are sexually-oriented and considered unacceptable by another individual. This includes comments about an individual's body or appearance where such comments go beyond mere courtesy, telling "dirty jokes" or any other tasteless, sexually oriented comments, innuendos or actions that offend others. The harassment policy applies to social media posts, tweets, etc. that are about or may be seen by employees, customers, etc.
c. Requests or demands for sexual favors. This includes subtle or obvious expectations, pressures, or requests for any type of sexual favor, along with an implied or specific promise of favorable treatment (or negative consequence) concerning one's current or future job.

Employee Response to Disrespectful Workplace Behavior
All employees should feel comfortable calling their supervisor or another manager to request assistance should they not feel comfortable with a situation. If situations involve violent behavior call the police or ask the individual to leave the area.

If employees see or overhear a violation of this policy, employees should advise a supervisor, the City Administrator, or the City Attorney promptly.

Employees who believe that disrespectful behavior is occurring are encouraged to deal with the situation in one of the ways listed below. If there is a concern about the possibility of violence the individual should use his/her discretion to call 911, and as soon as feasible, a supervisor.

Step 1(a). If you feel comfortable doing so, professionally, but firmly, tell whoever is engaging in the disrespectful behavior how you feel about their actions. Politely request the person to stop the behavior because you feel intimidated, offended, or uncomfortable. If practical, bring a witness with you for this discussion.

Step 1(b). If you fear adverse consequences could result from telling the offender or if the matter is not resolved by direct contact, go to your supervisor or City Administrator. The person to whom you speak is responsible for documenting the issues and for giving you a status report on the.

In some situations, with an offender from the public it is preferable to avoid one-on-one interactions. Talk to your supervisor about available options to ensure there are others available to help with transactions with the offender.

Step 1(c). The City urges conduct which is viewed as offensive be reported immediately to allow for corrective action to be taken through education and immediate counseling, if appropriate. It is vitally important you notify a supervisor, the City Administrator, the Mayor, or a Councilmember promptly of your concerns. Any employee who observes sexual harassment or discriminatory behavior, or receives any reliable information about such conduct, must report it within two business days to a supervisor or the City Administrator.

Step 2. If, after what is considered to be a reasonable length of time (for example, 30 days), you believe inadequate action is being taken to resolve your complaint/concern, the next step is to report the incident to the City Administrator or the Mayor.

Supervisor's Response to Allegations of Disrespectful Workplace Behavior
Employees who have a complaint of disrespectful workplace behavior will be taken seriously.

In the case of sexual harassment or discriminatory behavior, a supervisor must report the allegations within two business days to the City Administrator, who will determine whether an investigation is warranted. A supervisor must act upon such a report even if requested otherwise by the victim. In situations other than sexual harassment and discriminatory behavior, supervisors will use the following guidelines when an allegation is reported:

Step 1(a). If the nature of the allegations and the wishes of the victim warrant a simple intervention, the supervisor may choose to handle the matter informally. The supervisor may conduct a coaching session with the offender, explaining the impact of his/her actions and requiring that the conduct not reoccur. This approach is particularly appropriate when there is some ambiguity about whether the conduct was disrespectful.

Step 1(b). Supervisors, when talking with the reporting employee, will be encouraged to ask him or her what he or she wants to happen next. When an employee comes forward with a disrespectful workplace complaint, it is important to note the City cannot promise complete confidentiality, due to the need to investigate the issue properly. However, any investigation process will be handled as confidentially as practical and related information will only be shared on a need-to-know basis and in accordance with the Minnesota Government Data Practices Act.

Step 2. If a formal investigation is warranted, the individual alleging a violation of this policy will be interviewed to discuss the nature of the allegations. The investigator will obtain the following description of the incident, including date, time and place:

- Corroborating evidence.
- A list of witnesses.
- Identification of the offender.

Step 3. The Department Head must notify the City Administrator about the allegations (assuming the allegations do not involve the City Administrator).

Step 4. In most cases, as soon as practical after receiving the written or verbal complaint, the alleged policy violator will be informed of the allegations, andthe alleged violator will have the opportunity to answer questions and respond to the allegations. The City will follow any other applicable policies or laws in the investigatory process.

Step 5. After adequate investigation and consultation with the appropriate person(s), a decision will be made regarding whether or not disciplinary action will be taken.

Step 6. The alleged violator and complainant will be advised of the findings and conclusions as soon as practicable and to the extent permitted by the Minnesota Government Data Practices Act.

Special Reporting Requirements

When the supervisor is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City Administrator who will determine how to proceed in addressing the complaint as well as appropriate discipline.

If the City Administrator is perceived to be the cause of a disrespectful workplace behavior incident, a report will be made to the City Attorney who will confer with the Mayor and City Council regarding appropriate investigation and action.

If a the Mayor or a Council/Board/Commission Member is perceived to be the cause of a disrespectful workplace behavior incident involving City staff, the report will be made to the City Administrator and referred to the City Attorney who will undertake the necessary investigation. The City Attorney will report his/her findings to the City Council, which will take the action it deems appropriate.

Pending completion of the investigation, the City Administrator may at his/her discretion take appropriate action to protect the alleged victim, other employees, or citizens.

If an elected or appointed City official (e.g., Council/Board/Commissioner member) is the victim of disrespectful workplace behavior, the City Attorney will be consulted as to the appropriate course of action.

Confidentiality
A person reporting or witnessing a violation of this policy cannot be guaranteed anonymity. The person's name and statements may have to be provided to the alleged offender. All complaints and investigative materials will be contained in a file separate from the involved employees' personnel files. If disciplinary action does result from the investigation, the results of the disciplinary action will then become a part of the employee(s) personnel file(s).

Retaliation
Consistent with the terms of applicable statutes and City personnel policies the City may discipline any individual who retaliates against any person who reports alleged violations of this policy. The City may also discipline any individual who retaliates against any participant in an investigation, proceeding, or hearing relating to the report of alleged violations. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

SAFETY

The health and safety of each employee of the City and the prevention of occupational injuries and illnesses are of primary importance to the City. To the greatest degree possible, management will maintain an environment free from unnecessary hazards and will establish safety policies and procedures for each department. Adherence to these policies is the responsibility of each employee. Overall administration of this policy is the responsibility of each supervisor.

Reporting Accidents and Illnesses
Both Minnesota Worker's Compensation laws and the State and Federal Occupational Safety and Health Acts require that all on the job injuries and illnesses be reported as soon as possible by the employee, or on behalf of the injured or ill employee, to his/her supervisor. The employee's immediate supervisor is required to complete a First Report of Injury (FROI) and any other forms that may be necessary related to an injury or illness on the job.

Safety Equipment/Gear
Where safety equipment is required by federal, state, or local rules and regulations, it is a condition of employment that such equipment be worn by the employee.

Unsafe Behavior
Supervisors are authorized to send an employee home immediately for the remainder of the employee's shift when the employee's behavior violates the City's personnel policies, department policies, or creates a potential health or safety issue for the employee or others . The City will not compensate the employee for the time he/she loses; however, the employee may use accrued compensatory or vacation time for the time he/she loses.

POSSESSION AND USE OF DANGEROUS WEAPONS

Possession or use of a dangerous weapon (see attached definitions) is prohibited on City property, in City vehicles, or in any personal vehicle, which is being used for City business. This includes employees with valid permits to carry firearms.

The following exceptions to the dangerous weapons prohibition are as follows:

a. Employees legally in possession of a firearm for which the employee holds a valid permit, if required, and said firearm is secured within an attended personal vehicle or concealed from view within a locked unattended personal vehicle while that person is working on City property.
b. A person who is showing or transferring the weapon or firearm to a police officer as part of an investigation.
c. Police officers and employees who are in possession of a weapon or firearm in the scope of their official duties.

SOCIAL MEDIA POLICY

Purpose
Social networking in government serves two primary functions: to communicate and deliver messages directly to citizens and to encourage citizen involvement, interaction, and feedback. Information which is distributed via social networking must be accurate, consistent, and timely and meet the information needs of the City's customers. Since social media is used for social networking, this policy seeks to ensure proper use of the City of Isanti's social media sites by its representatives.

The City of Isanti wishes to establish a positive and informative social media presence. City representatives have the responsibility to use the City's social media resources in an efficient, effective, ethical and lawful manner pursuant to all existing City and departmental policies. This policy also provides guidelines and standards for City representatives regarding the use of social media for communication with residents, colleagues and all other followers.

Policy
The City of Isanti will determine, at its discretion, how its web-based social media resources will be designed, implemented and managed as part of its overall communication and information sharing strategy. City social media sites may be modified or removed by the City at any time and without notice, as described in this document.

City of Isanti social media accounts are considered a City asset and administrator access to these accounts must be securely administered in accordance with the City's Computer Use policy. The City reserves the right to shut down any of its social media sites or accounts for any reason without notice.

All social media web sites created and utilized during the course and scope of an employee's performance of his/her job duties will be identified as belonging to the City of Isanti, including a link to the City's official web site.

Scope
This policy applies to any existing or proposed social media web sites sponsored, established, registered or authorized by the City of Isanti. This policy also covers the private use of the City's social media accounts by all City representatives, including its employees and agents, Councilmembers, appointed board or commission members, and all public safety volunteers to the extent it affects the City. Questions regarding the scope of this policy should be directed to the Human Resources or the City Administrator.

Definition
Social media are internet and mobile-based applications, websites, and functions, other than email, for sharing and discussing information, where users can post photos, video, comments, and links to other information to create content on any imaginable topic. This may be referred to as "user-generated content" or "consumer-generated media."

Social media includes, but is not limited to:

- Social networking sites such as Facebook, LinkedIn, Twitter, Instagram, and online dating services/mobile apps
- Blogs
- Social news sites such as Reddit and Buzzfeed
- Video and photo sharing sites such as YouTube, Instagram, SnapChat, and Flickr, Facebook
- Wikis, or shared encyclopedias such as Wikipedia
- An ever-emerging list of new web-based platforms generally regarded as social media or having many of the same functions as those listed above

As used in this policy, "employees and agents" means all City representatives, including its employees and other agents of the City, such as independent contractors or Council members.

Rules of Use
City employees, as assigned in their respective City Departments, or designated Agents with administrator access, are responsible for managing social media websites. Facilities or departments wishing to have a new social media presence must initially submit a request to the City Administrator in order to ensure social media accounts are kept to a sustainable number and policies are followed. All social media sites/use must be approved by Resolution of the City Council. All approved sites will be clearly marked as the City of Isanti site and will be linked

with the official City website (www.cityofisanti.us). No one may establish social media accounts or websites on behalf of the City unless authorized in accordance with this policy

Administration of all social media web sites must comply with applicable laws, regulations, and policies as well as proper business etiquette.

City social media accounts accessed and utilized during the course and scope of an employee's performance of his/her job duties may not be used for private or personal purposes or for the purpose of expressing private or personal views on personal, political, or policy issues or to express personal views or concerns pertaining to City employment relations matters.

No social media website may be used by the City or any City employee or agent to disclose private or confidential information. No social media web site should be used to disclose sensitive information; if there is any question as to whether information is private, confidential or sensitive, contact Human Resources or the City Administrator.

When using social media sites as a representative of the City, employees and agents will act in a professional manner. Examples include but are not limited to:

- Adhere to all City personnel and Computer Use policies
- Use only appropriate language

Be aware that content will not only reflect on the writer but also on the City of Isanti as a whole, including elected officials and other City employees and agents. Make sure information is accurate and free of grammatical errors.

- Not providing private or confidential information, including names, or using such material as part of any content added to a site.
- Not negatively commenting on community partners or their services, or using such material as part of any content added to a site.
- Not providing information related to pending decisions that would compromise negotiations.
- Be aware that all content added to a site is subject to open records/right to know laws and discovery in legal cases.
- Always keep in mind the appropriateness of content.
- Comply with any existing code of ethical behavior established by the City.

Where moderation of comments is an available option, comments from the public will be reviewed by City staff, with administrative rights, before posting. It is the City's discretion to allow any comments or posts on City social media sites. Where moderation prior to posting is not an option, sites will be regularly monitored by City staff.

City of Isanti's staff with administrative rights will not edit any posted comments. However, comments posted by members of the public may not be posted or will be removed if they are abusive, obscene, defamatory, in violation of the copyright, trademark right, or other intellectual

property right of any third party, or otherwise inappropriate or incorrect. The following are examples of content that may be removed by City staff before or shortly after being published:

- Potentially libelous comments
- Obscene or racist comments
- Personal attacks, insults, or threatening language
- Plagiarized material
- Private, personal information published without consent
- Comments totally unrelated to the topic of the forum
- Commercial promotions or spam
- Hyperlinks to material that is not directly related to the discussion

Personal Social Media Use
The City of Isanti respects employees and agents' rights to post and maintain personal websites, blogs and social media pages and to use and enjoy social media on their own personal devices during non-work hours. The City requires employees and agents to act in a prudent manner with regard to website and internet postings that reference the City of Isanti, its personnel, its operation, or its property. Employees and agents and others affiliated with the City may not use a City brand, logo, or other City identifiers on their personal sites, nor post information that purports to be the position of the City without prior authorization.

City employees and agents are discouraged from identifying themselves as City employees when responding to or commenting on blogs with personal opinions or views. If an employee chooses to identify him or herself as a City of Isanti employee, and posts a statement on a matter related to City business, a disclaimer similar to the following must be used:

> "These are my own opinions and do not represent those of the City."

Occasional access to personal social media websites during work hours is permitted, but employees and agents must adhere to the guidelines outlined in the City's Computer Use policy and the City's Respectful Workplace Policy. Employees and agents should also review the Data Ownership section of this policy (below).

There may be times when personal use of social media (even if it is off-duty or using the employee's own equipment) may spill over into the workplace and become the basis for employee coaching or discipline. Examples of situations where this might occur include:

- Friendships, dating, or romance between co-workers
- Cyber-bullying, stalking, or harassment
- Release of confidential or private data; if there are questions about what constitute confidential or private data, contact Human Resources or the City Administrator.
- Unlawful activities
- Misuse of City-owned social media
- Inappropriate use of the city's name, logo, or the employee's position or title
- Using City-owned equipment or City-time for extensive personal social media use

Each situation will be evaluated on a case-by-case basis because the laws in this area are complex. If you have any questions about what types of activities might result in discipline, please discuss the type of usage with Human Resources or the City Administrator.

Data Ownership
All social media communications or messages composed, sent, or received on City equipment in an official capacity are the property of the City and will be subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public upon request. The City of Isanti also maintains the sole property rights to any image, video, or audio captured while a City employee is representing the City in any capacity.

The City retains the right to monitor employee's social media use on city equipment and will exercise its right as necessary. Users should have no expectation of privacy. Social media is not a secure means of communication.

Policy Violations
Violations of the Policy will subject the employee to disciplinary action up to and including discharge from employment.

MEDIA RELATIONS

The Mayor is designated as the City Public Information Officer or City PIO and will be responsible for the implementation of this policy. Authorized City spokespersons as the Acting City PIO are designated as the City Administrator and City Chief of Police who is also the Emergency Management Director. With the exception of routine events and basic information that is readily available to the public, all requests for interviews or information from the media are to be routed through the Mayor, City Administrator or Chief of Police, whomever is deemed appropriate given the request.

City employees who are not designated spokespersons are not authorized to make statements to the media and / or in public discussion on behalf of the City. City staff who are not designated spokespersons and who are contacted by a news media representative will be courteous, professional and route their requests to the City Administrator, Chief of Police or City PIO.

All news releases concerning city personnel will be the responsibility of the City Administrator.

When information is requested by the City PIO or authorized spokesperson for information, all Department Directors will immediately provide the City PIO or authorized spokesperson with the most accurate and complete information available for the response. Any employee who identifies a mistake in reporting should bring the error to the City Administrator or his/her designee. Regardless of whether the communications in the employee's official city role or in a personal capacity, employees must comply with all laws related to trademark, copyright, software use, etc.

FAMILY AND MEDICAL LEAVE (FMLA)

ELIGIBILITY

To qualify to take FMLA leave under this policy, an employee must meet all the following conditions:

- Have worked for the City for 12 months (or 52 weeks) prior to the date the leave is to commence. The 12 months or 52 weeks need not have been consecutive; however, the City will not consider any service 7 years prior to the employee's most recent hire date.
- Have worked at least 1,250 hours during the 12-month period prior to the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act ("FLSA") determine the number of hours worked by an employee. Vacation and other leaves are not included

TYPES OF LEAVE COVERED BY FMLA

Leave will be granted to all eligible employees for any of the following reasons:

- The birth of a child, including prenatal care, or placement of a child with the employee for adoption or foster care;
- To care for a spouse, child, or parent who has a serious health condition;
- Due to a serious health condition that makes the employee unable to perform the essential functions of the position;
- A covered military member's active duty or call to duty or to care for a covered military member (Military Caregiver and Qualified Exigency Leave) (described below).

DEFINITIONS

- **"Spouse"** does not include domestic partners or common-law spouses.
- **"Caring for"** a covered family member includes psychological as well as physical care. It also includes acquiring care and sharing care duties. An eligible **"child,"** with some exceptions, is under 18 years of age.
- An eligible **"parent"** includes a biological parent or a person who stood in the place of a parent.
- **"Serious Health Condition"** means an illness, injury, impairment, or physical or mental condition that involves one of the following:
  - **Hospital Care**: Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility;
  - **Pregnancy**: Any period of incapacity due to pregnancy, prenatal medical care or child birth;
  - **Absence Plus Treatment:** A period of incapacity of more than three consecutive calendar days that also involves continuing treatment by or under the supervision of a health care provider.
  - **Chronic Conditions Requiring Treatments**: An incapacity from a chronic condition which requires periodic visits for treatment by a health care provider, continues over an extended period of time, and may cause episodic rather than a continuing period of incapacity;

- **Permanent/Long-Term Conditions Requiring Supervision**
- **Multiple Treatments:** Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider.

LENGTH AND AMOUNT OF LEAVE
The length of FMLA leave is not to exceed twelve (12) weeks in any twelve (12) month period. The leave year is calculated based on a fixed or calendar basis.

The entitlement to FMLA leave for the birth or placement of a child for adoption expires twelve (12) months after the birth or placement of that child.

HOW LEAVE MAY BE TAKEN
FMLA leave may be taken for 12 (or less) consecutive weeks, may be used intermittently (a day periodically when needed), or may be used to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks.

Intermittent leave may be taken when medically necessary for the employee's serious health condition or to care for a seriously ill family member. Intermittent leave must be documented in the medical certification form as medically necessary.

If an employee is taking intermittent leave or leave on a reduced schedule for planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as to not disrupt the City's business.

In instances when intermittent or reduced schedule leave for the employee or employee's family member is foreseeable or is for planned medical treatment, including recovery from a serious health condition, the City may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

Intermittent/reduced scheduled leave may be taken to care for a newborn or newly placed adopted or foster care child only with the City's approval.

PROCEDURE FOR REQUESTING LEAVE AND NOTICE
All employees requesting FMLA leave must provide written or verbal notice of the need for the leave to Human Resources or the City Administrator.

When the need for the leave is foreseeable, the employee must give verbal or written notice to his/her supervisor at least thirty (30) days prior to the date on which leave is to begin.

If thirty (30) days' notice cannot be given, the employee is required to give as much notice as practicable, including following required call-in procedures.

The City requires an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

CERTIFICATION AND DOCUMENTATION REQUIREMENTS
For leave due to an employee's serious health condition or that of an employee's family member, the City will require the completion of a Medical Certification form by the attending physician or practitioner. The form must be submitted by the employee to the City Administrator within fifteen (15) calendar days after leave is requested. If the form is not submitted in a timely fashion, the employee must provide a reasonable explanation for the delay. Failure to provide medical certification may result in a denial or delay of the leave.

When leave is due to an employee's own serious health condition, a fitness for duty certification (FFD) will be required before an employee can return to work. Failure to timely provide such certification may eliminate or delay an employee's right to reinstatement under the FMLA.

If an employee is using intermittent leave and reasonable safety concerns exist regarding the employee's ability to perform his or her duties, a FFD certificate may be required as frequently as every 30 days during periods when the employee has used intermittent leave.

Recertification of leave may be required if the employee requests an extension of the original length approved by the City or if the circumstances regarding the leave have changed. Recertification may also be required if there is a question as to the validity of the certification or if the employee is unable to return to work due to the serious health condition.

*The City may require an employee obtain a second opinion from a provider which the City selects. If necessary, to resolve a conflict between the original certification and the second opinion, the City may require the opinion of a third doctor. This third opinion will be considered final. An employee will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

ANNUAL MEDICAL CERTIFICATION AND RECERTIFICATION
Where the employee's need for leave due to the employee's own serious health condition lasts beyond a single leave year, the City will require employees to provide a new medical certification in each subsequent leave year. Such new medical certifications are subject to the provisions for authentication and clarification and second and third opinions.

REINSTATEMENT
Employees returning from Family and Medical Leave will be reinstated in the same position or a position equivalent in pay, benefits, and other terms and conditions of employment.

GROUP HEALTH INSURANCE AND OTHER BENEFITS, CONCURRENT LEAVE AND SUBSTITUTION OF PAID LEAVE
An employee granted leave under this policy will continue to be covered under the City's group health and dental insurance plan under the same conditions and at the same level of City contribution as would have been provided had the employee been continuously employed during the leave period. The employee will be required to continue payment of the employee portion of

group insurance coverage while on leave. Arrangements for payment of the employee's portion of premiums must be made by the employee with the City.

If there are changes in the City's contribution levels while the employee is on leave, those changes will take place as if the employee were still on the job.

Rights to additional continued benefits will depend on whether leave is paid or unpaid.

Any paid disability leave benefits (Short Term Disability or Long Term Disability), sick leave, Paid Time Off (PTO) or compensatory time off available to employees for a covered reason (an employee's serious health condition or a covered family member's serious health condition, including worker's compensation leave and Minnesota State Parenting Leave) will run concurrently with FMLA.

*The City's FMLA policy with Minnesota Parenting Leave and all forms of paid time off (sick leave, disability leave, workers' comp leave, vacation, PTO and compensatory time off) run concurrently with FMLA. By way of example, a Minnesota Parenting Leave policy -- which permits employees who have worked for the company for at least twelve (12) months and have worked at least 1,040 hours – should clearly state that Minnesota Parental leave will run concurrently with any other applicable leave, such as FMLA, STD, paid parental leave, sick leave, or accrued vacation and that paid leave cannot be utilized to extend FMLA or parental leave beyond twelve weeks.

FAILURE TO RETURN TO WORK AFTER FMLA

Under certain circumstances, if the employee does not return to work at the end of the FMLA leave for at least 30 calendar days, the City may require the employee to repay the portion of the monthly cost paid by the City for group health plan benefits. The City may also require the employee to repay any amounts the City paid on the employee's behalf to maintain benefits other than group health plan benefits.

*If an employee does not return to work following 12 weeks of FMLA leave, the employee may be subject to COBRA continuation.

If the employee fails to pay the City a portion of the premiums for which he or she is responsible during the FMLA leave and the employee fails to return to work, coverage may end. Loss of coverage for failure to pay premiums is not a qualifying event for purposes of continuation coverage under COBRA.

If the employee does not return from the FMLA leave and coverage ended sometime during the FMLA leave due to lack of payment, there is no COBRA election available. For COBRA to apply, the employee must have been covered on the day before the qualifying event. In this situation, the qualifying event would occur at the time the employee did not return from the leave.

ACTIVITIES PROHIBITED DURING FMLA

While on leave, an employee may not engage in activities (including employment) which have the same or similar requirements and essential functions of an employee's current position.

While on leave, an employee may not engage in any activity that conflicts with the best interests of the City. Such conduct may result in disciplinary action up to and including termination of employment.

FMLA – QUALIFIED EXIGENCY AND MILITARY CAREGIVER LEAVE

Qualified Exigency

Eligible employees (described above) whose spouse, son, daughter, or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member's call-up or service.

The qualifying exigency must be one of the following: (1) short-notice deployment; (2) military events and activities; (3) childcare and school activities; (3) financial and legal arrangements; (5) counseling; (6) rest and recuperation; (7) post-deployment activities; (8) parental care; or (9) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

Military Caregiver Leave

An employee eligible for FMLA leave (described above) who is the spouse, son, daughter, parent, or next of kin of a covered servicemember may take up to 26 weeks in a single 12-month period to care for that servicemember.

The family member must be a current member of the Armed Forces (including a member of the National Guard or Reserves), who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy, or otherwise is on outpatient status or on the temporary disability retired list. Eligible employees may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, or members on the permanent disability retired list.

DEFINITIONS

- A **"son or daughter of a covered servicemember"** means the covered servicemember's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age.

- A **"parent of a covered servicemember"** means a covered servicemember's biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents "in law."

- The **"next of kin of a covered servicemember"** is the nearest blood relative, other than the covered servicemember's spouse, parent, son, or daughter, in the following order of

priority: blood relatives who have been granted legal custody of the servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin and may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.

- **"Covered active duty"** means:
    - "Covered active duty" for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country.
    - "Covered active duty" for members of the reserve components of the Armed Forces (members of the U.S. National Guard and Reserves) means duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in a contingency operation as defined in section 101(a)(13)(B) of Title 10 of the United States Code.

- **"Covered servicemember"** means:
    - An Armed Forces member (including the National Guard or Reserves) undergoing medical treatment, recuperation, or therapy or otherwise in outpatient status or on the temporary disability retired list, for a serious injury or illness"; or
    - A veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

- **"Serious injury or illness"** means:
    - In the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
    - In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered servicemember, means a qualifying (as defined by the Secretary of Labor) injury or illness incurred by a covered servicemember in the

line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank or rating.

AMOUNT OF LEAVE – QUALIFIED EXIGENCY
An eligible employee can take up to 12 weeks of leave for a qualified exigency.

AMOUNT OF LEAVE – MILITARY CAREGIVER
An eligible employee taking military caregiver leave is entitled to 26 workweeks of leave during a "single 12-month period." The "single 12-month period" begins on the first day the eligible employee takes FMLA leave to care for a covered servicemember and ends 12 months after that date.

Leave taken for any FMLA reason counts towards the 26-week entitlement. If an employee does not take all 26 workweeks of leave to care for a covered servicemember during this "single 12-month period," the remaining part of the 26 workweeks of leave entitlement to care for the covered servicemember is forfeited. 29 C.F.R. § 825.127(e)(1) (2017).

CERTIFICATION OF QUALIFYING EXIGENCY FOR MILITARY FAMILY LEAVE
The City will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

CERTIFICATION FOR SERIOUS INJURY OR ILLNESS OF COVERED SERVICEMEMBER FOR MILITARY FAMILY LEAVE
The City will require certification for the serious injury or illness of the covered servicemember. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Servicemember.

All other provisions of the FMLA policy, including Use of Paid Leave, Employee Status and Benefits During Leave, Procedure for Requesting Leave, and Benefits During Leave and Reinstatement, are outlined above in the FMLA policy.

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: December 3rd 2019
Subject: Consider Amendments to City Code and 2020 Fee Schedule

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Background:
Committee of the Whole has reviewed the proposed 2020 City Fee Schedule. Attached is the draft Ordinance Amendment for City Code Chapter 160, Fees, and a proposed Resolution with the terminology additions/changes and fee amounts. The draft Ordinance was posted beginning November 22, 2019, meeting the 10 day posting requirement.

Administration

Adult Use Fee	Current $5,000	Proposed $2,500
Adult Use Investigation Fee	Current $2,000	Proposed $300
Agenda Packet Subscription	Current $150.00	Remove
Agenda Subscription	Current $25.00	Remove
Dog Boarding (at Impound)	Current $25.00	Proposed "Per Contract"
Dog Impound 1st Time	Current $85.00	Proposed "Per Contract"
Dog Impound 2nd Time	Current $95.00	Proposed "Per Contract"
Dog Impound 3rd Time	Current $105.00	Proposed "Per Contract"
Open Burning Permit	Current $40.00	Remove

Sewer and Water Department

Full Meter	Current $329.00	Proposed $314.00
Orion Radio	Current $178.00	Proposed $172.00
HRE Body	Current $64.00	Proposed $60.00
Copper Horn	Current $87.00	Proposed $82.00

The Council is advised that Utility Rates will also go up per code/ordinance. Those applicable appendices have been attached.

Request:
Staff is seeking consideration of the attached Draft Ordinance and Resolution

Action Required:
Approval of Draft Ordinance and Resolution

Attachments:
- Draft Ordinance Chapter 160, Fees
- Resolution – Adopting Fees Within the City of Isanti
- Water, Sewer & Stormwater Rate Tables

ORDINANCE NO. ____

AN ORDINANCE AMENDING THE CODE OF THE CITY OF ISANTI CHAPTER 160 FEES

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Section 160-2. Enumeration of fees – of Chapter 160, of the Code of the City of Isanti is hereby amended to add or delete from the text of Section 160-2 as follows:

Delete

Administration

~~Agenda Packet Subscription~~

~~Agenda Subscription~~

~~Open Burning~~

SECTION 2. EFFECTIVE DATE.
This Ordinance shall take effect when published in the Official Newspaper.

Adopted by the City Council, this 3rd day of December, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

Posting Date: 11-22-19
Reading Date: 12-3-19
Publication Date: 12-12-19
Effective Date: 12-12-19

RESOLUTION 2019-XXX

ADOPTING FEES WITHIN THE CITY OF ISANTI

WHEREAS, the City Council by Ordinance sets forth a fee table for the City of Isanti; and,

WHEREAS, the City Council has determined that it is in the best interest of the residents of the City that all fees within the City are established by resolution; and,

WHEREAS, these fees are fair, reasonable, and proportionate to the actual cost of the service for which the fee is imposed in accordance with Minnesota Administrative Rules 1300.0160; and,

WHEREAS, the following fee schedule shall be effective January 1, 2020.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota:

1. Set forth the following fee schedule:

Administration

Administrative Citations – City Code Violations	
Chapter 87-5.1, Animal Litter	$75.00
Chapter 216, Nuisances	$200.00
Chapter 230, Park and Recreation Areas	$200.00
Chapter 227, Parking and Storage	$200.00
Chapter 256, Residential Property Maintenance Standards	$200.00
Chapter 284, Streets and Sidewalks	$200.00
Chapter 295, Tobacco, et al	$75.00
Chapter 325, Water	$200.00
Ordinance #445, Zoning Ordinance	$200.00
Ordinance #445, Section 16 Signs	$100.00
Ordinance #670, Storm Water 1st Time	$200.00
Ordinance #670, Storm Water 2nd Time	$400.00
Ordinance # 670, Storm Water 3rd Time	$600.00
Adult Use Fee	~~$5,000.00~~ $2,500
Adult Use Investigation Fee	~~$2,000.00~~ $300
Affidavit of Candidacy	$15.00
~~Agenda Packet Subscription~~	~~$150.00~~
~~Agenda Subscription~~	~~$25.00~~
Copies	$.25 per page, plus tax
Dog Bite	Actual cost/plus tax
Dog Boarding (at Impound)	~~$25.00 per day/misc. costs/tax~~ Per Contract

Dog Impound 1st Time	~~$85.00/plus tax~~ Per Contract
Dog Impound 2nd Time	~~$95.00/plus tax~~ Per Contract
Dog Impound 3rd Time	~~$105.00/plus tax~~ Per Contract
Additional Fee for Pick up (7pm-8am & Holidays)	Same as Impound Fee
Dog License (Duplicate)	$5.00
Dog License (Fixed)	$10.00
Dog License (Not)	$15.00
Dog License Late Fee	$5.00
Dog License Lifetime	$50.00
Euthanasia / Disposal	Actual cost/plus tax
FAX - in	$.25 per page, plus tax
FAX - out	$.25 per page, plus tax
Gambling Permits – Application & Investigative Fee	$50.00
Kennel License (Commercial)	$100.00 per year
Kennel License (Residential)	$50.00 per year
Lawn Sprinkling 1st Violation	$20.00
Lawn Sprinkling 2nd Violation	$35.00
Lawn Sprinkling 3rd Violation	$50.00
Meeting Minutes – Copy of CD	$10.00
Non-Compliance Fee	$25.00
Notary	$5.00 per document
~~Open Burning Permit~~	~~$40.00~~
Pawnbroker/Shop	$1,500.00
Pawnshop Investigation Fee	$1,500.00
Initial Application Only, does not apply to Renewal	
Pawnshop Transaction Fee	$1.30 plus pass through costs per transaction
Peddler Permit	
Day	$25.00
Month	$75.00
Seasonal (6 months or less)	$200.00
Application Investigation Fee	$75.00
Retail Fire Works Permit – Application Fee	$15.00
Retail Fire Works Permit – Permit Fee	$25.00
Returned Checks	$30.00
Secondhand Goods Dealer	$1,500.00
Secondhand Goods Dealer Investigation Fee	$1,500.00
Initial Application only, not for renewals	
Secondhand Goods Dealer, Temporary	$750.00
Secondhand Goods Dealer Transaction Fee	$1.30, plus pass through costs per transaction
Small Wireless Facility Collocation Rental and Maintenance Fee	
Annual Rent per Supplement	$150.00
Annual Maintenance Fee per Supplement	$25.00
Small Wireless Facility Electrical Service Fee	
Per radio node less than or equal to 100 watts	$73.00 annually
Per radio node over 100 max watts: or	$182.00 annually
Actual cost of electricity annually, if costs exceed either of the above amounts	
Special Assessment Fee	$30.00 per assessment

Unpaid Utility Bills, Code Enforcement Violations, Etc.	
Special Meeting Request	$500.00
Special Vehicle Permit	$25.00
Staff Time (not specified elsewhere)	Actual hourly wage multiplied by 145%

Building Inspections

Valuation Fee Schedule for Isanti

Value of Work	**Value Based Permit Fee *(Residential & Commercial)***
$501 - $2,000	**$50 MIN.** $25 for first $500 + $3.50/ each additional $100 or fraction thereof
$2,001 – $25,000	$78 for first $2,000 + $15/ each additional $1,000 or fraction thereof
$25,001 - $50,000	$425 for first $25,000 + $11/ each additional $1,000 or fraction thereof
$50,001 - $100,000	$700 for first $50,000 + $8/ each additional $1,000 or fraction thereof
$100,001 - $500,000	$1,100 for first $100,000 + $6/ each additional $1,000 or fraction thereof
$500,001 - $1,000,000	$3,500 for first $500,000 + $5/ each additional $1,000 or fraction thereof
$1,000,001 +	$6,000 for first $1,000,000 + $4/ each additional $1,000 or fraction thereof

Building Permit	Per Valuation Fee Schedule
Basement Finishes Permit	Per Valuation Fee Schedule
City Utility Services under Driveway	$100.00
Commercial Landscape Escrow	$5,000.00 per site (Refundable)
Deck Permit	Per Valuation Fee Schedule
Demolition Permit	Minimum of $100.00 or 1.27% of contract price
Right of Way Work Permit	
Single Residential Hookup	no fee
a. Base Fee – up to 1,000 LF	$125.00
b. Fees in addition to base fee	
Work >1,000 LF	$65.00 per 1,000 LF
Street Cut	$125.00 plus $5,000.00 in escrow
Unauthorized Work	$250.00 up to double the permit fee
Fence Permit (Fences >7')	Per Valuation Fee Schedule
Fire Suppressant Permit – Commercial/Multi-Family	1.5% of project value
Gas Line (with mechanical permit)	$12.50 per gas line, $25.00 minimum
Gas Line (without mechanical permit)	$50.00
Grade Survey Check	
a. Commercial	$50.00
b. Residential	$50.00
Grading Permit	$150.00
Inspections outside of normal business hours	$75.00 (2 hr minimum plus mileage)
Inspections, hourly rates	Building Official $125/hour

	Senior Building Official $95/hour Fire Inspector $90/hour Building Inspector $75/hour Other Staff $75/hour
Investigative Fee	100% of permit fee
Lawn Irrigation Permit	$80.00
License Verification Fee	$5.00
Mechanical Permit	$75.00 per unit
Mechanical Permit – Commercial/Multi-Family	1.5% of project value
Minimum Permit Fee	$50.00
Permit Renewal after 6 mos. Of expiration	50% of original permit fee
Plan Check Fee	65% of calculated permit fee, when applicable
Plan Check Fee – Duplicate Plans	Duplicate plan fees reduced to 25% of Master Plan Review
Plan Review (Additional)	$75.00 (1/2 hr minimum)
Plumbing Permit Basic (up to 4 fixtures)	$54.00
Plumbing Permit – job valuation > $500 or more than 4 fixtures	$94.00
Plumbing Permit – Commercial/Multi-Family	1.5% of project value
Pre-Final Inspection Fee (Residential)	$60.00
Re-Roof Permit	$80.00
Re-Siding Permit	$80.00
Rental License Late Fee	100% of rental license fee
Residential Driveway Escrow	$2,000.00 (Refundable)
Residential Landscape Escrow	$6,000.00 (Refundable)
Residential Rental License Fee	
1 Unit	$150.00
2-4 Units	$175.00
5-12 Units	$225.00
13-20 Units	$240.00
21–50 Units	$250.00
51 + Units	$300.00
Additional Inspections	Per Inspections Hourly Rate
S.E.C. - Residential	$20.00
S.E.C. – Commercial/Industrial	$50.00
SAC/WAC Inspection Fee	$37.50
State Surcharge	Applied to all permits
Swimming Pool Permit	$80.00
Water/Sewer Line Repair Inspection Fee	$80.00
Window/Door Replacement Permit	$80.00

Electrical Inspection Fees

All Services	Circuits and Feeders

Residential Service Change $100.00, this includes one inspection. Or the below rates.		The inspection fee for the installation, addition, alteration, or repair of each circuit, feeder, feeder tap, or set of transformer secondary conductors:	
0 to 300 amp	$50	0 to 30 amp	$8
400 amp	$58	31 to 100	$10
500 amp	$72	101 to 200 amp	$15
600 amp	$86	300 amp	$20
800 amp	$114	400 amp	$25
1000 amp	$142	500 amp	$30
1100 amp	$156	600 amp	$35
1200 amp	$170	700 amp	$40
Add $15.00 for each additional 100 amps		Add $5.00 for each additional 100 amps	
Minimum permit fee is $50.00 plus $1.00 state surcharge. This is for one inspection only. Minimum fee for rough-in inspection and final is $100.00 plus $1.00 state surcharge.			
Maximum fee for single family dwelling not over 200 amps is $150.00 plus $1.00 state surcharge. Maximum of 30 circuits. Maximum of 2 rough-in inspections and one final inspection.			
Apartment Buildings: Maximum fee per unit of an apartment or condominium complex is $100.00. This does not cover service and house wiring. A separate permit must be issued for house wiring. Swimming Pools: $100.00 this includes 2 inspections Traffic Signals: $10.00 per each standard Street Lighting: $5.00 per each standard Transformers/Generators: $10.00 per unit + $0.50 per KVA Retro Fit Lighting: $0.75 cents per fixture Sign Transformer: $10.00 Remote Control/Signal Circuits: $1.00 per device Re-inspection Fees: $50.00 *Fees are doubled if the work starts before the permit is issued			

Community Center

Cleaning Fee (if elected by renter)	$125.00, plus tax
Damage Deposit	$250.00
Damage Fees	
Cleaning	$35.00 per hour minimum, plus tax
Tables	$100 each, plus tax
Chairs	$20.00 each, plus tax
Unreturned keys	$250.00, plus tax
Smoking Non-Designated Areas	$200.00, plus tax

Other Items	To be determined based on replacement cost, plus tax
Equipment Available to Rent (larger deposit may be required)	
LCD Home Theater Projector on Cart	$50.00, plus tax
9' Portable Screen	$20.00, plus tax
Blu-Ray DVD Player	$15.00, plus tax
Speakers & Microphone (Includes tripod stands if requested)	$15.00, plus tax
Podium	$10.00, plus tax
Non-Profit Organizations	$50.00, plus tax (full day) $25.00, plus tax (4 hours or less)
Private (less than 50 individuals) or For-Profit Organizations	$100.00, plus tax (full day) $ 50.00, plus tax (4 hours or less)
Special Events Includes use of the kitchen. Dishes and utensils not provided. With or without alcohol. Greater than 50 individuals in attendance.	$275.00, plus tax

Fee Arrangements – When Requested
Non-Profit Monthly Rental Rates (less than 4 hour rentals)

Reservations per month	Non-Profit** Monthly Fee	Fee Per Reservation
1	$25.00	$25.00
2	$48.80	$24.40
3	$71.70	$23.90
4	$93.20	$23.30
5	$113.50	$22.70
6	$133.20	$22.20
7	$151.20	$21.60
8	$168.00	$21.00
9	$184.50	$20.50
10	$199.00	$19.90
11	$212.30	$19.30
12	$225.60	$18.80
13	$236.60	$18.20
14	$246.40	$17.60
15	$255.00	$17.00
16	$264.00	$16.50
17	$270.30	$15.90
18	$275.40	$15.30
19	$281.20	$14.80

20	$284.00	$14.20
21	$285.60	$13.60
22	$288.20	$13.10
23	$287.50	$12.50

** Groups storing belongings at the facility may be subject to a monthly storage fee.

Fee Arrangements – When Requested
For-Profit and Private Monthly Rental Rates (less than 4 hour rentals)

Private/For-Profit**

Reservations per month	Monthly Fee	Fee Per Reservation
1	$50.00	$50.00
2	$97.80	$48.90
3	$143.10	$47.70
4	$186.40	$46.60
5	$227.50	$45.50
6	$265.80	$44.30
7	$302.40	$43.20
8	$336.00	$42.00
9	$368.10	$40.90
10	$398.00	$39.80
11	$424.60	$38.60
12	$450.00	$37.50
13	$473.20	$36.40
14	$492.80	$35.20
15	$511.50	$34.10
16	$528.00	$33.00
17	$540.60	$31.80
18	$552.60	$30.70
19	$560.50	$29.50
20	$568.00	$28.40
21	$573.30	$27.30
22	$574.20	$26.10
23	$575.00	$25.00

**All other fees and deposits for the rental of the facility apply.

Economic Development Authority

Assignment & Assumption Agreement	$1,000.00 plus costs
Development Agreement (Non-Abatement or TIF)	$1,000.00 plus costs
Establishment of New TIF District	$4,800.00 or actual cost
Host Approval of Conduit Debt	$3,000 escrow
Issuance of Conduit Debt	1/4% of the proposed issuance amount, $3,000 minimum, $25,000 maximum escrow
Revolving Loan Fund Application Fee	1% origination fee
SAC/WAC Repayment Agreement and Mortgage	Current cost of filing document(s) at Isanti County to be paid by Developer.
TIF Development Agreement	$2,500.00 plus costs
Tax Abatement Application Fee	$1,000.00 plus costs

Liquor/Beer

Background Check & Investigation Fee	
For Partnership – Corporation – Association	$300.00
For Individual	$100.00
Initial Application only, does not apply for Renewals	
Beer Off-Sale (3.2)	$150.00
Beer On-Sale (3.2)	$250.00
Brewers Off-Sale Malt Liquor	$310.00
Brewers Tap Room On-Sale	$500.00
Brew Pub Off-Sale Malt Liquor	$310.00
Club License (Max dictated by MN State Statutes)	$500.00
Intox Liquor On-Sale	$2,500.00
Intox Liquor Sunday On-Sale	$200.00
Consumption and Display Permit (Annual)	$200.00
Temporary Consumption and Display Permit	$25.00
Temporary On-Sale 3.2 Beer License (1-4 Days)	$50.00
Temporary On-Sale 3.2 Beer License (1-4 Days) Multiple Events	$500.00
Temporary On-Sale Beer	$50.00
Temporary On-Sale Liquor	$50.00
Temporary On-Sale Liquor (2-4 Days)	$50.00
Temporary One-Day On-Sale Liquor License	$25.00
Wine	$300.00

Parks, Recreation, and Culture Department

Copy of Comprehensive Park Plan	$10.00
Community Garden – Ground Plot (Season Fee)	$15.00
Community Garden – Raised Bed (Season Fee)	$20.00
Farmer's Market – Membership Fee (Annual)	$10.00
Farmer's Market – Stall Fee	
Full Season	$100.00
Half Season	$60.00
Single Day	$10.00
Park Dedication Fee (Residential)	$1,500.00 per unit

Park Dedication Fee – Multi Family with Recreational Amenities – Up to 25% Reduction of	$1,500 per unit fee
Park Dedication Fee (All Others)	$1,500.00 per Commercial/Industrial Acre
Park Shelter Electric Box Deposit	$50.00
Park Shelter Fee – Non City Resident or Business	$10.00 plus tax
Special Event Cleanup Deposit	$100.00
Tennis Court Usage	Resident (Individual) 1 court No Charge 2 courts $6/hr. plus tax Non-Resident (Individual) 1 court $6/hr. plus tax 2 courts $12/hr. plus tax Civic Group, Youth Organization, League, Business, Industry, Church or School Single court, per reservation $15/hr. plus tax Per season single court only – rates to be determined on a case-by-case basis by the Parks, Recreation, and Culture Board and City Council.
Unity Park Softball Field Usage	$25.00 plus tax per day Non-Resident $15.00 plus tax per day Resident

Planning & Zoning Department

Administrative Appeals	$200.00 plus costs
Administrative Permit	$75.00
Administrative Subdivision	$275.00 plus costs
Annexation/De-Annexation	$100.00 plus costs
Comprehensive Plan Amendment	$325.00 plus costs
Conditional Use Permit	$325.00 plus costs
Conditional Use Permit Amendment	$275.00 plus costs
Copy of Comprehensive Plan	$50.00
Copy of Maps	$ .50 black and white
Copy of Zoning Map	Fee based on size & type of map
Copy of Zoning Ordinance	$25.00
Copy of Engineer Design Standards	$35.00
Development Agreement for Subdivisions	$2,500 escrow plus costs
Development Agreement (Non-Subdivision)	$1,500 escrow plus costs
Easement Application	$200.00 plus costs
EAW & EIS Review	$600.00 plus costs
Final Plat	$325.00 plus $10.00 per lot/unit plus costs ($1,500.00 escrow)
Interim Use Permit	$325.00 plus costs
Minor Subdivision Plat	$325.00 plus costs ($1,000.00 escrow)
Planned Unit Development – Final Plan	$325.00 plus costs ($1,500.00 escrow)
Planned Unit Development – General Plan	$500.00 plus costs ($1,500.00 escrow)
Preliminary Plat	$500.00 plus costs ($1,500.00 escrow)
Rezoning Request	$325.00 plus costs
Sign Permit (permanent)	$75.00
Sign Permit (temporary)	$50.00

Signal Light Fee	$119.00 per residential unit $ .10 per sq. ft. of usable Commercial lot platted
Site Plan Review	$325.00 plus costs ($1,000.00 escrow)
Site Plan Review Financial Surety (Commercial/Industrial)	125% of estimated cost of site improvements (driveway, parking and loading areas)
Text Amendment	$275.00
Vacation Request	$275.00 plus costs
Variance Request	$325.00 plus costs
Wetlands Replacement Plan Review	$500.00
Zoning Permits	$80.00
Zoning Verification Letter	$30.00

Police Department

Administrative Citation	$60.00
Alcohol Screening	$3.00 per time or $75.00 per year
Chemical Disposal (small amount)	Cost of Disposal
Chemical Disposal (large Amount)	Cost of Disposal
Cleaning of Crime Scene	Cost of Cleanup
Copy of Photo	$5.00
Copy of Police Report	$.25 per page, plus tax
Copy of Video/Audio/DVD	$25.00
Fee for Returned Check listed under Administration	
Fingerprinting	$15.00 per non-resident or non-Isanti business, $0.00 for Isanti resident or business
Parking Ticket	$20.00
Police Records Search	$35.00
Professional Hire of Police Office	Actual hourly wage multiplied by 150%
Reschedule Hearing on Administrative Citation	$50.00
Storage Fees	$20.00 per day
Towing	As per towing contract fee schedule
Unjust Hearing	150% of cost of hearing

Sewer and Water Department

Delinquent Posting Notice Fee	$15.00
New Construction:	
Meter (5/8 & 3/4 inch)	Cost included in permit fee
Meter (larger, > 3/4 inch, diameter)	Cost minus $304.00
Replacement or additional:	
Meter (5/8 & 3/4 inch)	
Full Meter	~~$329.00~~ $314.00
Orion Radio	~~$178.00~~ $172.00
HRE Body	~~$64.00~~ $60.00
Copper Horn	~~$87.00~~ $82.00
Meter (larger, > 3/4 inch, diameter)	Cost plus $25.00
Meter Connections/Fittings	Cost

Meter Replacement Administrative Fee for Non-Compliance	$75.00/month
Private Metered Water Sales Deposit	$2,000.00 (refundable deposit)
$10.00 minimum and up to 1st 1000 gallons;	as per rate study per/1,000 thereafter
Private Well Water Testing	$90.00
Sewer Access Fee (SAC)	Per Ordinance per unit based on REC assessment
Sewer Rates	Per City Code Chapter 260
Storm Water Rates	Per Ordinance No. 569
Storm Water Escrow Commercial	$3,000.00
Storm Water Escrow Residential	$1,000.00
Trunk Utility Charge	$1,000.00 if more than one unit based on REC schedule $2,050.00 per Commercial/Industrial acre
Unpaid Water and Sewer	$5.00 per month
Valve Plate Cover	$100.00
Water Access Charge (WAC)	Per Ordinance per unit based on REC assessment
Water Disconnect	$50.00
After hours	$100.00 per hour per person
Water Reconnect	$50.00
After hours	$100.00 per hour per person
Water Meter History Report	$50.00
Water Meter Testing	1 Hour Public Works Staff plus Costs
Water Rates	Per City Code Chapter 325

Street Department

Bobcat/Tractor Charge with Operator	$100.00 per Hour
Labor – During work hours	$50.00 per Hour, half hour minimum
Labor – After Hours	$100.00 per Hour, 2 hour minimum
Mow Charge with Operator	$90.00 per Hour
Sidewalk Snow Removal	$30.00
Street Cut Permit	$1,200.00
Weed Whip Charge with Operator	$75.00 per Hour

MINNESOTA WARN RATES- Equipment Charges Are Per Hour with Operator

	Business Hours	Non-Business Hours
Road Grader with Wing, Dump Truck with Snowplow and Wing, Wheel Loader	$160.00	$180.00
Air Compressor with Accessories and Pickup, Pickup, One Ton Trucks, Tractors	$90.00	$110.00
Vactor with Pickup (Requires Two Operators) There is an additional charge of $.35 per lineal foot for sewer cleaning.	$135.00	$145.00
Single Axle Truck, Street Sweeper, Single Axle Dump Truck with Snowplow,	$125.00	$145.00

Six Inch Pumps with Engine	$75.00	$95.00
Skidsteer, Self-propelled Mower/Snow Blower/ V Plow/Broom/Brush Hog/Grapple Bucket Attachment	$90.00	$105.00
All Other Equipment Such As Chain Saw, Push Mower and Weed Whips	$75.00	$95.00

Fire

Fire Extinguisher Service Deposit Fee	$25.00 (refundable)
Fire Extinguisher – Administrative Fee	$3.00

This Resolution is hereby approved by the Isanti City Council this 3rd day of December, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

325 Attachment 1

City of Isanti

Water Rate Table
[Amended 4-9-2011 by Ord. No. 507; 3-20-2012 by Ord. No. 529; 12-17-2013 by Ord. No. 571; 12-15-2015 by Ord. No. 628; 12-20-2016 by Ord. No. 663; 1-2-2018 by Ord. No. 682]

Year	WAC Fee	Base Fee	Usage Per 1,000 Gallons		
			Up to 10,000 Gallons	10,001 to 25,000 Gallons	Over 25,000 Gallons
2016	$3,677	$16.90	$2.99	$3.74	$4.67
2017	$3,787	$12.68	$2.99	$3.74	$4.67
2018	$2,537	$13.06	$3.08	$3.85	$4.81
2019	$2,613	$13.45	$3.17	$3.97	$4.95
2020	$2,692	$13.85	$3.27	$4.09	$5.10

Commercial Base Fee Consumption Schedule

Consumption (gallons)	Number of Base Fees
0 – 5,000	1
5,001 –15,000	2
15,001 – 30,000	3
30,001 – 50,000	4
50,001 – 75,000	5
75,001 – 105,000	6
105,001 – 140,000	7
140,001 – 180,000	8
180,001 – 225,000	9
225,001 – 275,000	10
** Additional usage shall result in proportionately higher base fees in accordance with the foregoing schedule. For example, consumption of 275,001 – 330,000 gallons would result in 11 base fees; 330,001 – 390,000 gallons would result in 12 base fees; and so on.	

260 Attachment 1

City of Isanti

Exhibit A
[Amended 4-19-2011 by Ord. No. 508; 12-17-2013 by Ord. No. 572; 12-15-2015 by Ord. No. 629; 12-20-2016 by Ord. No. 664; 1-2-2018 by Ord. No. 683]

Sewer Rate Table

Year	SAC Fee	Base Fee	Usage Per 1,000 Gallons		
			Up to 10,000 Gallons	10,001 to 25,000 Gallons	Over 25,000 Gallons
2016	$4,306	$22.86	$7.26	$9.08	$11.34
2017	$4,435	$11.43	$7.26	$9.08	$11.34
2018	$3,185	$11.77	$7.48	$9.35	$11.68
2019	$3,281	$12.13	$7.70	$9.63	$12.03
2020	$3,379	$12.49	$7.93	$9.92	$12.39

Commercial Base Fee Consumption Schedule

Consumption (gallons)	Number of Base Fees
0 - 5,000	1
5,001 - 15,000	2
15,001 - 30,000	3
30,001 - 50,000	4
50,001 - 75,000	5
75,001 - 105,000	6
105,001 - 140,000	7
140,001 - 180,000	8
180,001 - 225,000	9
225,001 - 275,000	10
** Additional usage shall result in proportionately higher base fees in accordance with the foregoing schedule. For example, consumption of 275,001 – 330,000 gallons would result in 11 base fees; 330,001 – 390,000 gallons would result in 12 base fees; and so on.	

281 Attachment 1

City of Isanti
Appendixes A and B

Appendix A
Stormwater Rate Table
[Amended 1-2-2018 by Ord. No. 684]

Year	Equivalent Residential Unit Rate (per month)
2018	$7.43
2019	$7.65
2020	$7.88
2021	$8.12

Appendix B
Stormwater Utility Roll

See attached Stormwater Utility Roll, prepared by the City Engineer.[1]

1 **Editor's Note: The current Stormwater Utility Roll is on file in the City offices.**

RESOLUTION NO. 2019-XXX

RESOLUTION ADOPTING THE 2020 FINAL BUDGET

BE IT RESOLVED, by the City Council of the City of Isanti, Minnesota, that the following budget for 2020 is approved:

TOTAL	**GENERAL FUND REVENUES**	**$ 3,850,750**
	COUNCIL	**41,868**
	ELECTIONS	**8,860**
	FINANCIAL ADMINISTRATION	**543,442**
	SPECIAL PROJECTS	**82,026**
	PLANNING AND ZONING	**141,306**
	MUNICIPAL BUILDING	**41,357**
	POLICE ADMINISTRATION	**1,367,042**
	FIRE PROTECTION	**249,505**
	BUILDING INSPECTION ADMIN	**320,302**
	CODE ENFORCEMENT	**15,378**
	CIVIL DEFENSE	**2,300**
	ANIMAL CONTROL	**4,874**
	GENERAL CITY MAINTENANCE	**59,918**
	HWYS, STREETS, & ROADS	**392,154**
	SANITATION ADMINISTRATION	**23,578**
	PARK,REC,CULTURE	**371,237**
	TRANSFERS	**167,563**
	MISCELLANEOUS	**100,066**
TOTAL	**GENERAL FUND EXPENDITURES**	**$ 3,850,750**

The City Clerk is hereby instructed to transmit a certified copy of the resolution to the Isanti County Auditor, Isanti County, Minnesota.

This resolution is duly adopted by the Isanti City Council this 3rd day of December, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: December 3rd 2019
Subject: Debt Levy Variance from Original Bond Register

Background:

At its September 3rd 2019 meeting the Isanti City Council approved the preliminary levies payable in 2020. Debt levies for two bond issues; 2010B and 2011A, were approved at levels that varied from the levels detailed in the original bond documents. The two bond issues, the originally scheduled levy for 2020 and actual certified levy for 2020 are shown below.

BOND ISSUES	ORIGINAL PRINCIPAL	DATE ISSUED	ORIGINAL 2020 DEBT LEVY	CERTIFIED 2020 DEBT LEVY	AMOUNT OF VARIANCE FROM ORIGINAL SCHEDULE
2010B GO Imp. Bonds	$ 1,825,000	12/1/2010	$ 206,462	$ 85,000	$ (121,462)
2011A GO Imp. Bonds	$ 790,000	9/6/2011	$ 50,200	$ 7,805	$ (42,395)

County auditors are required to maintain bond registers that have information relating to any bonded debt issued by local taxing authorities in the county (Minnesota Statutes 475.62). For bonds that have tax levies pledged for payment of all or part of the debt, the county auditor must certify that the debt has been entered in the bond register and that any required tax levies have been made (Minnesota Statutes 475.63). It is the responsibility of the county auditor to make sure that debt levies as noted in the original bond resolution are made according to the levy schedule (Minnesota Statutes 475.64). If the municipality fails to make the needed debt service levy and has not provided a resolution to reduce/increase the levy as provided in statute, the county auditor has the obligation of making the levy for debt service.

To reduce/increase the debt levy, the taxing authority must certify that they are making an irrevocable appropriation of funds actually on hand to the debt service account or that there exists excess funds in the debt service account for payment of the debt (Minnesota Statutes 475.61, subd. 3). The certification should take the form of a resolution appropriating the funds and reducing/increasing the debt levy. The funds must already be on hand, it is not sufficient to anticipate receiving funds in the future.

Both levy amounts were the recommendation of a 2014/2015 Debt Service Financial Analysis by Northland Securities Inc. approved by resolution 2013-149.

Action Required:

Consider attached resolutions that will bring the City of Isanti into compliance with State Statutes 475.61, subd. 3 thru 475.64.

Attachments:

- Res 2019-XXX – Authorize Reduction of 2010B Scheduled Debt Levy
- Res 2019-XXX – Authorize Reduction of 2011A Scheduled Debt Levy

J.4.a.

RESOLUTION NO. 2019-XXX

REDUCING DEBT LEVY REQUIREMENTS FOR GENERAL OBLIGATION IMPROVEMENT BONDS; 2010B

WHEREAS, the City of Isanti approved the issuance General Obligation Improvement Bonds; 2010B on December 1st, 2010 in the amount of $1,825,000; and,

WHEREAS, Isanti County has a schedule of bonded debt levy payments on file for the City of Isanti for 2010B General Obligation Bonds in the amount of $206,462; and,

WHEREAS, Resolution 2013-149 approved financial planning services from Northland Securities, Inc; and,

WHEREAS, the scheduled debt levy for taxes payable in 2020 for the 2010B General Obligation Bonds was recommended in the amount of $85,000.

WHEREAS, the City of Isanti has sufficient cash funds to pay the bonded debt due in 2020.

NOW THEREFORE BE IT RESOLVED BY THE City Council of the City of Isanti, Minnesota to reduce the scheduled debt levy for taxes payable in 2020 for the 2010B General Obligation Bonds to $85,000.

This resolution is duly adopted by the Isanti City Council this 3rd day of December 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources / City Clerk

J.4.b.

RESOLUTION NO. 2019-XXX

REDUCING DEBT LEVY REQUIREMENTS FOR GENERAL OBLIGATION IMPROVEMENT BONDS; 2011A

WHEREAS, the City of Isanti approved the issuance General Obligation Improvement Bonds; 2011A on September 6th, 2011 in the amount of $790,000; and

WHEREAS, Isanti County has a schedule of bonded debt levy payments on file for the City of Isanti for 2011A General Obligation Bonds in the amount of $50,200; and

WHEREAS, Resolution 2013-149 approved financial planning services from Northland Securities, Inc; and,

WHEREAS, the scheduled debt levy for taxes payable in 2020 for the 2011A General Obligation Bonds was recommended in the amount of $7,805.

WHEREAS, the City of Isanti has sufficient cash funds to pay the bonded debt due in 2020.

NOW THEREFORE BE IT RESOLVED BY THE City Council of the City of Isanti, Minnesota to reduce the scheduled debt levy for taxes payable in 2020 for the 2011A General Obligation Bonds to $7,805.

This resolution is duly adopted by the Isanti City Council this 3rd day of December 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources / City Clerk

RESOLUTION NO. 2019-XXX

ADOPTING THE FINAL 2019 TAX LEVY, COLLECTIBLE IN 2020

BE IT RESOLVED, by the City Council of the City of Isanti, Minnesota that the following sums be levied for the current year, collectible in 2020, upon the taxable property in the City of Isanti, for the following purposes:

101	**General Fund**	**$**	**1,828,826**
920	**Capital Maintenance**		**256,000**
425	**Street Construction**		**267,000**
108	**EDA**		**79,802**
101	**Abatement Levy**		**24,066**
929	**2010B GO Improvement Bond**		**85,000**
930	**2011A GO Improvement Bond**		**7,805**
931	**2014A GO Tax Abatement Bond**		**225,501**
932	**2014B GO Improvement Bond**		**51,006**
	Total Levy	**$**	**2,825,006**

The City Clerk is hereby instructed to transmit a certified copy of the resolution to the Isanti County Auditor, Isanti County, Minnesota.

This resolution is duly adopted by the Isanti City Council this 3rd day of December, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2019-XXX

ADOPTING THE FINAL 2020 ENTERPRISE FUND BUDGETS

BE IT RESOLVED, by the City Council of the City of Isanti, County of Isanti, Minnesota that the following budget for the year 2020 is approved:

Enterprise Fund	Revenues	Expenditures
Water Fund	**$ 1,203,688**	**$ 1,451,605**
Sewer Fund	**$ 1,544,688**	**$ 2,140,401**
Storm Water Fund	**$ 340,803**	**$ 336,374**
Liquor Fund	**$ 3,079,548**	**$ 3,080,621**

This resolution is duly adopted by the Isanti City Council this 3rd day of December, 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

J.7.

RESOLUTION NO. 2019-XXX

APPROVING A COST OF LIVING ADJUSTMENT (COLA) FOR NON-UNION EMPLOYEES

WHEREAS, Section 6 of the Personnel Policy provides that employees may receive a cost of living adjustment (COLA) to their wage on January 1st of each year if the COLA has been approved by resolution of the City Council for the given budget year; and

WHEREAS, the 2020 budget includes a COLA of 3.0% for non-union employees; and

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve a 3.0% Cost of Living Adjustment to all non-union employees for budget year 2020.

This resolution was duly adopted by the Isanti City Council this 3rd day of December, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 11/20/2019 - 11/20/2019 | Nov 20, 2019 01:33PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/19	11/20/2019	52400	598	ASPEN MILLS	101-20200	80.45
11/19	11/20/2019	52401	1924	ASSOCIATED FINANCIAL GROUP	609-20200	6,500.00
11/19	11/20/2019	52402	1858	ASTLEFORD INTERNATIONAL	101-20200	339.42
11/19	11/20/2019	52403	53	BELLBOY CORPORATION	609-20200	5,719.01
11/19	11/20/2019	52404	9	BERNICKS PEPSI-COLA	609-20200	898.25
11/19	11/20/2019	52405	2020	BOYLE, EUGENE	101-20200	3,211.20
11/19	11/20/2019	52406	1792	CARLOS CREEK WINERY	609-20200	162.00
11/19	11/20/2019	52407	1815	CENTURYLINK	609-20200	883.19
11/19	11/20/2019	52408	2610	CINTAS	101-20200	539.44
11/19	11/20/2019	52409	2522	COMMUNITY TITLE & ESCROW	601-20200	10.11
11/19	11/20/2019	52410	8	DAHLHEIMER DISTRIBUTING CO	609-20200	7,888.30
11/19	11/20/2019	52411	2809	DAHLHEIMER, PAMELA	101-20200	31.32
11/19	11/20/2019	52412	2478	EAST CENTRAL ENERGY	101-20200	42.85
11/19	11/20/2019	52413	2355	EASY LIVING HOMES	601-20200	63.67
11/19	11/20/2019	52414	55	ECM PUBLISHERS INC	609-20200	318.25
11/19	11/20/2019	52415	55	ECM PUBLISHERS INC	101-20200	54.97
11/19	11/20/2019	52416	2028	FURTHER	861-20200	32.83
11/19	11/20/2019	52417	2761	GRATITUDE FARMS	101-20200	250.00
11/19	11/20/2019	52418	1063	HAYFORD FORD	101-20200	4,915.51
11/19	11/20/2019	52419	2836	HUDEK, JOSH	601-20200	68.49
11/19	11/20/2019	52420	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	40.39
11/19	11/20/2019	52421	270	ISANTI READY-MIX INC	603-20200	220.00
11/19	11/20/2019	52422	113	ISANTI TIRE & AUTO CARE	101-20200	354.99
11/19	11/20/2019	52423	496	JOHN HIRSCHS	101-20200	66.17
11/19	11/20/2019	52424	7	JOHNSON BROTHERS LIQUOR CO	609-20200	8,170.12
11/19	11/20/2019	52425	7	JOHNSON BROTHERS LIQUOR CO	609-20200	49.65
11/19	11/20/2019	52426	2837	JOHNSON, NOAH & ASHLEY	601-20200	43.43
11/19	11/20/2019	52427	5	KAWALEK TRUCKING	609-20200	198.80
11/19	11/20/2019	52428	2345	LARSEN DIRT WORKS, LLC	101-20200	1,900.00
11/19	11/20/2019	52429	2727	LEGACY TITLE	601-20200	82.53
11/19	11/20/2019	52430	17	MCDONALD DISTRIBUTING CO	609-20200	5,718.95
11/19	11/20/2019	52431	1044	MINNEAPOLIS FINANCE	101-20200	119.70
11/19	11/20/2019	52432	1536	MINNESOTA DEED	219-20200	833.33
11/19	11/20/2019	52433	2116	MINUTEMAN PRESS	101-20200	2,405.00
11/19	11/20/2019	52434	2597	MNSPECT, LLC.	101-20200	60,636.99
11/19	11/20/2019	52435	2402	MODERN TITLE	601-20200	176.28
11/19	11/20/2019	52436	2080	MVTL LABORATORIES INC	602-20200	159.58
11/19	11/20/2019	52437	2080	MVTL LABORATORIES INC	601-20200	69.66
11/19	11/20/2019	52438	1821	NORTH AMERICAN TITLE CO	601-20200	3.85
11/19	11/20/2019	52439	2838	OLSON REAL ESTATE GROUP LTD	601-20200	31.65
11/19	11/20/2019	52440	617	PAUSTIS & SONS	609-20200	452.50
11/19	11/20/2019	52441	44	PHILLIPS WINE & SPIRITS INC	609-20200	5,012.59
11/19	11/20/2019	52442	2551	POLLARD WATER	602-20200	40.89
11/19	11/20/2019	52443	2130	PROGRESSIVE BUILDERS	505-20200	2,000.00
11/19	11/20/2019	52444	2406	QUALITY FLOW SYSTEMS INC	602-20200	3,614.03
11/19	11/20/2019	52445	2625	RESULTS TITLE	601-20200	32.70
11/19	11/20/2019	52446	2518	SEMLER CONSTRUCTION	601-20200	46.29
11/19	11/20/2019	52447	2001	SHRED-N-GO INC	101-20200	82.73
11/19	11/20/2019	52448	1361	STAPLES ADVANTAGE	101-20200	15.86
11/19	11/20/2019	52449	1361	STAPLES ADVANTAGE	101-20200	180.64
11/19	11/20/2019	52450	2235	TAYLOR HOLDINGS INC	603-20200	33.52
11/19	11/20/2019	52451	1290	THE AMBLE GROUP	101-20200	147.40
11/19	11/20/2019	52452	1740	TOSHIBA FINANCIAL SERVICES	108-20200	189.88

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/19	11/20/2019	52453	427	VESSCO INC	601-20200	743.32
11/19	11/20/2019	52454	42	VIKING COCA-COLA BOTTLING CO	609-20200	254.71
11/19	11/20/2019	52455	361	VINTAGE LOCK	101-20200	560.00
11/19	11/20/2019	52456	2757	WATCH GUARD	101-20200	244.00
11/19	11/20/2019	52457	4	WATSON CO INC	609-20200	1,553.83
11/19	11/20/2019	52458	780	WINE MERCHANTS	609-20200	104.00
11/19	11/20/2019	52459	2839	WINSLOW, NICOLAS & NICOLE	601-20200	184.46
Grand Totals:						128,783.68

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/19	11/26/2019	52460	1503	7-UP BOTTLING	609-20200	142.30
11/19	11/26/2019	52461	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	850.00
11/19	11/26/2019	52462	494	ALLINA HEALTH SYSTEM	101-20200	50.00
11/19	11/26/2019	52463	2030	ARTISAN BEER COMPANY	609-20200	32.60
11/19	11/26/2019	52464	1141	ASSURANT EMPLOYEE BENEFITS	602-20200	469.13
11/19	11/26/2019	52465	9	BERNICKS PEPSI-COLA	609-20200	921.56
11/19	11/26/2019	52466	1500	BOLTON & MENK INC	603-20200	22,097.00
11/19	11/26/2019	52467	2319	BREAKTHRU BEVERAGE	609-20200	4,562.01
11/19	11/26/2019	52468	2221	C & L DISTRIBUTING	609-20200	145.10
11/19	11/26/2019	52469	1108	CITY OF BRAHAM	101-20200	4,433.54
11/19	11/26/2019	52470	309	CITY OF CAMBRIDGE	101-20200	3,985.11
11/19	11/26/2019	52471	120	CONNEXUS ENERGY	101-20200	17,077.77
11/19	11/26/2019	52472	8	DAHLHEIMER DISTRIBUTING CO	609-20200	4,618.95
11/19	11/26/2019	52473	1941	DELTA DENTAL	861-20200	2,823.50
11/19	11/26/2019	52474	2209	INNOVATIVE OFFICE SOLUTIONS, INC	609-20200	190.12
11/19	11/26/2019	52475	188	ISANTI COUNTY SHERIFF	101-20200	3,283.35
11/19	11/26/2019	52476	259	ISANTI FIREFIGHTERS RODEO ASN	609-20200	500.00
11/19	11/26/2019	52477	7	JOHNSON BROTHERS LIQUOR CO	609-20200	4,529.40
11/19	11/26/2019	52478	5	KAWALEK TRUCKING	609-20200	257.60
11/19	11/26/2019	52479	2587	LEAGUE OF MN CITIES INSURANCE TRUST	101-20200	1,000.00
11/19	11/26/2019	52480	17	MCDONALD DISTRIBUTING CO	609-20200	9,591.15
11/19	11/26/2019	52481	2055	MRPA	101-20200	300.00
11/19	11/26/2019	52482	1821	NORTH AMERICAN TITLE CO	505-20200	5,000.00
11/19	11/26/2019	52483	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,903.51
11/19	11/26/2019	52484	2396	SOUTHERN GLAZERS OF MN	609-20200	655.10
11/19	11/26/2019	52485	2396	SOUTHERN GLAZERS OF MN	609-20200	17,442.46
11/19	11/26/2019	52486	1442	ST. LOUIS MRO INC	101-20200	22.50
11/19	11/26/2019	52487	1361	STAPLES ADVANTAGE	609-20200	12.12
11/19	11/26/2019	52488	1361	STAPLES ADVANTAGE	602-20200	107.19
11/19	11/26/2019	52489	1354	TAPES PLUS ADVERTISING	609-20200	295.00
11/19	11/26/2019	52490	1290	THE AMBLE GROUP	609-20200	87.03
11/19	11/26/2019	52491	42	VIKING COCA-COLA BOTTLING CO	609-20200	224.15
11/19	11/26/2019	52492	4	WATSON CO INC	609-20200	1,357.83
Grand Totals:						108,967.08

City of Isanti

Gross Payroll	86,704.35
Social Security & Medicare	4,949.65
Public Employees Retirement	8,954.73
Total City Expense	100,608.73

Pay Date 11/29/2019

Pay Period 24 (11/10-11/23/19)

K.2.

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Johnson and Members of City Council**
From: Sheila Sellman, Community Development Director
Date: December 3, 2019
Subject: Authorizing a Reduction in the Letter of Credit for Legacy Pines Subdivision Phase One.

Background:
Odyssey Homes is requesting a reduction in their Letter of Credit (LOC) for Legacy Pines 1st Addition down to a 10% balance. The reduction is for the completion of work. The City Engineer's recommendation is to reduce the LOC to $169,111.16, which meets the development agreement and the 2-year warranty period.

Attachments:
- Resolution 2019-XXX
- City Engineer's Memo
- Request from Developer

RESOLUTION 2019-XXX

AUTHORIZING A REDUCTION IN THE LETTER OF CREDIT FOR LEGACY PINES SUBDIVISION PHASE ONE

WHEREAS, Odyssey Homes, Inc (developer) has submitted a written request for a reduction in the letter of credit as described in the development agreement between the developer and the City of Isanti; and,

WHEREAS, the developer has requested a reduction of 10% of the balance; and,

WHEREAS, the developer has successfully completed the improvements; and,

WHEREAS, the Community Development Director and City Engineer have reviewed the request and recommended approval.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, that the requested reduction in the letter of credit be hereby **APPROVED** as requested, **BE IT FURTHER RESOLVED** that the City Council of the City of Isanti authorizes City Staff to execute said reduction down to a balance of $169,111.16.

This Resolution is adopted this 3rd day of December, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
City Clerk/Human Resources

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: November 20, 2019

To: Sheila Sellman, Community Development Director

From: Jason W. Cook, P.E.
City Engineer

Subject: Legacy Pines – Developer Requested Letter of Credit Reduction No 4
City of Isanti, MN
Project No.: R13.117438

Odyssey Homes, the developer of Legacy Pines, has requested that the Letter of Credit for the Legacy Pines development be reduced to the minimum 10% for the 2-year warranty period.

The work has been found to be in compliance with City standards and all tests have passed to date.

We recommend approving the reduction of the Letter of Credit leaving a balance of $169,111.16 in place.

The remaining balance of the Letter of Credit meets the requirements of the Development Agreement for the 2-year warranty period.

This does not alleviate the developer or contractor from completing any remaining work and should any deficiencies be found during the warranty period; the Developer will be responsible to repair the issue to the acceptance of the City.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

Sheila Sellman

From: Jason Bebeau <odysseyhomesmn@gmail.com>
Sent: Monday, November 11, 2019 4:28 PM
To: Sheila Sellman
Subject: Fwd: Legacy pines

Thank you,
Jason Bebeau
Odyssey Homes Inc. License # BC710018

Begin forwarded message:

> **From:** Jason Bebeau <odysseyhomesmn@gmail.com>
> **Date:** November 11, 2019 at 4:24:18 PM CST
> **To:** Isanti Shiela Sellman
> **Subject: Legacy pines**
>
> Hello Shiela,
> I am formally writing you to please lower the letter of credit down to the minimum required by the city of Isanti. i believe 10% of the existing $700,000. Phase one is completely done.
>
> Thank you,
> Jason Bebeau
> Odyssey Homes Inc. License # BC710018

RESOLUTION 2019-XXX

AUTHORIZING THE ACCEPTANCE OF THE LABOR AGREEMENT BETWEEN THE CITY OF ISANTI AND LAW ENFORCEMENT LABOR SERVICES, INC. LOCAL 416

WHEREAS, the City of Isanti and LELS Local 416, have met to negotiate certain contract issues between the two affected parties for a Labor Agreement for a period beginning January 1, 2020 and ending December 31, 2022; and

WHEREAS, an updated contract has been reviewed by both parties and both parties are accepting the proposed terms of the collective bargaining agreement as negotiated.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. The Labor Agreement shall be approved as negotiated between the two parties given, through staff review; the terms of the contact are those terms reached within the tentative agreement.

2. The Mayor and City Administrator are hereby authorized to execute the Labor Agreement given the language prepared is representative of the terms agreed upon and reached within the tentative agreement.

3. Provided Steps 1 and 2 have been completed, Staff is hereby directed to distribute one original copy of the signed Labor Agreement to LELS, Local 416 and retain one original as a file copy.

This resolution was duly adopted by the Isanti City Council this 3rd day of December, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

Labor Agreement

between

The City of Isanti, MN

-and-

Police Lieutenants
Law Enforcement Labor Services, Inc.

Local# 416

January 1, 2020 - December 31, 2022

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ARTICLE 1 - PURPOSE OF AGREEMENT

This AGREEMENT is entered into between the City of Isanti, hereinafter called the Employer, and Local Number 416 of Law Enforcement Labor Services, Inc., hereinafter called the Union. The intent and purpose of this Agreement is to:

1.1 Establish certain hours, wages, and other conditions of employment;

1.2 Establish procedures for the resolution of disputes concerning this AGREEMENTS interpretation and/or application;

1.3 Specify the full and complete understanding of the parties; and

1.4 Place in written form the parties agreement upon terms and conditions of employment for the duration of this AGREEMENT.

The EMPLOYER and the UNION, through this AGREEMENT, continue their dedication to the highest quality of public service. Both parties recognize this AGREEMENT as a pledge of this dedication.

ARTICLE 2 - RECOGNITION

2.1 The Employer recognizes the Union as the exclusive bargaining representative under Minnesota Statutes for all licensed Essential Supervisory employees in the position of Lieutenant employed by the City of Isanti Police Department, Isanti, Minnesota who are public employees within in the meaning of Minn. Stat. 179A.03, subd. 14 excluding confidential and all other employees.

2.2 In the event the EMPLOYER and the UNION are unable to agree as to the inclusion or exclusion of a new or modified job class, the issue shall be submitted to the Bureau of Mediation Services for determination.

ARTICLE 3 - DEFINITIONS

3.1 UNION: Law Enforcement Labor Services, Inc., Local No.416.

3.2 EMPLOYER: The City of Isanti.

3.3 UNION MEMBERS: A member of Law Enforcement Labor Services, Inc., Local No. 416.

3.4 EMPLOYEE: A member of the exclusively recognized bargaining unit.

3.5 DEPARTMENT: The City of Isanti Police Department.

3.6 CHIEF: The Chief of Police of the City of Isanti Police Department.

3.7 BASE PAY RATE: The employee's hourly rate exclusive of any special allowances.

3.8 OVERTIME: Work performed in excess of an employees scheduled shift.

3.9 CALL BACK: Return of an employee to a specified work site to perform assigned duties at the express authorization of the Employer at a time other than a scheduled shift. An extension of or an early report to a scheduled shift is not a call back.

3.10 IMMEDIATE FAMILY: Immediate family shall include the employee's spouse, child, father, mother, spouse's mother, spouses' father, grandchild, sibling-in-law, sibling, grandparent, grandparent-in-law, step parent, step brother/sister, step child.

3.11 DAYS: Unless otherwise indicated, mean the City's regular business days.

3.12 EMERGENCY: A crisis situation or condition which reasonably may be expected to endanger life or propelty as defined by the Employer.

3.13 PROBATION PERIOD: Means one (1) calendar year from the employees' date of hire. The probationary period for promoted or reassigned employees will last for six (6) months from date of promotion or reassignment.

3.14 RESIGNATION IN GOOD STANDING: An employee leaving service with the Employer after giving a two-week notice, providing the employee has not been discharged for misconduct.

ARTICLE 4 - NON-DISCRIMINATION

The Employer and the Union agree not to discriminate against any employee on any basis prohibited by law.

ARTICLE 5 - UNION RIGHTS

In recognition of the Union as the Exclusive representative the Employer shall;

5.1 Deduct each payroll period an amount sufficient to provide the payment of dues established by the Union from the wages of all employees authorizing in writing such deduction; and

5.2 Remit such deduction to the appropriate designated officer of the Union.

5.3 The Union may designate certain employees from the bargaining unit to act as stewards and shall inform the Employer in writing of such choice

5.4 The Employer shall make available to the Union mutually agreed upon facilities at reasonable times for the purposes of conducting Union business.

5.5 The Employer agrees to make space available on the Employer bulletin board for the posting of official Union notice(s) and announcements.

5.6 The Union agrees to indemnify and hold harmless the Employer against any claims, suits, orders, or judgments brought or issued against the Employer under the provisions of this article.

ARTICLE 6 - EMPLOYER AUTHORITY

6.1 The Employer retains the full and unrestricted right to operate and manage all manpower, facilities and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules, and to perform any inherent managerial function not specifically limited by this AGREEMENT.

6.2 Any term and condition of employment not specifically established or modified by this AGREEMENT shall remain solely within the discretion of the Employer to modify, establish, or eliminate.

ARTICLE 7 - SAVINGS CLAUSE

This AGREEMENT is subject to the law. In the event that any provision of this AGREEMENT shall be held to be contrary to the law by a Court of competent jurisdiction or administrative agency from whose final judgment or decree no appeal is made within the time provided, such provision shall be voided. All other provisions of this AGREEMENT shall continue in full force and effect. The voided provisions shall be renegotiated upon written request ofeither party.

ARTICLE 8 - EMPLOYEE RIGHTS/GRIEVANCE PROCEDURE

8.1 A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this AGREEMENT.

8.2 Union Representative. The Employer will recognize representative designated by the Union as the grievance representative of the bargaining unit. The Union shall notify the Employer in writing of the name of such Union representative.

8.3 Processing of a Grievance. It is recognized and accepted by the Union and the Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and the Union representative shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the Employer during normal working hours provided the employee and the Union Representative have notified and received the approval of the designated supervisor.

8.4 Procedure. Grievances, as defined by section 9.2, shall be resolved in conformance with the following procedure:

Step 1. An employee claiming a violation concerning the interpretation or application of this Agreement shall, within twenty-one (21) calendar days after such alleged violation has occurred or the employee through the use of reasonable diligence should have had knowledge of the occurrence of the alleged violation, present such grievance to the Police Chief At this step, the grievance may be presented either orally or in writing. The Police Chief will discuss and give an answer, in writing, to such Step 1 grievance within twenty-one (21) calendar days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it was based, the provision or provisions of the Agreement allegedly violated, and the remedy requested and shall be appealed to Step 2 within ten (10) calendar days after the Police Chiefs final answer in Step 1. Any grievance not appealed in writing to Step 2 by the Union within ten (10) calendar days shall be considered waived.

Step 2. If appealed, the grievance shall be in writing and presented by the Union to the City Administrator. The City Administrator will give the Union the Employers Step 2 answer in writing within ten (10) calendar days. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the Employer's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the Union within ten (10) calendar days shall be considered waived.

Step 3. A grievance not resolved in Step 2, by mutual consent, may be mediated using the services of the Bureau of Mediations Services. A petition for mediation by either party stops all timelines. A grievance not resolved in mediation, may be appealed to Step 4.

Step 4. A grievance unresolved in Step 2 or Step 3 and appealed to Step 4 by the Union shall be submitted to arbitration subject to the provisions of the Public

Employment Labor Relations Act of 1971 as amended.

The Union and the Employer will endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If the Union and the Employer are unable to agree on an arbitrator, they may request from the Director of the Bureau of Mediation Services a list of qualified arbitrators. The parties will alternately strike names from the list of arbitrators until only one (1) name remains. The remaining arbitrator will hear and decide the grievance. If the parties are unable to agree on who will strike the first name the question will be decided by the flip of a coin.

8.5 Arbitrator's Authority

8.5.1 The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this AGREEMENT. The arbitrator shall consider and decide only the issue(s) submitted by the Employer and the Union in writing and shall have no authority to make a decision on any other issue not so submitted.

8.5.2 The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the Employer and the Union and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.

8.5.3 The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Union provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such record to be made, providing it pays for the record. If both parties desire a verbatim record of proceedings the cost shall be shared equally.

8.6 Waiver. If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specific time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employers last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Union may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each Step may be extended by mutual agreement of the Employer and the Union.

ARTICLE 9 - DISCIPLINE

9.1 The Employer will discipline employees for just cause only. Discipline will be in one or more of the following forms:

A. Oral reprimand
B. Written reprimand
C. Suspension
D. Demotion, or
E. Discharge

9.2 Suspension, demotions and discharges will be in written form.

9.3 Written reprimands, notices of suspensions, notices of demotion and notices of discharge which are to become part of an employee's personnel file will be read and acknowledged by signature of the employee. Employees and the Union will receive a copy of such reprimands and/or notices. Such documents more than twenty-four (24) months old may not be used for promotional evaluation or disciplinary action and shall be removed unless the original signed letter of discipline indicates otherwise.

9.4 Employees may examine their own individual personnel files at reasonable time under the direct supervision of the Employer.

9.5 Employees will not be questioned concerning an investigation of disciplinary action unless the employee has been given adequate opportunity to have a Union representative present at such questioning.

9.6 Grievances relating to this Article shall be initiated by the Union at Step 2 of the grievance procedure under Article 8 of this Agreement.

ARTICLE 10 - JOB SAFETY TRAINING

10.1 The Employer agrees to provide employees with body armor as required by law.

10.2 The Employer will pay the cost of maintaining POST licensure.

10.3 The time an employee spends attending training, approved by the Chief and the City Administrator, and shall be considered working hours for the purpose of computing wages and other benefits provided by this Agreement.

ARTICLE 11 - HOURS OF WORK

11.1 The normal work year is an average of two thousand eighty (2,080) hours to be accounted for by each employee through

a) hours worked on assigned shifts;
b) holidays;
c) assigned training;
d) authorized leave time.

11.2 Nothing contained in this or any other Article shall be interpreted to be a guarantee of a minimum or maximum number of hours the Employer may assign employees.

11.3 Scheduled shifts shall be bid by seniority prior to November 15th of each year.

ARTICLE 12 - OVERTIME PAY

12.1 Hours worked in excess of the employee's scheduled shift will be compensated at one and one-half times the employee's regular base pay rate.

12.2 For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.

I2.3 In lieu of monetary compensation, an employee may choose to receive compensatory time at the rate of time and one-half (1 ½) to a maximum accumulation of eighty (80) hours.

12.4 Credit for overtime hours worked (pay and/or compensatory time off) shall only be given upon receipt of supervisor approved documentation as to the purpose and need for the overtime and must be approved by the City Administrator.

12.5 Overtime shall be paid to nearest 1/4 hour. Officers shall report their start time at the time scheduled and any time worked over their shift as authorized by the Chief.

ARTICLE 13 - COURT TIME

An employee who is required to appear in Court during the employee's scheduled off-duty time shall receive a minimum of three (3) hours pay at one and one-half (1 ½) time the employee's base pay rate or for time worked, whichever is greater. An extension or early report to a regularly scheduled shift for a court appearance does not qualify the employee for the three (3) hour minimum. Overtime for com1 appearances shall be paid at the 1 ½ times current rate of pay.

Court Standby: An off-duty employee who must remain available for a court hearing, and is required to call for verification that an appearance is necessary. An employee shall be compensated at the rate of $20.00 per day of standby only if no appearance is required. Compensation shall be paid for standby only on Tuesday, Wednesday, Thursday, and Friday. An employee may not receive standby pay and the court time minimum on the same day.

ARTICLE 14 - CALL BACK TIME

An employee who is called to duty during the employee's scheduled off-duty time shall receive a minimum of three (3) hours pay at one and one-half (1-1/2) time the employee's base pay rate or for time worked, whichever is greater. An extension or early report to a regularly scheduled shift for duty does not qualify the employee for the three (3) hour minimum.

Call back time shall not include phone calls, must include employee reporting to work at the office or the scene of an incident.

ARTICLE 15 - SENIORITY

15.1 Definition: Seniority will be determined by an employee's length of continuous service with the Employer and posted in an appropriate location. Seniority rosters may be maintained by the Employer on the basis of time in grade and time within specific classifications. Full time employees shall always have seniority over part time employees. Seniority within the part time personnel shall not be transferable to a full-time position.

15.2 Probationary Employees: During the probationary period, an employee may be discharged at the sole discretion of the Employer.

15.3 Lay-offs: Lay-offs are defined as separation from service by the Employer not related to discipline. Employees will be laid off by job classification seniority. Employees on layoff will have recall rights for one year after layoff. No employees will be hired in any jobs classifications in which employees are laid off who have recall rights.

15.4 Vacancies: Job vacancies within the bargaining unit will be posted by the Employer in the department in a conspicuous place, for a period of ten (10) working days. An employee must apply for the position within the ten (10) working days posting time. An employee assigned to the posted job will be on probation for six (6) months, during which time the employee may be returned to their former position upon the request of the employee, without loss of seniority.

ARTICLE 16 - COMPENSATION

16.1 Rates of Pay: Employees covered by this AGREEMENT shall be compensated in accordance with the Salary Schedule marked "Appendix A" attached hereto and made a part of this AGREEMENT.

16.2 Meals: Employees will be reimbursed for meals according to current policy.

16.3 The City shall pay the following lump sum payments to employees possessing a valid Post License and current Firearms Qualifications on December 31 of the preceding year. Payment shall be made in January of each contract year.

Post License	$325.00
Firearms Qualifications	$300.00

16.4 Longevity: Longevity pay is based upon full length of service as a full-time officer/lieutenant in the City of Isanti from date of hire. Members will receive longevity in accordance with the following schedule:

10 Years of Service - Two Percent (2%) above base wage rate
15 Years of Service - Four Percent (4%) above base wage rate
20 Years of Service - Six Percent (6%) above base wage rate

Longevity rates are applied to the base wage rate for full time employees for that year of tenure. The employee's anniversary date shall be the date used for the purpose of longevity increment movement.

ARTICLE 17 - VACATION

17.1 Vacation will accrue at the following rates:

0 through 1 year	6 days/ 48 hrs. / yr.
After two (2) years	12 days/ 96 hrs./ yr.
After six (6) years	18 days / 144 hrs. / yr.
After ten (10) years	24 days / 192 hrs. / yr.
After fifteen (15) years	27 days/ 216 hrs./ yr.

17.2 48 hours of unused vacation and the Employee's annual accrual may be carried over from year to year.

17.3 When an employee terminates employment with the City in good standing, the employee shall receive the value of 100% of vacation time earned but unused as severance pay.

17.4 Seniority shall apply on vacation scheduling up to March 1st of each year. After March 1st, vacation scheduling shall be on a first come, first serve basis.

17.5 Vacation Donation Option: An employee may voluntarily donate their accumulated vacation hours (up to a max of 2 days / or 24 hours) to other employees whose accumulated leave balances are exhausted and who would otherwise be subject to a loss of income during a continued absence from work due to illness or injury. Donations will not be paid until all types of paid leave are exhausted by the recipient. The donated time will be paid to the recipient at the recipient's regular rate of pay on an hour per hour basis, and there will be no consideration for differences in wage rates applied to the transfer.

ARTICLE 18 - LEAVES OF ABSENCE

18.1 Military Leave. Any military leave of absence shall be handled as provided by law.

18.2 Negotiating Committee. An employee elected to serve on the negotiating committee representing the bargaining unit members shall suffer no loss of pay if negotiations are held during the employee's on-duty hours. The employee shall not be eligible for overtime or straight time if meetings are held during the employee's off-duty hours.

18.3 Jury Duty. Employees required to serve on jury duty will be compensated by the Employer for the difference between the employee's regular rate of pay and the amount paid for jury duty.

18.4 Parenting Leave. Unpaid parenting leave is available to employees pursuant to law.

ARTICLE 19 - SICK LEAVE

19.1 All full-time employees shall be credited with 8 hours of sick leave for each month of service, with a maximum accumulation of 480 Hours.

19.2 Employees may use their accrued sick leave for an illness or injury of the employee, employee's immediate family, and or to attend the funeral of a fellow employee. "Immediate family" will be defined by, and limited by, Minnesota Statutes Section 181.9413.

19.3 Upon termination of an employee in good standing and with five years consecutive employment, the employee shall be reimbursed one-half pay for sick days not used to a maximum of four hundred eight (480) accumulated hours at the employee's current rate of pay; and the employee shall be reimbursed for any unused sick leave for hours accrued in the termination year at the rate of one-half (1/2) of the employee's daily salary based on a maximum of accrual of ninety-six (96) hours.

19.4 An employee who is drawing worker's compensation shall be allowed to use accumulated sick leave as necessary to insure a full monthly paycheck, providing that employee shows documentation to the Employer.

19.5 The Employer may require an employee to submit a medical certificate verifying that the employee may return to work.

19.6 At the employee's option, the employee may sell back to the Employer unused sick leave in excess of 480 Hours up to a maximum of six (6) days in any one year and receive for said sick days compensation at the normal rate of compensation then being received. In computing this option, each year's accumulation is added to the previous accumulation and of that total any portion in excess of 480 Hours may be sold back under this provision up to six (6) days in any one year.

ARTICLE 20 - FUNERAL LEAVE

20.1 Funeral Leave is defined as paid leave not charged to an employee's sick leave or vacation leave, given in the event of a death in the employee's immediate family. (See Article 3.10)

20.2 Funeral leave in an amount equal to three eight-hour work days or 24 work hours shall be granted to each employee in the event of a death in the Employees immediate family. Requests for funeral leave will not be denied if the Employer's needs can be accommodated during the proposed absence.

20.3 Additional days. Additional leave time may be taken only with the permission of the City Administrator. These additional days will be charged against accumulated sick leave or vacation leave at the employee's discretion.

ARTICLE 21 - INSURANCE

21.1 Health Insurance. The Employer will provide a health and medical care insurance program to all employees. The Employer will pay 100% of the premium for single coverage health insurance. Employees choosing dependent care health coverage will be required to pay according to current City policy applicable to all City employees. Essentially, Employee contributions toward the premium costs of dependent coverage will increase or decrease by the same percentages as the City's overall policy cost increase or decrease for the health care coverage for the duration of this Agreement.

21.1.a Effective 01/01/2019 for the duration of this Agreement, the Employer will provide a plan with coverage and benefits at least equivalent to the coverage provided under the Public Employee Insurance Program (PEIP). For the duration of the 2020-2022 collective bargaining agreement, the Employer will offer Employees the choice of coverage pursuant to the PEIP Advantage Health Plan and the PEIP HSA Compatible Plan.

21.1.b For the duration of the 2020-2022 collective bargaining agreement only, the City will contribute the annual IRS defined maximum to the employee's HSA account on a bi-annual basis in January and July of the calendar year for those benefit-eligible employees who are eligible to receive an HSA contribution and elect the PEIP HSA Compatible Plan. This provision shall sunset effective December 31, 2022.

21.1.c For the duration of the 2020-2022 collective bargaining agreement only, the City will continue to offer a $443.75 per month taxable Opt- Out Waiver payment for those benefit-eligible employees not electing health insurance coverage, upon presentation of certification for proof of coverage pursuant to City policy. This provision shall sunset effective December 31, 2022.

21.2 Life Insurance. The Employer will provide and pay the full cost of the premiums for, life insurance in the amount of $25,000.00 for each full-time employee.

21.3 Effective Date. The health and medical and term life insurance shall be in effect the first day of the first full month of employment.

21.4 Dental Insurance. The Employer shall make dental insurance coverage available to employee and employee's dependents. The Employer will pay 100% of the premium for single coverage and 100% of the premium for dependent care coverage.

ARTICLE 22 - HOLIDAYS

22.1 Recognized Holidays. Holidays include the following:

New Year's Day
Presidents Day
Columbus Day
Independence Day
Veteran's Day
½ day Christmas
Eve Christmas Day
Martin Luther King
Day Memorial Day
Labor Day
Thanksgiving Day
Floating Holiday

22.2 During the month of December Employees will be paid a lump sum check at the employees' regular rate of pay for the above holidays or receive days off in lieu of payment. Days off must be scheduled with the employee's supervisor. Employees terminating employment during the calendar year will receive a pro-rated payment.

22.3 Employees who work on a recognized holiday shall be paid at one and one-half (1 ½) times their regular straight time rate for all hours worked, up to 12 hours pay depending on the length of the employee's normally scheduled work day, in addition to holiday pay as provided in Article 24.2. Holidays excluded from pay at the one and one-half (1 ½) times the regular straight time rate are the Floating Holiday and ½ Day for Christmas Eve which shall be paid at the regular straight time rate for all hours worked.

22.4 An employee utilizing the Floating Holiday will be allowed up to (12) hours pay, depending on the length of the employee's normally scheduled work day.

ARTICLE 23 - UNIFORMS

23.1 The Employer shall provide the initial uniform issue, as listed in Appendix B, for each permanent full-time employee.

23.2 Each employee shall receive a uniform allowance of $100.00 per month.

23.3 The Employer shall cover all costs of eyeglasses or other eyewear damaged or destroyed in the line of duty, except in those instances where the damage is loss or caused by the personal neglect of the employee.

23.4 The Employer shall pay for the repair or replacement of personal items of the individual employee which are damaged or destroyed in the line of duty, except in those instances where the damage or loss is caused by the personal neglect of the employee.

23.5 Employees terminating from the Police Department, with less than three (3) years of service, for any reason must return their entire uniform, including accessories, except for any items that were individually purchased by the officer using resources other than the uniform allowance. Regardless of the years of service, an employee terminating from the Police Department must return their body armor and other uniform accessories if originally paid for by the employer, and must return all uniform insignia and department "patches".

23.6 The Employer shall provide an annual stipend of $100 for the maintenance and replacement of the Officer's service firearm to each permanent full-time employee employed by the Departments as of December 31 of the preceding year. The payment shall be made in January of each contract year.

ARTICLE 24 - OUTSIDE EMPLOYMENT

Employees must receive prior written approval from the Chief and City Administrator before accepting outside employment.

ARTICLE 25 - WAIVER

25.1 Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment to the extent inconsistent with the provisions of this AGREEMENT, arc hereby superseded.

25.2 The parties mutually acknowledge that during the negotiations which resulted in this AGREEMENT, each had the unlimited right and opportunity to make demands with respect to any term or condition of employment not removed by law from bargaining. All agreements and understandings arrived at by the parties are set forth in writing in this AGREEMENT. The Employer and the Union each voluntarily waives the right to meet and negotiate regarding any and all terms and conditions of employment referred to or covered by this AGREEMENT, although such ter ms or conditions may not have been within the knowledge or contemplation of either or both of the parties at the time that this contract was negotiated or executed.

ARTICLE 26 - DURATION

This AGREEMENT shall be in effect from January 1, 2020 until December 31, 2022, and shall remain in effect from year to year thereafter unless either party gives notice as may be required by state statute of their desire to amend this AGREEMENT.

IN WITNESS WHEREOF, the parties hereto have set their signatures.

THE CITY OF ISANTI	**LAW ENFORCEMENT LABOR SERVICES, INC.**
Mayor	Business Agent
	11/15/19
Date	Date
City Administrator	Steward
	11/20/2019
Date	Date

APPENDIX A WAGE SCHEDULE

LIEUTENANT HOURLY WAGES

	2020 (3% over 2019)	2021 (3% over 2020)	2022 (3% over 2021)
Starting	$39.0885	$40.2612	$41.4690
Step 1	$40.1494	$41.3539	$42.5945
Step 2	$40.8910	$42.1177	$43.3812

APPENDIX B INITIAL UNIFORM ISSUE

3- Summer Shirts
3- Winter Pants
3- Uniform Pants
2- Name Tags
3 - Badges (2 breast/1 hat) collar Brass
3 - Ties
1 - Winter Jacket
1 - Winter Hat
1 - Summer Hat
1 - Pair Gloves
1 - Pair Boots
1 - Belt for Pants
1 - Duty Belt
1 - Holster for Side Arm
1 - Cuff Case
1 - Key Holder
1 - Ammo Pouch
1 - Flashlight Holder
1 - Mace
1 - Mace Holder
1 - Radio Holder
1 - Handcuffs
1 - ASP Baton
1 - ASP Holder

In the event that Class A dress uniforms are required by the employer, they will be included in the Initial Uniform Issue.

K.4.

A Community For Generations.

Isanti

MEMO

To: **Mayor Johnson and Members of the City Council**
From: Katie Brooks, Human Resources / City Clerk
Date: December 3, 2019
Subject: **MOU on Vacation Hours and Accrual Rate for Lieutenant John McCarty**

Background:
November 4, 2019 the City and the Union #416 met to discuss contract negotiations for the Lieutenant position for the contract year 2020-2022. It was decided to give Lieutenant John McCarty banked vacation hours for his promotion from PT Police officer to FT Lieutenant that took place on September 17, 2019.

Starting January 1, 2020 Lieutenant John McCarty will receive 120 hours (15 days) banked vacation and will accrue vacation at the 2-year rate of 96 hours (12 days).

Recommendation:
Staff recommends approval as written.

Request:
Staff is requesting action on this item.

Attachment:
Resolution 2019-XXX
MOU

RESOLUTION 2019-XXX

MEMORANDUM OF UNDERSTANDING FOR VACATION HOURS AND ACCRUAL RATE FOR LIEUTENANT JOHN MCCARTY

This Memorandum of Understanding is by and between the City of Isanti, Minnesota ("City") and Law Enforcement Labor Services, Inc., Local #416 ("Union"). The Union is the exclusive representative for the bargaining unit noted above. The City and the Union are collectively referred to as the parties.

WHEREAS, the City and the Union are parties to a collective bargaining agreement effective January 1, 2018 through December 31, 2019; and,

WHEREAS, the parties discussed and agreed during contract 2020-2022 negotiations on November 4, 2019 to give Lieutenant John McCarty banked vacation hours for his promotion from PT Police officer to FT Lieutenant that took place on September 17, 2019; and,

WHEREAS, Lieutenant John McCarty will receive 120 hours (15 days) banked vacation and will accrue vacation at the 2-year rate of 96 hours (12 days) starting January 1, 2020.

NOW THEREFORE, the parties agree as follows:

1) Lieutenant John McCarty will receive 120 hours (15 days) banked vacation hours effective January 1, 2020.

2) Lieutenant John McCarty will accrue vacation at the 2-year rate of 96 hours (12 days) beginning January 1, 2020.

This resolution was duly adopted by the Isanti City Council this 3rd day of December, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF ISANTI
AND
LAW ENFORCEMENT LABOR SERVICES, INC. LOCAL #416

This Memorandum of Understanding is by and between the City of Isanti, Minnesota ("City") and Law Enforcement Labor Services, Inc., Local #416 ("Union"). The Union is the exclusive representative for the bargaining unit noted above. The City and the Union are collectively referred to as the parties.

WHEREAS, the City and the Union are parties to a collective bargaining agreement effective January 1, 2018 through December 31, 2019; and,

WHEREAS, the parties discussed and agreed during contract 2020-2022 negotiations on November 4, 2019 to give Lieutenant John McCarty banked vacation hours for his promotion from PT Police officer to FT Lieutenant that took place on September 17, 2019; and,

WHEREAS, John McCarty will receive 120 hours (15 days) banked vacation and will accrue vacation at the 2-year rate of 96 hours (12 days) starting January 1, 2020.

NOW THEREFORE, the parties agree as follows:

1) Lieutenant John McCarty will receive 120 hours (15 days) banked vacation hours effective January 1, 2020.

2) Lieutenant John McCarty will accrue vacation at the 2-year rate of 96 hours (12 days) beginning January 1, 2020.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed this _____ day of _____, 2019.

For City of Isanti:

_____
Jeff Johnson, Mayor

_____
Josi Wood, City Administrator

For LELS Local #416:

_____
LELS Business Agent

_____
LELS Union Steward

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To: **Mayor Johnson and Members of City Council**

From: Matt Sylvester, Public Services Director

Date: December 3, 2019

Subject: Resolution Providing Approval for a Bus Staging Area Along Centennial Dr. NW

Background:
The School District #911 requested that a "Bus Staging Area" be added to Centennial Dr. NW. The "Bus Staging Area" would be between the hours of 2:30-4:30pm. and 50' north of the north school parking lot entrance on the west side of Centennial Dr. NW. This was discussed at the Nov. 19, 2019 Committee of the Whole where there was consensus to grant the request.

Request:
Staff is seeking action on this item.

Attachment:
- Resolution 2019 - XXX

RESOLUTION NO. 2019-XXX

A RESOLUTION TO ESTABLISH A BUS STAGING AREA ALONG CENTENNIAL DR NW

WHEREAS, the Committee of the Whole has reviewed the request from School District #911; and,

WHEREAS, School District #911 has officially requested consideration of a "Bus Staging Area" be permitted along Centennial Dr. NW; and,

Whereas, the "Bus Staging Area" requested would be extending 50' north of the north school parking lot entrance at the intersection of Oakwood Street NW and Centennial Dr. NW; and,

WHEREAS, the requested "Bus Staging Area would be from 2:30pm - 4:30pm, Monday through Friday: and,

WHEREAS, the Committee of the Whole has met and is recommending that a "Bus Staging Area" be permitted along the west side of Centennial Dr. NW extending 50' north of the north school parking lot entrance;

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Isanti, Minnesota to hereby approve a 'Bus Staging Area" on the west side of Centennial Dr. NW extending 50' north of the north school parking lot entrance.

This resolution was duly adopted by the Isanti City Council this 3rd day of December, 2019.

Attest

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resource/City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: December 3, 2019
Subject: Resolution 2019-XXX a resolution of denial for a Conditional Use Permit Amendment for a shipping container at 1005 7th Ave.

Request:
The applicant, Art and Sciences Academy, is requesting a Conditional Use Permit (CUP) Amendment to allow a temporary storage container at 1005 7th Ave.

Overview/Background:
In 2017 a CUP was issued for the Art and Science Academy to allow for educational institutions in the R-3A zoning district, outdoor storage was not approved as part of that CUP. Outdoor storage is not permitted in the R-3A zone, but may be granted as part of a CUP. Section 227-8 D allows PODS on residential property for a 3-month period, the school is requesting the storage container be allowed for 7-10 years.

The applicant is requesting a 40'X8' (320 square feet) shipping container that is 8'6" in height be stored on the west side of the school. The school has run out of storage and currently rents a storage unit in town which is inconvenient when they need something. The applicant looked at alternatives and states that the shipping container is the most cost effective and secure. The school doesn't plan to expand the building until the school expands to 5-12 building and that won't be for a few years.

Analysis of Application:
The Planning Commission shall hold a public hearing and consider possible adverse effects of the proposed Conditional Use. The judgment of the Planning Commission shall be based upon, but is not limited to the following factors:

1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans.
   In 2009 the Planning Commission and Council had many discussions on allowing shipping containers and the like as storage. At the time businesses were using shipping containers for storage rather than for their business use, which is not permitted by code unless by CUP. The City spent a lot of time enforcing this matter and today shipping containers are not allowed as standalone storage units.

2. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district. *Outdoor storage is not permitted in the R-3A district. To meet the purpose and intent a temporary pod for 3-months would be permitted.*

3. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental or endanger the public health, safety, morals, or comfort. *The establishment of the conditional use does not appear to endanger the public health, safety, morals and comfort of the surrounding area or the community. However, this container will be visible from HWY 65 and does not enhance the area. Staff has concerns with graffiti and general care of the container.*

4. The conditional use will not be injurious to the use and enjoyment of other property within the immediate vicinity for the purposes already permitted; nor substantially diminish or impair property values within the neighborhood. *The container will be visible from HWY 65 and if not cared for properly (rust, dead grass, graffiti) it could affect the enjoyment of the surrounding area.*

5. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district. *The conditional use will not impede on the normal and orderly development and improvement of surrounding property.*

6. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed. *As part of the development agreement, the applicant is to construct a park facility adjacent to the subject parcel. After the park facility is constructed, the applicant will be conveying the property to the City for public use. This condition is met.*

7. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located. *If permitted the container shall be subject to Subdivision 16 Outdoor storage, including but not limited to: surface area and screening.*

8. The conditional use complies with the general and specific performance standards as specified by within this Article. *As previously stated, this use is not permitted in this zoning district and does not comply.*

Planning Commission

The Planning Commission held a public hearing at their regular November 19, 2019 meeting. No one from the public spoke on this item. The applicant was available for questions. The applicant explained that the shipping container is the most economical option for the school. He stated that the school hopes to add-on to the building in the next three years but it depends on funding and various approvals. The Commission had asked him about alternatives and none of which he was in favor of. The Commission asked about building an accessory structure and he said it was not feasible since they would just have to tear it down when they add on.

The site is 10.9 acres there is plenty of room for an accessory structure. Based on the zoning and lot size they would be permitted a 3,600 square foot accessory structure. The structure would need to comply with the following building architecture requirements:

Accessory structures shall be compatible with the principal structure with respect to building materials, design, and character. Roof style and colors shall be similar to or compatible with the principal building. Buildings of pole type construction are prohibited.

The Commission made the following motion: Move to approve the Conditional Use Permit for a 5-year period, the motion was voted on and did not pass 5-2. A second motion was made to allow the CUP for a 3-year period, the motion was voted on and did not pass 5-2. Therefore, the recommendation to the City Council is denial.

Attachments:

- Resolution 2019-XXX
- Findings of fact of denial

RESOLUTION 2019-XXX

A RESOLUTION DENYING A CONDITIONAL USE PERMIT AMENDMENT FOR ART AND SCIENCE ACADEMY FOR A STORAGE CONTAINER

WHEREAS, Art and Science Academy has applied for a Conditional Use Permit Amendment to allow a shipping container onsite for storage, for property legally described as Lot 1 Block 1, Arts and Science Addition, Isanti County, Isanti, Minnesota; and,

WHEREAS, the City of Isanti Planning Commission held a public hearing on November 19, 2019; and,

WHEREAS, the Planning Commission is recommending denial of the request; and,

WHEREAS, The City of Isanti City Council reviewed the amendment during the regularly scheduled meeting of December 3, 2019; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Isanti, Minnesota, that it adopts the Findings of Fact and Conclusion related to the requested Conditional Use Permit Amendment and **BE IT FURTHER RESOLVED** that the requested Conditional Use Permit for outdoor storage of a shipping container is denied.

Adopted by the City of Isanti City Council on this 3rd day of December, 2019.

Attest:

_____

Mayor Jeff Johnson

_____

Katie Brooks
Human Resources/City Clerk

FINDINGS OF FACT AND CONCLUSION
Conditional Use Permit Amendment Denial
December 3, 2019
Prepared by Community Development Director Sheila Sellman

Request

A request from Art and Sciences Academy, for a Conditional Use Permit (CUP) Amendment to allow a temporary shipping container for storage at 1005 7th Ave.

Findings of Facts:

1. A Conditional Use Permit was issued in 2017 to allow for educational institutions in the R-3A Zoning District.
2. The property is legally described as Lot 1, Block 1, Art and Science Addition, PID 16.145.0010
3. The subject site is zoned R3-A, low density multi-family.
4. The petitioner submitted the application on October 16, 2019.
5. A public hearing was held at the November 19, 2019 Planning Commission.
6. Notice of the Conditional Use Permit request was published within the Isanti County News on November 7, 2019, Notices were sent to all property owners within 350 feet of the subject property on November 1, 2019.
7. Section 21, Article 2, Subdivision 4 of the Zoning Code shall be used to evaluate any Conditional Use Permit.

Conclusions

In review of the standards established in Section 21, Article 2, the following conclusions have been made (conclusions to each requirement are shown in italics).

1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans.
   In 2009 the Planning Commission and Council had many discussions on allowing shipping containers and the like as storage. At the time businesses were using shipping containers for storage rather than for their business use, which is not permitted by code unless by CUP. The City spent a lot of time enforcing this matter and today shipping containers are not allowed as standalone storage units.

2. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district. *Outdoor storage is not permitted in the R-3A district. To meet the purpose and intent a temporary pod for 3-months would be permitted.*

3. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental or endanger the public health, safety, morals, or comfort. *The establishment of the conditional use does not appear*

to endanger the public health, safety, morals and comfort of the surrounding area or the community. However, this container will be visible from HWY 65 and does not enhance the area. Staff has concerns with graffiti and general care of the container.

4. The conditional use will not be injurious to the use and enjoyment of other property within the immediate vicinity for the purposes already permitted; nor substantially diminish or impair property values within the neighborhood. *The container will be visible from HWY 65 and if not cared for properly (rust, dead grass, graffiti) it could affect the enjoyment of the surrounding area.*

5. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district. *The conditional use will not impede on the normal and orderly development and improvement of surrounding property.*

6. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed. *As part of the development agreement, the applicant is to construct a park facility adjacent to the subject parcel. After the park facility is constructed, the applicant will be conveying the property to the City for public use. This condition is met.*

7. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located. *If permitted the container shall be subject to Subdivision 16 Outdoor storage, including but not limited to: surface area and screening.*

8. The conditional use complies with the general and specific performance standards as specified by within this Article. *As previously stated, this use is not permitted in this zoning district and does not comply.*

Decision

The Planning Commission reviewed the request in a public hearing on November 19, 2019. The meeting minutes shall be made a part of the Findings of Fact and Conclusion. Motion by Gordon, second by Simon to approve the CUP amendment request with a 3-year cap. Motion failed 5-2.

The City Council reviewed the request a regularly scheduled meeting on December 3, 2019. The meeting minutes shall be made a part of the Findings of Fact and Conclusion.

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To: Mayor Johnson and Members of City Council
From: Jenny Garvey, Parks, Recreation, and Culture Manager
Date: December 3, 2019
Subject: Resolution Approving Purchase and Placement of Dog Park Parking Only Signs near the City of Isanti Dog Park

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Background
Staff has received complaints of dog park users not have parking available at the dog park during events that are taking place at the Isanti Indoor arena.

Staff Request
City staff is requesting that City Council approve the dog park parking only signage.

Attachments
- Resolution No. 2019-XXX

RESOLUTION NO. 2019-XXX

RESOLUTION APPROVING PURCHASE AND PLACEMENT OF DOG PARK PARKING ONLY SIGNS NEAR THE CITY OF ISANTI DOG PARK

WHEREAS, the City of Isanti has determined that it is in the City's best interest to place Dog Park Parking Only signs at 2 parking spaces with arrows covering 8 parking spaces at the east Bluebird Park parking lot near the Dog Park; and,

WHEREAS, recommendation has been made by the Committee of the Whole on November 19, 2019 for placement of the materials; and,

WHEREAS, the cost for materials is a cost to the City of $178.92, including freight; and,

WHEREAS, the signs will be installed by Public Works; and,

WHEREAS, this is an unbudgeted item and therefore the funds will come from the General Fund fund balance; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota to hereby approve the ordering and placement of Dog Park Parking Only signs as noted within this Resolution and funding source identified above.

This resolution was duly adopted by the Isanti City Council this 3rd day of December 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

(SEAL)

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To: **Mayor Johnson and Members of City Council**

From: Matt Sylvester, Public Services Director

Date: December 3, 2019

Subject: Resolution Accepting Insurance Claim

Background:
On September 14, 2019 a sink hole developed at 305 main St. East. Under further investigation Connexus Energy had performed some directional boring. The directional boring put a hole in the storm pipe and eventually created a sink hole. The directional boring occurred on or about September 24th, 2008. Public Works performed the necessary repairs on September 15, 2019 and submitted the claim to Connexus Energy's Insurance Carrier, Federal Rural Electric Insurance Exchange in the amount of $1492.50.

Federal Rural Electric Insurance Exchange reviewed the claim and agree to pay half in the amount of $746.25 with a signed release of all other claims which could have occurred on September 24th, 2008 at 305 Main St. East. There reason to pay half is because of a possibility that the utility wasn't located prior to the work being performed.

Request:
Staff is recommending approval on this item.

Attachment:
- Release of All Claims
- Resolution 2019 - XXX

Claim Number: 22 GC 107510

RELEASE OF ALL CLAIMS

FOR AND IN CONSIDERATION of the payment to me at this time of the sum of **$746.25 We, City of Isanti,** being of lawful age, do hereby release, acquit, and forever discharge **Connexus Energy/Federated Rural Electric Insurance Exchange** and their successors and assigns and all other persons, firms or corporations who are or might be liable from any and all claims, demands, costs, actions and causes of action of whatever kind or nature which we may now have or may hereafter have, on account of, or in any way growing out of, any and all known and unknown property damage which occurred **on or about September 24th, 2008 at 305 Main St. E.**

In making this Release and Agreement it is understood and agreed that we rely wholly upon our own judgment, belief, and knowledge of the nature, extent and duration of said damages, and that I have not been influenced to any extent whatever in making this Release by any representations or statements regarding said property damage, or regarding any other matters, made by the persons, firms or corporations who are hereby released, or by any person or persons representing him or them.

It is further understood and agreed that this settlement is a compromise and that the payment of said amount is not to be construed as an admission of liability upon the part of said persons, firms, or corporations released.

It is further understood and agreed that this Release and payment pursuant thereto is not to be construed as a waiver by or estoppel of any party released to prosecute a claim or action for any damages sustained.

This Release contains the ENTIRE AGREEMENT between the parties hereto, and the terms of this Release are contractual and not a mere recital.

I HAVE READ THE FOREGOING RELEASE AND FULLY UNDERSTAND IT.

Signed and Sealed this _____ day of _____, 2019.

In the Presence of

(Witnesses Sign Below)

(Claimants Sign Below)

_____

_____

RESOLUTION 2019-XXX

ACCEPTING INSURANCE CLAIM WITH CONNEXUS ENERGY

WHEREAS, on September 14, 2019 a sink hole developed at 305 main St East; and,

WHEREAS, on September 15, 2019 it was determined the sink hole was a result of directional boring being done for Connexus Energy; and,

WHEREAS, Public Works performed the necessary repairs; and,

WHEREAS, it was determined the directional boring in question had occurred on or about September 24, 2008; and,

WHEREAS, an insurance claim was submitted to Connexus Energy's Insurance Carrier, Federal Rural Electric Insurance Exchange; and,

WHEREAS, the claim submitted was in the amount of $1492.50 for time and materials needed to make the necessary repairs; and,

WHEREAS, Federal Rural Electric Ins. Exchange Agree to pay half in the amount of $746.25 with a release of all claims that may have occurred on September 24, 2008 at 305 Main St East; and,

WHEREAS, the agreement to pay half was a result of not knowing if the utility was located at the time the work was being performed,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to accept the Insurance Claim from Connexus Energy's Ins. Carrier, Federal Rural Electric Insurance Exchange in the amount of $746.25 with a signed release of all claims that may have occurred on September 24, 2008 at 305 Main St East.

This resolution was duly adopted by the Isanti City Council this 3rd day of December, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, DECEMBER 17, 2019 – 7:00 P.M.
CITY HALL

I. Citizens Input

II. Agenda

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Minutes
1. December 3, 2019- Regular Meeting of the City Council
2. October 1, 2019- Economic Development Authority
3. November 5, 2019- Economic Development Authority

G. Announcements

1.	**CITY OFFICES CLOSED**	Tuesday, December 24, 2019 (All day) *(In Observance of Christmas Eve)* Wednesday, December 25, 2019 *(In Observance of Christmas Day)* Wednesday, January 1, 2020) *(In Observance of New Year's Day)*
2.	City Council Meeting	Tuesday, January 7, 2020 at 7:00 p.m.
3.	EDA Meeting	Tuesday, January 7, 2020 *(Immediately following City Council Meeting)*

H. Council Committee Reports

I. Public Hearings

J. Business Items
1. Resolution 2019-XXX Authorizing Police Department to Accept the Knights of Columbus Winter Coat Donation for Children in Need *(Rick Dassinger)*

City Administrator Josi Wood
2. Ordinance-XXX Amending City Code Chapter 445 Zoning Ordinance Section 16 Signs

City Engineer Jason Cook
3. Resolution 2019-XXX Authorizing Engineering Services for the 2020 Storm System Maintenance Project
4. Resolution 2019-XXX Authorizing Engineering Services for the 2020 Pavement Management Project

Community Development Director Sheila Sellman
5. Resolution 2019-XXX SAC and WAC Deferral Program

K. Approve Consent Agenda
1. Consider Accounts Payable in the Amount of $237,458.76 Payroll in the Amount of $148,764.84

2. Resolution 2019-XXX Approving Part Time Deputy City Clerk/ Human Resources to Full Time Status
3. Resolution 2019-XXX Approving the Revised Job Description for the Position of Planner
4. Resolution 2019-XXX Approving the New Part Time Position of Community Service Officer (CSO)
5. Resolution 2019-XXX Accepting Part-Time Liquor Store Clerk Carla Scharber's Letter of Resignation
6. Resolution 2019-XXX Accepting Full-Time Police Officer Joseph Vogl's Letter of Resignation
7. Resolution 2019-XXX Approving 2020 Farmers Market Rules and Regulations and Vendor Application
8. Resolution 2019-XXX Approving the Purchase of a 1993 Water Truck from the City of Cambridge
9. Resolution 2019-XXX Approving the Sale of Surplus/Abandoned Property Held by the Police Department at Public Auction
10. Resolution 2019-XXX Approving Amendment to the 2019 Budget
11. Annual City Administrator Review Summary

L. Other Communications

1. Draft Minutes from the November 26, 2019 Parks, Recreation and Culture Board Meeting
2. November Police Department Report
3. November Code Enforcement Officer Report
4. November Building Inspector Report
5. December Engineering Project Status Report

Adjournment

MINUTES
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, DECEMBER 3, 2019 – 7:00 P.M.
CITY HALL

Mayor Johnson called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor Jeff Johnson, Councilors: Jimmy Gordon, Paul Bergley and Steve Lundeen

Members Absent: Councilor Dan Collison

Staff Present: City Administrator Josi Wood, Human Resources/ City Clerk Katie Brooks, Community Development Director Sheila Sellman, Finance Director Mike Betker and Chief of Police Travis Muyres

D. Adopt Agenda

Addendum:
Add J.8 Isanti Area Joint Operating Fire District Joint Powers Agreement Amendment
Motion by Lundeen, second by Bergley to approve agenda with the modification listed above.

E. Proclamations/Commendations/Certificate Award

None

F. Approve City Council Minutes

1. November 19, 2019- Regular Meeting of the City Council
2. November 19, 2019- Committee of the Whole Meeting
3. September 17, 2019- Planning Commission Meeting
4. September 24, 2019- Park, Recreation and Culture Board Meeting

Motion by Bergley, second by Lundeen to approve minutes as presented. Motion passed 4-0. Motion carried.

G. Announcements

1. Committee of the Whole — Tuesday, December 17, 2019 at 5:00 p.m.
2. City Council Meeting — Tuesday, December 17, 2019 at 7:00 p.m.
3. Planning Commission Meeting — Tuesday, December 17, 2019 *(Immediately following the City Council Meeting)*

(Dates on the agenda were incorrect)

H. Council Committee Reports

Councilor Lundeen shared that the Amendment for the Isanti Area Joint Operating Fire District Joint Powers Agreement is giving the Fire District the ability to charge for calls and runs. Lundeen further shared that the agreement is not changing except allowing for the Fire District to charge for calls.

I. Public Hearings

None.

J. **Business Items**

City Administrator Josi Wood

1. **Resolution 2019-304** Compliance Updates for Personnel Policy

City Administrator Josi Wood shared that the Personnel Policy had a complete rewrite done in order to become compliant with state and federal law. The Personnel Policy had not gone through a full update since it was created. Wood continued to share that there have been minor revisions, but not a full rewrite of the Personnel Policy. Wood stated that updating the Personnel Policy was one of the goals at the goal setting meeting at the beginning of the year in January. Wood further stated that there are no significant changes or major changes just updating. Wood further shared that these were recommendations and reviewed by The League of Minnesota Cities and the City's Attorney.

Motion by Lundeen, second by Bergley to approve resolution as presented. Motion passed 4-0. Motion carried.

Finance Director Mike Betker

2. Consider Amendments to City Code and 2020 Fee Schedule
    a. **Ordinance-713** Amending City Code Chapter 160 Fees
    b. **Resolution 2019-305** Adopting Fees Within the City of Isanti

Finance Director Mike Betker shared that based on the recommendation at Committee of the Whole there are a few revisions under administration. The revisions include removing agenda packet subscription and open burning permit. Betker shared that a burning permit is still required but there will no longer be a charge for it. Betker continued to share the cost for water meters has been updated based on the 2020 quote and the utility rates will go up 3% per city code. Betker stated that it has been in place since the last rate study in 2015.

Councilor Bergley asked if the revisions under administration were replaced.

Betker responded by sharing that the items were simply removed as there is no fee associated with them.

Motion by Bergley, second by Gordon to approve Ordinance 713 and Resolution 2019-305 as presented. Motion passed 4-0. Motion carried.

3. **Resolution 2019-306** Adopting the 2020 Final Budget
4. Consider Debt Levy Variance from Original Bond Register
    a. **Resolution 2019-307** Reducing Debt Levy Requirements for GO Bond 2010B
    b. **Resolution 2019-308** Reducing Debt Levy Requirements for GO Bond 2011A
5. **Resolution 2019-309** Adopting the Final 2019 Tax Levy, Collectible in 2020
6. **Resolution 2019-310** Adopting the Final 2020 Enterprise Fund Budgets
7. **Resolution 2019-311** Approving a Cost of Living Adjustment (COLA) For Non-Union Employees

Finance Director Mike Betker shared that there will be a 3.8% increase in the proposed tax rate for 2020 from 2019. Betker briefly shared budget options considered in the budget including current street improvement projects that were originally identified in 2010, delay/ eliminate capital maintenance/ replacement items have been identified as needed and not funding them becomes more expensive and reducing operating expenditures including contracts and other legal obligations limit scope of possible cuts and reduction of health insurance costs lowered the proposed tax rate increase from 9.7% to 3.8%.

Mayor Johnson opened the meeting for public input at 8:01 p.m.

Ed Tiller, 400 5th Ave S, addressed that he is concerned with his 40% increase in property taxes.

Finance Director Mike Betker stated that 40% is a significant increase and should be addressed with Isanti County Assessor.

Launa Hollin, 37 Buckskin Blvd, shared that she had an 84% increase and she contacted the Isanti County Assessor and she was very helpful in explaining why she was receiving such a significant increase. Hollin suggested residents that are questioning the amount they owe in property taxes should contact the County Assessor and she will explain the reasoning why.

Marilee Selin, 34175 Verdin St. NW Cambridge, MN, asked if there is a financial incentive with the CBD Joint being in Isanti.

Finance Director Mike Betker shared that the taxes are collected on the structure and not the business itself.

Brad Hale, 1204 Blossom Blvd, asked if the CDJ Joint was age restricted.

Community Development Director Sheila Sellman shared that there is no age restriction to enter the store, but there is an area in the store that is age restricted.

John Farris, 100 8th Ave SE, shared that he supports a capital maintenance plan and steady fiscal responsibility of keeping taxes at a steady increase or steady rate.

Mark Reller, 227 Richard Ave, shared that he is fine with the capital maintenance plan but stated it is unfair to people like him that paid for their street taxes and now part of their taxes are going to help pay other people for their taxes so they do not have to pay the bill that he did.

Finance Director Mike Betker shared that any assessments that would be applied to a street project will still be applicable within the plan. Betker continued to share that within the plan he projects assessments below what the standard is to be fiscally conservative and any assessments that would apply would be up to City Council and that barring action by the Council assessments would follow current assessment policy.

Councilor Gordon shared that property values are going up and residents are paying more taxes whether the tax rate increases or not and suggested lowering the street construction levy by $103,000 this year.

Finance Director Mike Betker discussed that reducing the street construction levy will push slated projects back.

Councilor Lundeen made a motion to lower the street construction levy by $103,000.

Councilor Gordon asked if the street construction levy should be lowered to $104,000 instead.

Motion by Lundeen, second by Gordon to approve J.3 through J.7 with the modification on J.5 to lower the street construction levy by $104,000 to bring the tax rate increase down to 0%. Motion passed 4-0. Motion carried.

8. Isanti Area Joint Operating Fire District Joint Powers Contract

Councilor Lundeen shared that the Fire District have always billed for fire calls but an issue occurred with a township fire that occurred less than a year ago with a kennel fire. Lundeen continued to share that the owner of the property does not want to pay the bill for the incident. Lundeen further shared that the contract allows the Fire District to legally bill for fire calls.

Motion by Gordon, second by Bergley to approve contract as presented. Motion passed 4-0. Motion carried.

K. Approve Consent Agenda

1. Accounts Payable in the Amount of $237,750.76 Payroll in the Amount of $100,608.73
2. **Resolution 2019-312** A Resolution Reducing the LOC for Legacy Pines 1st Addition
3. **Resolution 2019-313** Authorizing the Acceptance of the Labor Agreement Between the City of Isanti and Law Enforcement Labor Services, Inc. Local 416
4. **Resolution 2019-314** Memorandum of Understanding for Vacation Hours and Accrual Rate for Lieutenant John McCarty
5. **Resolution 2019-315** A Resolution to Establish a Bus Staging Area Along Centennial Dr NW
6. **Resolution 2019-316** A Resolution Denying a Conditional Use Permit Amendment for Art and Science Academy for a Storage Container
7. **Resolution 2019-317** Approving Purchase and Placement of Dog Park Parking Only Signs Near the City of Isanti Dog Park
8. **Resolution 2019- 318** Accepting Insurance Claim with Connexus Energy

Motion by Lundeen, second by Bergley to approve Consent Agenda as presented. Motion passed 4-0. Motion carried.

L. Other Communications

None

M. Closed Session

1. City Administrator Performance Review

At 8:48 p.m. the City Council went into a closed session regarding performance review of the City Administrator.

Upon reopening of the meeting, no action was taken.

Adjournment

Motion to adjourn by Lundeen, second by Bergley. Motion passed 4-0. Motion carried. The meeting was adjourned at 9:17 p.m.

Jaden Moore

Jaden Moore
Deputy City Clerk/ Human Resources

Economic Development Authority
Meeting Minutes
October 1, 2019

1. **Call to order**: President Johnson called the meeting to order at 7:40pm
   a. **Pledge of Allegiance**
   b. **Roll Call**
   Members Present: Johnson, Bergley, Collison, Gordon, Reller
   Members Absent: Lundeen
   Staff Present: Community Development Director Sellman

2. **Approval of Agenda**: Motion by Bergley to approve second by Collison motion passes 5-0

3. **Approval of August 7, 2019 meeting minutes**: Motion by Collison, second by Bergley motion passed 5-0.

4. **Business items**

a. Consider resolution 2019-4 to enter into a contract with Conway Publishing to advertise in Business Climate a MN DEED Economic Development publication and on siteslection.com. The EDA discussed the past advertisements in this publication and noted that we have done a full page ad in 2015, 2016 and 2017. In the past Connexus Energy also advertised on our page and paid for a portion of the ad. The EDA discussed how having them on our page isn't that beneficial. The EDA liked the 2/3 page option rather than a whole page and directed staff to talk to the County EDA to see if they would be interested in contributing to the page. Motion by Collison to do a 2/3 ad and to contact the County EDA for partnership, second by Reller Motion failed 3-2. Bergley and Gordon Opposed.

b. EDA Member Vacancy: Sellman notified the EDA that member Barrows resigned and that the City Council is advertising for the vacancy.

5. **Other Business:** Bergley shared with the board that he attended an Inventors and Entrepreneurs meeting that is sponsored by GPS:45:93, East Central Regional Development Commission and East Central Energy.

6. **Adjourn**: Motion by Bergley second by Collision to adjourn. Motion passed 5-0 meeting adjourned at 8:20pm.

Respectfully Submitted
Sheila Sellman, EDA Secretary/Community Development Director

Economic Development Authority
Meeting Minutes
November 5, 2019

1. **Call to order**: President Johnson called the meeting to order at 7:36pm
   a. **Pledge of Allegiance**
   b. **Roll Call**
   Members Present: Johnson, Bergley, Collison, Gordon, Reller, Lundeen
   Staff Present: Community Development Director Sellman

2. **Approval of Agenda**: Motion by Bergley to approve second by Collison motion passes 6-0

3. **Approval of October 1, 2019 meeting minutes**: Motion by Bergley, second by Collison motion passed 6-0.

4. **Business items**

a. Decertification of TIF 11. Sellman explained this district was created for a hotel project. The hotel located on another parcel therefore it is recommended to decertify this parcel. Any tax increment will be returned to the County for distribution. The city will retain the lesser of either 10% tax increment received or an amount sufficient to cover publishing, reporting and auditing requirements for the district itself. Motion by Lundeen, second by Bergley to recommend the City Council Decertify TIF 11.

5. **Other Business:**
   a. Goal Setting Discussion: Sellman explained that the current EDA Marketing/Work Plan was adopted March 3, 2015. It was also discussed in 2017 but nothing was adopted. It is time to update this document. Sellman will update the document in draft form for a future EDA meeting and at that time the EDA can discuss goals and objectives to include in the plan. The EDA agreed and would to do this at the February 2020 meeting.
   b. Isanti County EDA Meeting Agenda and Minutes: no discussion
   c. Chair Johnson brought up questions regarding the railroad and the Isanti Industrial park. Sellman will look into this.
   d. Commissioner Bergley mentioned the GPS:45:43 meeting in December. Sellman attends these meeting when able.
6. **Adjourn**: Motion by Bergley second by Lundeen to adjourn. Motion passed 6-0 meeting adjourned at 7:48.

Respectfully Submitted

Sheila Sellman

Sheila Sellman, EDA Secretary/Community Development Director

J.1.

A Community For Generations.

Isanti

MEMO

To: Mayor Johnson & City Council

From: Travis Muyres, Police Chief

Date: December 17th, 2019

Subject: Authorizing Police Department to Accept the Knights of Columbus Winter Coat Donation for Children of Need

---

Non- Profit Origination member, Rick Dassinger from Knights of Columbus, has offered annual donation of winter coats to be accepted by the Isanti Police Department for distribution to children in need for the Isanti School District. The receiving of coat donations are a significant benefit to the City of Isanti and provides service to those in need to stay warm over the winter. The identity of the recipients of families will be protected for confidentially.

Request
Staff is seeking action on this item.

Attachment

- Resolution 2019-XXX

RESOLUTION 2019-XXX

AUTHORIZING POLICE DEPARTMENT TO ACCEPT THE KNIGHTS OF COLUMBUS WINTER COAT DONATION FOR CHILDREN OF NEED IN THE ISANTI SCHOOLS

WHEREAS, the Isanti Police Department has the opportunity to assist the Knights of Columbus of Isanti to provide winter jackets to children in need within the Isanti Schools; and,

WHEREAS, the Police Department takes every opportunity to provide better service to the community; and,

WHEREAS, the identity of the recipients will be protected;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to authorize its Police Department to receive the donated jackets and distribute them to Isanti School children that are in need.

This Resolution is hereby approved by the Isanti City Council this 17th day of December, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

J.2.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: December 17, 2019
Subject: Sign Ordinance Amendment

Minnco Credit Union recently applied for a sign permit and brought to our attention that there is some inconsistency in our sign code. One important inconsistency is the way we measure the sign area of a freestanding sign. The code currently states:

> Freestanding Signs. The sign area shall include **all faces** of the sign panel and the sign frame, if any, but shall not include: (1) a pole or other structural support unless the pole or structural support is internally illuminated or otherwise so design to constitute a display device, or a part of the display device and (2) architectural features that are either part of the building or part of a freestanding structure and not an integral part of the sign, and which may consist of landscaping, building or structural forms complementing the site in general.

This means that a two-sided sign (which most freestanding signs are) is to have both sides count for the sign area even though it is technically one sign. When looking through past sign permits it has been interpreted as written and interpreted as only counting one sign face. The most recent free-standing sign permits have counted the sign area with one face. It is common practice to count one face when determining sign area. Staff recommends to remove the word all to avoid confusion and to only count one side of the sign face when determining sign area.

In the next few months staff will be reviewing the sign code as s whole and will bring back any other changes at a future COW/Council meetings.

Request:
Consideration of the proposed ordinance.

Attachments:

- Ordinance No. XXX

ORDINANCE NO. XXX

AN ORDINANCE AMENDING CITY CODE CHAPTER 445 ZONING ORDINANCE SECTION 16 SIGNS

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Chapter 445 of the Code of the City of Isanti is hereby amended to remove and add the following text:

Subdivision 2: Measurement Standards

A. Sign Area and Dimensions.

2. Freestanding Signs. The sign area shall include ~~all~~ the faces of the sign panel and the sign frame, if any, but shall not include: (1) a pole or other structural support unless the pole or structural support is internally illuminated or otherwise so design to constitute a display device, or a part of the display device and (2) architectural features that are either part of the building or part of a freestanding structure and not an integral part of the sign, and which may consist of landscaping, building or structural forms complementing the site in general.

EFFECTIVE DATE

This Ordinance takes effect upon its passage and publication in the official newspaper of the City of Isanti.

Adopted by the City Council this _____day of _____, 2019

_____

Mayor Jeff Johnson

ATTEST:

_____

Katie Brook

Human Resources/City Clerk

Date Posted: 12-5-19

Date Adopted:

Date Published:

Effective Date:

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: December 9, 2019

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E., City Engineer

Subject: 2020 Storm System Maintenance Fee Proposal
City of Isanti, MN

Bolton & Menk, Inc. is pleased to present this proposal to provide engineering services for the 2020 Storm System Maintenance Project.

The 5-year maintenance plan, as shown in the Capital Improvement Plan, shows the 2020 maintenance area falls along CR 23 in the south west region of the City (see attached figure). A large majority of the aprons in this project area fall within the County Road right-of-way. These culverts are full of sediment and are lower than the adjacent ditch bottom. We have contacted Isanti County regarding the ditch and culverts along County Road 23 and asked if they would be interested in doing a co-operative project where the ditch bottom would be lowered at the same time the culverts are cleaned out and restored. They said that may be a possibility in the future if they have time to budget for it.

At this time, we recommend switching the proposed maintenance area to the area slated for restoration in 2021. This will allow the County time to determine if they will participate in a future project. We recommend the scope of work to be completed for the 2020 Storm System Maintenance project is as follows:

- Create Plans and Specifications for ponds and aprons designated for maintenance in the 2021 year of the 5-year maintenance plan as shown in the 2019-2028 Capital Improvement Plan.
- Contact residents regarding private property access conflicts.
- Solicit bids from contractors and provide a recommendation to council.
- Provide a Resident Project Representative during all major work on site.
    - Work with the Contractor on site to ensure the project is completed as intended.
    - Coordinate access, construction schedule, and restoration with residents.

Bolton & Menk proposes to complete the above engineering services for an hourly, not-to-exceed fee of $21,600.00. The fee breakdown is as follows:

Research, Resident Coordination, Plans, Specifications and Bidding	$9,500
Construction Administration	$3,500
Field Resident Project Representative	$8,600

Attached is the 5-year maintenance plan showing the locations of the proposed work to be included in the 2020 Storm System Maintenance Project. As noted above, we are recommending the area scheduled for 2021 be completed this year, with the 2020 area rescheduled to coordinate with Isanti County ditch maintenance.

Please contact me at (763) 200-2444 if you have any questions or need additional information.

Bolton & Menk is an equal opportunity employer.

RESOLUTION 2019-

AUTHORIZING ENGINEERING SERVICES FOR THE 2020 STORM SYSTEM MAINTENANCE PROJECT

WHEREAS, it is proposed to perform storm system maintenance in the north west region of the City, and,

WHEREAS, these ponds and aprons are in need of maintenance to restore them to fully functioning storm system infrastructure and comply with the MS4 requirements; and,

WHEREAS, the Storm Sewer Apron & Pond Inventory Report, adopted by the City, identified these ponds and aprons for maintenance; and,

WHEREAS, the 2019-2028 Capital Improvement Plan, adopted by the City, has these ponds and aprons scheduled for maintenance in 2021, however, after communications with Isanti County, the culverts scheduled for maintenance in 2020 are recommended to be delayed to coordinate with the County on possible CR 23 ditch maintenance work; and,

WHEREAS, Bolton & Menk, Inc. has submitted a fee proposal for Engineering Services to complete this project for an hourly, not to exceed, fee of $21,600; and,

WHEREAS, this project is scheduled to be funded by the Storm Water Utility fee as approved in the 2020 budget;

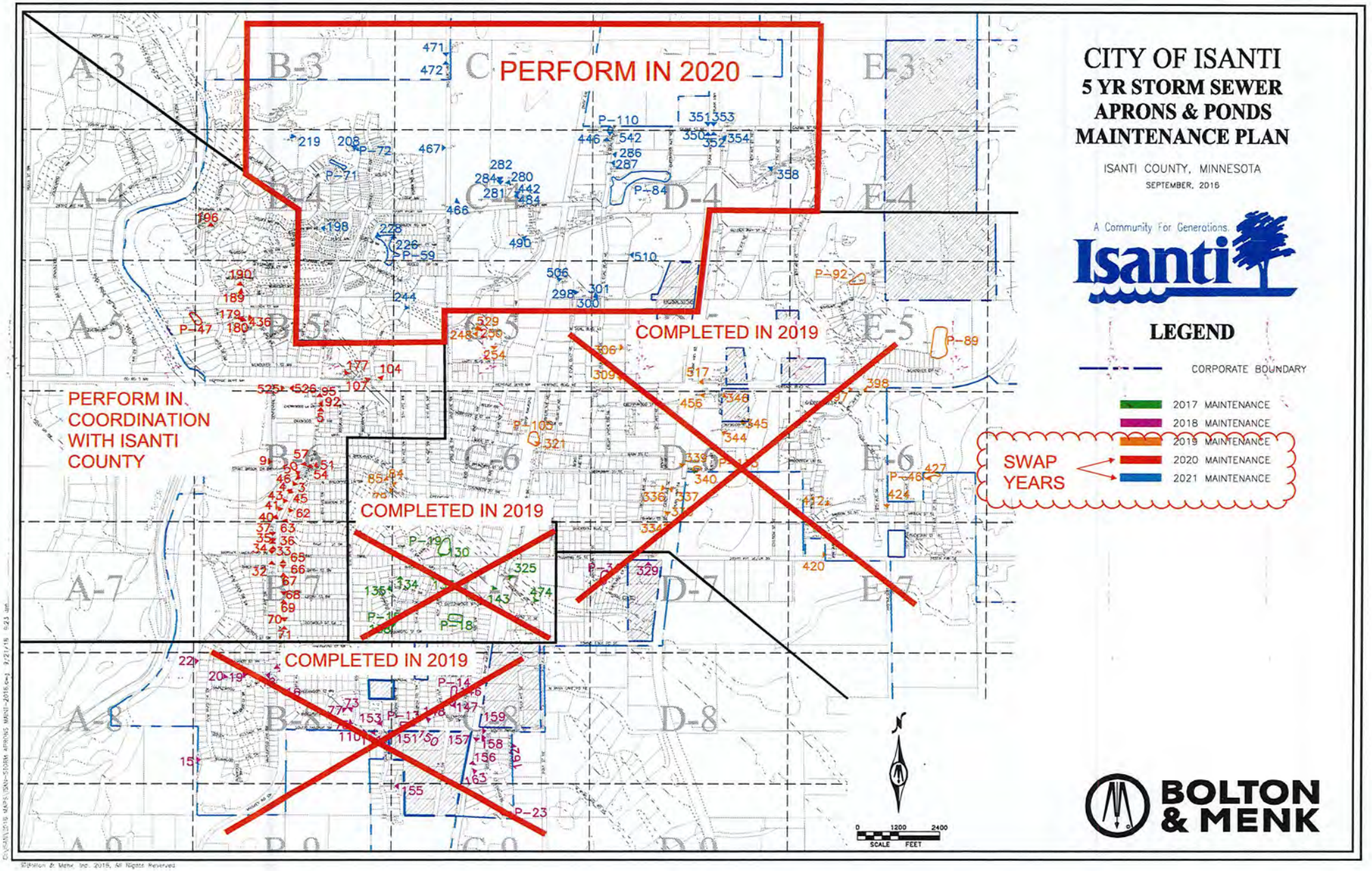
NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. Bolton & Menk, Inc., as the City Engineer, is hereby designated as the engineer for this improvement and shall complete all engineering services as outlined in the fee proposal memo for an hourly, not to exceed, fee of $21,600.

This resolution was duly adopted by the Isanti City Council this 17th day of December 2019.

Attest: _____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

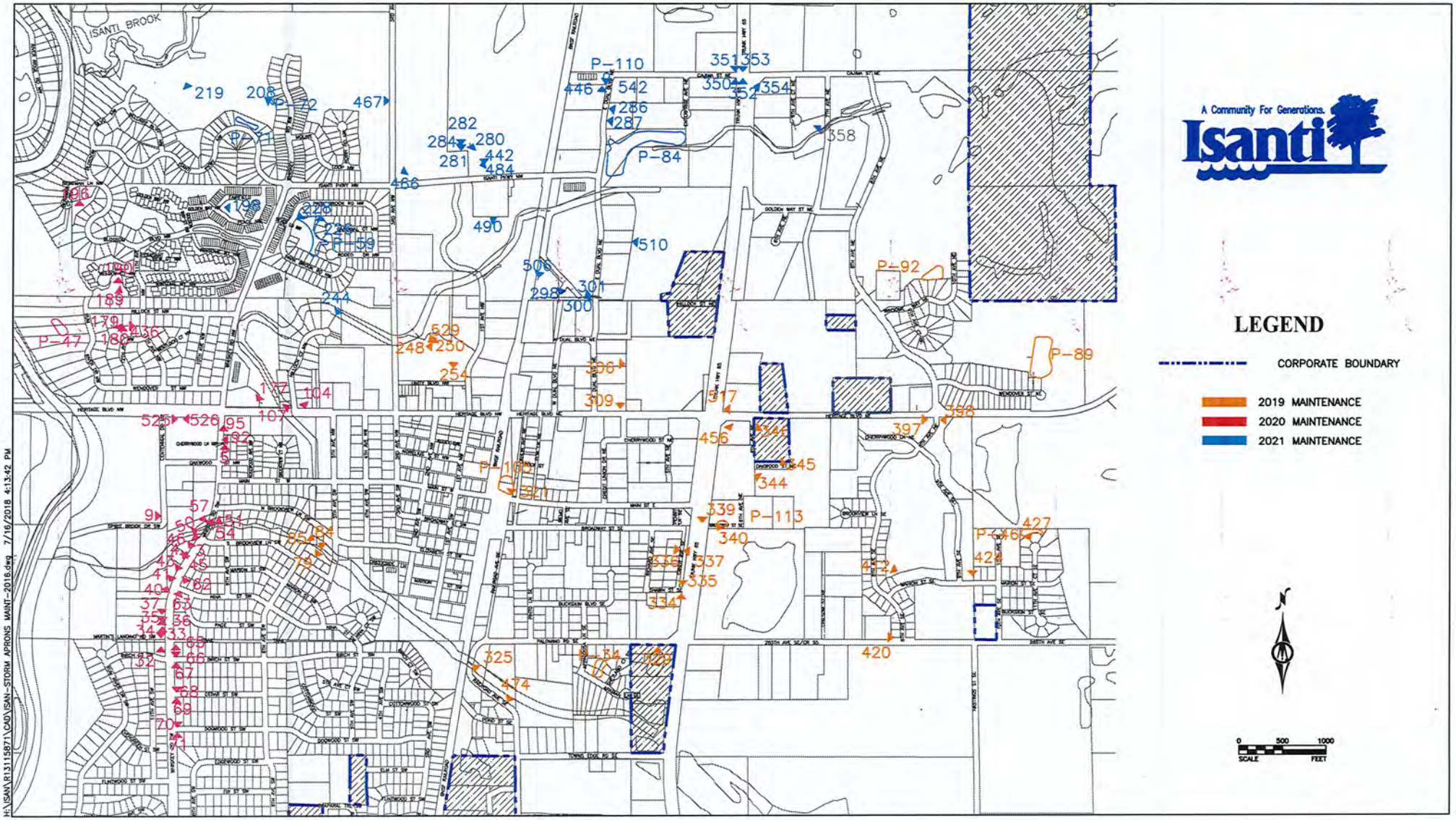


Bolton & Menk, Inc. 2016, All Rights Reserved

Figure 5: STORM SEWER & PONDS MAINTENANCE PLAN

JULY, 2018

BOLTON & MENK



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MEMORANDUM

Date: December 9, 2019

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W Cook, P.E.
City Engineer

Subject: Engineering Proposal for the 2020 Pavement Management Project
City of Isanti, MN

Bolton & Menk, Inc. is pleased to present this proposal for professional engineering services for the 2020 Pavement Management Project.

Our scope of work will include the following:

- Evaluate the scope of constructing the needed improvements as shown in the 2019-2028 Capital Improvement Plan.
- Evaluate need for seal-coat vs mill & overlay & curb replacement
- Prepare figures describing the improvements
- Prepare construction plans and specifications
- Establish a Cost Estimate for the proposed improvements

Research, Plans, & Specifications	$18,500

Should the Council approve the Plans and Specifications, our scope also includes:

- Perform bidding and construction administration.
- Perform construction inspection.
- Perform final inspection and project close out.

Construction Administration	$9,300
Field Resident Project Representative	$19,000

We propose to complete the total described scope of work for an hourly, not to exceed, fee of $46,800.

Attached is the Pavement Maintenance Plan map depicting the proposed 2020 maintenance area in the north eastern region of the City.

Thank you for the opportunity to present this proposal. Please contact me at (763) 200-2444 if you have any questions or need additional information.

Bolton & Menk is an equal opportunity employer.

RESOLUTION 2019-

AUTHORIZING ENGINEERING SERVICES FOR THE 2020 PAVEMENT MANAGEMENT PROJECT

WHEREAS, it is proposed to perform pavement maintenance on all City streets and bituminous trails located north of Heritage Boulevard and east of Highway 65; and,

WHEREAS, these pavement segments are in moderate to poor condition and in need of surface maintenance to extend the life of the pavement; and,

WHEREAS, the Comprehensive Pavement Management System Report, adopted by the City, identified these segments for maintenance; and,

WHEREAS, the 2019-2028 Capital Improvement Plan, adopted by the City, has these pavement segments scheduled for maintenance in 2020; and,

WHEREAS, Bolton & Menk, Inc. has submitted a fee proposal for Engineering Services to complete this project for an hourly, not to exceed, fee of $46,800; and,

WHEREAS, this project is scheduled to be funded by the Gas & Electric Franchise fees as approved in the 2020 budget;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. Bolton & Menk, Inc., as the City Engineer, is hereby designated as the engineer for this improvement and shall complete all engineering services as outlined in the fee proposal memo for an hourly, not to exceed, fee of $46,800.

This resolution was duly adopted by the Isanti City Council this 17th day of December 2019.

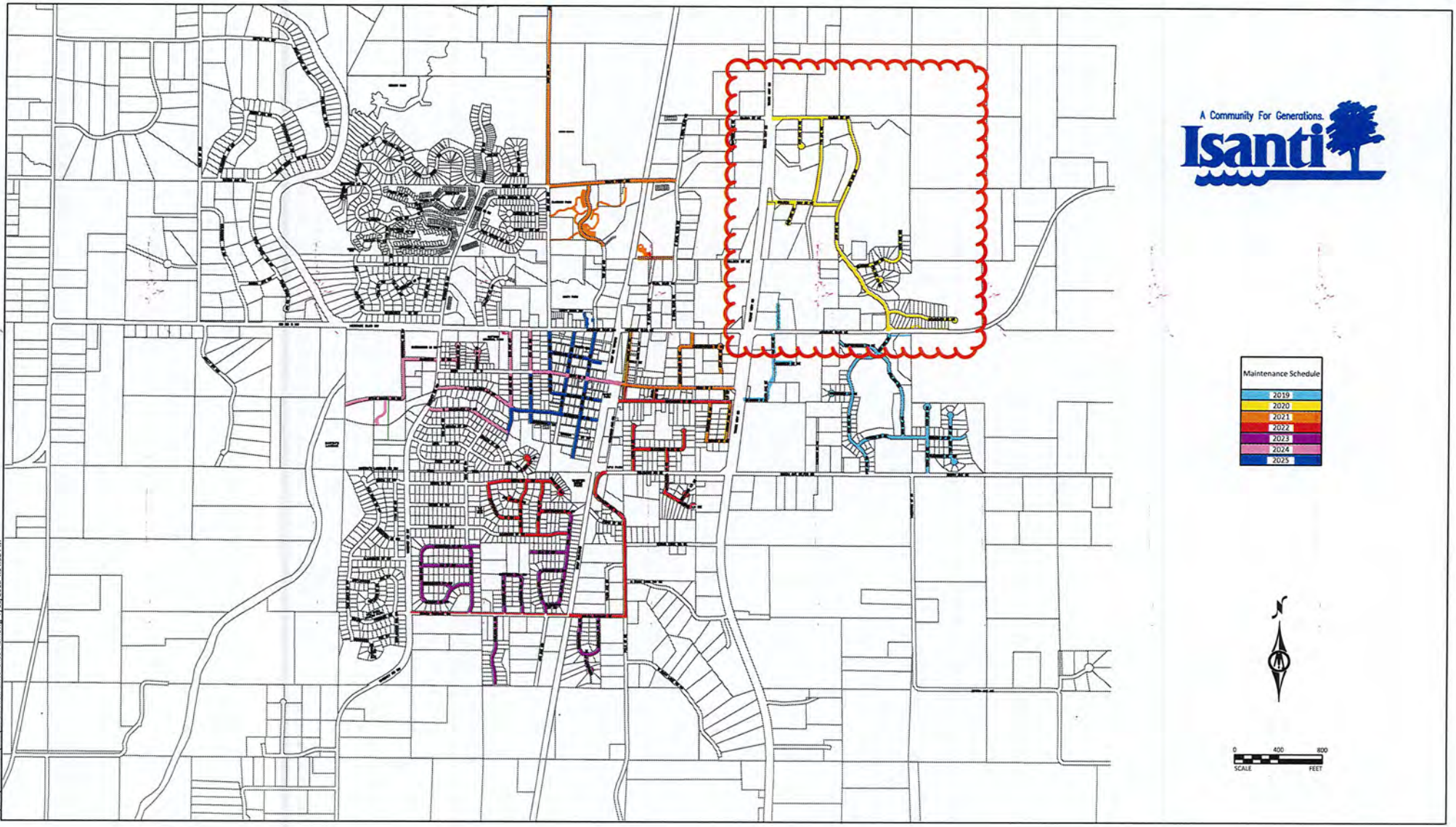
Attest: _____ Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

Figure 4: PAVEMENT MAINTENANCE SCHEDULE

JULY, 2018

BOLTON & MENK



J.5.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: December 17, 2019
Subject: Resolution 2019-XXX SAC and WAC Deferral Program

Background:
As of December 1, 2019, 77 new single-family housing permits have been issued. Six of the 77 permits utilized the SAC and WAC Deferral program, which was implemented in 2015. The SAC and WAC Deferral program utilizes a standard Repayment Agreement form approved by Council. The current SAC ($2,613.00) and WAC ($3,280.00) charges total $5,893.00 per REC/unit. Commercial development has many different REC rates depending on the usage.

Under the current Repayment Agreement Form the Developer needs to pay the City SAC and WAC fee for the shortest period of the following actions: 120 days from issuance of permit, sale of property, or issuance of Certificate of Occupancy.

This program does not require any extensive staff time other than filling out agreements and recording them. The program is a good economic development tool for development.

Request:
Staff is requesting that the City Council review this program and determine if this program should be approved indefinitely or on a yearly basis as done in the past. Staff suggests approving indefinitely and will bring back to Council for review on as needed.

Attachments:
- Resolution 2019-XXX

RESOLUTION 2019-XXX

SAC AND WAC DEFERRAL PROGRAM

WHEREAS, the City of Isanti provides an opportunity to companies to defer the cost of SAC and WAC fees for the shorter of a period of 120 days from issuance of permit, sale of property, or issuance of Certificate of Occupancy; and,

WHEREAS, the City of Isanti has a template for Repayment Agreement and Release of Mortgage updated by City Staff that serves as a guarantee that the City would receive the full SAC and WAC fees for each project that the City and Developer agree to defer the SAC and WAC Fees by 120 days; and,

WHEREAS, the City Council would approve each agreement at a City Council Meeting with payment for the recording of the document to be provided Developer prior to execution of the agreement by the City; and,

WHEREAS, the City would provide an executed Release of Mortgage in a reasonable timeframe to the Developer upon receipt of the SAC and WAC payment;

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Isanti, Minnesota as follows:

1. extend the SAC and WAC Deferral Program indefinitely with periodic review by the Council, and authorize City Staff to use it as an economic development tool to increase development within the City of Isanti.

2. City Staff and Officials will only process the Repayment Agreement when the Developer has provided payment for the recording fee associated with the filing of the Repayment Agreement at Isanti County and City Officials will record such document.

3. Authorize the Mayor and City Clerk to execute all Release of Mortgage documents associated with approved Repayment Agreements after the SAC and WAC payment is receipted and to provide an executed document to the Developer in a reasonable amount of time.

This Resolution hereby approved by the Isanti City Council this 17th day of December 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

City of Isanti | Check Register - Mayor/Council Approval | Page: 1

Check Issue Dates: 12/11/2019 - 12/11/2019 | Dec 11, 2019 01:13PM

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/19	12/11/2019	52537	598	ASPEN MILLS	101-20200	2,363.25
12/19	12/11/2019	52538	1485	BECKER, JOSH	101-20200	169.99
12/19	12/11/2019	52539	53	BELLBOY CORPORATION	609-20200	98.80
12/19	12/11/2019	52540	9	BERNICKS PEPSI-COLA	609-20200	1,081.30
12/19	12/11/2019	52541	368	BILLS QUALITY CLEANING	101-20200	446.00
12/19	12/11/2019	52542	1198	CENTER POINT ENERGY	602-20200	3,202.35
12/19	12/11/2019	52543	1822	CENTURYLINK BUSINESS SERVICES	101-20200	43.13
12/19	12/11/2019	52544	2610	CINTAS	101-20200	405.53
12/19	12/11/2019	52545	1629	CITY OF ISANTI	101-20200	20,729.91
12/19	12/11/2019	52546	8	DAHLHEIMER DISTRIBUTING CO	609-20200	8,905.90
12/19	12/11/2019	52547	2807	DAUDT, BRANDON	101-20200	139.99
12/19	12/11/2019	52548	1840	DIRTWORKS INC	603-20200	3,257.75
12/19	12/11/2019	52549	55	ECM PUBLISHERS INC	101-20200	4.97
12/19	12/11/2019	52550	2028	FURTHER	101-20200	38.35
12/19	12/11/2019	52551	2761	GRATITUDE FARMS	101-20200	250.00
12/19	12/11/2019	52552	2209	INNOVATIVE OFFICE SOLUTIONS, INC	101-20200	107.00
12/19	12/11/2019	52553	1563	ISANTI ELECTRIC INC	101-20200	150.00
12/19	12/11/2019	52554	7	JOHNSON BROTHERS LIQUOR CO	609-20200	9,161.89
12/19	12/11/2019	52555	2841	KJ CONSULTING & TRAINGING LLC	101-20200	750.00
12/19	12/11/2019	52556	2687	LETG, LLC	101-20200	8,006.60
12/19	12/11/2019	52557	1124	LORSUNG, DON	101-20200	1.62
12/19	12/11/2019	52558	871	MARTIN-MCALLISTER	101-20200	550.00
12/19	12/11/2019	52559	17	MCDONALD DISTRIBUTING CO	609-20200	8,934.35
12/19	12/11/2019	52560	2842	MN PEIP	861-20200	19,564.34
12/19	12/11/2019	52561	2597	MNSPECT, LLC.	101-20200	20,803.40
12/19	12/11/2019	52562	2080	MVTL LABORATORIES INC	602-20200	116.38
12/19	12/11/2019	52563	1279	NOVAK-FLECK INC	505-20200	2,000.00
12/19	12/11/2019	52564	2553	O'REILLY	101-20200	7.99
12/19	12/11/2019	52565	617	PAUSTIS & SONS	609-20200	292.85
12/19	12/11/2019	52566	44	PHILLIPS WINE & SPIRITS INC	609-20200	8,251.11
12/19	12/11/2019	52567	2827	RATWIK, ROSZAK & MALONEY, P.A.	101-20200	2,251.50
12/19	12/11/2019	52568	2341	RED BULL DISTRIBUTION	609-20200	127.66
12/19	12/11/2019	52569	2756	SELLMAN, SHEILA	108-20200	44.20
12/19	12/11/2019	52570	315	ST.PAUL STAMP WORKS	108-20200	18.20
12/19	12/11/2019	52571	1361	STAPLES ADVANTAGE	609-20200	213.42
12/19	12/11/2019	52572	2156	SUMMIT COMPANIES	101-20200	8.00
12/19	12/11/2019	52573	859	SYLVESTER, MATTHEW	603-20200	8.46
12/19	12/11/2019	52574	1290	THE AMBLE GROUP	101-20200	48.55
12/19	12/11/2019	52575	97	TOTAL CONTROL SYSTEMS INC	602-20200	281.00
12/19	12/11/2019	52576	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
12/19	12/11/2019	52577	2027	US INTERNET	603-20200	57.80
12/19	12/11/2019	52578	2009	WOOD, JOSEPHINE	101-20200	26.45
Grand Totals:						122,982.99

M = Manual Check, V = Void Check

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 12/12/2019 - 12/12/2019 | Dec 12, 2019 12:58PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/19	12/12/2019	52584	1059	ANOKA COLLISION CENTER	101-20200	874.10
12/19	12/12/2019	52585	2843	D. ERVASTI SALES CO.,INC	104-20200	6,869.05
12/19	12/12/2019	52586	1840	DIRTWORKS INC	602-20200	80,126.62
12/19	12/12/2019	52587	2826	MINOKAW VAR SERVICES	609-20200	850.00
12/19	12/12/2019	52588	176	MN DEPT OF REVENUE	101-20200	25,449.00
12/19	12/12/2019	52589	2156	SUMMIT COMPANIES	101-20200	43.00
12/19	12/12/2019	52590	97	TOTAL CONTROL SYSTEMS INC	602-20200	264.00
Grand Totals:						114,475.77

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

M = Manual Check, V = Void Check

City of Isanti

Gross Payroll	130,015.89
Social Security & Medicare	6,632.00
Public Employees Retirement	12,116.95
Total City Expense	148,764.84

Pay Date 12/13/2019

Pay Period 25 (11/24-12/7/19)

A Community For Generations.

Isanti

K.2.

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Katie Brooks, Human Resources/ City Clerk
Date: December 17, 2019
Subject: Part Time Deputy City Clerk/ Human Resources to Full Time Status

---

Background:

As part of the 2020 staffing plan presented at the August 20, 2019 Committee of the Whole meeting and approved at the September 3, 2019 City Council meeting, it was recommended that the Deputy City Clerk/ Human Resources position move to full-time effective January 1, 2020. The new points for the position reflect the increased job duties.

Deputy City Clerk / Human Resources	150	Per Hour	$18.76	$19.49	$20.22	$20.96	$21.69	$22.42	$23.16
		Annually	$39,023.42	$40,549.48	$42,075.53	$43,601.59	$45,127.65	$46,653.70	$48,179.76

The current Deputy City Clerk/ Human Resources employee will remain on step 2.

Request:
Attached for Council review is the revised job points and resolution for consideration.

Attachment:

- Resolution 2019-XXX

RESOLUTION 2019-XXX

APPROVING PART-TIME DEPUTY CITY CLERK/ HUMAN RESOURCES TO FULL-TIME STATUS

WHEREAS, part of the 2020 staffing plan was approved on September 3, 2019 to move the position of Deputy City Clerk/ Human Resources to a full-time position effective January 1, 2020; and,

WHEREAS, the wage points associated with the position are 150; and,

WHEREAS, the current employee, Ms. Jaden Moore, will remain on the current wage step 2 at $19.49 per hour; and,

WHEREAS, this position is now eligible for benefits January 1, 2020; and,

WHEREAS, the position FLSA status remains unchanged as non-exempt and the job description will be modified to reflect the changes; and,

WHEREAS, Ms. Moore will receive 48 hours of banked vacation and accrue vacation on the 2-year step;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1) The wage points for the full time Deputy City Clerk/ Human Resources position are attached as 'Exhibit A'.
2) Ms. Moore will be benefit eligible January 1, 2020.
3) Ms. Moore will bank 48 hours of vacation and accrue at the 2-year rate.
4) That Human Resources and the City Administrator are authorized to complete all required documentation for the per this Resolution.

This Resolution is hereby approved by the Isanti City Council this 17th day of December, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

Exhibit A

Deputy City Clerk / Human Resources	150	Per Hour	$18.76	$19.49	$20.22	$20.96	$21.69	$22.42	$23.16
		Annually	$39,023.42	$40,549.48	$42,075.53	$43,601.59	$45,127.65	$46,653.70	$48,179.76

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: December 17, 2019
Subject: Job Description update

Background:
As part of the 2020 staffing plan the Planner job description is to be updated to reflect code enforcement duties being removed and tasked to the police department; and the Community Service Officer (CSO) description be updated and filled.

Request:
Attached for Council review are the revised job descriptions and resolutions for consideration.

Attachments:

- Resolution 2019-XXX
- Planner Job Description

RESOLUTION 2019-XXX

RESOLUTION APPROVING THE REVISED JOB DESCRIPTION FOR POSITION OF PLANNER

WHEREAS, as the position of Planner included code enforcement duties and code enforcement is being moved to the Police Department; and,

WHEREAS, Matt Lindholm will remain as the Planner with no changes to wages or benefits;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1) The job description for Planner attached hereto as 'Exhibit A'.

This Resolution is hereby approved by the Isanti City Council this 17th day of December, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

CITY OF ISANTI
JOB DESCRIPTION

JOB TITLE:	Planner
DEPARTMENT:	Community Development
SUPERVISION:	Community Development Director
EFFECTIVE DATE :	01-01-2020
FLSA STATUS :	Non-Exempt
HOURS WORKED:	40 hours/week adjust schedule on Planning Commission Meeting Days

DEFINITION:
This position performs professional work encompassing all aspects of municipal planning including current development related planning, long-range planning and zoning administration. Which includes but is not limited to general zoning review and enforcement, issuance of building permits, sign permits, general zoning permits, and MS4 inspections. Administration of rental licensing, GIS and general planning functions. Performs related work as assigned.

SUPERVISION RECEIVED:
Works under the supervision of the Community Development Director.

SUPERVISORY FUNCTIONS:
None.

EQUIPMENT/JOB LOCATION:
Works primarily from City Hall. Equipment used includes, but is not limited to, motor vehicle, telephone, cell phone, computer, printer, copier, digital camera, and various software applications.

ESSENTIAL FUNCTIONS OF THE JOB:

- Administer zoning and other development related municipal ordinances. This includes the following: Perform technical reviews of applications for permits, conduct on-site inspections as needed, determine whether projects comply with ordinance standards (then approve or deny applications), establish and maintain accurate records and prepare detailed reports, and cooperate with various state, federal, and local agencies.
- Conduct reviews of development applications, including but not limited to: plats, site plans, Conditional Use Permits, variance requests and rezoning petitions, and maintain records in sufficient detail to support staff recommendations and remedial action, if necessary.
- Preparation of and presentation of detailed reports on development proposals to the Planning Commission and other Community Development related meetings.
- Maintain data spreadsheets and issues over-the-counter building permits, works with City Building Official to ensure timely inspections are performed.
- Maintains the City's Geographic Information Systems (GIS) to conduct land use analysis and other planning related projects, works with the Community Development Director and Public Services Director on implementing and maintaining the City's online GIS system, prepares various maps.
- Research, evaluate and communicate proposed changes to the City's Code of Ordinances.

- Administers the City's Rental Licensing program; which includes but is not limited to: sending out notification letters, scheduling rental inspections, maintaining a rental licensing spreadsheet, and accounting for the collections of rental licensing fees.
- Interaction with general public, design professionals and developers regarding planning and development activities.
- Reviews SSTS permits.
- Census data collection and reporting.
- Review minor Planning applications.
- Attend Planning Commission meetings and take minutes of the meeting and other Community Development related meetings.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as assigned or apparent.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of zoning principles, practices and methods as applicable to a municipal setting.
- Ability to read and interpret laws, ordinances, polices, department rules and municipal regulations.
- Prepare and present, clear, concise and comprehensive verbal and written reports.
- Inspect, investigate, and enforce codes and ordinances.
- Analyze complex situations, problems and data, and use sound judgment in making decisions.
- Ability to speak and write effectively and persuasively
- Ability to prepare, organize and maintain inspection field data, files and records; ability to testify in court in an objective, concise and professional manner.
- Ability to utilize computer systems to track data and prepare reports.
- Ability to analyze situations and information, formulate alternatives, and use sound judgment in drawing conclusions and making decisions.
- Ability to develop a course of action and maintain momentum to reach successful conclusions to assignments within agreed upon time frames.
- Ability to deal with very tight time frames, demanding schedules and workload, and with juggling a multitude of tasks while maintaining a cool, even-tempered disposition.
- Ability to establish and maintain effective working relationship with supervisors, and other department employees.
- Ability to maintain a positive image to the public.
- Ability to work under stressful situations involving intense public contact.
- Use effective interpersonal skills to interact and communicate clearly and concisely with a variety of citizens and the public when explaining City rules, regulations, policies, and ordinances.
- Work independently and schedule/coordinate own workload.
- Must be able to work as part of a team in a team environment

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- The employee is frequently required to sit and talk or hear, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.
- Considerable ability to use large motor skills which include standing, walking, and climbing stairs during the workday.
- Considerable ability to use fine motor skills to manipulate objects requiring manual dexterity.
- Walking on all types of surfaces, sometimes over slippery and/or uneven and rough terrain.

- The employee will lift and/or move up to 50 pounds for tasks such as folding tables, desk furniture, setting up rooms for meetings, carrying supply boxes and file drawers.
- Specific vision abilities required by this position include close vision, distance vision, peripheral vision and ability to focus as it relates to such tasks as reading, processing paperwork, overseeing public activities, computer deskwork, etc.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the essential functions of this job, the employee frequently works in outside weather conditions.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Urban Planning, Public Administration, Geography or related field.
- 3 years progressive city government experience in Community Development
- Planning/Zoning/Building Inspection experience
- Must possess a valid Minnesota Class D driver's license or equivalent.
- Computer skills in Windows and Microsoft software and database maintenance.

PREFERRED QUALIFICATIONS:

- Master's Degree in related field
- 5 Years in Community Development

NON-DISCRIMINATION STATEMENT

This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the city and requirements of the job change.

The city of Isanti is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer and requirements of the position change. The City of Isanti reserves the right to change and/or eliminate any and all job duties if needed).

Employee
Signature_____Date_____

K.4.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Sheila Sellman, Community Development Director
Date: December 17, 2019
Subject: Job Description update

Background:
As part of the 2020 staffing plan the Planner job description is to be updated to reflect code enforcement duties being removed and tasked to the police department; and the Community Service Officer (CSO) description be updated and filled.

Request:
Attached for Council review are the revised job descriptions and resolutions for consideration.

Attachments:

- Resolution 2019-XXX
- CSO Job Description

RESOLUTION 2019-XXX

RESOLUTION APPROVING THE NEW PART TIME POSITION OF COMMUNITY SERVICE OFFICIER (CSO)
(JOB DESCRIPTION, JOB POINTS AND SALARY RANGE)

WHEREAS, as hiring the position of Community Service Officer (CSO) is part of the 2020 staffing plan; and,

WHEREAS, Code Enforcement duties are being reassigned from Planner to CSO;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1) The job description for the CSO attached hereto as 'Exhibit A'.
2) The total job points and salary range for the CSO attached hereto as 'Exhibit B'
3) Approval to post the position.
4) That Human Resources and the City Administrator are authorized to complete all required documentation for the completion of this new position.

This Resolution is hereby approved by the Isanti City Council this 17th day of December, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

Exhibit A

CITY OF ISANTI
JOB DESCRIPTION

JOB TITLE:	Community Service Officer
DEPARTMENT:	Police
SUPERVISION:	Chief of Police
EFFECTIVE DATE:	01-01-2020
FLSA STATUS:	Non-Exempt
HOURS WORKED:	20 hours/ week

DEFINITION:
Performs routine patrol of city parks, caretaking and inventory maintenance of evidence, transportation of evidence to crime lab, and city code enforcement: involving the inspection, regulation, and enforcement of codes and ordinances which include animal control, property maintenance, parking enforcement, signs, nuisance abatement, issuance of administrative citations and other zoning issues/violations. Performs related work as assigned.

SUPERVISION RECEIVED:
Works under the supervision of the Police Chief or designee.

SUPERVISORY FUNCTIONS:
None.

EQUIPMENT/JOB LOCATION:
Works primarily from Police Department. Equipment used includes, but is not limited to, motor vehicle, telephone, cell phone, computer, printer, copier, digital camera, and various software applications.

ESSENTIAL FUNCTIONS OF THE JOB:
- Assists officers in the patrolling of areas to fairly and impartially enforce all laws, city ordinances, preserve law and order, protect life and property, and to facilitate traffic flow.
- Responsible for the routine patrol and enforcement of laws and ordinances within all city parks.
- Responsible for the safe transportation and maintaining the chain of custody of evidence to the Crime Lab
- Assists officers in making arrests and searches as required and safely transports prisoners as may be required in accordance with approved department policies.
- Responds to traffic congestion situations within the city and directs traffic to alleviate normal congestion or congestion related to school or other public events.
- Provides back-up assistance in police calls for service, and other appropriate situations as directed.
- Investigates and enforces applicable City ordinances including but not limited to; animals, lawn sprinkling, sidewalk shoveling, lawn maintenance, junk yards, residential property maintenance standards, nuisance complaints, parking and storage, shade tree disease control, ATV's, inoperable vehicles; and any other zoning or nuisance issues as regulated within the Isanti City Code, Zoning Ordinance or other relevant Ordinances.
- Performs code enforcement duties by investigating complaints of code violations, preparing letters, notices and reports, maintaining files, advising property owners of code requirements and enforcement procedures, and obtaining compliance.
- Meet with, telephone and/or email citizens to receive complaints; and further explain the complaints to the citizen or property owner.

- Prepare information for court proceedings and maintain records evidence; attend court proceedings on code violation cases and present evidence and information when requested.
- Work in cooperation with the City Attorney's Office in the issuance of citations for City Code and other ordinance and policy violations.
- Work in cooperation with the Administrative Hearing Officer to schedule administrative hearings for individuals wishing to appeal their administrative citation.
- Prepare agendas and packets for administrative hearings.
- Adhere to departmental Core Values

OTHER DUTIES AND RESPONSIBILITIES

- Checks security of business establishments and vacant residential property as required or requested.
- Administers first aid when appropriate, assists in transporting victims to appropriate facilities and/or maintains order at accident or crime scenes as required.
- Performs other related duties as assigned or apparent.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of code enforcement and zoning principles, practices and methods as applicable to a municipal setting.
- Ability to read and interpret laws, ordinances, polices, department rules and municipal regulations.
- Prepare and present, clear, concise and comprehensive verbal and written reports.
- Inspect, investigate, and enforce codes and ordinances.
- Analyze complex situations, problems and data, and use sound judgment in making decisions.
- Ability to prepare, organize and maintain inspection field data, files and records; ability to testify in court in an objective, concise and professional manner.
- Ability to utilize computer systems to track data and prepare reports.
- Ability to analyze situations and information, formulate alternatives, and use sound judgment in drawing conclusions and making decisions.
- Ability to develop a course of action and maintain momentum to reach successful conclusions to assignments within agreed upon time frames.
- Ability to deal with very tight time frames, demanding schedules and workload, and with juggling a multitude of tasks while maintaining a cool, even-tempered disposition.
- Ability to establish and maintain effective working relationship with supervisors, officers, and other department employees.
- Ability to maintain a positive image to the public.
- Ability to work under stressful situations involving intense public contact.
- Use effective interpersonal skills to interact and communicate clearly and concisely with a variety of citizens and the public when explaining City rules, regulations, policies, and ordinances.
- Work independently and schedule/coordinate own workload.
- Must be able to work as part of a team in a team environment

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- The employee is frequently required to sit and talk or hear, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.

- Considerable ability to use large motor skills which include standing, walking, and climbing stairs during the workday.
- Considerable ability to use fine motor skills to manipulate objects requiring manual dexterity.
- Walking on all types of surfaces, sometimes over slippery and/or uneven and rough terrain.
- The employee will lift and/or move up to 50 pounds for tasks such as folding tables, desk furniture, and setting up rooms for meetings, carrying supply boxes and file drawers.
- Specific vision abilities required by this position include close vision, distance vision, peripheral vision and ability to focus as it relates to such tasks as reading, processing paperwork, overseeing public activities, computer deskwork, etc.
- Pulling / Pushing: Emergency rescue situations, prisoner control, self-defense techniques, etc. Moving disabled vehicles, crowd control, etc.
- Standing: Working traffic control, interviewing suspects, obtaining information for reports, etc.
- Climbing: Ladders, fences, and stairs, gaining access to emergency scenes, searching for evidence; etc.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the essential functions of this job, the employee frequently works in outside weather conditions.

MINIMUM QUALIFICATIONS:

- High School diploma or GED
- 18 years of age or older.
- Must possess a valid Minnesota Class D driver's license or equivalent.
- Computer skills
- Ability to maintain accurate and complete records and prepare clear and detailed reports.

PREFERRED QUALIFICATIONS:

- Experience as a Community Service Officer, Reserve Officer or Code Enforcement
- General knowledge of city functions, licensing, municipal practices, and city ordinances (including zoning).
- Criminal Justice Education

NON-DISCRIMINATION STATEMENT

This position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the city and requirements of the job change.

The city of Isanti is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. It will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer and requirements of the position change. The City of Isanti reserves the right to change and/or eliminate any and all job duties if needed).

Employee
Signature_____Date_____

Exhibit B

Community Service Officer	142	Per Hour	$17.63	$18.32	$19.01	$19.70	$20.39	$21.08	$21.77

K.5.

RESOLUTION 2019-XXX

ACCEPTING PART-TIME LIQUOR STORE CLERK LETTER OF RESIGNATION FOR CARLA SCHARBER

WHEREAS, Part-time Liquor Store Clerk, Carla Scharber has submitted a letter of resignation to the City of Isanti, Human Resources on December 4, 2019; and,

WHEREAS, the effective date of this resignation is December 4, 2019; and,

WHEREAS, Carla Scharber is not leaving employment in good standing due to not fulfilling the two-week (14 day) notice resignation policy;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve as follows:

1. That the resignation of Carla Scharber is hereby accepted December 4, 2019.

2. That Human Resources/City Clerk and Liquor Store Manager are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 17th day of December 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

K.6.

RESOLUTION 2019-XXX

ACCEPTING FULL-TIME POLICE OFFICER LETTER OF RESIGNATION FOR JOSEPH VOGL

WHEREAS, Full-Time Police Officer, Joseph Vogl hired October 16, 2019 has submitted a letter of resignation to the City of Isanti, Human Resources on December 2, 2019; and,

WHEREAS, the effective date of this resignation is December 2, 2019; and,

WHEREAS, Joseph Vogl is leaving employment in good standing;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve as follows:

1. That the resignation of Joseph Vogl is hereby accepted December 2, 2019.

2. That Human Resources/City Clerk and Chief of Police are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 17th day of December 2019.

Attest:

Mayor Jeff Johnson

Katie Brooks
Human Resources/City Clerk

K.7.

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To: **Mayor Johnson and Members of City Council**
From: Jenny Garvey - Parks, Recreation, and Culture Manager
Date: December 17, 2019
Subject: **Resolution Approving 2020 Isanti Family Farmers' Market (IFFM) Rules and Regulations and 2020 Vendor Application**

Background:
Staff presented updates at the Nov 26, 2019 PRC Board and the board motioned to accept these updates. The changes within the document are annual updates of general information, dates and times.

Staff Request:
Staff requests City Council approval of the 2020 IFFM Rules and Regulations and 2020 IFFM Vendor Application.

Attachment:

- Resolution 2019- XXX
  - 2020 IFFM Rules and Regulations
  - 2020 IFFM Vendor Application

RESOLUTION 2019-XXX

APPROVING 2020 FARMERS MARKET RULES AND REGULATIONS AND 2020 FARMERS MARKET VENDOR APPLICATION

WHEREAS, the Isanti Family Farmers Market Rules and Regulations are subject to review by the Parks, Recreation, and Culture Board; and,

WHEREAS, at its November 26, 2019 meeting the Parks, Recreation, and Culture Board discussed updates to the existing rules; and,

WHEREAS, the updated Isanti Family Farmers Market Rules and Regulations and Vendor Application are attached to this resolution as "Exhibit A and Exhibit B", respectively;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the updated Isanti Family Farmers Market Rules and Regulations and Vendor Applcation as attached as "Exhibit A and Exhibit B."

This resolution was duly adopted by the Isanti City Council this 17th day of December, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

2020 Rules & Regulations

1. **Name: Isanti Family Farmer's Market ("IFFM")**
   A. Shall be open to producers and vendors that live within a 50-mile radius of Isanti, MN or as approved by the Market Manager.
   B. A Farmers' Market consists of two or more producers, selling produce or food that they raised or created directly to individual customers at a defined location on a periodic basis.
   C. Definitions:
      i. A ***vendor*** is the retail seller at a stall, booth or tent. Both farmers and non-farmers selling at a farmers' market are vendors.
      ii. A ***producer*** refers to the farmer, grower, baker, maker of homemade foods, arranger of flowers, etc. selling at a farmers' market.
      iii. A ***member*** is a vendor who is an official market participant (member of the market's association of vendors).

2. **Mission Statement**
   The Isanti Family Farmers' Market serves as a community gathering place for consumers to purchase locally grown and handmade products that promote healthy lifestyles while sustaining local agriculture; to stimulate public interest and knowledge; to increase local consumption of local products; and to educate the next generation about food production. It is a market in which farmers, growers and producers sell their own products direct to the consumer, thereby creating a direct relationship. This market will emphasize quality, freshness, wholesomeness and creative marketing.

3. **Supporting Structure**
   A. Funding is provided by the City of Isanti Parks, Recreation, and Culture Department.

4. **Governance**
   A. IFFM is governed by the City of Isanti Parks, Recreation, and Culture Board and/or Market Manager.
   B. The City of Isanti Parks, Recreation, and Culture Board and/or Market Manager monitors the effectiveness, quality, efficiency, and financial stability of the farmer's market as a means of ensuring accountability to vendors, the community, and the vendor association.
   C. The City of Isanti Parks, Recreation, and Culture Board and/or Market Manager enforces the rules and regulations of the farmers' market.
   D. The IFFM will not discriminate against any person based on race, color, creed, national origin, sex, age, disability or sexual orientation.

5. **Purpose**
   A. This Vendor Rules & Regulation handout is intended to describe the organization and administration of the Isanti Family Farmer's Market. It details rules and regulations to be followed by the Market Manager, vendors and management of the IFFM. The City of Isanti Parks, Recreation, and Culture Board and/or Market Manager shall deal with any issue not covered in this handbook.

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6. **Use**
   A. The use of the IFFM is restricted to the sale of local products from within a 50 mile radius of Isanti, MN. Special exceptions may be allowed from time to time, upon the approval of the IFFM Market Manager in response to local supply and productivity.

7. **Market Location & Season**
   A. Located at 400 West Dual Blvd, Isanti, MN 55040 – next to Isanti Municipal Liquor off Heritage Blvd
   B. Dates: Friday's; May ~~31~~29, ~~2019~~2020 – September ~~27~~25, ~~2019~~2020; excluding July 3.
   C. Time: 2:00 – 6:00 pm
   D. Mailing Address: 110 1st Avenue NW, PO Box 428, Isanti, MN 55040
      Attn: ~~Jenny Garvey OR Market Manager~~ IFFM Market Manager
   E. Phone inquiries can be made: 763.444.5512 (Office) or 763-772-5856 (Manager's Cell)
   F. Email: isantiparks@cityofisanti.us
   G. Website: ~~www.isantifamilyfarmersmarket.org~~ www.cityofisanti.us

8. **Membership**
   A. **Eligibility:** All Producers and Vendors are welcome upon receipt of approved application. The Market Manager has the right to refuse admittance if a Producer or Vendor does not follow market rules:
      i. Grower, Producer, Crafter, Local Business or Artisan residing within 50 mile radius of Isanti, MN or has permission from Market Manager.
      ii. Member has completed application and paid applicable fees at least seven (7) days prior to market day. Exceptions for pre-payment of booth fees may be made for vendors with demonstrated commitment to the market, through at least four attended markets, or as determined by the market manager.
         1. An application will not be considered complete until copies of all necessary state permits, licenses, and tax forms are acquired by the vendor and submitted to the Market Manager, as well as the annual member fee and booth fees. All application materials are required annually for new and returning members.
      iii. Full Season vendors attending each of the first four (4) consecutive Fridays of the market season will be given priority booth space for the remainder of the season.
      iv. Membership fees will not be refunded if expelled from the IFFM.
      v. Vendors under 18 years of age are welcome but must have a responsible adult (18 years or older) present during market hours.

   B. **Member Expectations:** The supporting members, as a whole, should feel free to comment to the City of Isanti Parks, Recreation, and Culture Board and/or IFFM Market Manager with respect to:
      i. The overall management, operation and administration of the market.
      ii. The improvement of the market, site, vendor layout, and other physical improvements.

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iii. The regulation of the market, including the hours of operation, designation of stall space, charging of market fees, sanitation, posting of signs and other matters of interest to the public or vendors.
iv. The advocacy and support of the market and development of continuing advertising and promotional programs for the market.

9. Fee Structure

A. All applications will need to be reviewed prior to acceptance to the IFFM. Notification given for acceptance can be done the day of market, at Market Manager discretion, if all information is provided.
B. Payment of fees required with application submission.
C. Fees will be refunded if not accepted by Parks, Recreation, and Culture Board or Market Manager of IFFM.
D. Annual Membership Fee: $10, Annual Booth Fee $100, Half Season Booth Fee $60, Daily Booth Fee $10.
E. Vendor fees are NON-REFUNDABLE after May ~~24~~22.

10. Vendor Agreement

A. **Application Process:** All applicants for membership must complete a signed Vendor Application. The Vendor Agreement also lists all the products (by category and sub-category) that are approved for sale at the market.
B. **Applicant:** The Applicant Vendor is the grower, producer, crafter, local business or artisan resident seeking admission to the membership. Vendors should list ALL other family members or production employees who are to participate in the booth/stall during the current season.
C. **Review & Jurying**: All applications will be evaluated for their potential to contribute to the IFFM Mission: The IFFM serves as a community gathering place for consumers to purchase locally grown and handmade products that promote healthy lifestyles while sustaining local agriculture; to stimulate public interest and knowledge; to increase local consumption of local products; and to educate the next generation about food production. It is a market in which farmers, growers and producers sell their own products direct to the consumer, thereby creating a direct relationship. This market will emphasize quality, freshness, wholesomeness and creative marketing. Because space is limited, the IFFM Market Manager must evaluate applications according to value added to the market mission by providing high quality, in-demand products; and, the Market Manager reserves the right to refuse the acceptance of any applicant vendor or vendor product that is not in keeping with the rules, regulations, or standards of the market.
D. **Authority**: The IFFM Market Manager reserves the right to cancel any Vendor Application. Failure to comply with the aforementioned documents is grounds for termination of vendor membership and termination of the Vendor Application.
E. **Warnings**: The Market Manager will issue warnings to vendors not in compliance with these responsibilities. After a total of 3 such warnings have been recorded, the vendor will be asked to explain to the IFFM Market Manager and/or City of Isanti Parks, Recreation, and Culture Board why the Vendor Application should not be terminated.

11. Product Categories

A. Vendors who wish to participate in the IFFM must submit a Vendor Application

packet including a product list by category to the best of their ability. It is the vendor's responsibility to ensure that all products in each category comply with current MDA and USDA regulations and are properly identified and labeled. This market is being established as an outlet for local agriculture, produce and craft products to help promote sustainable farming, rural enterprise and local commerce.

12. Booth/Stall Allocation & Requirements

A. Space is allocated by the market manager to paid-up, full-season vendors first. The priority for remaining space is given by preference to paid-up, half-season vendors secondly and then to new members thereafter.
B. Vendor space is limited to 10'x10' stalls. As space allows, vendors may request additional stall space; additional booth fees will be required.
C. Disputes over stall spaces will be settled by the Market Manager. All such decisions are subject to appeal to the City of Isanti Parks, Recreation, and Culture Board.
D. Customer parking will be clearly designated by conspicuous signs and arranged to ensure safety and market visibility.
E. Market vendors are encouraged to display their name or farm name at the front of the booth that identifies their farm or business.
F. Vendors are responsible for providing all display materials for their respective booth/stall, including but not limited to tables, racks, awnings, chairs, etc.
G. Vendors are responsible for setting up and tearing down all display materials.
H. The market manager may require that unsafe or unsightly materials be removed from the booth/stall area.
I. The IFFM accepts no responsibility for damage or loss to display materials.
J. All tent-type stalls/booths are required to be staked or weighted down with at least 40 pounds in case of wind or storms.
K. Vendors are required to keep their booth open for the entire market day and should not begin teardown before the designated market closing time unless approved by Market Manager.

13. Vendor Expectations

A. At least one vendor (under definitions above) as listed on the Vendor Application must be present to sell at a market day unless approved otherwise by Market Manager.
B. Vendors shall be open and ready for business at the start of the market (2:00pm) and no later. Vendors arriving late (after 2:00pm) are not guaranteed a booth or allowed to be a vendor for that day due to safety concerns. ~~will be reassigned a stall by the market manager from the available vacant space, if any remains.~~ The market manager may reassign any stall not occupied 30 minutes prior to opening of the market. A vendor shall make every effort to notify the market manager as soon as possible if they are not going to be in attendance that week.
C. No vehicles will be allowed inside defined Farmers Market vendor area between **1:45 pm and 6:00 pm**. Vendors and vehicles will be allowed in the Market Area before and after the market is open for set-up and tear down of ~~vendors~~booths. Any vendors arriving late to the market will be designated a booth space closest to the vehicle entrance, and may be denied drive up access for customer and vendor safety.
D. Vendors should load and unload in such a way as to avoid obstructing the flow of

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traffic and the work of other vendors. Booth items should be unloaded quickly and vehicles parked prior to set up.

E. Vendors (under definitions above) may employ or provide a salesperson that is hired solely for market sales in a booth/stall. All salespersons in a booth/stall must be accompanied by a vendor who is listed on the Vendor Application or approved by Market Manager.
F. Vendors are responsible for their own booths/stalls and will leave their site clean and in a condition suitable to the City and the property owners.
G. Hawking and false advertising is forbidden.
H. Sales must be conducted in an orderly and businesslike way. Each vendor is responsible for handling and safely keeping their cash box or other monetary container.
I. Vendors will not start selling products before the designated time of the market start. No presales or pre-bagging are allowed, as this is unfair practice for those customers that cannot come prior to Market start.
J. All items offered for sale must have pricing displayed clearly for each item or group of items. Pricing should be clear and legible.
K. Vendors are encouraged NOT to practice "distress pricing" for the express purpose of undercutting other vendors with same or similar products. When the market manager perceives "distress pricing" is occurring, the IFFM Board reserves the right to impose pricing ranges or to cancel any Vendor Application.
L. Each vendor is responsible for his/her sales tax collection, where applicable.
M. The City of Isanti, City of Isanti Parks, Recreation, and Culture Board and the IFFM Market Manager are not liable for any injury, illness, theft, loss, or damage of any kind to either the buyer, seller, seller's party, or their property, arising out of or pertaining to preparation for, participation in, or use or consumption of products bought, sold, or provided at the IFFM. By participating in the IFFM, seller further agrees to indemnify and hold the City of Isanti, City of Isanti Parks, Recreation, and Culture Board and the Market Manager harmless for and against any claims for such injury, illness, theft, loss or damage. Insurance coverage is the responsibility of the individual vendor. The IFFM bears no responsibility for any vendor's property at the market.
N. All vendors are strongly encouraged to carry their own general liability and product liability insurance, as the City of Isanti, City of Isanti Parks, Recreation, and Culture Board and Market Manager does not provide coverage.
O. IFFM Rules are subject to change. Changes to IFFM rules will be communicated to vendors in writing.

14. Market Miscellaneous

A. Walkways ~~between vendor spaces~~ must be kept open.
B. Selling is allowed only in designated areas.
C. No part of the market may be used for overnight storage.
D. No alcoholic beverages or unauthorized weapons are allowed in the market or on the market grounds.
E. No smoking in vendor booth areas per City Ordinance. Smoking areas off-site include the public parking areas. Please ask for other nearby locations. Vendors do reserve the right to ask customers to not smoke around their booth/stall.

DRAFT

F. At the end of the market day, all refuse must be placed in the bins provided. Garbage and recycling bins will be provided by the market manager and removed at the end of each market day. For produce and food vendors, it is especially critical to clean up scraps of any such refuse material from the ground due to the risk of encouraging vermin.
G. The only animals allowed in the farmer's market area of operation are police dogs or service animals, such as patrol or disability service dogs – per MN Department of Health.

15. Food Safety and Sales

A. All processed foods offered for sale must be protected from contamination.
B. Containers, wrappings and gloves must be single-use only where applicable.
C. It is the responsibility of vendors to be familiar with and adhere to state food safety and product sampling regulations. Portable handwashing stations are available for vendor use upon request to the market manager.
D. Review MDA, FDA, DHS and USDA requirements frequently if any questions remain.
E. The Minnesota Department of Health (MDH) contacts for Isanti County is ~~Alex Hintz (alex.hintz@state.mn.us or~~ 651-201-4259)

16. Community Booths

A. A community booth/stall is available to charity and non-profit organizations at no cost for promotional or educational purposes. Any group interested in using that stall shall contact the Market Manager at least one (1) week prior to the assigned day.
B. A Local Business of the Week Booth will be provided at no cost to a local business. Interested businesses should contact the Market Manager for scheduling. This booth will give a local business an opportunity to educate the public as to what products and services this business provides.
C. All IFFM rules and regulations apply to the vendor and persons residing in that stall.
D. Community Booths shall not be used for sales of any kind – groups wishing to hold a fundraiser must pay vendor fees, and will be subject to all applicable licensing requirements for IFFM vendors.

City of Isanti
110 1st Avenue NW
PO Box 428
Isanti, MN 55040

Market Manager –
Jenny Garvey
Office: 763-444-5512
Cell: 763-772-5856
Email:
isantiparks@cityofisanti.us

DRAFT

2020 Vendor Application

Fridays ► 2:00pm - 6:00pm ► May 29 – September 25, excluding July 3
Located at: 400 West Dual Blvd, Isanti, MN

Market Manager – Jenny Garvey
Office: 763-444-5512 Cell: 763-772-5856 Email: isantiparks@cityofisanti.us

Name of primary seller:	Farm/Business Name:	On-site Market Day:
Address:		
City:	Zip:	Website: www.
Email Address:		Phone Number to reach you at:

You are being asked to supply personal information about yourself and business. The requested information may be used by the IFFM staff, administration department and other City staff as reasonably necessary. The purpose of this requested information is to compile a list to allow the City to contact you with information regarding your status as a vendor, market related updates and questions, weather related closures, etc.

☐ Please check if you **give permission** to release the above information for customer inquiries and marketing purposes. If exclusions, please list: _

Vendor Information

Address where crops are grown or items produced if other than above		
Do you grow, produce or make all items offered for sale?	Yes - No	If not, please explain
Are you selling any meat/egg products?	Yes - No	If yes, where is the meat processed/egg produced
Are you planning on giving samples?	Yes - No	If yes, please explain
Are you a member of Minnesota Grown?	Yes - No	If yes, your #
Are your items certified organic?	Yes - No	If yes, please provide a copy of your National Organic Standard certificate as provided by a USDA accredited agent.
Do you currently hold food related licenses?	Yes - No	If yes, please provide copies with this application.
Vehicle / trailer (including length) description		

ACKNOWLEDGEMENTS: Please initial each item below to signify your understanding and acceptance of the terms of becoming a market member.

	I have reviewed a copy of and agree to abide by the Isanti Family Farmers' Market Rules and Regulations in force for the 2020 season.
	I understand that I am responsible for complying with any and all local, state, or federal regulations governing the products that I sell.
	I agree that the City of Isanti, City of Isanti Parks, Recreation, and Culture Board and the IFFM Market Manager are not liable for any injury, illness, theft, loss, or damage of any kind to either the buyer, or seller, seller's party, or their property, arising out of or pertaining to preparation for, participation in, or use or consumption of products bought, sold, or provided at the IFFM. By participating in the IFFM, seller further agrees to indemnify and hold the City of Isanti, City of Isanti Parks, Recreation, and Culture Board and the Market Manager harmless for and against any claims for such injury, illness, theft, loss or damage. Insurance coverage is the responsibility of the individual vendor. The IFFM bears no responsibility for any vendor's property at the market.
	I understand that it is recommended to carry my own general liability and product liability insurance as the City of Isanti does not provide this coverage.

ATTACHMENTS NEEDED: Please attach the following items to this application: Application is not complete until copies are provided.

	Copies of Cottage Food producer registration/license.
	Copies of any food related licenses, if any.
	Copies of organic certifications, if any.
	Completed Minnesota Department of Revenue Form ST19.

Attendance: Please check dates you plan on attending - No Market July 3

☐	**ALL DATES Full season(17)**	☐ **June 5**	☐ **July 10**	☐ **August 7**	☐ **September 4**
		☐ **June 12**	☐ **July 17**	☐ **August 14**	☐ **September 11**
	Half season choose(9)	☐ **June 19**	☐ **July 24**	☐ **August 21**	☐ **September 18**
☐	**May 29**	☐ **June 26**	☐ **July 31**	☐ **August 28**	☐ **September 26**

Please indicate all the products you would like to sell at the farmers market during the 2020 season:

VEGETABLES

	Asparagus		Beans		Broccoli		Cabbage		Carrots
	Cauliflower		Corn		Cucumber		Eggplant		Garlic
	Kohlrabi		Lettuce		Onions		Peas		Peppers
	Potatoes		Pumpkins		Spinach		Squash		Tomatoes
	Zucchini		OTHER:						

Fruit

	Apples		Apricots		Blueberries		Grapes		Melons
	Plums		Raspberries		Strawberries				
OTHER:									

SPECIALTY PRODUCTS

	Baked Good		Cheesecakes		Cupcakes		Dairy		Dry mixes
	Bread		Pies		Honey		Salsa		Jams/Jellies
	Meat		Eggs		Maple Syrup		Pickles		
OTHER:									

NON-FOOD PRODUCTS

	Annuals		Starter plants		Berry/grape plants		Cut, dried flowers		Cut, Fresh flowers
	Gourds		Jewelry		Lotions		Soaps		Perennial plants
OTHER:									

2020 VENDOR FEE SCHEDULE:

Annual Membership Fee – annual fee to become a market member (non-refundable)	$10	
Stall Fee - Fee for space in the market. There are a number of options for stall space in the market; full season, half season, and daily rates. The full season rate covers all nineteen (19) market days, a half season covers nine (9) market days which can be any market days you choose, the daily rate can be any days you choose.	Full Season 17 days	$100
	Half Season 9 days	$60
	Daily Each day	$10
For those vendors interested in single days but do not have dates selected, please submit only the application fee with your application. Check with the market manager to verify the space is available prior to the dates you wish to attend. Fee will be due before the market commences for that day.		
For vendors interested in more than one stall please multiply the stall fee by the number of stalls desired. Every attempt will be made to accommodate additional stall requests. You will be contacted if we cannot offer all the stalls requested.		
No refunds for market days cancelled due to inclement weather.Fees are non-refundable after May 22		

VENDOR Fee Calculation: Please mail checks to City of Isanti. Credit cards may be accepted, fees will apply.

Annual Membership Fee (non-refundable)	$10
Stall Fee: Full season (# of stalls x $100)	
Half season (# of stalls x $60)	
Daily (# of days x $10)	
TOTAL FEE DUE:	$

DON'T FORGET TO INCLUDE COPIES NEEDED (SEE ABOVE)

Signature of Primary Seller(s)_____ Date _____

Application is not considered complete until all forms are submitted. Incomplete application may be returned in its entirety to the vendor. Applications received by March 27, 2020 will get first priority in the market. Applicants will be notified of their application status by April 30, 2020.

Mail this application and required attachments to:

City of Isanti
c/o IFFM Market Manager
110 1st Ave NW
PO Box 428
Isanti, MN 55040

Application Received:	Accepted / Rejected	Amount Paid: $

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To: **Mayor Johnson and Members of City Council**

From: Matt Sylvester, Public Services Director

Date: December 17, 2019

Subject: Resolution Providing Approval for the purchase of a 1993 International Water Truck

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Background:
At the November 19, 2019 Committee of the Whole meeting discussed the purchase of a 1993 International Water Truck from the City of Cambridge was discussed. The truck was evaluated by Publics Works personnel and appears to be in good condition. The truck has had routine maintenance done at regular intervals by the City of Cambridge. The Water Truck will hold 1200 gallons of water and will be used for water only. The truck will primarily be used for maintaining the pleasure rink, dust control, and watering trees and plants. By consensus the Committee agreed to purchase the Water Truck.

Request:
Staff is seeking action on this item

Attachment:
- Resolution 2019 - XXX

RESOLUTION 2019-XXX

APPROVING THE PURCHASE OF A 1993 INTERNATIONAL WATER TRUCK FROM THE CITY OF CAMBRIDGE

WHEREAS, at its November 19, 2019 meeting, the Committee of the Whole discussed the purchase of a 1993 International Water Truck from The City of Cambridge; and,

WHEREAS, the price of the Water Truck would be $2000.00 + tax licensure and fees; and,

WHEREAS, the purchase is unbudgeted, the funding source is identified from the Park (Fund 920) fund balance increasing expenditures to 920-45300-500 capital outlay; and,

WHEREAS, the Committee of the Whole has reviewed the proposed budget expenditure and recommends approval as outlined per this Resolution;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the purchase of the 1993 International Water Truck from the City of Cambridge for the purchase price of $2000.00 plus taxes and fees and authorize the Finance Director to make the necessary budget adjustments. Furthermore allow staff to sign necessary documentation.

This resolution was duly adopted by the Isanti City Council this 17th day of December, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION 2019-XXX

APPROVING THE SALE OF SURPLUS / ABANDONED PROPERTY HELD BY THE POLICE DEPARTMENT AT PUBLIC AUCTION

WHEREAS, the police department obtains surplus or abandoned property on a regular basis; and,

WHEREAS, the owner of the abandoned property is sought out every time and most often the owner cannot be located; and,

WHEREAS, Resolution No 2016-197 provides guidelines for the disposal of surplus property; and

WHEREAS, the property is no longer of use to the city and the sale of such property is in the best interest of the city; and,

WHEREAS, Resolution 2019-193 authorizes the use of Public Surplus Online auction as a public auction for sale of surplus and/or forfeited property; and,

WHEREAS, the surplus property will be sold at Public Surplus Online auction;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby authorize the following:

1. Approve the sale of the below listed surplus and abandoned property at public auction and the proceeds to be deposited into the Isanti Forfeiture Fund:
   Old squad car center partitions / center consoles / push bumpers/electronics
   Non-functioning old bicycles that are older than 60 days from impound
   Used non-repairable light bars with controls
   Old gas leaf blower
   Unleaded gas camp lanterns
   Miscellaneous tools and electronics household goods
   2-5 gallon air tanks
2. The Police Chief shall have the authority to sign all necessary paperwork to allow for the process for auction of the surplus item identified per this Resolution

This resolution was duly adopted by the Isanti City Council this 17h day of December, 2019.

_____
Mayor Jeff Johnson

Attest:

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.
Isanti

Memo for Council Action

To: Mayor Johnson and Members of the City Council
From: Finance Director Betker
Date: December 17th 2019
Subject: Amending 2019 Budget

Background:

The current 2019 budget for Sand/Salt (101-43100-230) for the Street Department is $43,000. The highest actual expenditure total over the prior 5 years had been $40,065 in 2013. However due to spring flooding salt shipments up the Mississippi were either severely delayed or cancelled altogether. As a result the price of salt has risen significantly. Additionally MNDOT required agencies to take early delivery of salt for the 2020 winter season.

This is also the same reason that the Sand/Salt budget for 2020 was increased in the final budget approved December 3rd 2019. That change was reviewed at the November 19th 2019 Committee of the Whole meeting, at which Finance Director Betker advised the Committee that this amendment for the 2019 budget, would be coming at year end.

Recommendation:
Staff is recommending the attached budget amendment by resolution. The amendment is a net zero change to the General Fund Budget.

Action Required:
Approval by Resolution (attached) is required to amend the 2019 budget

Attachments:

- Res 2019-XXX Approving Amendment to the 2019 Budget

RESOLUTION 2019-XXX

APPROVING AMENDMENT TO THE 2019 BUDGET

WHEREAS, on December 4, 2018 the City Council approved the City of Isanti 2019 Budget; and,

WHEREAS, the 2019 budget included $43,000.00 in account 101-43100-230 for salt and sand costs related to street snow removal; and,

WHEREAS, unforeseen costs have warranted the budget for 101-43100-230 to be increased by $14,000 to $57,000; and,

WHEREAS, the Isanti City Council authorizes the following amendments to the 2019 budget

ACCOUNT	TITLE	CURRENT	PROPOSED	CHANGE
101-43100-220	GENERAL SUPPLIES	$ 12,000	$ 9,000	$ (3,000)
101-43100-230	SALT/SAND	$ 43,000	$ 57,000	$ 14,000
101-43100-303	ENGINEERING FEES	$ 30,000	$ 21,000	$ (9,000)
101-43100-500	CAPITAL OUTLAY	$ 26,450	$ 24,450	$ (2,000)

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to authorize the Finance Director to amend the 2019 budget.

This Resolution is hereby approved by the Isanti City Council this 17th day of December, 2019.

Attest:

_____
Mayor Jeff Johnson

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Johnson and Members of City Council
From: Katie Brooks, Human Resources/ City Clerk
Date: December 17, 2019
Subject: Annual Administrator Review Summary

"The Council reviewed the performance of City Administrator Josi Wood at its December 3, 2019, meeting. The Council assessed Ms. Wood in the following areas and concluded that she met or exceeded expectations in all of them: commitment to service, communication, personnel management, oversight and planning, public relations and overall performance."

-Statement prepared by City Attorney Joseph Langel

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD MEETING MINUTES
November 26, 2019

Call to Order: Chair Zdon called the meeting to order at 6:01 p.m.

Roll Call: Members Present: James Witte, Aaron Zdon, and Council Member Jimmy Gordon
Members Absence: Brian Thum
Staff Present: Jennifer Garvey, Parks, Recreation, and Culture Manager

Agenda/Modifications: None added, motion by Witte, second by Gordon to approve the agenda for November 26, 2019. Motion passed 3-0.

Meeting Minutes: Motion by Witte; second by Gordon to approve meeting Minutes from October 22, 2019. Motion passed 3-0.

3. Isanti Family Famer's Market Rules and Regulations Updates:
Staff reviewed updates on a few items which include some wording, along with the website address update and new 2020 dates. The web address was eliminated when the new city website was updated in September. Staff added a new item of a late fee to vendors if they arrive late, as this has been a continuing problem. Zdon agreed with the addition of the late fee item. Witte asked about the member fee and staff added that this is like an administrative fee. Zdon asked if to clarify the daily booth space and that these are added, on as space allows, staff mentioned there is plenty of space for these booths. Gordon added that the late fee makes sense to help with the late arrivals and interfering with set up. Gordon asked about licensing requirement within the rules. Vendors are encouraged to carry personal coverage and within the application, other requirements are included. Motion by Witte, second by Gordon to approve updated IFFM Rules and Regulations. Motion passed 3-0.

4. Programming Ideas:
In July 2019, Council Member Lundeen had come to the meeting to discuss ideas of an egg and a medallion hunt. Staff reached out to BMX who had done an egg hunt in the past and they have decided to no longer host such an event. Staff will continue to look into an event for this time of year and are looking at indoor options. Staff is also continuing to research the medallion hunt option for 2020 to have around the Rodeo timeframe. One other item that was mentioned at the July discussion was a light show. Staff asked if a sub-committee wanted to be formed. Zdon mentioned if Council Member Lundeen or Mayor Johnson were asked or have mentioned if they want to be apart of this item to start this more in depth. Mayor Johnson had done a lot of research in 2018 regarding this type of event. Zdon continued that this event will take a lot of sponsor and staff will reach out to the Mayor and Council Member.

5. Parks Updates:
Garvey said that movie night went well, there were 19 people for November. The December movie night will be hosted by Northern Elements Cheer and staff has not received any other applications thus far. Pleasure rink will hopefully start to flood this in early December now that snow is in the forecast to create the edging. Curious creatures was cancelled in November due to a cold day, participants cancelled. Dock was removed from along the river within River Bluff Preserve and was left at bottom of hill for storage over the winter.

Adjournment: Motion by Witte, second by Gordon to adjourn the November 26, 2019 meeting of the Parks, Recreation, and Culture Board. Motion passed 3-0, meeting adjourned at 6:23 p.m.

Respectfully Submitted
Jenny Garvey
Parks, Recreation, and Culture Manager

A Community For Generations.
Isanti

Isanti Police Department Monthly Report

November 2019

Reported Crime	Month to Date	Year to Date
Theft	12	119
Assault	4	32
Vandalism/Damage to Property	6	39
Narcotics	2	24
Burglary	0	11
Domestics	2	58
Crim Sex	2	6
Robbery	0	0
Loud Party/Disturbance	15	139
Medical	30	314
Permit to Purchase	6	60
Security Check / Extra Patrol	251	2,836

Traffic Offenses	Month to Date	Year to Date
No Insurance	5	63
DUI	1	23
Accidents	11	86
Hit & Run	0	9
Warrant P/U	4	32
Speed	13	286
DAR/DAS	3	42
Administrative Citations (Including Speed)	12	284

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	85,734	165	15,854
Ford Explorer 224	71,989	1,850	19,088
Ford F150 225	26,550	1,037	10,362
Chevy Silverado 220	Out of Service	0	305
Chevy Impala 223	94,769	279	4,846
Dodge Durango 226	8,420	2,059	8,420
Dodge Durango 227	4,630	3,684	4,630

CEZT REPORT

CATEGORY	*CURRENT*	*LAST MO*	*2 MOS*	*3 MOS*	*4 MOS*	*5 MOS*	*6 MOS*
TOTAL CASES YTD	346	337	324	324	312	218	187
TOTAL OPEN CASES	4	6	15	10	14	12	17
VIOLATIONS CLOSED THIS PERIOD	45	20	5	10	7	25	1
NEW ISSUES THIS PERIOD	8	3	5	10	99	26	15
CAN-Proh Animals	0	0	0	0	0	0	0
CCV-Comm Vehicle Storage	0	0	0	0	0	0	0
CDO--Dogs	0	0	0	0	0	0	0
CPA-Park & Store	5	5	2	2	2	4	2
CSN-Snow Removal	0	0	0	0	0	0	0
CSP-Admin Permits/Solicitors/Peddlers	0	0	0	0	0	0	0
CST--Fish Houses, PODS, Rolloffs	0	0	0	0	0	0	0
GAR - Garage Sales	0	0	0	0	0	0	0
H2O-Water restrictions	0	0	0	0	0	0	0
NEX-Exterior Structure, Paint/Repair	0	0	0	0	0	0	0
NGA-Garbage Service & Storage	0	0	0	0	0	0	0
NGR--Grass Length	0	0	1	4	30	15	9
NJU--Junk/Brush	3	2	2	1	65	5	2
NOX-Noxious Weeds	0	0	0	0	0	0	0
NUV-Unlicensed vehicle or missing plates	0	0	0	0	0	0	0
RNT-Unlicensed rental	0	1	0	0	0	2	0
SGN-Signs	0	0	0	3	2	0	0
UNP-Unpermitted work	0	0	0	0	0	0	2
ZAC-Accessory Building	0	0	0	0	0	0	0
ZFE-Fence	0	0	0	0	0	0	0
ZTD--Temporary Dwelling	0	0	0	0	0	0	0
Complaints Letters Mailed this period	8	3	5	13	100	44	5
Admin Citations Issued this period	0	0	0	0	0	0	0
Criminal Citations Issued this period	0	0	0	0	0	0	0
Abated Properties this period	0	0	0	0	0	0	0
Admin Hearings Requested	0	0	0	0	0	0	0
Admin Hearing Held & positive judgement	0	0	0	0	0	0	0
Criminal Trials w positive judgement	0	0	0	0	0	0	0
AVERAGE TIME TO COMPLIANCE	**15**	**16**	**20**	**15**	**18**	**11**	**7**

L.3.

CITY OF ISANTI MONTHLY REPORT

November 2019

RESIDENTIAL	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
	Month	YTD	Month	YTD	Month	Quarter	Month	YTD	Month	YTD
FENCE	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
ROOF / SIDING	1	39	$0.00	$0.00	$1.00	$6.00	$80.00	$3,120.00		
DECK	2	40	$19,679.36	$267,210.48	$9.84	$16.36	$653.40	$10,141.91		
LL FINISH	0	19	$0.00	$355,370.25	$0.00	$43.77	$0.00	$10,603.38		
REMODEL / ADDITION	0	7	$0.00	$176,744.38	$0.00	$11.00	$0.00	$4,348.55		
GARAGE / SHED	0	7	$0.00	$114,873.20	$0.00	$0.00	$0.00	$3,422.10		
MISCELLANEOUS	21	172	$40,949.35	$80,594.35	$38.47	$57.22	$3,515.10	$22,846.83		
SINGLE DWELLINGS	11	82	$2,192,687.63	$15,708,461.36	$1,093.86	$1,494.14	$28,755.60	$207,039.80		
MULTI DWELLINGS	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
MECHANICAL	14	134	$0.00	$6,459.86	$14.00	$32.00	$1,050.00	$10,077.75		
PLUMBING	14	132	$0.00	$0.00	$14.00	$35.00	$1,236.00	$10,528.00		
RESIDENTIAL TOTAL	**63**	**632**	**$2,253,316.34**	**$16,709,713.88**	**$1,171.17**	**$1,695.49**	**$35,290.10**	**$282,128.32**		
COMMERCIAL										
NEW BUILDINGS	0	2	$0.00	$1,000,000.00	$0.00	$300.00	$0.00	$11,385.00		
REMODEL / ADDITION	1	8	$10,000.00	$146,600.00	$5.00	$5.00	$326.70	$3,778.50		
PLUMBING	0	9	$0.00	$102,102.00	$0.00	$8.50	$0.00	$2,840.17		
MECHANICAL	0	5	$0.00	$84,700.00	$0.00	$0.00	$0.00	$2,319.04		
ROOF / SIDING	0	2	$0.00	$100,265.00	$0.00	$0.00	$0.00	$2,204.40		
MISCELLANEOUS	4	40	$8,000.00	$598,723.00	$7.00	$27.38	$525.20	$14,461.63		
COMMERCIAL TOTAL	**5**	**66**	**$18,000.00**	**$2,032,390.00**	**$12.00**	**$340.88**	**$851.90**	**$36,988.74**		
SIDENTIAL/COMMERCIAL TOT	**68**	**698**	**$2,271,316.34**	**$18,742,103.88**	**$1,183.17**	**$2,036.37**	**$36,142.00**	**$319,117.06**	**$64,834.00**	**$482,448.00**

YEARLY BUILDING PERMIT COMPARISONS THRU 11/30/2019

Year	# permits	Single units	Multi units	Commercial	Permit Value	Permit Fees	WAC/SAC Fees
2014	165	15	0	0	$7,722,597.00	$83,789.60	$116,265.00
2015	173	15	0	0	$3,543,216.06	$61,796.72	$111,762.00
2016	248	38	0	3	$13,140,698.67	$170,424.58	$457,904.88
2017	270	33	0	1	$6,583,948.50	$110,255.67	$275,876.80
2018	262	37	0	0	$7,265,883.45	$123,393.28	$191,326.00
2019	698	82	0	2	$18,742,103.88	$319,117.06	$482,448.00

MONTHLY COMPARISON FOR 2019

Month	# Permits	Permit Value	Permit Fees
January	38	$146,958.00	$6,526.70
February	32	$753,514.64	$13,387.05
March	31	$1,758,333.77	$23,538.96
April	57	$1,533,973.19	$26,639.15
May	75	$2,113,444.42	$36,380.79
June	77	$2,826,947.17	$44,700.35
July	97	$2,704,831.62	$46,878.78
August	85	$729,390.75	$19,637.30
September	56	$2,325,006.24	$37,997.66
October	66	$1,549,846.74	$25,511.49
November	68	$2,271,316.34	$36,142.00
December	16	$28,541.00	$1,776.83
Totals	698	$18,742,103.88	$319,117.06

L.5.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: December 11, 2019

To: Honorable Mayor Johnson and Members of the City Council

From: Jason W. Cook, P.E.
City Engineer

Subject: Project Status Report
Isanti, MN
Project No.: R13.117985

Please find listed below a status report of the current projects in the City of Isanti:

1) Annexed Parcel Service Extensions

Service extensions have been completed.

2) TH 65 & Cajima Street RCUT Improvements

This project has been rescheduled to be completed in the spring due to weather.

3) Legacy Pines 2nd Addition

This project has been authorized and is scheduled to be completed in 2020.

4) 6th Avenue Rehabilitation

The site survey is complete. We will complete the study this month.

5) MS4 Implementation

We will continue to assist the City as requested to meet MS4 requirements.

In addition to the current projects listed above we have completed and accepted 55 private developments and 74 city contracts since being selected as your City Engineer in 2008.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

BOLTON & MENK

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Isanti

...a community for generations

ANNEXED PARCEL SERVICE ACCESS STUDY

City of Isanti, MN

MAY, 2019

Submitted by:
Bolton & Menk, Inc.
7533 Sunwood Drive NW, Suite 206
Ramsey, MN 545303
P: 763-433-2851
F: 763-427-0833

Certification

Preliminary Engineering Report

For

Annexed Parcel Service Access Study

City of Isanti, Minnesota
Bolton & Menk Project No. R13.118565

May 3, 2019

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

By: Jason W. Cook

Jason W. Cook, P.E.
License No. 47541

Date: May 3, 2019

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Figure A : LOCATION MAP
Figure 1-10: PROPOSED IMPROVEMENTS
Preliminary Cost Estimates

I. PROJECT INTRODUCTION

This Preliminary Engineering Report prepared by Bolton & Menk, Inc., as authorized by the Isanti City Council, provides an initial analysis of the feasibility, cost-effectiveness, and the necessity of the proposed infrastructure improvements.

A. Background Information

On January 1, 2019 multiple parcels were annexed into the City. 17 of these parcel annexation agreements included language regarding sanitary sewer and/or water service access. This project is being considered to complete the installation of the utility services noted in the annexation agreements. The location for the parcels can be seen in Figure A in the appendix.

B. Scope

Included in this report is a description of proposed services, along with an estimated project cost at each parcel as well as an estimated cost for private work outside the right-of-way at each parcel. The specific objectives of this report are to:

- Evaluate service access to each parcel.
- Prepare a cost estimate for the proposed improvements.
    - Prepare a cost estimate for the private improvements required.
- Determine the feasibility of the improvements.

II. EXISTING CONDITIONS

10 recently annexed parcels abut a sanitary sewer main and 17 recently annexed parcels abut a watermain. A service stub for either service is proposed to be installed off of the given main and extended to the right-of-way limits for resident connection purposes. These parcels are all currently on private wells and septic systems.

III. PROPOSED IMPROVEMENTS

Sewer and Water Services

The proposed service improvements will consist of the installation of sanitary sewer service and water service where a main abuts a recently annexed parcel. The installations will provide service stubs to the right-of-way for future connection should the resident have a failing well or septic system. The following are the individual parcels and the proposed improvement at each location. These improvements are depicted in Figures 1-10 in the appendix.

1) 601 HERTIAGE BLVD NE (16.029.0801)

The proposed sanitary and water services would be installed off 6th Avenue NE and extend to the southeast corner of the property. The sewer main does not appear to be deep enough adjacent to this parcel to facilitate gravity flow from the existing building, so a private grinder pump and forcemain would be required to provide service to this property. See Figure 1 in the appendix.

2) 602 HERITAGE BLVD NE (16.029.2310)

The proposed sanitary and water services would be installed off Oakwood Street NE and extend to the south side of the property. See Figure 2 in the appendix.

3) 323 PALOMINO ROAD SE (16.032.1200)

This parcel is vacant. An existing water service stub extends to the north side of the property at Palomino Road SE. The proposed sanitary service would be extended off Palomino Road SE to the south right-of-way line. See Figure 3 in the appendix.

4) 323 PALOMINO ROAD SE (16.032.1700)

The proposed sanitary and water services would be installed off Arabian Lane SE and extend to the right-of way line along the west side of the property. See Figure 3 in the appendix.

5) 313 PALOMINO ROAD SE (16.032.3100)

This parcel already has existing stubs for both sanitary and water services. See Figure 3 in the appendix.

6) 1011 TYLER AVE SE (16. 031.3500)

The proposed water service would be installed off Railroad Avenue and extend to the east property line. Should this work wait to be constructed with the planned Tyler Street & Utility Project scheduled in the City Capital Improvement Plan for the year 2027, this service would be extended off the future watermain in Tyler Avenue at a greatly reduced cost. See Figure 4 in the appendix.

7) 1014 TYLER AVE SE (16.031.3700)

The proposed water service would be installed off Railroad Avenue and extend to the east property line. Should this work wait to be constructed with the planned Tyler Street & Utility Project scheduled in the City Capital Improvement Plan for the year 2027, this service would be extended off the future watermain in Tyler Avenue at a greatly reduced cost. See Figure 4 in the appendix.

8) 1010 TYLER AVE SE (16.031.3501)

The proposed water service would be installed off Railroad Avenue and extend to the east property line. Should this work wait to be constructed with the planned Tyler Street & Utility Project scheduled in the City Capital Improvement Plan for the year 2027, this service would be extended off the future watermain in Tyler Avenue at a greatly reduced cost. See Figure 5 in the appendix.

9) 110 SOUTH PASSAGE E (16.031.3600)

The proposed water service would be installed off South Passage and extend to the south property line. Should this work wait to be constructed with the planned Tyler Street & Utility Project scheduled in the City Capital Improvement Plan for the year 2027, this service would be extended off the future watermain in Tyler Avenue at a greatly reduced cost. See Figure 5 in the appendix.

10) 1115 TYLER AVE SE (16.031.4000)

The proposed sewer and water services would be installed off South Passage and extend to the south property line. Should this work wait to be constructed with the planned Tyler Street & Utility Project scheduled in the City Capital Improvement Plan for the year 2027, these services would be extended off the future sewer and watermain in Tyler Avenue at a greatly reduced cost. See Figure 6 in the appendix.

11) 1206 4TH AVE SW (16.031.1210)

The proposed water service would be installed off South Passage and extend to the north property line. Should this work wait to be constructed with the planned 4th Avenue Street & Utility Project scheduled in the City Capital Improvement Plan for the year 2028, this service would be extended off the future watermain in 4th Avenue at a greatly reduced cost. See Figure 7 in the appendix.

12) 1207 4TH AVE SW (16.031.1510)

The proposed sewer and water service would be installed off South Passage and extend to the north property line. The sewer main does not appear to be deep enough adjacent to this parcel to facilitate gravity flow from the existing home, so a private grinder pump and forcemain would be required to provide service to this home. Should this work wait to be constructed with the planned

4th Avenue Street & Utility Project scheduled in the City Capital Improvement Plan for the year 2028, these services would be extended off the future sewer and watermain in 4th Avenue at a greatly reduced cost. A private grinder pump would not be required if the service were to be extended off the future 4th Avenue sanitary sewer main. See Figure 7 in the appendix.

13) 503 SOUTH PASSAGE SW (16.031.0910)

The proposed water service would be installed off South Passage and extend to the north property line. See Figure 8 in the appendix.

14) 507 SOUTH PASSAGE SW (16.031.0051)

The proposed water service would be installed off South Passage and extend to the north property line. See Figure 8 in the appendix.

15) 509 SOUTH PASSAGE SW (16.031.0041)

This parcel already has existing stubs for both sanitary and water services. See figure 8 in the appendix.

16) 1107 MADISON AVE SW (16.031.2600)

The proposed sanitary and water services would be installed off Madison Avenue SW and extend to the right-of way line along the east side of the property. See figure 9 in the appendix.

17) 500 CHAPARAL TRAIL SW (16.031.3200)

The proposed sanitary and water services would be installed off Chaparal Trail SW and extend to the right-of way line along the east side of the property. See figure 10 in the appendix.

IV. APPROVALS/PERMITS

A sewer extension permit should be completed. This permit is required to verify the City wastewater treatment facility has the capacity to add the additional sanitary sewer services.

V. PRELIMINARY COST ESTIMATES

The estimated project costs are summarized in Table 1 on the following page and rounded up for estimating purposes. Detailed Preliminary Cost Estimates are included in the appendix. The unit prices for the items of work have been estimated based on similar types of projects completed in the past. The cost shown is an estimate that includes construction, surface restoration, contingencies, and engineering costs. Actual project cost would be determined through a competitive bidding process.

The project costs have been broken out per parcel and by work within the right-of-way and private work outside of the right-of-way to the building. The total project cost to provide all sewer and water services noted in the annexation agreement to the right-of-way is estimated at $241,000.

Seven of these parcels are located on future projects identified in the 2018-2028 Capital Improvement Plan. Five of these parcels are located within the proposed Tyler Ave Street & Utility Improvement project scheduled for completion in 2027. Two of these parcels are located within the proposed 4th Ave Street & Utility Improvement Project scheduled for completion in 2028.

Parcel 16.032.1200 is a vacant lot and does not require a sanitary sewer service until a home is proposed to be constructed.

Should the City elect to only construct those services that are not included in a future project, or to vacant parcels, the total project cost within the right-of-way is estimated at $134,700.

Private Sanitary Sewer Service Cost:

The average private sanitary sewer service cost from the right-of-way to the building is estimated at $11,000.

As a comparison, the estimated cost to replace a failed septic system, pump, and drain field is approximately $10,000-$20,000.

Private Water Service Cost:

The average private water service cost is estimated at $7,500.

As a comparison, the estimated cost to replace a failed well is approximately $6,000-$15,000.

Table 1: Estimated Project Costs

UTILITY ACCESS IMPROVEMENTS PROJECT							
	IN RIGHT-OF-WAY			PRIVATE			
PARCEL	SANITARY TOTAL	WATER TOTAL	TOTAL ROW COST	SANITARY TOTAL	WATER TOTAL	TOTAL PRIV COST	PARCEL TOTAL
16.029.0801	$19,300	$17,900	$37,000	$35,700	$20,000	$55,800	$92,700
16.029.2310	$5,900	$6,000	$11,900	$16,200	$17,100	$33,200	$45,000
16.032.3100				$6,300	$6,700	$13,000	$13,000
16.032.1700	$11,700	$10,100	$21,700	$10,800	$11,200	$22,000	$43,700
16.031.0910		$12,100	$12,100		$12,500	$12,500	$24,600
16.031.0051		$13,700	$13,700		$9,700	$9,700	$23,300
16.031.0041				$8,100	$8,400	$16,400	$16,400
16.031.2600	$10,200	$10,500	$20,600	$6,000	$6,700	$12,700	$33,200
16.031.3200	$9,100	$8,800	$17,700	$9,600	$8,700	$18,200	$35,800
SUB TOTAL	**$56,200**	**$79,100**	**$134,700**	**$92,700**	**$101,000**	**$193,500**	**$327,700**
ALTERNATIVE FUTURE UTILITY ACCESS PROJECTS							
16.031.3500		$9,600	$9,600		$33,000	$33,000	$42,600
16.031.3700		$10,100	$10,100		$10,200	$10,200	$20,300
16.031.3501		$6,000	$6,000		$12,500	$12,500	$18,500
16.031.3600		$5,600	$5,600		$8,900	$8,900	$14,500
16.031.4000	$10,400	$8,800	$19,200	$7,600	$5,700	$13,200	$32,300
16.031.1510	$8,900	$10,400	$19,300	$30,000	$14,300	$44,200	$63,500
16.031.1210		$12,100	$12,100		$11,300	$11,300	$23,400
16.032.1200	$24,400		$24,400				$24,400
SUB TOTAL	**$43,700**	**$62,600**	**$106,300**	**$37,600**	**$95,900**	**$133,300**	**$239,500**
TOTAL PROJECT COST	**$99,900**	**$141,700**	**$241,000**	**$130,300**	**$196,900**	**$326,800**	**$567,200**

VI. PROJECT SCHEDULE

An estimated project schedule is as follows:

May 21, 2019…… Committee of the Whole Reviews the Report

June 4, 2019……City Council Approve the Report and Authorize Plans and Specs

June 18, 2019…… City Council Approve Plans and Authorize Ad for Bids

July 10, 2019…….Open Bids

July 16, 2019……..….Award Project

November 22, 2019……....Final Project Completion

VII. RECOMMENDATION

Based on the findings presented in this report, the proposed improvements are necessary to provide immediate access to the recently annexed parcels.

It is recommended to construct the sewer and water services to the right-of-way of all identified parcels that are not included in future scheduled Capital Improvement Plan projects.

It is also recommended to delay the construction of the sanitary sewer service to the vacant parcel along Palomino Road until a future home is proposed to be constructed.

These improvements are found to be feasible from an engineering perspective. If the City determines these improvements are financially feasible, we recommend the City Council approve this report and authorize the preparation of final plans and specifications.

Isanti

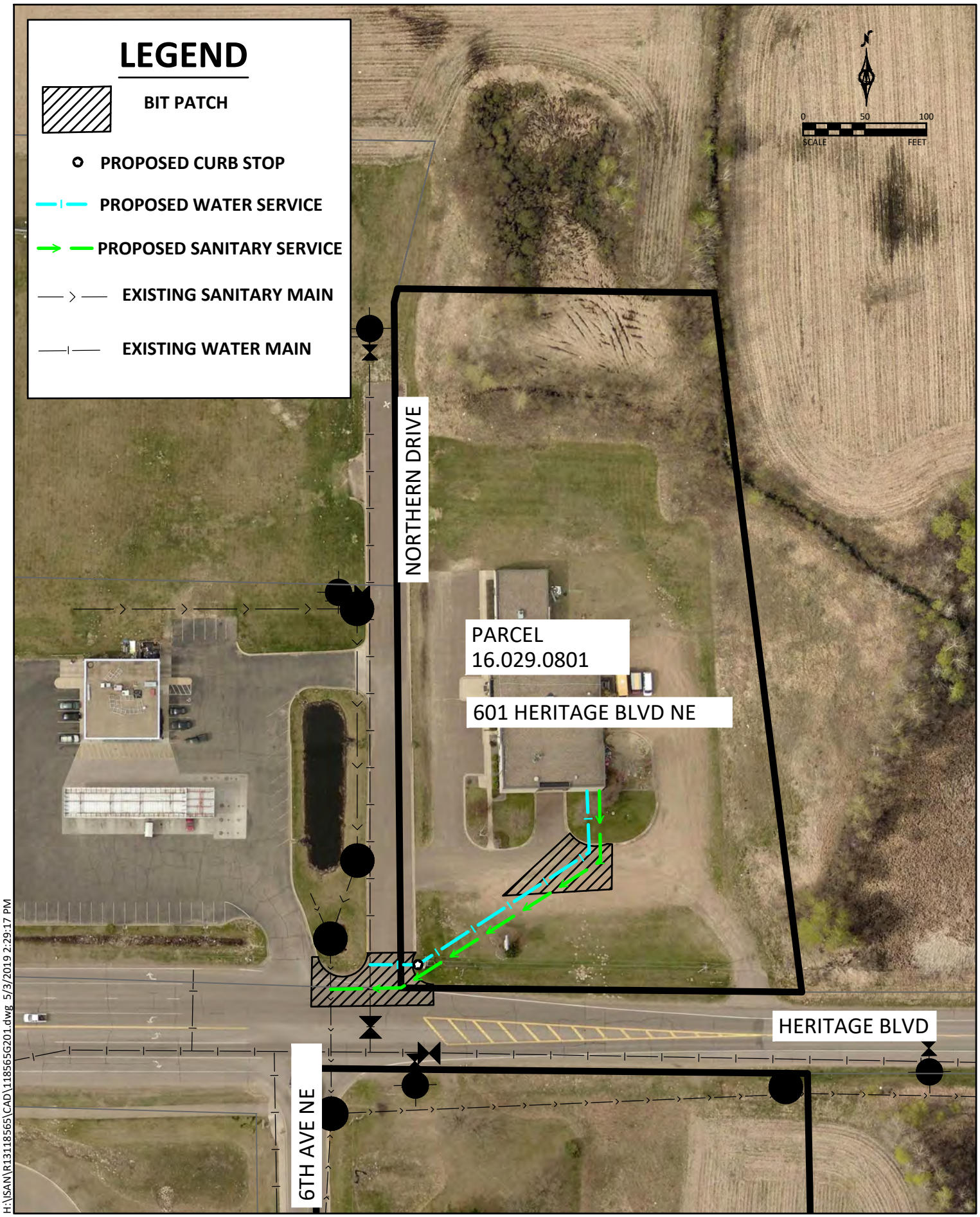
BOLTON & MENK

7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303
Phone: (763) 433-2851
www.bolton-menk.com

2019 ANNEXED PARCELS SERVICE ACCESS STUDY LOCATION MAP

MARCH, 2019

FIGURE A



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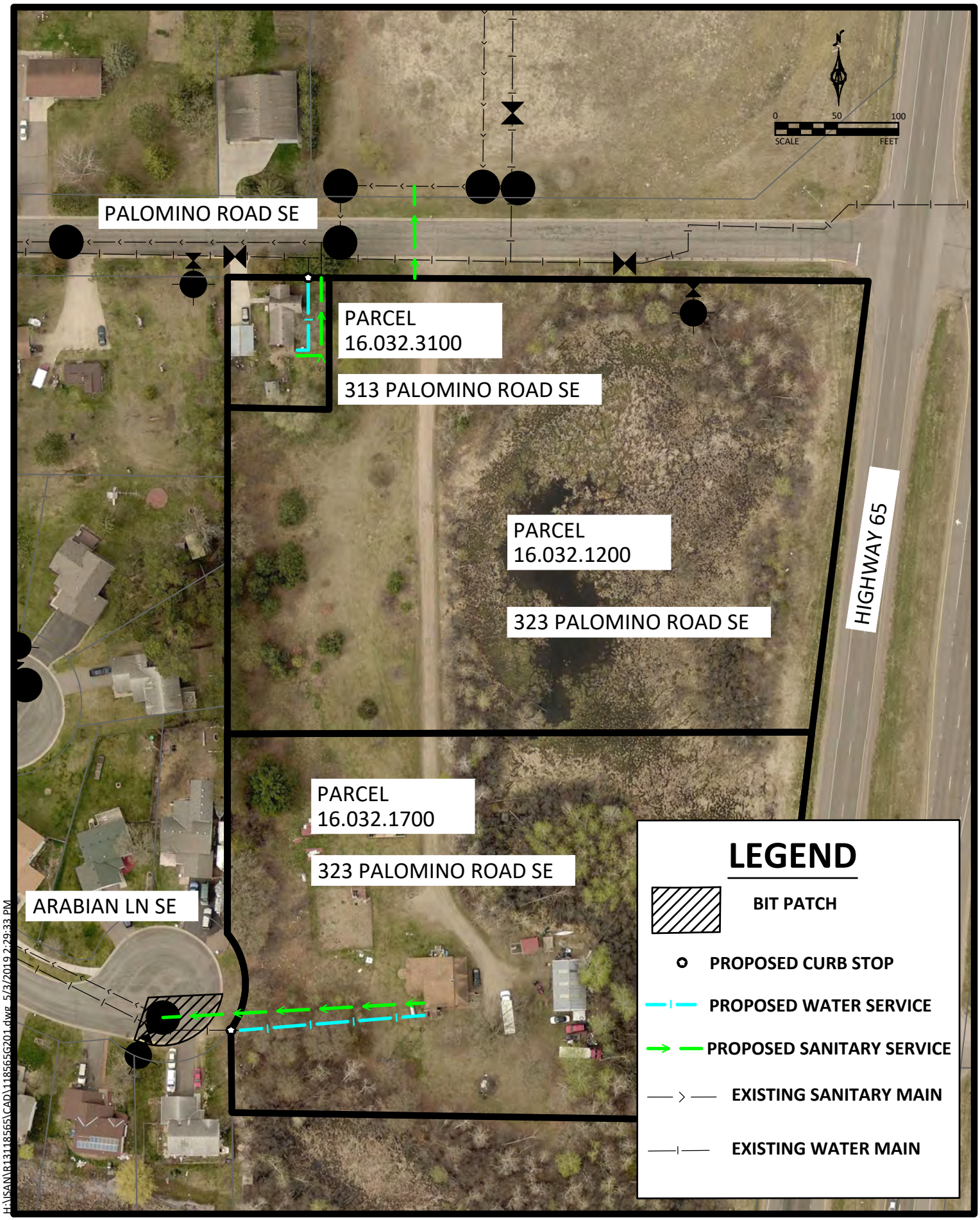

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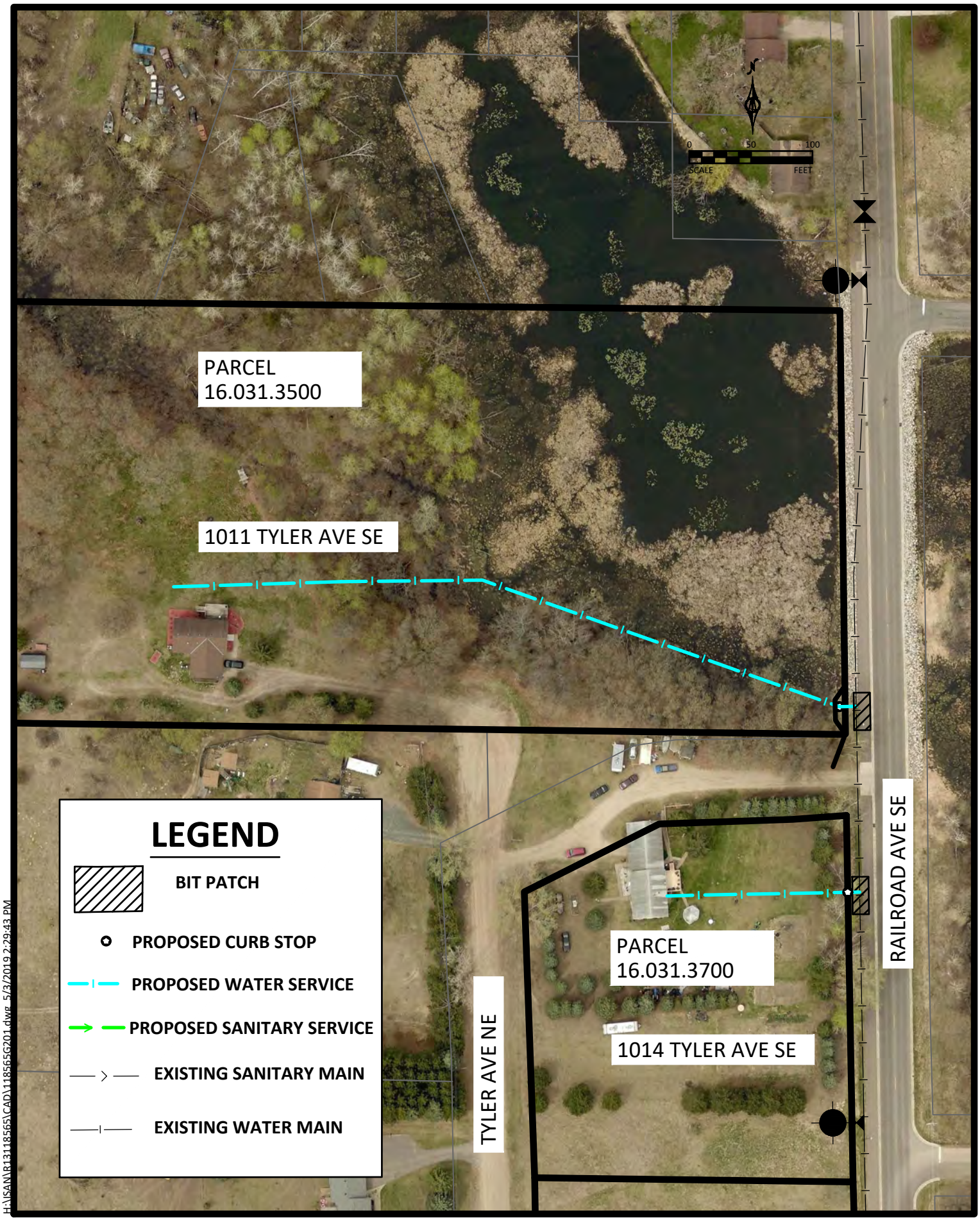

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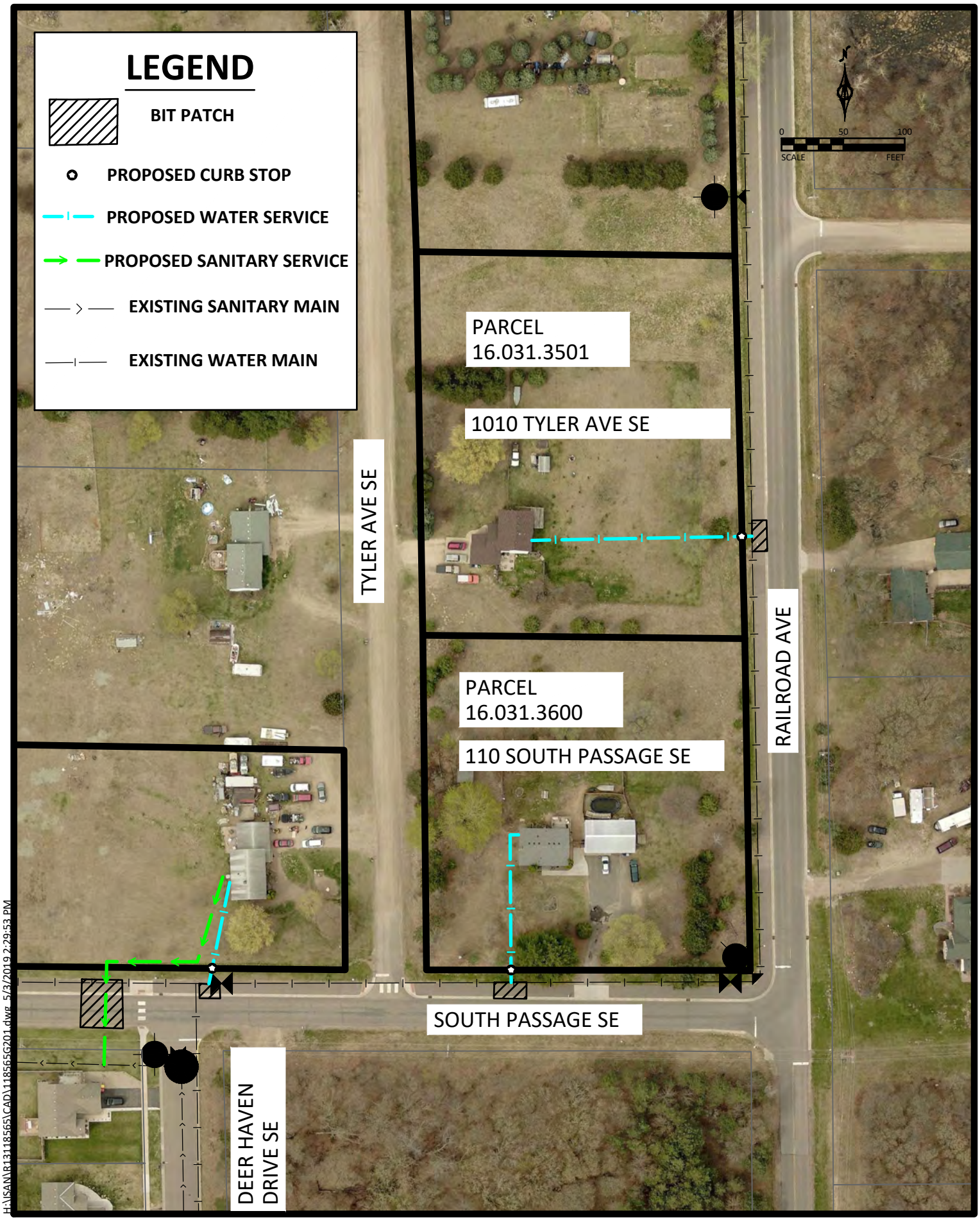

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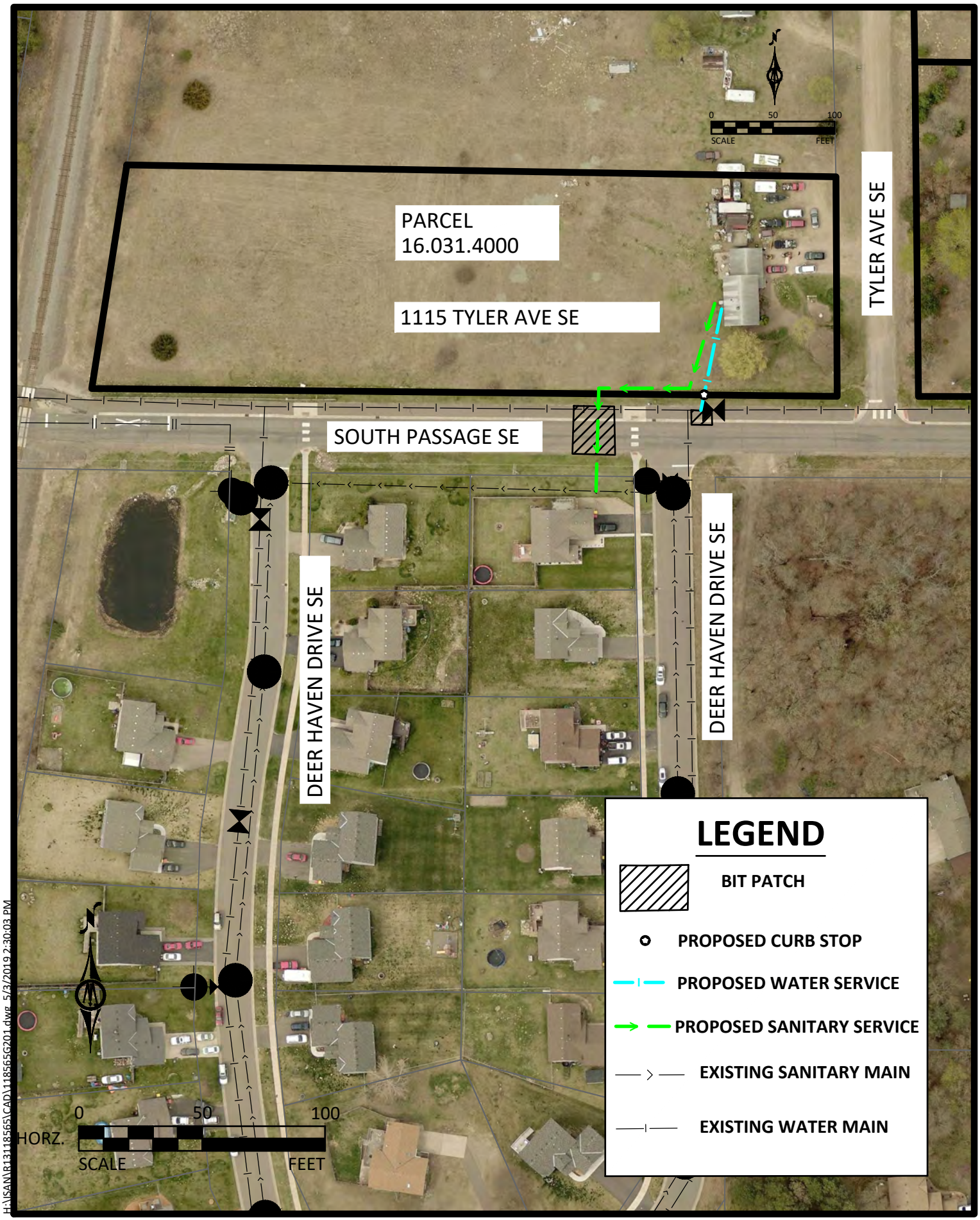

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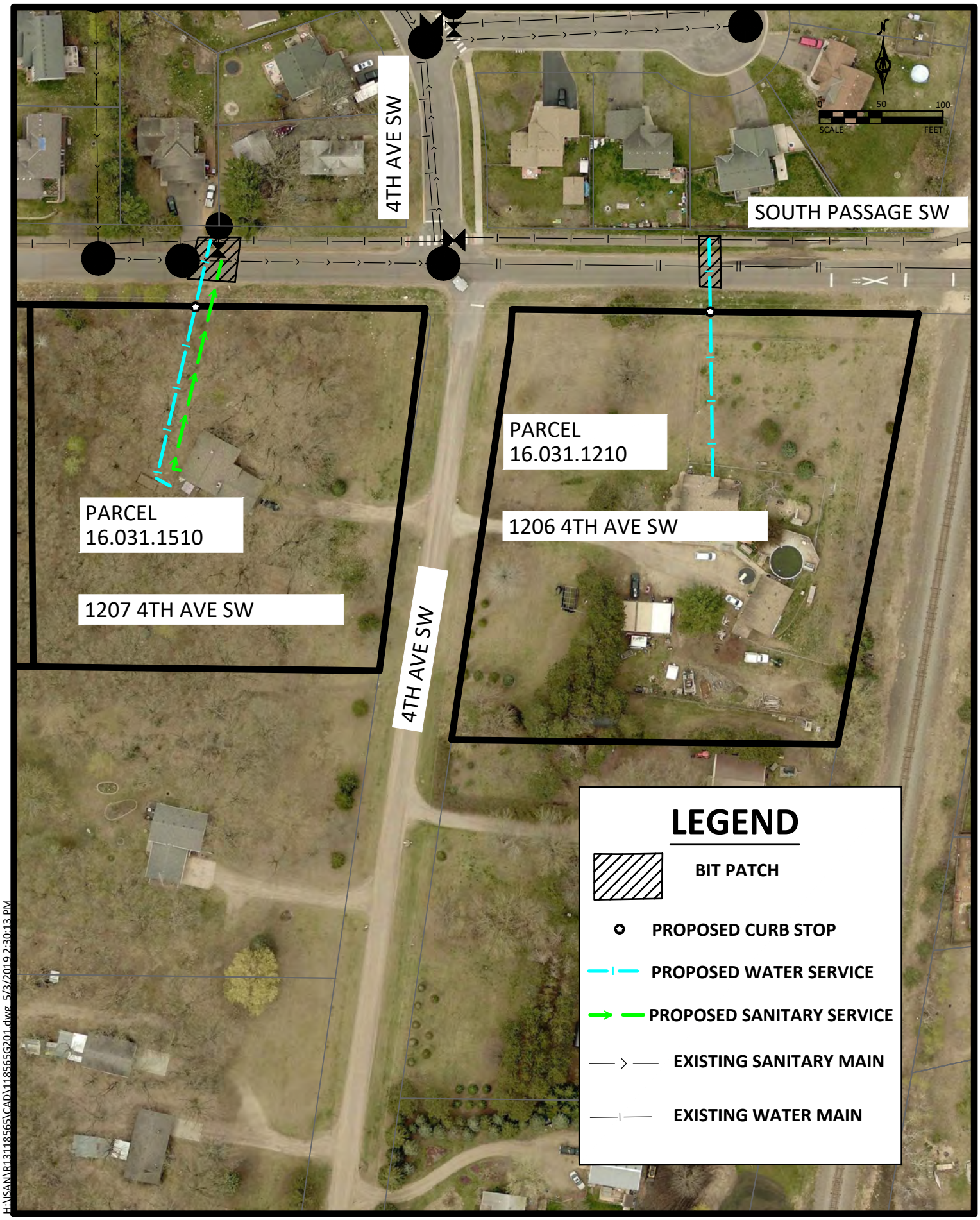

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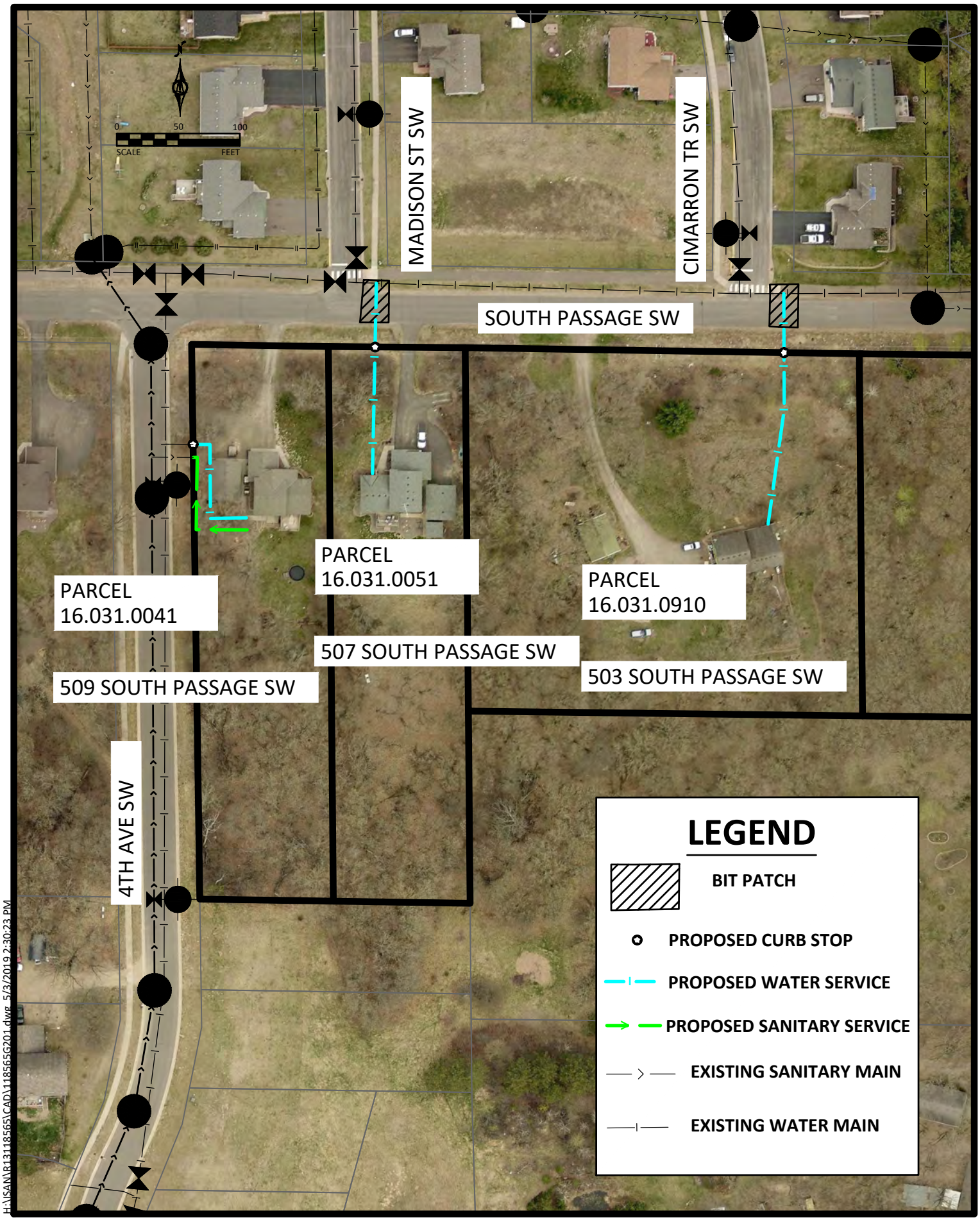

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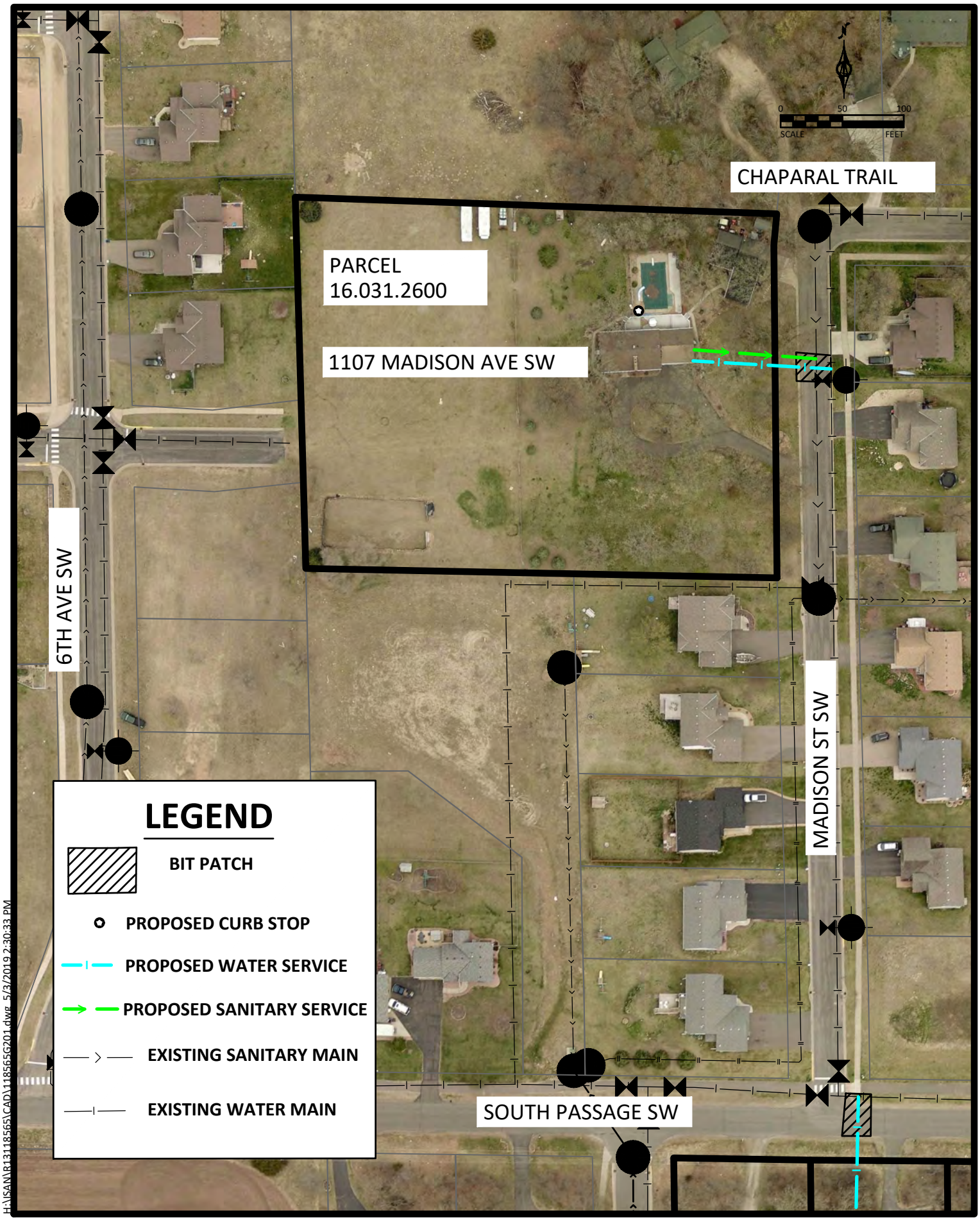

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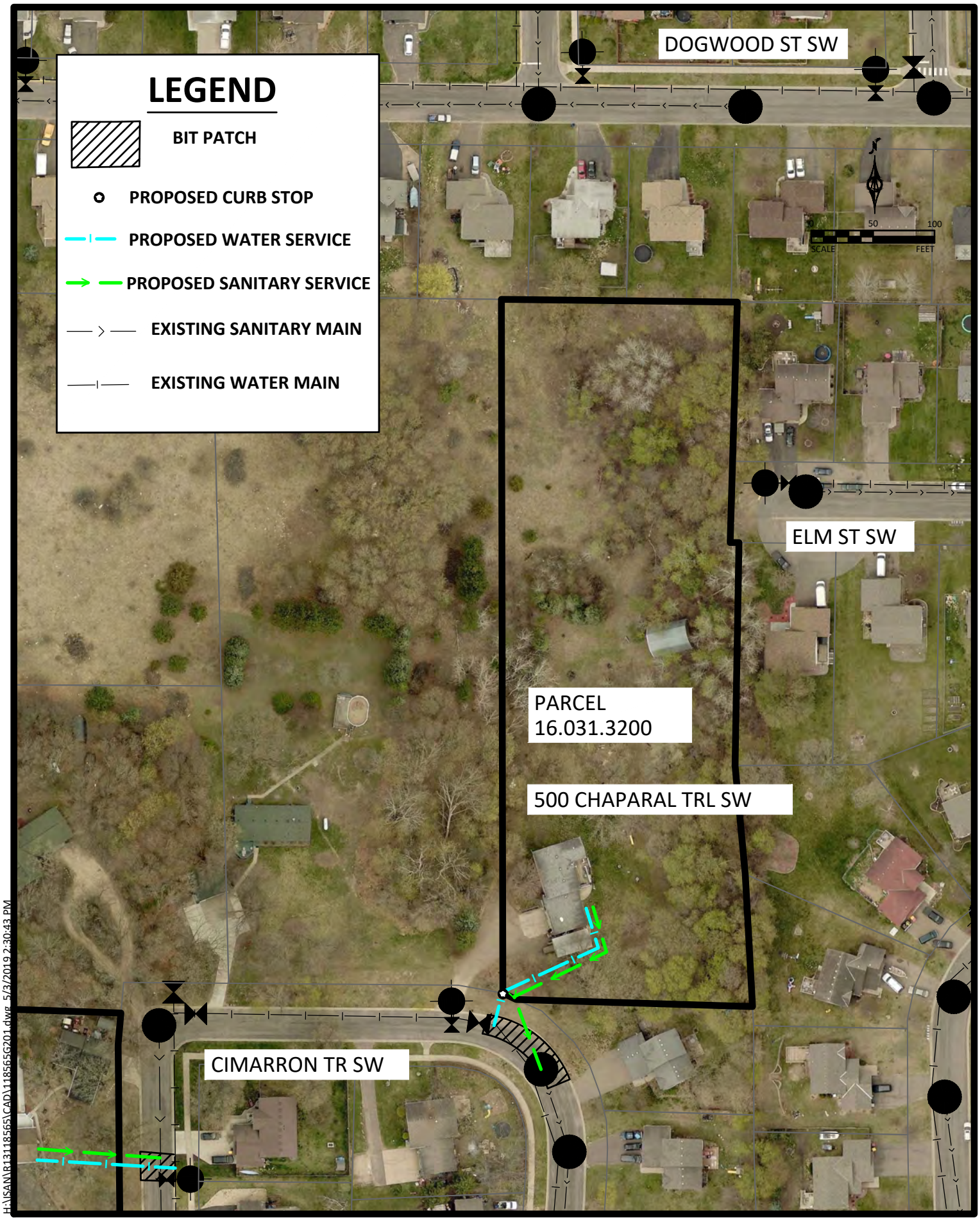

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ENGINEER'S ESTIMATE
ISANTI FEASIBILITY REPORT
ANNEXED SERVICE INTALLATION
BMI PROJECT NO. R13.118565
4/8/2019

1) address 601 Heritage Blvd NE

ITEM NO.	INSIDE R.O.W ITEM	UNIT	UNIT PRICE	16.029.0801 QUANTITY	SANITARY SERVICE	WATER SERVICE	SUBTOTAL
1	MOBILIZATION	LUMP SUM	$13,000.00	0.13	$845.00	$845.00	$1,690.00
2	CLEAR AND GRUB	TREE	$500.00	0	$0.00	$0.00	$0.00
3	REPLACE CURB & GUTTER	LIN FT	$30.00	0	$0.00	$0.00	$0.00
4	BITUMINOUS PATCH (STREET)	SQ YD	$40.00	360	$7,204.44	$7,204.44	$14,408.89
5	BITUMINOUS PATCH (TRAIL)	SY	$30.00	0	$0.00	$0.00	$0.00
8	1" CORPORATION STOP	EACH	$250.00	1		$250.00	$250.00
9	1" COPPER WATER SERVICE	LIN FT	$28.00	39		$1,092.00	$1,092.00
10	1" CURB STOP & BOX	EACH	$250.00	1		$250.00	$250.00
11	4" SANITARY SEWER SERVICE	LIN FT	$26.00	90	$2,340.00		$2,340.00
12	SEWER SERVICE WYE	EACH	$300.00	1	$300.00		$300.00
13	TRAFFIC CONTROL	LUMP SUM	$10,000.00	0.50	$2,500.00	$2,500.00	$5,000.00
14	SALVAGE AND REINSTALL SIGN	EACH	$200.00	1	$200.00		$200.00
15	STORM DRAIN INLET PROTECTION	EACH	$200.00	0	$0.00	$0.00	$0.00
16	SILT FENCE, TYPE MS	LIN FT	$3.00	50	$75.00	$75.00	$150.00
17	LOAM TOPSOIL BORROW	CU YD	$20.00	0	$0.00	$0.00	$0.00
18	SOD	SQ YD	$6.00	0	$0.00	$0.00	$0.00
19	CROSSWALK EPOXY	SQ FT	$10.00	100	$500.00	$500.00	$1,000.00
			CONSTRUCTION SUBTOTAL		**$13,964.44**	**$12,716.44**	**$26,680.89**
			10% CONTINGENCY		**$1,396.44**	**$1,271.64**	**$2,668.09**
			ESTIMATED CONSTRUCTION COST		**$15,400.00**	**$14,000.00**	**$29,300.00**
			ENGINEERING & ADMINISTRATION		**$3,662.50**	**$3,662.50**	**$7,325.00**
			MATERIAL TESTING		**$146.50**	**$146.50**	**$293.00**
			ESTIMATED IN ROW PROJECT COST		**$19,209.00**	**$17,809.00**	**$36,918.00**

ITEM NO.	PRIVATE (OUTSIDE ROW) ITEM	UNIT	UNIT PRICE	16.029.0801 QUANTITY	SANITARY SERVICE	WATER SERVICE	SUBTOTAL
1	MOBILIZATION	LUMP SUM	$12,000.00	0.13	$780.00	$780.00	$1,560.00
2	PERMIT	EACH	$86.00	2	$86.00	$86.00	$172.00
3	WATER METER	EACH	$329.00	1		$329.00	$329.00
4	CLEAR AND GRUB	TREE	$500.00	0	$0.00	$0.00	$0.00
5	REPLACE CURB & GUTTER	LIN FT	$28.00	35	$490.00	$490.00	$980.00
6	BITUMINOUS PATCH (STREET)	SQ YD	$28.00	289	$4,044.44	$4,044.44	$8,088.89
7	TRENCHLESS WATER SERVICE	LIN FT	$40.00	0		$0.00	$0.00
8	1" COPPER WATER SERVICE	LIN FT	$28.00	215		$6,020.00	$6,020.00
9	4" SANITARY SEWER SERVICE	LIN FT	$26.00	215	$5,590.00		$5,590.00
10	SANITARY GRINDER PUMP	EACH	$15,000.00	1	$15,000.00		$15,000.00
11	LOAM TOPSOIL BORROW	CU YD	$20.00	22	$220.00	$220.00	$440.00
12	SOD	SQ YD	$6.00	389	$1,166.67	$1,166.67	$2,333.33
			CONSTRUCTION SUBTOTAL		**$27,377.11**	**$13,136.11**	**$40,513.22**
			10% CONTINGENCY		**$2,737.71**	**$1,313.61**	**$4,051.32**
			ESTIMATED CONSTRUCTION COST		**$30,100.00**	**$14,400.00**	**$44,600.00**
			ENGINEERING & ADMINISTRATION		**$5,575.00**	**$5,575.00**	**$11,150.00**
			ESTIMATED PRIVATE PROJECT COST		**$35,675.00**	**$19,975.00**	**$55,750.00**
			TOTAL PARCEL COST		**$54,884.00**	**$37,784.00**	**$92,668.00**

ENGINEER'S ESTIMATE
ISANTI FEASIBILITY REPORT
ANNEXED SERVICE INTALLATION
BMI PROJECT NO. R13.118565
4/8/2019

2) address 602 Heritage Blvd NE

ITEM NO.	INSIDE R.O.W ITEM	UNIT	UNIT PRICE	16.029.2310 QUANTITY	SANITARY SERVICE	WATER SERVICE	SUBTOTAL
1	MOBILIZATION	LUMP SUM	$13,000.00	0.05	$325.00	$325.00	$650.00
2	CLEAR AND GRUB	TREE	$500.00	0	$0.00	$0.00	$0.00
3	REPLACE CURB & GUTTER	LIN FT	$30.00	40	$600.00	$600.00	$1,200.00
4	BITUMINOUS PATCH (STREET)	SQ YD	$40.00	84	$1,680.00	$1,680.00	$3,360.00
5	BITUMINOUS PATCH (TRAIL)	SY	$30.00	0	$0.00	$0.00	$0.00
8	1" CORPORATION STOP	EACH	$250.00	1		$250.00	$250.00
9	1" COPPER WATER SERVICE	LIN FT	$28.00	33		$924.00	$924.00
10	1" CURB STOP & BOX	EACH	$250.00	1		$250.00	$250.00
11	4" SANITARY SEWER SERVICE	LIN FT	$26.00	33	$858.00		$858.00
12	SEWER SERVICE WYE	EACH	$300.00	1	$300.00		$300.00
13	TRAFFIC CONTROL	LUMP SUM	$10,000.00	0	$0.00	$0.00	$0.00
14	SALVAGE AND REINSTALL SIGN	EACH	$200.00	1	$200.00		$200.00
15	STORM DRAIN INLET PROTECTION	EACH	$200.00	0	$0.00	$0.00	$0.00
16	SILT FENCE, TYPE MS	LIN FT	$3.00	50	$75.00	$75.00	$150.00
17	LOAM TOPSOIL BORROW	CU YD	$20.00	0	$0.00	$0.00	$0.00
18	SOD	SQ YD	$6.00	63	$189.00	$189.00	$378.00
19	CROSSWALK EPOXY	SQ FT	$10.00	0	$0.00	$0.00	$0.00
			CONSTRUCTION SUBTOTAL		**$4,227.00**	**$4,293.00**	**$8,520.00**
			10% CONTINGENCY		**$422.70**	**$429.30**	**$852.00**
			ESTIMATED CONSTRUCTION COST		**$4,600.00**	**$4,700.00**	**$9,400.00**
			ENGINEERING & ADMINISTRATION		**$1,175.00**	**$1,175.00**	**$2,350.00**
			MATERIAL TESTING		**$47.00**	**$47.00**	**$94.00**
			ESTIMATED IN ROW PROJECT COST		**$5,822.00**	**$5,922.00**	**$11,844.00**

ITEM NO.	PRIVATE (OUTSIDE ROW) ITEM	UNIT	UNIT PRICE	16.029.2310 QUANTITY	SANITARY SERVICE	WATER SERVICE	SUBTOTAL
1	MOBILIZATION	LUMP SUM	$12,000.00	0.11	$660.00	$660.00	$1,320.00
2	PERMIT	EACH	$86.00	2	$86.00	$86.00	$172.00
3	WATER METER	EACH	$329.00	1		$329.00	$329.00
4	CLEAR AND GRUB	TREE	$500.00	6	$1,500.00	$1,500.00	$3,000.00
5	REPLACE CURB & GUTTER	LIN FT	$28.00	0	$0.00	$0.00	$0.00
6	BITUMINOUS PATCH (STREET)	SQ YD	$28.00	0	$0.00	$0.00	$0.00
7	TRENCHLESS WATER SERVICE	LIN FT	$40.00	0		$0.00	$0.00
8	1" COPPER WATER SERVICE	LIN FT	$28.00	226		$6,328.00	$6,328.00
9	4" SANITARY SEWER SERVICE	LIN FT	$26.00	226	$5,876.00		$5,876.00
10	SANITARY GRINDER PUMP	EACH	$15,000.00				
11	LOAM TOPSOIL BORROW	CU YD	$20.00	55	$550.00	$550.00	$1,100.00
12	SOD	SQ YD	$6.00	1,000	$3,000.00	$3,000.00	$6,000.00
			CONSTRUCTION SUBTOTAL		**$11,672.00**	**$12,453.00**	**$24,125.00**
			10% CONTINGENCY		**$1,167.20**	**$1,245.30**	**$2,412.50**
			ESTIMATED CONSTRUCTION COST		**$12,800.00**	**$13,700.00**	**$26,500.00**
			ENGINEERING & ADMINISTRATION		**$3,312.50**	**$3,312.50**	**$6,625.00**
			ESTIMATED PRIVATE PROJECT COST		**$16,112.50**	**$17,012.50**	**$33,125.00**
			TOTAL PARCEL COST		**$21,934.50**	**$22,934.50**	**$44,969.00**

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3) address 323 Palomino Road SE

ITEM NO.	INSIDE R.O.W ITEM	UNIT	UNIT PRICE	16.032.1200 QUANTITY	16.032.1200 SANITARY SERVICE
1	MOBILIZATION	LUMP SUM	$13,000.00	0.09	$1,170.00
2	CLEAR AND GRUB	TREE	$500.00	0	$0.00
3	REPLACE CURB & GUTTER	LIN FT	$30.00	60	$1,800.00
4	BITUMINOUS PATCH (STREET)	SQ YD	$40.00	250	$10,000.00
5	BITUMINOUS PATCH (TRAIL)	SY	$30.00	0	$0.00
8	1" CORPORATION STOP	EACH	$250.00	0	$0.00
9	1" COPPER WATER SERVICE	LIN FT	$28.00	0	$0.00
10	1" CURB STOP & BOX	EACH	$250.00	0	$0.00
11	4" SANITARY SEWER SERVICE	LIN FT	$26.00	75	$1,950.00
12	SEWER SERVICE WYE	EACH	$300.00	1	$300.00
13	TRAFFIC CONTROL	LUMP SUM	$10,000.00	0.05	$500.00
14	SALVAGE AND REINSTALL SIGN	EACH	$200.00	0	$0.00
15	STORM DRAIN INLET PROTECTION	EACH	$200.00	0	$0.00
16	SILT FENCE, TYPE MS	LIN FT	$3.00	0	$0.00
17	LOAM TOPSOIL BORROW	CU YD	$20.00	14	$280.00
18	SOD	SQ YD	$6.00	250	$1,500.00
19	CROSSWALK EPOXY	SQ FT	$10.00	0	$0.00
			CONSTRUCTION SUBTOTAL		**$17,500.00**
			10% CONTINGENCY		**$1,750.00**
			ESTIMATED CONSTRUCTION COST		**$19,300.00**
			ENGINEERING & ADMINISTRATION		**$4,825.00**
			MATERIAL TESTING		**$193.00**
			ESTIMATED IN ROW PROJECT COST		**$24,318.00**

ITEM NO.	PRIVATE (OUTSIDE ROW) ITEM	UNIT	UNIT PRICE	16.032.1200 QUANTITY	16.032.1200 SANITARY SERVICE
1	MOBILIZATION	LUMP SUM	$12,000.00	0.00	$0.00
2	PERMIT	EACH	$86.00	0	$0.00
3	WATER METER	EACH	$329.00	0	$0.00
4	CLEAR AND GRUB	TREE	$500.00	0	$0.00
5	REPLACE CURB & GUTTER	LIN FT	$28.00	0	$0.00
6	BITUMINOUS PATCH (STREET)	SQ YD	$28.00	0	$0.00
7	TRENCHLESS WATER SERVICE	LIN FT	$40.00	0	$0.00
8	1" COPPER WATER SERVICE	LIN FT	$28.00	0	$0.00
9	4" SANITARY SEWER SERVICE	LIN FT	$26.00	0	$0.00
10	SANITARY GRINDER PUMP	EACH	$15,000.00		
11	LOAM TOPSOIL BORROW	CU YD	$20.00	0	$0.00
12	SOD	SQ YD	$6.00	0	$0.00
			CONSTRUCTION SUBTOTAL		**$0.00**
			10% CONTINGENCY		**$0.00**
			ESTIMATED CONSTRUCTION COST		**$0.00**
			ENGINEERING & ADMINISTRATION		**$0.00**
			ESTIMATED PRIVATE PROJECT COST		**$0.00**
			TOTAL PARCEL COST		**$24,318.00**

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4) address 313 Palomino Road SE

ITEM NO.	INSIDE R.O.W ITEM	UNIT	UNIT PRICE	16.032.3100 QUANTITY	SANITARY SERVICE	WATER SERVICE	SUBTOTAL
1	MOBILIZATION	LUMP SUM	$13,000.00	0.00	$0.00	$0.00	$0.00
2	CLEAR AND GRUB	TREE	$500.00	0	$0.00	$0.00	$0.00
3	REPLACE CURB & GUTTER	LIN FT	$30.00	0	$0.00	$0.00	$0.00
4	BITUMINOUS PATCH (STREET)	SQ YD	$40.00	0	$0.00	$0.00	$0.00
5	BITUMINOUS PATCH (TRAIL)	SY	$30.00	0	$0.00	$0.00	$0.00
8	1" CORPORATION STOP	EACH	$250.00	0		$0.00	$0.00
9	1" COPPER WATER SERVICE	LIN FT	$28.00	0		$0.00	$0.00
10	1" CURB STOP & BOX	EACH	$250.00	0		$0.00	$0.00
11	4" SANITARY SEWER SERVICE	LIN FT	$26.00	0	$0.00		$0.00
12	SEWER SERVICE WYE	EACH	$300.00	0	$0.00		$0.00
13	TRAFFIC CONTROL	LUMP SUM	$10,000.00	0	$0.00	$0.00	$0.00
14	SALVAGE AND REINSTALL SIGN	EACH	$200.00	0	$0.00		$0.00
15	STORM DRAIN INLET PROTECTION	EACH	$200.00	0	$0.00	$0.00	$0.00
16	SILT FENCE, TYPE MS	LIN FT	$3.00	0	$0.00	$0.00	$0.00
17	LOAM TOPSOIL BORROW	CU YD	$20.00	0	$0.00	$0.00	$0.00
18	SOD	SQ YD	$6.00	0	$0.00	$0.00	$0.00
19	CROSSWALK EPOXY	SQ FT	$10.00	0	$0.00	$0.00	$0.00
			CONSTRUCTION SUBTOTAL		**$0.00**	**$0.00**	**$0.00**
			10% CONTINGENCY		**$0.00**	**$0.00**	**$0.00**
			ESTIMATED CONSTRUCTION COST		**$0.00**	**$0.00**	**$0.00**
			ENGINEERING & ADMINISTRATION		**$0.00**	**$0.00**	**$0.00**
			MATERIAL TESTING		**$0.00**	**$0.00**	**$0.00**
			ESTIMATED IN ROW PROJECT COST		**$0.00**	**$0.00**	**$0.00**

ITEM NO.	PRIVATE (OUTSIDE ROW) ITEM	UNIT	UNIT PRICE	16.032.3100 QUANTITY	SANITARY SERVICE	WATER SERVICE	SUBTOTAL
1	MOBILIZATION	LUMP SUM	$12,000.00	0.05	$300.00	$300.00	$600.00
2	PERMIT	EACH	$86.00	2	$86.00	$86.00	$172.00
3	WATER METER	EACH	$329.00	1		$329.00	$329.00
4	CLEAR AND GRUB	TREE	$500.00	4	$1,000.00	$1,000.00	$2,000.00
5	REPLACE CURB & GUTTER	LIN FT	$28.00	0	$0.00	$0.00	$0.00
6	BITUMINOUS PATCH (STREET)	SQ YD	$28.00	0	$0.00	$0.00	$0.00
7	TRENCHLESS WATER SERVICE	LIN FT	$40.00	0		$0.00	$0.00
8	1" COPPER WATER SERVICE	LIN FT	$28.00	75		$2,100.00	$2,100.00
9	4" SANITARY SEWER SERVICE	LIN FT	$26.00	80	$2,080.00		$2,080.00
10	SANITARY GRINDER PUMP	EACH	$15,000.00				
11	LOAM TOPSOIL BORROW	CU YD	$20.00	0	$0.00	$0.00	$0.00
12	SOD	SQ YD	$6.00	355	$1,065.00	$1,065.00	$2,130.00
			CONSTRUCTION SUBTOTAL		**$4,531.00**	**$4,880.00**	**$9,411.00**
			10% CONTINGENCY		**$453.10**	**$488.00**	**$941.10**
			ESTIMATED CONSTRUCTION COST		**$5,000.00**	**$5,400.00**	**$10,400.00**
			ENGINEERING & ADMINISTRATION		**$1,300.00**	**$1,300.00**	**$2,600.00**
			ESTIMATED PRIVATE PROJECT COST		**$6,300.00**	**$6,700.00**	**$13,000.00**
			TOTAL PARCEL COST		**$6,300.00**	**$6,700.00**	**$13,000.00**

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5) address 323 Palomino Road SE

ITEM NO.	INSIDE R.O.W ITEM	UNIT	UNIT PRICE	16.032.1700 QUANTITY	SANITARY SERVICE	WATER SERVICE	SUBTOTAL
1	MOBILIZATION	LUMP SUM	$13,000.00	0.08	$520.00	$520.00	$1,040.00
2	CLEAR AND GRUB	TREE	$500.00	0	$0.00	$0.00	$0.00
3	REPLACE CURB & GUTTER	LIN FT	$30.00	40	$600.00	$600.00	$1,200.00
4	BITUMINOUS PATCH (STREET)	SQ YD	$40.00	238	$4,755.56	$4,755.56	$9,511.11
5	BITUMINOUS PATCH (TRAIL)	SY	$30.00	0	$0.00	$0.00	$0.00
8	1" CORPORATION STOP	EACH	$250.00	1		$250.00	$250.00
9	1" COPPER WATER SERVICE	LIN FT	$28.00	10		$280.00	$280.00
10	1" CURB STOP & BOX	EACH	$250.00	1		$250.00	$250.00
11	4" SANITARY SEWER SERVICE	LIN FT	$26.00	75	$1,950.00		$1,950.00
12	SEWER SERVICE WYE	EACH	$300.00	1	$300.00		$300.00
13	TRAFFIC CONTROL	LUMP SUM	$10,000.00	0.05	$250.00	$250.00	$500.00
14	SALVAGE AND REINSTALL SIGN	EACH	$200.00	0	$0.00		$0.00
15	STORM DRAIN INLET PROTECTION	EACH	$200.00	0	$0.00	$0.00	$0.00
16	SILT FENCE, TYPE MS	LIN FT	$3.00	0	$0.00	$0.00	$0.00
17	LOAM TOPSOIL BORROW	CU YD	$20.00	3	$30.00	$30.00	$60.00
18	SOD	SQ YD	$6.00	44	$132.00	$132.00	$264.00
19	CROSSWALK EPOXY	SQ FT	$10.00	0	$0.00	$0.00	$0.00
			CONSTRUCTION SUBTOTAL		**$8,537.56**	**$7,067.56**	**$15,605.11**
			10% CONTINGENCY		**$853.76**	**$706.76**	**$1,560.51**
			ESTIMATED CONSTRUCTION COST		**$9,400.00**	**$7,800.00**	**$17,200.00**
			ENGINEERING & ADMINISTRATION		**$2,150.00**	**$2,150.00**	**$4,300.00**
			MATERIAL TESTING		**$86.00**	**$86.00**	**$172.00**
			ESTIMATED IN ROW PROJECT COST		**$11,636.00**	**$10,036.00**	**$21,672.00**

ITEM NO.	PRIVATE (OUTSIDE ROW) ITEM	UNIT	UNIT PRICE	16.032.1700 QUANTITY	SANITARY SERVICE	WATER SERVICE	SUBTOTAL
1	MOBILIZATION	LUMP SUM	$12,000.00	0.08	$480.00	$480.00	$960.00
2	PERMIT	EACH	$86.00	2	$86.00	$86.00	$172.00
3	WATER METER	EACH	$329.00	1		$329.00	$329.00
4	CLEAR AND GRUB	TREE	$500.00	4	$1,000.00	$1,000.00	$2,000.00
5	REPLACE CURB & GUTTER	LIN FT	$28.00	0	$0.00	$0.00	$0.00
6	BITUMINOUS PATCH (STREET)	SQ YD	$28.00	0	$0.00	$0.00	$0.00
7	TRENCHLESS WATER SERVICE	LIN FT	$40.00	0		$0.00	$0.00
8	1" COPPER WATER SERVICE	LIN FT	$28.00	140		$3,920.00	$3,920.00
9	4" SANITARY SEWER SERVICE	LIN FT	$26.00	150	$3,900.00		$3,900.00
10	SANITARY GRINDER PUMP	EACH	$15,000.00				
11	LOAM TOPSOIL BORROW	CU YD	$20.00	37	$370.00	$370.00	$740.00
12	SOD	SQ YD	$6.00	666	$1,998.00	$1,998.00	$3,996.00
			CONSTRUCTION SUBTOTAL		**$7,834.00**	**$8,183.00**	**$16,017.00**
			10% CONTINGENCY		**$783.40**	**$818.30**	**$1,601.70**
			ESTIMATED CONSTRUCTION COST		**$8,600.00**	**$9,000.00**	**$17,600.00**
			ENGINEERING & ADMINISTRATION		**$2,200.00**	**$2,200.00**	**$4,400.00**
			ESTIMATED PRIVATE PROJECT COST		**$10,800.00**	**$11,200.00**	**$22,000.00**
			TOTAL PARCEL COST		**$22,436.00**	**$21,236.00**	**$43,672.00**

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6) address 1011 Tyler Ave SE

ITEM NO.	INSIDE R.O.W ITEM	UNIT	UNIT PRICE	16.031.3500 QUANTITY	16.031.3500 WATER SERVICE
1	MOBILIZATION	LUMP SUM	$13,000.00	0.12	$1,560.00
2	CLEAR AND GRUB	TREE	$500.00	1	$500.00
3	REPLACE CURB & GUTTER	LIN FT	$30.00	30	$900.00
4	BITUMINOUS PATCH (STREET)	SQ YD	$40.00	0	$0.00
5	BITUMINOUS PATCH (TRAIL)	SY	$30.00	33	$990.00
8	1" CORPORATION STOP	EACH	$250.00	1	$250.00
9	1" COPPER WATER SERVICE	LIN FT	$28.00	20	$560.00
10	1" CURB STOP & BOX	EACH	$250.00	1	$250.00
11	4" SANITARY SEWER SERVICE	LIN FT	$26.00	0	$0.00
12	SEWER SERVICE WYE	EACH	$300.00	0	$0.00
13	TRAFFIC CONTROL	LUMP SUM	$10,000.00	0.05	$500.00
14	SALVAGE AND REINSTALL SIGN	EACH	$200.00	0	$0.00
15	STORM DRAIN INLET PROTECTION	EACH	$200.00	2	$400.00
16	SILT FENCE, TYPE MS	LIN FT	$3.00	250	$750.00
17	LOAM TOPSOIL BORROW	CU YD	$20.00	2	$40.00
18	SOD	SQ YD	$6.00	33	$198.00
19	CROSSWALK EPOXY	SQ FT	$10.00	0	$0.00
				CONSTRUCTION SUBTOTAL	**$6,898.00**
				10% CONTINGENCY	**$689.80**
				ESTIMATED CONSTRUCTION COST	**$7,600.00**
				ENGINEERING & ADMINISTRATION	**$1,900.00**
				MATERIAL TESTING	**$76.00**
				ESTIMATED IN ROW PROJECT COST	**$9,576.00**

ITEM NO.	PRIVATE (OUTSIDE ROW) ITEM	UNIT	UNIT PRICE	16.031.3500 QUANTITY	16.031.3500 WATER SERVICE
1	MOBILIZATION	LUMP SUM	$12,000.00	0.11	$1,320.00
2	PERMIT	EACH	$86.00	1	$86.00
3	WATER METER	EACH	$329.00	1	$329.00
4	CLEAR AND GRUB	TREE	$500.00	0	$0.00
5	REPLACE CURB & GUTTER	LIN FT	$28.00	0	$0.00
6	BITUMINOUS PATCH (STREET)	SQ YD	$28.00	0	$0.00
7	TRENCHLESS WATER SERVICE	LIN FT	$40.00	550	$22,000.00
8	1" COPPER WATER SERVICE	LIN FT	$28.00	0	$0.00
9	4" SANITARY SEWER SERVICE	LIN FT	$26.00	0	$0.00
10	SANITARY GRINDER PUMP	EACH	$15,000.00		
11	LOAM TOPSOIL BORROW	CU YD	$20.00	2	$40.00
12	SOD	SQ YD	$6.00	33	$198.00
				CONSTRUCTION SUBTOTAL	**$23,973.00**
				10% CONTINGENCY	**$2,397.30**
				ESTIMATED CONSTRUCTION COST	**$26,400.00**
				ENGINEERING & ADMINISTRATION	**$6,600.00**
				ESTIMATED PRIVATE PROJECT COST	**$33,000.00**
				TOTAL PARCEL COST	**$42,576.00**

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7) address 1014 Tyler Ave SE

ITEM NO.	INSIDE R.O.W ITEM	UNIT	UNIT PRICE	16.031.3700 QUANTITY	16.031.3700 WATER SERVICE
1	MOBILIZATION	LUMP SUM	$13,000.00	0.04	$520.00
2	CLEAR AND GRUB	TREE	$500.00	1	$500.00
3	REPLACE CURB & GUTTER	LIN FT	$30.00	30	$900.00
4	BITUMINOUS PATCH (STREET)	SQ YD	$40.00	0	$0.00
5	BITUMINOUS PATCH (TRAIL)	SY	$30.00	33	$990.00
8	1" CORPORATION STOP	EACH	$250.00	1	$250.00
9	1" COPPER WATER SERVICE	LIN FT	$28.00	20	$560.00
10	1" CURB STOP & BOX	EACH	$250.00	1	$250.00
11	4" SANITARY SEWER SERVICE	LIN FT	$26.00	0	$0.00
12	SEWER SERVICE WYE	EACH	$300.00	0	$0.00
13	TRAFFIC CONTROL	LUMP SUM	$10,000.00	0.05	$500.00
14	SALVAGE AND REINSTALL SIGN	EACH	$200.00	0	$0.00
15	STORM DRAIN INLET PROTECTION	EACH	$200.00	0	$0.00
16	SILT FENCE, TYPE MS	LIN FT	$3.00	0	$0.00
17	LOAM TOPSOIL BORROW	CU YD	$20.00	22	$440.00
18	SOD	SQ YD	$6.00	400	$2,400.00
19	CROSSWALK EPOXY	SQ FT	$10.00	0	$0.00
				CONSTRUCTION SUBTOTAL	**$7,310.00**
				10% CONTINGENCY	**$731.00**
				ESTIMATED CONSTRUCTION COST	**$8,000.00**
				ENGINEERING & ADMINISTRATION	**$2,000.00**
				MATERIAL TESTING	**$80.00**
				ESTIMATED IN ROW PROJECT COST	**$10,080.00**

ITEM NO.	PRIVATE (OUTSIDE ROW) ITEM	UNIT	UNIT PRICE	16.031.3700 QUANTITY	16.031.3700 WATER SERVICE
1	MOBILIZATION	LUMP SUM	$12,000.00	0.04	$480.00
2	PERMIT	EACH	$86.00	1	$86.00
3	WATER METER	EACH	$329.00	1	$329.00
4	CLEAR AND GRUB	TREE	$500.00	1	$500.00
5	REPLACE CURB & GUTTER	LIN FT	$28.00	0	$0.00
6	BITUMINOUS PATCH (STREET)	SQ YD	$28.00	0	$0.00
7	TRENCHLESS WATER SERVICE	LIN FT	$40.00	0	$0.00
8	1" COPPER WATER SERVICE	LIN FT	$28.00	120	$3,360.00
9	4" SANITARY SEWER SERVICE	LIN FT	$26.00	0	$0.00
10	SANITARY GRINDER PUMP	EACH	$15,000.00		
11	LOAM TOPSOIL BORROW	CU YD	$20.00	20	$400.00
12	SOD	SQ YD	$6.00	373	$2,238.00
				CONSTRUCTION SUBTOTAL	**$7,393.00**
				10% CONTINGENCY	**$739.30**
				ESTIMATED CONSTRUCTION COST	**$8,100.00**
				ENGINEERING & ADMINISTRATION	**$2,025.00**
				ESTIMATED PRIVATE PROJECT COST	**$10,125.00**
				TOTAL PARCEL COST	**$20,205.00**

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ISANTI FEASIBILITY REPORT
ANNEXED SERVICE INTALLATION
BMI PROJECT NO. R13.118565
4/8/2019

8) address 1010 Tyler Ave SE

ITEM NO.	INSIDE R.O.W ITEM	UNIT	UNIT PRICE	16.031.3501 QUANTITY	16.031.3501 WATER SERVICE
1	MOBILIZATION	LUMP SUM	$13,000.00	0.03	$390.00
2	CLEAR AND GRUB	TREE	$500.00	0	$0.00
3	REPLACE CURB & GUTTER	LIN FT	$30.00	30	$900.00
4	BITUMINOUS PATCH (STREET)	SQ YD	$40.00	0	$0.00
5	BITUMINOUS PATCH (TRAIL)	SY	$30.00	33	$990.00
8	1" CORPORATION STOP	EACH	$250.00	1	$250.00
9	1" COPPER WATER SERVICE	LIN FT	$28.00	20	$560.00
10	1" CURB STOP & BOX	EACH	$250.00	1	$250.00
11	4" SANITARY SEWER SERVICE	LIN FT	$26.00	0	$0.00
12	SEWER SERVICE WYE	EACH	$300.00	0	$0.00
13	TRAFFIC CONTROL	LUMP SUM	$10,000.00	0.05	$500.00
14	SALVAGE AND REINSTALL SIGN	EACH	$200.00	0	$0.00
15	STORM DRAIN INLET PROTECTION	EACH	$200.00	0	$0.00
16	SILT FENCE, TYPE MS	LIN FT	$3.00	0	$0.00
17	LOAM TOPSOIL BORROW	CU YD	$20.00	4	$80.00
18	SOD	SQ YD	$6.00	66	$396.00
19	CROSSWALK EPOXY	SQ FT	$10.00	0	$0.00
			CONSTRUCTION SUBTOTAL		**$4,316.00**
			10% CONTINGENCY		**$431.60**
			ESTIMATED CONSTRUCTION COST		**$4,700.00**
			ENGINEERING & ADMINISTRATION		**$1,175.00**
			MATERIAL TESTING		**$47.00**
			ESTIMATED IN ROW PROJECT COST		**$5,922.00**

ITEM NO.	PRIVATE (OUTSIDE ROW) ITEM	UNIT	UNIT PRICE	16.031.3501 QUANTITY	16.031.3501 WATER SERVICE
1	MOBILIZATION	LUMP SUM	$12,000.00	0.04	$480.00
2	PERMIT	EACH	$86.00	1	$86.00
3	WATER METER	EACH	$329.00	1	$329.00
4	CLEAR AND GRUB	TREE	$500.00	1	$500.00
5	REPLACE CURB & GUTTER	LIN FT	$28.00	0	$0.00
6	BITUMINOUS PATCH (STREET)	SQ YD	$28.00	0	$0.00
7	TRENCHLESS WATER SERVICE	LIN FT	$40.00	0	$0.00
8	1" COPPER WATER SERVICE	LIN FT	$28.00	150	$4,200.00
9	4" SANITARY SEWER SERVICE	LIN FT	$26.00	0	$0.00
10	SANITARY GRINDER PUMP	EACH	$15,000.00		
11	LOAM TOPSOIL BORROW	CU YD	$20.00	27	$540.00
12	SOD	SQ YD	$6.00	500	$3,000.00
			CONSTRUCTION SUBTOTAL		**$9,135.00**
			10% CONTINGENCY		**$913.50**
			ESTIMATED CONSTRUCTION COST		**$10,000.00**
			ENGINEERING & ADMINISTRATION		**$2,500.00**
			ESTIMATED PRIVATE PROJECT COST		**$12,500.00**
			TOTAL PARCEL COST		**$18,422.00**

ENGINEER'S ESTIMATE
ISANTI FEASIBILITY REPORT
ANNEXED SERVICE INTALLATION
BMI PROJECT NO. R13.118565
4/8/2019

9) address 110 South Passage SE

ITEM NO.	INSIDE R.O.W ITEM	UNIT	UNIT PRICE	16.031.3600 QUANTITY	16.031.3600 WATER SERVICE
1	MOBILIZATION	LUMP SUM	$13,000.00	0.03	$325.00
2	CLEAR AND GRUB	TREE	$500.00	0	$0.00
3	REPLACE CURB & GUTTER	LIN FT	$30.00	30	$900.00
4	BITUMINOUS PATCH (STREET)	SQ YD	$40.00	0	$0.00
5	BITUMINOUS PATCH (TRAIL)	SY	$30.00	33	$990.00
8	1" CORPORATION STOP	EACH	$250.00	1	$250.00
9	1" COPPER WATER SERVICE	LIN FT	$28.00	20	$560.00
10	1" CURB STOP & BOX	EACH	$250.00	1	$250.00
11	4" SANITARY SEWER SERVICE	LIN FT	$26.00	0	$0.00
12	SEWER SERVICE WYE	EACH	$300.00	0	$0.00
13	TRAFFIC CONTROL	LUMP SUM	$10,000.00	0.05	$500.00
14	SALVAGE AND REINSTALL SIGN	EACH	$200.00	0	$0.00
15	STORM DRAIN INLET PROTECTION	EACH	$200.00	0	$0.00
16	SILT FENCE, TYPE MS	LIN FT	$3.00	0	$0.00
17	LOAM TOPSOIL BORROW	CU YD	$20.00	2	$40.00
18	SOD	SQ YD	$6.00	33	$198.00
19	CROSSWALK EPOXY	SQ FT	$10.00	0	$0.00
			CONSTRUCTION SUBTOTAL		**$4,013.00**
			10% CONTINGENCY		**$401.30**
			ESTIMATED CONSTRUCTION COST		**$4,400.00**
			ENGINEERING & ADMINISTRATION		**$1,100.00**
			MATERIAL TESTING		**$44.00**
			ESTIMATED IN ROW PROJECT COST		**$5,544.00**

ITEM NO.	PRIVATE (OUTSIDE ROW) ITEM	UNIT	UNIT PRICE	16.031.3600 QUANTITY	16.031.3600 WATER SERVICE
1	MOBILIZATION	LUMP SUM	$12,000.00	0.03	$360.00
2	PERMIT	EACH	$86.00	1	$86.00
3	WATER METER	EACH	$329.00	1	$329.00
4	CLEAR AND GRUB	TREE	$500.00	1	$500.00
5	REPLACE CURB & GUTTER	LIN FT	$28.00	0	$0.00
6	BITUMINOUS PATCH (STREET)	SQ YD	$28.00	0	$0.00
7	TRENCHLESS WATER SERVICE	LIN FT	$40.00	0	$0.00
8	1" COPPER WATER SERVICE	LIN FT	$28.00	100	$2,800.00
9	4" SANITARY SEWER SERVICE	LIN FT	$26.00	0	$0.00
10	SANITARY GRINDER PUMP	EACH	$15,000.00		
11	LOAM TOPSOIL BORROW	CU YD	$20.00	19	$380.00
12	SOD	SQ YD	$6.00	333	$1,998.00
			CONSTRUCTION SUBTOTAL		**$6,453.00**
			10% CONTINGENCY		**$645.30**
			ESTIMATED CONSTRUCTION COST		**$7,100.00**
			ENGINEERING & ADMINISTRATION		**$1,775.00**
			ESTIMATED PRIVATE PROJECT COST		**$8,875.00**
			TOTAL PARCEL COST		**$14,419.00**

ENGINEER'S ESTIMATE
ISANTI FEASIBILITY REPORT
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BMI PROJECT NO. R13.118565
4/8/2019

10) address 1115 Tyler Ave SE

ITEM NO.	INSIDE R.O.W ITEM	UNIT	UNIT PRICE	16.031.4000 QUANTITY	SANITARY SERVICE	WATER SERVICE	SUBTOTAL
1	MOBILIZATION	LUMP SUM	$13,000.00	0.07	$455.00	$455.00	$910.00
2	CLEAR AND GRUB	TREE	$500.00	0	$0.00	$0.00	$0.00
3	REPLACE CURB & GUTTER	LIN FT	$30.00	60	$900.00	$900.00	$1,800.00
4	BITUMINOUS PATCH (STREET)	SQ YD	$40.00	106	$2,120.00	$2,120.00	$4,240.00
5	BITUMINOUS PATCH (TRAIL)	SY	$30.00	66	$990.00	$990.00	$1,980.00
8	1" CORPORATION STOP	EACH	$250.00	1		$250.00	$250.00
9	1" COPPER WATER SERVICE	LIN FT	$28.00	20		$560.00	$560.00
10	1" CURB STOP & BOX	EACH	$250.00	1		$250.00	$250.00
11	4" SANITARY SEWER SERVICE	LIN FT	$26.00	83	$2,158.00		$2,158.00
12	SEWER SERVICE WYE	EACH	$300.00	1	$300.00		$300.00
13	TRAFFIC CONTROL	LUMP SUM	$10,000.00	0.05	$250.00	$250.00	$500.00
14	SALVAGE AND REINSTALL SIGN	EACH	$200.00	0	$0.00		$0.00
15	STORM DRAIN INLET PROTECTION	EACH	$200.00	2	$200.00	$200.00	$400.00
16	SILT FENCE, TYPE MS	LIN FT	$3.00	0	$0.00	$0.00	$0.00
17	LOAM TOPSOIL BORROW	CU YD	$20.00	4	$40.00	$40.00	$80.00
18	SOD	SQ YD	$6.00	66	$198.00	$198.00	$396.00
19	CROSSWALK EPOXY	SQ FT	$10.00	0	$0.00	$0.00	$0.00
			CONSTRUCTION SUBTOTAL		**$7,611.00**	**$6,213.00**	**$13,824.00**
			10% CONTINGENCY		**$761.10**	**$621.30**	**$1,382.40**
			ESTIMATED CONSTRUCTION COST		**$8,400.00**	**$6,800.00**	**$15,200.00**
			ENGINEERING & ADMINISTRATION		**$1,900.00**	**$1,900.00**	**$3,800.00**
			MATERIAL TESTING		**$76.00**	**$76.00**	**$152.00**
			ESTIMATED IN ROW PROJECT COST		**$10,376.00**	**$8,776.00**	**$19,152.00**

ITEM NO.	PRIVATE (OUTSIDE ROW) ITEM	UNIT	UNIT PRICE	16.031.4000 QUANTITY	SANITARY SERVICE	WATER SERVICE	SUBTOTAL
1	MOBILIZATION	LUMP SUM	$12,000.00	0.05	$300.00	$300.00	$600.00
2	PERMIT	EACH	$86.00	2	$86.00	$86.00	$172.00
3	WATER METER	EACH	$329.00	1		$329.00	$329.00
4	CLEAR AND GRUB	TREE	$500.00	0	$0.00	$0.00	$0.00
5	REPLACE CURB & GUTTER	LIN FT	$28.00	0	$0.00	$0.00	$0.00
6	BITUMINOUS PATCH (STREET)	SQ YD	$28.00	0	$0.00	$0.00	$0.00
7	TRENCHLESS WATER SERVICE	LIN FT	$40.00	0		$0.00	$0.00
8	1" COPPER WATER SERVICE	LIN FT	$28.00	63		$1,764.00	$1,764.00
9	4" SANITARY SEWER SERVICE	LIN FT	$26.00	146	$3,796.00		$3,796.00
10	SANITARY GRINDER PUMP	EACH	$15,000.00				
11	LOAM TOPSOIL BORROW	CU YD	$20.00	22	$220.00	$220.00	$440.00
12	SOD	SQ YD	$6.00	400	$1,200.00	$1,200.00	$2,400.00
			CONSTRUCTION SUBTOTAL		**$5,602.00**	**$3,899.00**	**$9,501.00**
			10% CONTINGENCY		**$560.20**	**$389.90**	**$950.10**
			ESTIMATED CONSTRUCTION COST		**$6,200.00**	**$4,300.00**	**$10,500.00**
			ENGINEERING & ADMINISTRATION		**$1,312.50**	**$1,312.50**	**$2,625.00**
			ESTIMATED PRIVATE PROJECT COST		**$7,512.50**	**$5,612.50**	**$13,125.00**
			TOTAL PARCEL COST		**$17,888.50**	**$14,388.50**	**$32,277.00**

ENGINEER'S ESTIMATE
ISANTI FEASIBILITY REPORT
ANNEXED SERVICE INTALLATION
BMI PROJECT NO. R13.118565
4/8/2019

11) address 1206 4th AVE SW

ITEM NO.	INSIDE R.O.W ITEM	UNIT	UNIT PRICE	16.031.1210 QUANTITY	16.031.1210 WATER SERVICE
1	MOBILIZATION	LUMP SUM	$13,000.00	0.05	$608.40
2	CLEAR AND GRUB	TREE	$500.00	0	$0.00
3	REPLACE CURB & GUTTER	LIN FT	$30.00	0	$0.00
4	BITUMINOUS PATCH (STREET)	SQ YD	$40.00	106	$4,240.00
5	BITUMINOUS PATCH (TRAIL)	SY	$30.00	33	$990.00
8	1" CORPORATION STOP	EACH	$250.00	1	$250.00
9	1" COPPER WATER SERVICE	LIN FT	$28.00	50	$1,400.00
10	1" CURB STOP & BOX	EACH	$250.00	1	$250.00
11	4" SANITARY SEWER SERVICE	LIN FT	$26.00	0	$0.00
12	SEWER SERVICE WYE	EACH	$300.00	0	$0.00
13	TRAFFIC CONTROL	LUMP SUM	$10,000.00	0.05	$500.00
14	SALVAGE AND REINSTALL SIGN	EACH	$200.00	0	$0.00
15	STORM DRAIN INLET PROTECTION	EACH	$200.00	0	$0.00
16	SILT FENCE, TYPE MS	LIN FT	$3.00	0	$0.00
17	LOAM TOPSOIL BORROW	CU YD	$20.00	4	$80.00
18	SOD	SQ YD	$6.00	66	$396.00
19	CROSSWALK EPOXY	SQ FT	$10.00	0	$0.00
				CONSTRUCTION SUBTOTAL	**$8,714.40**
				10% CONTINGENCY	**$871.44**
				ESTIMATED CONSTRUCTION COST	**$9,600.00**
				ENGINEERING & ADMINISTRATION	**$2,400.00**
				MATERIAL TESTING	**$96.00**
				ESTIMATED IN ROW PROJECT COST	**$12,096.00**

ITEM NO.	PRIVATE (OUTSIDE ROW) ITEM	UNIT	UNIT PRICE	16.031.1210 QUANTITY	16.031.1210 WATER SERVICE
1	MOBILIZATION	LUMP SUM	$12,000.00	0.04	$480.00
2	PERMIT	EACH	$86.00	1	$86.00
3	WATER METER	EACH	$329.00	1	$329.00
4	CLEAR AND GRUB	TREE	$500.00	1	$500.00
5	REPLACE CURB & GUTTER	LIN FT	$28.00	0	$0.00
6	BITUMINOUS PATCH (STREET)	SQ YD	$28.00	0	$0.00
7	TRENCHLESS WATER SERVICE	LIN FT	$40.00	0	$0.00
8	1" COPPER WATER SERVICE	LIN FT	$28.00	132	$3,696.00
9	4" SANITARY SEWER SERVICE	LIN FT	$26.00	0	$0.00
10	SANITARY GRINDER PUMP	EACH	$15,000.00		
11	LOAM TOPSOIL BORROW	CU YD	$20.00	24	$480.00
12	SOD	SQ YD	$6.00	440	$2,640.00
				CONSTRUCTION SUBTOTAL	**$8,211.00**
				10% CONTINGENCY	**$821.10**
				ESTIMATED CONSTRUCTION COST	**$9,000.00**
				ENGINEERING & ADMINISTRATION	**$2,250.00**
				ESTIMATED PRIVATE PROJECT COST	**$11,250.00**
				TOTAL PARCEL COST	**$23,346.00**

ENGINEER'S ESTIMATE
ISANTI FEASIBILITY REPORT
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BMI PROJECT NO. R13.118565
4/8/2019

12) address 1207 4th AVE SW

ITEM NO.	INSIDE R.O.W ITEM	UNIT	UNIT PRICE	16.031.1510 QUANTITY	SANITARY SERVICE	WATER SERVICE	SUBTOTAL
1	MOBILIZATION	LUMP SUM	$13,000.00	0.07	$455.00	$455.00	$910.00
2	CLEAR AND GRUB	TREE	$500.00	0	$0.00	$0.00	$0.00
3	REPLACE CURB & GUTTER	LIN FT	$30.00	0	$0.00	$0.00	$0.00
4	BITUMINOUS PATCH (STREET)	SQ YD	$40.00	200	$4,000.00	$4,000.00	$8,000.00
5	BITUMINOUS PATCH (TRAIL)	SY	$30.00	0	$0.00	$0.00	$0.00
8	1" CORPORATION STOP	EACH	$250.00	1		$250.00	$250.00
9	1" COPPER WATER SERVICE	LIN FT	$28.00	75		$2,100.00	$2,100.00
10	1" CURB STOP & BOX	EACH	$250.00	1		$250.00	$250.00
11	4" SANITARY SEWER SERVICE	LIN FT	$26.00	37	$962.00		$962.00
12	SEWER SERVICE WYE	EACH	$300.00	1	$300.00		$300.00
13	TRAFFIC CONTROL	LUMP SUM	$10,000.00	0.05	$250.00	$250.00	$500.00
14	SALVAGE AND REINSTALL SIGN	EACH	$200.00	0	$0.00		$0.00
15	STORM DRAIN INLET PROTECTION	EACH	$200.00	0	$0.00	$0.00	$0.00
16	SILT FENCE, TYPE MS	LIN FT	$3.00	0	$0.00	$0.00	$0.00
17	LOAM TOPSOIL BORROW	CU YD	$20.00	5	$50.00	$50.00	$100.00
18	SOD	SQ YD	$6.00	88	$264.00	$264.00	$528.00
19	CROSSWALK EPOXY	SQ FT	$10.00	0	$0.00	$0.00	$0.00
			CONSTRUCTION SUBTOTAL		**$6,281.00**	**$7,619.00**	**$13,900.00**
			10% CONTINGENCY		**$628.10**	**$761.90**	**$1,390.00**
			ESTIMATED CONSTRUCTION COST		**$6,900.00**	**$8,400.00**	**$15,300.00**
			ENGINEERING & ADMINISTRATION		**$1,912.50**	**$1,912.50**	**$3,825.00**
			MATERIAL TESTING		**$76.50**	**$76.50**	**$153.00**
			ESTIMATED IN ROW PROJECT COST		**$8,889.00**	**$10,389.00**	**$19,278.00**

ITEM NO.	PRIVATE (OUTSIDE ROW) ITEM	UNIT	UNIT PRICE	16.031.1510 QUANTITY	SANITARY SERVICE	WATER SERVICE	SUBTOTAL
1	MOBILIZATION	LUMP SUM	$12,000.00	0.08	$480.00	$480.00	$960.00
2	PERMIT	EACH	$86.00	2	$86.00	$86.00	$172.00
3	WATER METER	EACH	$329.00	1		$329.00	$329.00
4	CLEAR AND GRUB	TREE	$500.00	4	$1,000.00	$1,000.00	$2,000.00
5	REPLACE CURB & GUTTER	LIN FT	$28.00	0	$0.00	$0.00	$0.00
6	BITUMINOUS PATCH (STREET)	SQ YD	$28.00	0	$0.00	$0.00	$0.00
7	TRENCHLESS WATER SERVICE	LIN FT	$40.00	0		$0.00	$0.00
8	1" COPPER WATER SERVICE	LIN FT	$28.00	160		$4,480.00	$4,480.00
9	4" SANITARY SEWER SERVICE	LIN FT	$26.00	160	$4,160.00		$4,160.00
10	SANITARY GRINDER PUMP	EACH	$15,000.00	1	$15,000.00		$15,000.00
11	LOAM TOPSOIL BORROW	CU YD	$20.00	39	$390.00	$390.00	$780.00
12	SOD	SQ YD	$6.00	700	$2,100.00	$2,100.00	$4,200.00
			CONSTRUCTION SUBTOTAL		**$23,216.00**	**$8,865.00**	**$32,081.00**
			10% CONTINGENCY		**$2,321.60**	**$886.50**	**$3,208.10**
			ESTIMATED CONSTRUCTION COST		**$25,500.00**	**$9,800.00**	**$35,300.00**
			ENGINEERING & ADMINISTRATION		**$4,412.50**	**$4,412.50**	**$8,825.00**
			ESTIMATED PRIVATE PROJECT COST		**$29,912.50**	**$14,212.50**	**$44,125.00**
			TOTAL PARCEL COST		**$38,801.50**	**$24,601.50**	**$63,403.00**

ENGINEER'S ESTIMATE
ISANTI FEASIBILITY REPORT
ANNEXED SERVICE INTALLATION
BMI PROJECT NO. R13.118565
4/8/2019

13) address 503 South Passage SW

ITEM NO.	INSIDE R.O.W ITEM	UNIT	UNIT PRICE	16.031.0910 QUANTITY	16.031.0910 WATER SERVICE
1	MOBILIZATION	LUMP SUM	$13,000.00	0.05	$611.00
2	CLEAR AND GRUB	TREE	$500.00	0	$0.00
3	REPLACE CURB & GUTTER	LIN FT	$30.00	0	$0.00
4	BITUMINOUS PATCH (STREET)	SQ YD	$40.00	133	$5,320.00
5	BITUMINOUS PATCH (TRAIL)	SY	$30.00	0	$0.00
8	1" CORPORATION STOP	EACH	$250.00	1	$250.00
9	1" COPPER WATER SERVICE	LIN FT	$28.00	50	$1,400.00
10	1" CURB STOP & BOX	EACH	$250.00	1	$250.00
11	4" SANITARY SEWER SERVICE	LIN FT	$26.00	0	$0.00
12	SEWER SERVICE WYE	EACH	$300.00	0	$0.00
13	TRAFFIC CONTROL	LUMP SUM	$10,000.00	0.05	$500.00
14	SALVAGE AND REINSTALL SIGN	EACH	$200.00	0	$0.00
15	STORM DRAIN INLET PROTECTION	EACH	$200.00	0	$0.00
16	SILT FENCE, TYPE MS	LIN FT	$3.00	0	$0.00
17	LOAM TOPSOIL BORROW	CU YD	$20.00	0	$0.00
18	SOD	SQ YD	$6.00	66	$396.00
19	CROSSWALK EPOXY	SQ FT	$10.00	0	$0.00
			CONSTRUCTION SUBTOTAL		**$8,727.00**
			10% CONTINGENCY		**$872.70**
			ESTIMATED CONSTRUCTION COST		**$9,600.00**
			ENGINEERING & ADMINISTRATION		**$2,400.00**
			MATERIAL TESTING		**$96.00**
			ESTIMATED IN ROW PROJECT COST		**$12,096.00**

ITEM NO.	PRIVATE (OUTSIDE ROW) ITEM	UNIT	UNIT PRICE	16.031.0910 QUANTITY	16.031.0910 WATER SERVICE
1	MOBILIZATION	LUMP SUM	$12,000.00	0.04	$480.00
2	PERMIT	EACH	$86.00	1	$86.00
3	WATER METER	EACH	$329.00	1	$329.00
4	CLEAR AND GRUB	TREE	$500.00	2	$1,000.00
5	REPLACE CURB & GUTTER	LIN FT	$28.00	0	$0.00
6	BITUMINOUS PATCH (STREET)	SQ YD	$28.00	0	$0.00
7	TRENCHLESS WATER SERVICE	LIN FT	$40.00	0	$0.00
8	1" COPPER WATER SERVICE	LIN FT	$28.00	140	$3,920.00
9	4" SANITARY SEWER SERVICE	LIN FT	$26.00	0	$0.00
10	SANITARY GRINDER PUMP	EACH	$15,000.00		
11	LOAM TOPSOIL BORROW	CU YD	$20.00	25	$500.00
12	SOD	SQ YD	$6.00	466	$2,796.00
			CONSTRUCTION SUBTOTAL		**$9,111.00**
			10% CONTINGENCY		**$911.10**
			ESTIMATED CONSTRUCTION COST		**$10,000.00**
			ENGINEERING & ADMINISTRATION		**$2,500.00**
			ESTIMATED PRIVATE PROJECT COST		**$12,500.00**
			TOTAL PARCEL COST		**$24,596.00**

ENGINEER'S ESTIMATE
ISANTI FEASIBILITY REPORT
ANNEXED SERVICE INTALLATION
BMI PROJECT NO. R13.118565
4/8/2019

14) address 507 South Passage SW

ITEM NO.	INSIDE R.O.W ITEM	UNIT	UNIT PRICE	16.031.0051 QUANTITY	16.031.0051 WATER SERVICE
1	MOBILIZATION	LUMP SUM	$13,000.00	0.05	$650.00
2	CLEAR AND GRUB	TREE	$500.00	0	$0.00
3	REPLACE CURB & GUTTER	LIN FT	$30.00	0	$0.00
4	BITUMINOUS PATCH (STREET)	SQ YD	$40.00	133	$5,320.00
5	BITUMINOUS PATCH (TRAIL)	SY	$30.00	33	$990.00
8	1" CORPORATION STOP	EACH	$250.00	1	$250.00
9	1" COPPER WATER SERVICE	LIN FT	$28.00	50	$1,400.00
10	1" CURB STOP & BOX	EACH	$250.00	1	$250.00
11	4" SANITARY SEWER SERVICE	LIN FT	$26.00	0	$0.00
12	SEWER SERVICE WYE	EACH	$300.00	0	$0.00
13	TRAFFIC CONTROL	LUMP SUM	$10,000.00	0.05	$500.00
14	SALVAGE AND REINSTALL SIGN	EACH	$200.00	0	$0.00
15	STORM DRAIN INLET PROTECTION	EACH	$200.00	0	$0.00
16	SILT FENCE, TYPE MS	LIN FT	$3.00	0	$0.00
17	LOAM TOPSOIL BORROW	CU YD	$20.00	4	$80.00
18	SOD	SQ YD	$6.00	66	$396.00
19	CROSSWALK EPOXY	SQ FT	$10.00	0	$0.00
				CONSTRUCTION SUBTOTAL	**$9,836.00**
				10% CONTINGENCY	**$983.60**
				ESTIMATED CONSTRUCTION COST	**$10,800.00**
				ENGINEERING & ADMINISTRATION	**$2,700.00**
				MATERIAL TESTING	**$108.00**
				ESTIMATED IN ROW PROJECT COST	**$13,608.00**

ITEM NO.	PRIVATE (OUTSIDE ROW) ITEM	UNIT	UNIT PRICE	16.031.0051 QUANTITY	16.031.0051 WATER SERVICE
1	MOBILIZATION	LUMP SUM	$12,000.00	0.03	$360.00
2	PERMIT	EACH	$86.00	1	$86.00
3	WATER METER	EACH	$329.00	1	$329.00
4	CLEAR AND GRUB	TREE	$500.00	2	$1,000.00
5	REPLACE CURB & GUTTER	LIN FT	$28.00	0	$0.00
6	BITUMINOUS PATCH (STREET)	SQ YD	$28.00	0	$0.00
7	TRENCHLESS WATER SERVICE	LIN FT	$40.00	0	$0.00
8	1" COPPER WATER SERVICE	LIN FT	$28.00	100	$2,800.00
9	4" SANITARY SEWER SERVICE	LIN FT	$26.00	0	$0.00
10	SANITARY GRINDER PUMP	EACH	$15,000.00		
11	LOAM TOPSOIL BORROW	CU YD	$20.00	20	$400.00
12	SOD	SQ YD	$6.00	333	$1,998.00
				CONSTRUCTION SUBTOTAL	**$6,973.00**
				10% CONTINGENCY	**$697.30**
				ESTIMATED CONSTRUCTION COST	**$7,700.00**
				ENGINEERING & ADMINISTRATION	**$1,925.00**
				ESTIMATED PRIVATE PROJECT COST	**$9,625.00**
				TOTAL PARCEL COST	**$23,233.00**

ENGINEER'S ESTIMATE
ISANTI FEASIBILITY REPORT
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BMI PROJECT NO. R13.118565
4/8/2019

15) address 509 South Passage SW

ITEM NO.	INSIDE R.O.W ITEM	UNIT	UNIT PRICE	16.031.0041 QUANTITY	SANITARY SERVICE	WATER SERVICE	SUBTOTAL
1	MOBILIZATION	LUMP SUM	$13,000.00	0.00	$0.00	$0.00	$0.00
2	CLEAR AND GRUB	TREE	$500.00	0	$0.00	$0.00	$0.00
3	REPLACE CURB & GUTTER	LIN FT	$30.00	0	$0.00	$0.00	$0.00
4	BITUMINOUS PATCH (STREET)	SQ YD	$40.00	0	$0.00	$0.00	$0.00
5	BITUMINOUS PATCH (TRAIL)	SY	$30.00	0	$0.00	$0.00	$0.00
8	1" CORPORATION STOP	EACH	$250.00	0		$0.00	$0.00
9	1" COPPER WATER SERVICE	LIN FT	$28.00	0		$0.00	$0.00
10	1" CURB STOP & BOX	EACH	$250.00	0		$0.00	$0.00
11	4" SANITARY SEWER SERVICE	LIN FT	$26.00	0	$0.00		$0.00
12	SEWER SERVICE WYE	EACH	$300.00	0	$0.00		$0.00
13	TRAFFIC CONTROL	LUMP SUM	$10,000.00	0	$0.00	$0.00	$0.00
14	SALVAGE AND REINSTALL SIGN	EACH	$200.00	0	$0.00		$0.00
15	STORM DRAIN INLET PROTECTION	EACH	$200.00	0	$0.00	$0.00	$0.00
16	SILT FENCE, TYPE MS	LIN FT	$3.00	0	$0.00	$0.00	$0.00
17	LOAM TOPSOIL BORROW	CU YD	$20.00	0	$0.00	$0.00	$0.00
18	SOD	SQ YD	$6.00	0	$0.00	$0.00	$0.00
19	CROSSWALK EPOXY	SQ FT	$10.00	0	$0.00	$0.00	$0.00
			CONSTRUCTION SUBTOTAL		**$0.00**	**$0.00**	**$0.00**
			10% CONTINGENCY		**$0.00**	**$0.00**	**$0.00**
			ESTIMATED CONSTRUCTION COST		**$0.00**	**$0.00**	**$0.00**
			ENGINEERING & ADMINISTRATION		**$0.00**	**$0.00**	**$0.00**
			MATERIAL TESTING		**$0.00**	**$0.00**	**$0.00**
			ESTIMATED IN ROW PROJECT COST		**$0.00**	**$0.00**	**$0.00**

ITEM NO.	PRIVATE (OUTSIDE ROW) ITEM	UNIT	UNIT PRICE	16.031.0041 QUANTITY	SANITARY SERVICE	WATER SERVICE	SUBTOTAL
1	MOBILIZATION	LUMP SUM	$12,000.00	0.05	$300.00	$300.00	$600.00
2	PERMIT	EACH	$86.00	2	$86.00	$86.00	$172.00
3	WATER METER	EACH	$329.00	1		$329.00	$329.00
4	CLEAR AND GRUB	TREE	$500.00	4	$1,000.00	$1,000.00	$2,000.00
5	REPLACE CURB & GUTTER	LIN FT	$28.00	0	$0.00	$0.00	$0.00
6	BITUMINOUS PATCH (STREET)	SQ YD	$28.00	0	$0.00	$0.00	$0.00
7	TRENCHLESS WATER SERVICE	LIN FT	$40.00	0		$0.00	$0.00
8	1" COPPER WATER SERVICE	LIN FT	$28.00	100		$2,800.00	$2,800.00
9	4" SANITARY SEWER SERVICE	LIN FT	$26.00	110	$2,860.00		$2,860.00
10	SANITARY GRINDER PUMP	EACH	$15,000.00				
11	LOAM TOPSOIL BORROW	CU YD	$20.00	24	$240.00	$240.00	$480.00
12	SOD	SQ YD	$6.00	444	$1,332.00	$1,332.00	$2,664.00
			CONSTRUCTION SUBTOTAL		**$5,818.00**	**$6,087.00**	**$11,905.00**
			10% CONTINGENCY		**$581.80**	**$608.70**	**$1,190.50**
			ESTIMATED CONSTRUCTION COST		**$6,400.00**	**$6,700.00**	**$13,100.00**
			ENGINEERING & ADMINISTRATION		**$1,637.50**	**$1,637.50**	**$3,275.00**
			ESTIMATED PRIVATE PROJECT COST		**$8,037.50**	**$8,337.50**	**$16,375.00**
			TOTAL PARCEL COST		**$8,037.50**	**$8,337.50**	**$16,375.00**

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4/8/2019

16) address 1107 Madison Ave SW

ITEM NO.	INSIDE R.O.W ITEM	UNIT	UNIT PRICE	16.031.2600 QUANTITY	SANITARY SERVICE	WATER SERVICE	SUBTOTAL
1	MOBILIZATION	LUMP SUM	$13,000.00	0.08	$487.50	$487.50	$975.00
2	CLEAR AND GRUB	TREE	$500.00	0	$0.00	$0.00	$0.00
3	REPLACE CURB & GUTTER	LIN FT	$30.00	80	$1,200.00	$1,200.00	$2,400.00
4	BITUMINOUS PATCH (STREET)	SQ YD	$40.00	177	$3,540.00	$3,540.00	$7,080.00
5	BITUMINOUS PATCH (TRAIL)	SY	$30.00	0	$0.00	$0.00	$0.00
8	1" CORPORATION STOP	EACH	$250.00	1		$250.00	$250.00
9	1" COPPER WATER SERVICE	LIN FT	$28.00	45		$1,260.00	$1,260.00
10	1" CURB STOP & BOX	EACH	$250.00	1		$250.00	$250.00
11	4" SANITARY SEWER SERVICE	LIN FT	$26.00	45	$1,170.00		$1,170.00
12	SEWER SERVICE WYE	EACH	$300.00	1	$300.00		$300.00
13	TRAFFIC CONTROL	LUMP SUM	$10,000.00	0.05	$250.00	$250.00	$500.00
14	SALVAGE AND REINSTALL SIGN	EACH	$200.00	0	$0.00		$0.00
15	STORM DRAIN INLET PROTECTION	EACH	$200.00	0	$0.00	$0.00	$0.00
16	SILT FENCE, TYPE MS	LIN FT	$3.00	0	$0.00	$0.00	$0.00
17	LOAM TOPSOIL BORROW	CU YD	$20.00	5	$50.00	$50.00	$100.00
18	SOD	SQ YD	$6.00	88	$264.00	$264.00	$528.00
19	CROSSWALK EPOXY	SQ FT	$10.00	0	$0.00	$0.00	$0.00
			CONSTRUCTION SUBTOTAL		**$7,261.50**	**$7,551.50**	**$14,813.00**
			10% CONTINGENCY		**$726.15**	**$755.15**	**$1,481.30**
			ESTIMATED CONSTRUCTION COST		**$8,000.00**	**$8,300.00**	**$16,300.00**
			ENGINEERING & ADMINISTRATION		**$2,037.50**	**$2,037.50**	**$4,075.00**
			MATERIAL TESTING		**$81.50**	**$81.50**	**$163.00**
			ESTIMATED IN ROW PROJECT COST		**$10,119.00**	**$10,419.00**	**$20,538.00**

ITEM NO.	PRIVATE (OUTSIDE ROW) ITEM	UNIT	UNIT PRICE	16.031.2600 QUANTITY	SANITARY SERVICE	WATER SERVICE	SUBTOTAL
1	MOBILIZATION	LUMP SUM	$12,000.00	0.05	$300.00	$300.00	$600.00
2	PERMIT	EACH	$86.00	2	$86.00	$86.00	$172.00
3	WATER METER	EACH	$329.00	1		$329.00	$329.00
4	CLEAR AND GRUB	TREE	$500.00	2	$500.00	$500.00	$1,000.00
5	REPLACE CURB & GUTTER	LIN FT	$28.00	0	$0.00	$0.00	$0.00
6	BITUMINOUS PATCH (STREET)	SQ YD	$28.00	0	$0.00	$0.00	$0.00
7	TRENCHLESS WATER SERVICE	LIN FT	$40.00	0		$0.00	$0.00
8	1" COPPER WATER SERVICE	LIN FT	$28.00	85		$2,380.00	$2,380.00
9	4" SANITARY SEWER SERVICE	LIN FT	$26.00	80	$2,080.00		$2,080.00
10	SANITARY GRINDER PUMP	EACH	$15,000.00				
11	LOAM TOPSOIL BORROW	CU YD	$20.00	20	$200.00	$200.00	$400.00
12	SOD	SQ YD	$6.00	377	$1,131.00	$1,131.00	$2,262.00
			CONSTRUCTION SUBTOTAL		**$4,297.00**	**$4,926.00**	**$9,223.00**
			10% CONTINGENCY		**$429.70**	**$492.60**	**$922.30**
			ESTIMATED CONSTRUCTION COST		**$4,700.00**	**$5,400.00**	**$10,100.00**
			ENGINEERING & ADMINISTRATION		**$1,262.50**	**$1,262.50**	**$2,525.00**
			ESTIMATED PRIVATE PROJECT COST		**$5,962.50**	**$6,662.50**	**$12,625.00**
			TOTAL PARCEL COST		**$16,081.50**	**$17,081.50**	**$33,163.00**

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17) address Chaparal Trail SW

ITEM NO.	INSIDE R.O.W ITEM	UNIT	UNIT PRICE	16.031.3200 QUANTITY	SANITARY SERVICE	WATER SERVICE	SUBTOTAL
1	MOBILIZATION	LUMP SUM	$13,000.00	0.08	$520.00	$520.00	$1,040.00
2	CLEAR AND GRUB	TREE	$500.00	0	$0.00	$0.00	$0.00
3	REPLACE CURB & GUTTER	LIN FT	$30.00	60	$900.00	$900.00	$1,800.00
4	BITUMINOUS PATCH (STREET)	SQ YD	$40.00	160	$3,200.00	$3,200.00	$6,400.00
5	BITUMINOUS PATCH (TRAIL)	SY	$30.00	0	$0.00	$0.00	$0.00
8	1" CORPORATION STOP	EACH	$250.00	1		$250.00	$250.00
9	1" COPPER WATER SERVICE	LIN FT	$28.00	20		$560.00	$560.00
10	1" CURB STOP & BOX	EACH	$250.00	1		$250.00	$250.00
11	4" SANITARY SEWER SERVICE	LIN FT	$26.00	40	$1,040.00		$1,040.00
12	SEWER SERVICE WYE	EACH	$300.00	1	$300.00		$300.00
13	TRAFFIC CONTROL	LUMP SUM	$10,000.00	0.05	$250.00	$250.00	$500.00
14	SALVAGE AND REINSTALL SIGN	EACH	$200.00	0	$0.00		$0.00
15	STORM DRAIN INLET PROTECTION	EACH	$200.00	0	$0.00	$0.00	$0.00
16	SILT FENCE, TYPE MS	LIN FT	$3.00	0	$0.00	$0.00	$0.00
17	LOAM TOPSOIL BORROW	CU YD	$20.00	5	$50.00	$50.00	$100.00
18	SOD	SQ YD	$6.00	88	$264.00	$264.00	$528.00
19	CROSSWALK EPOXY	SQ FT	$10.00	0	$0.00	$0.00	$0.00
			CONSTRUCTION SUBTOTAL		**$6,524.00**	**$6,244.00**	**$12,768.00**
			10% CONTINGENCY		**$652.40**	**$624.40**	**$1,276.80**
			ESTIMATED CONSTRUCTION COST		**$7,200.00**	**$6,900.00**	**$14,000.00**
			ENGINEERING & ADMINISTRATION		**$1,750.00**	**$1,750.00**	**$3,500.00**
			MATERIAL TESTING		**$70.00**	**$70.00**	**$140.00**
			ESTIMATED IN ROW PROJECT COST		**$9,020.00**	**$8,720.00**	**$17,640.00**

ITEM NO.	PRIVATE (OUTSIDE ROW) ITEM	UNIT	UNIT PRICE	16.031.3200 QUANTITY	SANITARY SERVICE	WATER SERVICE	SUBTOTAL
1	MOBILIZATION	LUMP SUM	$12,000.00	0.07	$390.00	$390.00	$780.00
2	PERMIT	EACH	$86.00	2	$86.00	$86.00	$172.00
3	WATER METER	EACH	$329.00	1		$329.00	$329.00
4	CLEAR AND GRUB	TREE	$500.00	4	$1,000.00	$1,000.00	$2,000.00
5	REPLACE CURB & GUTTER	LIN FT	$28.00	0	$0.00	$0.00	$0.00
6	BITUMINOUS PATCH (STREET)	SQ YD	$28.00	0	$0.00	$0.00	$0.00
7	TRENCHLESS WATER SERVICE	LIN FT	$40.00	0		$0.00	$0.00
8	1" COPPER WATER SERVICE	LIN FT	$28.00	100		$2,800.00	$2,800.00
9	4" SANITARY SEWER SERVICE	LIN FT	$26.00	150	$3,900.00		$3,900.00
10	SANITARY GRINDER PUMP	EACH	$15,000.00				
11	LOAM TOPSOIL BORROW	CU YD	$20.00	25	$250.00	$250.00	$500.00
12	SOD	SQ YD	$6.00	444	$1,332.00	$1,332.00	$2,664.00
			CONSTRUCTION SUBTOTAL		**$6,958.00**	**$6,187.00**	**$13,145.00**
			10% CONTINGENCY		**$695.80**	**$618.70**	**$1,314.50**
			ESTIMATED CONSTRUCTION COST		**$7,700.00**	**$6,800.00**	**$14,500.00**
			ENGINEERING & ADMINISTRATION		**$1,812.50**	**$1,812.50**	**$3,625.00**
			ESTIMATED PRIVATE PROJECT COST		**$9,512.50**	**$8,612.50**	**$18,125.00**
			TOTAL PARCEL COST		**$18,532.50**	**$17,332.50**	**$35,765.00**

ENGINEER'S ESTIMATE
ISANTI FEASIBILITY REPORT
ANNEXED SERVICE INTALLATION
BMI PROJECT NO. R13.118565
4/8/2019

Total Project Estimate

ITEM NO.	INSIDE R.O.W ITEM	UNIT	UNIT PRICE	QTY	PROJECT TOTAL SANITARY SERVICE	PROJECT TOTAL WATER SERVICE	PROJECT TOTAL SUBTOTAL
1	MOBILIZATION	LUMP SUM	$13,000.00	1.00	$4,777.50	$8,271.90	$13,049.40
2	CLEAR AND GRUB	TREE	$500.00	2	$0.00	$1,000.00	$1,000.00
3	REPLACE CURB & GUTTER	LIN FT	$30.00	460	$6,000.00	$7,800.00	$13,800.00
4	BITUMINOUS PATCH (STREET)	SQ YD	$40.00	1,947	$36,500.00	$41,380.00	$77,880.00
5	BITUMINOUS PATCH (TRAIL)	SY	$30.00	264	$990.00	$6,930.00	$7,920.00
8	1" CORPORATION STOP	EACH	$250.00	14	$0.00	$3,500.00	$3,500.00
9	1" COPPER WATER SERVICE	LIN FT	$28.00	472	$0.00	$13,216.00	$13,216.00
10	1" CURB STOP & BOX	EACH	$250.00	14	$0.00	$3,500.00	$3,500.00
11	4" SANITARY SEWER SERVICE	LIN FT	$26.00	478	$12,428.00	$0.00	$12,428.00
12	SEWER SERVICE WYE	EACH	$300.00	8	$2,400.00	$0.00	$2,400.00
13	TRAFFIC CONTROL	LUMP SUM	$10,000.00	1	$4,250.00	$7,250.00	$11,500.00
14	SALVAGE AND REINSTALL SIGN	EACH	$200.00	2	$400.00	$0.00	$400.00
15	STORM DRAIN INLET PROTECTION	EACH	$200.00	4	$200.00	$600.00	$800.00
16	SILT FENCE, TYPE MS	LIN FT	$3.00	350	$150.00	$900.00	$1,050.00
17	LOAM TOPSOIL BORROW	CU YD	$20.00	74	$500.00	$980.00	$1,480.00
18	SOD	SQ YD	$6.00	1,417	$2,811.00	$5,691.00	$8,502.00
19	CROSSWALK EPOXY	SQ FT	$10.00	100	$500.00	$500.00	$1,000.00
			CONSTRUCTION SUBTOTAL		**$71,906.50**	**$101,518.90**	**$173,425.40**
			10% CONTINGENCY		**$7,190.65**	**$10,151.89**	**$17,342.54**
			ESTIMATED CONSTRUCTION COST		**$79,100.00**	**$111,700.00**	**$190,800.00**
			ENGINEERING & ADMINISTRATION		**$23,850.00**	**$23,850.00**	**$47,700.00**
			MATERIAL TESTING		**$954.00**	**$954.00**	**$1,908.00**
			ESTIMATED IN ROW PROJECT COST		**$103,904.00**	**$136,504.00**	**$240,408.00**

ITEM NO.	PRIVATE (OUTSIDE ROW) ITEM	UNIT	UNIT PRICE	QTY	PRIVATE PROJECT TOTALS SANITARY SERVICE	PRIVATE PROJECT TOTALS WATER SERVICE	PRIVATE PROJECT TOTALS SUBTOTAL
1	MOBILIZATION	LUMP SUM	$12,000.00	1.00	$3,990.00	$7,950.00	$11,940.00
2	PERMIT	EACH	$86.00	25	$774.00	$1,376.00	$2,150.00
3	WATER METER	EACH	$329.00	16	$0.00	$5,264.00	$5,264.00
4	CLEAR AND GRUB	TREE	$500.00	36	$7,000.00	$11,000.00	$18,000.00
5	REPLACE CURB & GUTTER	LIN FT	$28.00	35	$490.00	$490.00	$980.00
6	BITUMINOUS PATCH (STREET)	SQ YD	$28.00	289	$4,044.44	$4,044.44	$8,088.89
7	TRENCHLESS WATER SERVICE	LIN FT	$40.00	550	$0.00	$22,000.00	$22,000.00
8	1" COPPER WATER SERVICE	LIN FT	$28.00	1,906	$0.00	$53,368.00	$53,368.00
9	4" SANITARY SEWER SERVICE	LIN FT	$26.00	1,317	$34,242.00	$0.00	$34,242.00
10	SANITARY GRINDER PUMP	EACH	$15,000.00	2	$30,000.00	$0.00	$30,000.00
11	LOAM TOPSOIL BORROW	CU YD	$20.00	381	$2,440.00	$5,180.00	$7,620.00
12	SOD	SQ YD	$6.00	7,253	$14,324.67	$29,192.67	$43,517.33
			CONSTRUCTION SUBTOTAL		**$97,305.11**	**$139,865.11**	**$237,170.22**
			10% CONTINGENCY		**$9,730.51**	**$13,986.51**	**$23,717.02**
			ESTIMATED CONSTRUCTION COST		**$107,000.00**	**$153,900.00**	**$260,900.00**
			ENGINEERING & ADMINISTRATION		**$32,612.50**	**$32,612.50**	**$65,225.00**
			ESTIMATED PRIVATE PROJECT COST		**$139,612.50**	**$186,512.50**	**$326,125.00**
			TOTAL PARCEL COST		**$243,516.50**	**$323,016.50**	**$566,533.00**

BOLTON & MENK

Real People. Real Solutions.

A Community For Generations.

Isanti

Enforcement Response Procedures for

MS4 Permit Violations

City of Isanti

2019

Enforcement Response Procedures

for

MS4 Permit Violations

City of Isanti, MN

2019

Under the terms of the General NPDES/SDS Permit MNR040000, the City is required to develop and implement adequate enforcement authority for illicit discharges into its Municipally Separate Storm Sewer System (MS4). The purpose of these Enforcement Response Procedures is to communicate how the enforcement tools available to the City will be used to achieve compliance. The Enforcement Response Procedures also specify criteria by which City personnel can determine the enforcement action most appropriate to instances of non-compliance. This plan is a document of the City's procedure to be followed when a construction storm water requirement, illicit discharge and post-construction violation is discovered. This plan is a guide; any of the enforcement responses may be used at the City's discretion. The City may also choose to pursue an enforcement case by skipping intermediate steps.

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Appendix

Appendix: INSPECTION AND MAINTENANCE AGREEMENT

I. DEFINITIONS

A. City. The City of Isanti and/or the person or persons authorized and delegated authority by the Isanti City Council to act on behalf of the City of Isanti as described in this ERP.

B. Construction Storm Water General Permit. Within the context of this ordinance refers to the General Permit Authorization to Discharge Storm Water Associated with Construction Activity under the Pollutant Discharge Elimination System/State Disposal System; Permit Number MN R1000001.

C. Council. The Isanti City Council.

D. ERP. Enforcement Response Procedure adopted by resolution of the Council.

E. MPCA. Minnesota Pollution Control Agency.

F. MS4. Municipal Separate Storm Sewer System (MS4). The system of conveyances (including sidewalks, roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains) owned and operated by the City and designed or used for collecting or conveying storm water, and that is not used for collecting or conveying sewage.

G. NPDES. National Pollutant Discharge Elimination System Storm Water Discharge Permit. Means a permit issued by the MPCA under authority delegated pursuant to 33 USC § 1342(b) that authorizes the discharge of storm water to waters of the United States, whether the permit is applicable on an individual, group, or general area-wide basis.

H. Permittee. The person or persons doing work under a permit issued by the City. Where a property owner has obtained a permit for work to be done by others, either or both the property owner and the person(s) doing work under the permit may be considered the permittee under these ERPs.

I. SIC Code. Standard Industrial Classification as defined in 40 CFR § 122.26(b)(14)(i)-(xi).

J. Written Notice. Written notice shall include all communication via email, facsimile, and/or paper document.

II. DESCRIPTION OF EACH TYPE OF ENFORCEMENT RESPONSE

A. Written Notices

1. Field Compliance Order

a) Upon visiting the site, a City may observe issues on non-compliance. If the non-compliance has not yet resulted in a discharge of pollution, including sediment, the City's representative will issue a written warning, either by email or letter specifying the nature of the violation, the required corrective action and a follow-up inspection date. The Field Compliance Order will note that failure to comply resulting in a discharge of pollution is likely to result in an Administrative Citation.

2. Notice of Violation (NOV)/Administrative Citation/Permit Revocation

a) If, upon a site inspection, a City observes non-compliance that has resulted in a discharge of pollution, including sediment, the representative will issue:

(1) A Notice of Violation for discharges that can be satisfactorily corrected without evidence of property or environmental damage.

(a) The NOV will specify the nature of the violation, the required corrective action and a follow-up inspection

date.

(b) The NOV will require the party committing the violation (perpetrator) to submit an explanation of the violation and a plan for the satisfactory correction and prevention of the violation conditions, including specific required actions within 3-7 days, depending on severity.

(c) If corrective action is not satisfactorily completed by the follow-up inspection date, the City will:

(i) Revoke the current building or construction permits where applicable. Revoked permits shall only be reinstated after the permittee has reapplied for the permit, complete with a permit fee and an approved plan for preventing similar pollutant discharges.

(ii) Issue an Administrative Citation where no building or construction permits exist.

3. Consent Orders

a) Consent Orders are written agreements that allow the perpetrator to accept responsibility for the discharge and provide the opportunity to voluntarily clean-up and/or correct a pollutant or sediment discharge as a way to reduce the additional damage penalty associated with cleanup costs.

(1) Consent Orders will only be issued to perpetrators that can provide documentation verifying that the perpetrator is qualified to handle the required cleanup.

(2) The Isanti City Administrator is empowered to enter into Consent Orders with the perpetrator on behalf of the City of Isanti.

(3) Where the discharge and cleanup area affects private (third party) properties, Consent Orders must be approved by all parties affected.

b) A Consent Order will include specific corrective actions to be taken to correct the illicit or sediment discharge together with specified time periods to finish the corrective actions.

4. Administrative Citation

a) Administrative Citation procedures established herein are intended to provide the public and the City with an informal, cost effective, and expeditious method for addressing violations.

b) The City shall, upon determining that there has been a violation, notify the violator. Said notice shall set forth the nature, date and time of violation, the name of the official issuing the notice, and the amount of the scheduled penalty.

(1) Administrative Citations will depend on the extent of the damages.

(a) The minimum automatic fine shall be as set forth in the City of Isanti Municipal Fee Schedule, except that the City Administrator or Designee may waive all or part of the financial penalty for the first offense if timely and

substantial effort has been made to correct the discharge.

(b) Consent Orders as described herein may be accepted in lieu of damage penalties.

(c) In addition to Administrative Citations, the Council may recover all damages proximately caused by the violator to the City, which may include:

(i) reasonable expenses incurred in investigating violations of, and enforcing compliance with City Ordinances regulating the illicit discharge of pollutants or sediment, or any other actual damages caused by the violation.

(ii) The costs of the City's maintenance of storm water facilities when the user of such facilities fails to maintain them.

c) Once such notice is given, the alleged violator may, within five business days of the date of issuance of the notice, pay the amount set forth on the schedule of penalties for the violation, or may request a hearing in writing, as is provided for hereafter. The penalty may be paid in person or by mail, and payment shall be deemed to be an admission of the violation.

(1) Any person contesting an Administrative Citation may, within five business days of the date of issuance of the notice, request a hearing by a hearing officer who shall forthwith conduct an informal hearing to determine if a violation has occurred. The hearing officer shall have authority to dismiss the violation or reduce or waive the penalty. If the violation is sustained by the hearing officer, the violator shall pay the penalty imposed.

(2) The Council or its designee shall determine any controversy relating to Administrative Citations provided for in this article.

5. Stop Work Order

a) The City may issue a Stop Work Order effectively stopping all work on a site where there is a clear violation, continued violation, or blatant disregard for:

(1) City Ordinances regulating the illicit discharge of pollutants or sediment

(2) Building or Construction Storm Water permit requirements

(3) Previously issued Field Compliance Orders, Notices of Violation, or Administrative Citation associated with the site of the illicit or sediment discharge.

b) This order requires that the violator must comply with the order and must take appropriate remedial or preventive action as may be needed to properly address a continuing or threatened violation; including halting all operations on the site except for authorized cleanup, terminating the discharge and installing appropriate control measures.

c) If not previously issued, all Stop Work Orders shall automatically include an Administrative Citation.

B. Suspension, Revocation or Modification of Permit

1. The City at its discretion may suspend, revoke or modify any and all City issued permits related to the property the violation is connected to and/or to any other property with permits issued by the City where work is being done by the party or parties responsible for the violation.

2. A suspended, revoked or modified permit may be reinstated after the applicant or other responsible person has taken the remedial measures set forth in the Written Notice (See Section II.A) or until determined by the City that acceptable progress in addressing the violation (s) has occurred.

C. Additional Measures

1. Legal Action

a) The Council may bring legal action to enjoin continuing violation. Pursuant to the City's Ordinance; the Council may, through the City Attorney, petition the appropriate court(s) for issuance of preliminary or permanent injunctions to restrain or compel activities by a violator.

2. Future Permits

a) The City may withhold permits from Contractors with outstanding Administrative Citations until all Administrative Citations have been paid.

b) Contractors that have had two or more Administrative Citations within the previous 12-calendar months shall be required to deposit a cash surety equal to double the surety amount normally required for each permit obtained.

c) Contractors that work without required permits or under permits obtained by others in an attempt to avoid the requirements of this section shall be subject to the provisions of this ERP including but not limited to Administrative Citations, Stop Work Orders, Suspension and/or Revocation of related permits, and Legal Action.

III. NPDES PERMIT REFERRALS

A. For a known project site involving a construction activity, an industrial storm water discharge, or an illicit discharge that should be covered by a state NPDES permit, and is known not to have a state NPDES permit, the City shall provide the following information to the MPCA:

1. Construction project or industrial facility location;

2. Name of owner or operator;

3. Estimated construction project size or type of industrial activity (including SIC code if known); and

4. Records of communication with the owner or operator regarding filing requirements.

B. Where the City has used progressive enforcement to achieve compliance with this ERP and in the judgment of the Council has not been successful, the City may refer the violation to the MPCA. For the purposes of this provision, "progressive enforcement" shall mean two (2) follow-up inspections and two (2) Written Notices. The following information shall be supplied to the MPCA:

1. Construction project or industrial facility location;

2. Name of owner or operator;

3. Estimated construction project size or type of industrial activity (including SIC code if known)

4. Records of communication with the owner or operator regarding the violation, including at least two follow-up inspections, two warning letters or notices of violation, and any response from the owner or operator.

IV. RECORDKEEPING & TRACKING

A. All non-compliance instances shall be tracked either electronically or using paper files. This tracking will include all records and documents related to storm water ordinance violations at the site and be stored in the enforcement case file.

B. The minimum required documentation must include the following items:

1. Name of owner/operator;

2. Location of construction project or industrial facility;

3. Description of violation;

4. Required schedule for returning to compliance;

5. Description of enforcement responses used, including escalated responses if repeat violations occur or violations are not resolved in a timely manner;

6. Accompanying documentation of enforcement response (e.g., notices of noncompliance, notices of violation, etc.);

7. Any referrals to different departments or agencies; and

8. Date violation was resolved.

C. The City shall use the non-compliance records and tracking to identify any chronic violators, and use this information to work toward reducing the rate of noncompliance relapse.

1. This will include tracking violations, applying incentives and/or disincentives, and increasing the inspection frequency of the consistently noncompliant operator's sites.

2. If the operator fails to take corrective actions, the City must pursue progressive enforcement and, if need be, perform the necessary work and assess against the owner the costs incurred for repairs.

D. The City shall keep enforcement files in compliance with the City's records retention policy but no less than a minimum of three (3) years after the file is closed consistent with the MS4 General Permit conditions. Files retention may be either paper or digital files.

V. APPEALS

A. To contest an Enforcement Action the property owner may file a written appeal with the City Clerk's Office.

B. This appeal must be submitted within ten (10) days of receipt of the notice of violation.

C. The appeal will be heard by the City Council at the next available regularly scheduled City Council Meeting.

VI. ENFORCEMENT ACTION MATRICES

A. Construction Site Storm Water Ordinance Violations

1. See Table 1 for the enforcement action matrix for noncompliance with construction requirements. In general, the severity of the enforcement measure increases moving down the matrix.

2. For parties who fail to obtain a required permit prior to begin of land disturbance work, the initial enforcement action may be more stringent than for a project that has an approved plan but has failed to comply with the approved plan.

   a) The City has the ability to stop project work for non-permittees. Stopping work generally includes **all** work on the site except for work to address the noncompliance that caused the order.

   b) Non-permittees may be required to perform corrective actions as advised by the City and to develop the required erosion control and/or storm water plan submittals to submit to the City for review and approval.

   c) Once the corrective actions have been successfully completed and the submitted storm water plan has been approved by the City, the City will issue the violator a written notice that the situation has been resolved.

   d) If the corrective actions or the submitted plan cannot be approved, the City will issue a written notice to the violator describing what was deficient and what step(s) are needed to resolve the situation.

Table 1. Enforcement Action Matrix for Noncompliance with Construction Requirements					
Type of Violation	**Failure to Obtain Permit Prior to Starting Work**	**Minor Violations (Failure to Install, Maintain or Upgrade Measures on Erosion and Sediment Control Plan)**	**Major Violation (Failure to Install, Maintain or Upgrade Measures on Erosion and Sediment Control Plan that Resulted in a Sediment Release from the Project Site)**	**Repeat Violation by a Party (Same Site)**	**Repeat Violation by a Party (Different Site than initial Noncompliance Site)**
Enforcement Measures For Use (Increasing Severity Moving Down the Chart)	Stop Work Order	Field Compliance Order	NOV	Administrative Citation and/or Consent Order	NOV
		NOV	Administrative Citation with or without Consent Order	Stop Work Order and/or Suspension, Revocation or Modification of Permit	Administrative Citation with or without Consent Order
	Legal Action	Administrative Citation with or without Consent Order	Stop Work Order and/or Suspension, Revocation or Modification of Permit	Legal Action	Stop Work Order and/or Suspension, Revocation or Modification of Permit
		Stop Work Order and/or Suspension, Revocation or Modification of Permit	Legal Action		Legal Action
		Legal Action			

This plan is a guide; any of the enforcement responses may be used at the City's discretion and the City may choose to escalate an enforcement case by skipping intermediate steps. Penalties (Administrative Citations, Recovery of Damages and Costs, Etc.) may be assessed as described in the storm water ordinance and as allowed by law at the City's discretion.

B. Illicit Discharge Ordinance Violations

1. See Table 2 for the enforcement action matrix for failure to remove illicit discharges.
2. The action matrix was set up to provide varying suggested degrees of response to noncompliance documented by the City.
3. In general, the severity of the enforcement measure increases moving down the matrix.

Table 2. Enforcement Action Matrix for Failure to Remove Illicit Discharges

Type of Violation	First Violation	Repeat Violation by a Party (Same Site)	Repeat Violation by a Party (Different Site than Initial Noncompliance Site)
Enforcement Measures For Use (Increasing Severity Moving Down the Chart)	Field Compliance Order	NOV	NOV
		Administrative Citation with or without Consent Order	
	NOV	Stop Work Order and/or Suspension, Revocation or Modification of Permit	Administrative Citation with or without Consent Order
	Administrative Citation with or without Consent Order	Legal Action	Stop Work Order and/or Suspension, Revocation or Modification of Permit
	Stop Work Order and/or Suspension, Revocation or Modification of Permit		Legal Action
	Legal Action		

C. Noncompliance with Post-Construction Requirements

1. See Table 3 for the enforcement action matrix for noncompliance with post-construction requirements.
2. The action matrix was set up to provide varying suggested degrees of response to noncompliance documented by the City.
3. In general, the severity of the enforcement measure increases moving down the matrix.

Table 3. Enforcement Action Matrix for Noncompliance with Post-Construction Requirements

Type of Violation	First Violation	Repeat Violation by a Party (Same Site)	Repeat Violation by a Party (Different Site than Initial Noncompliance Site)
Enforcement Measures For Use (Increasing Severity Moving Down the Chart)	Field Compliance Order	NOV	NOV
		Compliance Order or Consent Order	
	NOV	Administrative Citation with or without Consent Order	Administrative Citation with or without Consent Order
	Administrative Citation with or without Consent Order	Stop Work Order and/or Suspension, Revocation or Modification of Permit	Stop Work Order and/or Suspension, Revocation or Modification of Permit
	Stop Work Order and/or Suspension, Revocation or Modification of Permit	Legal Action	Legal Action
	Legal Action		

Appendix: INSPECTION AND MAINTENANCE AGREEMENT

INSPECTION AND MAINTENANCE AGREEMENT
FOR PRIVATE STORMWATER MANAGEMENT FACILITIES
WITHOUT A DEVELOPMENT AGREEMENT

The term "STORMWATER MANAGEMENT FACILITIES" may refer to water quality and/or water quantity facilities (i.e. detention basins, retention basins, swales, pipes, oil/water separators, sand filtering devices, etc.) which are located OUTSIDE the public road right-of-way (ROW).

Property Identification ("Property"): _____ City Use: _____

Map: _____ Parcel No. _____ Land Disturbance Permit No. _____
Record Book: _____ Page No. _____

Project Name: _____
Project Address: _____
Owner(s): _____
Owner Address: _____
City: _____ State: _____ Zip Code: _____

SEE LEGAL DESCRIPTION ATTACHED HERETO AS EXHIBIT A.

This Inspection and Maintenance Agreement ("Agreement") is made and entered into this ____ day of _____, of the year, 20__, by and between _____ (hereinafter called the "Owner", whether one or more) and The City of Isanti (hereinafter called "City").

WITNESSETH, that

WHEREAS, the City is required by federal and state surface water quality regulations and its National Pollutant Discharge Elimination System (NPDES) permit to prevent surface water quality degradation from development or redevelopment activities within its jurisdiction, and the City has adopted surface water quality regulations as required and such regulations are contained in the Storm Water Management chapter of the City Code; and

WHEREAS, the Owner of the Property identified above has or will construct certain storm water management facilities on the Property, and has developed a Storm Water Maintenance Plan (Plan), as may be amended from time to time for the maintenance of those facilities. The City has reviewed and approved the Plan, and retains a copy in its records. A drawing showing the general area of the facilities covered by the Plan is attached to this Agreement for ease of identification.

NOW, THEREFORE, in consideration of the benefits received by the Owner as a result of the approval by the City of the Plan, the Owner does hereby covenant and agree with the City as follows:

1. The Owner shall provide adequate long term maintenance and continuation of the storm water control measures described in the Plan, to ensure that all storm water facilities are and remain in proper working condition. The Owner shall perform inspection and preventive maintenance activities in accordance with the Plan.

2. The Owner shall maintain a copy of the Plan on site, together with a record of inspections and maintenance actions required by the Plan. The Owner shall document the times of inspections, remedial actions taken to repair, modify or reconstruct the system, the state of control measures and notification of any planned change in responsibility for the system. The City may require that the Owner's records be submitted to the City.

3. If it is later determined that the City's NPDES permit clearly directs Owners or the City to manage storm water treatment systems differently than specified in the Plan, the direction of the NPDES permit shall override the provisions of the Plan.

4. The Owner hereby grants permission to The City, its authorized agents, and employees the right of ingress, egress and access to enter the Property at reasonable times and in a reasonable manner for the purpose of inspecting, operating, installing, constructing, reconstructing, maintaining or repairing the facilities. The Owner hereby grants to the City the right to install and maintain equipment to monitor or test the performance of the storm water control system for quality and quantity upon reasonable notice to the Owner. Whenever possible, The City shall notify the Land Owner prior to entering the property and shall use its best efforts not to disturb the Land Owner's use and enjoyment of the Property while conducting said inspections.

5. In the event, the City determines that the storm water facilities are not being maintained in good working order and gives written notice to the Owner to repair, replace, reconstruct or maintain said facilities within a reasonable time (maximum time specified will be 30 days), and the Owner fails to comply with the City's notice within the time specified, Owner authorizes the City or its agents to enter upon the Property to repair, reconstruct, replace or perform maintenance on said facilities at the Owner's expense. It is expressly understood and agreed that the City is under no obligation to maintain or repair said facilities, and in no event shall this Agreement be construed to impose any such obligation on the City.

6. In the event, the City, pursuant to this Agreement, performs work of any nature, or expends any funds in the performance of said work for labor, use equipment, supplies, materials, and the like, the Owner shall reimburse the City upon demand, within forty-five (45) days of receipt of written request for reimbursement for all costs incurred by the City. If the City has not received said payment from the Owner by the end of said forty-five (45) day period,

the City may use any other remedies available by law to collect such balances plus reasonable expenses of collection, court costs, and attorney fees.

7. It is the intent of this Agreement to assure the City of proper maintenance of onsite storm water facilities by the Owner; provided, however, that this Agreement shall not be deemed to create or affect any additional liability of any party for damage alleged to result from or be caused by storm water management.

8. The Owner and the Owner's heirs, executors, administrators, assigns, and any other successors in interest, shall indemnify and hold the City and its agents and employees harmless for, and defend against at its own expense, any and all damages, accidents, casualties, occurrence, claims, or attorney's fees which might arise or be asserted, in whole or in part, against the City from the construction, presence, existence, or maintenance of the storm water control facilities subject to the Plan and this Agreement. In the event a claim is asserted against the City, its officers, agents or employees, the City shall notify the Owner, who shall defend at Owner's expense any suite or other claim. If any judgment or claims against the City shall be allowed, the Owner shall pay all costs and expenses in connection therewith. The City will not indemnify, defend or hold harmless in any fashion the Owner from any claims arising from any failure, regardless of any language in any attachment of other document that the Owner may provide.

9. No waiver of any provision of this Agreement shall affect the right of any party thereafter to enforce such provision or to exercise any right or remedy available to it in the event of any other default.

10. The Owner shall record this Agreement with the Register of Deeds of Isanti County, this Agreement shall constitute a covenant running with the land, and shall be binding upon the Owner and the Owner's heirs, administrators, executors, assigns, and any other successors in interest.

11. The Owner shall have the facilities inspected in accordance with City's storm water management ordinance and certify to the City that the constructed facilities conform and purport substantially to the approved Plan. If the constructed condition of the facility or its performance varies significantly from the approved Plan, appropriately revised calculations shall be provided to the City and the Plan shall be amended accordingly.

12. The Owner agrees that for any systems to be maintained by a property owner's association, deed restrictions and covenants for the subdivision or other development will include mandatory membership in the property owner's association responsible for providing maintenance of the system, will require the association to maintain the storm water system, will prohibit termination of this covenant by unilateral action of the association, and provide for

unpaid dues or assessments to constitute a lien upon the property of an owner upon recording a notice of non-payment.

13. This Agreement must be re-approved and re-executed by the City if all or a portion of the Property is subdivided or assembled with other property.

Owner: _____ Date: _____
Signature by Individual

Owner: _____ Date: _____
Signature by Individual

Accepted By:

_____

For the City of Isanti

Forms

A. MS4 Notice of Violation

B. Spill and Discharge Procedures Checklist

C. Exposed Stockpiles, Storage and Materials Handling Checklist

D. SWPPP Review Checklist

E. Sediment Control Inspection Record

City of Isanti
MS4
NOTICE OF VIOLATION (NOV)

You are hereby notified that as the owner, agent tenant, or operator that the condition of the location below is in violation of the City of Isanti Stormwater Ordinance. You are hereby ordered to make the following corrections within _____ days of this notice.

The location will be re-inspected on _____. Failure to comply with this notice may result in civil penalties, additional enforcement action, and/or the City performing the required work to abate the violation and limit future damage with all costs to be charged to the responsible party.

This notice is in effect for twelve (12) months from the date of the notice and any reoccurrence of the violation conditions within the twelve (12) month period the City may abate the violation without further notification and charge the resultant costs to the responsible party.

LOCATION OF VIOLATION		Photos Taken: ☐Y ☐N
PROPERTY OWNER/PERMIT HOLDER		PERMIT NUMBER
MAILING ADDRESS	EMAIL	PHONE NUMBER

TYPE OF VIOLATION

☐ Failure to Obtain Permit Prior to Start of Work

☐ Minor Violation (Failure to Install, Maintain or Upgrade Measures on Erosion and Sediment Control Plan)

☐ Major Violation (Failure to Install, Maintain or Upgrade Measures on Erosion and Sediment Control Plan that Resulted in a Sediment Release from the Project Site)

☐ Repeat Violation by a Party (Same Site)

☐ Repeat Violation by a Party (Different Site)

DESCRIPTION OF VIOLATION:

MINIMUM REQUIRED ACTION:

DATE & TIME INSPECTED:	INSPECTOR:	OTHERS PRESENT:

NOV: ☐ mailed ☐ posted onsite ☐ emailed ☐ other _____ Date:

Spill and Discharge Procedures Checklist

Minn. Statute 115.061 DUTY TO NOTIFY AND AVOID WATER POLLUTION states:

"(a) Except as provided in paragraph (b), it is the duty of every person to notify the agency immediately of the discharge, accidental or otherwise, of any substance or material under its control which, if not recovered, may cause pollution of waters of the state, and the responsible person shall recover as rapidly and as thoroughly as possible such substance or material and take immediately such other action as may be reasonably possible to minimize or abate pollution of waters of the state caused thereby.

(b) Notification is not required under paragraph (a) for a discharge of five gallons or less of petroleum, as defined in section 115C.02, subdivision 10. This paragraph does not effect the other requirements of paragraph (a)."

Minn. Statute 103G.005 Subd. 17 defines "Waters of the state" as:

"surface or underground waters, except surface waters that are not confined but are spread and diffused over the land. Waters of the state includes boundary and inland waters."

All stormwater conveyance systems, including the Isanti municipal stormwater system, are confined and therefore are waters of the state.

A. Compliance Determination:

1.	Are there areas on the site (including tanks, loading and unloading areas, concrete washout, etc.) which are contaminated by spills or leaks which have not been cleaned up? *(If "NO" further action is not required.)*	☐ YES ☐ NO
2.	Has any material entered a water of the state? *(If "NO" skip to Line 3.)*	☐ YES ☐ NO
a.	Has the State Duty Officer been notified? *(If "NO" contact the State Duty Officer at: 651.649.5451 or 800.422.0798)*	☐ YES ☐ NO
b.	Has action been taken to contain and minimize? *(Emergency Response Team Supervisor Stephen Lee at 651.297.8610 can provide suggestions for possible containment and next steps.)*	☐ YES ☐ NO
c.	Implement available containment measures necessary to minimize and mitigate further damage.	
d.	Notify _____ (XXX-XXX-XXXX)	
e.	Issue Notice of Violation in accordance with the City of Isanti Enforcement Response Procedures.	
3.	Is material in danger of entering a water of the state? *(If "NO" skip to Line 4.)*	☐ YES ☐ NO
a.	Direct responsible party to immediately implement containment measures to protect the waters of the state.	
b.	Issue a Field Compliance Order in accordance with the City of Isanti Enforcement Response Procedures if the spill or leak is not cleaned-up within 24-hours.	
4.	Direct the responsible party to clean-up the spill or leak and to take steps to protect against future spills and leaks. Issue a Field Compliance Order in accordance with the City of Isanti Enforcement Response Procedures if the spill or leak is not cleaned-up or is allowed to continue.	

Inspector: _____ Date and Time: _____

City of Isanti
Exposed Stockpiles, Storage and Material Handling Checklist

This report documents the findings of exposed stockpiles, storage and material handling that was recently completed on your site by the Stormwater Utility. If your site was not in compliance with City and State Pollution Prevention/Good housekeeping requirements, this report will outline the corrective actions that need to be taken at your site. You are responsible to bring your site into compliance within the timeframes noted in this report. If the site is not brought into compliance within the specified time frame, a Stop Work Warning or Stop Work Order may result.

Property Address (or Lot/Block #) Inspector Name Inspection Date / Time

/

Was the Property Owner or Contractor present during the inspection: ☐ Yes ☐ No

Inspection Type (check all that apply) ☐ Exposed Piles ☐ Storage & Materials Handling ☐ ESC/NPDES

****

1. **Exposed Stockpile Protection:** ☐ **Not needed at this time** ☐ **Acceptable** ☐ **Inadequate**

   ☐ Inappropriate type of control installed.
   ☐ Installed wrong
   ☐ Sediment ≥ 1/2 height of the device
   ☐ Has not been installed
   ☐ Not enough installed
   ☐ Other Maintenance Issues

   Comments: _____

   Actions taken/Recommendations (check one):
   ☐ Mulching
   ☐ Filter/Vegetative Strips
   ☐ Permanent Seeding
   ☐ Other: _____
   ☐ Temporary Seeding
   ☐ Hydro Mulching
   ☐ Erosion Control Blankets
   ☐ Sod Stabilization

2. **Storage and Material Handling:** ☐ **Not needed at this time** ☐ **Acceptable** ☐ **Inadequate**

   Comments: _____

   Actions taken/Recommendations (check one):
   ☐ List materials use on site & research
   ☐ Store materials on a pallet or in containers
   ☐ Determine drainage areas
   ☐ Locate and map on site storage/material handling area
   ☐ Protect from wind, rain, and predicted storm events

3. **Assessment of Erosion and Sediment Control (ESC)/ National Pollution Discharge Elimination System (NPDES) Measures:**

   ☐ All ESC measures in place and adequate
   ☐ Some ESC measures in place an adequate
   ☐ ESC inadequate or missing
   ☐ All NPDES measures in place and adequate
   ☐ Some NPDES measures in place and adequate
   ☐ NPDES measures inadequate or missing
   ☐ Some corrective action has occurred since previous inspection.

   ☐ **Recommend ERP[1] Field Compliance Order** There is discharge, erosion and sediment control issues, or other issues that require correction. Contact _____ to discuss schedule a meeting with Stormwater staff to confirm a correction plan and schedule.

   ☐ **Recommend ERP[1] NOTICE OF VIOLATION (NOV)** A Field Compliance Order has not been addressed or on site issues meet the ERP criteria for NOV. Please call _____ to schedule a meeting with Stormwater staff to confirm a correction plan and schedule.

   [1] A copy of the City of Isanti Enforcement Response Procedures (ERP) is available on the City website.

_____ _____

Inspector Signature Date

SWPPP Checklist

Construction Stormwater Permit Program

Doc Type: Stormwater Pollution Prevention Plan (SWPPP)

Background: This checklist is based on the checklist used by Minnesota Pollution Control Agency (MPCA) staff for Stormwater Pollution Prevention Plan (SWPPP) reviews.

Site Information

Applicant: _____ Project name: _____

Application date: _____ Reviewer name: _____

SWPPP Narrative

Yes	No	
☐	☐	Describe the nature of the construction activity?
☐	☐	Address the potential for a discharge of sediment and/or other potential pollutants from the site?
☐	☐	Propose erosion prevention and sediment control Best Management Practices (BMPs.
☐	☐	Identify the person knowledgeable and experienced who will oversee the implementation of the SWPPP.
☐	☐	Identify the entity (name or title) responsible for performing future Operations and Maintenance (O&M).
☐	☐	Identify the training requirements are satisfied.
☐	☐	Describe project phasing.
☐	☐	Describe final stabilization methods for all exposed areas? (may be in narrative or on plan sheets)
☐	☐	Identify stormwater management measures needed to mitigate impacts identified as a result of environmental, historical, archaeological, or rare species reviews conducted for the project?
☐	☐	Identify additional measures being taken to protect Drinking Water Supply Management Areas?
☐	☐	If site discharges to special water or impaired reach, identify any site areas discharging to the special or impaired reach?
☐	☐	Identify construction areas that are adjacent to and drain to Public Waters for which the Minnesota Department of Natural Resources (DNR) has promulgated "work in waters restrictions" during specified fish spawning time frames.
☐	☐	The SWPPP must account for expected amount, frequency, intensity, and duration of precipitation.
☐	☐	The SWPPP must account for nature of stormwater runoff and run-on at the site.
☐	☐	The SWPPP must account for the range of soil particle sizes expected to be present on the site.
☐	☐	For design requirements or SWPPP components where Permittee determines that compliance with the requirement is infeasible; the SWPPP must document that determination and the substitute BMPs.

SWPPP Plan Sheets

Yes	No	
☐	☐	Existing and final grades.
☐	☐	Locations and types of all temporary and permanent (including infiltration areas) ESC BMPs.
☐	☐	Stormwater flow directions and surface water divides for all pre- and post-construction drainage areas.
☐	☐	Impervious areas (Pre- and Post-Construction).
☐	☐	Soil types.
☐	☐	Locations of potential pollutant-generating activities.
☐	☐	Locations of areas not to be disturbed (buffer zones).
☐	☐	Tabulated quantities of all erosion prevention and sediment control BMPs.
☐	☐	Location of areas where construction will be phased to minimize duration of exposed soil areas.
☐	☐	Areas of steep (3:1 or greater slope).
☐	☐	Locations of all wetlands, surface waters, and storm ponds that will receive pre- or post-construction site runoff.

Stormwater Discharge Design

Yes	No	
☐	☐	For any stormwater flow that will be channelized at the site, the stormwater controls must be designed to control both peak flowrates and total stormwater volume to minimize erosion at outlets and to minimize downstream channel and streambank erosion.
☐	☐	Are Temporary Sediment Basins required on site?

Yes	No	
☐	☐	Adequately sized and appropriately located
☐	☐	Designed to prevent short circuiting?
☐	☐	Outlets designed to remove floating debris, withdraw from the surface, and allow complete drawdown?
☐	☐	Do outlets have energy dissipation?
☐	☐	Have a stabilized emergency spillway?

Which method of permanent stormwater treatment has been selected?

Yes	No	
☐	☐	Are calculations/computer model results included to demonstrate the design and adequacy?
☐	☐	Is adequate maintenance access provided?
☐	☐	Infiltration or filtration

Yes	No	
☐	☐	Is infiltration/filtration appropriate to the site and land uses?
☐	☐	Phasing to ensure excavation of infiltration system after drainage area stabilized?
☐	☐	Rigorous sediment and erosion controls to keep sediment and runoff away from the system?
☐	☐	Is a pretreatment device planned?

Yes	No	
☐	☐	Wet sedimentation basin:

Yes	No	
☐	☐	Configured so scour or resuspension is minimized and to prevent short circuiting.
☐	☐	Basin outlets designed to discharge at > 5.66 cubic feet per second (cfs) per acre of pond
☐	☐	Basin outlets designed to prevent discharge of floatables.
☐	☐	Stabilized emergency overflow.

Yes	No	
☐	☐	Regional ponds:

Yes	No	
☐	☐	Is written authorization from owner of regional pond included in SWPPP?
☐	☐	Does regional pond design conform to the permit requirements for wet sedimentation basin?

Other Requirements

Yes	No	
☐	☐	Plans show areas that are not to be disturbed or are areas where disturbance will be minimized.
☐	☐	Minimize disturbance or other techniques to minimize destabilization of steep slopes.
☐	☐	Has appropriate construction phasing been implemented?
☐	☐	Exposed soils have erosion protection/cover initiated immediately and finished within 14 days
☐	☐	Wetted perimeters of ditches stabilized within 200 feet of surface water within 24 hours.
☐	☐	Temporary or permanent ditches or swales that are being used as a sediment containment system during construction must be stabilized within 24 hours after no longer being used as a sediment containment system.
☐	☐	Pipe outlets have energy dissipation within 24 hours of connecting.
☐	☐	Discharges from stormwater controls are directed to vegetated areas of the site unless infeasible.
☐	☐	Are sediment control practices established on down gradient perimeters and upgradient of any buffer zones?
☐	☐	Are all inlets protected?
☐	☐	Stockpiles have sediment control.
☐	☐	Construction site entrances minimize street tracking.
☐	☐	Plans minimize soil compaction and preserve topsoil.
☐	☐	50 foot buffer or (if not feasible) redundant sediment control when adjacent and drains to a surface water.
☐	☐	Is a dewatering plan required?
☐	☐	Storage, handling, and disposal of construction products, materials, and wastes.
☐	☐	Fueling and maintenance of equipment or vehicles; spill prevention and response.
☐	☐	Vehicle and equipment washing.
☐	☐	No engine degreasing allowed on site.
☐	☐	Containment of Concrete and other washout waste.
☐	☐	Portable toilets are positioned so that they are secure.
☐	☐	Stabilization by uniform perennial vegetative cover (70% density of its expected final growth).

Requirements of Appendix A

Yes	No	
☐	☐	Does this site drain to a discharge point on the project that is within one mile of a Special or Impaired Water?

Yes	No	
☐	☐	Stabilization initiated immediately and all soils protected in 7 days
☐	☐	Provide temp basin for five acres draining to common location.
☐	☐	100-foot buffer
☐	☐	Other as appropriate

Wetland Impacts

Yes	No	
☐	☐	Does this site have a discharge with the potential for adverse impact to wetlands:

Yes	No	
☐	☐	Does the SWPPP comply with the conditions of an approved Wetland Impact Permit?

City of Isanti Erosion and Sediment Control Inspection Record

Address:	Permit Holder:	Phone Number:

Inspectors Initials	Type of Inspection		Rainfall (record all events > 0.5 in)	Date of Inspection			Time of Inspection	Areas Inspected												Assessment Measures				Findings and Corrective Actions
	Routine Weekly	24 hours after rainfall		Month	Day	Year		Perimeter Erosion Control		Stabilized Vehicle Entrance		Sediment Transport		Inlet Protection		Debris/Spills/ Good Site Housekeeping		Temporary Stockpile Protection		All Measures Adequate	Some Measures Adequate	NOTICE OF VIOLATION ISSUED	STOP WORK ORDER	
								Adequate	Inadequate	Adequate	Inadequate	Adequate	Inadequate	Adequate	Inadequate	Adequate	Inadequate	Adequate	Inadequate					
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Services Provided:

Civil & Municipal Engineering
Water & Wastewater Engineering
Transportation Planning & Engineering
Structural Engineering
Aviation Services
Water Resources Engineering
Landscape Architecture
Land Surveying
Geographic Information System
Project Funding & Financing

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